

Completing a Team Around the Child Meeting

The task 'A Meeting – Organise Team Around the Child' will be generated in the work tray when the outcome is selected in the CAF Assessment.

Sally Webster, 8 years (Case No: 5029621)
CAF

No Due Date **Active CAF Episode**
21-Aug-2015 **Meeting - Organise Team Around the Child**

When the task is clicked into, the meeting screen will display, the first task is to set the meeting date. Click on the link 'Update Meeting Details and Scheduling'

Liquidlogic EHM UAT Shared Database Home Help Menu System Find Elena Timotheou

Sally Webster, 8 years (Case No: 5029621) CAF

Team Around the Child

Reason: test
Active Task: **Elena Timotheou** (Reassign) Started: 19-Aug-2015 Due: 21-Aug-2015

Team Around the Child Task Details No Other Children

Meeting Details

The Date and Time for the meeting are not set.
Please update the attendance and then complete the meeting

Meeting Arranger: **Elena Timotheou**
Type of Meeting: Team Around the Child

Planned Meeting Date: Unspecified
Length in Minutes: Unspecified
Location: Unspecified

[Update Meeting Details and Scheduling](#)
[Complete Meeting](#)
[Cancel Meeting](#)

Meeting Attendees

There are no Attendees for this meeting

No attendees have been defined...
[Add Attendee](#)
[Add Excluded Attendee](#)

Back to: CAF Assessment

Outcomes Form

Once the meeting has been held, Please **Start the Outcomes Form**.

Assigned To: **Elena Timotheou** (Reassign)

Enter the date the meeting is to take place in the Planned Meeting Date and the location, when all details are entered click on 'Update'

Update Cancel - Update: Team Around the Child (unscheduled)

Update Team Around the Child (unscheduled)

★ If the details of the meeting are changed, you must inform all invited attendees by sending further communication

● Meeting Details

Type of Meeting: Team Around the Child

Planned Meeting Date: 18-Aug-2015 [Set From Calendar](#)

Length in Minutes: 90

Location: The School Meeting Room

Comments:

The next step is to add attendees that are required to attend the review, click on the link 'Add Attendee'

Liquidlogic EHM UAT Shared Database

Home Help Menu System Find Elena Timotheou

Sally Webster, 8 years (Case No: 5029521) CAF

Team Around the Child

Reason: test

Active Task: Elena Timotheou (Reassign) Started: 19-Aug-2015 Due: 18-Aug-2015

Team Around the Child Task Details No Other Children

Meeting Details

⚠ This meeting occurs in the past

- Please update the attendance and then complete the meeting

Meeting Arranger: Elena Timotheou

Type of Meeting: Team Around the Child

Planned Meeting Date: 18-Aug-2015

Length in Minutes: 90 mins

Location: The School Meeting Room

- Update Meeting Details and Scheduling
- Complete Meeting
- Cancel Meeting

Meeting Attendees

⚠ There are no Attendees for this meeting

No attendees have been defined...

- Add Attendee
- Add Excluded Attendee

Back to: CAF Assessment

Outcomes Form

- Once the meeting has been held, Please Start the Outcomes Form.

Assigned To: Elena Timotheou (Reassign)

- Meeting Held - Write up Outcomes

The following screen will display, it will hold any family members and any professionals that are already associated with the child in either the Relationships or Key Agencies Tab. Select all the members required by clicking on the tick boxes by their names and click on 'Create'

Liquidlogic EHM UAT Shared Database

Sally Webster, 8 years (Case No: 5029621) | Home | Help | Menu | System | Find | Elena Timotheou

Team Around the Child - New A...

Create | Cancel | Team Around the Child - Add New Attendee

New Meeting Attendee

Involved Professionals

Attention: Only Episode Coordinator and Assistants are listed

- Episode Coordinator Elena Timotheou
- Episode Coordinator Worker Six

Click to Create Professional Involvement...

Key Agencies

- Education - LBB Brunswick Park Primary
- Health Centre BRUNSWICK PARK HEALTH CENTRE (E Adamson - GP)

Click to Add a Key Agency...

Family Members

- The Child Sally Webster, 8 years

Click to edit Family Members...

Other Person

Click to Search Other Persons...

Other Professional

Click to Search Other Professionals...

Meeting Details

- Type of Meeting: Team Around the Child
- Scheduled Date: 18-Aug-2015
- Location: The School Meeting Room

The meeting screen will now be updated with the attendees

Sally Webster, 8 years (Case No: 5029621)

Full Map | Local Map

Contact | MASH

Episode Started

Obtain Consent | Consent Denied

CAF Assessment | Active Episode

Team Around the Child

Step-Up to Children's Social Care

Episode Completed

Team Around the Child

Reason: test

Active Task: Elena Timotheou (Reassign) | Started: 19-Aug-2015 | Due: 18-Aug-2015

Team Around the Child | Task Details | No Other Children

Meeting Details

This meeting occurs in the past

Please update the attendance and then complete the meeting

Meeting Arranger: Elena Timotheou

Type of Meeting: Team Around the Child

Planned Meeting Date: 18-Aug-2015

Length in Minutes: 90 mins

Location: The School Meeting Room

Update Meeting Details and Scheduling

Complete Meeting

Cancel Meeting

Meeting Attendees

This meeting has no Chair Person

Invitations have not been sent to all Attendees

Not all Attendees have responded to the invitation

Attendee	Chr	Inv	Agr	Con	Att	Pre	Min
Agreed							
Elena Timotheou - Other Professional	<input checked="" type="checkbox"/>	N/A	N/A				
Not yet Invited							
Worker Six - Lead Professional	<input type="checkbox"/>	N/A	N/A				
Brunswick Park Primary - School	<input type="checkbox"/>	N/A	N/A				
E Adamson - GP	<input type="checkbox"/>	N/A	N/A				
Sally Webster - Subject	<input type="checkbox"/>	N/A	N/A				

Add Attendee

Add Excluded Attendee

Outcomes Form

Once the meeting has been held, Please Start the Outcomes Form.

Assigned To: Elena Timotheou (Reassign)

Meeting Held - Write up Outcomes

You will need to set the Chair – to do that, click on the radio button by your name

Meeting Attendees

⚠ Invitations have not been sent to all Attendees
⚠ Not all Attendees have responded to the invitation

Attendee	Chr	Inv	Agr	Con	Att	Pre	Min
Agreed							
Elena Timotheou - Other Professional	<input checked="" type="radio"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Not yet Invited							
Worker Six - Lead Professional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Brunswick Park Primary - School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
E Adamson - GP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Sally Webster - Subject	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A

You can update the list of attendees following the meeting taking place when they agree to attend the meeting by placing ticks in the fields under attended

Liquidlogic EHM UAT Shared Database

Sally Webster, 8 years (Case No: 5029621)

Home Help Menu System Find Elena Timotheou

Team Around the Child

Reason: test
Active Task: Elena Timotheou (Reassign) Started: 19-Aug-2015 Due: 18-Aug-2015

Team Around the Child Task Details No Other Children

Meeting Details

⚠ This meeting occurs in the past
Please update the attendance and then complete the meeting

Meeting Arranger: Elena Timotheou
Type of Meeting: Team Around the Child

Planned Meeting Date: 18-Aug-2015
Length in Minutes: 90 mins
Location: The School Meeting Room

Update Meeting Details and Scheduling
Complete Meeting
Cancel Meeting

Meeting Attendees

⚠ Invitations have not been sent to all attendees
⚠ Not all Attendees have responded to the invitation

Attendee	Chr	Inv	Agr	Con	Att	Pre	Min
Present							
Worker Six - Lead Professional	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	N/A
Brunswick Park Primary - School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	N/A
E Adamson - GP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	N/A
Sally Webster - Subject	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	N/A
Elena Timotheou - Other Professional	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	N/A

Add Attendee
Add Excluded Attendee

Outcomes Form

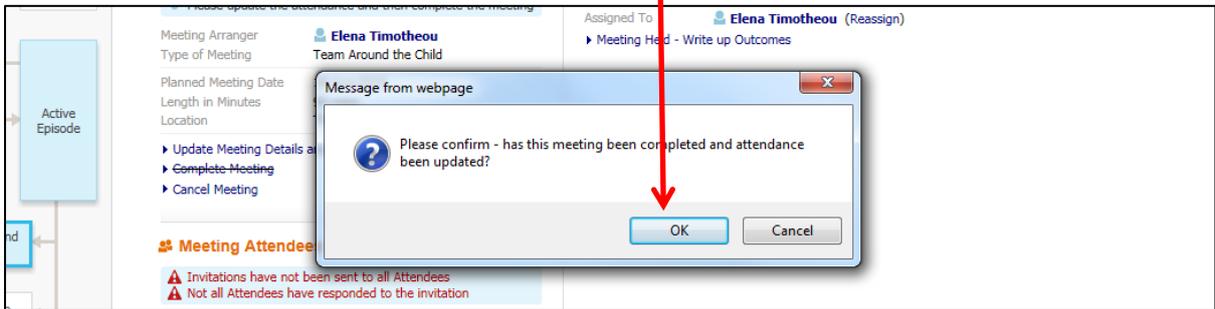
Once the meeting has been held, Please Start the Outcomes Form.

Assigned To: Elena Timotheou (Reassign)

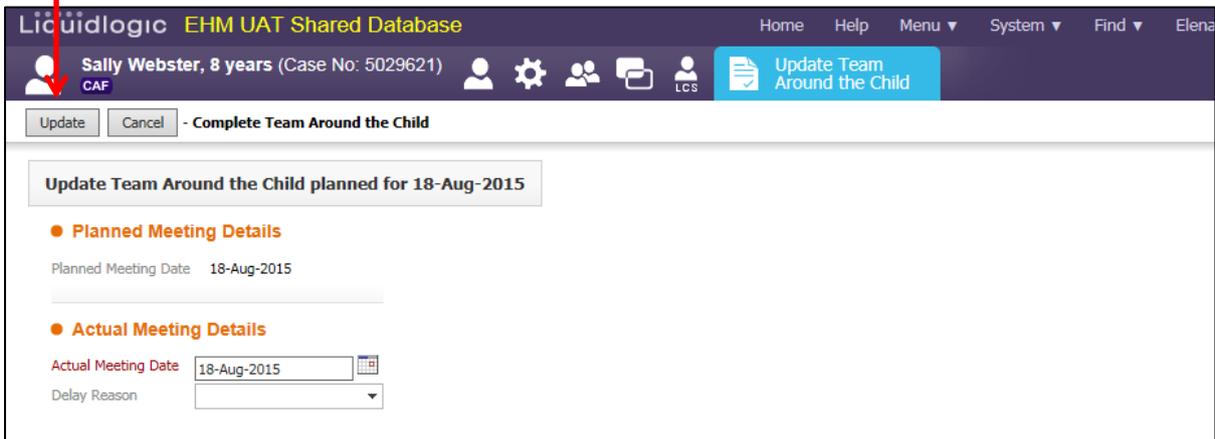
Meeting Held - Write up Outcomes

You will then need to write up the meeting, click on the link 'Meeting Held – Write Up Outcomes'

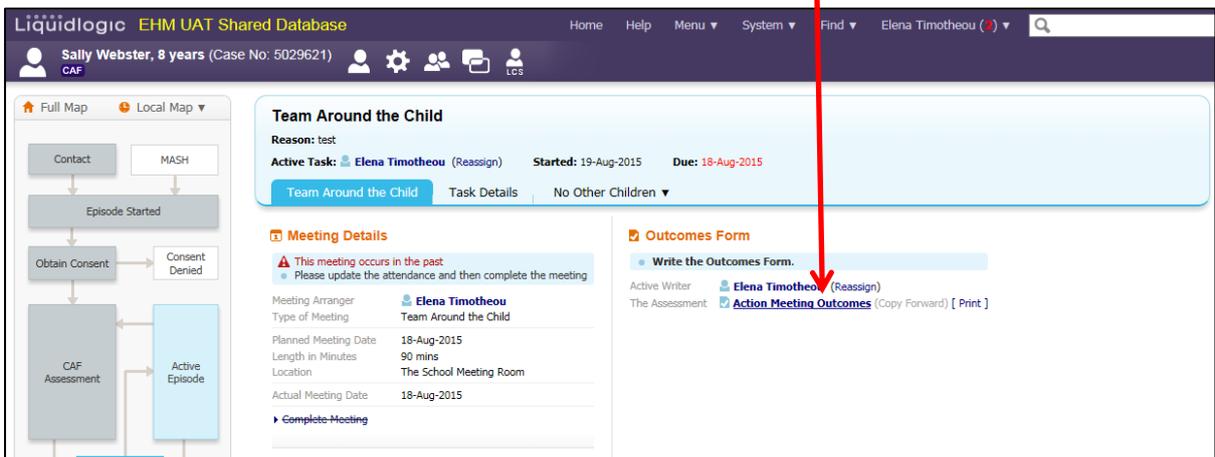
Click on Ok when the prompt appears



Enter the date of the meeting in the field; this is to confirm the date the review meeting took place. Enter the date and click on Update



You will be back in the meeting screen, click on the link Action Meeting Outcomes



Place a tick in the box by CAF Assessment and click on Copy Forward Selected

Copy Forward - Before starting the Assessment you have the option to copy forward the answers from the listed previous Assessment. Select each of the Assessments you wish to include answers from and click 'Copy Forward Selected', or alternatively (if you DO NOT want to copy forward any answers) click 'Start Blank' to begin the Assessment afresh.

Copy Forward Selected Start Blank No Filter applied Update Filter Clear Filter

Copy Forward - Copy answers forward from previous assessments

Created	Assessment	Started By
<input checked="" type="checkbox"/>	Sally Webster, 8 years	
<input checked="" type="checkbox"/>	2 weeks ago CAF Assessment (Wednesday, 5 August 2015)	Elena Timotheou

The review form will open for completion

Meeting Outcomes

- Meeting Details
- Meeting Attendees
- Action Plan
- Signatures
- Attachments (0)

Meeting Dates

Review Planned Date 18-Aug-2015

Review Due Date

Review Actual Date 18-Aug-2015

Click on Action Plan, and this is where you will record the update of the Action Plan Tab for the child/young person.

Action Plan

Actions from the assessment should be brought forward into the delivery plan and added to where a multi-agency team around the child response is required and/or used to review.

Need	Needs	Outcome	Services	By Who	By When
Child/Young Person Development Needs	Need	Outcome	Service	School	August 2015
Child/Young Person Development Needs	Health Need	Outcome	Health	GP	September 2015

Where a child has a statement of educational needs, please add any actions requested by the SEN Review

PCI Scores Tab – this is where you are able to add the PCI scores for this review

The screenshot shows the 'Barnet CAF Parent/Young Person Indicator' table. The table has columns for 'Indicator', 'Original CAF', and reviews from '1st Review' to '10th Review'. A red arrow points to the '1st Review' column header.

Indicator	Original CAF	1st Review	2nd Review	3rd Review	4th Review	5th Review	6th Review	7th Review	8th Review	9th Review	10th Review
Physical Health and Development with reference to self care and independence	3	2									
Speech, language and communication	2	2									
Emotional and Behavioural Development	3	4									
Relationships within family, with peers and wider community (Please state here if young carer)	4	3									
Understanding, reasoning and problem solving including attainment levels and academic progress	2	3									
Progress and inclusion in learning and aspirations	4	3									
Basic Care, Ensuring Safety and Protection	2	3									
Emotional Warmth and Stability	4	4									
Guidance Boundaries and Stimulation	2	2									
Parent/Carer Strengths and Needs	3	3									
Family History, Functionality and Well-Being	3	3									
Housing Employment and Financial Considerations	2	2									
Wider Family, Social and Community Elements and Resources	4	4									
PCI Totals											
Total	Original CAF	1st Review	2nd Review	3rd Review	4th Review	5th Review	6th Review	7th Review	8th Review	9th Review	10th Review
	38	38									

Next Steps Tab – This is where you can record a summary of the review discussion and what is required next, e.g. another review meeting or closed

The screenshot shows the 'Next Steps' form. It includes sections for 'Can the CAF be Closed?', 'Review Notes/Closing Summary', 'Child/young Person's Participation in the Review Process', and 'Next Review'. A red arrow points to the 'Next Steps' tab header.

Can the CAF be Closed? Yes No

If no, what is the Agreed Review Date: 19-Oct-2015

Review Notes/Closing Summary
Where a child has a statement of educational needs, please use this space to include any items for consideration at the forthcoming review of the statutory educational statement. Please ensure that this information is provided, with consent, to the school SENCO.

Child/young Person's Participation in the Review Process

Was the Child/Young Person consulted prior to the review? Yes No

If yes, please describe how they were supported to contribute? They contributed by..... and were supported by....

Next Review

How does the Child/YP wish to participate in their next review? They want to do the same as this review

At the bottom of the Next Steps Tab, you can select the respective outcome. Review CAF Assessment will review the CAF Assessment, Organise next Team Around the Child – this will start another meeting process, Step Up to Social Care – if concerns are raised and this no longer meets the threshold of CAF and CAF Episode Completed – this to be used when the CAF is to be closed

Suggested Outcomes

Suggested Outcomes

- Review CAF Assessment
- Organise next Team Around the Child
- Step-up to Children's Social Care
- Continue with Existing Process
- CAF Episode Completed

Reasons for these Suggested Outcomes

Comments and Consent Tab – You are able to add any comments made by the child or parent/carer around the review process.

Liquidlogic EHM UAT Shared Database

Home Help Menu System Find Elena Timotheou

Sally Webster, 8 years (Case No: 5029621)

CAF

Information Assessment Consolidation Revisions

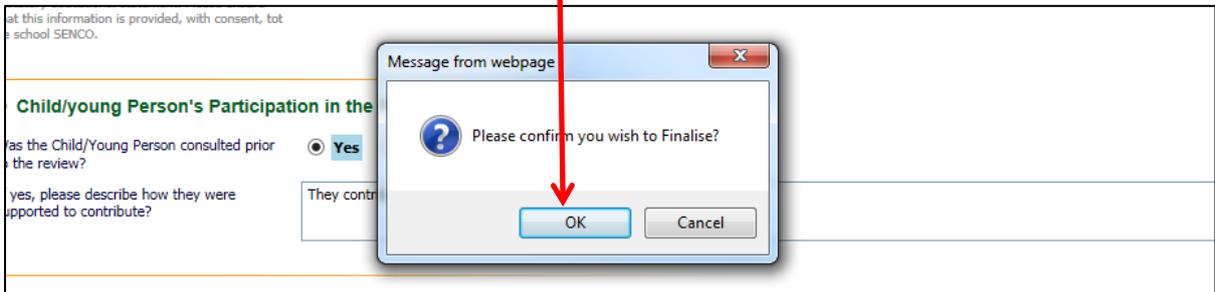
Save Finalise Assessment Close

Comments and Consent

- Child or young person's comment on the assessment and actions identified**
-
- Parent or Carer's comment on the assessment and actions identified**
-
- Consent for information storage and information sharing**
- I understand the information that is recorded on this form and that it will be stored and used for the purposes of providing services to:
 - Me
 - This infant, child or young person for whom I am the parent
 - This infant, child or young person for whom I am the Carer
- I have had the reasons for information sharing explained to me and I understand those reasons.
- I agree to the sharing of information, as agreed, between the services listed
- Yes
- No
- (Practitioner to detail what information may be seen by which agencies)
-

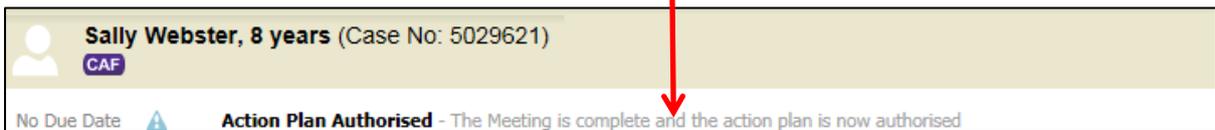
The final step is to click on Finalise Assessment and this will be sent to the CAF Team to approve and also undertake Quality Assurance of the CAF Review.

Click on Ok when the prompt appears



Review Agreed

When the review has been approved, you will get the following task in your work tray. Click on the alert to open the alert notification.



Click on the link Alert Completed, and this will remove the alert from the work tray.

