

Reporting on Team Leader and Principal SW Case Loads

In order to avoid certain case types appearing in team leaders or PSW's case loads it is now possible to identify these case within ICS so that they are not displayed in case load reports as unallocated.

Please note that by maintaining a Child and Young Person's Plan CP/ChiN as being **Finance only** it is possible to have the child allocated to a team leader for as long as is necessary without it showing as unallocated. Keeping the case open in the team leader's name will also avoid the need to maintain a spreadsheet record of families receiving financial payments as MIU will be able to report on all cases where the plan type is **Finance only**.

When reviewing payments the team leader should end the plan and close the case if financial support is no longer required. If the need for continuing financial support (and nothing else) is agreed then you should end the old plan and begin a new one – the end date of the old plan will be the same date as the start date of the new plan - whilst leaving the case open in the team leader's name.

NB. A ChiN meeting is not required but a note should be made of the reason for the payments being made, continued or ended.

What you need to do

A few simple steps are required to ensure that these cases do not distort your case load reports by displaying as unallocated.

To achieve this it will be necessary for you (or your admin support) to add a **Child and Young Persons Plan CP/ChiN** exemplar to the child's ICS record and identify the **Type of Plan** in **Panel 4**.

Additional values have now been added to identify the new categories

- **Finance only** (Financial involvement only and nothing else)
- **Relevant Child** (Catch 22)
- **Former Relevant Child** (Catch 22)
- **Adoption NOI** (notification of intent)

003. Date of Core Group or Child in Need Meeting	
Date of Core Group or Child in Need meeting	<input type="text"/>
004. Type of Plan	
Type of plan. (Please select.)	<input type="text" value="Finance only"/> <ul style="list-style-type: none"> Child in Need incl. Short-Break Care Child Protection Plan Finance only Relevant Child Former Relevant Child Adoption NOI
005. Plan Dates	
Start Date of this Plan	End Date of this Plan <input type="text" value="23/02/2012"/>

The only other field that requires completion is the **Start Date of this Plan** and the **End Date of this Plan**.

N.B If there is an existing plan in place, this must be ended and a new **Child and Young Persons Plan CP/ChiN** exemplar added if the outcome of the review is to continue financial support

There is no requirement to complete the other panels within the exemplar as they will be excluded from the ChiN census or child protection reporting by definition of their status as **finance only**, **relevant child** etc.