



The  
Case Management  
Community

# 3HUB Documents that need to be updated when fees change

Rates Increase Letter - general

2023-2024 Rates Increase Letter - including HR and Payroll

Starting to use a CMA Letter to Funder

Business Plan Template

Disclosure and Barring Service (DBS) Check Instructions - (Old name - DBS Starter pack instructions)

HR Staff Management and Employment Policies (Old name - HR Staff Management Policy Book and Company Policy Book)

HR Recruitment Approval (Authorisation) and Costing Form - (Old name - HR Approval Form)

HR - CM SLA Master Template

Annual Estimate of ongoing costs

Case Management Terms and Conditions Contract (Old name - Service Users Care Contract (T&C's))

INA Cost Estimate Letter with deferred payment terms

INA Cost Estimate Letter

INA

Short Form INA

CM Progress and Cost Review Report - (Old name - CM Progress Cost Review)

Time and Expenses Tracking Against Budget Spreadsheet Tracker – (Old name - Tracking Expenditure against budget spreadsheet)

Service info leaflet for Referrers

Directly employed staff example costing template