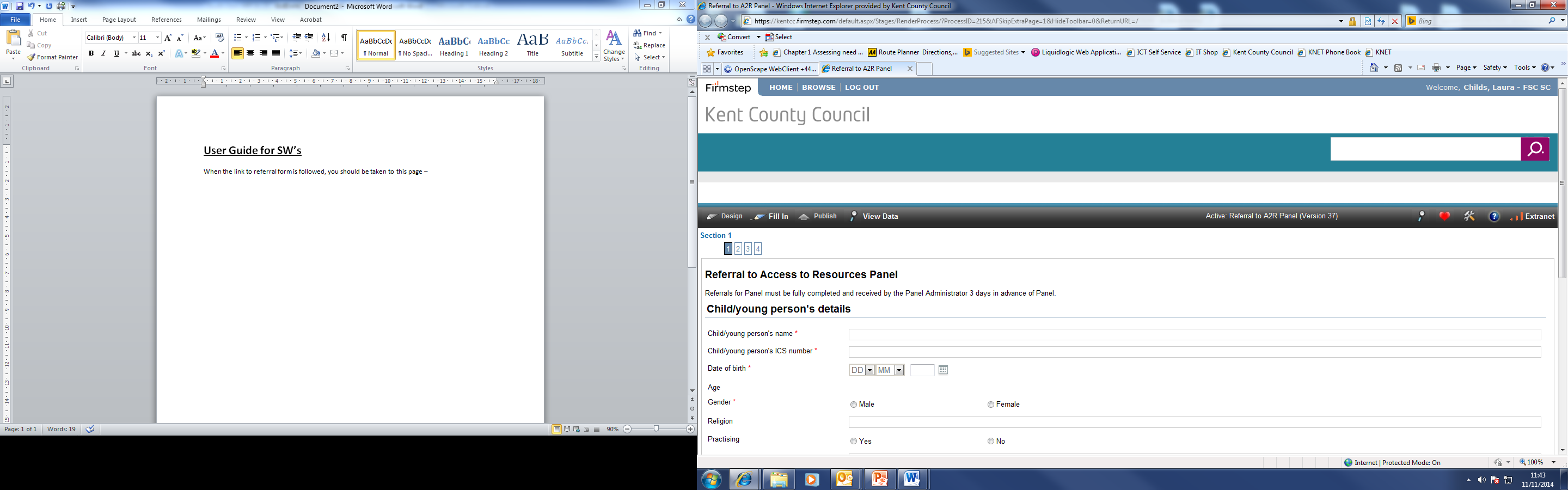
**User Guide for SW’s**

When the link to referral form is followed, you should be taken to this page –



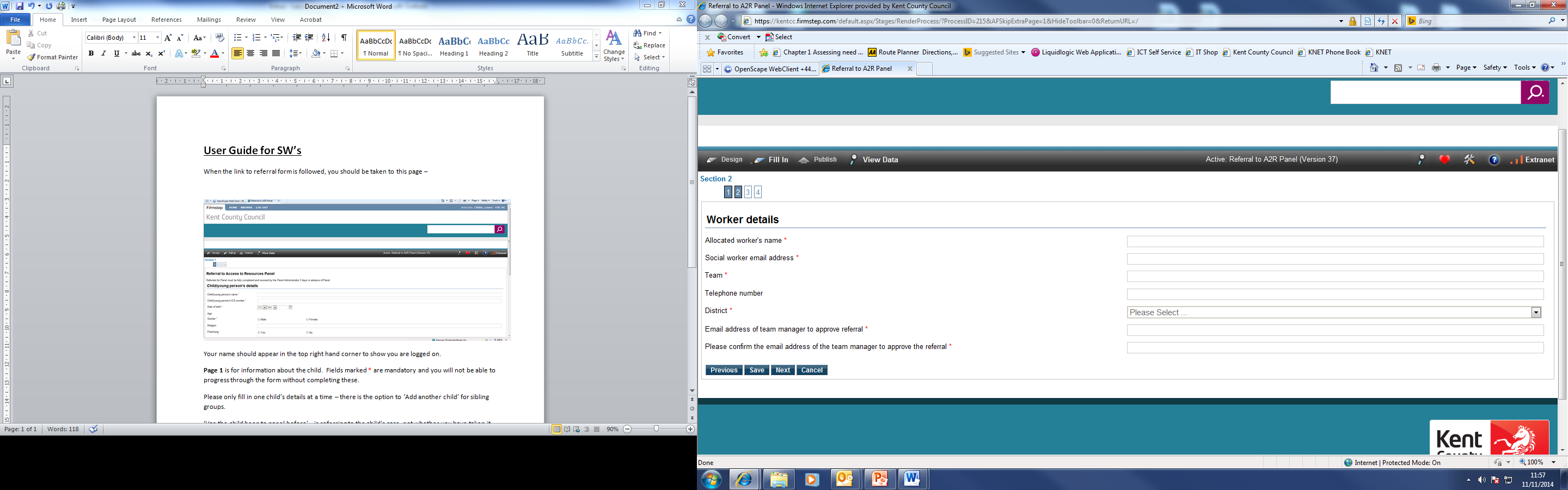
Your name should appear in the top right hand corner to show you are logged on.

**Page 1** is for information about the child. Fields marked \* are mandatory and you will not be able to progress through the form without completing these.

Please only fill in one child’s details at a time – there is the option to ‘Add another child’ for sibling groups.

‘Has the child been to panel before’ – is referring to the child’s case, not whether you have taken it before. This is so that the administrator can link any previous decisions for resources.

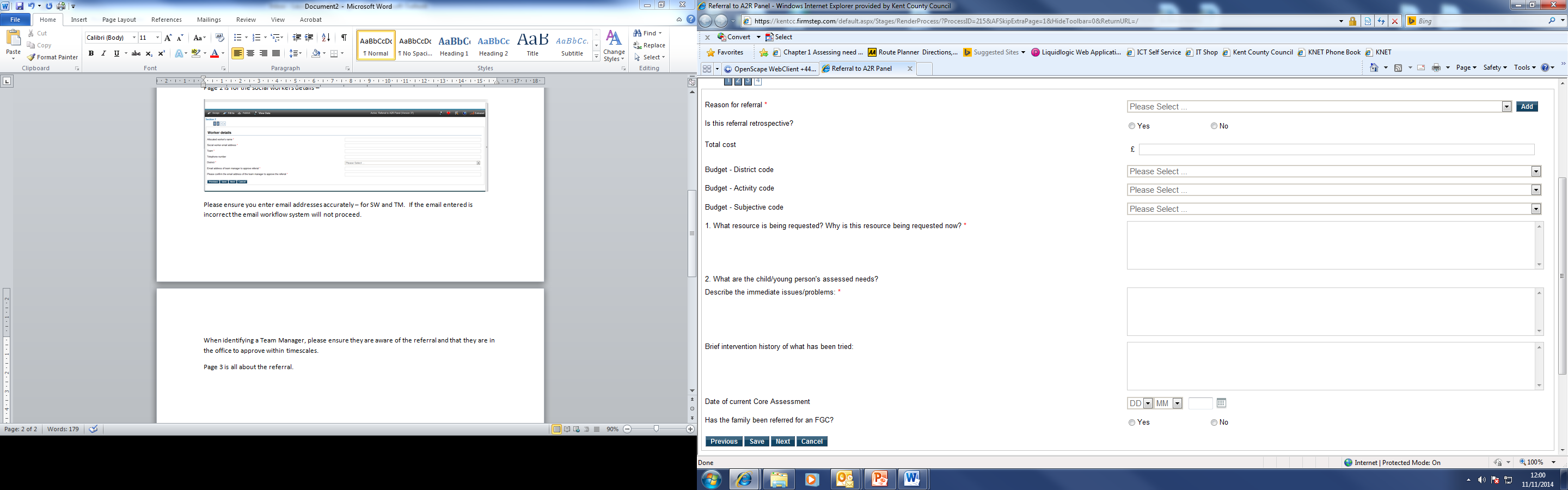
Page 2 is for the social workers details –



Please ensure you enter email addresses accurately – for SW and TM. If the email entered is incorrect the email workflow system will not proceed.

When identifying a Team Manager, please ensure they are aware of the referral and that they are in the office to approve within timescales.

Page 3 is all about the referral.



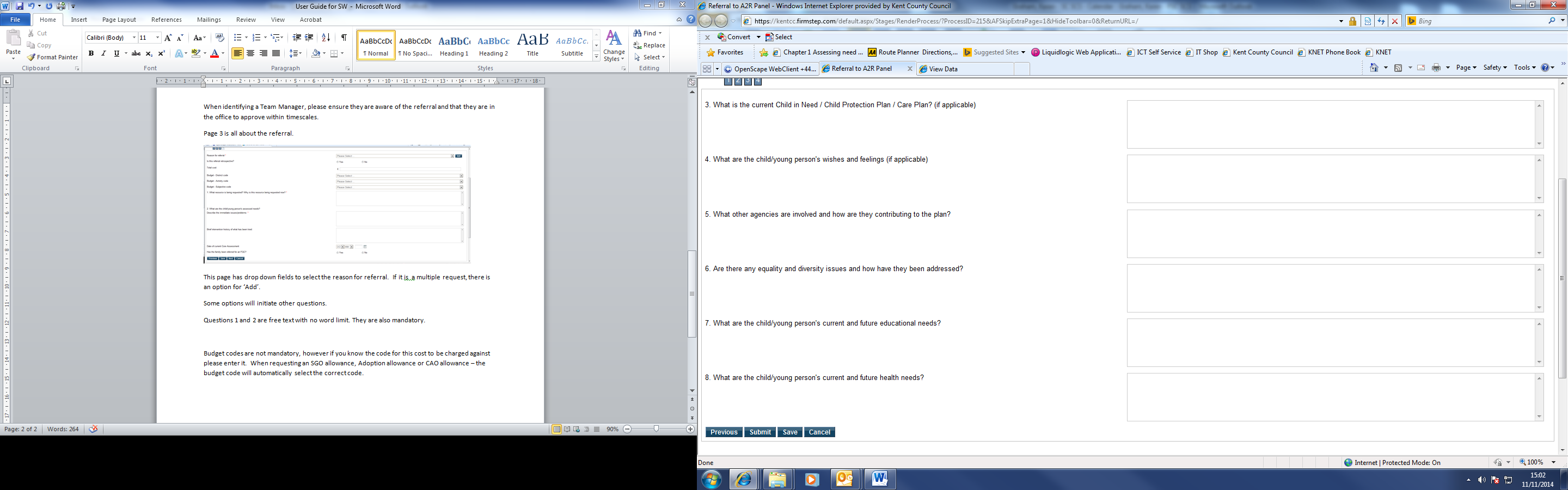
This page has drop down fields to select the reason for referral. If it is a multiple request, there is an option for ‘Add’.

Some options will initiate other questions. When requesting an SGO allowance, Adoption allowance or CAO allowance – the criteria will ‘pop up’ on the screen. The questions for these applications is slightly varied to what it shown in this guidance.

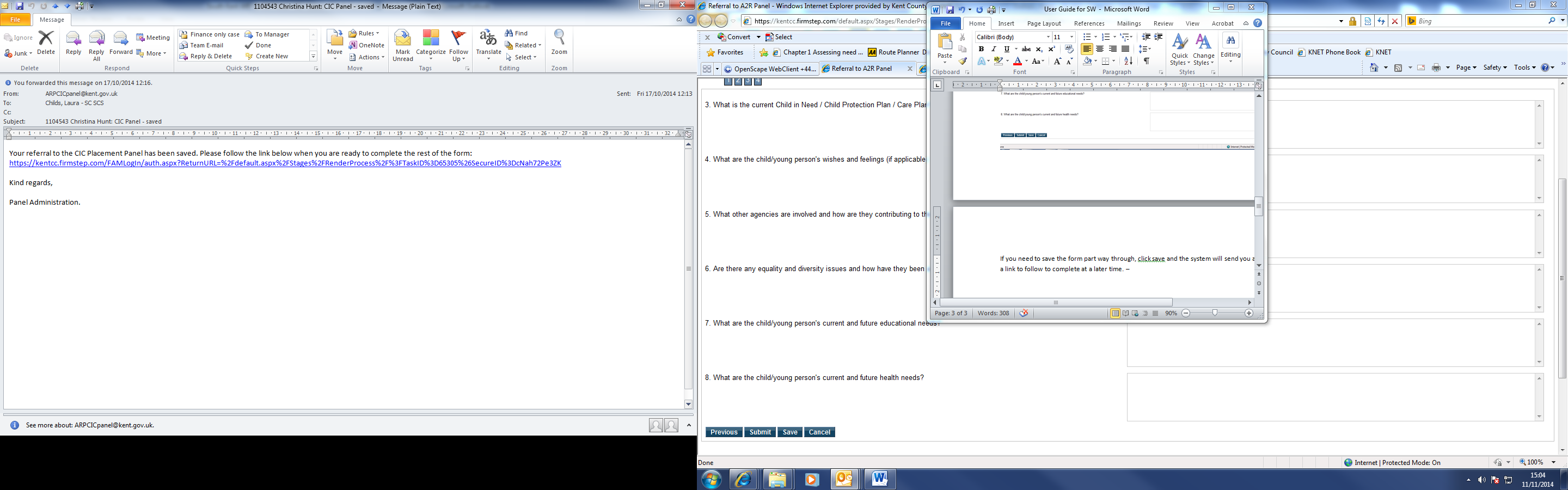
Questions 1 and 2 are free text with no word limit. They are also mandatory.

Budget codes are not mandatory, however if you know the code for this cost to be charged against please enter it.

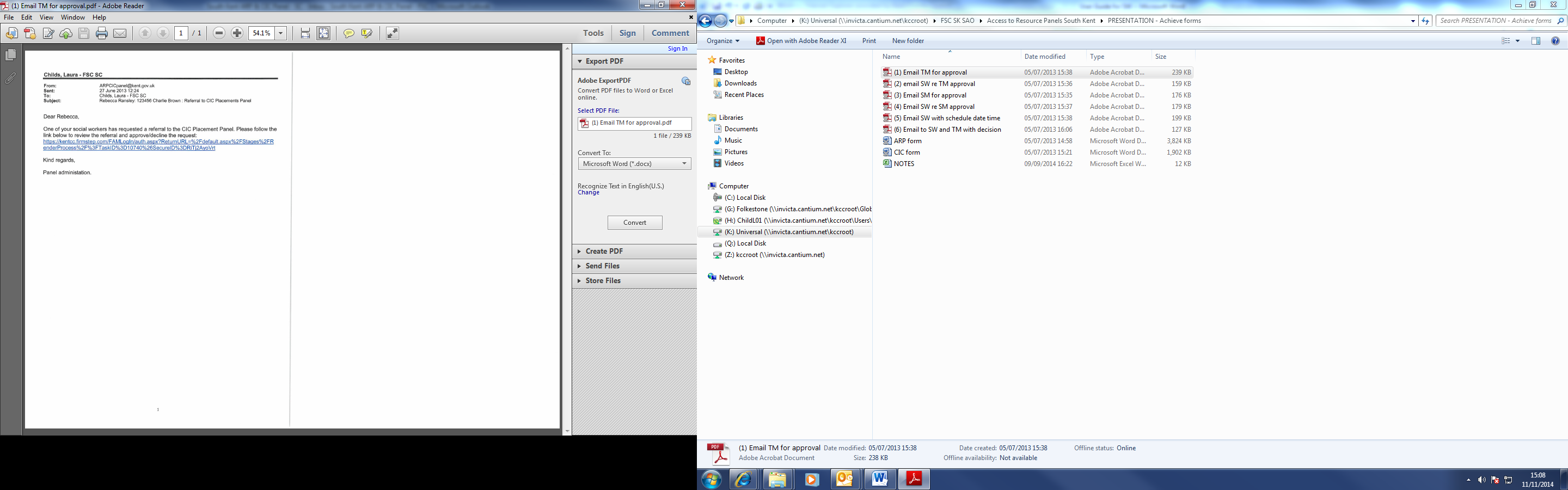
Page 4 is for further information – all free text with no word limit –



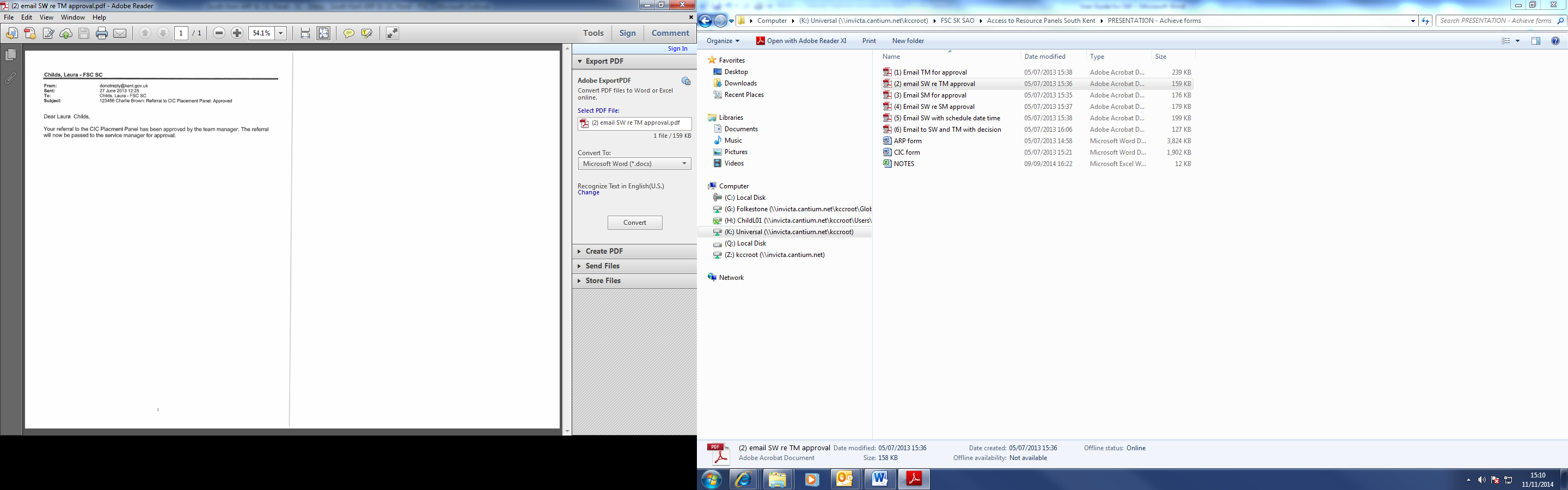
If you need to save the form part way through, click save and the system will send you an email with a link to follow to complete at a later time. –



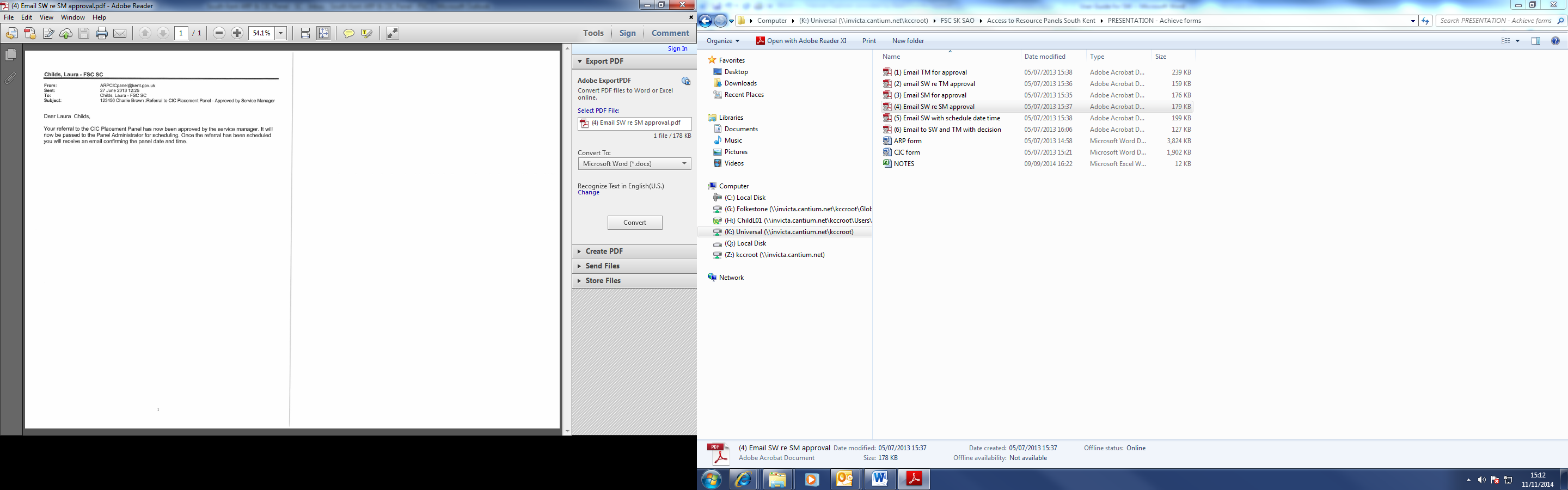
When you have finished and wish to submit the form, click submit. This will spell check the form at this stage – you may have to make amendments. When submitted, you will be given a reference number.

An email is then sent to the TM email address that you entered onto the form with a link to the form. The TM can amend then approve / decline the referral. 

If approved, the system will send a link to the Service manager that the TM has selected for the next stage of approval. The SW will also receive an email at this stage to advise them that TM has approved and that it has gone to SM for approval.

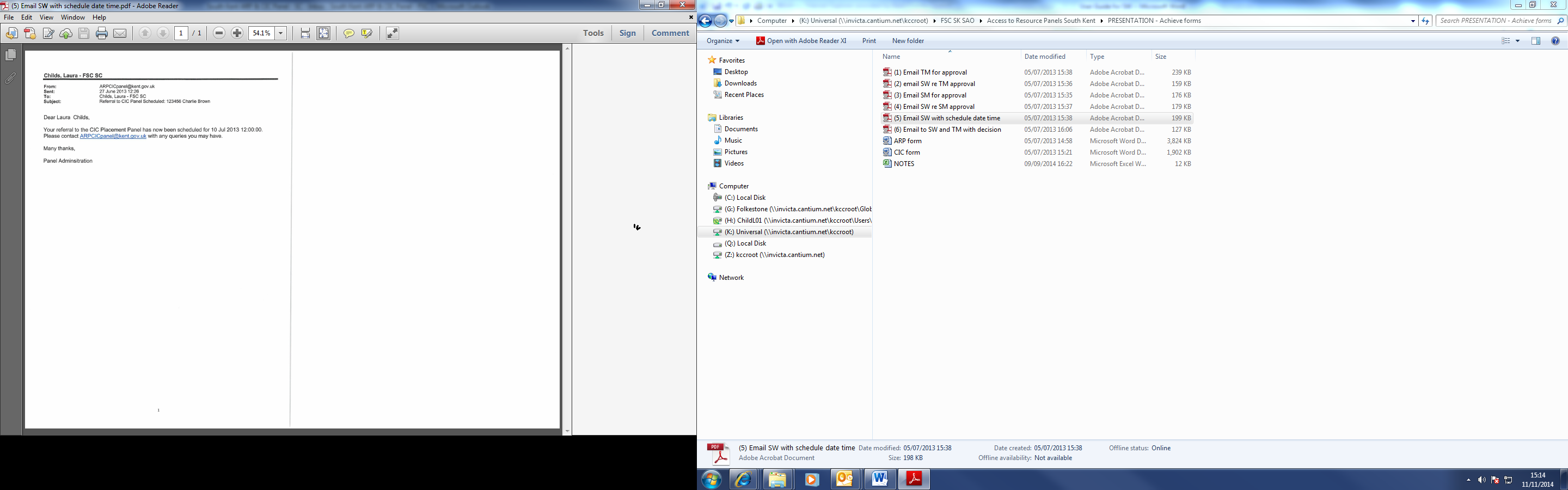


Once the Service Manager has approved the referral, you will receive another email advising you that the referral has now gone for scheduling.



If the TM/SM decline the referral, a link is sent back to the SW for further work. Once amendments are made, the process starts again.

When panel admin schedule your referral, you will receive an email with your date / time slot to attend panel.



There will be a PDF of your referral attached to this email for you.

Once panel has taken place and a decision made, panel admin will enter the decision into the system and you will receive a copy by email. This will also include a date for returning to panel if required.

