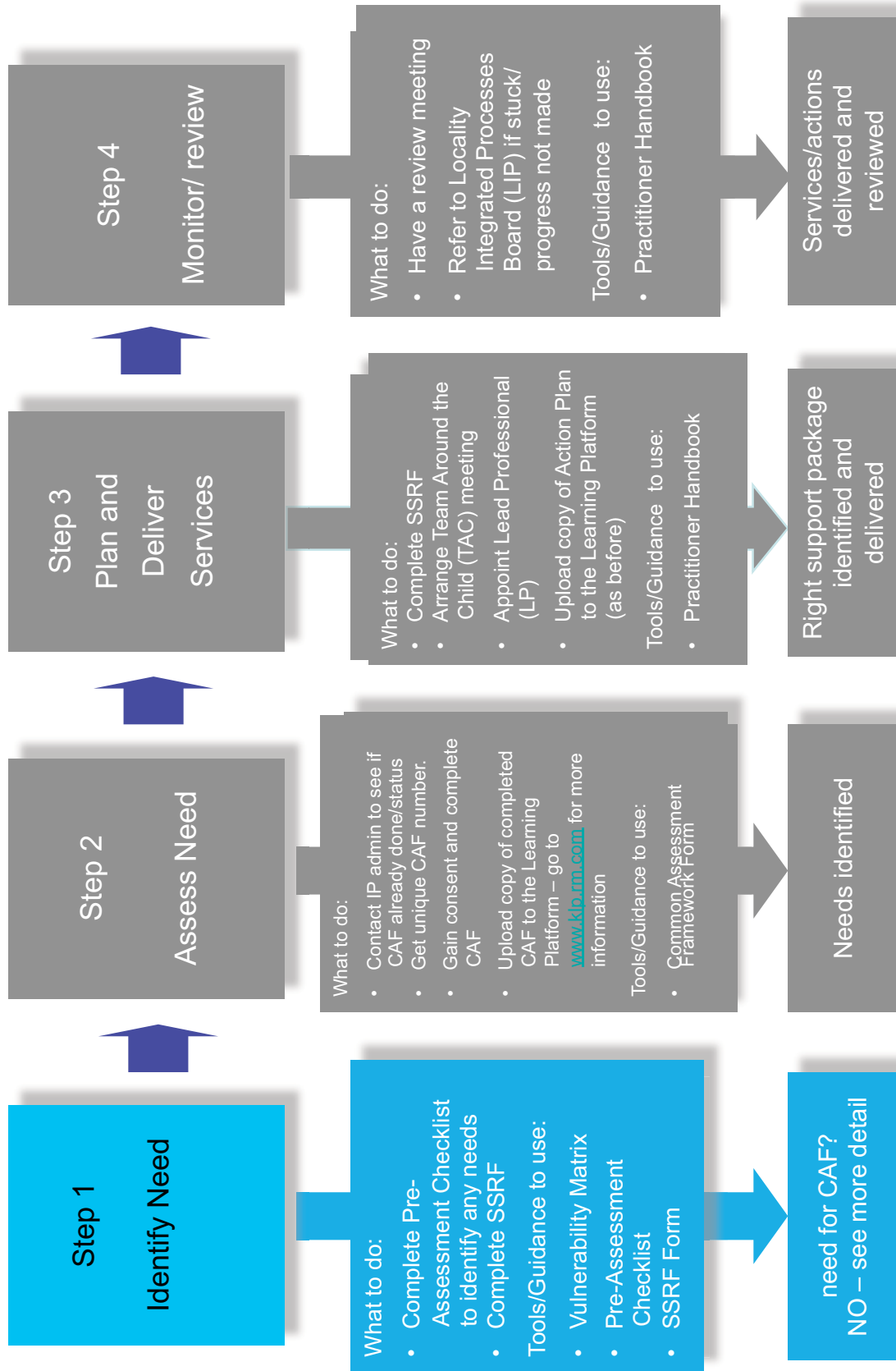


Integrated Processes (CAF)

A Step by Step Guide!

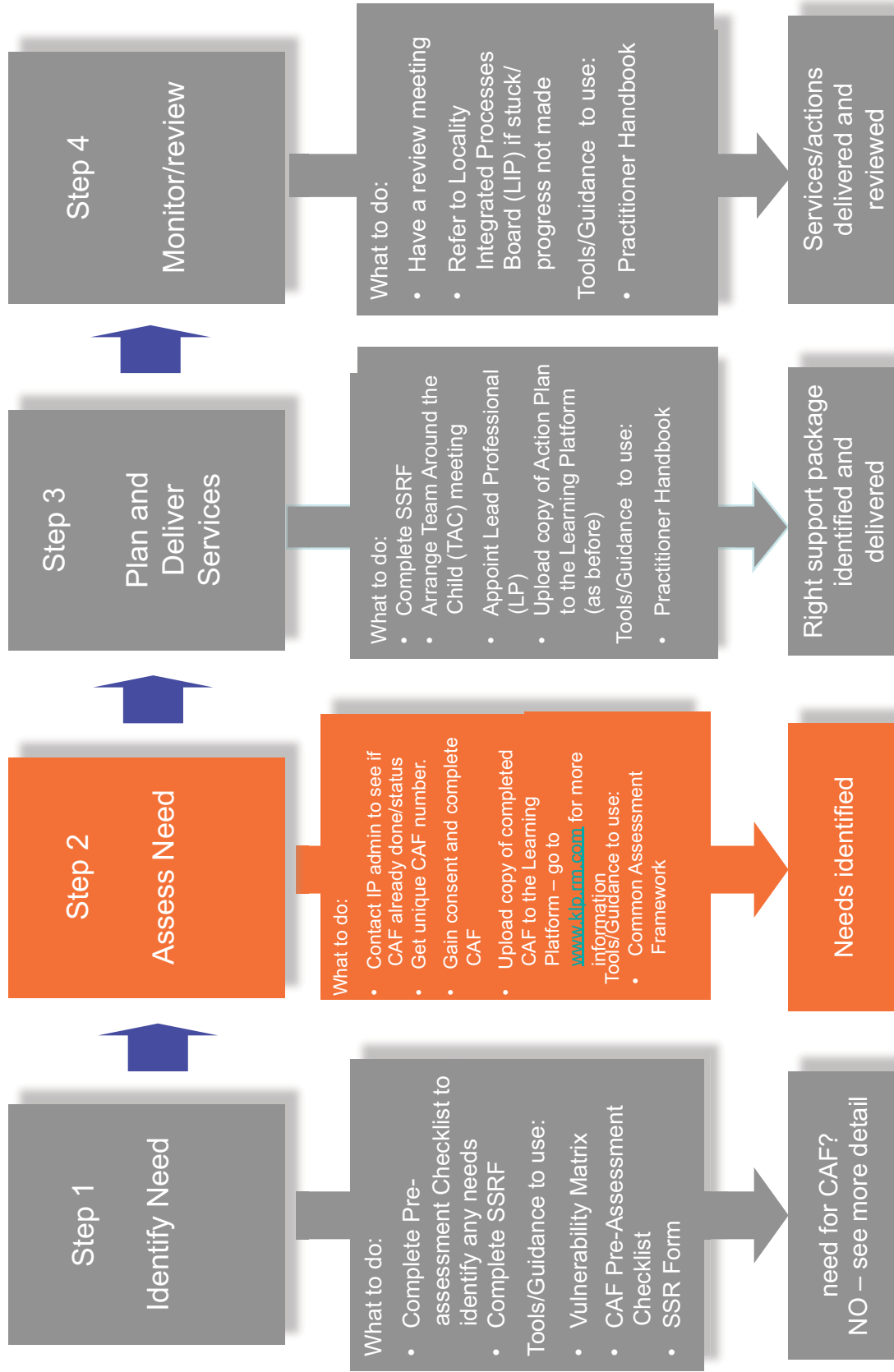
Integrated Process Assessment Flowchart



Step 1 in more detail...

Need/What do you do?	Resources/Guidance to support you	Outcome
<p>Additional need identified (e.g. behavioural issues, truancy, alcohol/drug use, etc.): Complete Pre-assessment</p>	<p><u>Vulnerability Matrix</u>:</p> <ul style="list-style-type: none"> The Vulnerability Matrix is a checklist that determines the level of need (1 – 4). Most CAFs will be completed at level 2 or 3 The Matrix is used to enable practitioners to make clear confident referrals and meet thresholds to the appropriate services. 	<ol style="list-style-type: none"> No need for full assessment identified No need for further action identified Assessing agency identifies that they can deal with needs 'in house' A referral for single service assessment is completed
<p>If CAF not needed:</p> <ul style="list-style-type: none"> Deal with need 'in-house' (keep case under review) Make referral to single service 	<p><u>Pre Assessment Checklist</u>:</p> <ul style="list-style-type: none"> The Pre-assessment Checklist is a single page document to highlight the need (OR NOT) for a full assessment (CAF) <p><u>Single Service Assessment Request Form (SSRF)</u></p> <ul style="list-style-type: none"> form used to make referral. <p><u>Practitioners Handbook</u> <u>CAF Coordinators</u></p> <ul style="list-style-type: none"> Please contact for support – see details on back page 	<ol style="list-style-type: none"> A need for a full CAF assessment is identified – if this is the case go to step 2 If Child Protection issues are raised an immediate referral to Social Care is to be made (using SSRF and the Vulnerability Matrix)

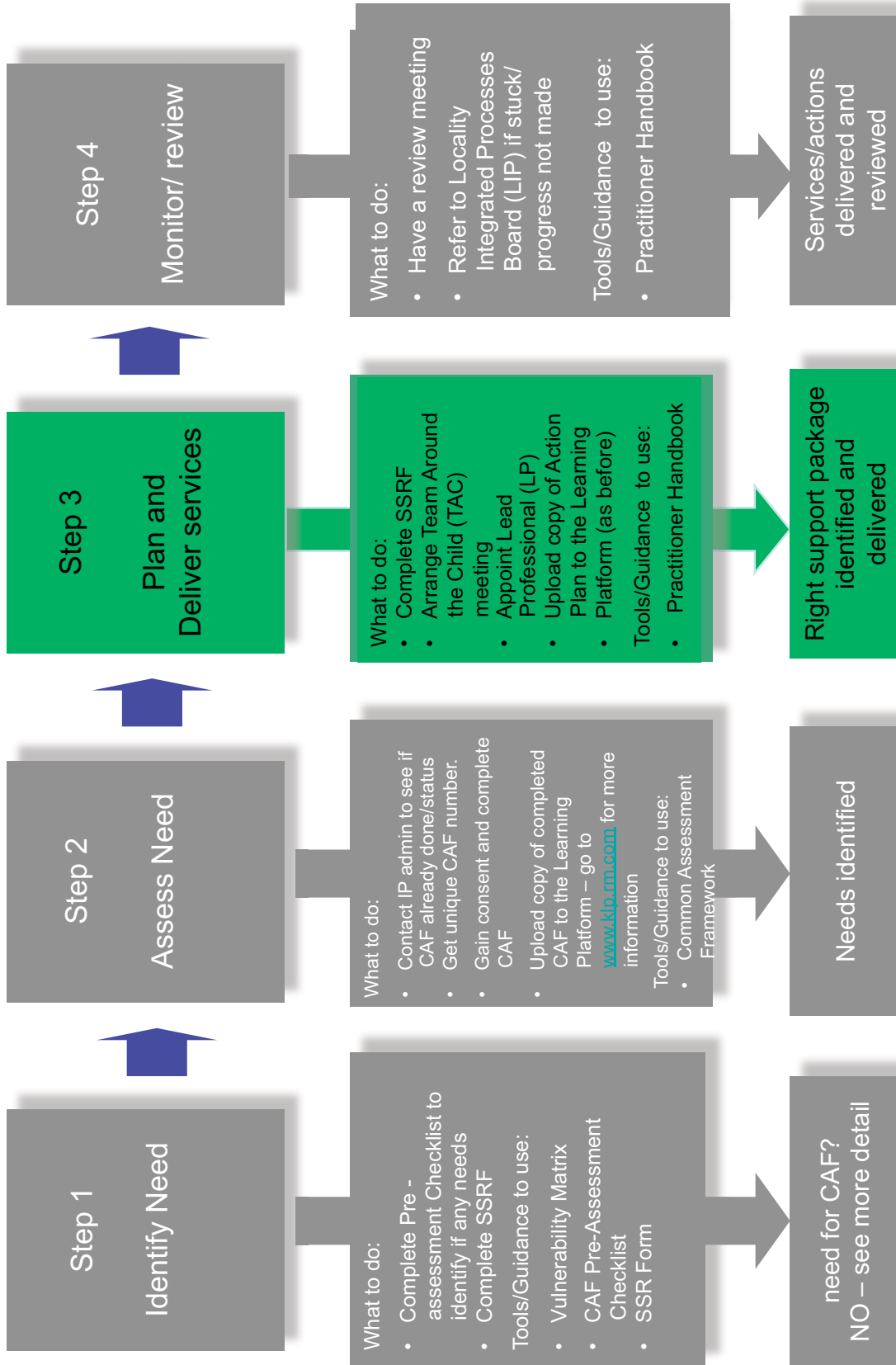
Integrated Process Assessment Flowchart



Step 2 in more detail...

Need/What do you do?	Resources/Guidance to support you	Outcome
<ul style="list-style-type: none"> Contact the IP line (863649) to see if a CAF is already done/ status Contact IP line to get a unique CAF number Gain consent and complete a full assessment of need (CAF) with young person/family Complete CAF Action Plan Upload a copy of the completed CAF to the Learning Platform (see www.klp.rm.com and access the children's services section for more information) <p>Please note – if a section of the CAF is not relevant please indicate this - do not just leave empty</p>	<p><u>Vulnerability Matrix:</u></p> <ul style="list-style-type: none"> See stage 1 <p><u>Common Assessment Framework (CAF):</u></p> <ul style="list-style-type: none"> Standard approach form that brings agencies together to assess needs at an earlier stage <p><u>Practitioners Handbook</u></p> <p><u>CAF Coordinators</u> Please contact for support</p>	<ol style="list-style-type: none"> Existing CAF status is gained Unique CAF number is obtained CAF document is completed and signed by young person/ family Services are identified that may be able to support specific needs Action plan completed to be taken forward by identified persons A copy of the completed CAF must be uploaded to the Learning Platform – go to www.klp.rm.com and access the children's services section for more information If consent for the CAF is declined refer back to your line manager for further action/contact IP line to update CAF status

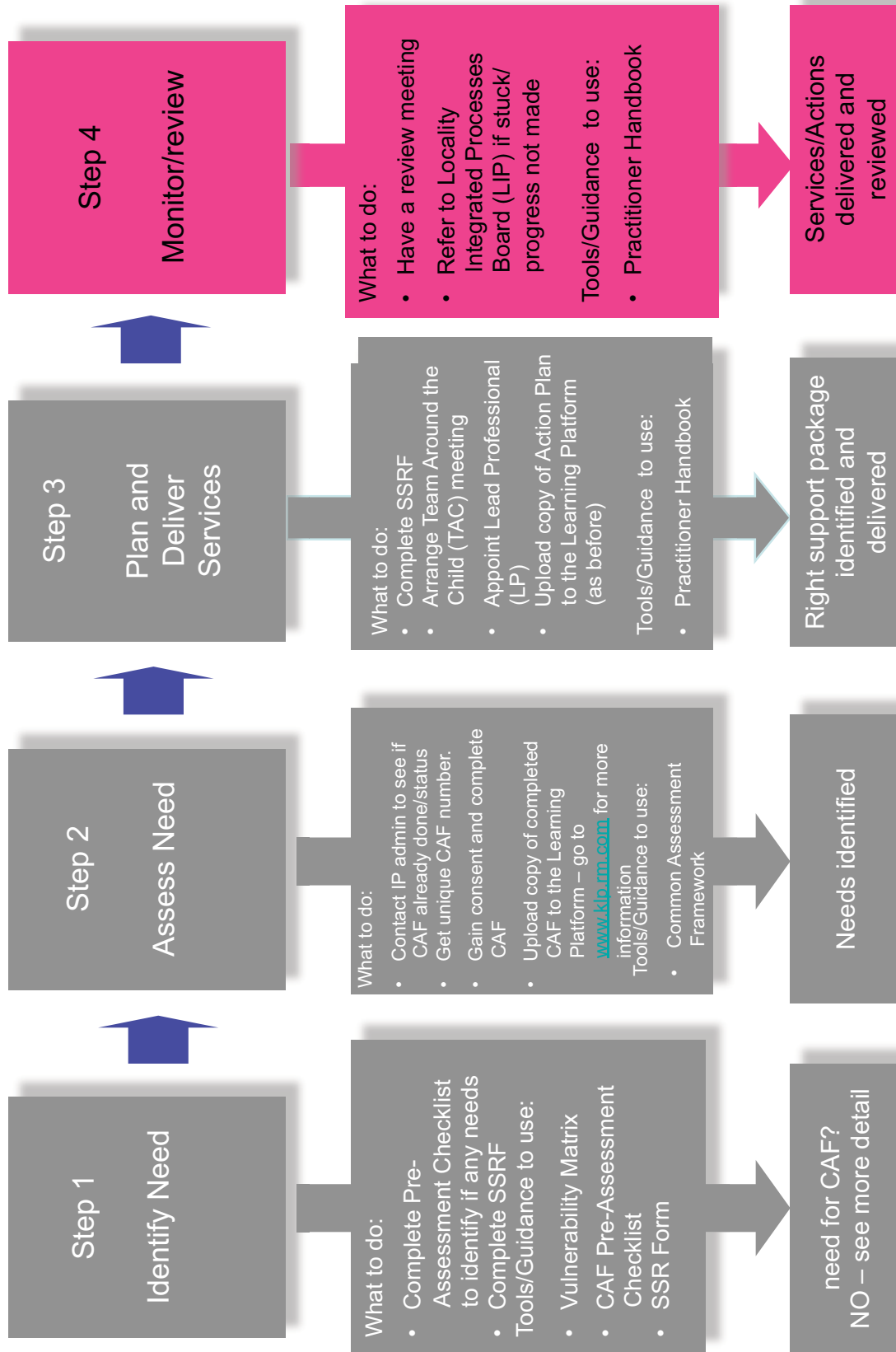
Integrated Process Assessment Flowchart



Step 3 in more detail...

Need/What do you do?	Resources/Guidance to support you	Outcome
<p>CAF highlights the need for a multi or single service response</p> <ul style="list-style-type: none"> Complete Single Service Referral Form (SSRF) Organise a Team Around the Child (TAC) meeting Appoint Lead Professional Complete the CAF Delivery Plan Update the IP Admin team with a copy of the Delivery Plan (see www.klp.rm.com and access the children's services section for more information 	<p><u>Team Around the Child (TAC):</u></p> <ul style="list-style-type: none"> Meeting of young person, family and all professionals involved ** please inform CAF Coordinators of TAC organised/taking place <p><u>Lead Professional:</u></p> <ul style="list-style-type: none"> Person who centrally coordinates support identified from the CAF assessment The person who is most likely to be the main contact with the young person/family <p><u>CAF Delivery Plan:</u> Section of CAF completed at TAC</p> <p><u>Practitioners Handbook</u></p> <p><u>CAF Coordinators</u> Please contact for support</p>	<ol style="list-style-type: none"> Services for the young person/family are delivered in a coordinated way Services are aware of who else is involved & duplication of assessment/intervention is avoided Young person/family are clear about the support offered Young person's voice is heard A Lead Professional is agreed Delivery Plan is agreed Review periods agreed Formal, consistent records kept The IP team is informed of progress made

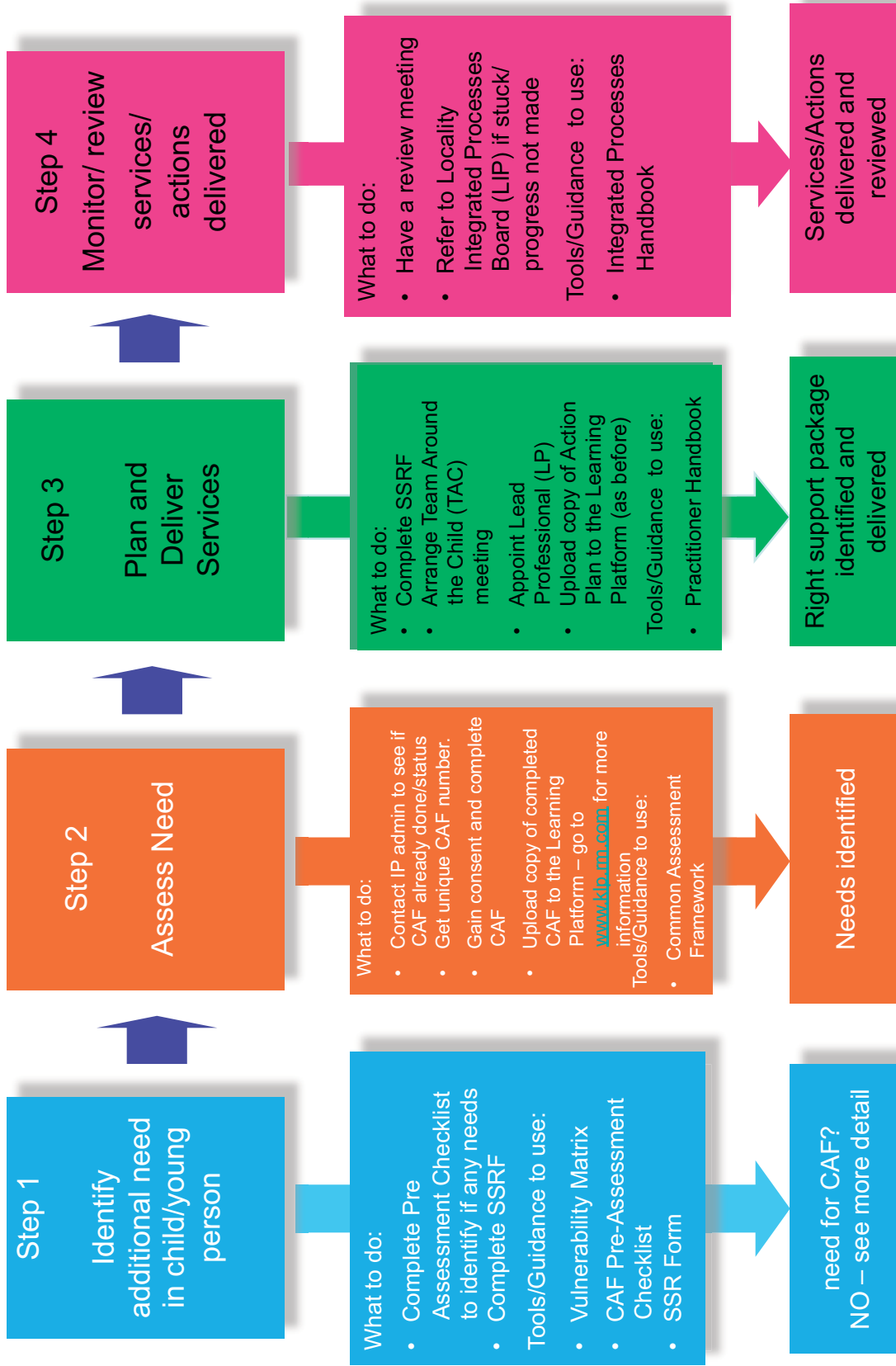
Integrated Process Assessment Flowchart



Step 4 in more detail...

Need/What do you do?	Resources/Guidance to support you	Outcome
Monitor/review services/actions delivered	<p><u>TAC review:</u></p> <ul style="list-style-type: none"> A meeting of all professionals involved, young person and parent to discuss progress made and to review actions/goals where necessary. 	<ol style="list-style-type: none"> Progress is made and services withdraw/case closed
CAF Review completed	<p><u>Locality Integrated Processes Board (LIP):</u></p> <ul style="list-style-type: none"> A meeting of managerial level professionals who will be able to broker their service where necessary when existing interventions haven't worked <p><u>CAF Coordinators</u> Please contact for support</p>	<ol style="list-style-type: none"> Young person/family have opportunity to update practitioners Intervention/progress is monitored by all involved Intervention/progress is reviewed by all involved to make sure the approach is still suitable for the young person/family Review part of CAF completed Progress is not made – consult with your line manager (possible referral to Locality Integrated Processes Board - LIP)

Integrated Process Assessment Flowchart



Contact us

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- HelpwithCAF@peterborough.gov.uk
- CAF Coordinators:
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