

(If the address is outside of Camden then click in **Search through all addresses in UK** before clicking on **Find Address**). Click on the relevant address.

Select a Household Structure and Tenure Type and enter an Access Note (if necessary), click

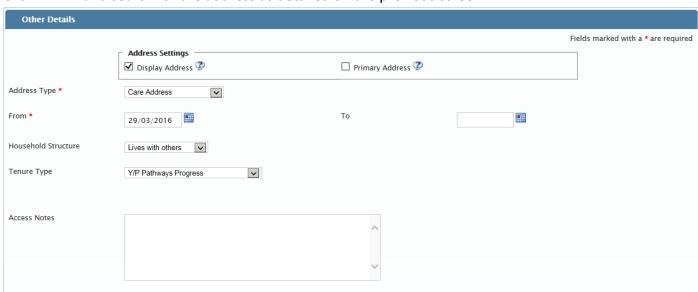


Child becomes Looked After

When a child becomes looked after we need to have 2 current addresses on Framework-i:

- The current placement address
- The child's family address or the address the child will return to if he/she stops being looked after

Click and search for the address as detailed on the previous screen



Select *Care Address* as the *Address Type* and the relevant *Household Structure*, Tenure Type and an *Access Note* (if necessary).

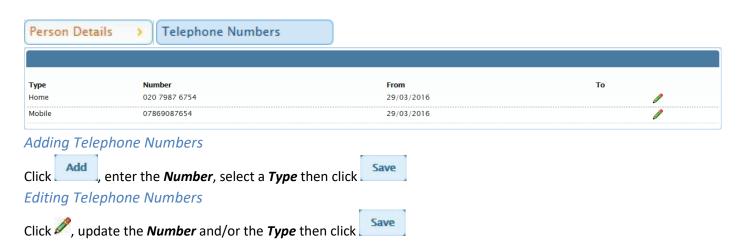
Click in *Display address* (as this will display the placement address on the front screen) but don't click in *Primary***Address** (this is always the family address or the address the child will go back to if he/she stops being looked after),

Click

Save

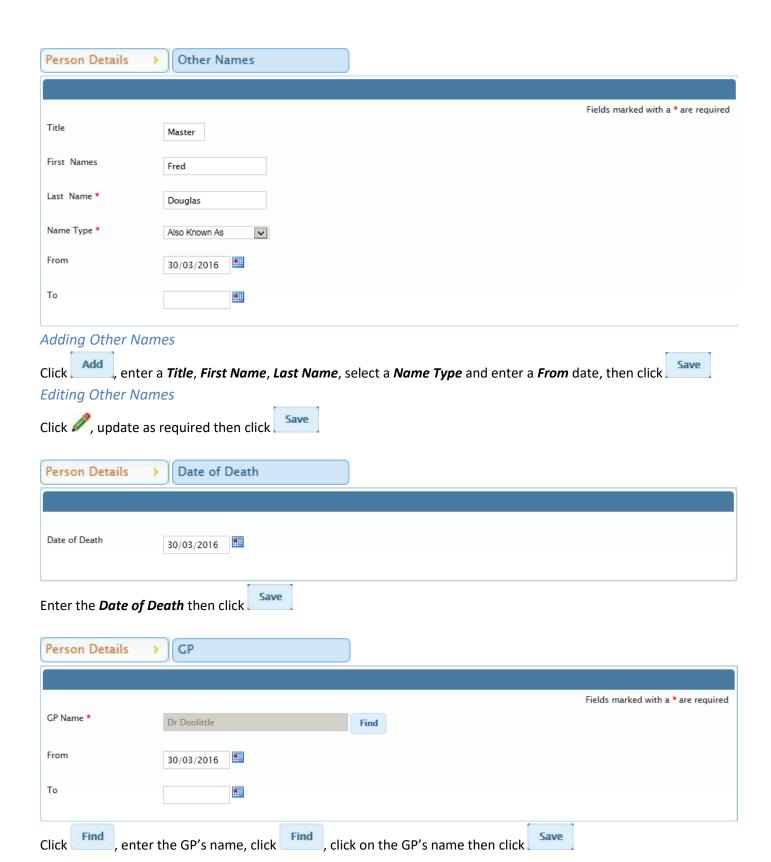
If there is a placement move click on the next to the Care Address and search for the address as above.

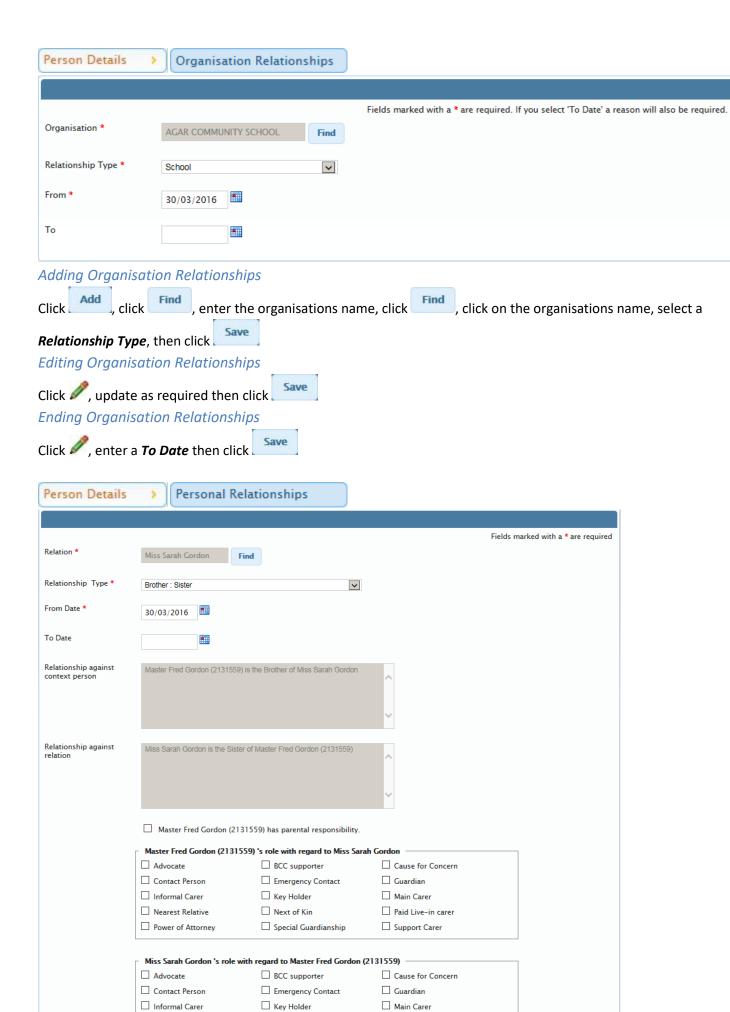
If the child returns home then click on the to enter a **To** date to end the Care Address. Once you have saved this you need to click in **Display?** next to the **Main Address** so that it is displayed on the child's personal details screen.



Person Details >	e-mail Address
E-mail Address	fred.gordon@gmail.com
Enter the <i>E-mail Add</i>	Iress then click Save
Person Details >	Classes
	□ Service User
	Adoption Enquirer
	Adoptive Carer
	Agency Foster Carer
	□ BCC client
	☐ Camden Direct Payments Card Scheme user
	☐ Family or Household Member
	☐ Informal Carer
	Local Authority Family Link Foster Carer
	☐ Local Authority Foster Carer
	□ Notified Homeless Person
	Other
	Other Local Authority Foster Carer
	Person who may present risk to children / vulnerable adults
	☐ Placed in Camden by Another Local Authority
	☐ Private Foster Carer
	☐ Prospective Adoptive Parent
	☐ Prospective Foster Carer
	Registered Only

Select the relevant *Class* then click





☐ Informal Carer
☐ Nearest Relative

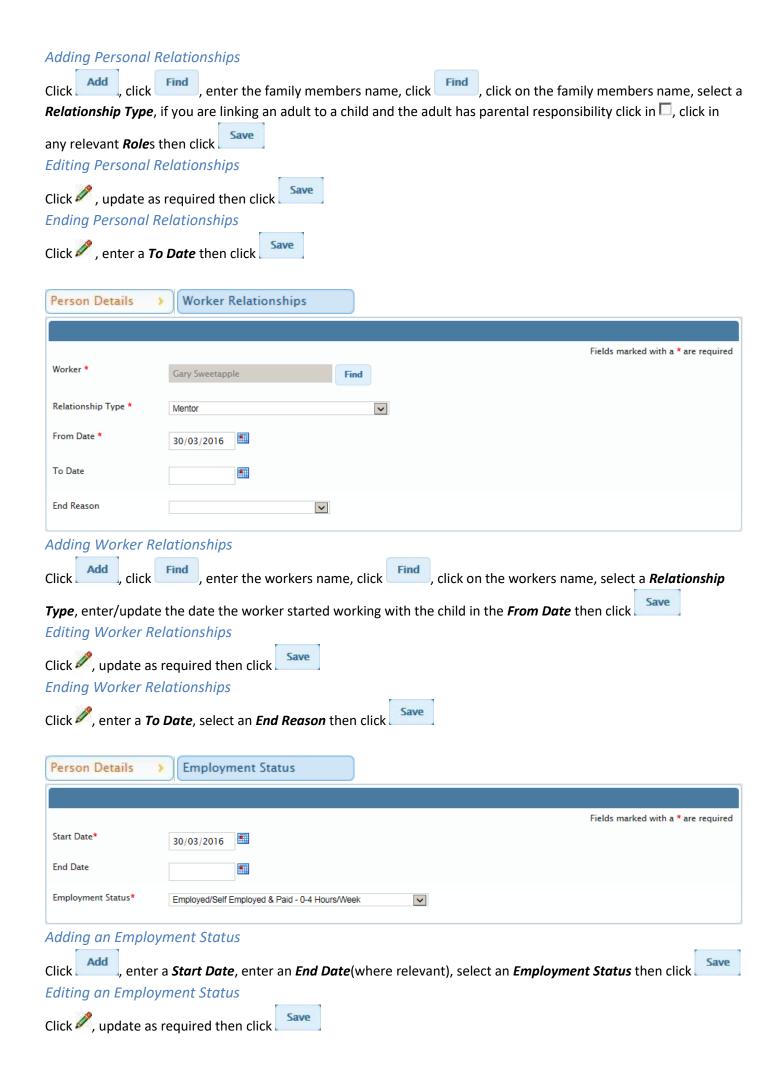
Power of Attorney

☐ Next of Kin

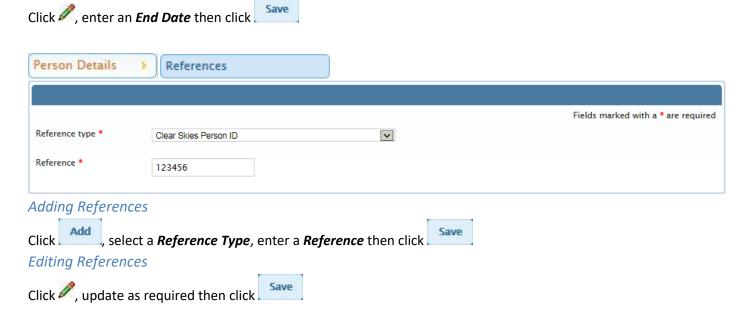
☐ Special Guardianship

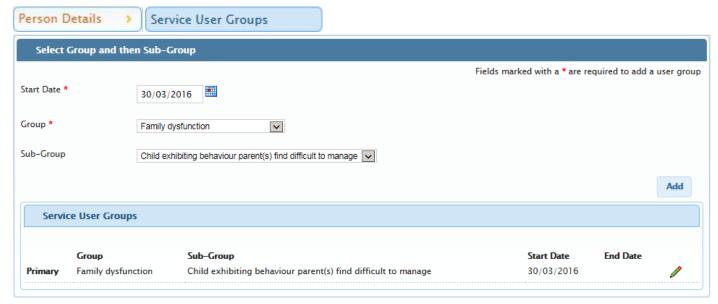
Paid Live-in carer

☐ Support Carer



Ending an Employment Status



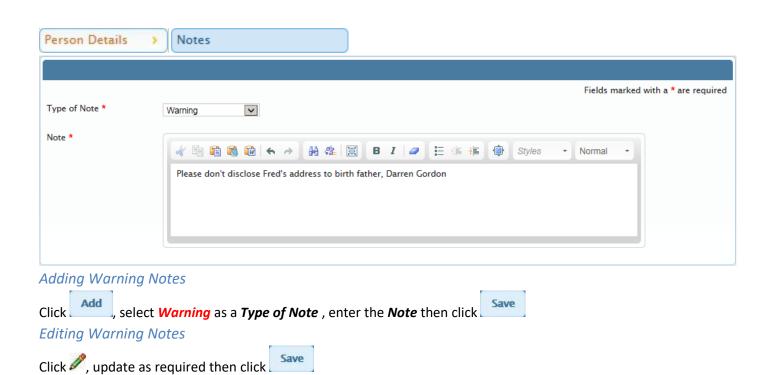


Adding Service User Groups

Select a *Group* and *Sub-Group* then click (Repeat to add further groups). If you have added more than one Service User Group clicking on will change the pecking order of the *Primary* group

Ending Service User Groups

Click , enter an End Date then click



Ending Warning Notes

Click , enter an *End Date* then click