ICS

Child in Need

Content

Creating a CIN

Create a child on ICS.

New contact

Click on the link **'Create a new contact'**.

Complete the contact record.
Select **'Progress to Referral'** for suggested outcome.

Finalise Record.
Select a user to authorise the contact record.
User will Finalise and Authorise Record.

Referral and Information Record

Social Worker will pick up the task **'Contact – New Contact Record Received – Outcomes'** from their work tray and start the Referral.

Complete the referral record.
Select **'Initial Assessment'** for suggested outcome.

Finalise Record.
Select a user to authorise the contact referral.
User will Finalise and Authorise Referral.

The child will now have an open referral. **REF**

Initial Assessment

Social Worker will pick up the task **'Please do Initial Assessment'** from their worktray and start the Initial Assessment.
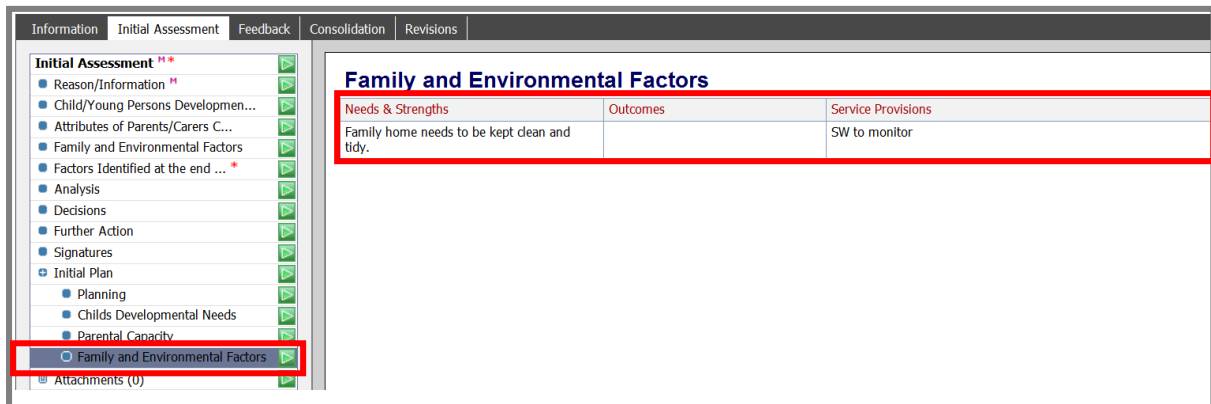

Click the **'Start Blank'** button and complete the Initial Assessment.
Remember to create a child's plan from the Initial Assessment.
From the Initial Plan (Planning) tab click the **'Create Initial Plan'** button.

From here you will be able to create the Initial Plan, covering:
- Childs Development Needs
- Parental Capacity
- Family and Environmental Factors

Select **'Provide Short Term Services'** for suggested outcome.

Complete the rest of the Initial Assessment.
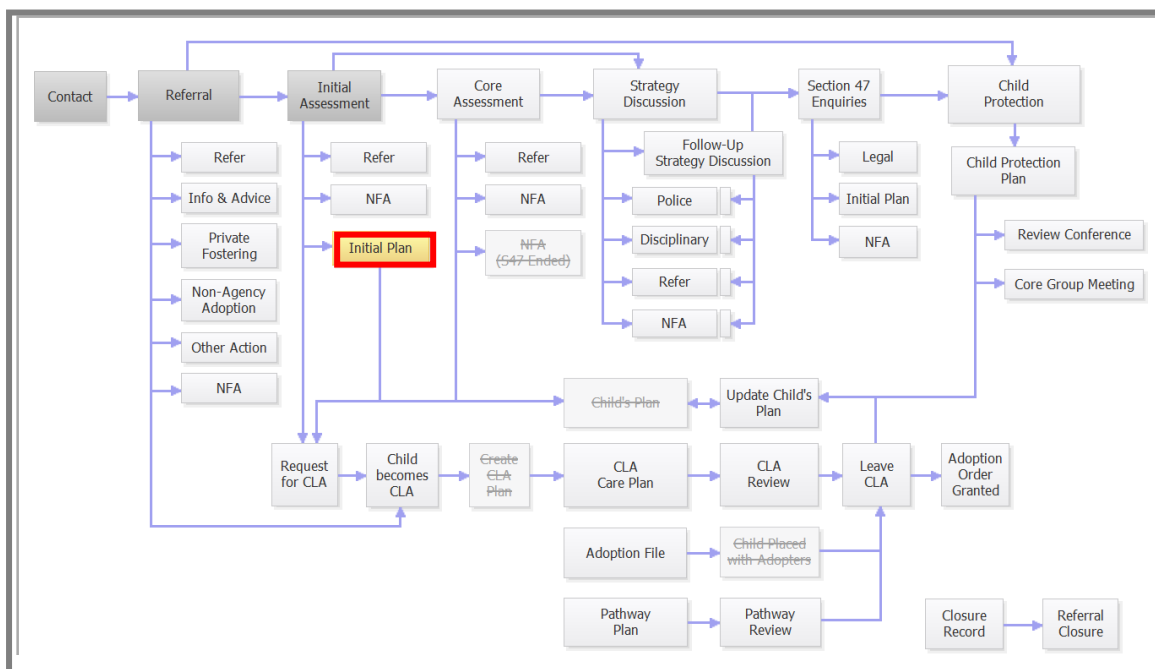Select **'Provide Short Term Services'** for suggested outcome.

Finalise Assessment.
The Assessment will be sent to your manager for approval.

Manager will Finalise and Authorise Initial Assessment.

The child will now have an Initial Plan.

Following the completed Initial Assessment and Plan, Social Worker has 7 days to call a CIN meeting if it has been identified from the assessment that the child is in fact in Need of co-ordinated services.

The meeting is held and the Social Worker in co-operation with the family and other professionals creates a CIN Plan.

The Social Worker then creates this on ICS as follows:

Childs Plans

From the child's active Initial Plan (Decisions tab) you can **'Update the Child in Needs Plan'.**
Click the start button next to **'Update the Child in Needs Plan'.**

Enter the date of Initiation or completion and reason for decision.
Click the **'Confirm'** button.

This will then generate CIN. **CIN**

No Due Date	**CIN** Train1, Rebecca (10 years)	CLA - Current Episode of Care
No Due Date	**Train1, SallySB (6 years)**	**Initial Plan - Active Initial Plan**
No Due Date	**CIN CIN, Richard (4 years)**	**Child In Need - Update Child's Plan**

Update Part One and Part Two of the Childs Plan.

Finalise Record for both parts.
Send for authorisation.

The Manager will now have a task in their worktray to authorise the Plan.

No Due Date	**CIN**	**CIN, Julie (1 week)**	**Child In Need - Active Child's Plan**
No Due Date	**CIN**	**CIN, Richard (4 years)**	**Child In Need - Update Child's Plan** - Authorise Plan

Once authorised the Social Worker will receive notification that the plan has been successfully authorised.

No Due Date	Train1, SallySB (6 years)	Initial Plan - Active Initial Plan
No Due Date	**CIN CIN, Richard (4 years)**	**Child In Need - Update Child's Plan** - Successfully Authorised

Pick up this task and click **'Finalise Plan Revision'** button.

The **'Update/Start Child's Plan'** will be greyed out on the case pathway.
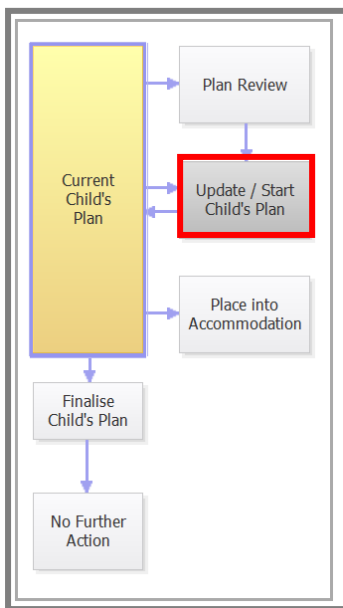
The next step will be to review the Progress of the Plan. Currently Local Policy identifies that the plan needs to be reviewed every four weeks. Thus after the first CIN meeting held a date will have been agreed for the following CIN meeting.
CIN Reviews

From the Active Childs Plan, click on the **'Decisions tab'.**

Click 'Start' against **'Child in Need Review'.**

Enter the date of Initiation or completion and reason for decision.
Click the **'Confirm'** button.

Once selected a task will go in the Social Workers tray to **'Write Review Meeting Worker's Report'.**

Write Pre Meeting Report

Click the link **'Write pre meeting report'.** This will be a brief report of progress made within the review period

Click the link to open the report.

Copy forward selected answers from previous assessments.

Enter date Child in Need Pre Meeting report completed.
Complete the pre meeting report.
Once completed **'Finalise Review'.**
The Pre-Meeting report goes to the Manager for approval.

Organise the Meeting

Pick up the task to **'Organise Review Meeting'** from the Social Workers work tray.

Click the link **'Update Meeting Details and Scheduling'.**

Enter planned meeting date, length and location of meeting.

Click **'Update'.**

You now have the option to email the meeting to another user and add attendees.

Review Outcomes

Pick up the task to **'Complete Review Outcomes'** from the Social Workers work tray.

Click **'Complete Meeting Outcomes'.**

Enter Actual Meeting date and click **'Update'.**

Click on the link to open up the outcomes form.

Complete the review and update as required.

Click **'Finalise Review'** button.

Manager will pick up the task to approve or reject the outcomes report.

Once approved click the link **'Complete Meeting'.**

The **'Plan Review'** will be greyed out on the case pathway and there will be a task in the Social Workers work tray to update the child's plan.
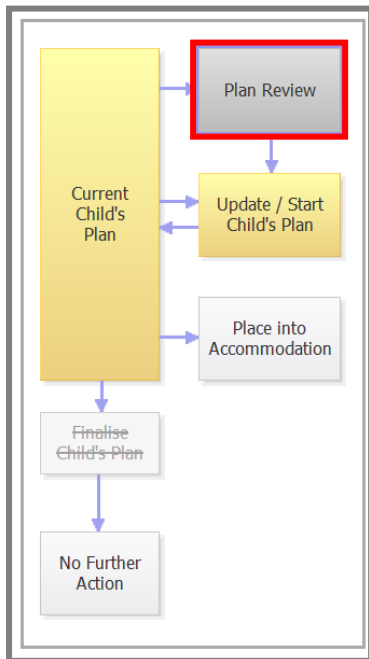
Restarting the Review

From the Childs current plan (decisions tab) you can restart the CIN Review whenever you like.

Click on the **'Childs Current Plan'** (Decisions tab).
Click the 'Restart' button against **'Child in Need Review.**

Confirm the date and reason.
The task to complete the Review will now be in the Social Workers work tray.

*REMEMBER THE CIN PLAN WILL NEED TO BE UPDATED AFTER EVERY CIN MEETING. THIS WILL EVIDENCE PROGRESS.

PLANS TO BE SENT TO ALL PROFESSIONALS AND MOST IMPORTANTLY THE FAMILY