**Trigger**

LAC admin team (health) send to LA Data Quality Team on monthly basis a list of **all** review health assessments due in the two months following eg: in July send those due in October. The list sent will be for children aged 3yrs, 10 months of age or above.

**Notification**

LA Data Quality Team to send SDQ‘s for completion to Carer and request return when completed. LA Data Quality Team to advise Carer's SW (if DCC Carer), Child's SW and their managers that request has been made. SW to provide assistance to Carer to complete SDQ as required.

**LAC Health Team**

Completed SDQ uploaded to child's electronic health record.

**Response**

SDQ to be returned by due date (2 weeks after notification sent)

**Response Received**

**Score**

SDQ entered into LCS by LA Data Quality Team.

Score and completed SDQ sent to LAC Health Team.

**Authorise**

Child's SW authorises SDQ score on LCS.

**Alerts**

LCS sends alerts for high (>17) and low scores (<8) to: SW, SW's Manager, IRO, Virtual School, Health.

Alert sent to SW's Manager for all SDQs.

**Discussions**

Score and any proposed actions/referrals discussed as follows; Health Assessment, LAC Review with IRO, Supervision with Manager (review with previous two SDQ scores to identify patterns).

If SW / SW Manager assess the SDQ not to reflect the current emotional state of the child/YP, they can request the Designated Teacher to complete SDQ via Welfare Call IT system (this SDQ will not be scored, the responses to be used as a comparative only)

**No Response Received**

**Reminder**

LA Data Quality Team to send reminder to; Child's carer, Child's SW & Manager, FC's SW & Manager

**Response**

SDQ to be returned by due date (2 weeks after reminder sent)

**No Response Received**

**Reminder**

LA Data Quality Team to send reminder requesting SDQ or confirmation of reason not completed to; Child's SW & Manager, FC SW & Manager or Commissioning if external carer.

**No Response Received**

**Health Assessment**

Paper copy of SDQ and reply envelope given to carer requesting that they complete and return asap.

**No Response Received**

**End**

**Referrals/Actions**

SW takes lead to follow up any proposed actions and/or referrals.

**Received before Health Assessment**

**Health Assessment**

Evidence of the SDQ considered in the assessment and recorded on the review health assessment paper work and electronic health record.

**Referral**

 If SDQ score >16 referral to an appropriate service to be considered and completed, e.g. to the KEEP.

**RHA documentation**

Sent by LAC Health Team to SW who ensures indexed to child's LCS record and used to inform Care Plan

**Not Received before Health Assessment**

**Review**

Once SDQ received LAC admin team (health) attach the SDQ onto the child’s health record. If the score is 16 or above the LAC admin (health) send the nurses a SystmOne task to alert them to make a clinical assessment on action required as appropriate.

If the score is 16 or above a task is sent to the LAC nurses for review

Q onto the child’s health record.

If the score is 16 or above a task is sent to the LAC nurses for review

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**Monthly Reports**

Send to DHOS, Health and Team Managers; (inc Social Care, Fostering, IRO, Commissioning, Virtual School) High scores (>17)

Low scores (<8)

Send to DHOS and Team Managers; active SDQs not started (e.g. waiting for SDQ), Unauthorised SDQs