

## Process for Receiving and Returning the Electronic Forms

1. Ring the CAF team and provide [basic details](#)
2. CAF team will issue a CAF reference number e.g. 9999
3. Note the reference number – everyone engaged in this CAF will need it
4. CAF team email the form (spreadsheet) with the reference number on it
5. YOU CANNOT ALTER THE REFERENCE
6. Save the form on your system as 9999caf
7. Complete ALL the assessment information and save in the same format 9999cafcompleted to allow all “episode” information to be stored together
8. Email the completed form to the CAF team ([cafteam@leeds.gov.uk](mailto:cafteam@leeds.gov.uk)) the subject and file name should be 9999cafcompleted
9. The team will return all fully completed forms in a user friendly format in the next email, subject and file name 9999cafrecord
10. Save the new, easily readable, printable, format on your system
11. Delete the old form (spreadsheet) as you now have the new version
12. Print a copy of this version and give to parents/child or young person and, with consent, other practitioners involved with the family
13. You will also be sent a blank 9999actionplan and 9999cafreview which you can use and reuse as needed, changing the numbers as necessary
14. As each of the action plans or reviews for assessments are completed please email them to the caf team numberactionplancompleted or numberreviewcompleted

15. As each action plan and review is uploaded you will receive the more accessible copies numberreviewrecord numberactionplanrecord for your files