

Children's Services Quick Guide

Transferring cases from CiC to Leaving Care

Involving Leaving Care early

A **Child in Care** case should be referred to the **Leaving Care Team** when the young person is 17 years old using the **CS Internal Contact** workstep.

Please note: IROs should check on or around the young person's 17th birthday that this has been actioned.

The **CS Internal Contact** can be generated as a **Next Actions** from **CiC Review** or **Child in Care Visit** worksteps.

- Click on the **Next actions** section (sections list on the left of the form)
- Click **Add**
- Select action - choose **CS Internal Contact**
- Tick **Send Immediately** box
- Pass to worker – Select **Assign to Me**
- Select **Add and Close**
- **Save** and **Close** the workstep – this will return the worker to the Person Summary screen.
- Click **Start** next to the **CS Internal Contact** in the **Current Work** box
- Form **CS Children's Services Internal Contact C0924** will display – click the  forms and letters icon to access the **Optional Forms and Letters**
- From the list of forms, select **LC Leaving Care Contact C0983** – this form will display as a secondary tab in the workstep
- Populate all of the sections within the **Leaving Care Contact** form with the information needed to make the referral to Leaving Care
- Once completed, navigate back to **CS Children's Services Internal Contact C0924**
- Click on the **Next actions** (sections list on the left of the form)
- Click **Add**
- Select action – choose **SC Leaving Care Request**
- Pass to worker – select **CS Barnardos – Leaving Care** from the drop down menu
- Click **Add and Close**
- **Finish** the workstep by clicking on the  finish icon

This will initiate the **Leaving Care workflow** and enable the Leaving Care Service to ensure an involved worker is allocated prior to the case transferring at 18 years.

Once the request is accepted and the case allocated, the Leaving Care worker will receive the **SC Leaving Care Visit, SC Leaving Care Risk Assessment and SC Social Care Case Supervision** steps. These will run parallel to the **CiC workflow** and enable the Leaving Care Worker to support the young person and develop a relationship prior to transferring the case. Responsibility remains with the Social Worker until the young person is 18 years.

From 15 years and 9 months, the Social Worker will ensure the **SC Social Worker Update CiC Care Plan** step has a next action of the **SC Scheduled move to CiC Pathway Plan** to enable them to complete the **SC Social Worker Update CiC Pathway Plan C1107**.

The **Child in Care Review** step will also change to a **SC Change to CiC Pathway Plan Review** when the young person turns 15 years and 9 months.

Transferring the workflow to Leaving Care when Young Person turns 18

Once the young person turns 18, the case can be transferred to Leaving Care from the **SC Social Worker Update CiC Pathway Plan** step.

It is important that this plan is fully updated BEFORE the case is transferred to Leaving Care as information from this form will copy forward to the 'SC Leaving Care Pathway Assessment and Plan' step in the Leaving Care Workflow.

From within the **SC Social Worker Update CiC Pathway Plan** workstep:

- Click on the **Next actions** (sections list on the left of the form)
- Click **Add**
- Select action – choose **SC Transfer Pathway Plan to Leaving Care Service**
- Pass to worker – click **Find** and search for the assigned **Leaving Care Worker**.
- Click **Add and Close**
- This step will be sent to the Leaving Care Worker as soon as the **CiC Team Manager** has approved and finished the Pathway Plan Update workstep

Once the case has transferred to Leaving Care the workflow for CiC Reviews needs to be shut down correctly by taking the following actions

From the last **SC Child in Care Pathway Plan Review** workstep:

- Click on the **Next actions** (sections list on the left of the form)
- Click **Add**

- Select action – choose **SC No Further Reviews Required – Case transferred to Leaving Care**
- Click **Add and Close**
- This step will be finished with an NFA next action once all the mandatory fields and requests have been added.

Now that the case has been transferred to Leaving Care, all of the remaining CiC worksteps can be marked as **No Further Action (NFA)** via Next actions, or **cancelled** by a Practice Supervisor. DO NOT transfer outstanding CiC steps to the Leaving Care team.

The case is not closing to Social Care as it is being transferred to Leaving Care. Due to this, Social Care Case Closure should **not** be added by the CiC Team but a Case Transfer step can be added as required.

The CiC Practice Supervisor should access the **CS Case Transfer** from the **Start menu** on the left-hand side bar.

Section 1. Transfer Details should contain a summary of the case and confirmation all CiC work is up to date prior to the new Leaving Care worker taking over.

Once Section 1 is completed, the PS can use the clipboard request to send the details through to the Leaving Care Manager. The Leaving Care Manager can resume the step, read through the information and complete the request.

In Section 2. Next actions, the Leaving Care Manager can add the next action of **CS Transfer Actions Completed (NFA)** and use the  finish icon to finish the step.