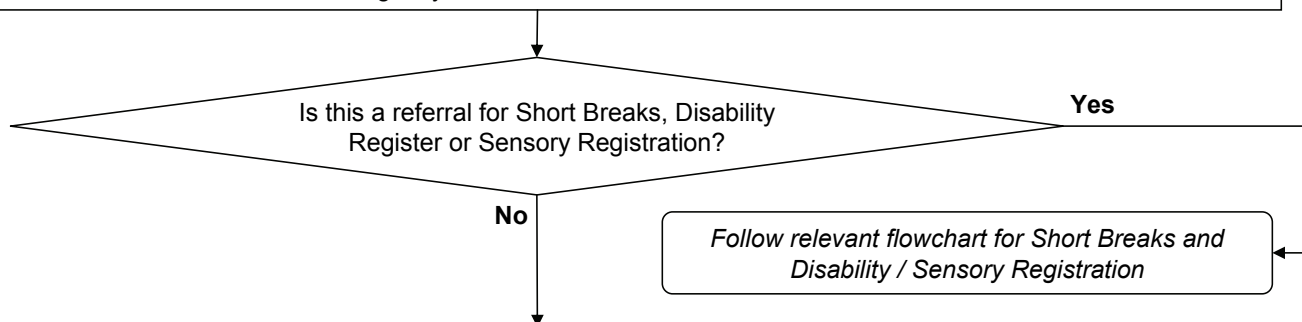


CDT Referral Process

Referral Process

Children's Disability Team (CDT) receives an enquiry from a member of the public or any professional. This could be a telephone call from a non professional, where the **CDT Clerical Officer** will fill in an enquiry sheet. If it's a professional making the enquiry then the professional would need to fill in a "Multi-Agency Referral Form".



The **CDT Clerical Officer** will then:

- check if the child is known on Liquid Logic (and create the child if they are unknown).
- add a new contact for the child on Liquid Logic and fill in all the fields up to and including "Contact Reason".
- save changes, close the record, then re-assign the task to the "Children's Disability Duty Team" tray.
- record the enquiry in the Green Enquires Day Book but leave the last column (Mgt Oversight/Outcome) blank until feedback is given later in the process.
- give the enquiry sheet or "multi-agency referral form" to the **CDT Duty Worker** and inform them that the enquiry is in the "Children's Disability Duty Team" tray.

(This process needs to be done within 1 working day.)

The **CDT Duty Worker** will check the "Children's Disability Duty Team" tray on Liquid Logic and "pick-up" the relevant enquiry. Checks must be carried out in order to find out if any siblings are open to Social Care and whether the child/siblings has a CAF in place. The outcome of all enquires must be "sent for authorisation" to the **CDT Team Manager** to ensure the right outcome has been decided.

(The CDT Duty Worker must inform the person who made the enquiry of the outcome. This is to be done by completing Form 1A of the Multi-Agency Referral Form. Or if the enquiry is on an enquiry sheet then the standard feedback letter must be sent to the referrer).

If the enquiry is a "**Contact**" the **CDT Team Manager** will:

- authorise the outcome on Liquid Logic.
- print the Contact off and give to the **CDT Clerical Officer**, who will record the outcome in the green book and then file in the "CDT Contacts" folder.

Follow Contacts NOT progressing to referral flowchart.

If the enquiry is a "**Referral**" the **CDT Team Manager** will:

- allocate the Initial Assessment to a **CDT Social Worker** (to be completed within 7 working days).
- print the Referral off and give to the **CDT Clerical Officer**, who will record the outcome in the green book. Then, add the child, record Initial Assessment dates and new Social Worker on the Life Chances Financial Database. Finally, make an Orange Social Care folder for the child and give to the Child's new Social Worker.

NOTE: All enquiries which have come through via the Social Worker/Team Manager must be passed to the **CDT Clerical Officer** before any action is taken on them. This is so we can record them in the Green Enquiry Day Book and also put the contact on Liquid Logic.

