Referring to Supported Lodgings

Adding the Placement Request

If a Social Worker needs to request Supported Lodgings, they should have the Placement Request already available from their workflow.

If it is a Leaving Care Worker referring, they may need to add the Placement Request step on themselves when it is decided that a young person requires **Supported Lodgings**.

A Placement Request can be initiated at any time from the **Leaving Care Visit** workstep. Using the send immediately option means the Placement Request can still be accessed if the step does not need fully completing yet.

- Start or Resume the **Leaving Care Visit**
- Click on **Section 3. Next actions** (sections list on the left of the form)
- Click **Add**
- Select action - choose **CS Placement Request**
- 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.

Completing the Placement Request

- Click **Start** next to the **CS Placement Request** in the **Current Work** box
- In Section 1. **Are you a Social Worker completing this request for a Child in Care?** – Answer **Yes** if completed by the Social Worker or **No** if completed by the Leaving Care Worker.
- **Checked and completed by -** this should be ticked to confirm you understand any previously completed information will prepopulate and needs reviewing and updating.
- **What type of placement request is this?** – Select **Internal** and then **Supported Lodgings – Barnardo's.** Upon selecting this option, all mandatory fields will reveal for completion.

- The worker should complete Sections 1-3 in as much detail as possible.
- Click on the **Section 4. Next actions**
- Click **Add**
- Select action – choose **CS Supported Lodgings Placement Request**
- Pass to worker – select **CS Barnardos – Support Lodging** from the drop-down menu
- Click **Add and Close**
- **Finish** the workstep by clicking on the finish icon

This will send the **Placement Request Outcome** step to the Supported Lodgings workers to review the request and allocate the next actions to record their work into.