

Family Help Assessment and Review Process

This document outlines the Family Help – Your Family Assessment and review process, including additional support that may be required when Your Family Plans are not progressing. This includes an addition to the distribution of reviewed Your Family Plans, which supports collaborative working, information sharing, and timely response to the needs of children and families across Family Help.

The Assessment Process

1. Unmet need identified that cannot be met by a single agency.
1. Check to see if there is a Your Family Assessment (YFA) already in place - if there is one, a Partnership Support Officer will give you the name of the current lead professional, who will inform them of the Your Family Review process.
1. If there is no Your Family Assessment in place, discuss a Your Family Assessment with the child, young person, and parents or carers to request consent.
1. Consent given - start the Your Family Assessment process using a whole family approach to assessment and planning.
1. The initiating agency to complete as much as possible or appropriate for that agency and register the Your Family Assessment with the Family Help – Partnership Support Team via the online form.
1. Set up the Your Family Review process, including all appropriate agencies with the family. Complete parts of the Your Family Assessment relevant to agencies in attendance at the Your Family Review.
1. Your Family Reviews continue, update and review the plan evidencing progression to the wellbeing and success goal for the child. If progress is slow or stuck discuss with Partnership Support Officer; and consider referral to the Family Help and Family Support Panel
1. When the plan has been reviewed and updated, a copy of the plan to be distributed to the family, including a copy sent to the Family Help service family.help.waf@cumbria.gov.uk
1. Close the YFA when all needs are met, or other reasons for closure are identified or follow the 'Step Up' procedure. All closures need to be closed using the Online Family Help Closure Form.

If at any time from initiating the assessment, or during Your Family Reviews the lead professional changes, the current lead professional completes the Online Family Help Change of Lead Professional Form.

If a YFA closes but at a later date, additional unmet needs are identified, either update the original assessment or begin a new assessment and register the assessment.