

SET UP

1

- Sign Case Confirmation and access iinsight
- Handover with Referrals Team
- Read referral form on iinsight
- Contact Social Worker (SW) and family - you have up to 1.5hrs of meeting time for initial meetings
- Meet with family to gain update on needs. Discuss possible use of additional hours. Complete consent form

ASSESSMENT SESSIONS 1 -4

2

- Plan dates for reviews and holidays/breaks with family and Social Worker
- Complete risk assessment, share with SW, family, venue, upload to iinsight
- Set SMART objectives for the work,
- Assess engagement and suitability,
- Begin developing the therapeutic relationship,
- Understand how therapy can support the wider needs of the network where appropriate, and plan use of Additional Support hours
- Understand what approaches best suit the client.

ASSESSMENT: Outcomes, Report and Review

3

- Complete Assessment report before review
- Arrange and attend review meeting with SW and family - you have up to 1.5hrs meeting time
- Share draft report with Chroma clinical team before sharing with SW and family
- Agree SMART aims and upload to iinsight
- Clear plan for intervention
- Propose use of additional hours
- Upload report to iinsight post review

Therapy Sessions

4

- Case notes on template, on time, on iinsight
- Regular review of GBO evidenced in notes
- Admin hours provided for case notes, admin, liaison with SW and other professionals
- Any concerns uploaded to MyConcern
- Support from Clinical Team and 8 weekly Case Reveiws
- Log hours on iinight

MIDPOINT : Outcomes, Report and Review

5

- Review Objectives with client / family, share progress in Review
- Midpoint Review meeting with family and SW to discuss if therapy is going to end or if the MDT is recommending recommitment?
- IF ENDING: Plan for ending of therapy and work towards final report. Use Additional hours to support family with ending.
- IF RECOMMISSIONING: complete Recommission Report and email to referrals@wearechroma.com
- Any recommitment will take 8 - 10 weeks

ENDING : Outcomes, Report and Review

6

- IF RECOMMISSIONING: Plan for clear ending of current contract and what support will be in place during any break before new work begins.
- IF ENDING: Final Report provides clear summary of intervention, recommendations and signposting
- ALWAYS: Ensure Progress on Objectives is measured and uploaded to iinsight and shared with family and SW
- Ending BAC is completed with parents
- Complete final case note confirming ending of contract, reasons, and that reports, billing and admin completed and email operations@wearechroma.com who close case and send EOT survey