

## Initiating the Private Fostering Workflow on the Carers

When a person or people are Private Fostering, the Social Worker will notify the Fostering Team who will need to initiate this workflow. If there is a couple private fostering, the workflow must be initiated on a Group. This guide will outline the process for initiating the workflow on an individual and group applicants.

### Initiating the workflow on an individual applicant

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- Access the applicant's Person summary
- From the left-hand side menu, select **Start**
- From the Start menu, select **CS Childrens Carer Contact**
- Complete Sections 1-3 with the details of the request. In Section 2, the **Type of contact** should be **SC Private Foster Carer Assessment**
- Section 4. Next actions, select:
  - **SC Private Foster Carer Assessment** - Assigned to CS Fostering Team North or South
  - **SC Undertake Private Foster Carer Medical Checks** - Assigned to CS Fostering Lincoln, Louth or Sleaford – Business Support
  - **SC Undertake Checks/References for Private Foster Carer** - Assigned to CS Fostering Lincoln, Louth or Sleaford – Business Support
  - **CS Case Supervision for PF Only** – Assigned to a worker if allocated or to CS Fostering Team North or South
- Finish the step to send the next actions to the worker to begin recording

### Initiating the workflow on a couple of applicants

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- Access the one of the applicant's Person summary
- Check to make sure the relationship between the couple has been created under **Personal relationships** – you or the child's Social Worker may need to add the relationship if this doesn't exist already
- Check if a **Carer Group** already exists – this will display towards the bottom on the right-hand side of the Person summary page.

**Please note:** if a group does exist, there are alternative ways you can start the workflow through the group. For simplicity, the guide will show one method that can be used regardless of if a group already exists.

- From the left-hand side menu, select **Start**
- From the Start menu, select **CS Childrens Carer Contact**
- In Section 1, under **Subject's Details**, applicant 1's name will display.
- Use the **Find** to search for applicant 2, select the applicants name from the results.
- If a group already exists containing both the applicants, a pop up will appear where you can see the **Possible groups**. Select a Carer group that contains both applicants if one is available. If not suitable, click on **Create**.
- If no group exists, a **Create** window will pop up allowing you to create a group. **Title** should be the word 'Carers' followed by the surname(s) e.g. Carers Smith. **Type** should be **Carers** and click **OK**.
- Complete Sections 1-3 with the details of the request. In Section 2, the **Type of contact** should be **SC Private Foster Carer Assessment**
- Section 4. Next actions, select:
  - **SC Private Foster Carer Assessment** - Assigned to CS Fostering Team North or South
  - **CS Case Supervision for PF Only** – Assigned to a worker if allocated or to CS Fostering Team North or South

For the Assessment and Case Supervision, use **Select all** to group the steps

- **SC Undertake Private Foster Carer Medical Checks** - Assigned to CS Fostering Lincoln, Louth or Sleaford – Business Support
- **SC Undertake Checks/References for Private Foster Carer** - Assigned to CS Fostering Lincoln, Louth or Sleaford – Business Support

For the medicals and checks/references, when you use **Select all** a pop up will appear, letting you know the steps will need to be added individually. Select **OK** to agree to this.


- Finish the step to send the next actions to the worker to begin recording

As the Private Foster Carer Assessment and the Case Supervision can be assigned to a Team rather than a worker, both steps can be reassigned by a Practice Supervisor once allocated.


## Completing the worksteps

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- **SC Private Foster Carer Assessment**

The Private Foster Carer Assessment will be used to record the assessment completed by the Supervising Social Worker. There are optional forms and letters which can be used in conjunction with the assessment if required. They can be accessed using the optional forms and letters icon .

All sections should be completed. Section 9. Next actions should be completed with the next action of **SC Private Foster Carer Assessment Complete (NFA)** and a **Reason** selected from the dropdown.

Once the Supervising Social Worker has completed the assessment, the mandatory clipboard request should be sent and opened using the Request icon . The mandatory request is **CS Manager: Please review and authorise** and should be sent to the worker's practice supervisor. Once sent, the worker can save and close out of the workstep to enable the request to be sent to the manager. The manager will receive the request and authorise the assessment. The manager would then finish the workstep and the workflow will end.

- **CS Case Supervision**

The Case Supervision step is used to record the supervisions between the Supervising Social Worker and Practice Supervisor.

Section 2. Next actions can be used to add a further supervision so it is available ahead of a subsequent supervision. Alternatively, **CS Service Ended – No Further Supervision Required (NFA)** can be added when the case is to close.

- **SC Statutory Checks and References**

The Statutory Checks and References will always be an individual step. It is used to record all the checks and references which have been requested and received.

Section 3. Next actions can be used to schedule further checks with **CS Checks Completed – Scheduled Next Statutory Checks**. The Scheduled Date should be amended to reflect when the next checks are due by.

Alternatively, **CS Checks Completed (NFA)** can be added when the case is closing.

- **SC Carer Medical Checks**

The Carer Medical Checks will always be an individual step. It is used to record when medical checks which have been requested and the results received.

Section 2. Next actions can be used to schedule further checks with **CS Schedule Renewal Medical Checks**. The Scheduled Date should be amended to reflect when the next medical is due by.

Alternatively, **CS Medical Checks Completed (NFA)** can be added when the case is closing.

**Please note:** If the Case Supervision, Carer Medical Checks or Statutory Checks and Reference steps remain after the Visit step has had the next action of no further action added, the Practice Supervisor is able to cancel any steps that are Incoming or Future. Incomplete steps will either need to be completed if the information inputted is required or deleted by the helpdesk.