

Children's Services Quick Guide

Using the EH Decision on Significant Information workstep

Below are tables that demonstrate which options should be ticked in the **EH Decision on Significant Information** workstep against a given scenario. This list is not exhaustive, if your scenario does not appear please consult with your Manager for advice.

Case Status (prior to decision)

This information is completed the first time this step is accessed for Go Live and going forward will default in from the Request, Assessment or Decision step and should not be amended at this stage.

Case Status	Selected if:
Open to Social Care (Early Help Support)	The case is open to Social Care and Early Help or Future For Me are involved
Child and Family Assessment (Early Help)	The case is only open to Early Help or Future For Me
TAC (Internal LP)	The case is open to Early Help or Future For Me and they are the Lead Professional for the TAC Plan
TAC (External LP)	The Lead Professional for the TAC Plan is external to LCC or a Health Visitor

What has triggered this Decision?

The option selected here should reflect the reason why you have accessed this workstep.

Option	Selected if:
Transfer TAC (Internal / External)	The Lead Professional switches from Internal to External and vice versa (If switching TAC from Internal to External send the clipboard request – CS TAC Admin: Please transfer TAC to External LP)

Transfer EH work steps to another team	The case transfers to another Early Help or Future For Me team (Send the clipboard request – Required CS Manager: Please review and authorise to the receiving team)
Escalation to Social Care – amend case status	The case needs to step up to Social Care
Youth Homeless Intervention required	The case is open to an Early Help or Future For Me worker and the young person has presented as homeless
External LP requesting Early Help Support	The External Lead Professional or Health Visitor is requesting that the case is opened to Early Help. (Used by TAC Admin who would then send the clipboard request – CS Front Door: Please screen contact)
External LP requesting Future For Me Support	The External Lead Professional or Health Visitor is requesting that the case is opened to Future For Me (Used by TAC Admin who would then send the clipboard request – CS F4M: Please screen contact)
Internal LP requesting Future 4 Me Support	The case needs Future For Me support
Step down from Social Care to TAC (Internal LP) – send TAC Plan and Review to self	Early Help are involved, and it has been agreed that the case can step down to TAC and the Lead Professional will be Internal
Step down from Social Care to TAC (External LP) – send TAC Monitoring to TAC Admin	The case is stepping down to TAC and the Lead Professional will be external. (Send the clipboard request – CS TAC Admin: Please transfer TAC to External LP)
Add Case Status (Set up only)	Use for the initial Go Live of the new workflow to set up the initial Case Status

Request has been sent to Front Door for screening – tick as appropriate to confirm if the clipboard Request has been sent.

The **Significant Information** field is used to record a summary of the incident that has triggered the need for this workstep to be completed.

For completion by receiving team – the **Allocated team** will be added here from the drop-down menu. This and the following fields will be completed by the team that will continue the work. That will be the team that has either received a Request as outlined above, or the team that has accessed this step to add additional worksteps.

Has there been a change to the Case Status – select the relevant option. If **Yes** is selected, you will be prompted to complete the **Case Status** fields. The new Case Status should be added using the guidance outlined in the above Case Status table on Page 1.

Receiving Manager's Comments – completed as appropriate. Finally sign the form by ticking **Completed by**.

The appropriate **Next Actions** should be selected by the team that will continue the work. That will be the team that has either received a clipboard Request as outlined above, or the team that has accessed this step to add additional worksteps.

Option	Selected if:
EH Early Help Visit	The case is transferring from External TAC to Internal TAC and there is no existing Early Help workflow in place. Or case transferring to different team i.e. Early Help to Future For Me or vice versa
EH Early Help Case Supervision	The case is transferring from External TAC to Internal TAC and there is no existing Early Help workflow in place. Or case transferring to different team i.e. Early Help to Future For Me or vice versa
EH TAC Plan and Review	The case is stepping down from Social Care to TAC and the Lead Professional will be internal. Or the case is transferring from an External Lead Professional to an Internal Lead Professional. Or case transferring to different team i.e. Early Help to Future For Me or vice versa
EH TAC Monitoring External Lead Professional	The case is stepping from down Social Care to TAC and the Lead Professional will be external. Or the case is transferring from an Internal Lead Professional to an External Lead Professional.

EH Youth Homeless Intervention	There is current Early Help, Future For Me or TAC Monitoring involvement and the young person presents as homeless.
CS No Further Action	This can be selected if the outcome of any of the above requests is rejected, or there is already a workflow in place to prevent duplicate workflows. A Reason will need adding from the dropdown options.
EH Child and Family Assessment	If there is an existing workflow in place and an event has occurred that has triggered the requirement for a re-assessment, or the case is open to an External Lead Professional and a re-assessment is required.
CS Workflow Merged	Selected when the auto-merge symbol does not appear within the workstep to request the MDAS team to complete the merge on your behalf. This action will need adding to all worksteps of the same name that need to be merged within the family group.