**Process and frequency for updating the Care Plan and Pathway Plans every 6 months**

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| **Method** | **Frequency** | **Date Care or Pathway Plan must be completed** | **Date Care Plan or Pathway Plan must go to managers for authorisation** | **Date the authorised Care or Pathway Plan must be available on Carefirst for IRM to access** | **Date the authorised Care or Pathway Plan must be shared with child/ren and families** |
| **Care Planning Meeting** | Once a year | 4 weeks prior to the next statutory review | 2 weeks prior to the next statutory review | 1 week prior to the next statutory review | 3 days prior to the next statutory review |
| **Written Update**(No meeting required) | 6 months after the Care Planning meeting | 4 weeks prior to the next statutory review | 2 weeks prior to the next statutory review |  1 week prior to the next statutory review | 3 days prior to the next statutory review |

**Any significant change to the Care Plan or and change of placement would necessitate that a Care Planning meeting takes place and the above process starts again.**