Borough of Poole Council

CareDirector: PATHWAYS

USER GUIDE

Eve Serrao – January 2017
**KEY**

 SMAWH Need a Helping Hand? Find this symbol and it will guide you to the relevant screen

1 – Follow the Blue Boxes - these are numbered and are your step by step guide

2 –

Find this symbol and it is giving you an overview or background on the module you are working on - who, what, when and why!

A black box with dashes, gives you further information about what you see on the screen

✓ They may also contain TOP TIPS

*ASTERIX – Red is a mandatory field
+CROSS - Blue is desirable
PATHWAYS

OBJECTIVES

By the end of this session delegates will be able to:

- Understand processes involved with CiC and Care Leavers
- Identify the modules completed for CIN
- Understand CareDirector workflows and record assessments
CiC – Young Person in Care Assigned to Pathways

- A Transitions to Pathways Plan is completed by CiC 3 months prior to the transfer to Pathways

  Young Person in Care Assigned to Pathways

  Child in Care Review & Pathways Plan is completed by Pathways Social Worker
  - And completed 6 monthly

  Leaving Care Eligibility must be completed and kept up to date

  Leaving Care Module (OC3) completed from 17th Birthday and updated annually

  LAC Legal Status and Service Provisions kept updated

  At 18th
  - Birthday LAC Legal Status ended
  - Service Provision amended or ended depending if YP is staying put
LEAVING CARE ELIGIBILITY

As soon as a YP is assigned to Pathways this must be completed and kept up-to-date.

1 - Click Details On the Navigation Pane
2 - Add Leaving Care Eligibility using the Lookup Field
3 - Save

Open Person Record

As soon as a YP is assigned to Pathways this must be completed and kept up-to-date.
LEAVING CARE (OC3)

1 – Click Other Information on Navigation Pane

2 – Click Leaving Care

3 – Add New on Ribbon

⚠ Must be completed on YP 17th Birthday and annually thereafter
LAC Legal Status

Legal Status must be kept up to date - for example if the YP has a change in placement

Open the **Referral** → Click **LAC Legal Status** on Navigation Pane → Double **Click Active Record** to Open

**ENDING LAC LEGAL STATUS (18TH BIRTHDAY)**

1. Add End Reason using the Lookup Field – **E15**

2. **SAVE**
SERVICE PROVISION

- Service Provision must be kept up to date - for example if the YP has a change in placement to ensure Carers are paid

STAYING PUT (18+)

- If a YP is Staying Put in current Foster Home the Service Provision must be amended and a new Service Provision added

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Open Referral -> Click Service Provisions on Navigation Pane

1. Add Start Reason as Staying Put Agenda using the Lookup Field
2. Don't forget to add your Service Elements, Start Date, Providers and Purchasing Teams

If YP is not Staying Put and is leaving Care then the Service Provision can be Ended
Young Person in Need Assigned to Pathways

A YP can transfer into the Pathways team usually from Families First or Safeguarding & Permanence

Child in Need Review & Pathways Plan is completed by Pathways Social Worker
✓ And completed 6 monthly

Leaving Care Eligibility must be completed and kept up to date

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NEW TO CYPSC (SOUTHWARK & ASYLUM SEEKERS)

⚠️ A YP may present as Homeless or an Asylum Seeker is referred to CYPSC and therefore they need to be added to CareDirector and an assessment carried out

Young Person Referred to CYPSC

HUB – add to CareDirector and assign to Assessment and Action Team

Single Assessment and Intervention is carried out to identify if the YP is a CIN or CiC

 Assigned to Pathways as CiC

 CiC Pathway Plan is carried out prior to Child in Care Review & Pathways Plan

 Assigned to Pathways as CIN

 CIN Pathway Plan is carried out prior to Child in Need Review & Pathways Plan
OTHER MODULES

WORK AND EDUCATION

Search Person Record (People Screen) → Double click record to open

1 - Click Work and Education on the Navigation Pane

2 - Click on the Relevant Module

3 – Add New

EXAMPLE – Whatever module you choose you will find previously added records here:

Double click the record to view
FORMS - PAYMENTS LOG

\[\text{Opened as a Form so expenses can be tracked}\]

\[\text{Open the Person Record} \rightarrow \text{Click on Referral on the Navigation Pane} \rightarrow \text{Double click Referral to open}\]

1 – Click Forms on the Navigation Pane -

2 – Add New

REMEMBER – check you are in the Referral screen

All added Forms will show here.

If you change your View you can see open and closed forms.

Double click the record to view
1 – Add Form Type using the Lookup Field

Status should be prepopulated to in Progress and the date added added.

YOU MUST SAVE IN ORDER TO EDIT THE FORM
You will now see this Ribbon

3 – SAVE (do not save and close)

4 – Click Edit Form

SEE User Guide Forms for Further Guidance