

## What is an Integrated Assessment?

[www.devon.gov.uk/cwan](http://www.devon.gov.uk/cwan)

February 2011

**Your child will have an **Integrated Assessment** if they have complex difficulties which need a co-ordinated response by professionals from different agencies such as health, social care and education. The assessment is used to create a Service Plan to support your child.**

### **Who decides if my child will have an Integrated Assessment?**

You, or a practitioner working with your family, can ask the **Integrated Children's Service** to consider an Integrated Assessment for your child. If your child is under 5 years old information recorded in the Early Support Programme Family File can be used to support your request. If your child is over 5 years old, we will give you an Information Gathering Form to complete. We can arrange help with filling this in if you need it.

Senior staff from education, health and social care will then use this information to decide whether to offer your child an Integrated Assessment.

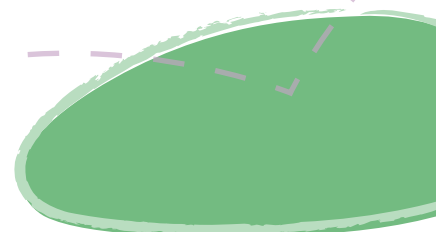
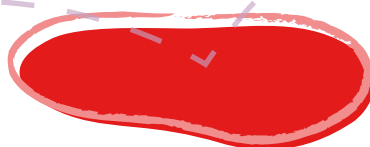
If they decide your child's difficulties are not complex enough for an assessment they will:

- make sure the people already involved know how to support you
- or**
- offer more specialist support to help manage a particular area of difficulty.

### **How is an Integrated Assessment carried out?**

- A **lead professional** is appointed who contributes to, and guides you through, the process.
- Relevant practitioners are given a copy of your Family File information or Information Gathering Form and provide an assessment summary. They sometimes provide a longer report as well.
- The lead professional uses all the advice to make a plan showing how your child will be supported and checks with you who should have copies of this plan.
- Your child's Joint Agency Record is confirmed or updated.
- You are given information about being a parent-carer lead professional and you are consulted about who the ongoing lead professional will be.
- A manager checks the plan has clear outcomes for your child, authorises it and sets a date to review it.

The Integrated Assessment process should be completed within 65 working days.



# Factsheet 8

## What is a lead professional?

The lead professional will:

- be the first point of contact for you and all the professionals working with your child
- make sure you all keep in touch and the plan is working
- arrange an early review if the needs of your child or family change significantly
- review the plan.

## What about the assessment of Special Educational Needs (SEN)?

If your child has an assessment of SEN the information collected has to be presented to you as a separate document, so there will be some duplication. We can reduce this by:

- making use of assessments done as part of the Integrated Assessment in the assessment of SEN
- including information and services from the statement of SEN in the Integrated Assessment and Service Plan
- joining up the review of the statement of SEN with the review of the Service Plan.

## Will my information be shared?

Yes. The professionals working with you and your child will use a secure computer database to share information.

The database holds:

- basic details about your child and family
- information from your Family File or your Information Gathering Form
- assessments and updates
- the Integrated Assessment, the Service Plan and Service Plan Reviews.

You can have copies of all the paperwork we use to record your child's Integrated Assessment and Service Planning.

## Will you ask me before you share any information?

We ask for your consent to add information from your Family File or Information Gathering Form to the database - this information is shared with the senior staff from education, health and social care who consider your request for assessment, and with professionals asked to contribute if an Integrated Assessment is carried out.

We **will not** share information without asking you if we get any requests for information about your child or family from relatives, professionals or service providers not named on your child's Service Plan.

We **will** share information without asking you if:

- we are asked for data which does not identify your child to help us plan and monitor services
- we are asked for data by the Department for Education.

## How can I get more information?

Speak to someone working with your family or contact Integrated Children's Services:

Exeter, East and Mid Devon  
**01392 383764** or **01392 383768**

Northern Devon **01271 386230**

Southern Devon **01803 763500**

