

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

## **Strengths and Difficulties Questionnaire (SDQ) Process**

(uncontrolled if printed)

### **General Information**

The SDQ process is an integrated part of the Review Health Assessment process (RHA).

There is a statutory requirement that every looked after child (LAC) that has been in care for 12 months or more and is aged between 4-17 years old has an SDQ completed at least on an annual basis.

The SDQ should be completed by the carer / placement as close to the child/YP's RHA due date as possible and ideally a copy of the completed SDQ & score should be sent to Leicestershire Partnership Trust, Bridge Park Plaza (LPT, BPP) together with the RHA Request. Ideally the SDQ should not be any older than 3 months old at the point of sending onto health.

Should the SDQ due date not be in line with the RHA due date, depending on the timescale between the two dates, two SDQ's may need to be sent out during that year in order to ensure the child/YP's SDQ is in date within 12 months and then also brought back in line with the RHA.

Where the SDQ is not returned in time to be sent along with the RHA Request, the RHA should be sent to health to avoid delay, continuing to follow up the return of the SDQ and sending to health as soon as a completed SDQ is received.

The information collected helps to provide a wider perspective of the child/young person's needs from the view of the carer and enables us to consider appropriate support for children in our care.

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It also gives an overview of the general needs of the looked after population in Leicestershire. The information is shared with health services to enable them to consider the kind of services which need to be in place. We also have to share this information with the Department for Education so that a national picture is gathered.

A copy of the SDQ, covering letter & scoring guidance can be located in the following location: <\\ccfp2\socdata\Social Work Co-ordinators\Health Assessment Information\SDQ Blank Forms and Guidance>

**The SDQ process is detailed within the following pages**

**Strengths and Difficulties Questionnaire (SDQ) Process Flow**  
(uncontrolled if printed)

**Abbreviations**

SW – Social Worker

SSW – Supervising Social Worker

CIC Admin – Children in Care Admin

FPS Admin – Family Placement Service Admin

BPP – Bridge Park Plaza, Leicestershire Partnership Trust

<b>Step 1</b>	<p>4 months prior to RHA due date, send out SDQ letter &amp; SDQ to carer / placement for completion.</p> <p>The SDQ can either be completed over the telephone with the carer, sent via email or post along with a pre-paid envelope for return.</p> <p><b>NB.</b> If the SDQ is sent via non-secure email to the carer/placement, only the child/YP's initials should be added to the SDQ along with a Reference. (<i>This is made up of x3 zeros, followed by the Mosaic number at the top of the SDQ form</i>) as a way of us being able to locate the correct child/YP's record upon return.</p>	CIC Admin / FPS Admin
<b>Step 2</b>	<p>When the SDQ has been returned it will be scanned and uploaded within documents on MOSAIC, case noted and sent to CIC-Admin inbox in line with the</p>	FPS Admin

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	post process.	
<b>Step 3</b>	<p>The questionnaire is scored and the information is added to the Health Assessment tab on MOSAIC. Social workers will then be informed of the score via a case alert.</p> <p>Where the score is 17 or more, the SW Team Manager &amp; Heather Hughes are also copied into the case alert.</p> <p><b>NB.</b> Where the SDQ is scored by FPS Admin, CIC-Admin are copied into the case alert irrespective of the score to enable the updating of tracking the return of SDQ's.</p>	CIC Admin/ FPS Admin
<b>Step 4</b>	<p>4 weeks after the SDQ has been sent to the carer / placement, chase return of the SDQ if it has not been returned.</p> <p>This is done via email / case note to the allocated SW and a joint partnership alongside Placements Team and the SSW.</p>	CIC Admin
<b>Step 5</b>	10 weeks before the RHA due date: (If the SDQ has been Returned) Submit the completed & scored SDQ to Health along with the RHA request	CIC Admin
<b>Step 6</b>	9-10 weeks before the RHA due date: (If the SDQ has not been returned) Continue to chase the return of the SDQ	CIC Admin
<b>Step 7</b>	8 weeks before the RHA due date: (If the SDQ has still not been returned, send the RHA request to Health, continuing to chase the return of the SDQ, sending the completed SDQ & score to health as soon as received	CiC Admin
<b>Step 8</b>	SDQ score returned- arrange meeting for child/yps SW and supervising social worker to meet to discuss:	Child's Social Worker/ Supervising SW

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	<p>Meaning/interpretation of scoring</p> <p>Actions to meet the identified need of the child/yp</p> <p>Actions to enable the foster carer to meet those needs e.g. therapeutic parenting</p>	
<b>Step 9</b>	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
<b>Step 10</b>	Discuss outcome with foster carers in supervision	Supervising SW
<b>Step 11</b>	Advise IRO of outcome and seek their views to inform care planning	Child's Social Worker

**The Mosaic process of the recording of SDQ's is detailed within the following pages**

**SDQ Recording within the health tab on Mosaic**

- Locate the child / YP on Mosaic – from the front page, click 'health' followed by 'health assessments'.
- Click 'add' (bottom left-hand side)



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**Person Summary – Mstr Leigh Hibbi**

Person Details >	<b>Demographic Infor</b>
Start >	<b>Context:</b> Child
Case Notes	<b>Date of Birth:</b> 13/09/2
Chronologies	<b>Address:</b>
Documents	(Address Type : Ten
Visits	9 NORFOLK CLOSE
Education >	BURBAGE
	HINCKLEY
	LEICESTERSHIRE
	LE10 2LE <a href="#">View Map</a>
<b>Health</b> >	Development Assessments
LAC >	Immunisations
Legal Status	Dental Visits
Offences	<b>Health Assessments</b>
Registrations	Conditions / Disabilities
	Hospital Stays
	Illnesses

**Please continue to next page**

**Step One – Sending the SDQ to the placement**

- **Date Requested** – Enter the date the SDQ was sent to the Foster Carer Placement for completion

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- **Notes** – Add relevant note. i.e. *SDQ sent to placement*  
**Tick** the 'no' checkbox - (This enables the report to identify that this is a SDQ entry)
- **Select** from the dropdown menu- 'Questionnaire sent – awaiting response'
- **Click** – Save
- **Add** – A case note & case alert the allocated SW

At least one field marked with a # is required

Date Requested #  

Assessment Date #  

Next Assessment Due  


Notes

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**Strengths & Difficulties Questionnaire Completed**

Yes  No  Not Applicable

Score (0 - 40)

Reason for not Completing  

**NB.** If any of the following apply – Follow the above process selecting the relevant dropdown & also making a note in the notes field. i.e. 'Child not of age for SDQ', 'Questionnaire not completed due to severity of YP's disability' or 'carer *refusing* to complete the SDQ'. (Do not add an assessment date, only the date requested)

**Please continue to next page**

**SDQ Recording Step Two – Recording the scored SDQ**

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**Click** the green edit pencil against the SDQ line created as above

**Assessment Date** – Enter the date the SDQ was completed

**Next Assessment Date** - Enter the date the SDQ is next due (+12 months)

**Notes** – Add any relevant notes. i.e. *13/12/2019 SDQ completed*

**Change** the dropdown menu back to blank

**Tick** the 'yes' checkbox – (This enables the report to identify that this is a SDQ entry)

**Add** the SDQ score into the score box

**Click** save

**Add** a case note with details of the score & case alert the allocated Social Worker.

**NB.** If the score is 17 or more, also include the Team Manager & Heather Hughes into the case alert.

The screenshot shows a form for recording SDQ completion. It includes the following fields and options:

- Date Requested #**: 01/04/2020
- Assessment Date #**: 01/05/2020
- Next Assessment Due**: 01/05/2021
- Notes**: SDQ Completed 01/05/2020
- Strengths & Difficulties Questionnaire Completed**:  Yes,  No,  Not Applicable
- Score (0 – 40)**: 16
- Reason for not Completing**: (empty dropdown menu)

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