

TRANSFER PROCESS:
IRS TO LONG TERM
2019/20

1

Each Week the IRS TM responsible for transfers will update the transfer list (live document on One drive) with details of cases which are due to transfer the following week. The cut off for cases to be added to the transfer list is Wednesday at 12 noon. Once the transfer list has been updated this will be forwarded to the Long Term Service Managers at 12pm on Wednesday.

2

Long Term Service Managers, in consultation with Team Managers, will identify workers for the cases which are transferring the following week. The transfer list will be updated by the Long Term Service and returned to IRS TM by the close of business of the Friday.

3

The workers identified for the cases will have been made aware of the point of handover, if the identified worker is unable to attend then the Team Manager for the worker will identify an alternative worker to attend.

4

The file must be up to date with all relevant documents, information and case recordings at the point of transfer in order for the case to be reallocated. The IRS TM will audit the case at the point of the agreed transfer meeting (ICPC/Child in Care/CIN Review).

5

An email should then be sent to the Long Term Team Manager responsible for the case and then the Long Term Team Manager will reallocate the case.

6

The IRS Team Manager will ensure that any CIN Transfer cases have a clear CIN plan, with identified actions, and that, wherever possible, CIN cases transfer at a CIN Review meeting.

