

What to do with tasks in your worktray....

Case Notes

This is an alert to tell you that somebody has added a Case Note to one of your cases. Click on the alert to read the Case Note.

To remove the alert from your worktray, click on to the alert and then click on either Alert Completed (this will remove only this alert), or All Alerts Completed (this will remove all Case Note alerts within your tray).

Child's Demographics Updated

This is an alert to tell you that somebody has updated the Demographics of one of your cases (e.g. name, address, date of birth).

To remove the alert from your worktray, click on to the alert and then click on either Alert Completed (this will remove only this alert), or All Alerts Completed (this will remove all Child's Demographics Updated alerts within your tray).

Child In Need – Active Child's Plan

This is a "holding task" for a CIN case. This will sit in your tray once you have an up to date CIN plan on the system. A CIN plan needs to be updated following each CIN Review Meeting.

Child In Need – Update Child's Plan

This is a task that is asking you to update the child's CIN Plan. This is generated on the system after a CIN Review Meeting has been recorded. If the plan is not updated before the next CIN Review Meeting the notes of the meeting can not be recorded.

Child In Need – Organise Review Meeting

This is a task that is asking you to add the details and notes of a CIN Review Meeting. If you hand your notes in to admin they will pick this task up from your tray and put them on. When they have recorded the notes they will put the task back in your tray; you will then need to click in to the task, read the notes and make any necessary amendments, and finalise.

Admin will not be able to record the notes if the plan has not been updated following the last CIN Review Meeting.

Child Protection – Active Child Protection Plan

This is a "holding task" for a CP case. This will sit in your tray once you have an up to date CP plan on the system. A CP plan needs to be updated following each CP Conference.

Child Protection – Update Child Protection Plan

This is a task that is asking you to update the child's CP Plan. This is generated on the system after the outcomes of a CP Conference have been recorded (this is done by the minute taker). If the plan is not updated before the next CP Conference you will be unable to complete your Pre Meeting Report.

Child Protection – Complete Child Protection Plan

This is a task that is asking you to update/complete the child's Final CP Plan. When this has been completed the child is no longer subject to a CP Plan.

Child Protection – Write Review Report

This is a task asking you to complete your Pre Meeting Report prior to the CP Conference.

Child Protection – Organise Core Group Meeting

This is a task that is asking you to record the details of a Core Group i.e. when/where it was held and the meeting notes.

If you hand in your notes to admin they will pick this task up from your worktray and record the details and notes.

Child Protection – Write and Distribute Core Group Meeting Minutes

When admin have added the notes to the system, they will reassign this task back to your tray. You need to open up the task/notes, read the notes and make any necessary amendments, and finalise. These will go to your manager to authorise.

Initial CP Conference Alert

This is an alert to inform you that the CP Plan has not been updated yet following the CP Conference.

CP Alert

This is an alert to inform you that a statutory visit is due within 7 days. This alert will remain in your worktray until a statutory visit has been recorded on the child's record.

CLA – Current Episode of Care

This is a “holding task” for a CLA case.

CLA – Create CLA Plan

This task will appear in your tray when a child becomes looked after.

CLA – Update CLA Care Plan

This is a task that is asking you to update the child's CLA Plan. This is generated on the system after the outcomes of a CLA Review have been recorded (this is done by the IRO). If the plan is not updated before the next CLA Review you will be unable to complete your CLA Review of Arrangements prior to the next meeting.

CLA Plans

This is an alert to tell you that you have not yet updated the CLA Care Plan following the CLA Review.

CLA Review – Complete CLA Review of Arrangements Report

This is a task asking you to complete the Review of Arrangements Report prior to the CLA Review.

CLA – Complete the Placement Plan

When a child is accommodated, or moves placement, a Placement Plan is to be completed. This task is asking you to update it. Click in to the task, complete the form and click Finalise.

CLA – Arrange Personal Education Plan (PEP) Review

This is a task asking you to record the details of a PEP Meeting. If you hand your notes to admin they will pick up this task from your worktray and record the notes.

C & F Assessment – Please do C & F Assessment for Child

This is a task that is asking you to complete a C&F Assessment. Click in to the task, complete the assessment and then click on Finalise.

Missing Person

This is an alert to inform you that a Missing Person Episode has been started or updated for this child.

Missing Person Return Interview

This is a task asking you to record the details of a Missing Person Return Interview. Click in to the task, complete the form and then send for authorisation.

Significant Event

This is an alert to tell you that a Case Note has been added, and also marked as a Significant Event.

To remove the alert from your worktray, click on to the alert and then click on either Alert Completed (this will remove only this alert), or All Alerts Completed (this will remove all Significant Event alerts within your tray).