**Review Health Assessment Booking Protocol**

This protocol details the process for booking Review Health Assessments between Birmingham Children’s Trust - Business Support Teams (BCT BSS) and Birmingham Community Healthcare NHS Foundation Trust (BCHC).

1. BCT BSS check their spreadsheet each month and complete BAAF request forms, 3 months in advance (Eclipse system also sends a prompt 3 months in advance)

BCT BSS complete BAAF Form as a MS Word Document and ensure following information included:

* Date Child came into care.
* Valid Consent - if Section 20
* Child’s Name, D.O.B, NHS Number.
* If interpreter is required and the language.
* Carer’s Name and Contact Information.
* Social Workers Name and Contact Information
* Team Managers Name and Contact Information (for SW above).
* GP Name and Contact Information.

1. BCT BSS send the completed BAAF form to the BCHC LAC Nurses [CentralBookingLACNurses@birmingham.gov.uk](mailto:CentralBookingLACNurses@birmingham.gov.uk)
2. BCHC Assessment is allocated to LAC Nurse, and they liaise with the Carer to book the appointment by the due date or within 20 working days.
3. BCHC will send email notification to BCT Social Worker and Team Manager.
4. BCHC will book an Interpreter if it has been identified on the BAAF form one is required.
5. BCT CLA team to inform LAC Nurses if there is a change in Placement.
6. BCHC type up the report and send to BCT Business Support at [HealthAssessmentReports@birminghamchildrenstrust.co.uk](mailto:HealthAssessmentReports@birminghamchildrenstrust.co.uk), within 20 working days of appointment taking place.
7. BCT BSS upload completed report into Eclipse and update the child’s record 3 working days.

**Note:** Refer to alternative processes that branch out for the following circumstances - Permanency Medicals, Children in Custody, Children in Hospital, Children living 50 miles outside Birmingham, Children living with adoptive parent.