

Conclude Step-down Referral - IFBS SD 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.		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.
Open Referral	Open the Referral to conclude.	Support	18. Click Support view tab.
	1. Click the ID number of the relevant Referral in the ID field.	Edit	19. Click Edit against 1 st Step-down new service.
Step-down Conclusion	2. Click IFBS Conclusion view tab		20. Select if support is to be recommended post Step-down.
Assess C/YP Harm	Assess the C/YP protection concerns that lead to the referral.		21. In the Comment field enter family's participation, assess the value of the service and enter comments to justify your assessment of post intervention support.
C/YP Identified Harm	25. Click C/YP ROSH view tab.	Update	22. Click Update and repeat step 19 – 22 for each support service listed.
Edit	26. Click Edit in the Summary of Significant Risk section.	Enter Recommendations	The final part of the Step-down Conclusion Report is to make recommendations for post Step-down intervention.
	27. Enter an over all summary of the assessment of the significant risk of harm identified in the initial Referral.	Recommendation	23. Click Recommendation view tab.
Update	28. Click Update .	Edit	24. Click the Edit button.
Edit	29. Click Edit against the 1 st C/YP listed.		35. Enter a closing summary of the intervention, commenting on the family's current situation, progress and outstanding issues or concerns.
▼	30. In the Safety/risk concerns field, select if ROSH was identified in the Initial Referral for this C/YP.	Update	36. Click Update .
Update	31. Click Update and repeat steps 28-30 for each C/YP.	Add a recommendation	37. Click Add a Recommendation and enter the first post Step-down support recommendation.
Assess Goals	Assess the family's progress towards the goals (IFBS Recommendations).	Add	38. Click Add and repeat 37-38 for each recommendation.
Goals	8. Click Goals view tab.	Submit for Approval	Once the Step-down Conclusion is complete, the next step is to submit the Referral to your manager for approval.
Edit	9. Click Edit against the 1 st goal.		39. Click Next Status and select <i>SD Submitted</i> .
	10. Select the relevant option in the Achieved? field.	Confirm	40. Click Confirm .
	11. Enter comments in the Comment field to support you assessment of whether the goal was achieved or not.		
Update	12. Click Update and repeat steps 9 - 12 for each goal.		
Assess Family Participation	You are required to report on each family member's participation in the Step-down intervention.		
Participation	13. Click Participation view tab.		
Caregivers	14. Click Caregivers tab.		
Edit	15. Click Edit against the 1 st family member.		
	16. Assess their participation add comments to support your assessment.		
Update	17. Click Update and repeat 14 - 17 for each family member.		

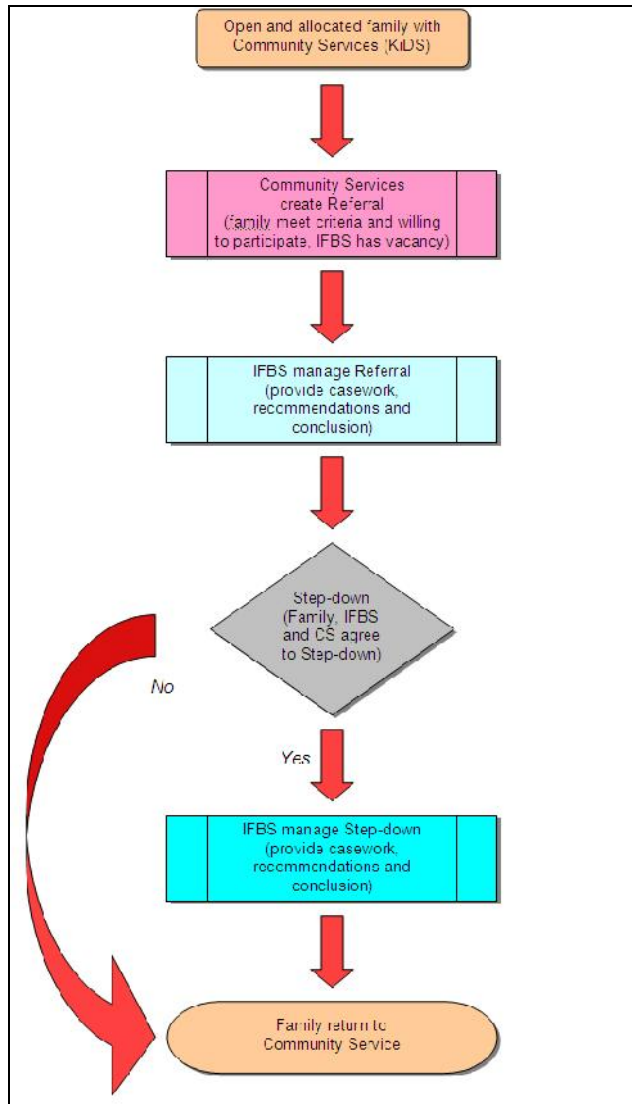
IFBS Portal

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Quick Reference card



End to End Referral Process



IFBS Referral Process

