Targeted Services- Step Down from a CIN Plan to a TAF Plan Process Map

Practice Note
- When considering a case to be stepped down notice to the COG needs to be as early as possible to ensure the COG worker can attend the CIN Meeting
- Notification via email must go to the COG email addresses
- If there are disagreements about step-down and agreement for step down cannot be reached the **dispute resolution** must be used. There must be not be inappropriate case notes on children's files about the disagreements.
- Targeted Services should attend the CIN Review Meeting when step down is being considered. It is important that the family consent to the plan and partners and family are aware of the plan moving forward.
- Where the family do not consent to a Step Down TAF Plan then the case may close but it is important that the risk/ need is known and there is a clearly recorded rationale and decision as part of the management oversight and decision making process. Every effort must be made to engage and build a relationship with family to facilitate either a CIN/ TAF Plan.

Early Notification to COG Team
- Email to COG manager for discussion of step down to COG email address
- Telephone discussion to discuss case
- Confirm next CIN meeting
- Timescale: within 3 days of identification for step down
Resp: TM

Notification of Requested Step Down
- Check COG email box
- Review case on LCS and check threshold
- Telephone discussion to discuss step-down with SW
- Record agreed outcome on LCS
- Identify prospective allocated worker
- Timescale: within 3 days of email
Resp: COG Manager

Step Down Agreed

Step Down Not Agreed

Practice Note
Every effort must be made to ensure that this joint visit happens both by the SW and the TS Worker

Joint visit to child and family
- Allocated SW and prospective allocated TS worker meet family
- Discussion of transition from CIN Plan to TAF Plan
- Ensure consent is in place
- Record visit on LCS
- Timescale: within 5 working days of agreed step down
Resp: SW

Parents Consent

Parents do not consent

CIN Review Meeting
- CIN Plan is agreed/ reviewed/updated at the CIN meeting
- Book date of next TAF meeting (if agreed)
- Book date of CIN Plan visit with parents/ child
- SW takes notes of the meeting
- Timescale: within 10 days of assessment being completed or within 6 weeks of last CIN Review Meeting
Resp: SW

Parents Consent

Parents do not consent

CIN Plan updated
- CIN/TAF Plan written up
- Update CIN plan on LCS
- Workflow CIN plan to TM for QA and signature
  Timescale: within 3 working days of the CIN meeting
  Resp: SW

CIN Plan- QA
- QA CIN Plan
- Complete Management Oversight (LCS CIN Plan Form)
- Workflow back to SW
- Timescale: within 2 working days of being sent CIN plan by SW
Resp: TM

CIN Plan Distributed
- Amend CIN plan if requested
- Send out copies to partners (in post/ email)
- Parents and children's copy of CIN Plan must be given at CIN Plan visit
- Complete referral to EHM on LCS and finalise (auto sent to TM)
- Select documents and case notes (see Practice Note)
- Timescale: within 2 working days of being sent CIN plan by TM
Resp: SW

Practice Note
When checking and selecting documents and case notes ensure you refer to Step Down Checklist (on Tri-x)

Authorise Step Down
- Check referral to EHM
- Check document and case notes (see Practice Note)
- Click 'authorise' button
- Auto alert sent to EHM (by LCS)
- Timescale: 2 working days of being sent EHM referral
Resp: TM

EHM Check
- Review task in the Transfer from LCS worktray
- Review all documents and child's file on LCS
- Case note on LCS requesting LCS closes
- Timescale: 1 working day
Resp: EH Senior Co-ordinator

Accept

Rejecting

Practice Note
It will only be in exceptional circumstances and after a discussion with the TM/SW that a case will be rejected. Every effort must be made for a smooth transition

Targeted Services for allocation and TAF Plan and Targeted Services Support
See

CSC
- Case closes on LCS
- Letter to the family
- Timescale: within 5 days of LCS case note
Resp: SW