

1. Case Tracking Management Panel (Budget & Commissioning/Placements)

This panel is held every Friday morning.

This panel is to ensure senior management oversight of commissioned agency placements and new in house placements .

The panel consists of:

Head of Service, Permanence

Service Leader, Children in our Care

Service Leader, Assessment and Social Work

Service Leader, Assessment and Social Work

Residential Homes Manager

Commissioning Officer

Team Manager, Children in our Care

Team Manager, Leaving Care Team

Team Manager, Fostering (or another TM / DTM from Fostering Service)

Service Manager, Review & Quality

Looked After Children Nurse

Programme Manager, Fostering Partnership (MTFC)

The panel reviews every quarter :

- External placements – Fostering, Residential and Residential Schools
- On a weekly basis it reviews
- In-House Residential placements
- In-house fostering availability

The panel must consider:

- All new placement requests of any sort, not in retrospect unless there was an emergency placement made during the week before panel
 - All new CLA that week (Hayley Copeman will notify CTMP administrator by Thursday afternoon of any new CLA that week)
 - **Placement Requests (including Multi-dimensional Treatment Foster Care placements)**
 - **Requests for Commissioned Placements**
 - Requests for therapeutic services or other services to be funded from Commissioning Budget
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- Private Fostering cases for placement approval and **Requests for approval of PF placement**

1a. Placement Request (not a commissioned service)

A Case Decision Management Form (CDMF) (Appendix IV) is completed by the Social Worker and signed off by a Team Manager, Service Leader and Head of Social Work Service which authorises the placement of a child.

Signed CDMF



Submission of a CDMF for Service/Placement

The CDMF is submitted to the next available Case Tracking Management Panel held on alternate **Friday** mornings

The completed paperwork to be submitted to CTMP administrator (Karen Barrick's admin support) by:

THURSDAY MORNING (before the Friday panel) – electronically and hard copy

- The CDMF must include as much information as possible to enable the panel to make a decision if it has not been signed off before panel by Service Leader.
- The form must also clearly state the type of placement required.

Request for Multi-dimensional Treatment Foster Care placements

The CDMF is completed by the child's Social Worker and submitted to the next available Case Tracking Management Panel held every **Friday** morning.



The completed paperwork to be submitted to CTMP administrator by:

THURSDAY (before the Friday panel) - 12.00 - electronically and hard copy

- The CDMF must include as much information as possible to enable the panel to make a decision as the request isn't presented to the panel by the social worker/team manager

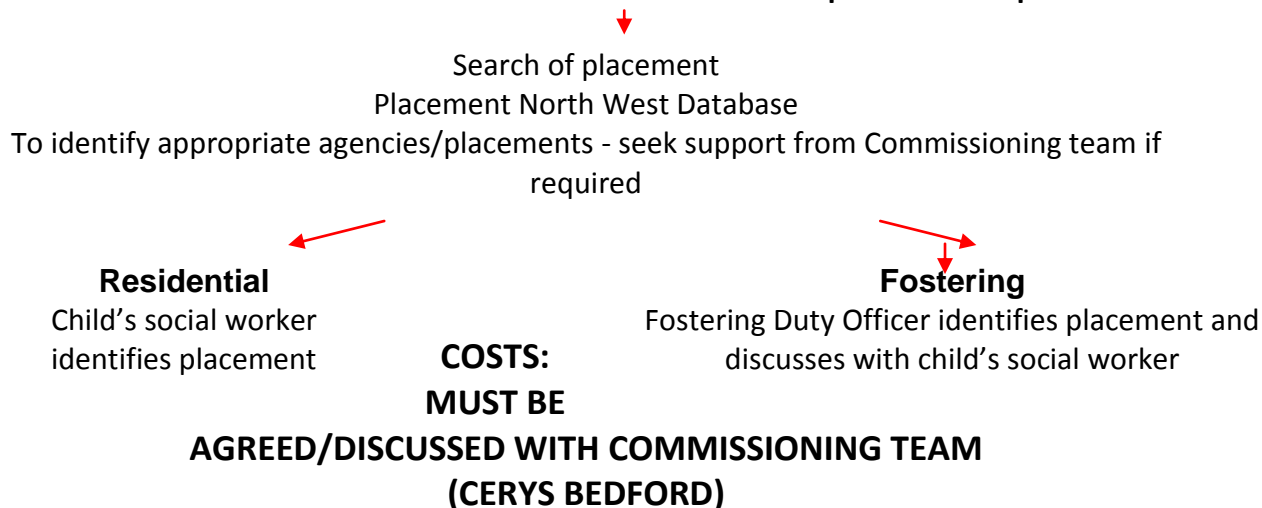
Emergency Placements

- A child/young person should only begin to be looked after on an unplanned basis if they are at immediate risk of significant harm. In such cases, the Emergency Placement procedure and the relevant Making a Placement procedure should be followed and brought to Case Tracking Management Panel retrospectively. Otherwise, application for a placement or a change of placement in the case of a child/young person already looked after must be made to the Case Tracking Management Panel.
- **Any emergency change of placement that involves an external placement to be immediately notified to Cerys Bedford who will inform CTMP administrator for listing on the next panel.**

1b. External Placement Request (Commissioned Service)

If an in-house placement is not available - a Case Decision Management Form (CDMF) is completed by the Fostering Team and signed off by the Team Manager, and Service Leader (Placement Services) which authorises the search for an agency placement. This task must be carried out in conjunction with the Commissioning Team (Cerys Bedford). The CDMF may not be signed off by the Service leader in advance of panel, in which case should still be listed on the agenda for discussion if needed.

The CDMF should be attached to the TPS1 if TPS1 has been completed at that point.



Submission of Form TPS1 to Request Approval of a Commissioned Placement (Appendix I)

Form TPS1, is completed by the child's Social Worker and submitted to the next available Case Tracking Management Panel, that is held every Friday morning.

The completed paperwork to be submitted to CTMP administrator by:

THURSDAY (before the Friday panel) – 12.00 noon

Include an electronic and a hard copy signed by the Social Worker, Team Manager and Service Leader

Decision of the panel:

This will be emailed to the Social Worker by CTMP administrator on the day of the panel. The Social Worker must refer to the original paperwork on its return from panel to be aware of any conditions/comments from the panel

Submission of Form TPS2 – Extension Request (Appendix II)

Form TPS2 is completed by the social worker to extend any funding if the placement is likely to exceed the agreed funding period. It is the duty of the Social Worker to ensure the TPS2 is completed and submitted to the Case Tracking Management Panel **in advance** of an agreed funding period coming to an end. *(Deadlines as for submission of a TPS1)*

Reminders will be issued to the social worker and team manager prior to the end of the authorised funding period by the panel administrator and a date will be allocated for the TPS2 to be submitted to panel

The completed paperwork to be submitted to CTMP administrator by:

THURSDAY (before panel) – 12.00 noon - electronically and hard copy
Any emergency change of placement to be immediately notified to Cerys Bedford

Please note: Social Workers **are not eligible to authorise expenditure** other than that agreed on the TPS paperwork. Any additional funding for such things as mileage etc. must **not** be agreed by the social worker. The contracts with the agency have specific clauses to deal with additional costs, so these must always be presented to the panel and agreed on a TPS2.

1c. Externally Provided Service (Commissioned Service)

Where an externally provided service, other than a placement is required, a Case Decision Management Form (CDMF) is completed by the Social Worker and signed off by the Team Manager and Service Leader .

Submission of Form TPS1 to Request Approval of a Commissioned Service (*Appendix I*)

Form TPS1, attached to the CDMF, is completed by the child's Social Worker and submitted to the next available Case Tracking Management Panel that is held every Friday morning.

The completed paperwork to be submitted to CTMP administrator by:

THURSDAY (before the Friday panel) – 12.00 noon

Include an electronic and a hard copy signed by the Social Worker, Team Manager and Head of Service



Decision of the panel:

This will be emailed to the Social Worker by CTMP administrator on the day of the panel.

The Social Worker **must refer** to the original paperwork on its return from panel in order to be aware of any conditions/comments from the panel.

1d. Private Fostering Placement Approval

All Private Fostering placements (where children under the age of 16 or 18, or in the case of disabled children are cared for and provided with accommodation in the carer's own home, by a carer who is not their parent or a close relative who does not have parental responsibility, for a period of 28 days or more) must be taken to CTMP for approval.

Assessment of Private Fostering Arrangements must be completed and presented to Case Tracking Management panel within 42 days of 'notification' of the proposed or actual private fostering arrangement.

Private Fostering Action and Assessment Record (PFAAR)



The paperwork to be submitted to CTMP administrator by:
THURSDAY (before the Friday panel) – 12.00 noon



Decision of the panel:

Following Panel approval, the CTMP administrator will compile a letter to the Private Foster Carer to be signed by the CTMP chair stating the decision to approve the placement (appendix III)

OR

If the placement is not approved, the Panel Chair will make recommendations to the Director (Children's Services) with whom overall responsibility for private fostering services and decision making in respect of private fostering arrangements lies. The letter (appendix III) will be sent to the private foster carer signed by the Director stating the decision.

Additional Information:

The Commissioning Officer and CTMP administrator will liaise on a regular basis to ensure all appropriate paperwork has been received, to ensure the commissioning budget is kept up to date and the CTMP administrator will chase up any forms required, with the expectation that they are submitted as requested.

CDMF's for placement requests may be listed on panel even though they have not been signed off by a Service Leader who may have asked that such case needs discussion in panel before agreement is made.

In the case of requests for external placement requests, the Service Leader for Placements needs to agree these and the CDMF may be listed for discussion in panel before any agreement is made.