

Missing person guide – Putting RHI in correct place if SW carries out Return home interview.

- 1) To begin the Return interview process – click back into the ‘Additional tab’ and click on the episode that relates to the return interview that you are doing.

Additional

- Identity
- Photos
- Risks
- IAS Details
- Relationships
- Involvements
- CIN
- CP
- CLA
- Adoption
- Costs
- Episodes
- History
- Chronology
- Imports
- Forms
- Documents
- Case Notes
- Audit
- CP-IS Audit
- ▶ **Health**
- ▶ **Education**
- ▶ **Legal**

Disabilities

No Disabilities Recorded

▶ Add a Disability

Categories of Need

Started On	Ended On	Category of Need
11-Apr-2019	-	N1 - Abuse or neglect
08-Jun-2015	20-Jul-2015	N5 - Family dysfunction
11-Nov-2014	19-May-2015	N0 - Not Stated
18-Jun-2012	19-Jun-2012	N5 - Family dysfunction
24-Jan-2012	25-Jan-2012	N3 - Parental illness or disability

▶ Add a Category of Need record

Legal Statuses

No Legal Statuses Recorded

▶ Add Legal Status

Missing Person records

Started	Ended	Missing Status	Finalised?
02-May-2020 18:49	02-May-2020 22:24	Found	No
29-Nov-2019 14:54	29-Nov-2019 17:54	Found	Yes
19-Oct-2019 15:17	19-Oct-2019 17:39	Found	Yes

▶ Add Missing Person Record

- 2) Along the side you will see a tab called ‘Forms’ Click into this. Using the drop down menu, you then need to select the ‘Missing person return interview’ and click on ‘start’.

Episode

- Forms**
- Documents
- Case Notes
- Audit

Start New Form

Missing Person Return Interview ▼ Start

Draft Forms

None

Completed Forms

None

Cancelled Forms

None

This will then take you into the return interview for that child. This is where you enter the return home interview information.