

**Viability Assessment:**

**Referral Process:**

* Having identified the need for a Viability Assessment, the child’s social worker should raise the IVA form on Liquid Logic for each child.
* The csw should then email the referral request for a joint visit to the RTA fostering team manager, vanessa.maguire@torbay.gov.uk. Please note that the RTA fostering team hold these viability assessments on Duty, so the basic information in the table below is required when making a referral. Please do not book a definite date for the IVA, as whilst we will always endeavour to accommodate the time and date you require, we often have more than one Duty task per day to undertake, so this needs to be negotiated and agreed with the team manager.
* Once the csw’s referral is received and the visit is booked, they will be told who the fostering duty worker is & asked to send them a Teams invite, as they will be attending the meeting virtually. It is good practise that any further information that will be useful to know when undertaking this joint assessment should be shared between social worker’s at this point.
* The csw completes their sections of the IVA on LL first, & then follows the pathway instruction, which will send (not assign) it to the Duty social worker for them to complete their part. Once fully completed (within no longer than 5 working days) the csw follows the pathway which will direct them to send the IVA to their manager to authorise. Please note if a Regulation 24 arrangement is being proposed this will need to be authorised by the Head of Service on LL. The IVA form will then automatically move from Draft to Completed on the system.
* The outcome of the IVA should then be shared with the applicant/s by the csw.
* The duty social worker will inform the fostering TM of the outcome of the IVA and they will record this on the Assessment Tracker. If the IVA is positive the fostering TM will allocate the full assessment to a fostering social worker.
* The allocated assessing social worker will send confirmation of the following, via email to the csw within one week of allocation:

Clarification of the sections of the assessment to be completed by the CSW

Legal filling dates

Fostering panel filing and panel dates - if applicable

Midpoint review meeting date

SGO support plan template

Post Order support leaflet info.



**IVA Referral:**

|  |  |
| --- | --- |
| **Proposed date & time of IVA meeting:** |  |
| **Applicants details:****Name:** **Mobile:****Email:****Address** |  |
| **Name of child:** |  |
| **Where and with whom is the child currently living and under what arrangement?** |  |
| **Has the PNC check been received?****\*When the child is placed under Reg 24 the CSW needs to initiate a PNC check & share with Duty worker prior to the IVA taking place.** |  |

IVA referral process – Version 1. - 10/12/21