

How to Add a Professional Involved

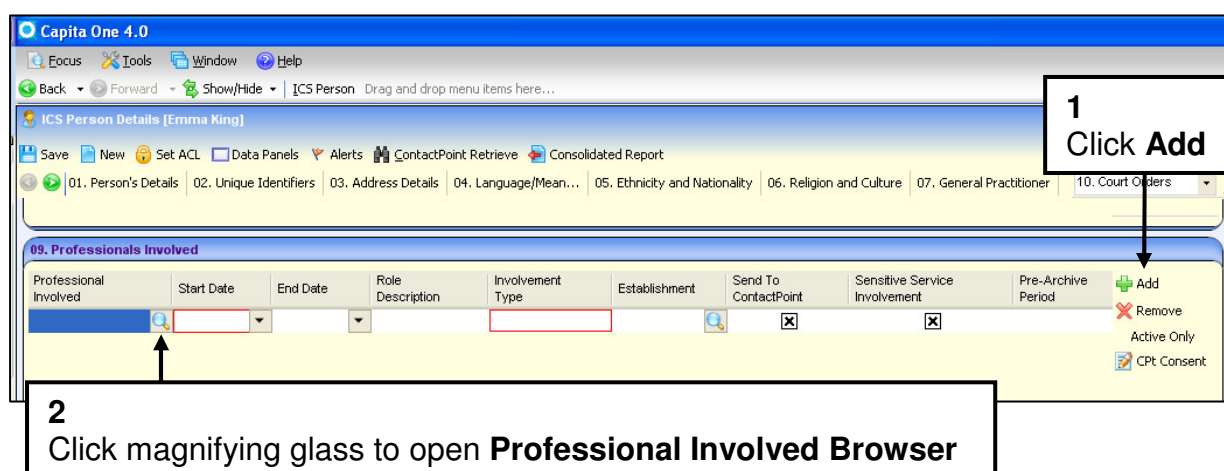
Background

The primary use of **Panel 9 - Professionals Involved** within **ICS Person Details** is to record the Lead Professional or Key Worker for the case and this information can either be added automatically upon transfer or allocation of the case by checking the “Assign the case owner as a professional involved” tick box at the bottom of the Manage Case Owners dialogue box or manually (see guidance below).

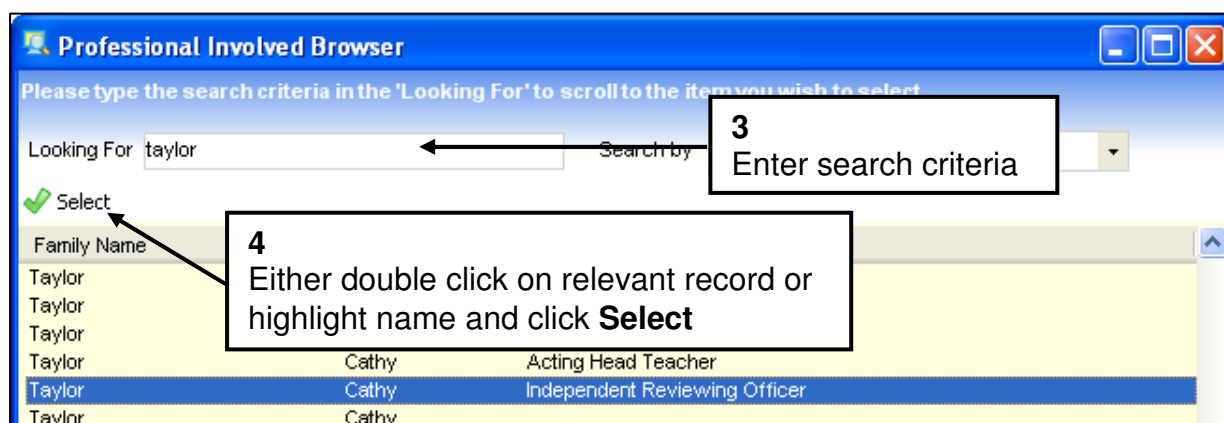
The **Professionals Involved** panel is now also being used to record the involvement of Independent Reviewing Officers (IROs), Private Fostering Social Workers and Family Group Conferencing Co-ordinators. Recording this information on a child or young person’s record will enable “caseload” reporting of cases allocated to the relevant professionals.

Guidance Notes

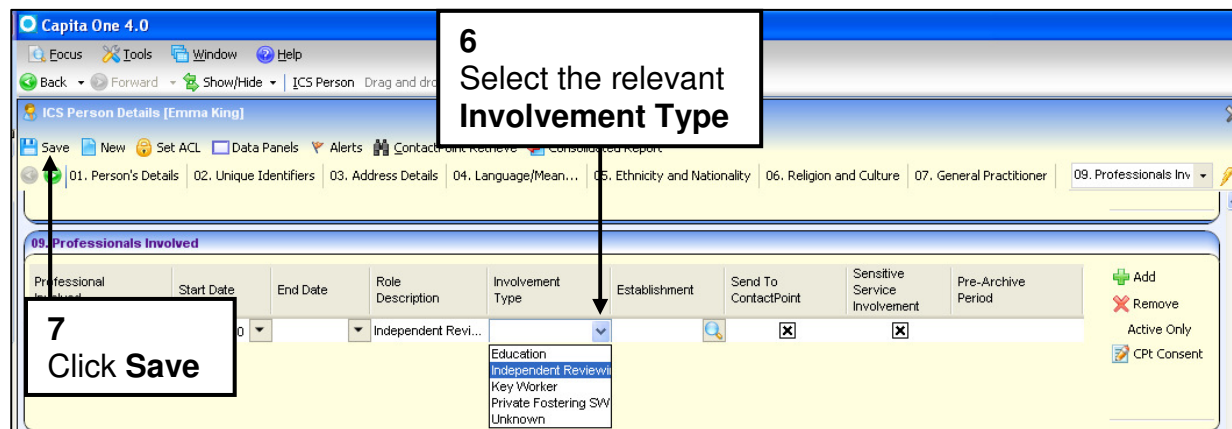
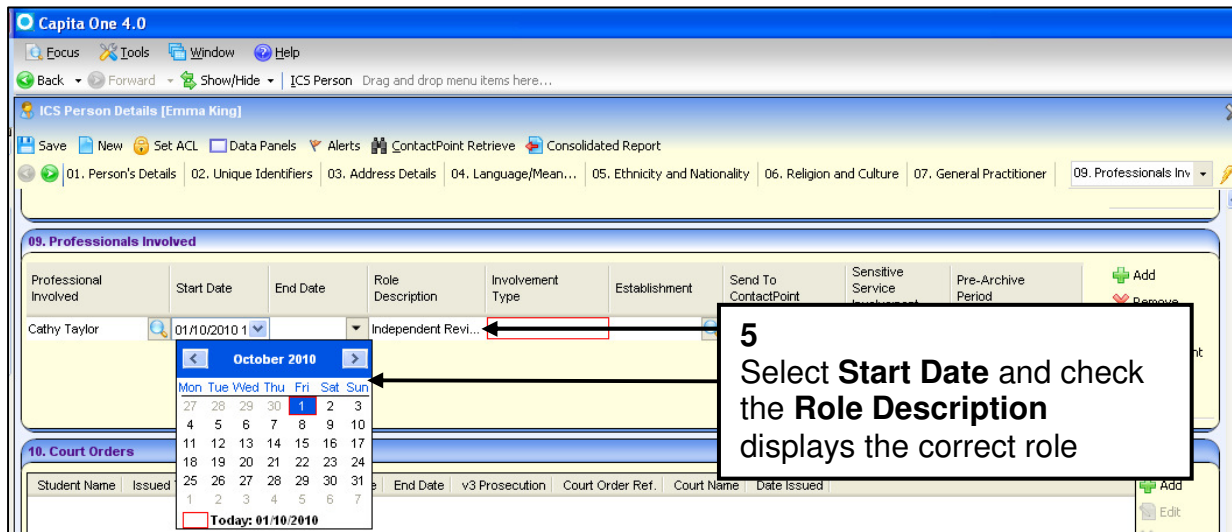
Search for the relevant child or young person and open their **ICS Person Details**. Navigate to **Panel 09 – Professionals Involved**



Search for the relevant worker in the Professional Involved Browser, ensuring that the **Role Description** states **Independent Reviewing Officer, Private Fostering SW or FGC Co-ordinator** as applicable.



Enter the **Start Date** of the involvement. The **Role Description** will auto-populate - if this does not display the correct role description the incorrect record has been selected and you will need to perform the search again.



End worker's involvement

When the worker's involvement in the case has ended, the end date will need to be entered in the **Professionals Involved** panel.

