

C&F Assessment User Guide

Once a Referral Record with a Suggested Outcome of 'C&F Assessment' has been authorised by the Manager, it is also their responsibility to assign and set the priority of the C&F Assessment to a worker in their team. The priority is the timescale the Social Worker will work to complete the C&F Assessment by.

Setting Priority for C&F Assessment

Before a C&F Assessment can be assigned to a social worker the manager must set a timescale for the first review. To do this click the grey Set Priority button as shown below.

The screenshot shows the 'Referral & Information Record' interface. On the left, a flowchart shows 'Contact Record' leading to 'Referral', which then leads to 'C & F Assessment' and 'Information & Advice'. The main panel has tabs for 'Contact/Referral', 'Decisions', 'Task Details', and 'No Other Children'. The 'Decisions' tab is active, showing a section titled 'Decisions relating to Referral' with a checkbox for 'C & F Assessment' and a 'Set Timescales' button highlighted in a red box. To the right, there are fields for 'Date of Initiation or Completion' (26-Jan-2018 17:47) and 'Reason for Decision' (Test).

Select a priority from the list of options. You can also set the priority for any siblings at this point too.

The screenshot shows the 'Choose the Timescales' dialog box. At the top, there are 'Create' and 'Cancel' buttons. Below is a section titled 'New Timescales'. Under 'Timescales', there are three radio button options: '10 days', '20 days', and '30 days'. Under 'Also Create For:', there is a checked checkbox next to 'Jamie HIS'.

Click Create to save changes.

The screenshot shows the 'Choose the Timescales' dialog box after the 'Create' button has been clicked. The '10 days' radio button is now selected, and the 'Also Create For:' section still shows 'Jamie HIS' checked.

Assigning an Allocated Case Worker

The first step is to assign the Allocated Case Worker role, which in turn assigns the C&F Assessment to that persons work tray too. Click the 'Assign' button to assign an involvement.

Locate the worker in the Address Book by selecting All Professionals and searching for that professional's name.

The screenshot shows the 'Create New Professional Involvement' interface. On the left, there is a sidebar with 'My Contacts' and three options: 'All Professionals', 'All Departments', and 'All Groups'. 'All Professionals' is selected and highlighted with a blue arrow. On the right, there is a 'Search Professionals' section with a search button highlighted in a red box. Below the search bar, there are two sections: 'Professional Name' with 'Surname' set to 'Law' and 'Forename' empty, and 'Professional Details' with 'Job Title' and 'Staff Type' fields.

Select your chosen professional from the results and click Confirm.
 Record the Start Date of the workers involvement on the case (system sets todays date by default). Add any additional comments regarding their Involvement and then click Create.

Click 'Start' on the C&F Assessment and it will assign to the chosen worker. The click 'Confirm'.

Referral & Information Record
 Active Task: Jodie Law (LCS) (Reassign) Started: 26-Jan-2018 Due: 29-Jan-2018
 Contact/Referral Decisions Task Details All Children (2) ▼
 Combined Stage for: Jodie HIS, Jamie HIS.
 Decisions relating to Referral
 C & F Assessment Start (Assigned to Yourself)
 Date of Initiation or Completion: 26-Jan-2018 18:12
 Reason for Decision: test

Click Decisions Completed to end all Assessment Team Manager tasks.

Referral & Information Record
 Active Task: Jodie Law (LCS) (Reassign) Started: 26-Jan-2018 Due: 29-Jan-2018
 Contact/Referral Decisions Task Details All Children (2) ▼
 Combined Stage for: Jodie HIS, Jamie HIS.
 Decisions relating to Referral
 C & F Assessment Thank you, this task is in your worktray.
 Decisions Completed:
 Decisions Completed
 Date of Initiation or Completion: 26-Jan-2018 18:12
 Reason for Decision: test

The C&F Assessment pathway stage will now be activated (blue) and assigned to the chosen worker. The Referral stage should be completed (grey). This is your confirmation that all tasks are complete.

The C&F Assessment task will appear in the Social Workers work tray like the example shown below.

User Jodie Law (LCS) IT Admin Dept
 Task Trays
 31-Jul-2017 Child Protection - Write Review Report
 03-Aug-2017 Child Protection - Organise Review Meeting
 All Empty Jodie Law (L... 175
 Manager Tray
 Adoption Supp... 6
 09-Feb-2018
 Child: Jamie HIS 3 years 07-Jan-2015 (Ref: C323998)
 C & F Assessment- Please complete assessment for child

Assessment Factors

The assessment factors section with the C&F Assessment are a mandatory set of questions that need to be completed correctly in order to progress the assessment and report data to the DFE.

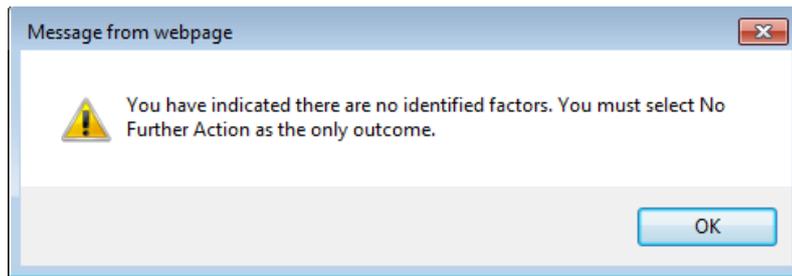
If you have identified factors during the assessment then you must answer 'No' to 'No Factors Identified' and then choose an outcome that will enable the case to progress such as Strategy Discussion.

No factors identified - Only answer 'Yes' if ALL of the factors above have been answered 'No' and the outcome of the assessment is 'No Further Action'.
 No factors identified Yes No

If you have not identified any factors during the assessment then you must answer 'Yes' to 'No Factors Identified' and then choose an outcome that will close the case such as No Further Action.

No factors identified - Only answer 'Yes' if ALL of the factors above have been answered 'No' and the outcome of the assessment is 'No Further Action'.
 No factors identified Yes No

Please note that if you choose No Further Action as the outcome and 'No' to 'No Factors Identified' when you try to finalise the C&F Assessment there will be a warning message.



Outcomes

The Suggested Outcomes question within the Outcome section of the C&F Assessment is particularly important as it records the decision you have made once finalising the form. The outcomes available are as follows:

- Strategy Discussion
- Private Law
- Private Fostering Agreement
- No Further Action (Early Exit due to Early Section 47 End)
- No Further Action
- Place into Accommodation
- Child In Need – Active Child's Plan (Not available until an outline CIN Plan has been completed)
- Legal Action
- Referral to Early Help Services

Save/Finalise/Close

Save progress on the C&F Assessment at any time by clicking the Save button at the top right of the form. Click Close to close the C&F Assessment and return to it later.

The Finalise button should only be selected when sending the form to your manager for review or once complete.