WFeCAF

Training Booklet

v10
Introduction

Wakefield Family electronic Common Assessment Framework (WFeCAF)

The Common Assessment Framework (CAF) is an inter-agency model which aims to provide children/young people and their families with the most appropriate services to safeguard children and promote well-being.

The Model covers all children/young people from the provision of universal services to those who have additional, special needs and those in need of protection. It is a preventative model of good practice as outlined in 'Every Child Matters'.

The CAF model for Children and Young People is an assessment tool shared across agencies in England. The tool is intended to help practitioners develop a shared understanding of a child’s and family’s needs, so they can be met more effectively. This avoids children and families having to re-tell their story.

Guidance on how and when to complete a CAF, how to identify a lead professional and when to call a CAF Meeting can be found under "Help". Additional information can be found on the CAF Website.

CAF Website: www.wakefield.gov.uk/CAF

For the purpose of your training today, you will complete a number of activities on the training environment.
Activity 1 - Logging onto WFeCAF

From the Desktop, double click on the WFeCAF Training icon or type http://wakefield.intellicaf.org into the address bar at the top of the browser page. You will be presented with a screen similar to the one shown below.

Click once on the WFeCAF Training link which can be found towards the bottom of the page.

You will be prompted for a Username and Password which will be provided by your Trainer. Once your username and password has been entered, you will be presented with the following screen.
Once logged in the User will see the search screen and a range of tabs at the top of the screen.

The tabs include:

The Tabs users have access to may differ, dependant on their level of access.

**Activity 2 – Searching**

**The Search Screen**

Users must carry out a search for a Child before entering new records. This will ensure duplicate records are not created. The User can search on a combination of the following fields as shown below:

If you are unsure of the spelling of a first name or surname, the wildcard should be used. The wildcard in WFeCAF is the *. For example, if searching for the Surname Brooke, the User would enter Brook*. This will bring back results for Brook, Brooke & Brooke-Davis etc.

For the purpose of your training, please enter the following:-

**First name:** Scarlett
**Surname:** please enter your own Surname

Click the button as shown below.
Any results will show the Child's name, Post code, DOB, Lead Practitioner name and contact details. If the User already has access the View button can be selected.

If the User does not have access, this can be requested by selecting the button. Requesting access is covered later in this booklet.

Once a comprehensive search has been carried out by checking every page (if more than one) on the results section and the child has no active CAF listed, the User can enter details to create a new record or initiate a new CAF for a child whose previous CAF's have been closed.

This is done by the User clicking on the button.
Activity 3 – Generate a Start Form
Click **Generate Start form**

For the purpose of the activity, please enter the following information.

Child’s First Name:    Scarlett
Child’s Surname:       Please use your own surname
DOB:                   14-09-2000

**The Family Reference will be automatically generated by the system. This allows the system to create a link between all members of the family**

Contact Details – Address

Please enter the following address details.

House or Flat Number:  247
Street:                
Area:                  
Town/City:             Wakefield
Post Code:             WF2 9BZ
Address Type:          Permanent
Phone:                 
Mobile:                

Click Select an Address – this gives you the addresses that match your criteria click import address
Address Status: Permanent
Phone: 01924 321321

Personal Details
Gender: Female
Ethnicity: White British
Disability: None
Religion: Church of England
First Language: English

Level of Threshold
Level of Concern Threshold: 3
Source: CAF Assessment
Agency completing the WFeCAF: Outwood Grange Academy
Lead Professional Details

Is the Lead Professional the Author? Yes
Has a Lead Professional been assigned Yes
Lead Professional: John Munro

Click .
The Start From has now been completed and you will now be viewing the ‘MY Page’ tab at the top of the screen.

**On the Live system your ‘My Page’ will contain the children and young people you are Lead Professional for and those where you have been added as a member of the team around the child or have requested access to**

Select the child’s record that you have just created by clicking on the child’s name.

When you are ready to complete further information on the family you need to activate the CAF
You will notice that additional tabs have become active once you have pressed activate CAF to allow the User to input information. (See next page)
Activity 4 - Add / Create Family Relationships

It is necessary to add significant relationships to the Child’s record via the Add / Edit Family Relationships screen. The details that you will be adding are shown below.

Each family member lives at the same address with the exception of the Father, Matthew.

For the purpose of your activity, please enter the following Relationships.

Select the ‘Family Relationships’ tab as shown below and then click . You will notice that some details will automatically be populated from the Child’s record such as ‘Surname,’ ‘Address’ and ‘telephone number.’ This can be amended if required by deleting the information and typing in new information.
To continue with your Activity, please enter the following relationship of Scarlett’s Sister, Ruby.

**First Name:** Ruby  
**DOB:** 15-03-1998  
**First Language:** English  
**Relationship to Child:** Sister  
**Parental Responsibility:** No

To save the relationship details, click the **Submit** button.

This will then return you to the previous screen.

***It is important to ensure that you complete the ‘Relationship to child’ drop down and the ‘Parental Responsibility’ choice as these auto fill sections of the form at a later point***

To continue with your Activity, please select the **Add new relationship** button and enter the following relationship of Scarlett’s Mother, Rachel.

**First Name:** Rachel  
**DOB:** 13-06-1973  
**Mobile:** 07898 556677  
**First Language:** English  
**Relationship to Child:** Mother  
**Parental Responsibility:** Yes
To save the relationship details, click the button. This will then return you to the previous screen.

To continue with your Activity, please select and enter the following relationship of Scarlett’s Brother, Daniel.

**First Name:** Daniel  
**DOB:** 01-08-2003  
**First Language:** English  
**Relationship to Child:** Brother  
**Parental Responsibility:** N

To save the relationship details, click the button. This will then return you to the previous screen.
To continue with your Activity, please select **Add new relationship** and enter the following relationship of Scarlett’s Father, Matthew.

**First Name:** Matthew  
**Surname:** Please use your own Surname  
**Family Ref:** these details will automatically be populated  
**House or Flat Number:** 13  
**Street Address:** Flanshaw Grove  
**Area:** Flanshaw  
**Town / City:** Wakefield  
**Post Code:** WF2 9LH  
**Phone:** Change to 01924 889977  
**Mobile:** 07854 774411  
**DOB:** 06-03-1973  
**First Language:** English  
**Relationship to Child:** Father  
**Parental Responsibility:** Yes

To save the relationship details, click the **Submit** button. This will then return you to the previous screen which will look similar to the one shown below.
<table>
<thead>
<tr>
<th>Name</th>
<th>Ruby Fudge</th>
<th>Phone</th>
<th>01924 321321</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family</td>
<td>INT-RN8FNG</td>
<td>Mobile</td>
<td></td>
</tr>
<tr>
<td>House or Flat</td>
<td>247</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Street Address</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area</td>
<td>Lupset</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Town City</td>
<td>Wakefield</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Post Code</td>
<td>WF2 9BZ</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Rachel Fudge</td>
<td>Phone</td>
<td>01924 654887</td>
</tr>
<tr>
<td>Family</td>
<td>INT-RN8FNG</td>
<td>Mobile</td>
<td></td>
</tr>
<tr>
<td>House or Flat</td>
<td>247</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Street Address</td>
<td>Dedbury Road</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area</td>
<td>Lupset</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Town City</td>
<td>Wakefield</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Post Code</td>
<td>WF2 9BZ</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Daniel Fudge</td>
<td>Phone</td>
<td>01924 321321</td>
</tr>
<tr>
<td>Family</td>
<td>INT-RN8FNG</td>
<td>Mobile</td>
<td></td>
</tr>
<tr>
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<td>247</td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Post Code</td>
<td>WF2 9BZ</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Matthew Fudge</td>
<td>Phone</td>
<td>01924 654887</td>
</tr>
<tr>
<td>Family</td>
<td>INT-RN8FNG</td>
<td>Mobile</td>
<td></td>
</tr>
<tr>
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<tr>
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<td>WF2 9BZ</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click **Save**
Activity 5 – Initiation

Within the Initiation Tab, there is access to 3 additional tabs; Consent, Services & Contributors. For this activity, you will be recording Consent details from the Parents, General Practitioner details, School details and which Professionals have involvement.

For the purpose of your Activity, please select the ‘Initiation’ tab and then the ‘Consent’ tab.

Select the Edit button under the ‘Consent’ Tab and enter the following:

**Has Risk & Resilience been completed:**
Place a tick in this box

**Risk & Resilience is a tool that practitioners can use to support young people in conjunction with the CAF process. The R&R process can be used as a means of identifying if a CAF would be appropriate or alternatively it can be used as part of the support package. Practitioners can register with R&R for more information regarding the Framework at**

www.riskandresilience.org.uk

**Has consent been obtained to complete the form?**
Place a tick in this box

**Please be aware this is a voluntary process so consent must always be obtained**

**Date consent given:**
Use today’s date

**Parents Present:**
This will pull through details of the Parent(s) who have Parental Responsibility

**Assessment Date:**
Please enter tomorrow’s date
Level Threshold: 3

What has led to this Baby, Child or Young Person being assessed? Please enter ‘Scarlett’s school attendance is extremely low and parents are asking for support’

Click Save

To continue with the activity, please select the ‘Services’ Tab.

You will notice that there are drop down options for both GP and School Details.

Select the Edit button under the ‘Services’ Tab and select the following.

Now select the following GP Practice and School from the drop down lists.

GP: Outwood Park Medical Centre
School: Outwood Grange Academy

Click Save

You will notice that once details have been saved, contact details are available as shown below.

The Additional Service drop down will allow the user to record other additional services that may be accessed by the child, such as CAHMS, Think Families etc.
To continue with your activity, please select the ‘Contributors’ Tab as shown below.

Select the button and enter the following:

**Team around the Child:** Select any name from the drop down list

Click the button.

Go back to the drop down list and continue to add the members of the team around the child

Click

*When the User creates the Team Around the Child, each professional selected is automatically granted access to the Childs record**

*If you find a member of the team around the child is not on the drop down list please contact the CAF team with their information so they can be added**

**Activity 6 – Assessment**

The CAF Assessment can be entered directly onto the WFeCAF system. Once the User selects the Assessment Tab, they are presented with the different sections of the CAF Assessment. You will notice that the Edit, Save, Cancel & Print options appear at both the top and bottom of the assessment sections.
For the purpose of your training, you are going to enter basic details into some areas of the Assessment form. Select the ‘Assessment’ Tab, and then select the ‘Development of Child’ tab. Select . Please enter the following information into the relevant sections.

**Q1. General Health**

Rating: 3

In recent months, Scarlett has complained of feeling unwell in school and has had a number of days off with illness. The School Nurse states that there is nothing on record to indicate any on-going health issues.

**Q2. Physical Development**

Rating: 3

Scarlett’s physical development is appropriate for her age.

**Q3. Speech, language and communications.**

Rating: 3

Scarlett has good communication skills

Select .

For the next part of your activity, select the ‘Parents & Carers’ Tab. Select .
Please enter the following information into the relevant sections.

Q13. Basic Care, ensuring safety and protection

Rating: 3

Scarlett presents as clean, appropriately dressed, well organised and tidy at school.

Q15. Guidance, boundaries and stimulation

Rating: 3

Sometimes Scarlett is really good and does lots to help around the house and help with her sister Ruby and brother Daniel. Other times, Scarlett can be aggressive and shouts. As a result she gets told off by Rachel.

Select **Save**.

For the next part of your activity, select the ‘**Conclusions**’ Tab. Select **Edit**.

Please enter the following information into the relevant sections.

**Strengths**

‘Parents recognise they require support to improve Scarlett’s attendance. There is evidence of good bonding and attachment between parents and children.’

** Please ensure the strengths section of the assessment is completed as a good plan will build on strengths within a family**
Needs

‘Improve School Attendance and performance. Scarlett to receive consistent parenting from Rachel and Matthew.’

To continue with this activity, scroll down the page and enter the following information.

Outcome of Assessment

Please select ‘CAF Meeting & Plan’ from the Drop Down List

To continue with this activity, scroll down to the bottom of the page and enter the following information.

Parent(s) / Carer(s) Consent: Yes

**Please note consent must always be obtained from somebody with Parental Responsibility**

Please tick if we can make contact about the planned service: Yes
** Please note on the live site to obtain a printed version for parents to sign and to keep you would click on the ‘Create PDF’ tab and open the document and select Print**

Activity 7 – Meeting / CAF Plan (Adding Actions)

WFeCAF will allow the User to record Meetings, including minutes of that meeting and any Actions that have been agreed to the Child’s Record.

Ensure you have selected the ‘Meeting/CAF Plan’ tab, as shown below.

Adding a meeting

Please select - if this tab does not show please click on ‘edit’ or ‘save’

You will be presented with the following screen. Please enter the following information.

Date of Meeting: 12th May 2014
Start Time: 10:15 AM
Type: Initial
Venue: Outwood Grange School
Meeting Chair: Tom Manager
Invitees: Ruth Brooke & Karron Zelei
Lead Professional: Ruth Brooke

The details of the Young Person or Child and Person with Parental Responsibility details and family members will be automatically pulled through from the relationships you established earlier.
**Invitees, Attendees and Apologies can be typed directly into the relevant boxes so that extended family and those not on the drop downs can be included**

Once the meeting has taken place, the User will be able to update the meeting details by either typing minutes into the free text field or attaching an external document by clicking ‘Browse’.

**It is extremely important that the family voice is reflected in the CAF documents and we ask that after each meeting the family are asked the four Service User Feedback Questions and their answers are included in the document**

Once the Review, Minutes, Feedback and Next meeting section are completed please click

The following screen will be presented. Select **New Action** to begin to build the plan

**To re-open the minutes or to view/edit them at any time click on the meeting date (anything in blue is a hyperlink to another page)**
You will be presented with the following screen. For the purpose of your activity, please enter the following information.

**Due Date:** 19-05-2014  
**Outcome Required:** Understand what Scarlett’s health needs are.  
**Lead Practitioner:** Ruth Brooke  
**Assigned to:** School Nurse (name can be picked from the drop down list or typed in if action is for a parent/carer/young person)  
**Created:** 03/03/2014  
**Measure of success:** Completed Health Assessment  
**Action to be taken:** School nurse will arrange to meet Scarlett in school to do a health assessment  
**Action Taken:** Carried out a Health Assessment.  
**Status:** New

To save the action, click the **Submit** button.

**In line with SMART planning, each action should only be assigned to one person and actual names rather than titles should be used; this makes measuring outcomes more effective**

You will return to the previous screen which will look similar to the one shown below with the meeting and action details. Additional actions can be added by clicking on ‘new action’ tab and completing as above and you can print the actions by clicking on ‘Create Action Plan PDF’
**Actions can be opened, reviewed and updated by clicking on the name in blue under the ‘Assigned To’ heading**
Activity 8 – Closure

This area of WFeCAF allows the User to Close the CAF episode.

For the purpose of your training, please carry out the following.

Select the ‘Closure’ tab and you will be presented with the following screen.

Click . Now enter the following information.

Result of CAF: Needs met
Comments about Closure: Needs have been met and parents have engaged well in the whole process.
Closure Date: Please use today’s date

Click. then it asks if you are sure that you want to close click ok

**Please note that if you only click ‘Save’ or ‘Save and Close’ the CAF will continue to show as active on the top bar and any other worker searching for the child/family will see an open CAF rather than a closed one**
Activity 9 – Notes

The Notes tab allows the User to record any contacts that have taken place in relation to the Child.

For the purpose of your activity, please carry out the following.

Select the ‘Notes’ Tab as shown below.

Click [Add New Note] and you will be presented with the following screen.

For the purpose of your training, please enter the following.
Telephone call made to Scarlett’s mum, Rachel. Rachel has stated that things have improved both at home and at school.

Select to save your Note.

** In the live site the notes tab is also the place you will find attachments such as scanned in paper copies of CAF documents**

**Activity 10 – Requesting Access to a Record / Additional Access**

If the User does not have access, this can be requested by selecting the button.

To do this please select the ‘Home’ tab as shown below.

Enter the following details.

**First Name:** Scarlett
A number of records for Scarlett will be shown on your screen as shown above.

Select the [Request Access] button next to any of the records shown.

The User will be presented with a screen which allows them to state the reason for requiring access to the record.

Please enter the following:

**Please can I have access to this record as I have professional involvement with the Child?**

Click the [Submit] button.

These requests will then be sent to the CAF Team message box and will be dealt with by CAF admin.

Users can then grant access by clicking on each individual request and selecting ‘Yes’ or ‘No’ from the drop down list as shown below. A response note can also be added.
When a User has access to a CAF they may be able to view which other professionals also have access to that Record. This will be dependent on Users access rights.

Once linked to a Child’s record, the User would select the ‘Additional Access’ tab as shown below.

This area of WFeCAF allows the User to see which other professionals have access to the Child’s record.
Appendixes:

Printing

At any point during the CAF process the User can choose to print a copy of the CAF, by selecting Create CAF PDF.

The User will then be prompted with a screen similar to the one shown below. Select Open.

This will extract the information that has been recorded in the system into a pdf document to preview on screen. The User can then choose to print the document.

Wakefield Childrens Services Family CAF
April Flowers

<table>
<thead>
<tr>
<th>BABY, CHILD OR YOUNG PERSON BEING ASSESSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Family Reference</td>
</tr>
<tr>
<td>Date of Birth or Expected Date</td>
</tr>
<tr>
<td>CAF Reference Number</td>
</tr>
<tr>
<td>CAF Version</td>
</tr>
<tr>
<td>Level of Concern Threshold</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADDRESS AND CONTACT DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Town</td>
</tr>
<tr>
<td>Post Code</td>
</tr>
<tr>
<td>Address Type</td>
</tr>
<tr>
<td>Phone Number</td>
</tr>
<tr>
<td>Mobile Number</td>
</tr>
</tbody>
</table>
Logging onto WFeCAF LIVE (2 Factor Authentication)

When the WFeCAF link http://wakefield.intellicag.org has been entered into the URL bar at the top of the browser screen, the user will be prompted for their username and password as shown below.

Screen 1.

STEP 1: To log on to the system type in your Full Name (first name and family name) and your password.

You will then be taken to the following screen.

Click on the Authenticate tab in the bottom left hand corner of the screen.
This is the next screen you will see.

Click on the “Get Authentication Code” (red) button.

You will then receive a text message to your mobile with a One Time Code (OTC) (you will be asked to provide a mobile number when you apply for accreditation.)

STEP 2: Enter the OTC (one Time Code) in the box labelled “Enter Code” and click on the “Validate” (green) button.

Accreditation: To be accredited on to Wakefield Family eCAF system, you MUST first complete the WFeCAF training process. WFeCAF training is a three hour course. To get details of the training dates and venues please contact the CAF Team on 01924 304194.

When you have completed the training you will be emailed a WFeCAF accreditation application form; this needs to be completed and returned to the CAF team. You will not be able to access the live system until you have been accredited. (This may take up to three days). You will be informed by email when your accreditation has been activated.

Logging out of WFeCAF

To log out of the Wakefield Family eCAF system, ensuring all work has been saved, click on the ‘Logout’ link at the top right hand side of the screen as shown below.
The user will then return to the front page and can close the window by clicking on the cross at the top right hand side of the screen to close Internet Explorer.
Log on to system – click login top right corner

Please identify yourself
Enter your **username** and **password** exactly as given to you by the CAF team. Click sign in.
Click Authenticate.

If you get an Error message contact the WFeCAF Admin

Click **Get Authorisation code**
You will then receive a **One Time Code (OTC)** as a text message to your mobile.
**Make sure your phone is switched on**
Enter the OTC (One Time Code) and **click validate**.

If you do not receive a code contact the WFeCAF Admin

SEARCH using first 3 letters of their surname and * (ie. zel*).
This will also show siblings with the same surname. The search can then be narrowed down by putting the first letter of the child’s name into the first name field. You can also search on just first name.

All CAF’s for the child will show on the search page – check the status – Start; Active; Closed. Some children will have more than 1 episode. If there is an active CAF or Start form, please contact the Lead Professional.

If there is **NO Lead Professional** contact the WFeCAF Admin

No CAF

Add all of the family relationships; consent details; services involved and contributors to the assessment.

Complete all section of the CAF. Click **Save** after completing each box. Once completed tick the **assessment completed** box. The CAF can be cloned to siblings (a few amendments will be required). See Cloning Process Map.

Print a PDF of the CAF and share the assessment with the family

Arrange a CAF meeting inviting all of the key people involved with the family.

**Click Generate Start Form.**
Complete all of the details.
The Source and Agency Completing WFeCAF fields **never** change.
If it is a ‘Step down’ the agency field will show where the agency that the identified Lead Professional is from.

Click **Submit**
This record will now appear on your MY Page

Gather information for the Family CAF Assessment from everyone involved. If it is a ‘step down’ then a CAF assessment is not required all you need to do is arrange a meeting. If you are unsure then contact a CAF Coordinator.

**Click Activate CAF** Amend the date if required. If it is a ‘step down’ the date will be the date of the first meeting. **Before** adding the meeting you will need to add the family relationships.
To log onto the system input your username password, authentication code and click validate.

Search on the WFeCAF system

No CAF or Closed CAF found

Follow the WFeCAF process in Process Map1

Active CAF in place - if there is an active CAF but you are not the lead professional click request access to view the record. WFeCAF admin check the access request box regularly – if you require immediate access please telephone WFeCAF admin. The Lead professional can also grant access to records.

If the CAF is an attachment in the notes section or is a ‘step down’ from social care (DCAF) you will need to add the family relationships (including giving PR to parents) prior to adding a CAF meeting and plan into the system.

If it appears the record should be closed ie. there are no recent CAF meeting minutes in notes, or in the Meeting and CAF Plan section. Please contact the named Lead professional to ask if the CAF is active, if it is not then request they close the CAF. If there is a problem contact WFeCAF Admin.

To input a meeting click the Meeting/CAF Plan tab and click Add a Meeting. Select the attendees, apologies etc. using the icon. When you have completed all of the sections including adding the meeting minutes click Create Meeting PDF to print a copy for parents.

To create a CAF plan click the New Action button. Each action is created separately following the same format as the SMART CAF plan; each action should be allocated to one person. Use the icon to select the professional responsible for ensuring the action is complete and amend the status of the action if necessary. Once all actions have been created complete a PDF of the plan can be printed for parents using Action Plan PDF - all.

Complete a new start form and follow the CAF process using Process Map1

When there are a number of completed actions on the CAF plan you can select Action Plan PDF – active. This will not print any actions with a status of completed.
Complete all sections of the Start form. Complete the family relationships; consent details; services involved; contributors and the reason for the assessment. Complete all section of the CAF assessment. Click Save after completing each box.

Once you have completed the assessment tick the Assessment Completed box and click save.

This adds another button Clone CAF.

Click the Clone CAF button. This generates a new record with the same details as the original. You know it is a Clone as the first name section says Required.

Amend the details of the start form – add child’s first name and their DOB. Click save.

Click the Family Relationships Tab click edit at the top. Then click the edit button next to the name of the person and amend the relationships ensuring the parents are given parental responsibility. If the relationship does not need amending you must still click edit and click save as this brings the parents information through to the Initiation section (consent) and Meeting/CAF Plan section and allows a meeting to be created. In the consent section highlight the parents present at the assessment’s names and click save.

You now have a cloned record, which includes the attachments in Notes. You can complete the same process for each child. sibling.

Adding a meeting to more than one child in the family. Create the meeting and plan in one of the children. Open the Meeting/CAF Plan section of the sibling, click add a meeting. Add the date and Type of meeting then in the Meeting Minutes section record the meeting minutes and plan can be found in ‘name of sibling’ record. Repeat this process for all siblings.
Wakefield Family eCAF Process MAP 4
Professionals Creating a Meeting & Plan
http://wakefield.intellicaf.org

Open the Childs record; ensure the details on the start form are all completed and correct - save any amendments made. Click on the family relationships tab and Click Add new relationship. Add each of the parents and the siblings ensuring that parents are given PR; Click Submit.

Once you have added the relationships Click the Meeting/CAF Plan tab. (If the Edit button cannot be seen click Save) Click the Add a Meeting button.

Enter the date of the meeting in (this is very important as this is how you open the record once saved). Complete all of the boxes using the icon to select the meeting chair; invitees, attendees and apologies. Tick Yes to indicate that the parents/youth person attended - if they do not attend, complete the reason for non-attendance. CAF Meetings do not usually take place without a parent attending.

Minute the meeting and agree a plan - remember to agree the date/time of the next meeting and ask the Feedback (Family Voice) Questions at the end of the meeting. The meeting minutes can be typed into word and then copy and pasted into the Meeting Minutes section. Any attachments ie. reports from professionals not attending the meeting can be added using the Browse facility.

You can click SUBMIT at any point and return to the record. To amend a meeting that you have started click on the date of the meeting and Edit, Save any changes you make. Once complete you can print a copy Click Create Meeting PDF. Now create the plan.

Adding a meeting to more than one child in the family.
Create the meeting and plan in one of the children. Ensure parents have been added and given PR. Open the Meeting/CAF Plan section of the sibling, click add a meeting. Add the date and Type of meeting then in the Meeting Minutes section record ‘the meeting minutes and plan can be found in ‘name of sibling’ record’. Repeat this process for all siblings.

If it is a WFeCAF then an assessment will be completed in the electronic system. If this is a ‘step down’ then only start form will be completed.

To add the plan
Each outcome is created individually. In the Meeting/CAF Plan section Click Edit and Click New Action. This opens a form to input the information – complete each box.

Due Date - When will the action be completed?
Outcome Required - What do we want to achieve? An outcome may need more than one action by more than one person so may need to be repeated.
Assigned to - this defaults to the LP – use the icon to select which professional allocated the action – if the person is not on the drop down contact WFeCAF admin for them to be added.
Measure of success - How do we know when we have achieved what we want to?
Action to be taken - What will be done? By who? Each action needs to be inputted separately and allocated to one person. Parents names can be typed in where appropriate.
Status - New/In Progress/Complete. Change the status as the actions are completed.
Click Save - then repeat the process for each of the outcomes required.
When actions are complete the status can be changed to reflect this.
To print the action plan Click Action Plan PDF – all
If the action plan has a number of completed actions that you no longer require at the meeting you can print the actions which do not have a status of completed by selecting Action Plan - active
If you make an error ie. enter a duplicate action please contact WFeCAF admin to delete this.
Find the CAF you want to Close on your MY Page

Click Edit

Check all of the details on the start form are filled in correctly including postcode, source and Agency Completing CAF. Click Save.

Click the Closure Tab - Click Edit

Complete the following fields;
- Result of CAF - select from the drop down menu.
- Add any comments about the closure.
- Add the closure date.

Complete the closure assessment.

Click the Close CAF button – A message will pop up ‘Are you sure you want to close this CAF? Click OK

The record will now have a status of Closed.

If you click close CAF before completing any of the fields then you will not be able to amend the record further ie. add a case note or a date/comment.

If this happens please contact WFeCAF Admin.
Contact Details (CAF & WFeCAF)

CAF Team
Unit 21 Greens industrial Estate
Caldervale Road
WF1 5PH

Telephone: 01924 304914

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