

# Pathway Plan Under 18 Process



July 2024

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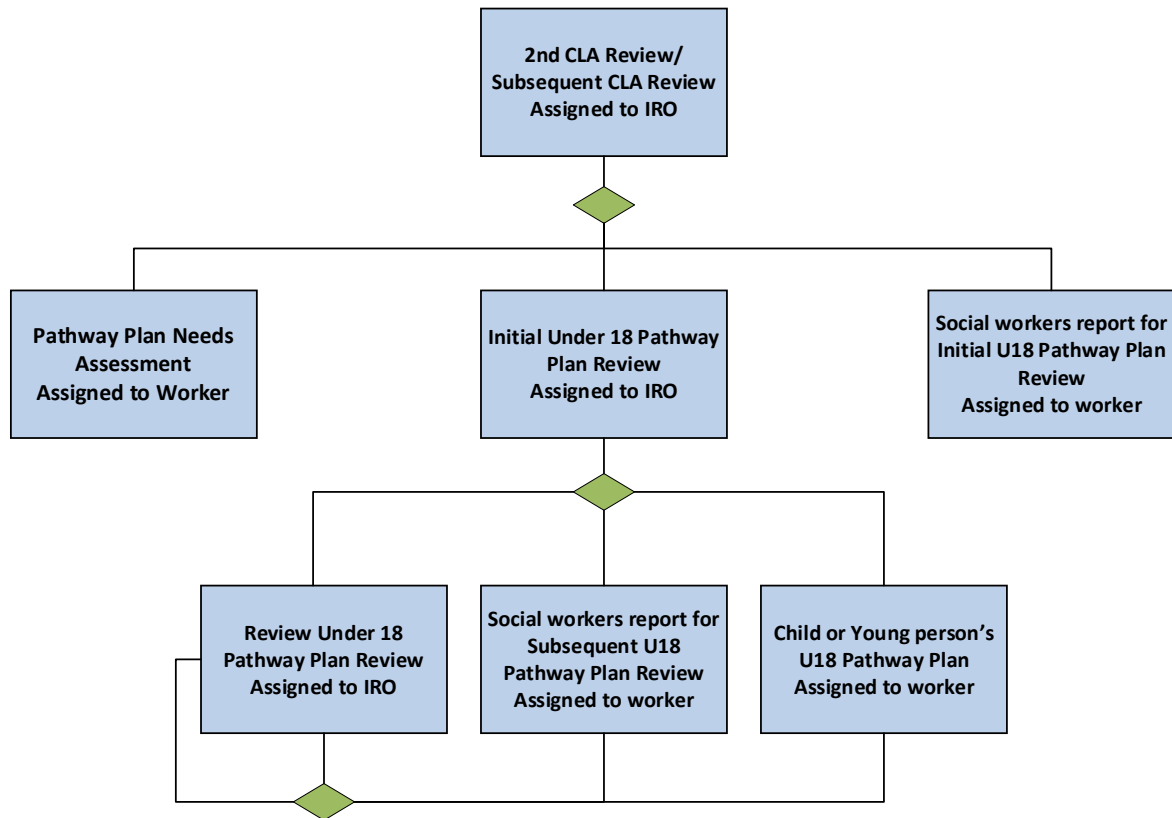
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## Version History

July 2024	Manual Created
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## Under 18 Pathway Plan Process –

. Process for new CLA: Pathway Needs Assessment must be triggered when young person has been in care for 13 months  
(Eligible> Relevant> Former relevant)



## Overview of Pathway Plan Process

Pathway plans set out the support care leavers will receive in order to help them move towards independence and make this transition successful.

Pathway planning begins at 16, when the CLA social worker will carry out a needs assessment and agree a pathway plan. If the young person remains looked after (ie: an eligible child) their care plan will also be recorded on this record.

Guidance on developing pathway plans can be found in the division's *Preparing for independence* policy available at:

[preparing-for-independence-policy-16-18.pdf \(camden.gov.uk\)](https://www.camden.gov.uk/media/1000000/preparing-for-independence-policy-16-18.pdf)

# Second /Subsequent CLA Review

## Reviewing Officer


Once the IRO has completed the Review, they would select the following next actions









Update Child or Young person care plan


Pathway Needs Assessment – *Assigned to Social Worker*

Social Worker's Report for Initial U18 Pathway Plan Review – *Assigned to Social Worker*

Initial U18 Pathway Plan – *Assigned to IRO*

If all mandatory requests have been sent  
Select  to FINISH workflow step

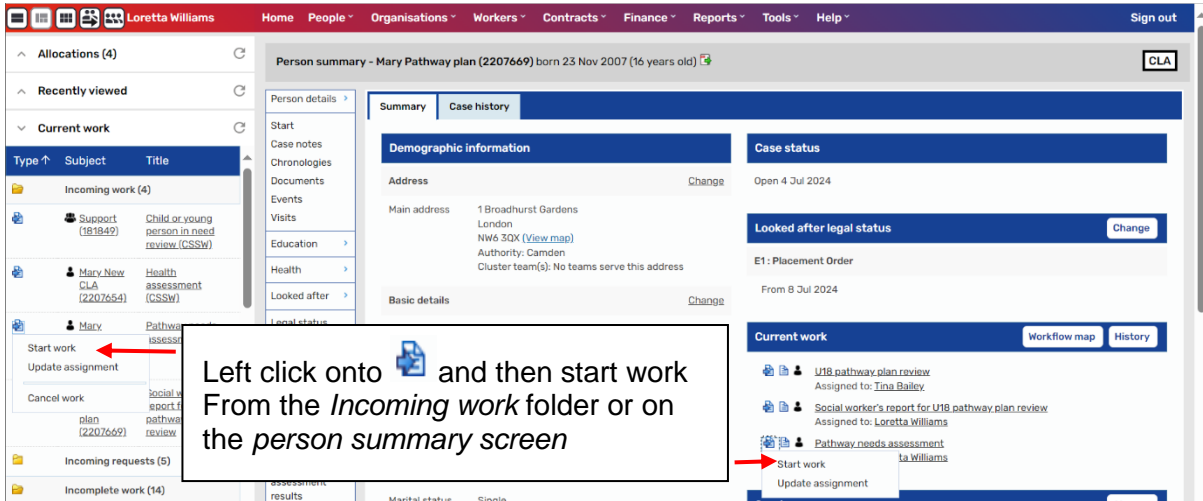
Next action	Assigned to	Reason	Note	Priority	Status
Update child or young person's care plan (Send to SW)	Loretta Williams				Proposed  
Pathway needs assessment	Loretta Williams				Proposed  
Social worker's report for initial U18 pathway plan review	Loretta Williams				Proposed  
Initial under 18 Pathway Plan Review	Tina Bailey				Proposed  

 Add

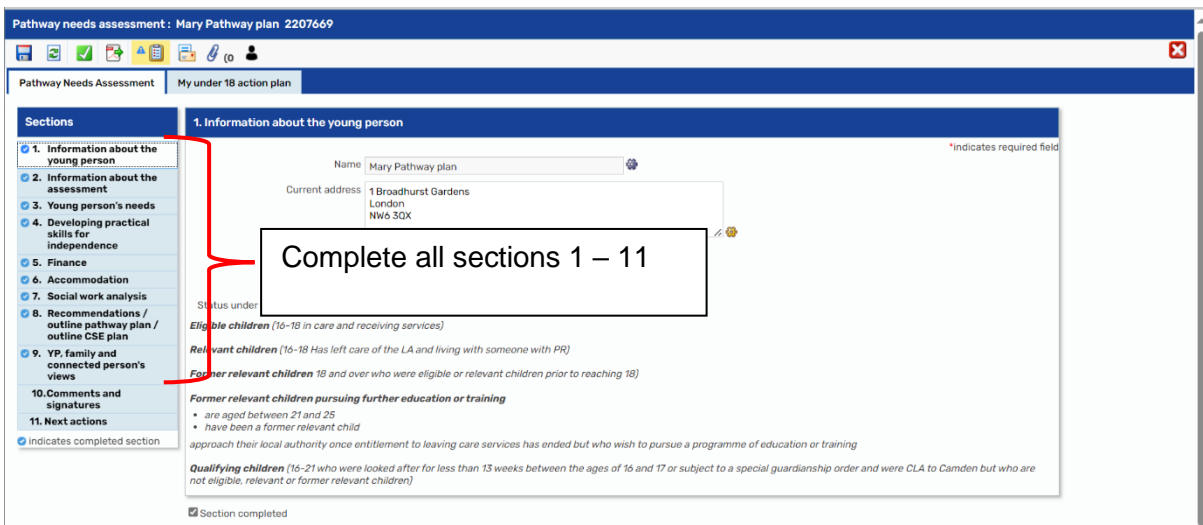
# Pathway Needs Assessment

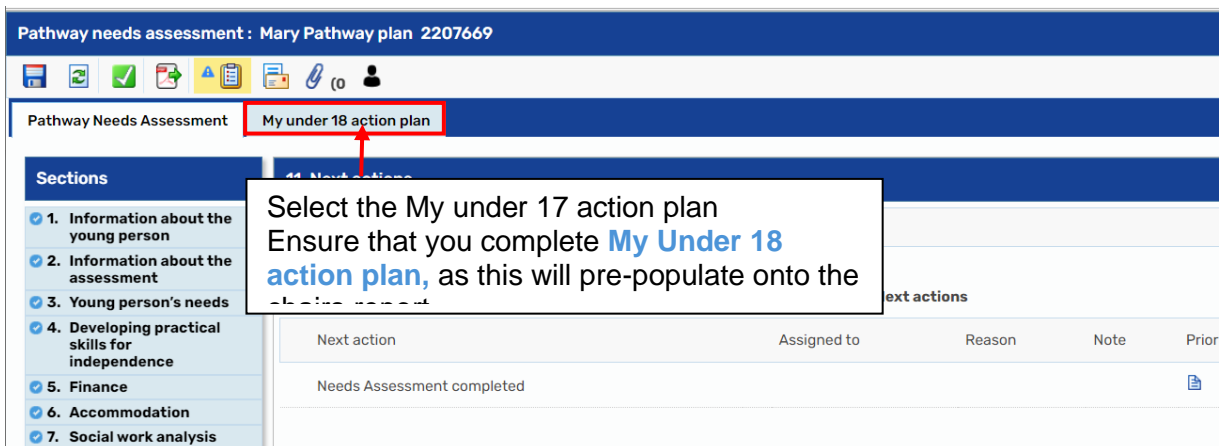
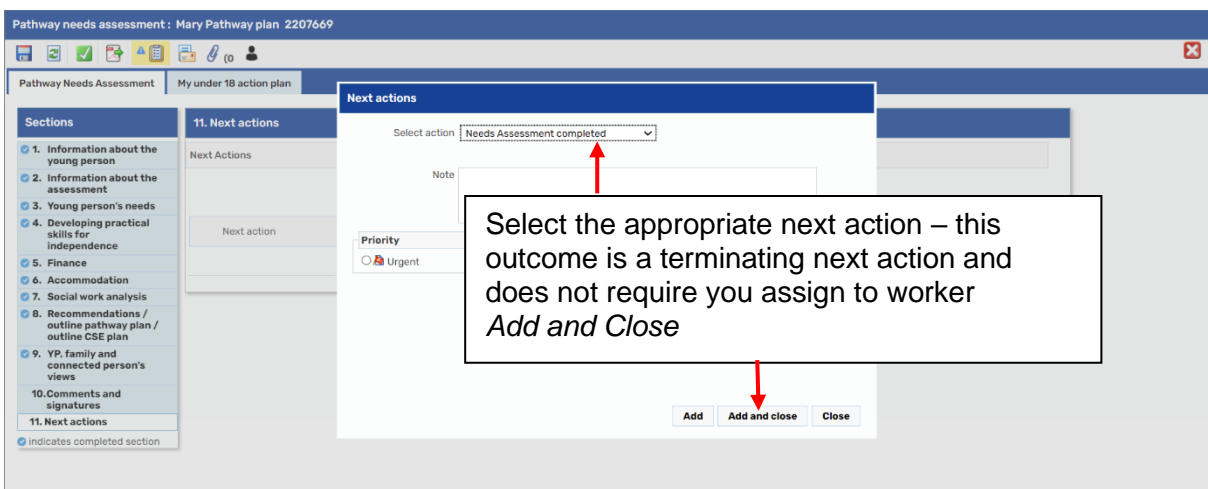
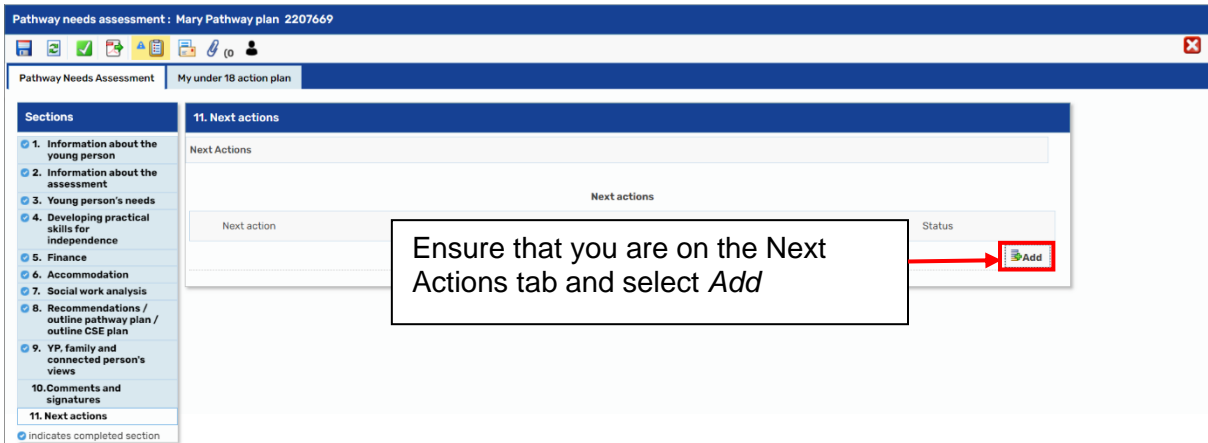
## Social worker

The social worker will start work on the Pathway needs assessment,



And you will be brought into the following screen







## Section 2 My Pathway plan

Information will only pre-populate if a Pathway's Plan Chairs Report has been completed

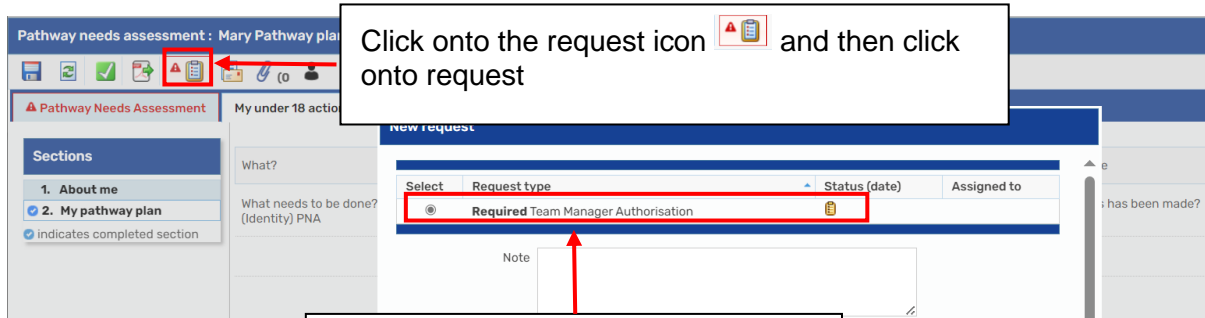
Select Add to record information regarding Identity


You will be brought into the following screen

Record information relating to Identity and then *Add and Close*

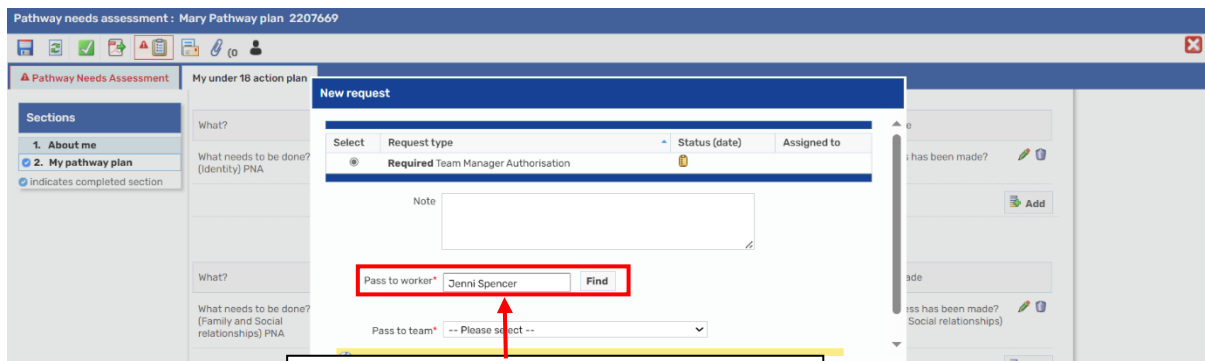
Following the same process *Add* and record information within *Family and social relationship, My education, employment and training, My health and development, Practical and other independence skills, Where I live and My Finances, if appropriate*

## Sending a request



Click onto the request icon  and then click onto request

Select – **Required Team Manager Authorisation**



Find the appropriate Manager/SP and the select ok



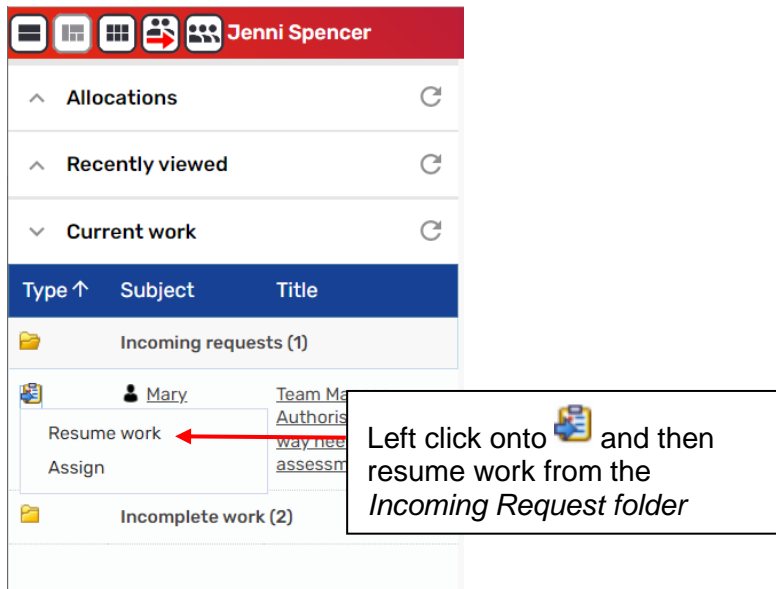
Select  to Save and Close workflow step

And the following message will appear and click on Yes

## Senior Practitioner/Team Manager

### Completing a request

The Pathway Needs Assessment request will be in your Incoming Requests folder

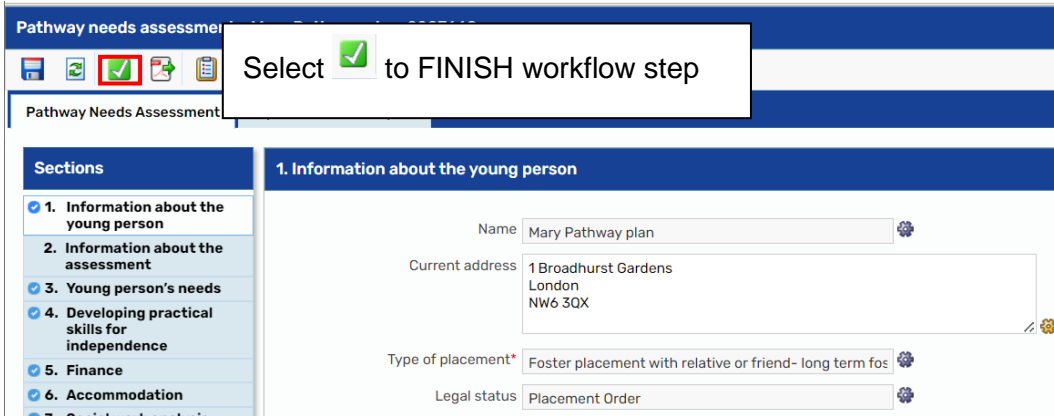
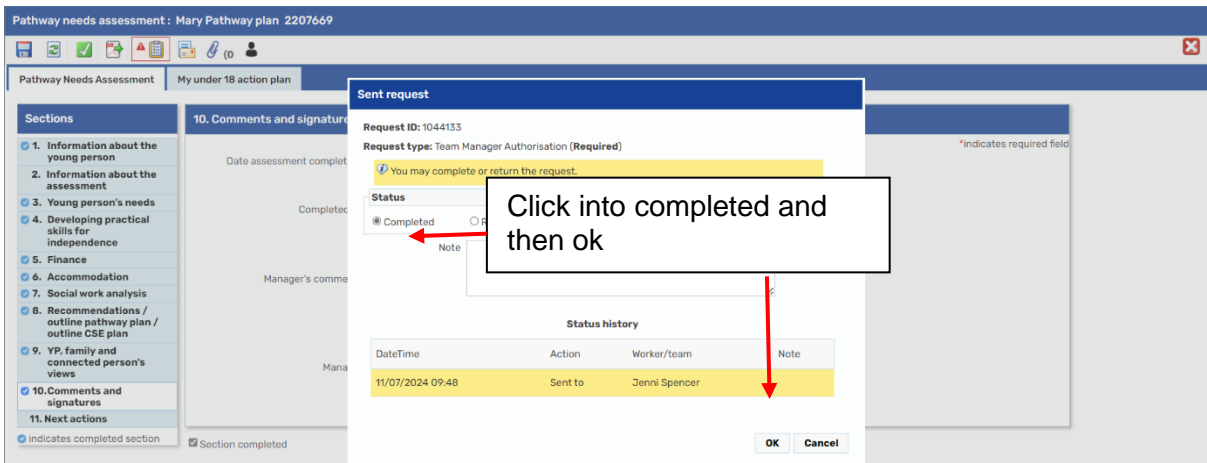
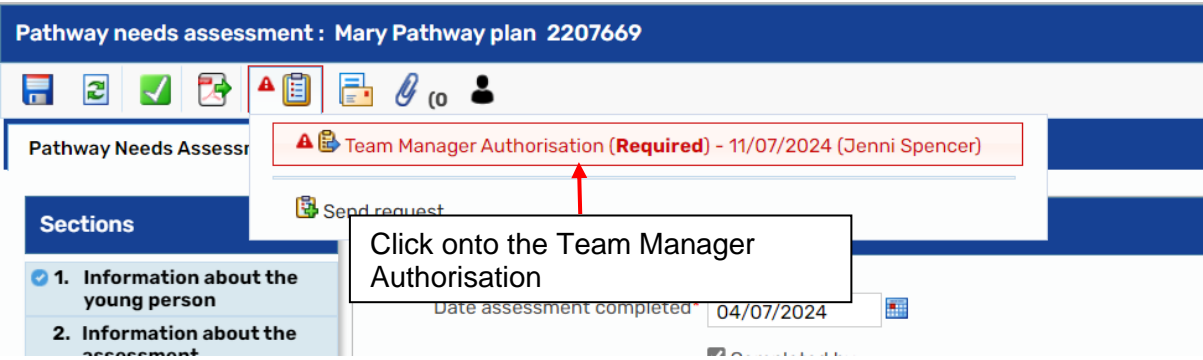


The screenshot shows a user interface for Jenni Spencer. At the top, there are navigation icons and the name 'Jenni Spencer'. Below this, there are sections for 'Allocations', 'Recently viewed', and 'Current work'. A table with columns 'Type', 'Subject', and 'Title' is visible. Under the 'Incoming requests (1)' folder, there is a request for 'Mary' with a document icon. A callout box with a red arrow points to the document icon, containing the text: 'Left click onto [document icon] and then resume work from the Incoming Request folder'.

And you will be brought back into the Pathway Needs Assessment




The screenshot shows the 'Pathway needs assessment' form for 'Mary Path'. The form has a sidebar with sections 1 through 11. Section 10, 'Comments and signatures', is active. A callout box at the top points to a request icon in the top right corner, with the text: 'Click onto the request icon and then click onto request'. Another callout box at the bottom points to a 'Manager' checkbox, with the text: 'The SP/TM will read and comments and tick Manager'. The form content includes 'Date assessment completed' (04/07/2024), 'Completed by' (Loretta Williams), and 'Manager's comments'.

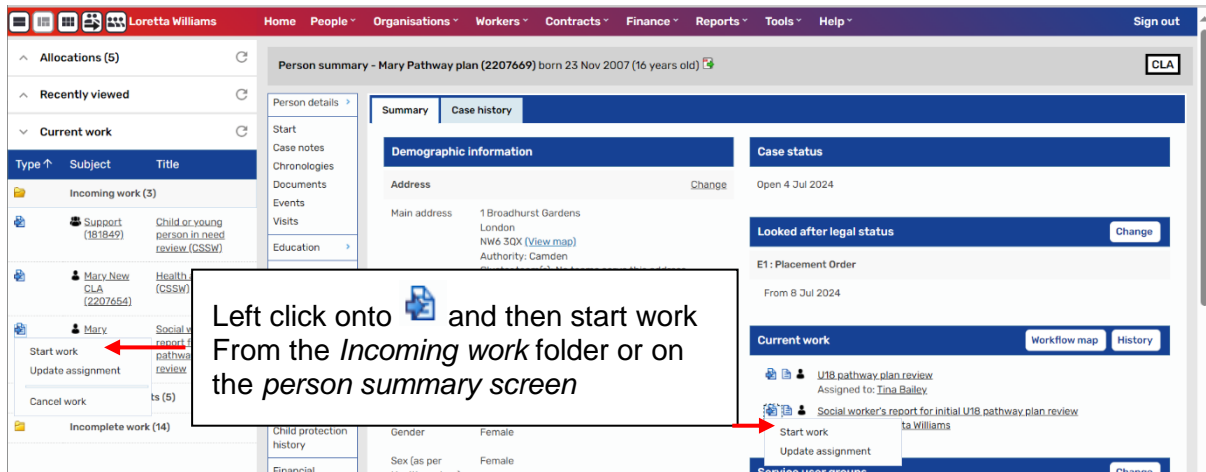


# Initial Under 18 Pathway Plan Social Work Report

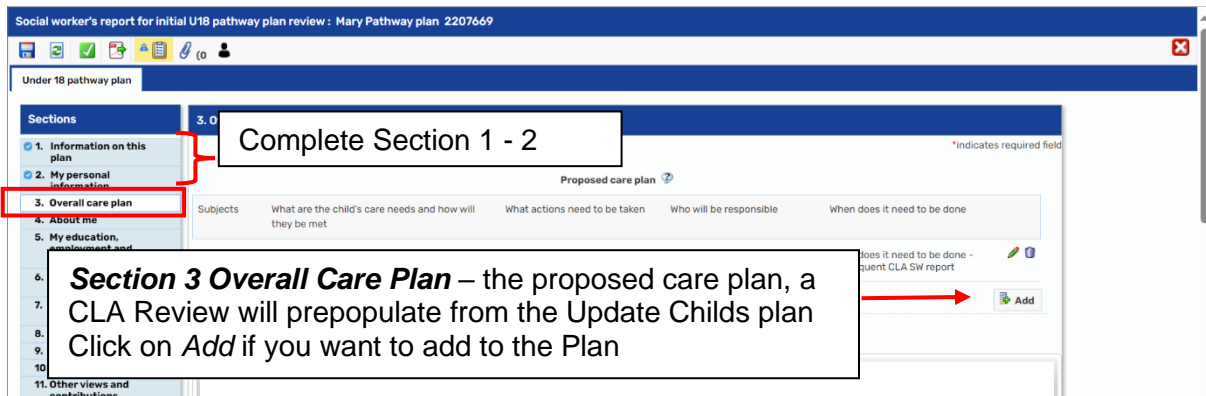
## Social worker

The social worker will start work on the initial Under 18 Pathway Plan Social Work Report,

 Please note The social work report **MUST** be completed before the IRO starts the Initial U18 Pathway Plan and should be completed at least 5 days before the review



And you will be brought into the Initial Under 18 Pathway Plan Social Worker's Report



Section 4 – 9 - will pre-populate from the Pathway Needs Assessment  
 The Action section is included within Section 4-9

Actions					
What?	How?	Who?	When?	Achieved?	Progress made
What needs to be done? (Identity) PNA	How will it be achieved? (Identity) PNA	Who is going to do it, or help me do it? (Identity) PNA	When? (Identity) PNA	Yes	What progress has been made? (Identity) PNA

And if you wish to Add to the actions click onto *Add*

Please note that the Team Manager should send request to the IRO to notify them that the SW Report has been completed and then FINISH workflow step

**New request**

Select	Request type	Status (date)	Assigned to
<input type="radio"/>	<b>Required</b> Admin - Send Invitations (CLA)		
<input type="radio"/>	<b>Required</b> Team Manager Authorisation		
<input type="radio"/>	<b>Required</b> Team manager to notify CLA admin to send out Social Work report		
<input type="radio"/>	<b>Required</b> Team manager to notify IRO social work report complete		

Note

Once all sections have been completed and all Requests have been sent

Social worker's report for initial U18 pathway plan review - Mary Pathway plan 2207669

Under 18 pathway plan

**Sections**

- 1. Information on this plan
- 2. My personal information
- 3. Overall care plan
- 4. About me
- 5. My education,

**13. Next actions**

Next Actions

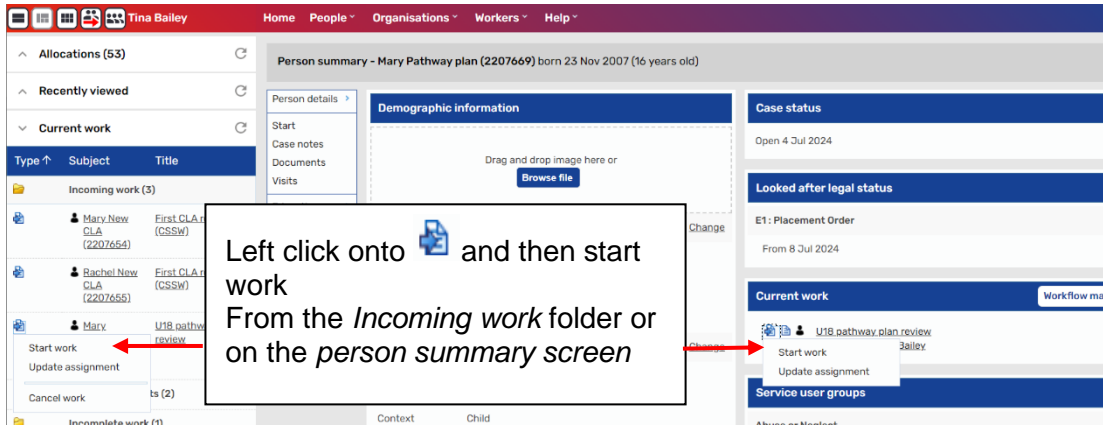
Next action	Assigned to	Reason

Select  to FINISH workflow step

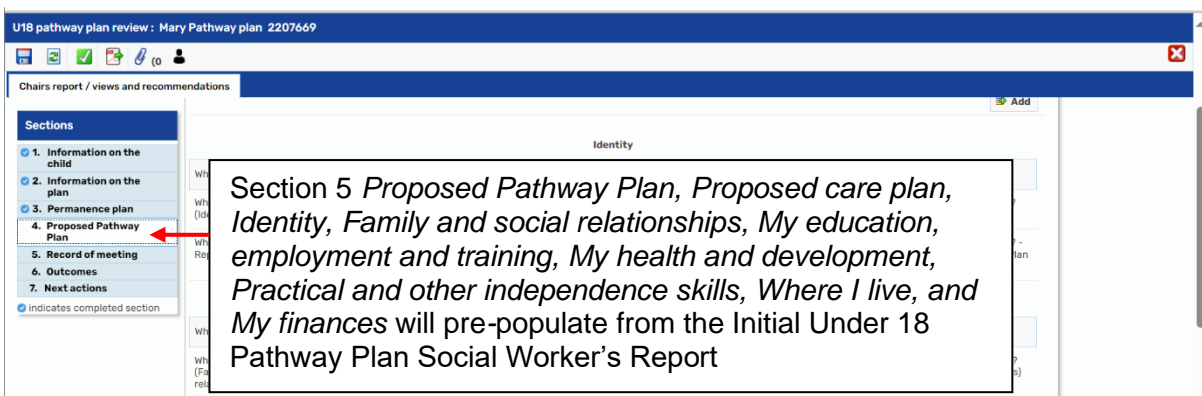
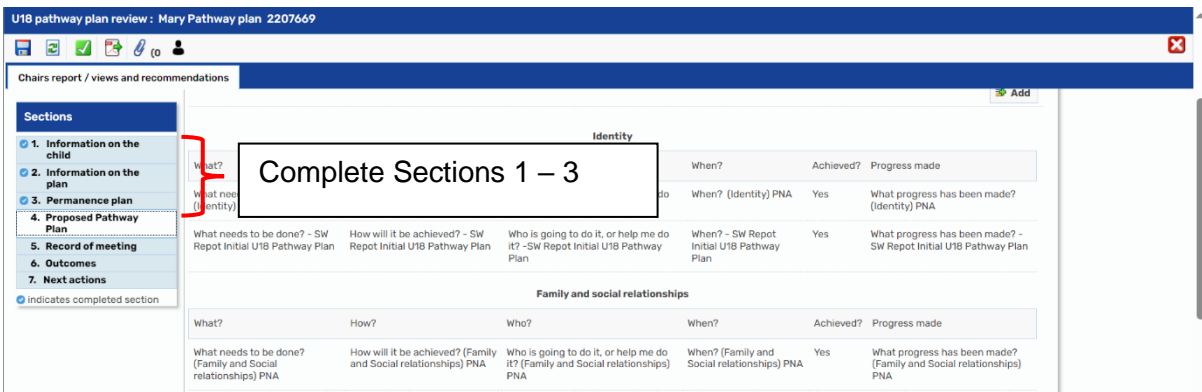
# Initial U18 Pathway Plan

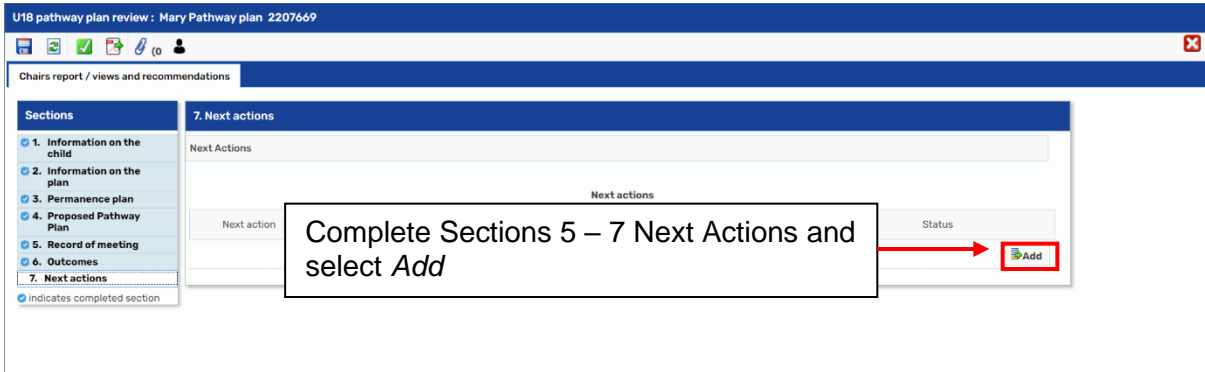
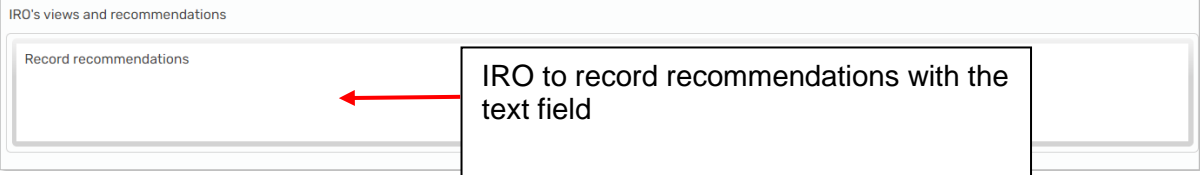
The IRO will be assigned Initial U18 Pathway Plan from the Second or Subsequent Review will find the workflow step within the future work or Incoming folder

Once IRO has received notification that the Initial Under 18 Pathway Plan Social Worker's Report has been completed.



And you will be brought into the following screen

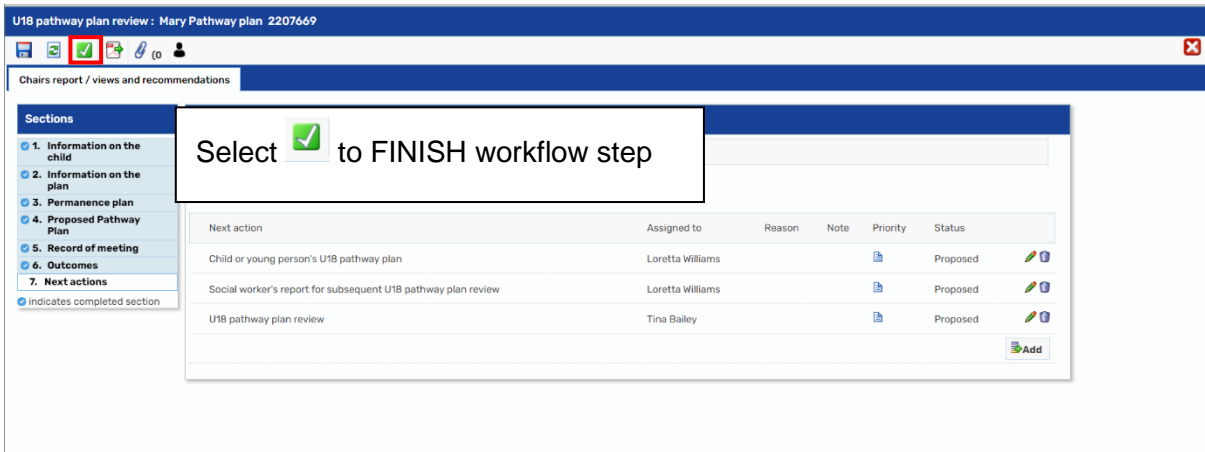




From the next actions Select the following:

- Child or Young person's U18 Pathway Plan - Assigned to Social Worker
- Social Worker's Report for Subsequent U18 Pathway Plan Review Assigned to Social Worker.
- U18 Pathway Plan Review Assign to IRO

Once all next actions added



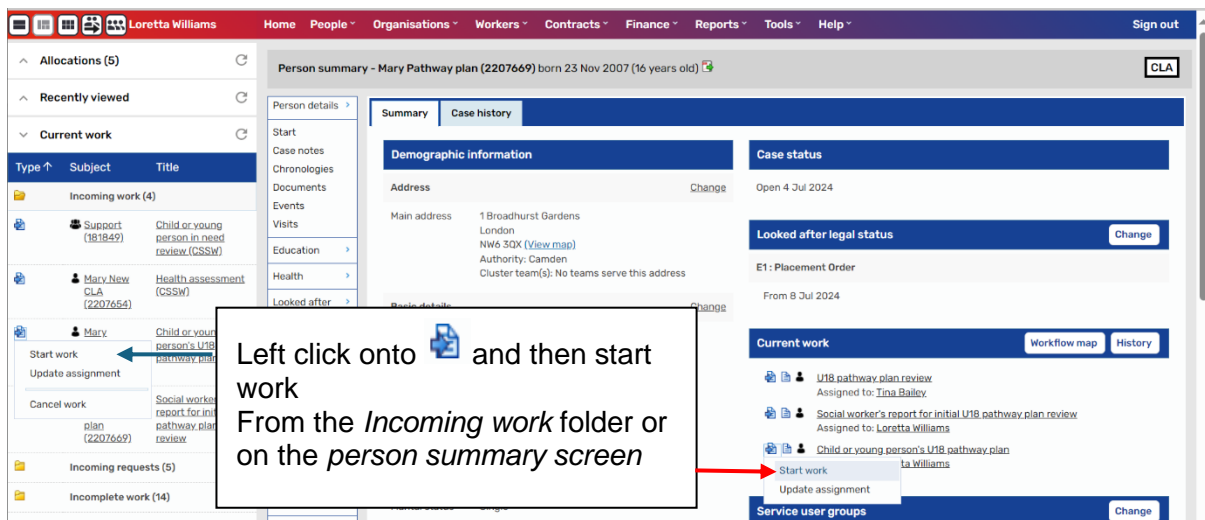


# Child or young person's U18 Pathway Plan

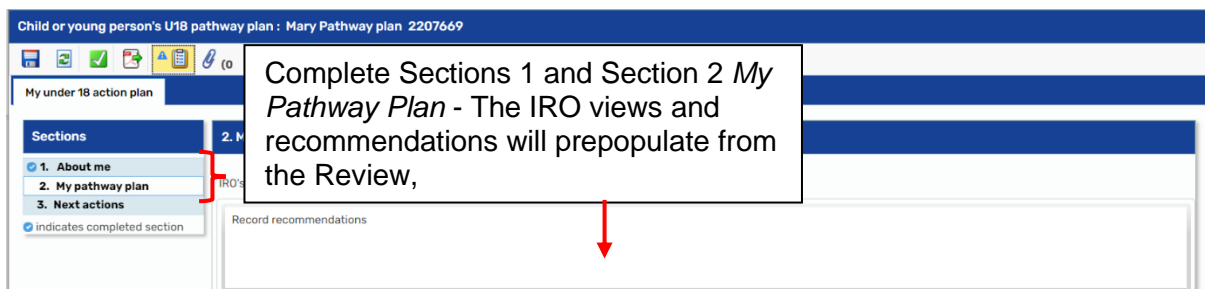
Once the Review workflow step has been finished by the IRO, they will have assigned to the social worker/ the updated Child or young person's U18 Pathway plan.

Based on the recommendations and views of the IRO the social worker will update the child or young person's care plan.






## Social Worker




And you will be brought into the following screen

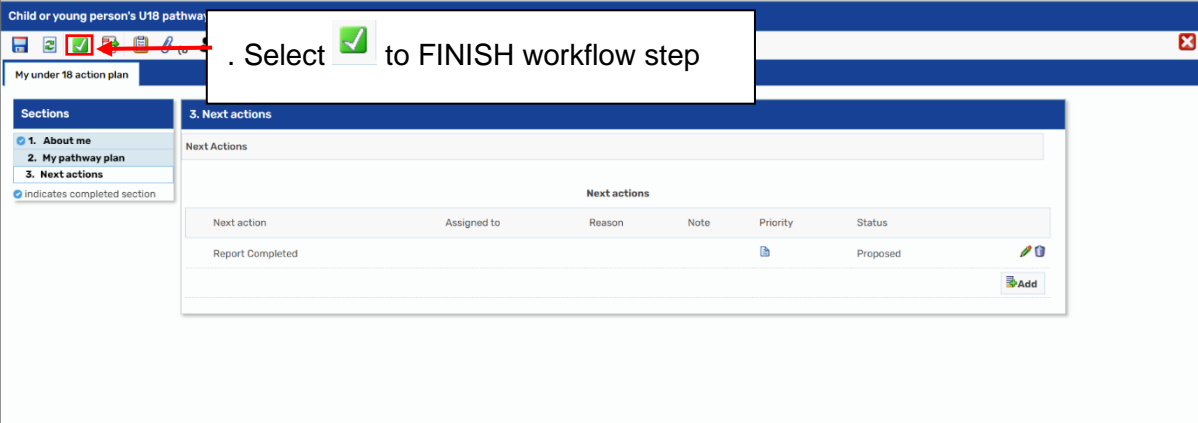


**Please note**, you can amend delete or Add more information to *Identity, Family and social relationships, My education, employment and training, My health and development, Practical and other independence skills, Where I live, and My finances*


What?	How?	Who?	When?	Achieved?	Progress made
What needs to be done? (Identity) PNA	How will it be achieved? (Identity) PNA	Who is going to do it, or help me do it? (Identity) PNA	When? (Identity) PNA	Yes	What progress has been made? (Identity) PNA  
What needs to be done? - SW Repot Initial U18 Pathway Plan	How will it be achieved? - SW Repot Initial U18 Pathway Plan	Who is going to do it, or help me do it? -SW Repot Initial U18 Pathway Plan	When? - SW Repot Initial U18 Pathway Plan	Yes	What progress has been made? - SW Repot Initial U18 Pathway Plan   

 Add

Once you have sent the mandatory Team Manager's Request and it has been completed the Workflow step can be finished



Child or young person's U18 pathway

. Select  to FINISH workflow step

My under 18 action plan

Sections


- 1. About me
- 2. My pathway plan
- 3. Next actions

Indicates completed section

3. Next actions

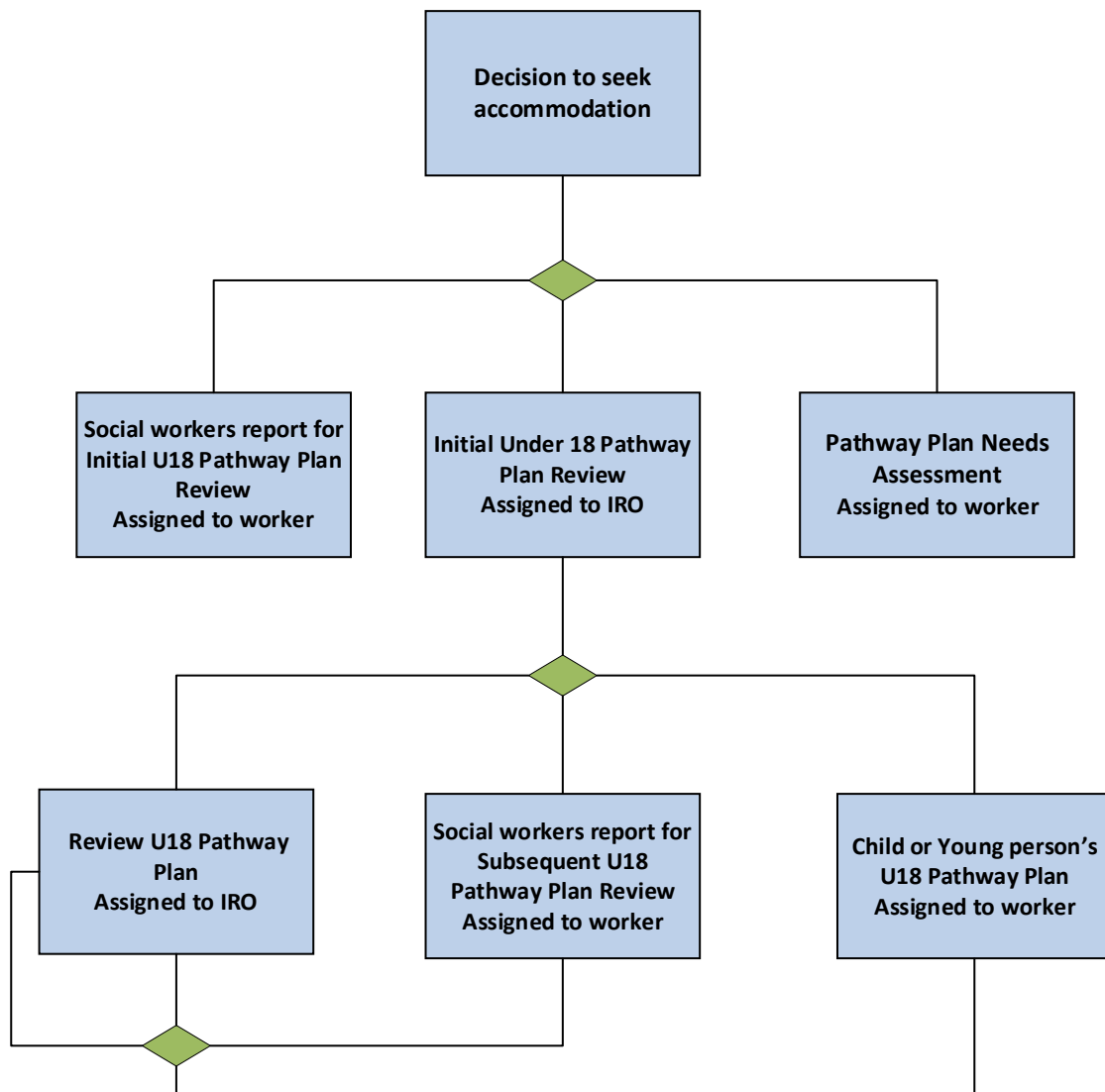
Next Actions

Next action	Assigned to	Reason	Note	Priority	Status
Report Completed					Proposed

 Add

# Process for existing CLA: Pathway Needs Assessment

Must be triggered by age of 15 years 9 months.



# Decision to Seek Accommodation

## Social Worker/Manager

Decision to seek accommodation (CS) : Mary Pathway plan 2214228

Record of accommodation decision (CSSW)


**Sections**

- 1. Details and history
- 2. Reasons for accommodation
- 3. Decisions
- 4. Next actions

• indicates completed section

**4. Next actions**

Next Actions

Next actions						
Next action	Assigned to	Reason	Note	Priority	Status	
						

If the Child/young person is 15 years 9 months the following next actions should be selected.

Pathway Plan Needs Assessment – *Assigned to Social Worker*  
Social Worker's Report for Initial U18 Pathway Plan Review *Assigned to Social Worker*.  
Initial U18 Pathway Plan Review *Assign to IRO*