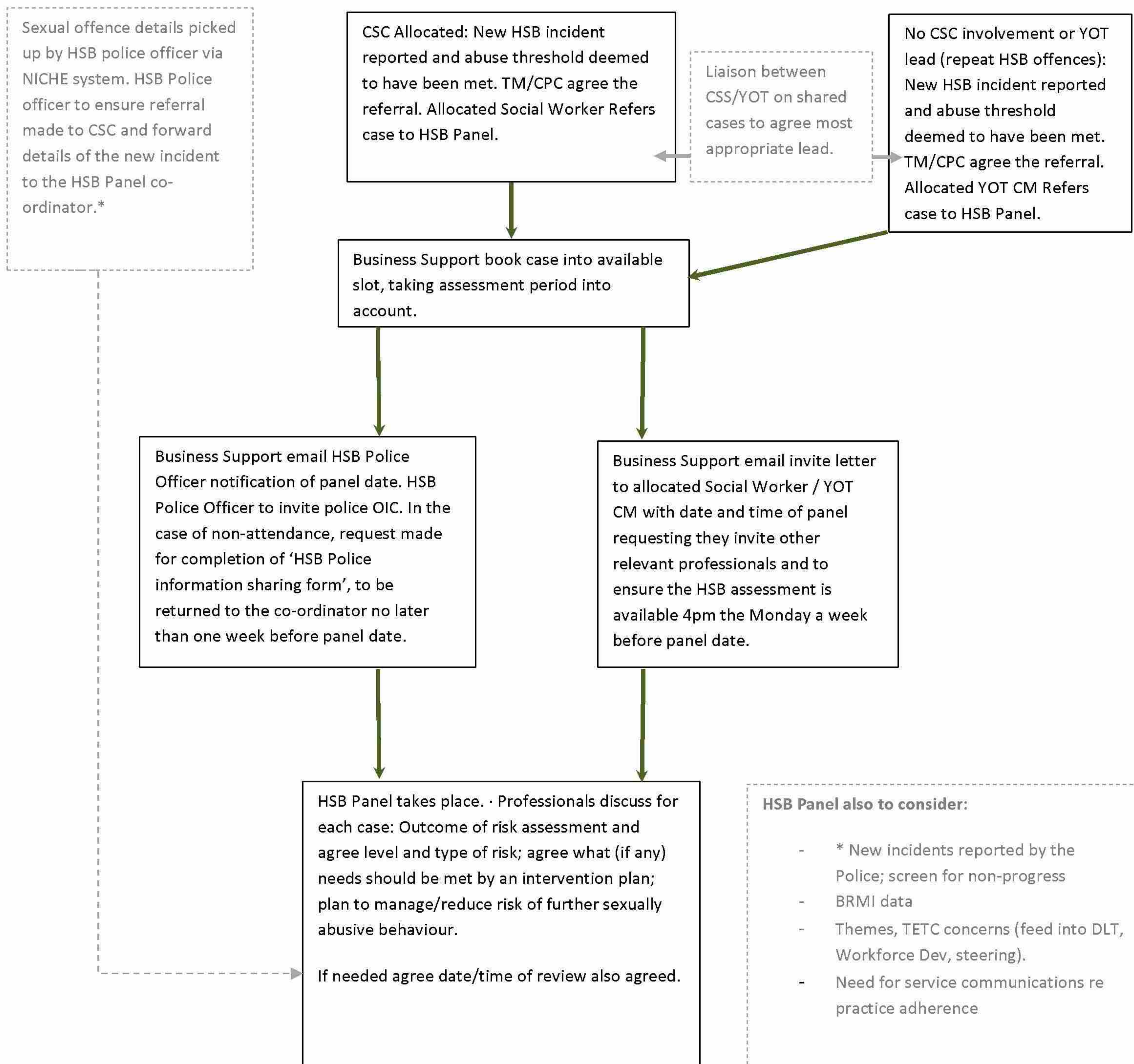


Proposed HSB Panel Referral Process and Information Flow



John Evans
Acting Service Manager Family Service North
January 2018

HSB Panel Checklist for Social Workers

In preparation for HSB panel please follow the below checklist to ensure all actions are completed:

Action	When	Additional information
Case discussion with CPC to agree HSB assessment required.	As soon as the HSB has been identified.	Anne-Marie Farrand or Alison Berrill.
Co-work assessment alongside HSB/AIMS trained worker – this includes attendance at all sessions.	This should be completed within 45 working days of agreement from the CPC.	A HSB worker will be allocated by Diana Bentley when the request is made by TM.
Send strat meeting request form off to book panel date. Request HBS panel date for closest date following the completion of your assessment (45 days).	As soon as case is agreed for HSB assessment by CPC.	This should include a list of the agencies to be invited. Please use the strat meeting request form and send to cpconf.cpconf@nottscc.gov.uk Delay in requesting a slot will cause further delay in the panel date if all slots are already booked.
Write assessment alongside HSB worker.	To be completed within 45 working days.	Assessments should be completed using the Child and Family Assessment (mosaic). Tools used to complete the assessment should be included in the assessment.
Send HSB Child and Family Assessment (mosaic) to HSB panel's secure email.	By 4pm on the Monday a week before the panel date. This is to ensure panel members have adequate time to read the paperwork.	Save mosaic episode as a PDF documents to be sent to HSB panel. hsb.panel@secure.nottscc.gov.uk If paperwork is not submitted on time the case will be pulled from panel and a new request will need to be made by the social worker for the next available date. Cases pulled from the panel will be escalated to the team manager.