Children's Services Quick Guide

Referring those with SGO status to Leaving Care

When the young person has reached adulthood and is no longer in education, the Financial Review Team ends any purchases and details relating to an SGO. They can also refer to the Leaving Care team and this is done as close as possible to when the young person reaches 17½.

Initiating the Leaving Care Qualifying / Over 21 Support

When the Financial Review Team identify a young person who is eligible, they can start the referral to Barnardo's to initiate the Leaving Care service.

From the Person Summary page, click on **Start** on the left-hand side bar.

The **Start** menu appears, select **SC Leaving Care Qualifying / Over 21 Support**

The **SC Leaving Care Qualifying / Over 21 Support** workstep opens in a new window, containing the **LC Qualifying / Over 21 Contact Record C1263** form.

The worker can then save with the save icon 💾 and then exit the workstep using the close icon ❌.

The step will then appear in the worker's Current work in **Incomplete work** on the Full or Narrow workview.

⌄ **Current work**

Type ↓	Subject	Title	Status	Priority	Date	Note
📁	Alerts (2)					
📁	Future work (7)					
📁	Incomplete work (18)					
📝	👤 Samantha Bell (3549809)	SC Leaving Care Qualifying / Over 21 Support		📄	6 Apr 2023	

This workstep can then be reassigned to the Leaving Care virtual worker.

To do this, click on the symbol to the left of the workstep and select **Update assignment**.

The **Update assignment** window will display and click **Find** next to Pass to worker.

In **Last name**, enter **%leaving** and click **Find**. This will find the correct virtual worker of **CS Barnardos – Leaving Care.** Select this virtual worker.

Find worker

At least one field marked with a # is required

Last name # %leaving

First name #

☑ Include only workers with a current role

Find   Cancel

You can then add a **Note** such as **SGO** or **Qualifying** and then click **OK**. This will send the Leaving Care Qualifying / Over 21 Support step over to the Leaving Care team to review.