

### Return to Home Interview Process (Early Help)

1. Supporting solutions business support to email allocated worker, senior key worker and operations manager re. missing episode
2. Allocated worker to complete RTHI with young person within 72 hours – *If you are aware that the young person has returned home, you can still complete the RTHI prior to receiving the Police information. However, you will not be able to complete the form on Liquid Logic until you the missing and found information has been added to the system. All information is added prior to 12pm everyday so this should not create a delay.*
3. RTHI form to be completed on Liquid Logic
  - a. Select “MISP”
  - b. Select missing episode
  - c. Go to Documents and open up Police missing and found reports
  - d. Go to Forms – Select Return to home interview from drop down menu
  - e. Click start
  - f. Page one – Enter DHM number, dates and times of missing episode found on Police reports
  - g. Click Questions for RTHI on the left hand side and enter information from RTHI
  - h. Once completed click “send for authorisation”
4. Allocated manager to review RTHI – This will also need printing and saving as a PDF prior to finalisation (To create a copy to send, click Print on the top left side of the RTHI screen, “Print Assessment” then click on the PDF icon at the top right of the RTHI screen, save).
5. Finalise RTHI form
6. Forward saved RTHI form onto: [ERASE@durham.pnn.police.uk](mailto:ERASE@durham.pnn.police.uk) and Ashleigh Ditchburn [Ashleigh.Ditchburn@durham.gov.uk](mailto:Ashleigh.Ditchburn@durham.gov.uk)
7. Supporting Solutions to close down Missing person episode
8. Allocated worker to follow up on any actions from RTHI

#### Notes:

- If the manager is not happy with the quality of the RTHI, they can select “requires further information” which will send the RTHI back to the workers tray.
- Any case notes in relation to missing episode should be recorded within EHM case notes selecting “Return to home interview” from the drop down menu.
- When typing our RTHI’s up we add a section at the end of our RTHI’s, using signs of safety to review: What’s working well? What are we worried about? Next Steps.
- Missing concerns and safety plans should be included as part of the child’s plan.
- The missing episode will remain in the supporting solutions tray throughout the process.
- The RTHI should be completed and sent to ERASE as soon as possible.
- Any crimes should be reported directly through 101.