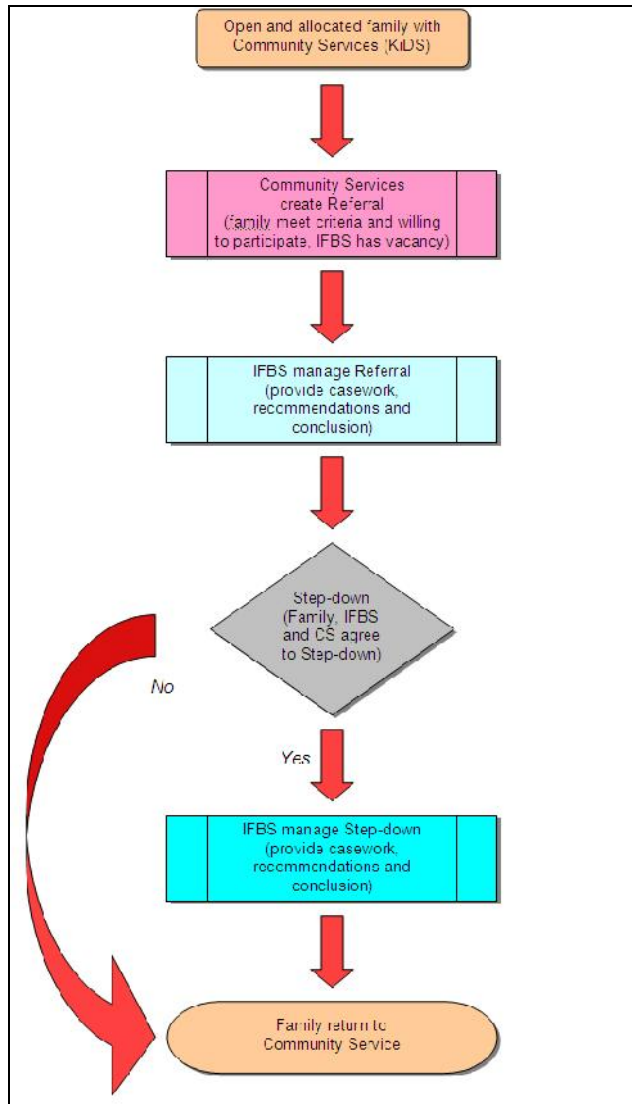


Conclude IFBS Referral - IFBS Caseworker

Use this card as a quick guide to conclude a Referral in IFBS Connect.

Update IFBS connect with the conclusion and recommendations agreed upon at the conclusion meeting with the family and Community Services.			20. Enter details of any informal support provided to the family during the intervention and outline recommendations.
Open Referral	Open the Referral to conclude.	Update	21. Click Update .
	1. Click the ID number of the relevant Referral in the ID field.	Edit	22. Click Edit against the 1 st formal support service listed.
IFBS Conclusion	2. Click IFBS Conclusion view tab	▼	23. Select the relevant option in the Post Support Recommended? field.
Assess CSC Goals	Assess the family's progress towards the CSC goals.		24. In the Comment field enter the family's participation, assess the value of the service and enter comments to justify your assessment of post intervention support.
CSC Goals	3. Click CSC Goals view tab.	Update	25. Click Update and repeat 22 – 25 for each formal support.
Edit	4. Click Edit against the 1 st goal.	Assess C/YP Harm	Assess the C/YP protection concerns that lead to the referral.
	5. Click the drop down arrow in the Achieved? field and select the relevant option.	C/YP ROSH	26. Click C/YP ROSH view tab.
	6. Click in the Comment field and enter comments to support you assessment of whether the goal was achieved or not.	Edit	27. Click Edit in the Summary of Significant Risk section.
Update	7. Click Update and repeat steps 4 - 7 for each goal.		28. Enter an over all summary of the assessment of the significant risk of harm identified in the initial Referral.
Assess Family Goals	Assess the family's progress towards the Family goals.	Update	29. Click Update .
Family Goals	8. Click Family Goals view tab.	Edit	30. Click Edit against the 1 st C/YP listed.
Edit	9. Click Edit against the 1 st goal.	▼	31. In the Safety/risk concerns field, select if ROSH was identified in the Initial Referral for this C/YP.
	10. Select the relevant option in the Achieved? field.	Update	32. Click Update and repeat steps 28-30 for each C/YP.
	11. Enter comments in the Comment field to support you assessment of whether the goal was achieved or not.	Enter Recommendations	The final part of the IFBS Conclusion Report is to make recommendations for post-intervention support or Step-down.
Update	12. Click Update and repeat steps 9 - 11 for each goal.	Recommendation	33. Click Recommendation view tab.
Assess Family Issues	You are required to assess each family member listed in the Referral based on participation, strengths and concerns.	Edit	34. Click the Edit button.
Family Issues	13. Click Family Issues view tab.		35. If required, click Recommended for Step-down .
Caregivers	14. Click Caregivers tab.		36. Enter a closing summary of the intervention.
Edit	15. Click Edit against the 1 st family member.	Update	37. Click Update .
	16. Assess their participation, strengths and concerns and add comments to support your assessment.	Add a recommendation	38. Click Add a Recommendation and enter the first post support or Step-down recommendation (goal).
Update	17. Click Update and repeat 14 - 16 for each family member.	Add	39. Click Add and repeat 35-36 for each recommendation.
Assess Support Services	Asses the support services (formal and informal), supplied to the family during the intervention, and make support service recommendations post IFBS intervention.	Submit for Approval	Once the IFBS Conclusion is complete, the next step is to submit the Referral to your manager for approval.
Support	18. Click Support view tab.		40. Click Next Status and select CR Submitted .
Edit	19. Click Edit in the Informal Support section.	Confirm	41. Click Confirm .

End to End Referral Process



IFBS Referral Process

