

The Multi Agency Forum (MAF)



What to do at the first Multi-Agency Forum

- 1 CAF Assessor (or Agency representative) gives summary of needs and strengths
- 2 Other services add to the CAF by providing extra information
- 3 Forum agrees the action plan and service requests or decides if engagement of Tier 3 or 4 services are needed
- 4 Lead Professional, summary of actions and review date is agreed
- 5 A copy of the action plan is sent to the services that have agreed to have a role (the CAF Coordinator who attends the meeting will forward these on after the forum)
- 6 A copy of the CAF form can be used as a request for services but a phone call is needed prior to any referrals

Who is at a MAF?

Social Care Services
Police
District Council – to represent housing, leisure and anti-social behaviour
Voluntary Sector rep
Children's Centre
Extended Services
Health Visiting/Midwifery
Early Years Development Advisor
Student Support
Education Psychology
Education Welfare
Specialist Teaching Service
(to forward reports if known)
CAMHS (to forward reports if known)
Family Steps

Youth Service
YISP
Connexions

What the CAF Coordinator will do

- Provide an attendance list and make arrangements for the next forum.
- Take minutes / update action plans at forums and forward to lead professional to liaise with services who have agreed a role.
- Be your contact at the County CAF Team for any queries that you may have regarding the process or the Multi-Agency Forums.
- Convene a smaller meeting of services if necessary.

What happens after a Multi-agency Forum?

- CAF Coordinator sends action plan to all services involved.
- Actions identified are commenced by services and progress is monitored
- Lead Professional acts as contact point for child/young person/family and other professionals and maintains an overview of progress. They may call a smaller meeting if appropriate.
- Lead Professional or representative attends subsequent forums to review progress and update action plan.
- When needs are met the CAF form is closed and posted to the County CAF team with the reason for closure.

Contacts

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Guide to the Common Assessment Framework and Multi Agency Forums





Guide to completing a Common Assessment Framework form



The **CAF Team** is a part of the Children and Young People's Services at Leicestershire County Council.

The team has responsibility for:

- Giving advice and guidance on CAF related matters
- Receiving / recording 'Intents to CAF' and completing checks to see if there is Tier 3 / 4 involvement
- Putting agencies in touch if there is involvement
- Supporting and administering the Multi Agency Forums around the County
- Supporting the Lead Professional
- Producing action plans which record what services / schools will do to meet identified needs
- Providing multi agency training and promoting integrated learning
- Administering / updating the Common Assessment Framework (CAF) Database
- Building links and promoting integrated working across the county

What is CAF?

- A **process for undertaking a common assessment**, to help practitioners gather and understand information about the needs and strengths of the child, based on discussions with the child, their family and other practitioners as appropriate;
- A **standard form and action plan** to help practitioners record and where appropriate, share with others, the findings from the assessment in terms that are helpful in working with the family to find a response to unmet needs.



Before starting a CAF

- Child/young person with additional needs is identified.
- Needs discussed with child/young person/parent, gain initial consent to commence CAF process.

How to begin a CAF - 10 Steps

- 1 Before starting to complete a CAF form call the County CAF team on 0116 3058727 and ask if a CAF has been started for child X. They will require the name, date of birth and address of the child along with your details and a telephone number that they can call you back on.
- 2 The CAF team will then call you back and confirm details of an existing CAF or any existing involvement of Tier 3 / 4 services.
- 3 If there is already a CAF – they will inform you who is the current CAF Assessor/Lead Professional and their contact details.
- 4 If there is Tier 3 or 4 involvement- you will not be able to start a CAF but the CAF team will be able to give you a contact to liaise with and exchange information.
- 5 If it is ok to proceed you can contact the child and/or family to gain consent and the information required to commence the CAF.
- 6 Complete as much information as you can in each assessment domain to provide an holistic view. It is not necessary to identify a box to be ticked for every need or strength.
- 7 Suggest actions to meet needs, identify key services and make contact, prior to the multi-agency forum (CAF Team can advise).
- 8 CAF Assessor keeps the CAF original and sends a copy by post to the County CAF Team and provides a copy to the child/family as soon as the CAF needs and strengths sections are completed.
- 9 If a CAF requires broader multi-agency input (check with CAF Team if unsure), inform the CAF Coordinator for your area at least 8 days before the next Multi Agency Forum, (See Step 10 only if presenting to a forum).
- 10 The CAF Assessor or Agency representative will need to present the CAF at the Multi-Agency Forum. Forum dates can be obtained from the County CAF team.