## **Initial Health Assessments Process.**

DAY 1

Social Worker/ Team Manager notifies Team Coordinator that a child has become LAC.

Team Coordinator also runs report from Discoverer each week - Children who have become LAC.

**Team Coordinator emails** 

<u>cdda-tr.LACTeam@nhs.net</u> with the following details

name, DOB, Date became LAC & Legal Status, & provides forms to Social Worker.

Health Admin email request to GCSX with the relevant forms.

Social Worker completes pages 8-10 of the relevant health form, and consent form, and returns to Team Coordinator by Day 2.

TC to chase this up with SW and notify TM if not received.

Team Coordinator checks form and emails it to LAC Team <a href="mailto:cdda-tr.LACTeam@nhs.net">cdda-tr.LACTeam@nhs.net</a> by day 5.

Throughout the process, TC will keep accessing the Team GCSX account for emails in relation to IHA.

Business Support will still access GCSX and email any IHA requests to SW if TC is off.

2 WORKING DAYS
AFTER HEALTH
SENDING REQUEST
- HEALTH WILL
CHASE PAPERWORK
WITH SW, TM & TC.

5 WORKING DAYS
AFTER HEALTH
SENDING REQUEST
- HEALTH WILL
CHASE PAPERWORK
WITH SW, TM & TC.

7 WORKING DAYS
AFTER HEALTH
SENDING REQUEST
– HEALTH WILL
EMAIL SENIOR
MANAGEMENT &
WEEKLY
THEREAFTER.

DAY 2

DAY 5