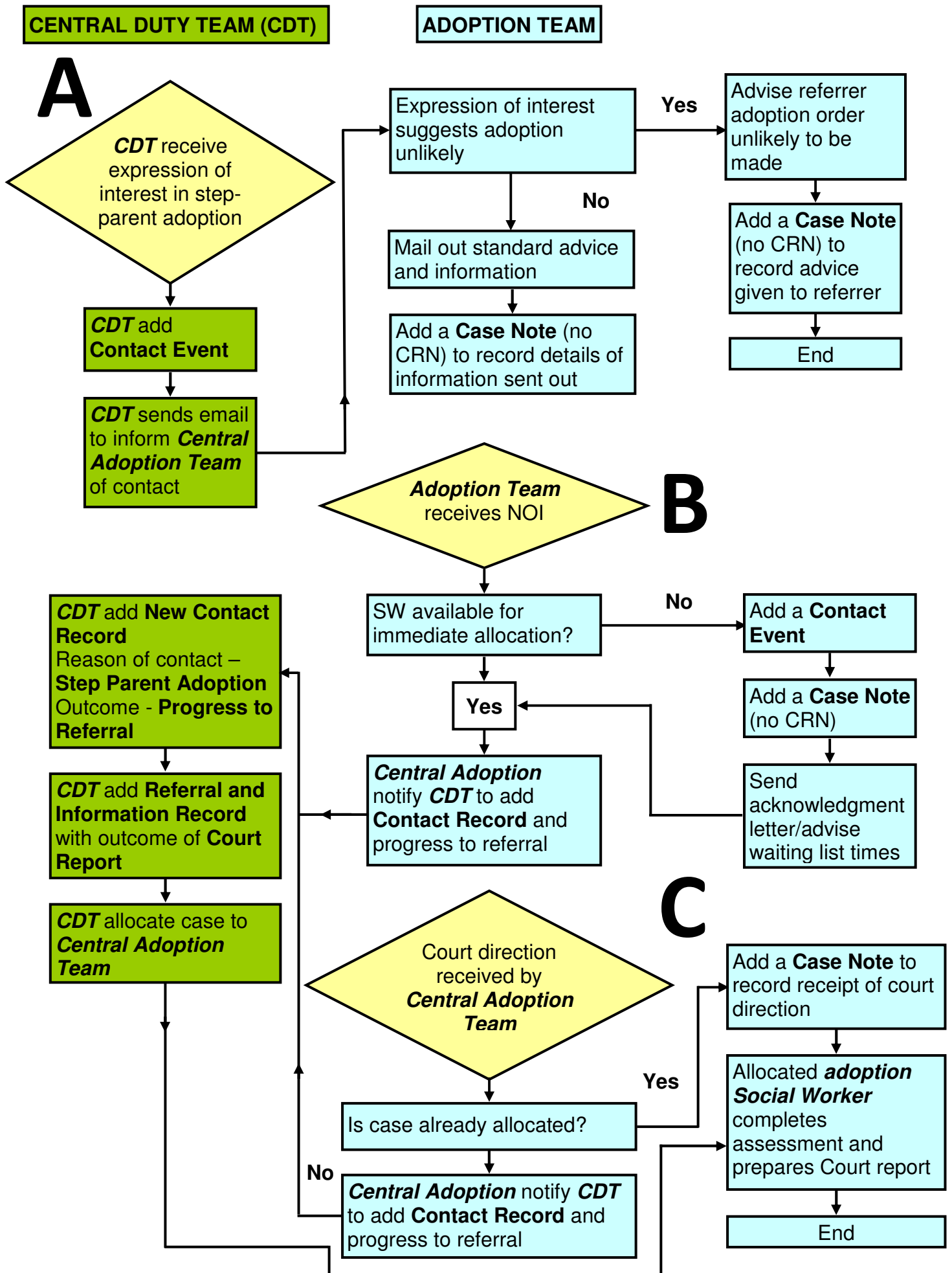


PROCESS CHART FOR STEP-PARENT ADOPTION NOI - Referral version



Guidance for completing ICS exemplars

STEP A: Central Duty Team

	Indicative Panel	Indicative Panel	Indicative Panel
Contact Event			
	Contact Event Description	Start Date	Agency
	Step parent adoption enquiry	Date of contact	CF Relative

Step B: Central Adoption Team – if SW not available for allocation

	Indicative Panel	Indicative Panel	Indicative Panel
Contact Event			
	Contact Event Description	Start Date	Agency
	NOI received, awaiting allocation	Date of contact	CF Team Adoption Central

Step C: Central Duty Team – if SW is available for allocation

	Indicative Panel	Indicative Panel	Indicative Panel	Indicative Panel
Contact Record	4	5	5	7
	Agency Name	Method of Contact	Reason for Contact	Supervisor Action
	CF Team Adoption Central	Email	Step Parent Adoption	Accepted as Referral

Exemplar	Indicative Panel	Indicative Panel	Indicative Panel
Referral and Information Record	10	10	31
	CHIN Code	Primary Stated Issue	Further Action
	N9 - No child in need	Other	Court report only