Management Oversight Checkpoints for IFS Team Families

Within 2 working days

- Case allocated.
- Allocation summary completed (LiquidLogic).
- Case Summary completed by allocating manager.

Management Checkpoint Day 10 from allocation)

- · Consent has been obtained.
- Assessment has been opened.
- Assessment plan in place.
- TAF date sent.

Management
Checkpoint
Day 28
(from consent)

- Completed assessment, quality assured with manager sign-off.
- Family plan in place with family outcomes identified.
- Initial TAF held.
- Case notes indicating on-going contact with family.

Every 2 - 4 weeks Check that children under 1 year are been visited a minimum of once per fortnight by a professional within the support network & children over 1 year is seen as a minimum once per month.

Every 4 - 6 weeks

- Check TAF meetings are being held & Family Plan updated.
- Check family outcomes identified.

Monthly

- Hold case discussion meetings and ensure case summary/risk flags are reviewed and updated.
- Managers to have management oversight of cases due to close, be Stepped Down or families that are to be considred for dicsussion at Step Up Meetings.

Team Manager or Senior Key Worker to chair/attend TAF meeting.

3 months

- If case still open consider Step Up/Step Down or closure.
- Discuss with Operations Manager in bi-monthly case clinics.

6 months

Management Oversight Checkpoints at Family Centre Level

Within 7 working days

- Case allocated.
- Allocation summary completed (LiquidLogic).
- Case Summary completed by allocating manager.

Management Checkpoint Day 10 (from allocation)

- Consent has been obtained.
- Assessment has been opened.
- Assessment plan in place.
- TAF date sent (if required).

Within 15 working days (from consent)

- Completed PROPORTIONATE assessment, quality assured with manager sign-off.
- Family plan in place with family outcomes identified.
- · Case notes indicating on-going contact with family.

Management Checkpoint Day 28 (from consent)

- Family Plan in place with family outcomes identified
- Initial TAF held (if applicable)
- Case notes indicating on-going contact with family.

Monthly

- Check progress of case on LL as a minimum.
- Hold case discussion meetings and ensure case summary/risk flags are reviewed and updated.
- Managers to have management oversight of cases due to close, be Stepped Down or families that are to be considred for dicsussion at Step Up Meetings.
- If case still open consider Step Up/Step Down or closure.
- Case to be discussed with Operations Manager at bi-monthly case clinic.

3 months