

Step down from Children Social Care to Early Help workflow

CSC to add comment to "This week's CSC managers comment" column and add any NEW cases to the bottom of the Case Transfer List excel sheet by **5pm Monday** – ensuring ALL YELLOW columns are completed for new cases (they will be returned if ALL YELLOW columns are not completed) and return it to the EH - **Tanya.Blake@walthamforest.gov.uk**

Case Transfer Start Date	Presenting Child's Full Name	Number of children in family (aged 0-18/24) including presenting child	FWi ID (presenting child)	Child's Full Postcode	Current Social Worker's Name	SW Team Manager	Requested Early Help Team	New request Yes/No	CSC Comments/ from previous weeks	This week's CSC managers comment
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NEW cases are added to existing Ongoing Step down list

Ongoing Step down list is sent to EH case managers every Tuesday morning

EH Case Managers update spreadsheet and complete columns in GREEN where applicable by **4pm Tuesday** and return it to the EH - **Tanya.Blake@walthamforest.gov.uk**

This week's EH Hub managers comment	Case agreed to be accepted by EH Yes/No/Pending	Date three way virtual handover meeting took place (DATE or N/A) DD/MM/YY	Date EHA (Plan) received and/or EH took over case (DATE ONLY) DD/MM/YY
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Cases where the last three columns are completed with **"Remove from list"** in the comments box are removed (in the following week) from the Ongoing list and added to the completed list

Case agreed to be accepted by EH Yes/No/Pending	Date three way virtual handover meeting took place (DATE or N/A) DD/MM/YY	Date EHA (Plan) received and/or EH took over case (DATE ONLY) DD/MM/YY
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Cases that are not accepted by EH with **"Remove from list"** in the comments box are removed (in the following week) from the Ongoing list and added to the not accepted list

Case agreed to be accepted by EH Yes/No/Pending

Ongoing case Transfer list is sent to EH Case Manager on virtual chair duty on **4.30pm Tuesday**

CSC Managers will be sent the Case Transfer List for each week by the EH Case Manager on virtual chair duty **by 10am Wednesday during the Case Transfer Panel**