## 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** 





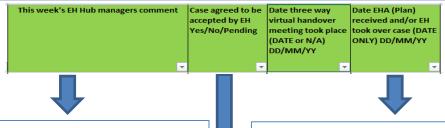
NEW cases are added to existing Ongoing Step down list



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** 



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

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