**CHECKLIST FOR STAGE ONE PROCESS – ADOPTER ASSESSMENT**

* **Initial visit report**
  + written up within 3 working days by the visiting SW and signed off by the manager within 2 working days.
  + Signed reports to be sent to SW, Theresa and Ellie, plus the allocated admin if approved to proceed to Stage 1.
  + SW to add case note to Liberi to record visit and upload signed report to Liberi within 1 working day.
  + Manager to add case note to Liberi to record their sign off and decision
* **ROI form**
  + When received the SW must check that the ROI has been completed properly – it cannot be accepted if anything is missing or incorrectly entered (e.g. wrong types of referees)
  + Once completed ROI is received it should be given to allocated admin if proceeding to Stage 1, otherwise to Ellie or Theresa if rejected, within 1 working day of receiving it. Allocated admin should inform Theresa and Ellie if they are given ROI.
  + SW to record receipt of ROI on Liberi then Manager to update Liberi with ROI decision, both within 1 working day
* **Rejected IV/ROI**
  + SW informs applicant and updates Liberi to end involvement in case within 1 working day
  + Ellie / Theresa will close case on Liberi once SW confirms record is up to date and all case notes are finalised
* **Accepted ROI**
  + SW informs applicant within 1 working day and confirms to Ellie and Theresa that this has been done so that they can invite to prep group
  + Allocated admin will email applicant with formal acceptance letter and accompanying documents (Stage 1 Agreement, medical forms, letter to GP etc.)
* **Stage 1 start**
  + SW initiates DBS check within 1 working day of Stage 1 starting, and chases applicants until they have confirmed dates for their GP appointments
  + Allocated admin initiates checks and references within 1 working day.
* **During Stage 1**
  + SW is responsible for tracking progress of checks, references and medicals, and chasing applicants, referees and MA if there are any delays (any activity must be recorded on Liberi as a case note)
  + If a written reference is not provided by a referee within 3 weeks, SW to get details of alternative referee
  + SW to update DBS outcome on Liberi within 1 working day of receiving
  + Allocated admin to update Liberi for all other checks
  + We can ask applicants for permission to delay the Stage 1 decision if
    - there is a known medical concern and we would want the MA advice before making the decision
    - the DBS check is expected to be positive
    - the references are complicated (e.g. need translation)
    - There is a delay in getting a GP appointment
    - applicant has personal reasons (bereavement etc.)

For the first three reasons, the agreement should be made as part of the Stage 1 Agreement. For the last two the SW should write to them to get permission from them to delay the Stage 1 decision until we have received the GP report / reference – this should be done within 3 weeks of starting Stage 1. If the applicant does not give their permission then the decision must not be delayed.

* + The Manager is responsible for weekly tracking of cases in Stage 1, recording any decisions/actions on Liberi as a case note and sending an update to Yashi immediately after.
* **Prep group**
  + Ellie or Theresa will contact applicant as soon as SW has confirmed that applicant has been informed of ROI acceptance
  + SW to ensure applicants know they should complete the First4Adoption materials before attending prep group
  + Once place is confirmed and also when they have attended, Ellie/Theresa will update Liberi.
  + Karen will record facilitator feedback as case note
* **Stage 1 summary**
  + SW completes Stage 1 Plan task on Liberi 5 weeks into Stage 1 to provide their summary to the manager – including an update on progress of checks, references, medicals and applicants’ homework, their recommendation on whether to invite to Stage 2 or not and the reasons why.
  + If we expect them to proceed to Stage 2, summary should also include an indication of whether the applicants are expected to start Stage 2 immediately or, if not, when they are expected to start Stage 2.
* **Stage 1 decision**
  + to be made by manager within 2 months, even if we don’t have everything back. The only reason we would delay is if we have permission from the applicant to delay the decision. Delays in attending prep, completing LA checks, overseas checks or MA advice etc. cannot delay the decision. The decision will be made based on the information available.
  + Any updates from the SW to inform the decision should be added to Liberi. Decision should be made earlier if everything is back.
  + The Manager must record the Stage 1 decision on Liberi (Stage 1 plan)
  + The allocated admin will then send out letter (by email) informing applicants of the decision, upload letter to Liberi and email Theresa and Kevin to update them.

Effectively this means that the timeline for Stage 1 will be as follows:

Week 1 – SW notify applicants of acceptance, initiate DBS checks and finalises Stage 1 agreement; admin initiates references and LA checks

Week 2 – SW keeps in contact with applicants to confirm GP appointments and initiation of overseas checks if needed

Week 3 – if applicants have still not booked GP appointment or any referees have not responded to confirm their email address, SW contacts applicants to agree delay to Stage 1 decision and request alternative referees

Week 4 – SW chases any references and medicals (if GP report is with MA) that have not been returned

Week 5 – SW provides summary to manager and chases any references and medicals (if GP report is with MA) that have not been returned

Week 6 – SW chases any references and medicals (if GP report is with MA) that have not been returned

Week 7 – SW chases any references and medicals (if GP report is with MA) that have not been returned and updates summary

Week 8 – Stage 1 decision made by manager