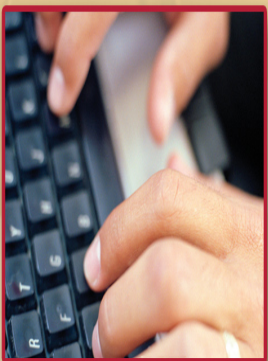




Telford & Wrekin
COUNCIL

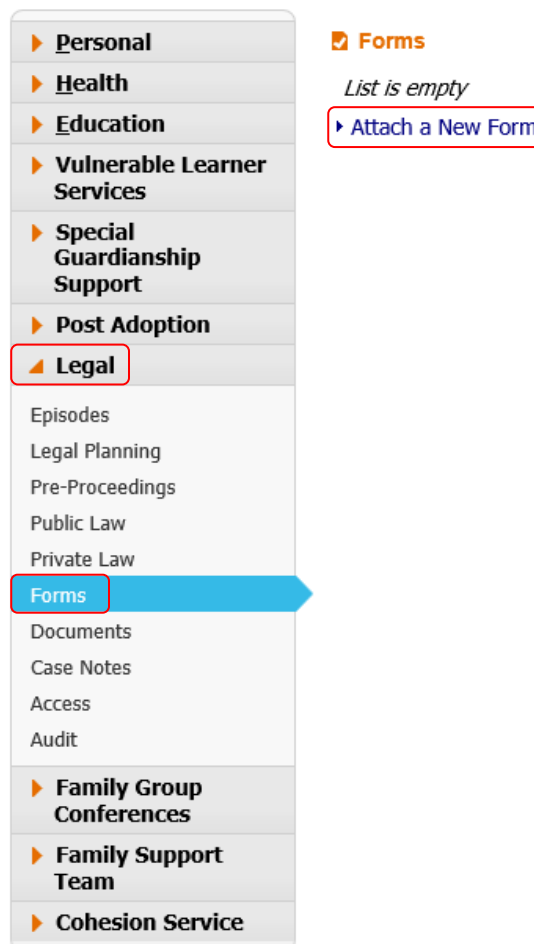


Assessment & Family Support Agreement



Creating an Assessment & Family Support Agreement

1. To create an Assessment & Family Support Agreement, navigate to the Forms tab within the Legal Workspace and click “Attach a New Form”



2. Select “Assessment & Family Support Agreement [LEGAL]” and “OK”



3. Click "Start Blank"

Information **Assessment** Consolidation Revisions Close

Copy Forward - Before starting the Assessment you have the option to copy forward the answers from the listed previous Assessments. Select each of the Assessments you wish to include answers from and click 'Copy Forward Selected', or alternatively (if you DO NOT want to copy forward any answers) click 'Start Blank' to begin the Assessment afresh.

Copy Forward Selected **Start Blank** No Filter applied Update Filter Clear Filter

Copy Forward - Copy answers forward from previous assessments

Created	Assessment	Started By
BYRNE, BETSY (3 years)		
<input type="checkbox"/> 2 days ago	CLA Placement Agreement (Monday, 25 January 2021)	SOPHIE BYRNE
<input type="checkbox"/> 1 month ago	CLA Placement Agreement (Monday, 21 December 2020)	SOPHIE BYRNE
<input type="checkbox"/> 2 months 2 weeks ago	CLA Request for Child to be Looked After (Monday, 9 November 2020)	SOPHIE BYRNE
<input type="checkbox"/> 2 months 2 weeks ago	Referral Record (Monday, 9 November 2020)	SOPHIE BYRNE
<input type="checkbox"/> 2 months 2 weeks ago	Contact Record (Monday, 9 November 2020)	SOPHIE BYRNE
<input type="checkbox"/> 2 months 2 weeks ago	Mental Health Act Assessment (Monday, 9 November 2020)	SOPHIE BYRNE

4. The Assessment & Family Support Agreement will open up for completion. Complete as appropriate and click "Save"

Note: Do not finalise the Agreement. The Agreement may need changes following the LBP Meeting.

Information **Assessment** Consolidation Delegate Revisions Save Finalise Assessment ReAssign Close

Assessment & Family Support Agreement

Print

Assessment & Family Support Agreement

- Agreement Details
- Attachments (0)
- Export Document

Public Law Outline Assessment & Agreement

Agreement between Telford & Wrekin Council and: (Parent/s Name)

Meeting Date

Venue

Exporting Assessment & Family Support Agreement

1. Once the draft Assessment & Family Support Agreement has been written, click on “Export Document”

Agreement Details

The Children

LCS Number: 132018-CH
 Full Name: BETSY BYRNE
 DOB: 02-Oct-2017

Agreement

What needs to happen?	How will this improve things?	Who will complete this?	Review Date
Diane will attend her Cognitive Assessment sessions	This will help the Local Authority to better understand how to work with Diane in a way that improves life for her children	Diane Smith Tanya Garrett	20-Feb-2021
John to reside outside of the family home whilst assessments are ongoing	This will help to keep the children safe and ensure that they are not exposed to domestic incidents in the home	John Brown	25-Feb-2021
John to engage with a Risk Assessment	This will help the Local Authority to better understand what/if any risks that John poses in the family home	John Brown Bob Jones - Social Worker	20-Feb-2021
Contact between John and his children to be supervised by the Local Authority	This will ensure that the children see and enjoy time with their father	John will attend as per contact schedule Local Authority will supervise the contact as per the contact schedule	25-Feb-2021
John will engage with the Drug and Alcohol Service.	This is to support John to learn to drink alcohol responsibly or not at all and support John to stop using illegal drugs meaning that Jonny is raised in a safer home.	John Brown Drug and Alcohol Service	25-Feb-2021

2. Complete fields as appropriate and click “Create”

Create **Cancel** - Create New Document for Assessment & Family Support Agreement [LEGAL] by SOPHIE BYRNE (T&W TEAMS) - T&W TEAMS

New Document

Document Details

Date: 27-Jan-2021
 Category: Agreement
 Type: [Dropdown]
 Notes: Word Copy

3. Click “Download Document” and “Open”

The screenshot shows the document details page for 'Assessment & Family Support Agreement'. The 'Download Document' button is highlighted with a red box. Below the screenshot, a dialog box asks 'Do you want to open or save 676629.rtf (987 KB) from corp-app-220.btw.gov.uk?'. The 'Open' button in this dialog is also highlighted with a red box.

4. A Word version of the Assessment & Family Support Agreement will open up, sent the document to print and then close the document.

5. Back in LCS (Protocol), click on “Complete Document”

The screenshot shows the document details page for 'Assessment & Family Support Agreement'. The 'Complete Document' button is highlighted with a red box.

6. The exported Word copy of the Assessment & Family Support Agreement will automatically be saved as an attachment to the LCS (Protocol) form.

Note: The attachment can be printed off again to take to the LBP Meeting where signatures on the Agreement are to be gained.

The screenshot shows the 'Attachments (1)' table. The 'Download' link for the attachment is highlighted with a red box.

Date	Category	Type	Status	Editor	Notes	Download
27-Jan-2021	Agreement	Assessment & Family Support Agreement	Completed	SOPHIE BYRNE - T&W TEAMS	Word Copy	Download the document

7. Hand deliver the printed Assessment & Family Support Agreement to parent/s along with the Letter Before Proceedings Letter and the Guidance for Parents Pack.

Updating the Agreement and Uploading Signed Agreement

1. Following the first LBP Meeting, scan the signed Agreement and save it to a folder/drive.
2. The Agreement on LCS (Protocol) can be finalised. If applicable, update where appropriate before finalising.
3. Once finalised, go to the “Attachments” section of the Agreement on LCS (Protocol) and click “Add Attachment”

Information Assessment Delegate Revisions Completed: 27-Jan-2021 Close

Print Assessment & Family Support Agreement Agreement Details Attachments (1) Export Document

Date	Category	Type	Status	Editor	Notes	Download
27-Jan-2021	Agreement	Assessment & Family Support Agreement	Completed	SOPHIE BYRNE - T&W TEAMS	Word Copy	Download the document

[Add Attachment](#)

4. Complete fields as appropriate and click “Next”

New Attachment

Previous **Next** Finish

● **Document Type**

Category Form Attachment

Type Form Attachment

Date 27-Jan-2021

Notes Signed Assessment & Family Support Agreement - Mother

● **Notification**

Notification **None Selected**

Change notifications for involved users

[Update notifications](#)

5. Click "Browse..." and find the signed document saved in the folder/drive

New Attachment ✕

[Previous](#) [Next](#) [Finish](#)

● **Attach File**

Attachment: [Browse...](#)

The maximum number of files you can select in one go is 3
The file upload limit is 7.9 Mb.

● **Details**

Document Type Form Attachment
Date 27-Jan-2021
Notes Signed Assessment & Family Support Agreement - Mother

● **Notification**

Notification **None Selected**

● **Access Control**

Restrictions **None Selected**
[Specify Access and Restrictions](#)

6. Click "Finish"

New Attachment ✕

[Previous](#) [Next](#) [Finish](#)

● **Attach File**

Attachment: [Browse...](#)
Additional Files: [Browse...](#)

Selected Files
blank doc.doc (0.02 Mb)
The maximum number of files you can select in one go is 3
The file upload limit is 7.9 Mb.

● **Details**

Document Type Form Attachment
Date 27-Jan-2021
Notes Signed Assessment & Family Support Agreement - Mother

● **Notification**

Notification **None Selected**

● **Access Control**

Restrictions **None Selected**
[Specify Access and Restrictions](#)

7. The signed copy of the Assessment & Family Support Agreement has now been attached to the LCS (Protocol) form.

Print

Assessment & Family Support Agreement

- Agreement Details ...
- Attachments (2)**
- Export Document

Attachments (2)

Attachments

Date	Category	Type	Status	Editor	Notes	Download
27-Jan-2021	Form Attachment	Form Attachment	Completed	SOPHIE BYRNE - T&W TEAMS	Signed Assessment & Family Support Agreement - M..	blank doc.doc
27-Jan-2021	Agreement	Assessment & Family Support Agreement	Completed	SOPHIE BYRNE - T&W TEAMS	Word Copy	Download the document

[Add Attachment](#)