

Guidance for Health Assessments for Children in Care (Including CareFirst Process)

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1 Introduction

All children / young people in care must have a Personal Health Plan (PHP) and regular health assessments. Children / young people coming into care must have an Initial Health Assessment within 20 working days of being placed. If the child continues to be looked after, further assessments must be carried out on a six-monthly basis for children (up to their 5th birthday) and annually for those over five.

For clients in secure accommodation, please consult your Team Manager or Area Manager to establish their legal/care status. Some clients in secure accommodation may not be classified as a child/young person in care.

The process of recording health assessments for children in care on CareFirst will be administered by a Social Work Team Resource Officer (SWTRO). Health assessments will be recorded on CareFirst as activities. Activities are assigned to the SWTRO but the Social Worker will remain responsible for ensuring the necessary forms and information are available to be sent to health within the set timescales and that the child / young person's health needs are incorporated into his / her care plan.

The process for recording health assessments for Children in Care on CareFirst is done via Procedures, which are accessed via the Activities screen. There are three different health assessment procedures:

- Initial Health Assessment.
- Review Health Assessment 0-4 years (this is done six monthly).
- Review Health Assessment 5 years plus (this is done annually).

Note: the Review Health Assessment 0-4 is up to the child(s) 5th birthday.

Each Procedure has Activities attached to it relating to the stages and associated timescales for each type of assessment in the process. Invoking a procedure will automatically attach the relevant activities. The Required By dates of the activities are pre-set within the procedure and must not be changed, other than where a child has not attended an assessment and a revised date needs to be set which is within the next 8 weeks.

The activities for Health Assessments will be assigned to the SWTRO undertaking the task. This is to enable the SWTRO to view the open tasks on their CareFirst desktop.

Monitoring Health Assessments

CareFirst reports DA001R – CIC Abandoned Health Assessments (Abandoned Health Assessment Activities), DA403R – Health Assessment Monitoring Report and DA401R – Children in Care Dental Check Monitoring are used to monitor Health Assessment Activity – see Section 6.

2 Forms (packs)

The forms that are used for Initial and Review Health Assessments are electronic and are different depending on the age of the child. Please see notes below which indicate where you can find the forms.

Exemplars of completed forms can be found in the Business Support Process Library [here](#)

2.1 Initial Health Assessments

For children 0 – 9 years

Coram BAAF Consent form*
Coram BAAF Form PH †*
Coram BAAF Form M †*
Coram BAAF Form B †*
Coram BAAF Form IHA – C form*
Up-to-date chronology (HPRM Section 1 Key Information)
Latest Single Assessment** or Risk 2 (whichever is most recent.
Risk 2 is in HPRM Section 3 Assessments)
Placement Agreement* (signed document needed)

For children 10 – 18 years

Coram BAAF Consent form* (signed by whoever has Parental Responsibility or young person if aged 16 and above)
Coram BAAF Form PH †*
Coram BAAF Form M †*
Coram BAAF Form B †*
Coram BAAF Form IHA – YP form*
Up-to-date chronology (HPRM Section 1 Key Information)
Latest Single Assessment** or Risk 2 (whichever is most recent.
Risk 2 is in HPRM Section 3 Assessments)
Placement Agreement* (signed document needed)

* indicates this is available as a FDocs template. ** indicates this is a CareFirst form. † indicates that whilst every effort should be made to include these forms if it has not been possible to do so it will not hold up the IHA (these are also FDocs forms); notify the local Health Administrator accordingly that the forms will follow in due course.

Note: where parents are not available e.g. not known or not contactable please ensure that you advise Health when you email them and indicate which forms could not be completed.

Note: if parents refuse to sign/complete forms please include a comment in the email to Health to advise parents refused and indicate which forms could not be completed.

Note: young people aged 16 or more should give their own consent. Therefore the young person must complete the Coram BAAF Consent Form and Placement Agreement Form. Parental consent should also be sought for the placement and their health information – Coram BAAF Forms PH and Coram BAAF Form M/B.

2.2 Review Health Assessments

For children 0 – 9 years

Coram BAAF Form RHA – C form (along with Coram BAAF Form Carers' Report - Child (CR-C) if necessary, see below)*
Family Friendly Child Plan (via FDocs)
Placement Agreement (first RHA only) signed document needed, saved in HPRM Section 6 Children in Care

For children aged 3 and above, most recent CareFirst L9b form containing the SDQ scores. Guidance on SDQ is [here](#).

For children 10+ years

Coram BAAF Form RHA-YP form (along with Coram BAAF Form Carers' Report – Young Person (CR-YP) if necessary, see below)*
Family Friendly Child Plan (via FDocs). For young people aged 16 to 18 years this will be P1 Pathway Plan.
Placement Agreement (first RHA only) signed document needed, saved in HPRM Section 6 Children in Care
Coram BAAF Consent Form (if young person turned 16 after IHA was completed)*
The most recent CareFirst L9b form which details the SDQ scores. Guidance on SDQ is [here](#).

For Review Health Assessments, form CR-C or CR-YP to be used at the Social Worker's discretion when there is a 'slightly raised', 'high' or 'very high' score on the Strengths and Difficulties Questionnaire (see separate guidance document).

* indicates this is available as a FDocs template. ** indicates this is a CareFirst form. † indicates that whilst every effort should be made to include these forms if it has not been possible to do so it will not hold up the IHA or RHA (these are also FDocs forms); notify the local Health Administrator accordingly that the forms will follow in due course.

Note: young people aged 16 or more are able to give their own consent for their information to be shared as required between agencies. When a young person reaches the age of 15 ³/₄ years SWTRO to discuss with Social Worker and arrange completion of the Coram BAAF Consent Form. This should be saved to the child's electronic file in HP Records Manager and sent to the Health Administrator when the next Review Health Assessment is due and the young person is aged 16.

2.3 Accessing FDocs templates

- Select relevant child in Carefirst
- Select FDocs in Main Menu
- Coram BAAF forms are in folder Coram BAAF. Other relevant forms such as Placement Agreement are in folder Child in Care
- Click on form you need, open and save it temporarily on the P Drive in the Health Assessment folder in the "Work for Health and SDQ" folder within

the Business Support Quality Assurance folder [here](#) adding the additional data required which has not been pre-populated and deleting irrelevant sections. **Please remember to delete these documents once the Health Assessment has been completed and returned to you.**

- FDocs guidance is [here](#).

The templates **must be typed** (not hand written) before they are sent to Health.

3 Health Administrator Secure Mailboxes

If you are sending or receiving confidential information to or from an NHS organisation, you must only do so if you have a secure email account. A secure email account ends in **devon.gcsx.gov.uk**. Devon County Council now uses Egress encryption software to send emails securely. However, for email communication with Health, a gcsx account is still required to receive replies securely from Health Administrator Mailboxes.

All Health Assessment paperwork must only be emailed to the mailboxes listed below. The subject field of the email must include the name of the child.

Health Assessment requests for Out of County placements should be emailed to the local Health Administrator Mailbox.

Initial Health Assessments

- **Eastern (including Tiverton cases):** rde-tr.cicadmin@nhs.net
- **Northern:** ndht.communitypaeds@nhs.net
- **Southern** has two mailboxes:
 - If the child is placed in **South Devon/Torbay:**
sdhct.lachealthteam@nhs.net
(Torbay areas include: Newton Abbot, Teignmouth, Dawlish, Chudleigh, Dartmouth, Salcombe and Kingsbridge)
 - If the child is placed in **Plymouth:**
PCHCIC.SafeguardingChildrenTeam@nhs.net
(Plymouth areas include: Tavistock, Yelverton, Ivybridge, Plymouth and Bere Alston).

Review Health Assessments

A single mailbox countywide:

VCL.DevonReviewHealthAssessments@nhs.net

4 Process

4.1 Initial Health Assessment

Note: Initial Health Assessments are undertaken by an Acute Trust, usually by a Paediatrician.

The Social Worker must immediately notify the SWTRO when a child is **starting a period of care**, confirming the start date, and legal and placement codes, so that the CLA episode screen on CareFirst can be updated.

Please note – only Exeter, Mid/East and North are to follow this additional process:

1. The SWTRO will contact their area Health Administrator (HA) as soon as they are notified that a child has been accommodated. The SWTRO will notify the HA of the following information:
 - CYP Name
 - Date of Birth
 - IHA Required By Date
 - Main Carer Name
 - Main carer contact telephone number
 - Deadline for IHA

The SWTRO adds the CareFirst activity as per guidance on page 7. The CareFirst activity “IHA – Date Health Notified” can be completed once the HA has been notified as per guidance on page 8.

The HA responds within one working day with an appointment. If the HA does not reply within one working day, the SWTRO is to chase by telephone to obtain an appointment. The SWTRO notifies the Social Worker of the date, who is encouraged to notify the parent / carer.

The SWTRO forwards the relevant paperwork as usual (**see process below**), in advance of the appointment and then completes the CareFirst activity “IHA - Date Paperwork Sent to Health” as per guidance on page 11. HAs are content to receive the IHA Form C ahead of any Coram BAAF forms if DCC are awaiting completion by parents (as long as they receive them before the actual appointment). The HAs are content to receive the paperwork for more than one sibling to be sent in a single email.

Once the IHA has been carried out the HA will scan the handwritten IHA form and email it to the SWTRO who updates CareFirst immediately and provides the Social Worker with a copy. The handwritten copy is saved to the child’s electronic record. The typed copy (to be received within 7 days of the IHA) is also saved to the child’s electronic record and is the version that is distributed to carer, parent/s etc.

Process for South (Other areas to instigate this process after completing step 1 above)

Using an age appropriate pack the SWTRO will complete **all** sections of Part A on the IHA – C or IHA – YP form from information recorded on CareFirst and information provided by the Social Worker.

The name of the Health Adviser in Part A should be the consultant paediatrician undertaking the IHA. Your Health Administrator colleague would be able to provide you with this information.

It is essential that the final 'consent' section of Part A is fully completed. A response must be given to the question 'Consent already given in Looked After documents' (Placement Agreement Form and Coram BAAF Consent Form), if the answer is 'no' the rest of this section must be completed and signed by the Social Worker.

Note: young people aged 16 or more should give their own consent. Therefore the young person must complete the Coram BAAF Consent Form and Placement Agreement Form.

The GP's name must be added to the form as well as the name of the GP Practice, if there is no named GP please make this clear on the form.

Note: on a child's entry to care, the placement address must be added as the main address for the child / young person on CareFirst. The SWTRO is responsible for adding this to CareFirst.

- The SWTRO will ensure that the current Looked After Episode is correctly recorded on CareFirst.
- The SWTRO will set up the Initial Health Assessment activities on CareFirst. To do this:
- Use Find Person to locate the client on CareFirst. Ensure you are in the Client Desktop.
- Click on **Main Menu**, then open up the **Care Cycle** folder and select **Activities**.
- In the Activities screen, click on the **Invoke Procedure** button.
- This will open up the Create Procedure screen, as shown below.

Create procedure for Alfie Miller

Procedure: Initial Health Assessment

Person Organisation

Assignee: [Search Icon] [Person Icon] Name: Mrs Lesley Miller

Start Date: [Date Field]

Clear Show Activities

Activities - 0 records

No records found

- Select **Initial Health Assessment** from the list in the Procedure box.
- Enter your CareFirst employee number in the 'Assignee' field or click on the **Find** icon to access the Find Person screen to search.
- Enter the period of care start date as the 'Start Date' of the procedure.
- Click on the **Show Activities** button to bring up the list of activities relevant to the Initial Health Assessment, as shown below.

Create procedure for Alfie Miller

Procedure:

Assignee: Person Organisation

Assignee: Name:

Start Date:

Activities - 1 to 3 of 3 records

Class	Type	Assignee	Required Date	Include?	Select
LAC Health	IHA - Date Health Notified	Mrs Lesley Miller	03/10/2015	Y	<input type="checkbox"/>
LAC Health	IHA - Date Paperwork Sent To	Mrs Lesley Miller	05/10/2015	Y	<input type="checkbox"/>
LAC Health	IHA - Date Completed By Health	Mrs Lesley Miller	30/10/2015	Y	<input type="checkbox"/>

- Click on the **Create** button.
- A message box will appear informing you how many activities have been set up. Click **OK** to return back to the Activity screen.

Note: *the activities will now appear on the My Client Desktop. CareFirst will automatically enter the appropriate 'Required' date for each activity.*

Completing the IHA – Date Health Notified Activity

Note: *this activity is completed by the SWTRO once they have notified the HA.*

- Use Find Person to locate the client on CareFirst. Ensure you are in the Client Desktop. Select the 'IHA – Date Health Notified' activity which will be displayed in the 'Open Assignments' section.

Open Assignments - 3 records

Responsible	Description	Date	Select
Mrs Lesley Miller	Iha - Date Completed By Health	30/10/2015	<input type="checkbox"/>
Mrs Lesley Miller	Iha - Date Paperwork Sent To Health	05/10/2015	<input type="checkbox"/>
Mrs Lesley Miller	Iha - Date Health Notified	03/10/2015	<input checked="" type="checkbox"/>

Mrs Lesley Miller - 03/10/2015
Iha - Date Health Notified

- Click **Details** to open up the **Activity Details** screen and click on **Details** again. The following screen will be displayed.

Edit Activity

Subject: Person Organisation Name: Alfie Miller
 707513 Address: 12 Montgomery Drive, TAVISTOCK, Devon

Class: * LAC Health Assessments
 Type: * IHA - Date Health Notified

Details of Activity:

Assigned To: * Worker Team
 E1502 Name: Mrs Lesley Miller

Requested Date: * 02/10/2015
 Required Date: 03/10/2015
 Status: * Newly generated
 Status Date: * 19/04/2016
 Priority:

Progress Notes:

Significant in Chronology?

Save Cancel

- Change the 'Status' to 'Completed'.
- Leave the 'Status Date' as it is.
- There is no requirement to record any notes in the 'Progress Notes' field.
- Click **Save**.

The SWTRO will pass the "age appropriate" printed forms to the Social Worker for the rest of their completion as necessary, together with the downloadable leaflet 'Health Assessments for Children in Care' (found here: <http://www.devon.gov.uk/factsheet-cic2-healthassessments.pdf>).

The 'looked after' episode will have been added in accordance with this guidance: http://staff.devon.gov.uk/guidance_242_legal_and_placement_recording_and_payments_for_cic_and_cs102_process.pdf. The SWTRO should check CareFirst to see if the child / young person has a current CLA episode recorded. To do this:

- Use Find Person to locate the client on CareFirst.
- Check that the client has a current CLA episode:
 - This is shown by (CLA) appearing at the end of the clients name in the People screen when a search is carried out. Select the person.

Note: if there is no current 'Looked After' episode, the Health Assessment procedure must not be set up until the Legal and Placement details have been updated.

- Ensure your person is selected, click on the 'Use Selected' button to take you straight to the 'My Client' screen.
- Click on the 'Personal Details' button.
- Click on the 'Address Details' folder to access the 'Placement Addresses' button to check that the start date of the placement agrees with that given by the Social Worker.
- Check that the client has a current Team Allocation Relationship and that this is with the correct team. If not, update the Allocation Relationship as appropriate using the 'Network' button.
- The Social Worker will return the completed forms to the SWTRO within **two days** of the period of care start date with a copy of the most up to date Chronology.
- The SWTRO will check that the forms have been fully completed and will link back with the Social Worker regarding any incomplete forms, providing support where appropriate to ensure their completion.

Note: partially completed Coram BAAF Forms and emails to Health that contain partially completed forms should not be saved to the child's electronic file in HP Records Manager.

Note: partially completed Coram BAAF forms should be stored temporarily on the P Drive in the "Work for Health and SDQ" folder within the Business Support Quality Assurance folder [here](#) to ensure business continuity. These forms MUST be deleted when the Health Assessment has been completed.

The naming convention to be used for partially completed Coram BAAF forms is surname, first name, CareFirst ID. **The SWTRO are responsible for housekeeping on the P drive to ensure that partially completed Coram BAAF forms are deleted when the Health Assessment has been completed.**

- The SWTRO will save a copy of the Coram BAAF Consent Form to the child's electronic file in HP Records Manager under Section 6 Children in Care.
- The SWTRO will also start the Strengths & Difficulties Questionnaire on CareFirst (see separate guidance for these processes).
- The SWTRO will forward the completed forms* to the Health administrator using secure email (including the child's name in the email subject heading) within **three working days** of the period of care starting, CareFirst will be updated to record the date the completed forms were sent to health.

Note: *Forms to be emailed (via secure email) to Health as typed F.docx Templates with the exception of scanned signed documents / pages of Coram BAAF forms.

Note: partially completed Coram BAAF Forms and emails to Health that contain partially completed forms should not be saved to the child's electronic file in HP Records Manager.

Completing the IHA – Date Paperwork Sent to Health Activity

Note: this activity is completed by the SWTRO once they have forwarded the relevant paperwork to the HA in advance of the medical appointment.

- Use Find Person to locate the client on CareFirst. Ensure you are in the Client Desktop. Select the 'IHA – Date Paperwork Sent to Health' activity which will be displayed in the 'Open Assignments' section.

Open Assignments - 2 records				Network	Chronology
Responsible	Description	Date	Select		
Mrs Lesley Miller	Iha - Date Completed By Health	30/10/2015	<input type="checkbox"/>		
Mrs Lesley Miller	Iha - Date Paperwork Sent To Health	05/10/2015	<input checked="" type="checkbox"/>		

Mrs Lesley Miller - 05/10/2015
Iha - Date Paperwork Sent To Health

Reassign Assignee History Details

- Click **Details** to open up the **Activity Details** screen and click on **Details** again. The following screen will be displayed.

Edit Activity

Subject: Person Organisation Name: Address:

Class: * Type: *

Details of Activity:

Assigned To: * Worker Team Name:

Requested Date: * Required Date: Status: *

Status Date: * Priority:

Progress Notes:

Significant in Chronology?

Save Cancel

- Change the 'Status' to 'Completed'.
- Leave the 'Status Date' as it is.
- There is no requirement to record any notes in the 'Progress Notes' field.
- Click **Save**.

The **Health Administrator (HA)** arranges the appointment for the assessment and sends invitations to the child and any others to attend.

The **HA** will inform the SWTRO if the child does not attend the health assessment.

Note: for guidance on how to end a Health Assessment Activity on CareFirst when the Health Assessment did not take place (e.g. young person refused) see Section 4.6.

Once the assessment has been carried out, the HA completes the PHP and sends it to the SWTRO.

Note: Coram BAAF Form M/B and Coram BAAF Form PH should be retained by Health and must not be stored on the child's electronic file in HP Records Manager. If these forms are sent to a SWTRO they should be returned back to Health.

Completing the IHA – Date Completed By Health Activity

Note: this activity is completed by the SWTRO once they have been advised by Health in email format that the medical has been completed. It is important therefore to save the email from health as a prompt until the PHP has been received as there will now be no activity reminder.

- Use Find Person to locate the client on CareFirst. Ensure you are in the Client Desktop. Select the 'IHA – Date Completed by Health' activity which will be displayed in the 'Open Assignments' section.



Open Assignments - 1 record				Network	Chronology
Responsible	Description	Date	Select		
Mrs Lesley Miller	Iha - Date Completed By Health	30/10/2015	<input checked="" type="checkbox"/>		

Mrs Lesley Miller - 30/10/2015
Iha - Date Completed By Health

Reassign Assignee History Details

- Click **Details** to open up the **Activity Details** screen and click on **Details** again. The following screen will be displayed.

Edit Activity

Subject: Person Organisation Name: Alfie Miller
 707513 Address: 12 Montgomery Drive, TAVISTOCK, Devon,

Class: * LAC Health Assessments
 Type: * IHA - Date Completed By Health

Details of Activity:

Assigned To: * Worker Team
 E1502 Name: Mrs Lesley Miller

Requested Date: * 02/10/2015
 Required Date: 30/10/2015
 Status: * Newly generated
 Status Date: * 19/04/2016
 Priority:
 Progress Notes:

Significant in Chronology?

- Change the 'Status' to 'Completed'.
- Change the 'Status Date' to the date the HA took place.
- There is no requirement to record any notes in the 'Progress Notes' field.
- Click **Save**.
- The SWTRO will notify the Social Worker of any non attendance – see Section 4.6.
- On receipt of the Personal Health Plan (PHP) from Health the SWTRO saves a copy to the child's electronic file in HP Records Manager, informs the Social Worker this has been actioned and updates CareFirst with any comments (using the agreed format) regarding delays around the process and deletes the saved email they have kept as a prompt.
- The SWTRO will ensure that the dentist and GP details are accurately recorded on CareFirst as per the information provided in the Health Plan – Professionals can only be added to CareFirst via the IT Self Service Portal here: <http://staff.devon.gov.uk/business-strategy-support/ict/ithelpdesk.htm> click on my services/IT services/application, software, system/Social Care Systems (including CareFirst)/I Want then select the service you required ie 'add new gp/dentist' and follow the instructions.
- If the PHP indicates the date of a dental check the SWTRO will ensure that it is added to CareFirst by adding a Dental Check Classification. The SWTRO must also ensure that the No Dental Check Classification on CareFirst is ended (if one is recorded) if the date of a dental check has been confirmed on a PHP. See CareFirst recording of dental checks for children in care guidance [here](#). **Note:** if Dental Check information is not

provided in the PHP SWTRO to contact the Health Administrator to obtain this information.

- If the PHP indicates that immunisations are or are not up to date the SWTRO will ensure that this is added to CareFirst by adding an immunisations Classification. See CareFirst recording of Immunisations for children in care guidance [here](#). **Note:** if Immunisation information is not provided in the PHP SWTRO to request information via the Health Administrator.
- If the child is not registered with a Dentist or Immunisations are NOT up to date, this is to be brought to the attention of the Social Worker who will contact the Carer to discuss and resolve. Please see Appendix 2 for instructions and wording of the email. A note should also be made in the progress notes section of the 'IHA completed by health' activity to read: SW & TM informed red child not registered with a dentist and/or immunisations not up to date – DD/MM/YYYY.
- Part C (and sometimes part A) of the IHA will be returned from Health, usually with their own cover sheet and letter; this is the child / young person's Personal Health Plan (PHP). **Under no circumstances should part B be returned to us – if this does happen part B is NOT to be saved to the child / young person's HP Record Manager record, and is to be returned to Health advising them that it has been sent in error, is a potential data breach on their part, and that no copies have been saved by DCC.**
- Of note, should a part B be returned to you there is no need to report it to our Information Governance Team as a data breach but the SWTRO should copy their line manager into the e-mail back to Virgin Care, and to save a copy of the e-mail in case of any future query.

The Social Worker discusses the PHP with the child and parents / carers as appropriate.

If any amendments are required, the Social Worker must contact the named doctor to discuss and agree the changes. Health will re-type the PHP and send the amended version to the SWTRO (amended version to be re-saved to child's electronic file in HP Records Manager. The previous version must be deleted from HP Records Manager).

The Social Worker will update the child's care plan to incorporate any issues raised in the PHP.

- The SWTRO will automatically distribute the PHP to the foster carer and to the young person if they are over 16, other copies will be distributed as requested by the Social Worker.
- The SWTRO will ensure that that child / young person's NHS reference number is recorded on CareFirst. To do this:
- After ensuring the correct client is selected, from the Client Desktop, click on the Person Details button and open up the 'Other Reference Numbers'

folder. Check that the child / young person's NHS number is shown in the lower section of the screen. If this reference number is not shown, you must add it:

- Click on the 'Add Reference Number' button.
 - From the 'Type' drop-down menu, select 'NHS Reference Number'.
 - Enter the NHS Reference number shown on the PHP in the 'Number' field.
 - Enter the date of the PHP as the start date.
 - Click on the 'Save' button.
 - The NHS number should now be displayed in the 'Other Reference Numbers' folder.
 - Click on the 'OK' button to close the Person Details screen.
- Check that the client has a current Team Allocation Relationship and that this is with the correct team. If not, update the Allocation Relationship as appropriate using the 'Network' button.

If there are no Review Health Assessment Activities open the SWTRO will invoke the Review Health Assessment process on CareFirst:

- The SWTRO will set up the Review Health Assessment activities on CareFirst. To do this:
- Use Find Person to locate the client on CareFirst. Ensure you are in the Client Desktop.
- Click on **Main Menu**, then open up the **Care Cycle** folder and select **Activities**.
- In the Activities screen, click on the **Invoke Procedure** button.
- This will open up the Create Procedure screen, as shown below.

Create procedure for Alfie Miller

Procedure:

Person Organisation

Assignee: Name:

Start Date:

Activities - 0 records

No records found

- Select the Review Health Assessment procedure appropriate to the age of the child (0-4 years or 5 years plus) from the list in the Procedure box.
- Enter your CareFirst employee number in the 'Assignee' field or click on the **Find** icon to access the Find Person screen to search.
- Enter the date the last Health Assessment was completed as the 'Start Date' of the procedure.

- Click on the **Show Activities** button to bring up the list of activities relevant to the Review Health Assessment, as shown below.

Create procedure for Alfie Miller

Procedure: Review Health Assessment 0-4 years

Assignee: E1502 Name: Mrs Lesley Miller

Start Date: 29/02/2016

Clear Show Activities

Activities - 1 to 2 of 2 records

Class	Type	Assignee	Required Date	Include?	Select
LAC Health	RHA - Date Paperwork Sent To	Mrs Lesley Miller	11/07/2016	Y	<input type="checkbox"/>
LAC Health	RHA - Date Completed By Health	Mrs Lesley Miller	29/08/2016	Y	<input type="checkbox"/>

Create Exclude selected only

- Click on the **Create** button.
- A message box will appear informing you how many activities have been set up. Click **OK** to return back to the Activity screen.

Note: *the activities will now appear on the My Client Desktop. CareFirst will automatically enter the appropriate 'Required' date for each activity.*

4.2 Review Health Assessment

Review Health Assessments are undertaken by Virgin Care Ltd, usually by a Nurse.

Eight weeks prior to the due date, using an age appropriate pack, the SWTRO will complete **all** sections of Part A of form RHA-C or RHA-YP and if required, complete child's name, date of birth and age on form CR-C or CR-YP using information recorded on CareFirst and information provided by the Social Worker.

The name of the Health Adviser in Part A should be the Health Administrator (the assessment will be subsequently allocated to a nurse within Virgin Care Ltd).

It is essential that the final 'consent' section of Part A is fully completed. A response must be given to the question 'Consent already given in Looked After documents' (Placement Agreement Form and Coram BAAF Consent Form), if the answer is 'no' the rest of this section must be completed and signed by the Social Worker.

Note: young people aged 16 or more are able to give their own consent for their information to be shared as required between agencies. When a young person reaches the age of 15 ¾ years the SWTRO is to discuss with the Social Worker and arrange completion of the Coram BAAF Consent Form. This should be saved to the child's electronic file in HP Records Manager and sent to the Health Administrator when the next Review Health Assessment is due and the young person is aged 16.

The GP's name must be added to the form as well as the name of the GP Practice, if there is no named GP please make this clear on the form.

- The SWTRO will forward the completed forms* to the Health administrator using secure email (including the child's name in the email subject heading) within **three working days** of the eight week CareFirst activity reminder "RHA - Date Paperwork Sent to Health".
- The SWTRO should then also complete the CareFirst activity RHA - Date Paperwork Sent to Health" as per page 17 once documents are emailed to health.

Note: *Forms to be emailed (via secure email) to Health as typed f.doc Templates with the exception of scanned signed documents/pages of Coram BAAF forms.

Note: partially completed Coram BAAF Forms and emails to Health that contain partially completed forms should not be saved to the child's electronic file in HP Records Manager.

Note: partially completed Coram BAAF forms should be stored temporarily on the P Drive in the Work for Health and SDQ folder within the Business Support Quality Assurance folder [here](#) to ensure business continuity. These forms MUST be deleted when the Health Assessment has been completed.

The naming convention to be used for draft Coram BAAF forms is surname, first name, CareFirst ID. **The SWTRO are responsible for housekeeping on the P drive to ensure that partially completed Coram BAAF forms are deleted when the Health Assessment has been completed.**

Completing the RHA – Date Paperwork Sent to Health Activity

Note: this activity is completed by the SWTRO once they have forwarded the relevant paperwork to the HA in advance of the medical appointment.

- Use Find Person to locate the client on CareFirst. Ensure you are in the Client Desktop. Select the 'RHA – Date Paperwork Sent to Health' activity which will be displayed in the 'Open Assignments' section.

Open Assignments - 2 records				Network	Chronology
Responsible	Description	Date	Select		
Mrs Lesley Miller	Rha - Date Completed By Health	29/08/2016	<input type="checkbox"/>		
Mrs Lesley Miller	Rha - Date Paperwork Sent To Health	11/07/2016	<input checked="" type="checkbox"/>		

Mrs Lesley Miller - 11/07/2016
Rha - Date Paperwork Sent To Health

Reassign Assignee History Details

- Click **Details** to open up the **Activity Details** screen and click on **Details** again. The following screen will be displayed.

Edit Activity

Subject: Person Organisation Name:
 Address:

Class: *
Type: *

Details of Activity:

Assigned To: * Worker Team
 Name:

Requested Date: *
Required Date:
Status: *
Status Date: *
Priority:

Progress Notes:

Significant in Chronology?

- Change the 'Status' to 'Completed'.
- Leave the 'Status Date' as it is.
- There is no requirement to record any notes in the 'Progress Notes' field.
- Click **Save**.

The Health Administrator (HA) collates the necessary forms including the most recent Health report, informs the relevant public health nursing team that the Review Health Assessment is due and sends out invitations to the child, carer and others.

The **HA** will inform the SWTRO if the child does not attend the health assessment.

Note: for guidance on how to end a Health Assessment Activity on CareFirst when the Health Assessment did not take place (e.g. young person refused) see Section 4.6.

- The SWTRO will notify the Social Worker of any non attendance – see Section 4.6.

- In advance of receiving the completed PHP the Health Administrator should have sent an e-mail to the relevant SWTRO, confirming the date that the Review Health Assessment took place. The SWTRO will close the RHA – Date Completed by Health activity on CareFirst when they have received this e-mail. . **It is important therefore to save the email from health as a prompt until the PHP has been received as there will now be no activity reminder.** (You do not have to wait until you have physically received the PHP back from health). To do this.

Completing the RHA – Date Completed By Health Activity

Note: this activity is completed by the SWTRO once they have been advised by Health that the RHA has been completed.

- Use Find Person to locate the client on CareFirst. Ensure you are in the Client Desktop. Select the ‘RHA – Date Completed by Health’ activity which will be displayed in the ‘Open Assignments’ section.

Open Assignments - 1 record				Network	Chronology	
Responsible	Description	Date	Select			
Mrs Lesley Miller	Rha - Date Completed By Health	29/08/2016	<input checked="" type="checkbox"/>			
Mrs Lesley Miller - 29/08/2016 Rha - Date Completed By Health				Reassign	Assignee History	Details

- Click **Details** to open up the **Activity Details** screen and click on **Details** again. The following screen will be displayed.

Edit Activity

Subject: Person Organisation Name: Alfie Miller
 Address: 12 Montgomery Drive, TAVISTOCK, Devon

Class: * LAC Health Assessments
 Type: * RHA - Date Completed By Health

Details of Activity:

Assigned To: * Worker Team
 Name: Mrs Lesley Miller

Requested Date: *
 Required Date:
 Status: *
 Status Date: *
 Priority:

Progress Notes:

Significant in Chronology?

- Change the ‘Status’ to ‘Completed’.
- Change the ‘Status Date’ to the date the PHP was completed
- There is no requirement to record any notes in the ‘Progress Notes’ field.
- Click **Save**.

Once the assessment has been completed, the HA sends Part C of the RHA Form or a PHP to the SWTRO.

- Part C (and sometimes part A) of the RHA will be returned from Health, usually with their own cover sheet and letter; this is the child / young person's Personal Health Plan (PHP). **Under no circumstances should part B be returned to us – if this does happen part B is NOT to be saved to the child / young person's HP Record Manager record, and is to be returned to Health advising them that it has been sent in error, is a potential data breach on their part, and that no copies have been saved by DCC.**
- Of note, should a part B be returned to you there is no need to report it to our Information Governance Team as a data breach but the SWTRO should copy their line manager into the e-mail back to Virgin Care, and save a copy of the e-mail in case of any future query.
- The SWTRO will save a copy to the child's electronic file in HP Records Manager and advise the Social Worker.
- The SWTRO will ensure that the dentist and GP details are accurately recorded on CareFirst as per the information provided in the Health Plan.
- If the PHP indicates the date of a dental check the SWTRO will ensure that it is added to CareFirst by adding a Dental Check Classification. The SWTRO must also ensure that the previous 'Dental Check' Classification on CareFirst is ended (if one is recorded) if the date of a dental check has been confirmed on a PHP. See CareFirst recording of dental checks for children in care guidance [here](#). **Note:** if Dental Check information is not provided in the PHP SWTRO to contact the Health Administrator to obtain this information.
- If the PHP indicates that immunisations are or are not up to date the SWTRO will ensure that this is added to CareFirst by adding an immunisations Classification. See CareFirst recording of Immunisations for children in care guidance [here](#). **Note:** if Immunisation information is not provided in the PHP SWTRO to request information via the Health Administrator.
- If the child is not registered with a Dentist or Immunisations are NOT up to date, this is to be brought to the attention of the Social Worker who will contact the Carer to discuss and resolve. Please see Appendix 2 for instructions and wording of the email. A note should also be made in the progress notes section of the 'IHA completed by health' activity to read: SW & TM informed red child not registered with a dentist and/or immunisations not up to date – DD/MM/YYYY.
- The SWTRO will ensure that the child / young person's NHS reference number is recorded on CareFirst. To do this:
- Locate the client on the system and go to the My Client screen.

- After ensuring the correct client is selected, click on the Person Details button and open up the 'Other Reference Numbers' folder. Check that the child / young person's NHS number is shown in the lower section of the screen. If this reference number is not shown, you must add it:
 - Click on the 'Add Reference Number' button.
 - From the 'Type' drop-down menu, select 'NHS Reference Number'.
 - Enter the NHS Reference number shown on the PHP in the 'Number' field.
 - Enter the date of the PHP as the start date.
 - Click on the 'Save' button.
 - The NHS number should now be displayed in the 'Other Reference Numbers' folder.
 - Click on the 'OK' button to close the Person Details screen.
- The SWTRO will set up the health assessment activities for the next review on CareFirst.

The Social Worker should discuss the PHP with the child and parents / carers as appropriate.

If any amendments are required, the Social Worker must contact health to discuss and agree the changes. Health will re-type the PHP and send the amended version to the SWTRO (the amended version must be re-saved to the child's electronic file in HP Records Manager. The previous version must be deleted from HP Records Manager).

The Social Worker will update the child's care plan to incorporate any issues raised in the PHP.

- The SWTRO will automatically distribute the PHP to the foster carer and to the young person if they are over 16, other copies will be distributed as requested by the Social Worker.

Review Health Assessments Update Form

Commencing March 2016 for a specific cohort of young people (the cohort will include: 16 years and above, those not in mainstream education, harder to reach and those residing in private establishments / units) whose Review Health Assessment was undertaken by a Child in Care Nurse, a three monthly follow up for the health actions on the PHP will take place.

The nurses will provide a written report – using Form RHA-YP Update Report on Health Actions from Previous Health Plan - to update the health actions from the previous plan and provide a summary and analysis of the child/young person's health, future safety, emotional wellbeing and development.

The nurses will send the report electronically to secure emails for the attention of the relevant SWTROs, and also to the generic Child in Care secure mailbox address: independentreviewingchildincaresecure-mailbox@devon.gcsx.gov.uk to provide oversight for the Independent Reviewing Officers.

Upon receipt of the Update Form the SWTRO will arrange to:

- Save it to the young person's HPRM record (section 12 Health, using Document Type Personal Health Plan Update Report)
- Advise Social Worker
- Add a CYPS Observation to CareFirst using the date the Update was undertaken, stating: PHP Update Report received and saved to HPRM.

The SWTRO will distribute the PHP as requested by the Social Worker.

4.3 Child Changing Placements

Note: *the child's GP and school details should be checked by the SWTRO and updated as necessary at each placement change. The Health Administrator must be notified of child's moving date, new foster placement details and any change to GP, School by secure email to this address: VCL.Devonchildrenincare@nhs.net*

- The Social worker to advise the SWTRO of new placement code so the CLA episode screen on CareFirst can be updated.

Note: *the new placement address must also be added as the main address for the child / young person on CareFirst. The SWTRO are responsible for adding this to CareFirst.*

4.4 Child / Young Person Leaving Care

Note: *the SWTRO should check and update, as necessary, the child's GP and school details, when a child leaves care. The main address should also be changed to show where the child / young person now lives. The Health Administrator must be notified of the date that the child leaves care by secure email to this address: VCL.Devonchildrenincare@nhs.net*

- The Social Worker to advise SWTRO so that they can discharge the child/young person from care via the CLA Episode screen on CareFirst and advise the Children's Placement team that the placement has ended by sending a CareFirst message to the Childrens Placement In-tray (short code CBIT1).
- The SWTRO will close down all open health assessment activities on CareFirst. To do this:
 - Locate the client on the system and go to the My Client screen.
 - Select the open 'Health Assessment' activity and click on the 'Details' button to access the 'Activity Details' screen.
 - Click on the 'Details' button to open up the 'Activity details' screen.
 - Change the 'Status' to 'Abandoned'.

- Change the 'Status Date' to the date the child left care.
- In the 'Progress Notes' field type '**Child left care**'.
- Click on the 'Save' button to close the Activity screen.

Continue this process until all Health Assessment Activities have been Abandoned.

4.5 Child / Young Person Coming Back into Care

4.5.1 Child re-entering care from another Local Authority

If the child / young person has had a recent Initial Health Assessment completed by another Local Authority, the SWTRO, on behalf of the Social Worker, should obtain a copy of the Initial Health Assessment and send it to the Health Administrator so that its quality can be assessed by the appropriate named doctor for children in care and a decision made to use it to record an Initial Health Assessment to DCC at the start of the DCC period of care.

4.5.2 Child aged under 5 years on re-entry to care

If a child has not reached their 5th birthday and has had an Initial Health Assessment and leaves and comes back into care within six months of the date of their last health assessment, there is no requirement for a new Initial Health Assessment to be completed – a Review Health Assessment will be completed instead. However, if the Initial Health Assessment has not been received back from Health or no Initial Health Assessment was initiated previously this needs to be followed up.

Go to page 6 to input an Initial Health Assessment.

Go to page 15 to input a Review Health Assessment.

Note: when adding the Review Health Assessment the start date for the Invoke Procedures will be the date of the last health assessment.

If more than six months has elapsed since the date of the last Initial Health Assessment, a new Initial Health Assessment must be completed.

4.5.3 Child/Young Person aged 5 years and over on re-entry to care

If a child / young person aged 5 years or over has had an Initial Health Assessment and leaves and comes back into care within twelve months of

of the date of their last health assessment, there is no requirement for a new Initial Health Assessment to be completed – a Review Health Assessment will be completed instead. However, if the Initial Health Assessment has not been received back from Health or no Initial Health Assessment was initiated previously this needs to be followed up.

Go to page 6 to input an Initial Health Assessment

Go to page 15 to input a Review Health Assessment.

Note: when adding the Review Health Assessment the start date for the Invoke Procedures will be the date of the last health assessment.

If more than twelve months has elapsed since the last period of care, a new Initial Health Assessment must be completed.

4.6 Child/Young Person Does Not Attend or Refused to attend a Health Assessment

- If the SWTRO receives notification from Health that a child/young person has not attended an Initial or Review Health Assessment or notification that the child/young person has refused to attend a health assessment, the Social Worker must be informed as soon as possible.
- If the Social Worker receives notification from Health that a child / young person has not attended an Initial or Review Health Assessment or notification that the child / young person has refused to attend a health assessment, they must inform the SWTRO as soon as possible.
- If a young person refused/did not have an Initial Health Assessment and a Review Health Assessment is due, the Social Worker should ask/encourage them to meet with a doctor so they can have the benefits of such an assessment. If the young person agrees to attend an Initial Health Assessment with a doctor then the appointment should be set up, the SWTRO should liaise with the appropriate Health Administrator. However, if they do not wish to attend an appointment with a doctor they should be offered the opportunity to meet with a nurse for a Health Interview. The nurse may first encourage the young person to meet with the doctor. However, if the young person refuses, the nurse will record on the paperwork that an Initial Health Assessment has not been undertaken and the paperwork will clearly state that it is an Interview not an Assessment. When the Interview is complete it can be recorded on CareFirst as a Review Health Assessment, however it must be clearly stated in the notes section that it was an Interview and not an Assessment. When invoking procedures for the Review Health Assessment for the following year, state in the notes section of both open assignments that the previous year was a Health Interview.

If the child/young person has refused to attend or did not attend the health assessment and another date for an appointment **has** been set within the next

8 weeks the SWTRO will amend the current open health assessment activity required by date to the new appointment date, which would have been given to them by the Health Administrator. In the "Progress Notes" record the following using the format stated below:

- 'Child did not attend. New appointment on dd/mm/yyyy' (**this format must be used**).
- 'Child refused to attend. New appointment on dd/mm/yyyy' (**this format must be used**).

If the child / young person has refused to attend or did not attend the health assessment and another date for an appointment **has not** been set within the next 8 weeks the SWTRO will close any health assessments activities on CareFirst.

To close any health assessment activities on CareFirst:

- Locate the client on the system and go to the My Client screen.

For all open Health Assessments activities:

- Select the open 'Health Assessment' activity and click on the 'Details' button to access the 'Activity Details' screen.
- Click on the 'Details' button to open up the 'Activity details' screen.
- Change the 'Status' to 'Abandoned'.
- Change the 'Status Date' to the date you were notified of the non-attendance.
- In the 'Progress Notes' field type '**Child did not attend**' or '**Child refused to attend**'.
- Click on the 'Save' button to close the Activity screen.
- When informed by health or the SWTRO that a child/young person has not attended an initial or review assessment or if a child/young person has refused a health assessment, the Social Worker must contact the child/young person/carers as appropriate to ascertain the reason for non-attendance.
- Where possible, the Social Worker should agree with the child / young person and / or carers a timescale for the assessment to be completed.
- The Social Worker must advise the SWTRO when a date has been agreed. Where an Initial Health Assessment has been refused this may not be until a Review Health Assessment is due.
- The SWTRO will then set up the new Health Assessment activities on CareFirst. Ensure that the 'Required By' date is amended to **seven weeks** prior to the new review date.

4.7 Adoption Health Assessments

- To arrange an Adoption Health Assessment the SWTRO emails the request via secure email to the appropriate Health Administrator for Initial Health Assessments (IHA). The email needs to state:
 - Name of child (in the subject heading)
 - Date of birth
 - Check whether Health already have all the information required to carry out the Health Assessment from the IHA or if they need additional documents e.g. in case the parents did not sign / complete any of the forms necessary when the child was accommodated
 - Indicate the approximate date when the Health Assessment is needed for the Adoption Panel.
- The SWTRO saves the email to the child's electronic file in HP Records Manager.

Note: the Consultant Paediatrician usually needs at least 6 weeks notice to prepare the assessment as they need to gather as much information as possible for a comprehensive report. For example, parental health information etc.

Note: a Strengths and Difficulties Questionnaire should also be completed at the same time as initiating the Adoption Medical. Please see separate guidance on Recording Strengths and Difficulties Questionnaire for Children in Care.

- The SWTRO sends a Coram BAAF Form CR-C Carers' Report to the foster carers for their completion, enclosing a stamped addressed envelope with the SWTRO's name as the returnee and a compliment slip requesting it to be returned within 5 working days.
- If the foster carer does not return the form within 5 working days, the SWTRO needs to progress chase it. When the Coram BAAF Form CR-C Carers' Report has been returned, the SWTRO scans and emails it, via secure email, to the Health Administrator for IHAs.
- The SWTRO saves the email to the child's electronic file in HP Records Manager.
- When the Adoption Health Assessment is received from the Consultant Paediatrician the SWTRO scans and saves it to the child's electronic file in HP Records Manager.
- The SWTRO prints off 15 copies to add to the adoption pack to be sent to the Adoption Panel. If the Adoption Health Assessment has not been received in time then the SWTRO will scan and email it to the Adoption Panel Mailbox: CYP Adoption Panel – Mailbox.

5 Immunisation and Substance Misuse

Immunisation and substance misuse information will be collected as an annual snapshot i.e. 31 March year-end, with data requests being sent out March/April. Management Information will initiate this request and co-ordinate collection of this data linking directly with Service Managers, SWTROs and Service Support Managers. With regards to immunisation information Management Information will identify any missing classifications to inform the annual DfE return.

Immunisation information is detailed in current Health Plans. Substance misuse information is provided by the Social Worker.

6 Reports

The following reports are available on CareFirst and must be run by the SWTRO at the intervals stated.

DA001R Report - CIC Abandoned Health Assessments

DA403R Report - Health Assessment Monitoring

DA401R Report - Children in Care Dental Check Monitoring

Report Location

The above reports are available on the CareFirst main menu under:

Children's Reports

Children in Care/Care Leaver folder

6.1 DA001R – CIC Abandoned Health Assessments (Abandoned Health Assessment Activities)

Frequency: monthly

The SWTRO will input the relevant team code and the start and end dates of the period for which the report is being requested to produce a list of any health assessment activities for that team that have been marked as abandoned within the previous three months.

The report will show the child/young person's name, system number and the status date of the activity together with any text that has been entered in the activity's 'Progress' free text field of the activity.

6.2 DA403R – Health Assessment Monitoring Report

Frequency: Can be run at any time as needed.

Running the Report

To run the report, click on 'DA403R' on the menu.

The following parameter screen will appear:

Health Assessment Monitoring Report 

Parameters

1. Select team (or leave blank)

2. Specify worker, co-worker, activity assignee (or leave blank)

 [Show Scheduling/Distribution Options](#)

Select team (or leave blank)

Either identify a specified team using the drop-down box, or leave blank to run a DCC-wide report. The report will be based on current team allocation relationships pertaining to the report date.

Specify worker, co-worker, activity, assignee (or leave blank)

You can run the report for a specified care manager, for a specified co-worker, or for a specified Business Support worker (based on the person who is assigned to the open health assessment activity on CareFirst).

To specify an individual worker, you need to input the worker's "E" number.

6.3 DA401R – Children in Care Dental Check Monitoring

Frequency: Monthly

Running the report: Please refer to guidance [here](#)

6.4 Printing the Report

- Having generated your Report click on the **PDF** icon. 
- After a short time the report will appear in a new PDF format.
- Click on the **Print** icon to print the report. 

Note: *to convert the report in to a CSV / Excel file, click on the 'CSV' icon.*

Appendix 1

CareFirst Recording of Progress Notes – Rules and Principles

1. CareFirst Recording Rules

- Recording is limited to a maximum of 250 characters for both classifications and activities.
- Previous notes can be overwritten in the event of a typo / error, but only whilst the classification or activity remains open.

2. Recording Principles

- Because notes fields have restricted capacity, notes recording will be limited in scope, concise and in accordance with an agreed format.
- Dates will be recorded using the format dd/mm/yyyy.
- Where the exact date is not known, the notes field will record the relevant month in the format Mmm yyyy (e.g. May 2011)

Appendix 2

Emails to Social Workers and Team Managers informing them that a child is not registered with a dentist or immunisations are not up to date

1. Process:

- When informing a Social Worker that information is missing from the PHP the TM should always be copied in.
- The email should be trimmed to the child's HPRM.

2. Wording:

Dear (name of Social Worker)

Name of Child:

CF ID:

To Action: It has been noted on the most recent PHP (held on HPRM) that this child has not been registered with a dentist and/or does not have their immunisations up to date.

(SWTRO to delete as appropriate)

Document History

Date	Version Number	Summary of Changes	Owner
6 Oct 2016	4	Placement Agreement and SDQ added to list of required documents New RHA and IHA activities Removal of reference to PEPs Instruction on rescheduling after a refusal to attend a health assessment appointment Introduction of the PHP Update Report SDQ and F.docs guidance links added Clarification regarding Secure Accommodation Clarification regarding what to do if 'Part B' is returned to the SWTRO Updated process for collecting Dental and Immunisation data Addition of the report: DA401R - Children in Care Dental Check Monitoring	Emma Stratton

		Throughout document: References to word templates have been replaced with F.docs HPRM replaces TRIM Coram BAAF replaces BAAF Addition of Document History & page numbers	
3 Feb 2017	5	Updates to wording regarding new SDQ guidance	Emma Stratton