Oxfordshire Needs Assessment Tool Guidance

How it transfers to ‘Request Placement’ episode and ‘LAC Review’ episode

‘Request Placement’ Episode

_The stand-alone ‘Oxfordshire Needs Assessment tool’ found in ‘Documents’ should be created first if consideration is being given to a child becoming accommodated before the Placement Request form is opened._

- If you are completing the ‘Needs Assessment Tool’ within the ‘Placement Request’ episode the information will **not** transfer into any other needs assessment tool. This means you cannot measure or track the needs of the child or report correctly on the impact of our intervention.

- If you have scored a need as ‘0’, you must give a clear explanation as to why.

- If the needs are unknown (when a child is placed as an emergency) a score within the ‘B category’ is used. It should be clearly stated that the needs are unknown in this area at the time and professionals will need to re-assess and update before the first LAC Review.

- The form must always be finished either as a ‘standalone’ document or in the ‘LAC review episode’. This ensures all updates transfer to the next form completed.

- The placement request must be **anonymised** as it is shared with both internal and external providers. This can be done by clicking ‘**Ctrl f**’ which allows you to find each instance the child’s name has been used and to replace with the initials.

- The form is to be written with the reader in mind;
  i. ‘Entry to Care’ panel members will want clear reason as to why that placement is being requested as a reflection of the needs.
  ii. Placement providers have to understand the child’s needs to decide whether they have a suitable match with potential carers.

- When clarifying the reason for the request to accommodate the child must be succinct in explaining and not relay the full history of intervention.

- In reflection of recent discussion of the scoring, we have set up a moderation process where scores will be checked and further advice given on scoring criteria.
‘LAC Review’ Episode

- You will find the ‘Oxfordshire Needs Assessment Tool’ in every ‘complete subsequent review’ episode.

- The ‘Oxfordshire Needs Assessment Tool’ will need to be completed at least at every LAC Review.

- If the ‘Oxfordshire Needs Assessment Tool’ has been completed as a standalone document, the information will transfer into the ‘LAC Review’ episode.

- If you need to update the ‘Oxfordshire Needs Assessment Tool’, either after a LAC review at any other time, you can create a new standalone form within documents, the information from the last standalone tool will automatically pull through.

- From 10th September 2019 this process will be mandatory and every child will need to have one completed at the time of their LAC review.

Sarah Duerden

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