

Returning Completed Common Assessments

Completing the Common Assessment

The form is self explanatory and provides prompts to help with completion. It is good practice to ensure details of the child or young person's GP and other practitioners providing universal services are explicit, together with factors that impact upon the child and family.

The [Quick CAF Guide](#) provides additional information on good practice.

The practitioner records the priority needs identified during the assessment using the [codes](#) related to the Every Child Matters five outcomes.

The "Identify Change" section includes WHAT changes people want to see, HOW to make this happen, any immediate actions needed and GOALS to illustrate how the family and professionals will know things have improved.

Practitioners should work with the child or their parent to identify what action should be taken including what the child and family will do for themselves. The outcome may recommend one agency, a local service identified through the [Family HUB](#), or a multi agency response to access support.

On completion of the form it is good practice for Practitioners to check that:

- The outcome whether single or multi agency is captured.
- Responsibilities for carrying out any immediate actions are clear including establishing the date for the next meeting if appropriate.
- Consent is captured with a signature on relevant documentation, particular regarding the sharing of information with any agencies.
- Information sharing is explained using the national [information sharing guidance, leaflets](#) and the Leeds [parent and carer](#) and [child and young person](#) leaflets.
- The parents and the child/young person score or rate their experience of the process so far in order to help to measure progress.
- Everyone is clear what the practitioner will do after the discussion, what the child/young person or parents could be doing for themselves, how and when the family will get their own copy of the completed Common Assessment once it is recorded on the e-CAF database.

The information captured through Common Assessment does not replace individual agencies own case management. Each agency should continue to record detailed information of their involvement through their own systems.

Most Common Assessments are straightforward. Parents and children / young people want help and welcome efforts to provide this in a co-ordinated way. However, there will be maybe [tricky situations](#) that require practitioners to work with additional tenacity, creativity and sensitivity.

The process is voluntary for parents so practitioners need to be clear about the advantages of undertaking a common assessment.

3. Completing the CAF Process.

Once the practitioner has completed the Common Assessment discussion the information needs to be captured electronically and returned to be uploaded onto the CAF database. For tips on how forms can be received, stored and click [returned](#)

The "[Changes](#)" section is a particular focus for anyone engaging with the common assessment in order to deliver services to the family. This is the information against which the CAF will be monitored and reviewed so it is very important this is completed in as much detail as possible.

Specific, Measurable, Achievable, Relevant, Timely, Evaluated and Reviewed (SMARTER) goals are key to effective monitoring and reviewing of progress.

The practitioner should record the completion date of the Common Assessment on the form. This is the date by which all assessment activity was undertaken e.g. visits, phone calls, electronic recording, before getting the completed form, as agreed by the parent, to the CAF team.

Where forms are returned incomplete, for example parental scores are not included by the practitioner, or there are missing, incomplete, or incorrect contact details for practitioners there is an inevitable time delay in processing forms.

Completion is expected approximately 2 weeks from the stated start date of the assessment.

The completion of the Common Assessment is not the completion or [closure](#) of a Common Assessment Episode.

Practitioners will often continue to be engaged in delivering services to ensure the agreed goals within the Common Assessment are achieved.