

Children's Services Quick Guide

Children with Disabilities referral to Short Term Breaks

Short Term Breaks can be requested by the child's Social Worker (SW) following a Panel Decision. This can either be to a STB Home or a STB with approved Foster Carer.

Initiating the referral - Completed by the Social Worker

If it is decided that a child should be referred to panel to request services: from a Child in Need Visit, Child Protection Visit or Child in Care Visit, a next action of **CS Decision on Significant Information (Open SC Case)** should be added. This can be done using **Send Immediately**.

1. **Start** or **Resume** a Visit step
2. Select **Next actions**
3. Add **CS Decision on Significant Information**, tick **Send Immediately** and **Assign to Me** as the Social Worker
4. **Save** and **Close** out of the visit

Alternatively, SC Panel is available as a next action from the **SC Child and Family Assessment**, **SC Specialist Assessments** and **SC Decision to Seek Accommodation**. If the step is added in this way, please skip to guidance on page 2 headed **Recording for SC Panel**.

Completing the CS Decision on Significant Information (Open SC Case) - Completed by the Social Worker and PS/Manager

In Incoming work, the CS Decision on Significant Information (Open SC Case) will become available. Start the workstep and complete SC Significant Information on open SC Case C1044.

1. **Start** the **CS Decision on Significant Information (Open SC Case)**
2. Complete **Section 1. Details of Significant Information** with the details of why Panel is requested.
3. Add **SC Panel** and click **Assign to Me** on **Section 2. Next actions**.
4. Use the  requests icon to send a request to the manager or PS of **REQUIRED CS Manager: Please review and confirm next action**
5. **Save** and **Close** out of the workstep

The PS/Manager will receive an Incoming request in their Full/Narrow workview of **CS Manager: Please review and confirm next action: CS Decision on Significant Information.**

1. PS/Manager to **Resume** the workstep
2. Review the information and complete the **Decision and Required Actions on Section 1**
3. Click the  requests icon and click on the red highlighted text. Click on **Completed** if authorising the referral to Panel
4. Click finish icon  to close the step and allow the Social Worker access to the SC Panel step.

Recording SC Panel – Completed by the Social Worker, PS/Manager and Panel

Social Worker to start the Panel step and to enter Section 1 before asking Panel to complete the panel decision.

Completed by the Social Worker

1. **Start** the **SC Panel** step
2. **SC Panel Options Form C0824, Section 1. Select appropriate panel**, complete mandatory question of **Panel Requested with CWD Resource Panel**
3. Use the  forms and letters icon and select **SC CWD Resource Panel Request and Outcome C0773**. This will open a second tab
4. Complete **Section 1. Panel Request Form**
5. Once completed, use the  requests icon to send the request of **CS Manager: Please authorise Panel request** and pass to the Manager/PS.
6. Save and Close out of the workstep

Completed by the PS/Manager

The PS/Manager will receive an Incoming Request in their Full/Narrow workview of **CS Manager: Please authorise Panel request: SC Panel.**

1. PS/Manager to **Resume** the workstep
2. Review the information and enter details into the **Practice Supervisor's Views** fields on **Section 1** of the **SC CWD Resource Panel Request and Outcome C0773**
3. Click onto the  requests icon and click on the red highlighted text. Click on **Completed** to authorise the request to Panel
4. Click back onto the  requests icon and then **Send Request**
5. Select **CS Request for CWD Panel** and pass to worker **CS CWD – Panel**
6. Save and Close out of the workstep

Completed by Panel

Panel to access the Full/Narrow workview of their Virtual Worker, **CS CWD – Panel**. The Virtual Worker would have received an Incoming request of **CS Request for CWD Panel: SC Panel**.

1. Once Panel has taken place, Panel would **Resume** the workstep
2. Complete **Section 2. Panel Decision** on **SC CWD Resource Panel Request and Outcome C0773**
3. Open **SC Panel Options Form C0824** and select **Section 2. Next actions**
4. Add actions as approved at panel for example:
 - **CS Placement Request**, assign to the Social Worker for a referral to Short Term Breaks
 - **SC Social Care Purchase Request**, assign to the Social Worker to set up payments such as Direct Payments. A purchase request for Direct Payments would not be required for placements at Strut House or Haven Cottage but will be needed for other residential placements. If no additional Direct Payments had been agreed at panel, you do not need to add this step on.
5. Click onto the  requests icon and click on the red highlighted text. Click on **Completed** to accept the request to Panel
6. Click back onto the  requests icon and then click **Send Request**
7. Select **CS Notification of Panel Decision** and pass to the Social Worker
8. Click finish icon  to close the step and to allow the Social Worker access to the Internal Contact and Purchase Request.

Completing the Social Care Purchase Request – Completed by the Social Worker and PS/Manager

This step would only be completed if additional Direct Payments were agreed at panel alongside the Short Term Break placement.

1. Social Worker to **Start** the Purchase Request
2. **CS Children's Purchase Request C1300, Section 1. Purchase Request Details** – Select **Direct Payment** from the **Required Purchase Type**. This will prompt you to complete Section 7.
3. Complete **Section 7. Direct Payment** with the details agreed at Panel
4. In **Section 10. Next actions**, add **CS Childrens Direct Payment Setup** and assign to **Direct Payments – Inbox**
5. Use the  requests icon to send the request of **Required CS Please review purchase request and authorise** and pass to the Manager/PS.
6. Save and Close out of the workstep

The PS/Manager will receive an Incoming request in their Full/Narrow workview of **CS**
Please review purchase request and authorise: SC Social Care Purchase Request.

1. PS/Manager to **Resume** the workstep
2. Review the information and enter details into **Section 9** recording the authorisation
3. Click onto the  requests icon and click on the red highlighted text. Click on **Completed** to authorise the purchase request
4. Click finish icon  to close the step and to pass the Direct Payment Setup step through to the Direct Payments - inbox.

Complete the Placement Request to refer for an Internal Short Term Breaks – Completed by the Social Worker

1. **Start** the Placement Request
2. This workstep may prepopulate if the Placement Request has been completed before. Information entered should be anonymised.
3. In **Section 1**, for **Are you a Social Worker completing this request for a Child in Care? (tick No for CWD Short Term Breaks)** – answer **No**, this will influence the next actions.
4. Tick the **Checked and completed by** to confirm you are going to add and update the information that may have prepopulated.
5. **What type of placement request is this?** – Select **Internal**
6. **Internal placement type required** – Select either **LCC CWD Short Breaks** or **CWD Short Breaks with LCC approved Foster Carer** depending on the type of placement required. Fields in the workstep will differ depending on the type of placement selected.
7. Complete the fields displaying in **Section 1, 2 and 3** in as much detail as possible.
8. In **Section 4. Next actions** - add either:
 - **CS Short Term Breaks Placement Request** and assign to the appropriate team, either Haven Cottage or Strut House.
 - **CS CWD STB with LCC Approved Foster Carer Placement Request** and assign to the Supervising Social Worker for the carer or to the Duty Desk.
9. Click  finish icon to close the step and to pass the request through to the Short Term Breaks Home or the worker for them to review and approve.

Complete the Placement Request to refer for an External Short Term Breaks – Completed by the Social Worker

1. **Start** the Placement Request
2. This workstep may prepopulate if the Placement Request has been completed before. Information entered should be anonymised.
3. In **Section 1**, for **Are you a Social Worker completing this request for a Child in Care? (tick No for CWD Short Term Breaks)** – answer **No**, this will influence the next actions.
4. Tick the **Checked and completed by** to confirm you are going to add and update the information that may have prepopulated.
5. **What type of placement request is this?** – Select **External**
6. **External placement type required** – Select **CWD Short Breaks**. Fields in the workstep will differ depending on the type of placement selected.
7. Complete the fields displaying in **Section 1, 2 and 3** in as much detail as possible.
8. In **Section 4. Next actions**, select -
 - **CS Commissioned Placement Request** and assign to CS Commissioned Placement - Inbox.
9. Click  finish icon to close the step and to pass the request through to the Commissioning Team to review and approve.