

	Action/Date
Title/Status-	Desk Top Quality Review of Placement Process
New document or revised	Revised
Responsible Head of Service	Liz Perfect
Date review	July 2020
Date SMT approved.	

Desk Top Quality Review of Placement Process

Check placement review dates as per placement tracker on a daily basis. All review dates will be set at time of placement recording. Identify reason for desk top review.

All relevant sections on desk top review form to be completed. (Please see Desk top review form). Once Commissioning review and auditor's information has been completed, send to child's social worker to complete their relevant sections. A generic email outlines the reason behind the desk top review. If no response is received from the CSW within 5 days follow up with a phone call.

Once the CSW has returned the document please send to the IRO and follow the same procedure as outlined above. The new review date will then be put on the tracker as outlined by any resulting actions.

All sections as below to be completed by relevant parties:

- **Initial details of YP's and placement - Commissioning Reviewer & Auditor to complete**
- **Breakdown of costs as per Individual Placement agreement - Commissioning Reviewer & Auditor to complete**
- **CSW to verify if any extra support package is still required – CSW to seek any additional Funding approval if required**
- **Current outcomes for YP's – CSW to complete based upon current need of YP's**
- **CSW views of the placement – CSW to complete to evidence progress and if needs are being met**
- **CYP views on placement – YP's to complete with help from CSW and IRO when possible**
- **IRO views of the placement – IRO to complete to evidence if any further actions have been requested of the provider and any further actions that are required to be reviewed**
- **Actions raised from last Quality Assurance visit - Commissioning Reviewer & Auditor to complete to check that all actions have been completed**

- **Issues, Concerns and Compliments - Reviewer & Auditor to complete to ensure thorough oversight of placement**
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Once complete, Quality Assurer and Auditor to sign of completed form. If changes have been made a new IPA will need to be issued. Each YP's Desk Top Quality Review of Placement Form will be saved in a sub folder on the f:drive and on Mosaic.

