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Social Care step down to TAC - Internal Lead **Professional**

An Internal Lead Professional is defined as someone who works for Early Help.

Stepping down to an Internal Lead Professional when there is existing Early Help involvement

A case can be stepped down to TAC using a Clipboard Request available within the SC Child and Family Assessment, SC Child and Family Progress Meeting or the SC **Review Child Protection Conference.**

Once it has been agreed by the Early Help Manager that the case can step down to TAC the Social Worker will need to complete the following steps:

- Click on the requests icon at the top of the screen
- Select the request CS Early Help Manager: Social Care involvement ended, step down to TAC (Internal LP)
- Pass to Worker find the Early Help Manager that has approved the step down to TAC
- Select OK
- Save and Close or Finish the workstep, whichever is appropriate for your recording purposes
- Next actions when you are ready to Finish the workstep, add the Next action of SC Social Care Case Closure to the SC Child and Family Progress Meeting or SC Review Child Protection Conference. In the SC Child and Family Assessment, you will add the Next action of SC No Social Care Intervention Required - Case to close instead.

The Early Help Manager will receive the notification CS Early Help Manager: Social Care involvement ended, step down to TAC (Internal LP).

The Early Help Manager will need to complete the following steps:

- Access the EH Early Help Case Supervision step by clicking Start or Resume
- Click on Section 2. Next actions

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- Add the **Next action** of **EH Decision on Significant Information**, tick the subjects that this applies to.
- Tick Send Immediately?
- Pass to Worker click on Assign to Me
- Save and Close the workstep.

The EH Decision on Significant Information step will now need completing to update the Case Status and assign the TAC Plan and Review step to the Internal Lead Professional.

- In Section 1. Details of Change Requested Case Status (prior to decision) will default in
- What has triggered this decision? tick Step down from Social Care to TAC (Internal LP) - send TAC Plan and Review to self
- **Significant Information** complete the mandatory free text field as appropriate
- Case Status (following decision) Has there been a change to the Case Status – tick Yes, please detail below
- Case Status tick TAC (Internal LP)
- Completed by tick
- In Section 2. Next actions, add the action of EH TAC Plan and Review, tick the subjects that this applies to
- Find and allocate this to the Early Help worker
- Add and Close
- Clipboard Request click on the clipboard and select the mandatory REQUIRED **CS Manager: Please review and authorise**
- Pass to Worker Find and add yourself, please consider if you are allocating this to a worker you do not supervise you may at this point need to send this clipboard request to their line manager instead
- Click **OK** to close the clipboard and **Save** the workstep without closing
- The clipboard will now be highlighted in red, click on it and access the mandatory request you have just added
- Tick Completed
- Finish the workstep

The TAC Plan and Review step will now be allocated to the Early Help worker and the Case Status has been updated.

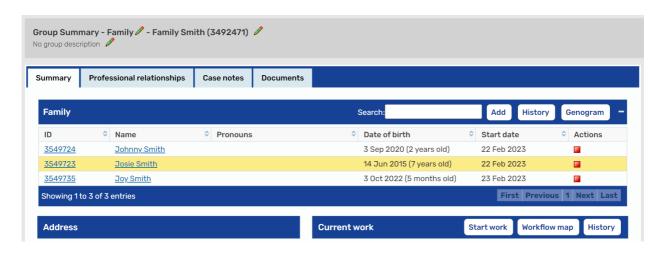
Stepping down to an Internal Lead Professional when there is no Early Help involvement

A request can be made by a Social Worker to step a case down to TAC when there is no existing Early Help involvement by completing an **EH Early Help Contact**.

If no Family Group exists on the record, and you are working with a single subject the **EH Early Help Contact** can be accessed from within the **Person summary** screen by clicking on **Start** within the sidebar menu.

If a **Family** Group exists on the record, please click on the Family hyperlink to add the **EH Early Help Contact**. Please do this even if you are only stepping down one subject within the Group by completing the following steps.

Within the Family Group Summary screen click on the Start work button.



- A New work screen will display, tick any subjects that you wish to step down to TAC, then click on Next>>
- A list of available worksteps will appear, select the EH Early Help Contact

The **EH Early Help Contact** will now display for completion. The Social Worker making the request will only need to complete Sections 1, 2 and a clipboard request.

- Section 1. Child / Family Details the subjects you have selected will display.
 Complete the remaining fields as appropriate including the mandatory question Are any of the children / young people in the family a 'Young Carer'?
- Section 2. Service Request Information Service Requested tick Early Help / F4M Support
- Is this a 'step down' from Social Care? Tick Yes Please open to Early Help to step down to Internal LP

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- Source of Contact select LA Services LCC Social Care
- **Date/time of request** defaults in
- Details of person making contact click on Find, complete a Find Worker search for yourself and select
- Complete the remaining fields to include as much detail as possible. This will
 prevent any delays in your request being processed
- Clipboard Request click on the clipboard and select CS Front door: Please screen contact
- Pass to Worker select CS Early Help Front Door Inbox
- Save and close the workstep.

The Early Help team will screen your request. If your request has been accepted it will be passed to a locality team for allocation.

Please note: If your request is accepted, any outstanding SC Child in Need Visit, SC Child Protection Visit and SC Core Group Meeting worksteps can be cancelled by your Practice Supervisor once your recording has been completed.

The Early Help team will receive the request **CS Front door**: **Please screen contact**. The Early Help team will need to complete the following steps:

- Click on the Incoming Request CS Front door: Please screen contact.
- **Resume** the workstep
- Screen the information added by the Social Worker in Sections 1 and 2
- Click on Section 3. Front Door Screening
- Complete the Screening Decision and Required Actions field
- Screening Outcome select Progress to Early Help / F4M
- Screen by Find and add yourself
- Section 4. Next actions add the Next action of EH Early Help Request and Allocation, tick all subjects this applies to
- Pass to Worker if assigning to Early Help select a locality inbox. Use Pass to team if assigning to Future For Me
- The clipboard will be highlighted in red, click on it and access the CS Front door: Please screen contact request
- Tick Completed
- **Finish** the workstep

The request has now been screened and passed to a team for allocation.

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