Practice Briefing Note 42

Title:	**CCM – Children and Young Persons Assessment (CYPA) Re-Assessment Guidance**
Effective From:	17th September 2018
Practice Note:	An update has been made to CCM, so that when a CYPA is required to be updated, you are now able to indicate this as an updated assessment, from within the assessment.
	An updated CYPA should be completed at least every 12 months and also at the point of any event where the child(s) circumstances have changed or where directed as necessary.
	See Practice Briefing Note 33 for further guidance on when to complete a CYPA.
	The re-assessment feature should **only** be utilised where it is an ongoing **open** case.
	See below guidance on how to input a Re-assessment:
	1. How to input a CYPA Re-Assessment
	Please ensure that you adhere to this with immediate effect.
Reason:	Simplify the process of re-assessment and improve reporting functionality.
Adopted at:	Business Development Group
Authorised by:	Darren Shaw (Head of Improvement and PSW)
Date:	17th September 2018
Review Date:	17th September 2019
Reference No:	0042/2018/CPP

How to input a CYPA Re-Assessment

➢ Open the child record where you need to update the assessment.

➢ Click [+ Assessments] and then click [☐ Assessments]

➢ Click [Add Assess.]
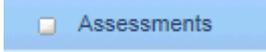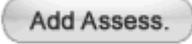
➢ Select 'Assessment Type' - 'Child/Young Person's Assessment'.

➢ Select 'Resulting from' - use the drop down to select the most relevant reason.

➢ 'Is this assessment a reassessment?' – click the 'Yes' or 'no' radio button [⦿ Yes ○ No] (Note that this may automatically default to either yes or no, please ensure you correct accordingly).

➢ Input your 'Actual start date' – this is the date you started the assessment.
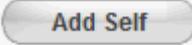
➢ Click [Add Self] if you are inputting the assessment yourself, or click [Find Worker] if you are inputting this for another worker.
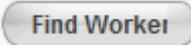
➢ 'Assessment to copy from' – click [Find Assessment], another window will pop up and you can select (by placing a tick next to) which assessment you which to copy from.

➢ Then click [Save]
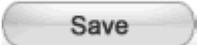
➢ The assessment questions will appear, blank ready for completion or pre filled if you requested this assessment to copy from a previous on.

➢ Continue to complete the CYPA.