LCS C&F Assessment Guidance

Version 3.0

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Introduction

In March 2013 Dfe published the new Working Together to Safeguard Children Guidance.

The following are some extracts from Working Together 2013 which came into effect on 15th April 2013:-

Whatever the timescale for assessment, where particular needs are identified at any stage of the assessment, Social workers should not wait until the assessment reaches a conclusion before commissioning services to support the child and their family. In some cases the needs of the child will mean that a quick assessment will be required.

It is the responsibility of the social worker to make clear to children and families how the assessment will be carried out and when they can expect a decision on next steps.

To facilitate the shift to an assessment process which brings continuity and consistency for children and families, there will no longer be a requirement to conduct separate initial and core assessments. Local authorities should determine their local assessment processes through a local protocol.

Local authorities, with their partners, should develop and publish local protocols for assessment. A local protocol should set out clear arrangements for how cases will be managed once a child is referred into local authority children's social care and be consistent with the requirements of this statutory guidance. The detail of each protocol will be led by the local authority in discussion with their partners and agreed with the relevant LSCB.

LCS was therefore configured to support 'Cumbria's Local Protocol for Assessment' and the new workflow is operational for all new assessments from Monday 4th November 2013.

Single Assessment

New workflow was introduced so that the Initial Assessment and Core Assessment workflow was replaced by a single assessment. In Cumbria the single assessment has been named the **C & F Assessment**.

Referral

A user will complete the Contact and Referral records. When coming to the end of the Referral the user will be presented with the suggested outcomes. The outcome of *C&F Assessment* should be selected to progress the case to an assessment.

This process in most cases is carried out by the Safeguarding Hub as described in next chapter *(see also appendix A for transfer flow from Safeguarding Hub to District Team Manager)* although there are occasions where a District Team will start a Contact and Referral, for example when additional siblings are identified and require assessment also.

New Referral received by Safeguarding Hub and transfer of Assessment Decision to District Teams

Contacts received into the Safeguarding Hub will be progressed through EHM by a multi-agency team of professionals. Where threshold is met for Social Care intervention the Contact and supporting information will be transferred to LCS and progressed to Referral by Business Support and Safeguarding Hub Social Worker as per existing process. The referral is then authorised by the Safeguarding Hub Team Manager. Once authorised the following screen will show:-.

This allows for the priority to be set for the case pathway. However, it is agreed that the priority will not be set in the Safeguarding Hub, it will be set by the District Team Manager and the following steps will be taken to transfer the Assessment to the relevant District team Manager.

Please note the clock starts ticking from the date of Contact and therefore the allocation to a Social Worker MUST be made within 24 hours of date of the Contact Record in LCS

1. Safeguarding Hub Manager clicks into 'Reassign' link :-

2. **Then 'Create New Professional Involvement' of an allocated worker role to relevant District Team Manager and then re-assign task.**

3. **When the task has been re-assigned from the Safeguarding Hub it will appear in the District Team Manager's worktray like this:-**

14-Jun-2016   Polly, Pocket 6 yrs [Ref: 579865]   Referral - DTM Decisions

N.B. The due date is 24 hours from contact start date.

District Team Manger's will then consider the reasons for assessment and set the appropriate timeframe from the listed priorities based on needs of child, nature and level of risk:-

4. This will then return the Manager to the screen to start the C&F Assessment:-

Click 'Start' and then click 'Confirm' on the next pop up screen. The assessment will then show with the appropriate due date in the Managers worktray. The next step is to re-assign the Allocated Role to the Social Worker..

5. To re-assign to the Social worker, click into Involvments tab and then select the Allocated Case Worker role:-

● Professionals

Role	Professional	Team	Job Title	Start Date	End Date	Contact Numbers	Core Group Member	Reason
Allocated Case Worker	Sandra Team Manager	Sandra's V12 JUT team	Team Manager	13-Jun-2016		▸ Show Contact Numbers	No	

On the next screen select 'Re-assign this role'

▸ Update Professional Involvement
▸ Reassign this Role

And change the allocation to the chosen Social Worker and select Reason from picklist, then click 'Update':-

Update	Cancel	- Reassign Role

Update Allocated Case Worker - Sandra Team Manager

● **Details**

Professional Role   Allocated Case Worker
Current Assignment   Sandra Team Manager
Start Date   13-Jun-2016
Is a Core Group member   No

● **Reassign Role**

Professional   👤 Sandra Social Worker ✖

                changed from...
                👤 Sandra Team Manager
Start Date   [15-Jun-2016] 📅
Reason   Re-allocation from Team Manager to Social Worker ▼
Comments   [   ]

6. The Assessment task will then automatically be transferred to the Allocated Social Worker and appear in their worktray with correct due date.

In this example the priority was set to 13 working days which rounded to the next working day.

● Two Weeks Time (1)	Person	Task Description
30-Jun-2016	Polly, Pocket 6 yrs [Ref: 579865]	**C & F Assessment - Please do C & F Assessment for Child**

7. The priority is shown in the child's demographics within the CIN Tab :-

Changing a Case Priority

Only Manager's and Advanced Practitioners have the profile right to change a case priority

This is changed from the CIN tab. Firstly click on the *Change Priority* link:-

This will then bring up a screen to select the new priority and provide a reason for changing the case priority. Then click *Create*.

This will change the end date and start date of the new priority to 'today's' date. These will appear in a list on the CIN tab.

This will then automatically update any existing tasks with due dates set by priorities, so that we use the new timeframe.

Next Month (1)	Person	Task Description
18-Jul-2016	Polly, Pocket 6 yrs [Ref: 579865]	**C & F Assessment - Please do C & F Assessment for Child**

C & F Assessment for CIN

The design of the C & F Assessment form allows for it to be used either for a report to ICPC or as a generic C & F Assessment. The appropriate option must be selected from the 'Circumstances' tab.

Circumstances tab:-

If the assessment is not going to be used for report to ICPC there are 2 mandatory questions to complete on the circumstances page:-

If the Assessment is being completed in a CIN context then there is an option also to create or load a chronology:-

Selecting 'Yes' will pull in any chronology which is in the Chronology tab of the demographics.

If there is no chronology on the childs record a chronology can be created in table format in the Assessment form – however, please note that this does not migrate back to the chronology tab in the demographics.

Where there is a chronology in the demographics and it is susequently changed in the demographics before the assessment is completed there is the ability to 'Re-load' with the changes

C & F Plan

Working Together states:-

> *Whatever the timescale for assessment, where particular needs are identified at any stage of the assessment, Social workers should not wait until the assessment reaches a conclusion before commissioning services to support the child and their family. In some cases the needs of the child will mean that a quick assessment will be required.*

It is therefore important that you can create a plan within the first C&F Assessment as soon as needs and services are identified. As with the previous Initial Assessment template the Plan can be started from the C & F Plan page:-

and then created in the new 'table' format:-

Childs Developmental Needs

Reason for Actions	Required Actions	Who will do this and when	
Reason 1	Action 1	Child today	✕ ✚ ▦ ▯ ▾
Reason 2	Action 2	Mum xx/xx/xxxx B I U A A A X	✕ ✚ ▦ ▯ ▲ ▾
Reason 3	Action 3	Health Visitor xx/xx/xxxx	✕ ✚ ▦ ▯ ▲

The remainder of the assessment form is in the same format as previous IA & Core assessments which will already be familiar to Social Workers and Manager.

Once the assessment is complete, select the appropriate outcome for next course of action. **Remember you need to have an active plan for the case to remain open.**

CIN Active Child's Plan

As per existing processes, if Child's Plan is selected as an outcome, once the assessment is authorised the Allocated Worker will have an Active Child's Plan in their worktray, from which the CIN Review is automatically started, and other options can be started from the decisions tab:-

CIN Review

It is important that the CIN Review meeting is scheduled as per current CIN practice guidance. Update the meeeting details and scheduling to set the first planned meeting date. (Refer to CIN Guidance for further details of review process recording):-

S17 Short Breaks

From the Active CIN Plan s17 Short Breaks can also be recorded (see s17SB Guidance for full details):-

C & F Assessment for ICPC

Immediate Action

In circumstance when immediate action is required a Strategy Discussion task can also be started by clicking into the full pathway and selecting 'Strategy Discussion:-

And start the task from the next box presented:-

The Allocated worker will then have the following tasks to complete in worktray:-

Strategy Discussion

The Strategy Discussion is completed as existing procedures

S47 Enquiries

Where the outcome of the Strategy Discussion is S47/C&F Assessment, the system will trigger the S47 task to the Allocated Worker. No additional C&F Assessment task is triggered when there is still a C & F Assessment task in progress:-

The Allocated Worker then has the 2 tasks in worktray for S47 & C&F Assessment:-

In cumbria the S47 Enquires must be completed in 5 working days and recorded on LCS for decsion by 6th working day.

Where the decision is made to progress to ICPC, the Allocated Worker continue's recording the C&F Assessment as their report to ICPC

The design of the C & F Assessment form allows for it to be used either for a report to ICPC or as a generic C & F Assessment. The appropriate option must be selected from the 'Circumstances' tab.

Circumstances tab:-

For an assessment to be used for report to ICPC there are 2 mandatory questions to complete on the circumstances page.
When selecting to use the assessment as a report for ICPC, this will then open an additional mandatory free text field 'Reason for Child Protection Conference:-

It will also open the Child and Family Chronology and pull through the Chronology recorded in the demogaphics 'Choronology tab'. A chronology must be included in the assessment report for ICPC, **If there is no chronology on the childs record a chronology can be created in table format in the Assessment form – however, please note that this does not migrate back to the chronology tab in the demographics**.

Where there is a chronology in the demographics and it is susequently changed in the demographics

before the assessment is completed there is the ability to 'Re-load' with the changes

C & F Plan

A plan is required to take to ICPC and can be created within the Assessment form if it is the first C&F Assessment for this referral period.
(NB A CIN plan is not required if child is already CLA and subject to a CLA plan)

Also Working Together states:-

> *Whatever the timescale for assessment, where particular needs are identified at any stage of the assessment, Social workers should not wait until the assessment reaches a conclusion before commissioning services to support the child and their family. In some cases the needs of the child will mean that a quick assessment will be required.*

It is therefore important that you can create a plan within the first C&F Assessment as soon as needs and services are identified. As with the previous Initial Assessment template the Plan can be started from the C & F Plan page:-

and then created in the new 'table' format:-

The remainder of the assessment form is in the same format as previous IA & Core assessments which will already be familiar to Social Workers and Managers.

Once the assessment is complete, select outcome Active Childs Plan.
Remember you need to have an active plan for the case to remain open, to support child and family and present to ICPC

The assessment form is then authorised and ready to share with family and conference attendees 2 days prior to ICPC.

CP concerns on Open CIN Case

Where Child Protection concerns are identified on an open case and a strategy discussion is required, follow existing recording procedures and set short priority:-

- From full pathway map 'Start Strategy Discussion'
- Where the outcome of the Strategy Discussion is 'S47/C&F Assessment', this will trigger 2 tasks to the Allocated Worker – S47 and C&F Assessment.
- From CIN tab of child's file, Manager to change case priority to 'Short – up to 13 days' to set the Assessment timescale
- Complete S47 enquiries within 5 days
- If outcome of S47 is ICPC, then complete the C&F assessment as report for ICPC. In this case where there is already an active CIN plan select 'Other Actions' as your outcome of the assessment.
- Ensure the Active CIN Plan is updated and authorised prior to ICPC as this will feed into the Outline CP plan if child is made subject to CP Plan.

C & F Assessment for CLA

Where a child becomes looked after, the C&F Assessment will be the baseline for work with the family while the child is away. Cumbria County Council must assess the child's needs to draw up the careplan which sets out the services which will be provided to meet the child's identified needs.

Additionally, an assessment by a Social worker is required before the child returns home under the Care Planning regulations 2010. This will provide evidence of whether the necessary changes and improvements have been made to ensure the child's safety when they return home.

To trigger a new assessment at any time that it is required click into the full pathway, and click into C&F Assessment box:-
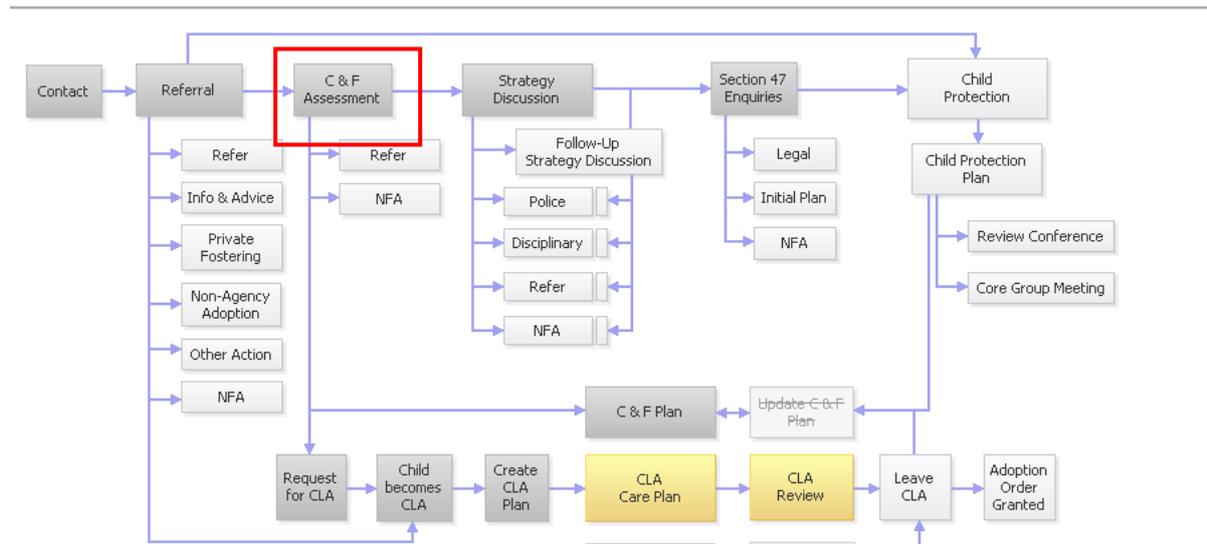
Then on the next screen select the 'Re-start' tab and enter start date of assessment and then click Start C&F Assessment:-

Then the Manager will be required to set the appropriate priority/timeframe for this assessment. (please refer to Page 8 – Changing Case Priority)

Changes to full Maps following introduction of C&F Assessment

Main workflow maps

The full pathway map has been changed and will be specific to the single assessment workflow stage. When a new case is started the full map will look as below:
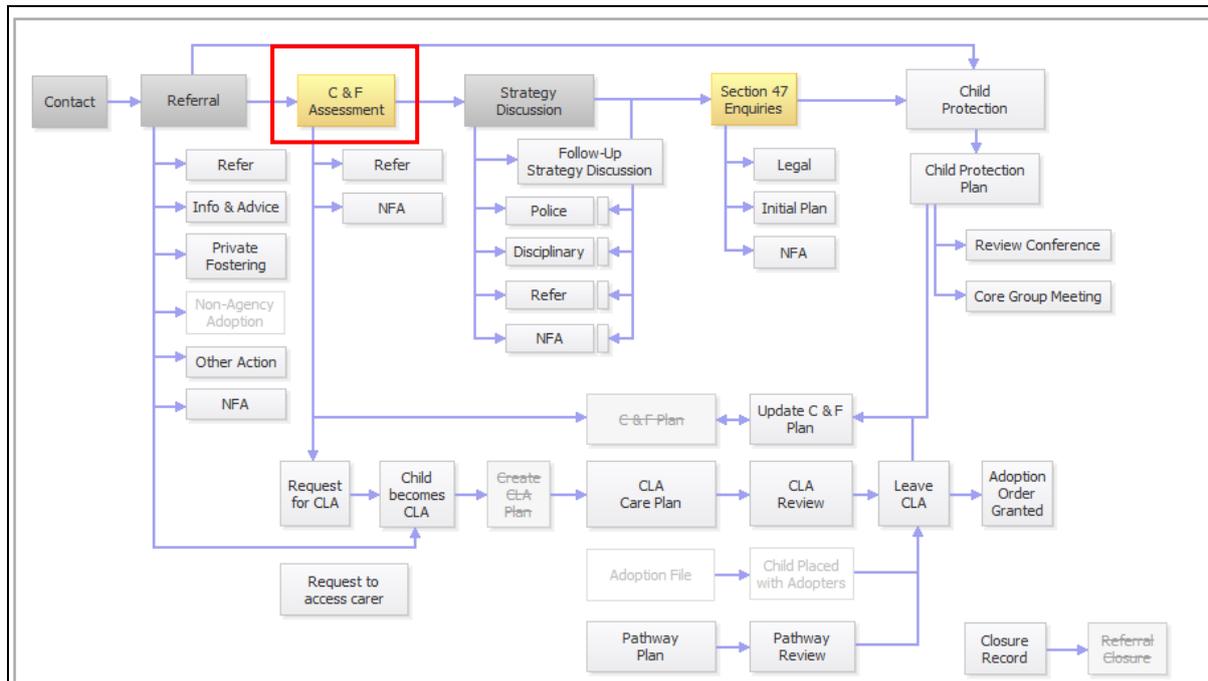
When a case has previously been subject to an Initial or Core Assessment the full map will show links to the historic Initial and Core Assessment as shown below:
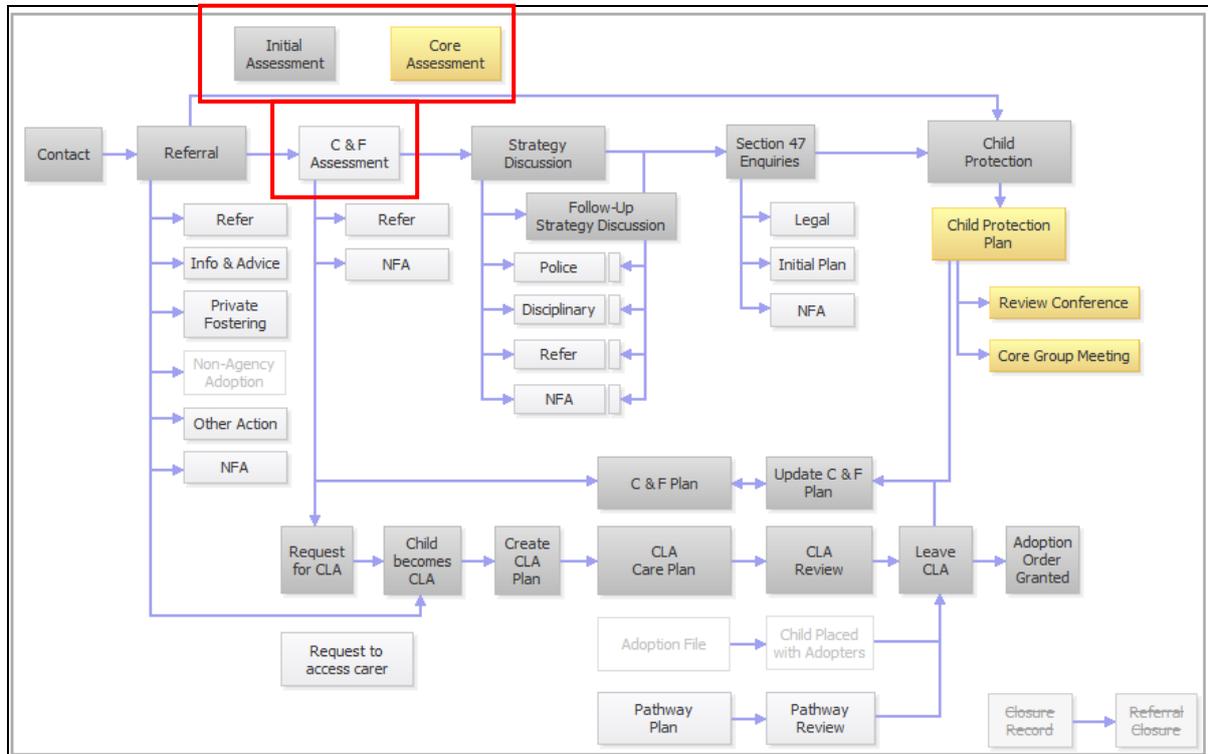
This map has the Initial Assessment and Core Assessment stages still showing, as these stages may still need to be accessed and this way the full process can be easily viewed. In this case the process has never had a C&F Assessment completed, but if at any point a new/update to the previous Core Assessment is required, then choosing an outcome/decision will create the C&F Assessment.

Appendix A

LCS Process – Safeguarding Hub to District Teams for C&F Assessment

Safeguarding Hub
- Contact received in Safeguarding Hub and progressed through EHM
- If threshold met for Social Care transfer up to LCS and record Initial Contact & progress to Referral & Information Record
- Assign to duty Tray for Social worker pickup

Safeguarding Hub Social Worker
- Complete Referral and Information Record
- Recommend Further Action & Suggested Outcomes
- Finalise & send for authorisation

Safeguarding Hub Manager
- Authorise decsion to progress to C&F Assessment
- Allocate Referral to relevant District Manager to 'Set Priority' for case

District Manager
- Task allocated to District Manager = 'Referral - DTM Decsions'
- Discuss/Agree Allocated Case Worker and set Priority Timescale for Assessment/Case
- Start Assessment task
- Re-assign Allocated Worker role to Social Worker and this will transfer the C&F Assessment task to their worktray.

Appendix B

Triggering a further full C&F Assessment

<u>**CiN**</u>
<u>Triggers when a full child and family assessment must be completed - minimum standards</u>

Within a 12 month period a C&F Assessment must be updated. Management oversight case note or Supervision Record to be made within 5 working days.

S47 automatically starts a new C&F Assessment if one not already in progress – this must be completed as part of the S47 and should not be cancelled if case does not progress to ICPC. The assessment completed should be proportionate to the child's needs and circumstances. This can be a brief assessment but must be fully completed.

<u>**CP** triggers when a full child and family assessment must be completed – minimum standards</u>

S47 on open CP would automatically start a new C&F Assessment; this must be completed as part of the S47 and should not be cancelled. The assessment completed should be proportionate to the child's needs and circumstances. This can be a brief assessment but must be fully completed.
A full child and family assessment must be completed following a CP transfer in conference.

<u>CLA triggers when a full child and family assessment must be completed – minimum standards</u>

When a child becomes looked after – these must be an up to date assessment completed within the previous 3 months.

When a child's care plan is to return home to parents then a C&F Assessment must be completed prior to the child going home, this is endorsed by service manager

When a child is leaving care and is 16/17, decision is made by Director Children's Social Care prior to the young person leaving care.

Additional Trigger prompts for Management Oversight to show rationale that the change in circumstances have been risk assessed & a decision taken whether a full C&F Assessment is needed or not and identify where the assessment will be found:-

- As part of the QA of CP Plans the Service Manager and Senior Manager will review the quality of the assessment within the RCPC documentation within 12 monthly intervals
- Another adult living in the household with the child or an adult leaving the household.
- Additional children living or leaving the household
- CLA cases – another sibling born
- CLA cases – 3 placement moves
- Stage 2 Missing From Home – Management decision between Service Manager and Team Manager e.g. trigger full C&F Assessment or bring forward review.
- Preceding an application for an Education Supervision Order if there is not an up to date C&F assessment completed in the last 3 months.
- Preceding an application to Adoption Support Fund for a child subject to an SGO if there is not an up to date C&F assessment completed in the last 3 months.

1. To trigger a new assessment at any time that it is required click into the full pathway, and click into C&F Assessment box:-
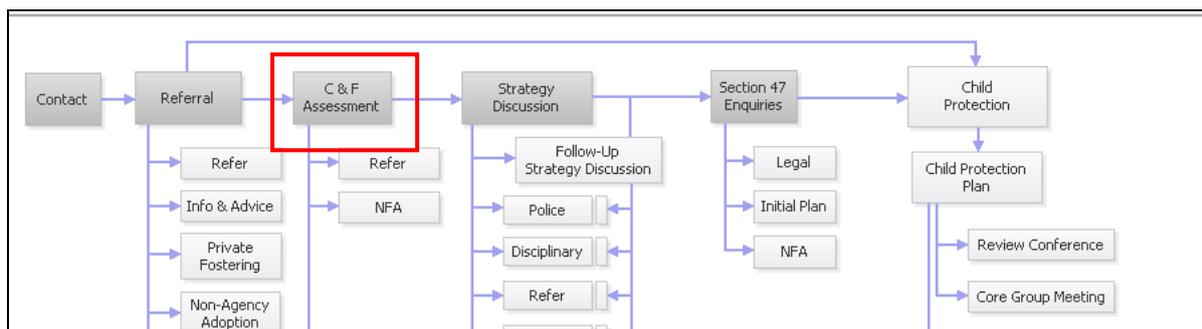
2. Then on the next screen select the 'Re-start' tab and enter start date of assessment and then click Start C&F Assessment:-

3. Manager must also check and select the appropriate priority/timeframe from CIN tab (see page 8 for guidance)

4. Social worker has the option of copying forward previous assessment which can be updated. Or start a blank:-

Appendix C

Alerts

The following alerts are configured within LCS to support teams in timely management of completion of their assessments

	Query Results (3)	
Subject	Description	Is Active
C & F Assessment Alert	C & F Assessment to be completed within the next 10 days	✔
C & F Assessment Alert	C & F Assessment at 40 days	✔
C & F Assessment Alert	C & F Assessment not completed within 45 days	✔

For training, help and support for any aspect of LCS please contact the Performance Support Team using the Help link within LCS

Liquidlogic Children's   Home   Tiles   Help   Menu ▼   System ▼   Find ▼

Performance.support@cumbria.gov.uk