

### **If the outcome of CA is multi agency meeting**

- Arrange date, time and venue in consultation with the family
- Ensure invitations are sent out to all relevant practitioners – the central office/IPC can help with this if you have no administrative capacity
- If IPC support is required to chair the meeting, ensure enough notice.
- Appoint Lead Professional
- Set date, time and venue for review meeting.

### **Following a multi agency meeting**

- Ensure that the action plan is on the system within 5 working days.
- This should be entered on the system within 10 working days
- Plan review date

### **Role of Integrated Processes Coordinator (IPC)**

The IPC will help and support you to:

- Discuss whether to undertake CA or not.
- Undertake the CA visit with you.
- Help with arranging multi agency meetings.
- Chair multi agency meetings/review meetings
- IPC's will quality assure all CA's on the central system in 5 working days
- They will contact you if any information is missing or for any clarification about content etc...

### **Good Practice**

**Before CA is uploaded, Practitioners should, ensure the content of the CAF is agreed with the young person, parent or carer in case changes are required. The completed CAF should be always shared with the young person, parent or carer.**

**Contact the central office before you undertake a common assessment to ensure that there is not one already underway on that young person/child and to receive a reference number**

### **Contact Details**

**West and North West IPC** Eren Weekes 07891271021

**East and North East IPC** Julie Clarkson 07891 274502

**South IPC** Rosaline Morley 07891 271364

**IPC Manager** Mary Armitage Phone 07891 276137

**CAF Office** 0113 24 76830

### **Guiding Principles**

The assessment is the child/young person/family's, their views are essential.

Begin with problem free talk and strengths

Feedback the positives to the child/carers

Explore strategies that have already been tried

Focus more on future solutions than past problems

Focus more on the impact of problems than the problems themselves

Find any exceptions to explore and build on

Do not assume anything - listen more!

Be honest and realistic about what you think about the issues and what you can do

Feedback more positives

Do not promise services/interventions

### **Process**

Identify if child/young person will benefit from CA

Consider use of pre assessment checklist

Discuss with your manager and/or Integrated Processes Coordinator (IPC)

Gain consent from child/young person parent/carers

Register intent to undertake CA with Central Office and provide core details for yourself, the child and family and household members

Obtain the CAF reference number from the CAF office 0113 2476830

Identify a realistic start date and arrange a suitable time & venue

Capture relevant assessment information

Get CA on database within 10 working days of the visit

If outcome is "Multi Agency Plan" begin to make arrangements

Once the CA on the system, IPC to respond to assessor within 5 working days

Once CA completed a copy is emailed to assessor to circulate appropriately

Practitioner sends a copy to parents/child young person

Practitioner invites Agencies to MA meetings facilitates access to CAF

CAF team may give access to database, support Multi-agency meetings,

Action plan is completed recorded on the database

Reviews planned undertaken and recorded by LP until the point at which the episode is formally closed on the database

## **Quick CAF Guide for Practitioners**

## Completing Documentation

**Names:** Spell consistently throughout

**Address:** Full address and post code

**Telephone:** include land line and mobiles

**References:** include if used by agencies

**CAF reference number:** allocated by central office on registration.

**Ethnicity:** obtained by asking for information from child/parent and use ethnicity codes on system

**Parents/carers:** include first / surnames correctly. Use a consistent approach when referring to them - Mum/Dad or by name. Their address and contact land line and mobile are included even if these are the same as the child's. Ensure that you have agreed a date for the next meeting

**Household members:** include all family members living at that address. If the family size is significant include issues and impact in the "family and environment" section.

**Siblings:** include age/DOB

**Other Significant agencies:** include all those currently **or** recently involved. - names and contact numbers also required. If information from any other agency is relevant, include it in the appropriate part of the assessment e.g. family and the environment.

If the family does not have a GP contact this should be addressed.

All pre school children should have a named health visitor.

All school age children attending school have a named School nurse.

Refer to CA form for areas to coincide when completing General Health, Personal Development, Enjoying & Achieving, Parenting, and Family & Environment sections

## What changes are wanted?

This links back to the needs identified in the assessment and looks forward to how change can happen and how final goals are identified. Try to identify positively what **is** wanted in **detail** so family members, practitioners and other agencies can easily see how they can contribute.

**Do not talk about services here**

## How can change happen?

Identify simple steps first. Begin with what the family **can** do. Strongly encourage **small** changes, and explore the possible impact of these. This can lead to wider discussion about how others can support the family to make the changes they want. Identify the **type** of support needed but...

**Do not promise services**

## Actions

Summarise details of who will do what within agreed timescales. This should include family actions. If a multi agency action plan is required actions here should prepare for it e.g. say who will organise it, but not replace/duplicate or presume the outcomes of the meeting itself

## Summary of needs

This information feeds into future planning of services. Match the coded outcomes of health, safety, as closely as possible to the needs identified.

## Goals

What will things look like at review?

It is important that goals are SMART (specific, measurable, achievable, realistic, timed). The statement recorded here will be used to:

- plan support
- focus any multiagency meeting
- review all activity undertaken with the family as a result of the CA
- evaluate the effectiveness of services delivered to achieve identified goals
- evaluate whether progress has been made
- agree together when the episode can end.

**Views of** child/parents/carers/practitioner are made here, Preschool children may comment too. Views may be about the assessment, the action proposed or both.

The coded **planned outcome** reflects what will happen next e.g. family activity, activity by single or multi agency or a specialist agency is required.

**Rating** focus specifically on;

- 1) The process of the assessment
- 2) Confidence to make progress-achieve goals.

This should be phrased carefully to the child/parent to show this difference.

The comment box can be used to record any additional information.

## Information sharing

**It is good practice to record a comment here on the extent and limitations of the child, young person or the parent's/carers willingness to share information. Families are more likely to share information if they feel fully informed about who will receive what information and why.**

Always give the information sharing leaflets.