

One for Social Care

How to Record Outcomes Linked to the Social Care Involvement Form

This Fact Sheet will guide you through the process of how to record Outcomes linked to the Social Care Involvement Form.

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What Outcomes to Use for Specific Events

The role of the Outcomes linked to the Social Care Involvement is to support the collection of management information.

It is the responsibility of the Consultant Social Worker or Team Manager to update the Outcomes OR advise their Unit or Team Coordinator of the relevant information and let them know when they need to be updated.

For each of the below events outcome(s) will need to be recorded:

New Referral or Re-referral

An outcome needs to be created **AS SOON** as a new referral OR a re-referral is allocated to the unit, using the date of the referral as the 'Outcome Date'

The following options are available:

- RIR – Adopt Sup Assessment
- RIR - Adult Assessment
- RIR – Age Assessment Required
- RIR – Disabled Children’s Early Help(short breaks)
- RIR – Complete Duty Case Note
- RIR – Early Help Assessment Needed
- RIR – Letter Sent to Referrer
- RIR – NFA
- RIR – Other Action
- RIR – Prov of Info and Advice
- RIR – Refl to Other Agency
- RIR – Single Assessment
- RIR – Transfer in CP Conference

Single Assessment

It is important that an outcome is recorded for every Single Assessment and Adult Assessment that has been created, even those that are for conference.

Note for the Integrated Front Door – if a Referral and Strategy Discussion take place at the same time then the Single Assessment is always initiated by 'RIR – Single Assessment'.

There are four outcomes that will flag up that a Single or Adult Assessment is being completed:

- RIR – Single Assessment
- OTH – Review Single Assessment

- OTH - Adult Assessment
- OTH - Undertake Adult Assessment

The 'End date' for either of these outcomes should be the date the assessment was **countersigned**

If there is a strat then there's usually a Single Assessment triggered by this. Unless the strat comes in at the same time as the referral then you need to use '**OTH – Review Single Assessment**' outcome.

NB – As of 8th January 2018 we will be using the following outcomes to record what has happened as a result of the Single Assessment:

- SA – Continue current plan
- SA – Provision of service S17
- SA – Early Help
- SA – Disabled Children's Early Help Team
- SA – Progress to CP conference
- SA – Section 47 only, SA not required
- SA – NFA

Strategy Discussion

When a strategy discussion is held **one** of the following outcomes should be recorded:

- Strat – S47 Police Investigation Only
- Strat – S47 Social Care Investigation Only
- Strat – S47 Joint Investigation with Police
- Strat - S17
- Strat – NFA

The start and end date of these outcomes will be the start and end date of the Strategy Discussion.

To enable a strat to start off a Single Assessment you will use the outcome '**OTH – Review Single Assessment**'

Outcome of s47 Enquiries (following the strategy discussion)

NB – As of 8th January 2018 we will be using more outcomes to record what has happened as a result of the Section 47 Enquiry:

When an Outcome of S47 Enquiries is undertaken one of the following outcomes should be recorded:

- S47e - ICPC
- S47e - LPM
- S47e - S17
- S47e - Continues existing plan
- S47e - Early Help
- S47e – Case Closure

The start and end of the outcome will be the start and end date of the Outcome of S47 Enquiry. *Note: this is a change to the process as the end date used to be date that the Group Manager signed off their Management oversight case note*

Needs Led Assessment

The 'Needs Led Assessment' outcome is to be used when a Needs Led Assessment is completed.

- **Needs Led Assessment**

The start date should be the date that the assessment was agreed and the end date should be the date that the assessment is counter-signed.

Child Permanence Report

The 'Child Permanence Report' would be undertaken on a LAC child in preparation for a Best Interest Meeting, and can also be used for family finding and adoption as a profiling and matching tool.

- **Child Permanence Report**

The 'Child Permanence Report' outcome will need to be recorded and the start and end date of this outcome will be the start and end date of the Child Permanence Report.

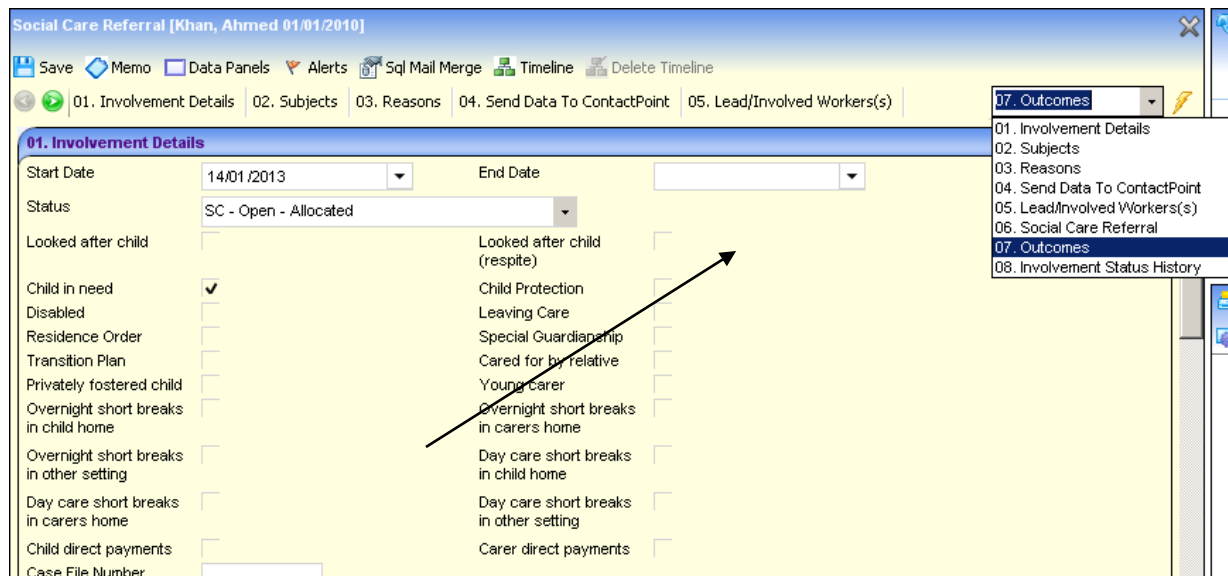
NB: If you need to update the Child Permanence Report then you will need to record another 'Child Permanence Report' outcome.

Public Law Outline (PLO) and Care Proceedings

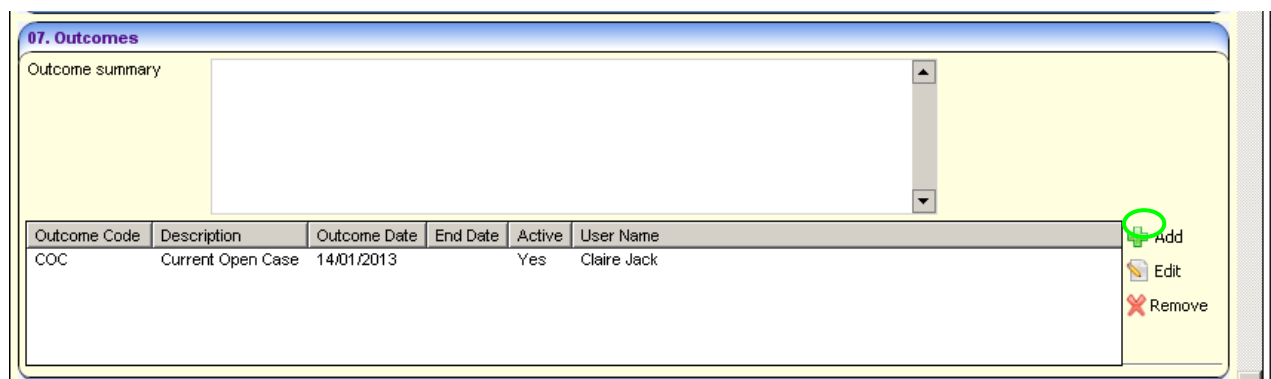
- Please [click here](#) to view the fact sheet on how to record outcomes within the Social Care Involvement for PLO & Care Proceedings

Adding Outcomes within the Social Care Involvement Form

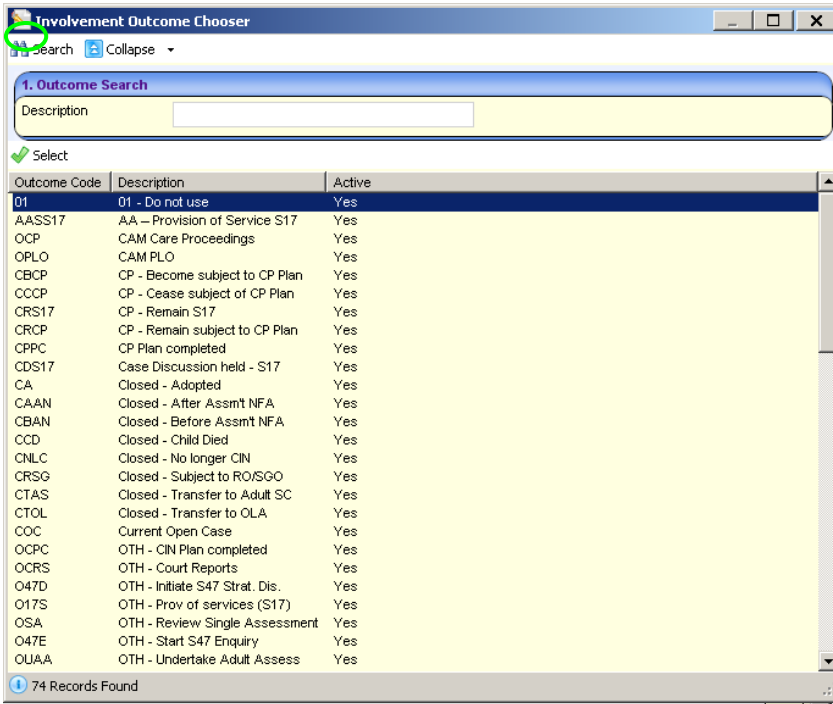
1. From your 'My Involvements' screen, click on the Child's name whose outcome you wish to record
2. This will open the 'Social Care Involvement form



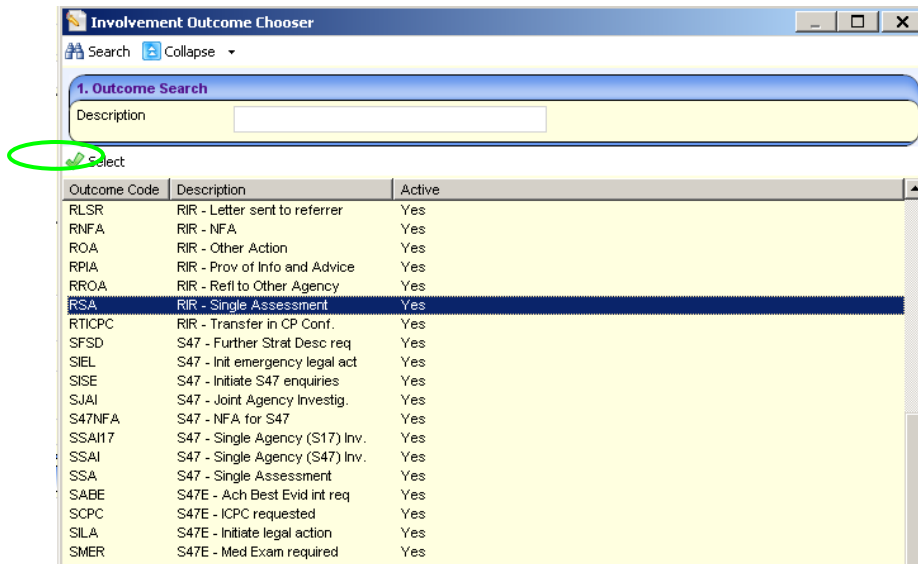
3. Navigate to the Outcomes panel
4. Click on 'Add'



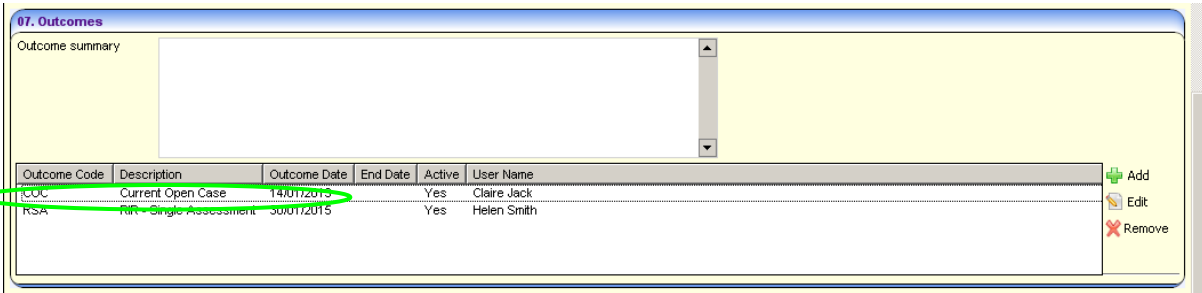
5. Click on Search and all of the codes will appear:



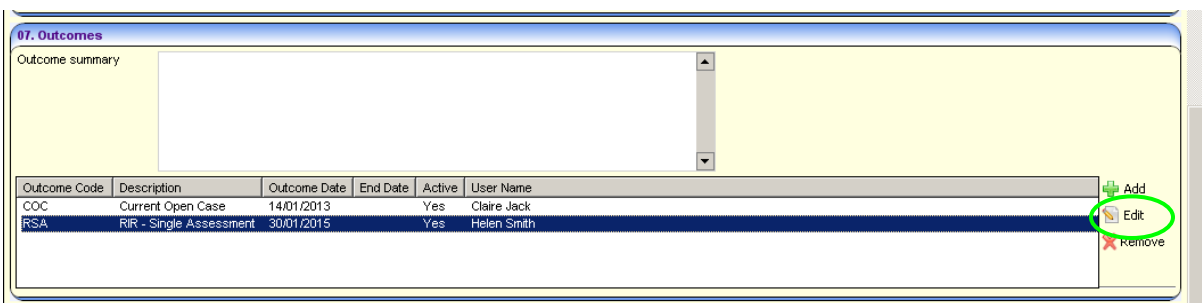
6. Select the relevant code for your event. You can select more than one at a time if there are multiple outcomes (using the Ctrl key). Click on Select when you have chosen the outcome/s:



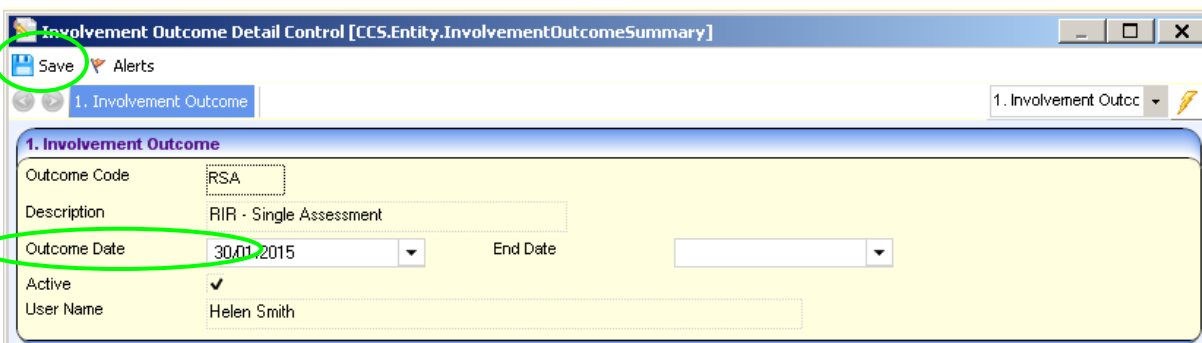
7. This will bring your outcome back through to the Outcomes panel:



8. Notice that the Outcome date defaults in as today’s date. It is important that this date matches the date of the event ie for ‘RIR – Single Assessment’ the date of the event is the date of the referral. To change this date select the outcome you wish to amend and click on ‘Edit’:



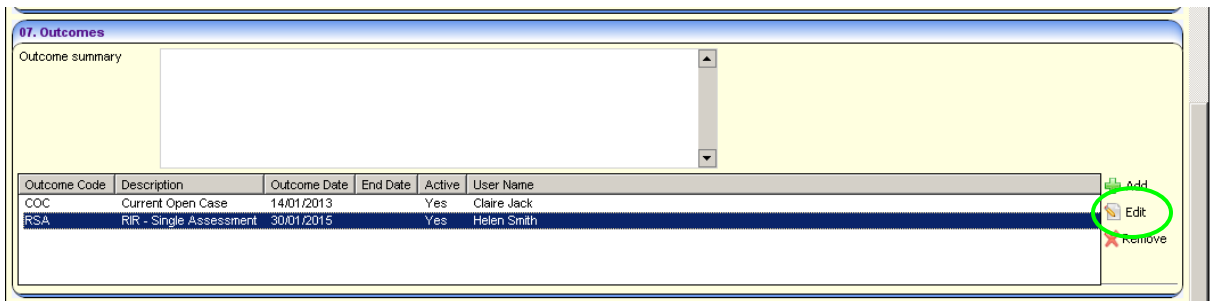
9. Change the ‘Outcome date’ to the date of the event. This tells the system when to start counting for events such as Single Assessments, etc. Click on Save.



10. A further change to the process is that **all outcomes** will now have an **end date** recorded against them. Sometimes you will be able to record this straight away, for example for any Strategy Discussion outcomes but some will be recorded once an event has concluded ie RIR – Single Assessment will be ended once the SA has been counter signed. Refer to the next page on guidance on how to end an outcome.

To end Outcomes when an event has concluded ie Single Assessment completed

11. Select the outcome you wish to end and click on 'Edit':



12. Enter an end date. This tells the system when the work was completed ie if it's a Single Assessment then this will stop the clock ticking in the Workload Management Tool. Click on Save.

