

	Action/Date
Title/Status-	SDQ Process
New document or revised	revised
Responsible Head of Service	Liz Perfect
Date review	July 2020
Date SMT approved.	

SDQ Process

The SDQ process is an integrated part of the RHA (review health assessments) process. The information collected helps to provide a wider perspective of the child/young person's needs from the view of the carer.

Step 1	10 weeks before a RHA is due, a SDQ must be sent out to the foster carer for them to complete and return.	CIC Admin
Step 2	When the SDQ has been returned it will be scanned and uploaded within documents on MOSAIC.	FPS Admin
Step 3	The questionnaire is scored, and the information will be added to the Health Assessment tab on MOSAIC. Social workers will then be informed of the score via a case alert.	CIC Admin
Step 4	If the SDQ has been returned within 2 weeks* this will then need to be sent to Bridge Park Plaza with Part A of the RHA form.	CIC Admin
Step 5	If the SDQ is returned after 2 weeks it will be scored and sent to Bridge Park Plaza if the health assessment is yet to take place.	CIC Admin
NB.*	<p>If the SDQ has not been returned within 2 weeks, the RHA process will still need to be actioned. Urgent action required to get SDQ returned in time for RHA.</p> <p>Where the SDQ has not been returned by an Independent Fostering Agency (IFA) Supervising Social Worker to follow up if this does not happen this information is sent to the Commissioning Service to progress further and continue to do so and track until the completed SDQ is returned. The quality and audit team will contact the provider directly via email giving a deadline of 7 days for the form to be returned. This is logged on</p>	<p>CiC Admin</p> <p>Child's SW / Supervising SW</p> <p>Commissioning Service</p>

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Reviewed By: Maria Hunt

Next Review: July 2021
Approved By: Liz Perfect

	the SDQ tracker and will be chased for return. Every week the SDQ tableau report is checked to ascertain any outstanding SDQ's. Once received (via email) these are forwarded onto the CIC admin mailbox. If returned by post they are advised in the email to send onto Claire Tyldesley	
Step 7	Once SDQ score is returned this is sent to Bridge Park Plaza. If the score is 17 or above the admin officer will alert the CSW/SSW and the CSW will arrange a meeting for child/YP's to discuss: Meaning/ interpretation of scoring Actions to meet the identified need of the child/YP (i.e. referral to Cahms) Actions to enable the foster carer to meet those needs e.g. therapeutic parenting	Child's Social Worker/ Supervising SW
Step 8	If the score is high, joint meeting with CAMHS officer (through consultation meetings); invite Virtual School Education Improvement Officer.	Child's Social Worker/ Supervising SW
Step 9	Discuss outcome with foster carers in supervision	Supervising SW
Step 10	Advise IRO of outcome and seek their views to inform care planning	Child's Social Worker