

## INITIAL TAF AND TAF REVIEW PROCEDURE October 2020

**Purpose:** To ensure the smooth and timely completion of initial TAF and TAF review meetings  
 To ensure early identification and management of risks to initial TAF and TAF review meetings not being completed on time  
 To ensure whole management oversight and grip of timescales

Day / Time	Process	Person
Daily	<ul style="list-style-type: none"> <li>Team Managers and workers to check the Family Support dashboard daily to check timescale priorities</li> </ul>	Team Manager and worker
15 days after allocation (midway review of EHFA)	<ul style="list-style-type: none"> <li>Team Manager holds assessment check – in with worker. This may be in person or by phone. This is in addition to supervision</li> <li>Team Manager to confirm with worker that date for initial TAF has been set for no later than 5 days after than the final assessment due date. Worker to check Team Manager’s diary and send calendar invitation for initial TAF</li> <li>Worker sends calendar invites to the network and reminds the family</li> </ul>	Team Manager and worker
Day of EHFA episode completion	<ul style="list-style-type: none"> <li>The Team Manager completes the EHFA episode which prompts the EHRD, to authorise allocation of an Early Help Family Assessment (EHFA)</li> <li>The Team Manager completes the EHRD and in section 6, ‘<b>Actions Taken</b>’, assigns the assessment to the Team Manager of the allocated worker (which may be yourself)</li> <li>Team Manager completes section 3, ‘<b>Agreed timescales and planning for assessment</b>’ section of the EHFA with the allocated worker. Team Manager confirms both dates for completion and midway review with the worker.</li> <li>The plan should be a list of bullet points that set out an understanding of the referral reason, purpose of the assessment, areas of consideration, what work will be carried out, who will be seen and / or contacted for information.</li> <li>The date boxes in the Early Help Family Assessment (section 3) should be completed at the point of completion of the EHRD (i.e. on the same day) and allocation by the Team Manager.</li> <li>The Team Manager then allocates the assessment to the allocated worker (on the same day that they complete the EHRD and section 3 of the assessment)</li> </ul>	Team Manager / worker

Day / Time	Process	Person
	<ul style="list-style-type: none"> <li>• At the point of allocation, the Team Manager must complete the above process for each sibling in the family, and assign them to the allocated worker.</li> <li>• Once the EHFA has been copied to each sibling, it will include the completed section 3. Agreed timescales and planning for assessment</li> <li>• Team Manager to email the allocated worker and copy to Service Manager, confirming date assessment will be submitted by the worker (no later than 28 working days) and initial expectations for the work (a copy of the 'Plan for assessment' section of the form)</li> <li>• A calendar invite sent by Team Manager to allocated worker and Service Manager for 15 working days time, to do Midway review assessment check – in</li> <li>• Team Manager inserts reminder to own calendar of when assessment is due for sign off (no later than 30 days)</li> </ul>	
Day of EHFA episode completion by the Team Manager	<ul style="list-style-type: none"> <li>• Team Manager completes the EHFA episode or initial TAF episode and selects the next action as EH TAF Review. Team Manager starts the initial TAF / TAF Review episode and assigns to the FW as soon as the previous step is completed, so that it appears in the FWs incomplete work. This process would need to be repeated for all siblings in the family.</li> </ul>	
No later than 5 days after completion of the assessment	<ul style="list-style-type: none"> <li>• Initial TAF (attended by family, Team Manager and other professionals in the network) is held</li> <li>• Before closing the meeting, worker confirms date of TAF review (no later than 80 days after the date of the initial TAF meeting) with the family and network</li> <li>• Worker demonstrates flexibility and perseverance to arrange a suitable date for all</li> </ul>	Team Manager and worker
No later than 10 working days after the completion of the EHFA	<ul style="list-style-type: none"> <li>• Initial TAF episode is tasked to Team Manager by the worker for completion</li> <li>• Team Manager completes the initial TAF episode</li> <li>• Team Manager confirms the date of the following TAF review in their sign off comments</li> <li>• Team Manager checks the hand entered date of the meeting on the TAF Review episode against case notes / worker's calendar and corrects if necessary</li> <li>• Worker circulates initial TAF minutes (copy of the initial TAF episode) to the family and network and reconfirms the date of the next TAF review</li> </ul>	Team Manager and worker

Day / Time	Process	Person
Duration of initial TAF and / or review TAF planning and delivery	<ul style="list-style-type: none"> <li>• Worker to use a range of <a href="#">RFP tools</a> and other resources through the Helping Process with the family</li> <li>• Worker to liaise with the network as appropriate</li> </ul>	Worker
No later than 10 weeks (50 working days) after the date of the initial TAF meeting or previous TAF review (NOT completion on the initial TAF episode)	<ul style="list-style-type: none"> <li>• Review TAF (attended by Team Manager and other professionals in the network) is held</li> <li>• Before closing the meeting, worker confirms the date of the next TAF review (no later than 50 days after the date of the initial TAF meeting / previous TAF review)</li> <li>• Worker demonstrates flexibility and perseverance to arrange a suitable date for all</li> </ul>	Worker Team Manager
No later than 11 weeks (55 working days) after the date of the initial TAF meeting or previous TAF review (NOT completion on the initial TAF episode)	<ul style="list-style-type: none"> <li>• Worker completes Review TAF episode and tasks to Team Manager for sign off</li> </ul>	Worker Team Manager
No later than 12 weeks (60 working days) after the date of the initial TAF meeting or previous TAF review (NOT completion	<ul style="list-style-type: none"> <li>• Team Manager completes the TAF review episode</li> <li>• Team Manager confirms date of the next TAF review in their sign off comments</li> <li>• Team Manager checks the hand entered date of the meeting on the TAF Review episode against case notes / worker's calendar and corrects if necessary</li> <li>• Worker circulates review TAF minutes (copy of the review TAF episode) to the family and network and reconfirms the date of the next TAF review</li> </ul>	Worker Team Manager

Day / Time	Process	Person
on the initial TAF episode)		
<b>This process should be repeated for each subsequent TAF Review meeting and episode until closure / step down or step up.</b>		
Weekly	<ul style="list-style-type: none"> <li>Service Managers to monitor dashboard to check when their initial TAF and review TAFs are due and to liaise with Team Managers each week to check progress</li> </ul>	Service Manager
Every Friday	<ul style="list-style-type: none"> <li>Service Managers to review initial TAF / TAF review episodes waiting for sign off and follow up with relevant Team Managers</li> </ul>	Service Manager
Every Friday	<ul style="list-style-type: none"> <li>Service Managers to inform Head of Service verbally or by e-mail of any anticipated problems with completing assessments on time and what remedial action they are taking</li> </ul>	Service Manager
As needed	<ul style="list-style-type: none"> <li>Service Managers to take responsibility for signing off initial TAFs and review TAFs, and following above procedure, in the event of Team Manager absence (sickness or annual leave) or to ensure an alternative Team Manager is delegated and notified to undertake these tasks</li> </ul>	Service Manager
Fortnightly	<ul style="list-style-type: none"> <li>Service Managers to check this procedure is being followed in monthly Team Manager supervision and by regular dip sampling</li> <li>To be reviewed at SMT on a fortnightly basis to monitor improvements in timescales performance</li> </ul>	Service Manager  SMT

**Exceptional circumstances for granting additional time to initial TAF and review TAF timescales**

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- **Family / professionals availability** – family holidays, family work patterns e.g can't do initial HV for 2 weeks due to mother's shifts etc – case note must specify exactly what this is
- **Worker related** – to cover A/L, sickness, performance etc
- **Relationship building** – to cover creative working with families, delayed engagement, far off CIN meeting date etc, case note must specify exactly what this is

**Initial TAF and Review TAF meetings should not be held out of timescale because of school holidays. FWs should plan around school holidays and bank holidays and bring the meeting forward if necessary so as not to exceed the 50 working days timescale.**