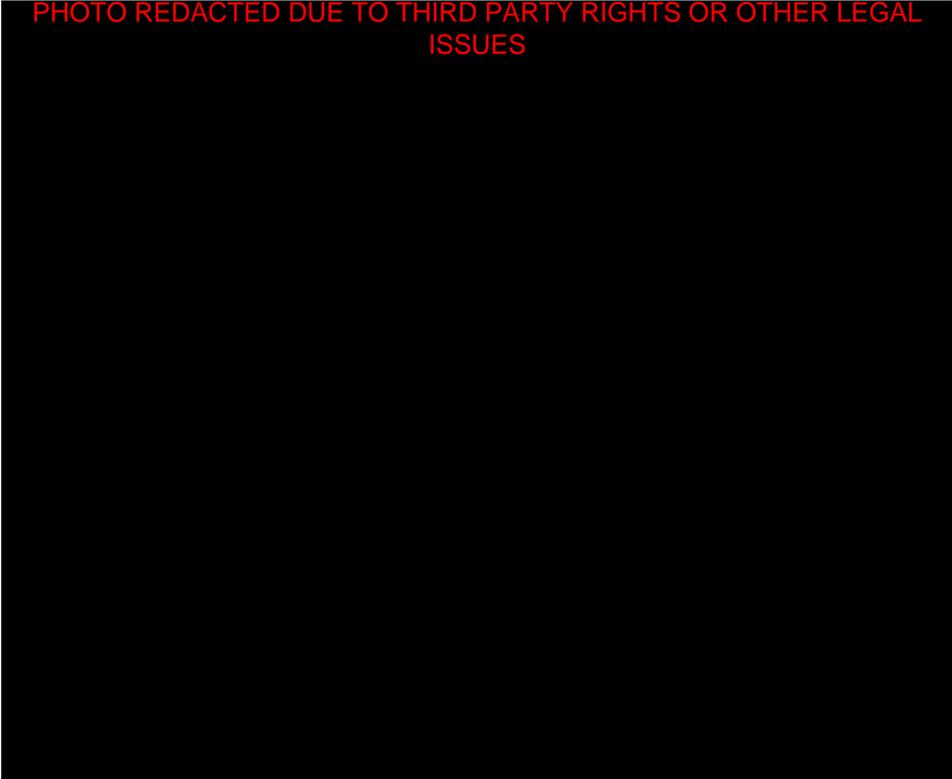


E-enablement of the Common Assessment Framework

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ISSUES



CAF Business Processes

Version 1.0

www.ecm.gov.uk

Every Child Matters
Change For Children

Revision History

Issue date	Version	Summary of Changes
08/06/2006	1.0	Initial publication

Purpose of this Document

To define the business processes to support the e-enablement of the Common Assessment Framework (CAF).

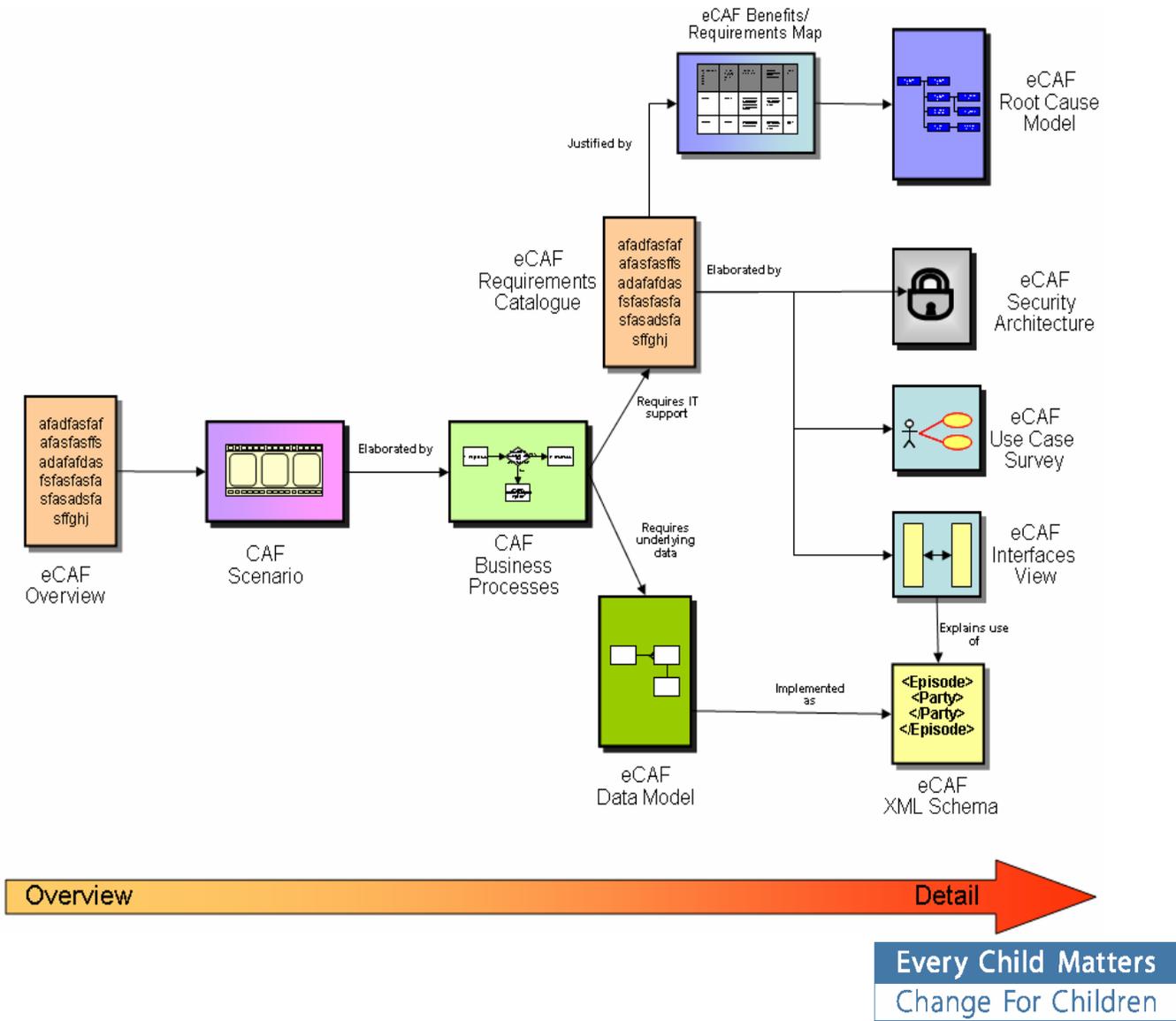
The processes define what a practitioner will have to do to complete a CAF. The scope of the work is bounded in part by the generic practitioner process and the three stages of CAF, namely:

- Preparation
- Discussion
- Delivery

The processes will capture the relationship and linkages between:

- The steps: the specific steps to completing a process
- The Inputs: The things that need to be in place before a process step can be completed, e.g., consent
- The Outputs: The things that are created by a particular step in the process, e.g., a message is sent to the IS Index system.
- The mechanisms: What are the technical and manual requirement to fulfil a step, e.g., interaction with IS Index or phone call.

eCAF Documentation Reader's Guide



eCAF Documentation Reader's Guide

How to use this document

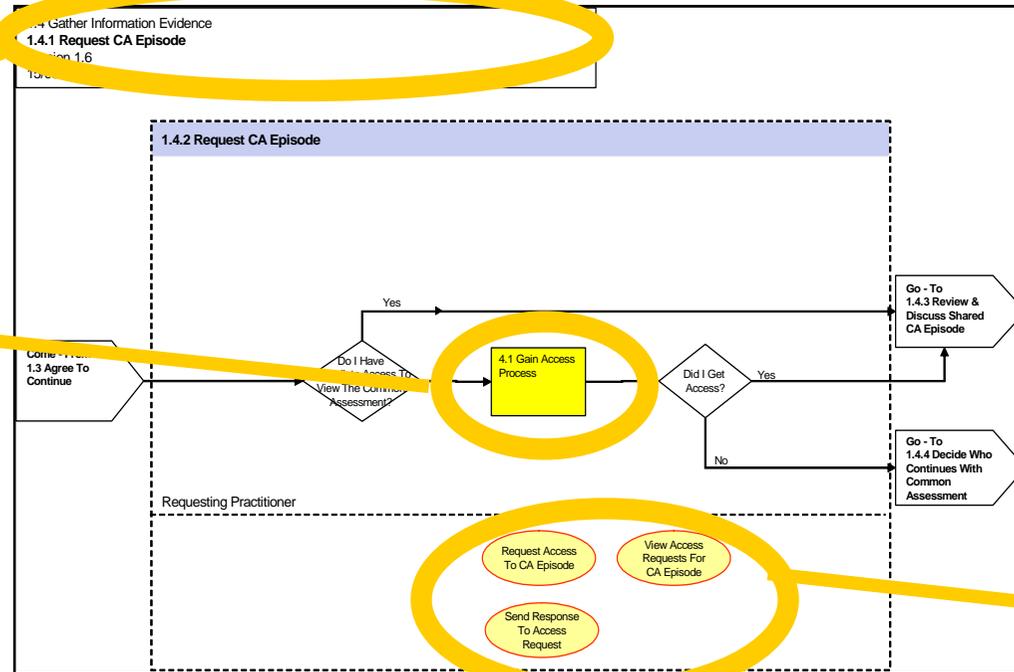
This document is intended for a wide audience, but specifically for business managers responsible for implementing an eCAF system. It describes in detail the Practitioner Processes that the system needs to support.

Viewing the document in Notes view provides additional detailed information about the processes. (The next page explains more about this)

Alternatively, viewing the document as a slide show allows for a more interactive experience – clicking on shapes to navigate around the processes

Clicking on the title box takes you back up a level

Clicking on a highlighted box zooms you in to a more detailed process definition



The yellow circles are “Use Cases”, which signify IT Support for this part of the process. See the “eCAF Requirements Catalogue” for a full list of Use Case descriptions

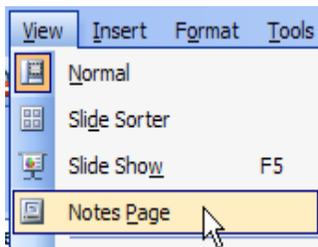
eCAF Documentation Reader's Guide

Viewing and Printing

We have annotated this PowerPoint document with descriptions for the different steps in the process maps. If you choose 'Notes Page' in the 'View Menu' you will have the descriptions on the left and process maps in the panel on the right. If you want to see the process maps without the descriptions you can choose 'Normal' in the 'View Menu'.

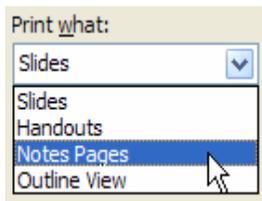
View Process Maps with descriptions

Choose 'Notes Page' under the View menu in PowerPoint



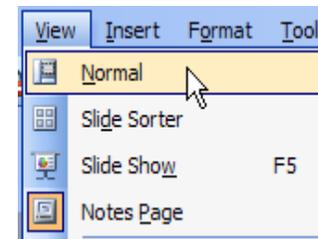
Print notes and process maps:

Choose 'Notes Pages' in the 'Print what' menu in the print dialogue box.



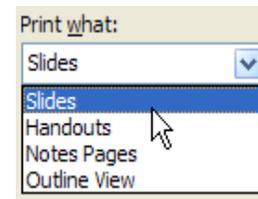
View Process Maps without descriptions

Choose 'Normal' under the View menu in PowerPoint



Print process maps only:

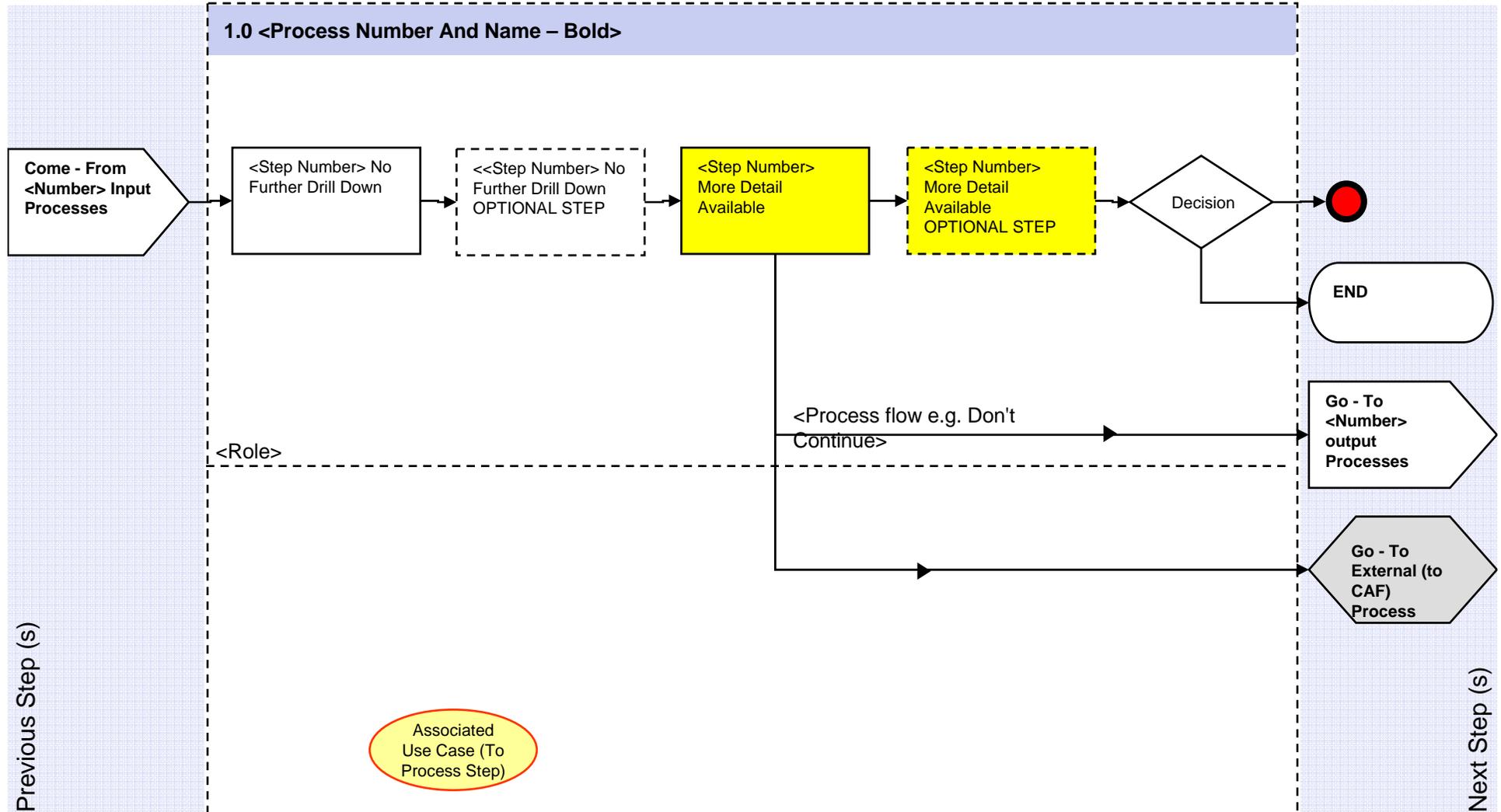
Choose 'Slides' in the 'Print what' menu in the print dialogue box.

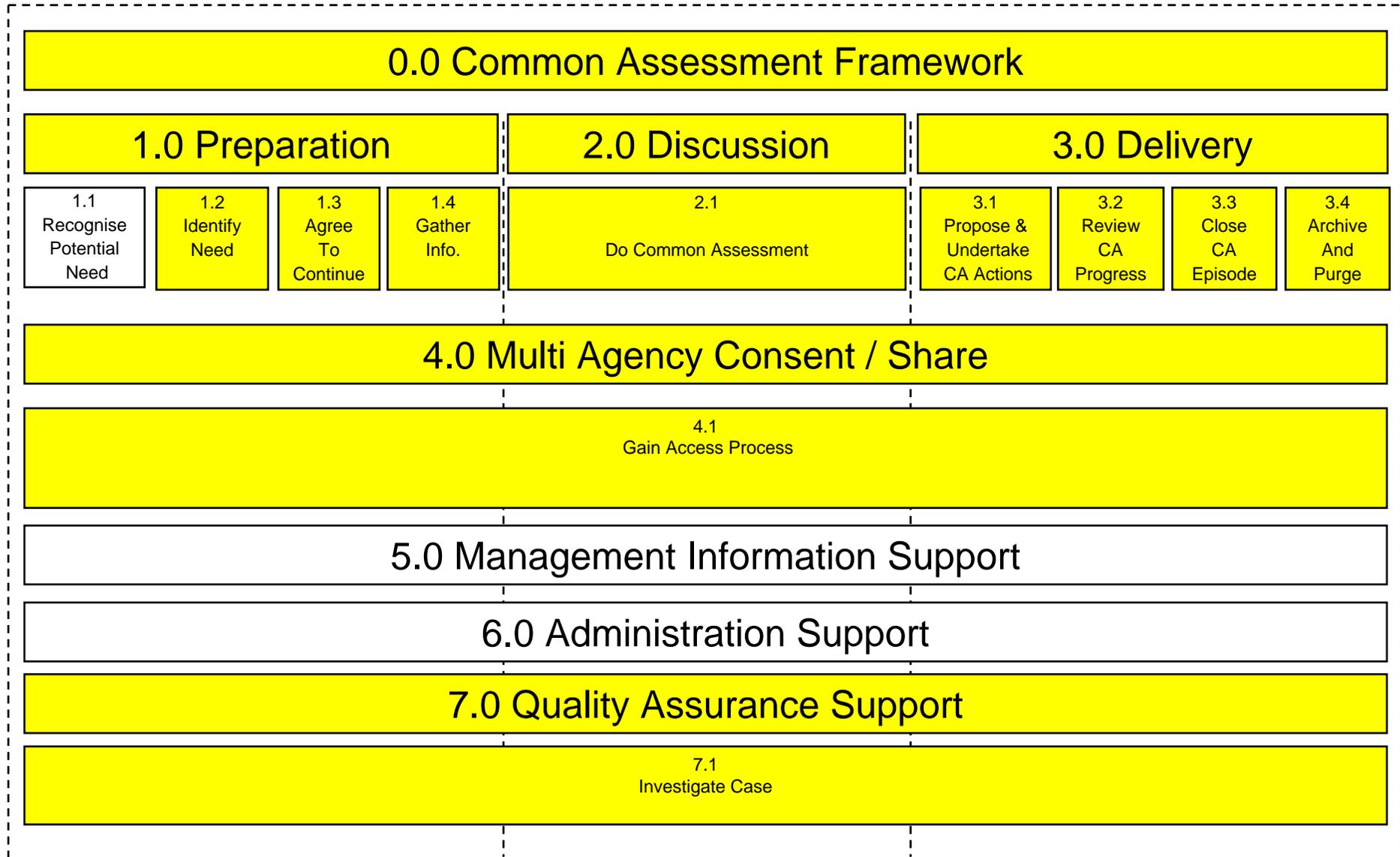


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1.0 <Business Area Number And Name>
1.1 <Process Number And Name – Bold>
 Version <Version Number>

Process Map Key

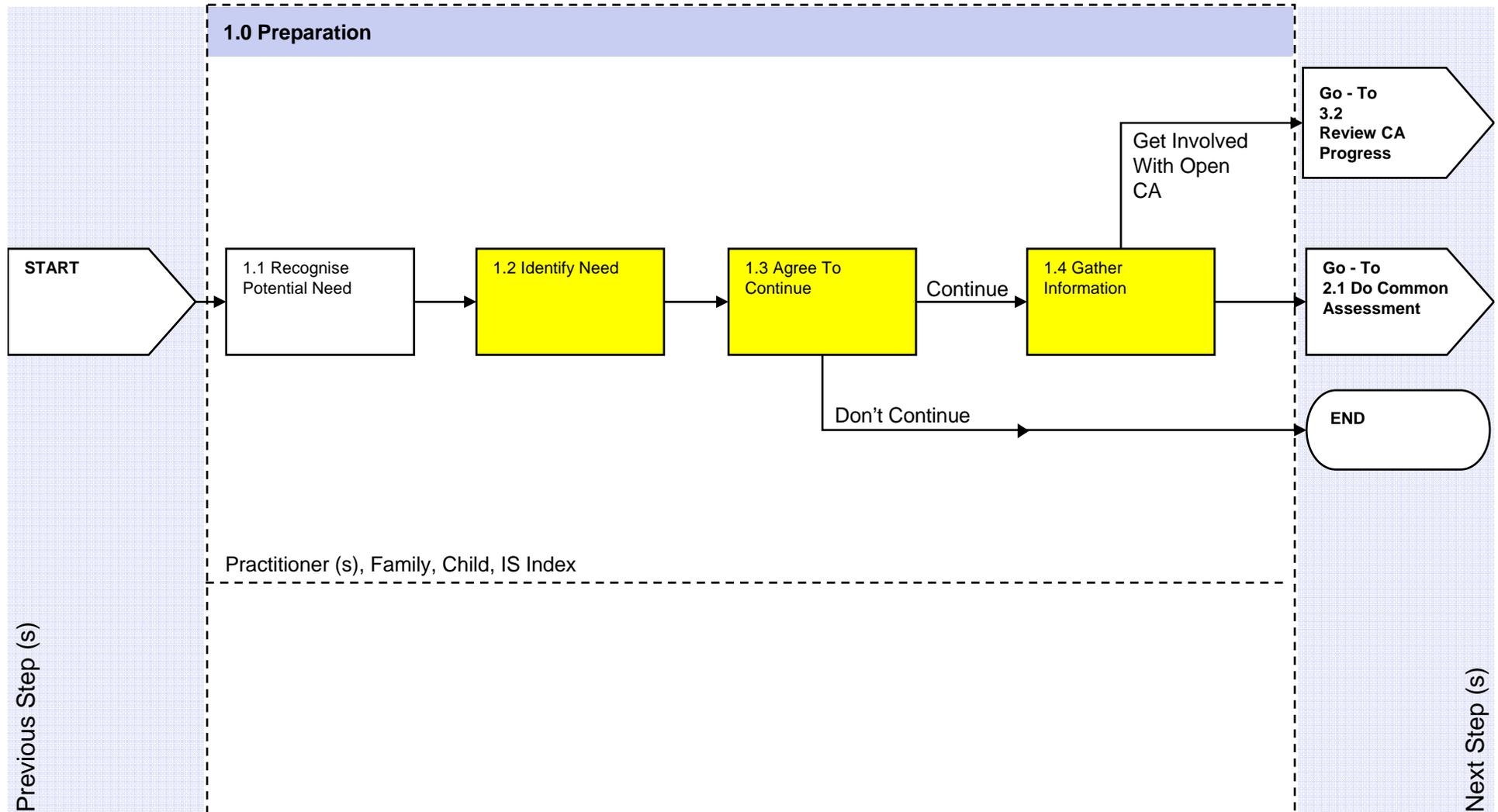


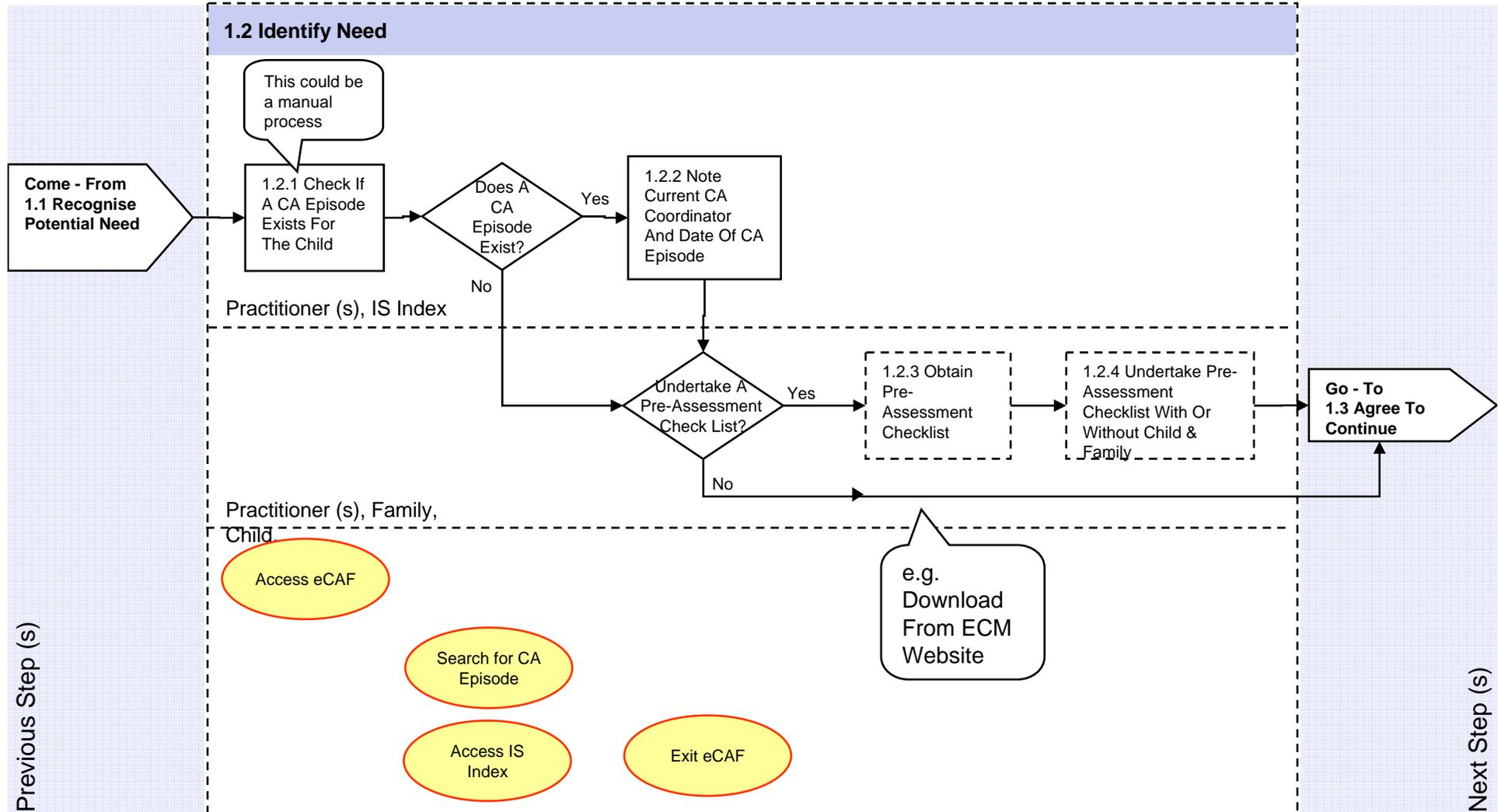


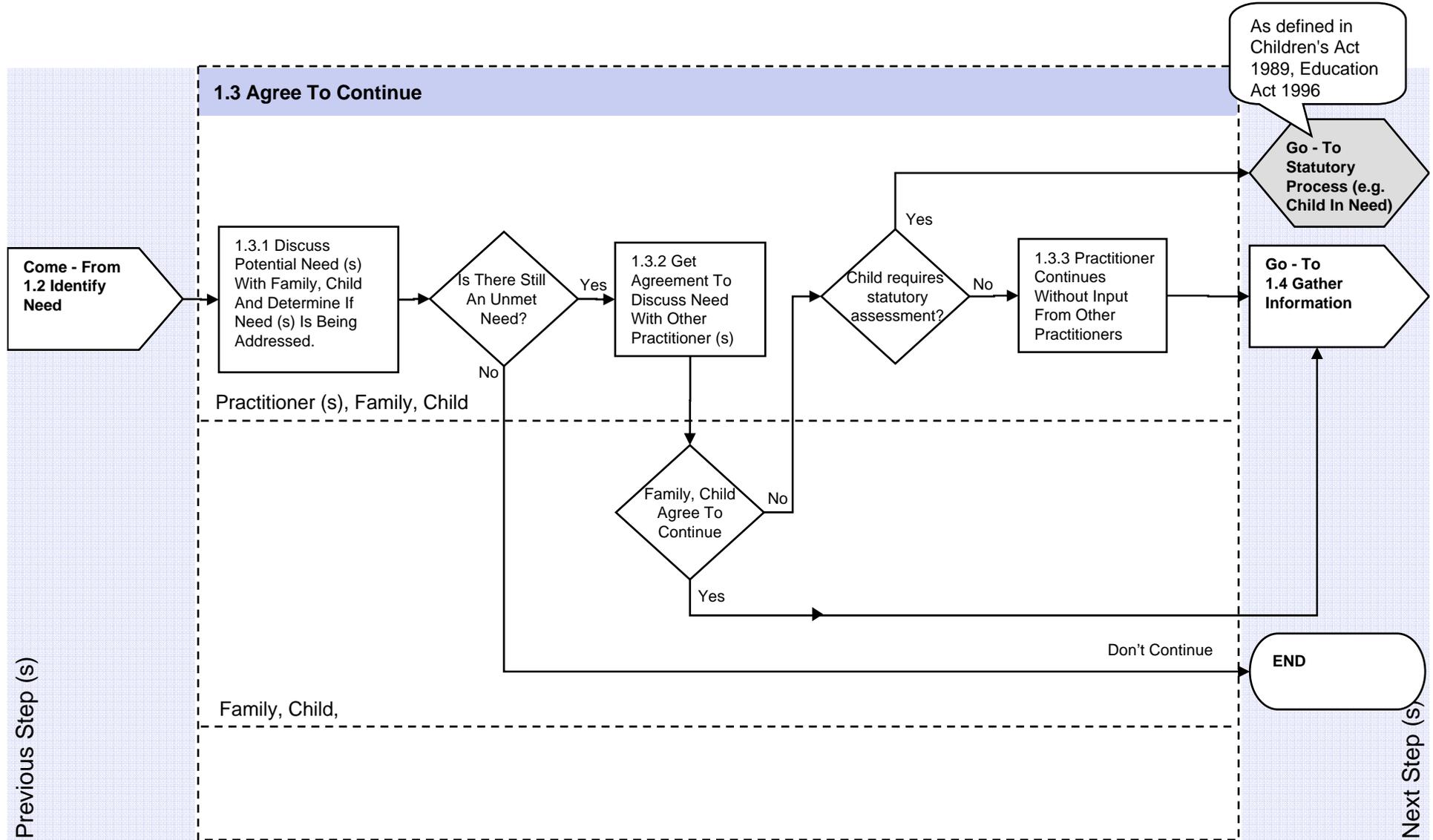
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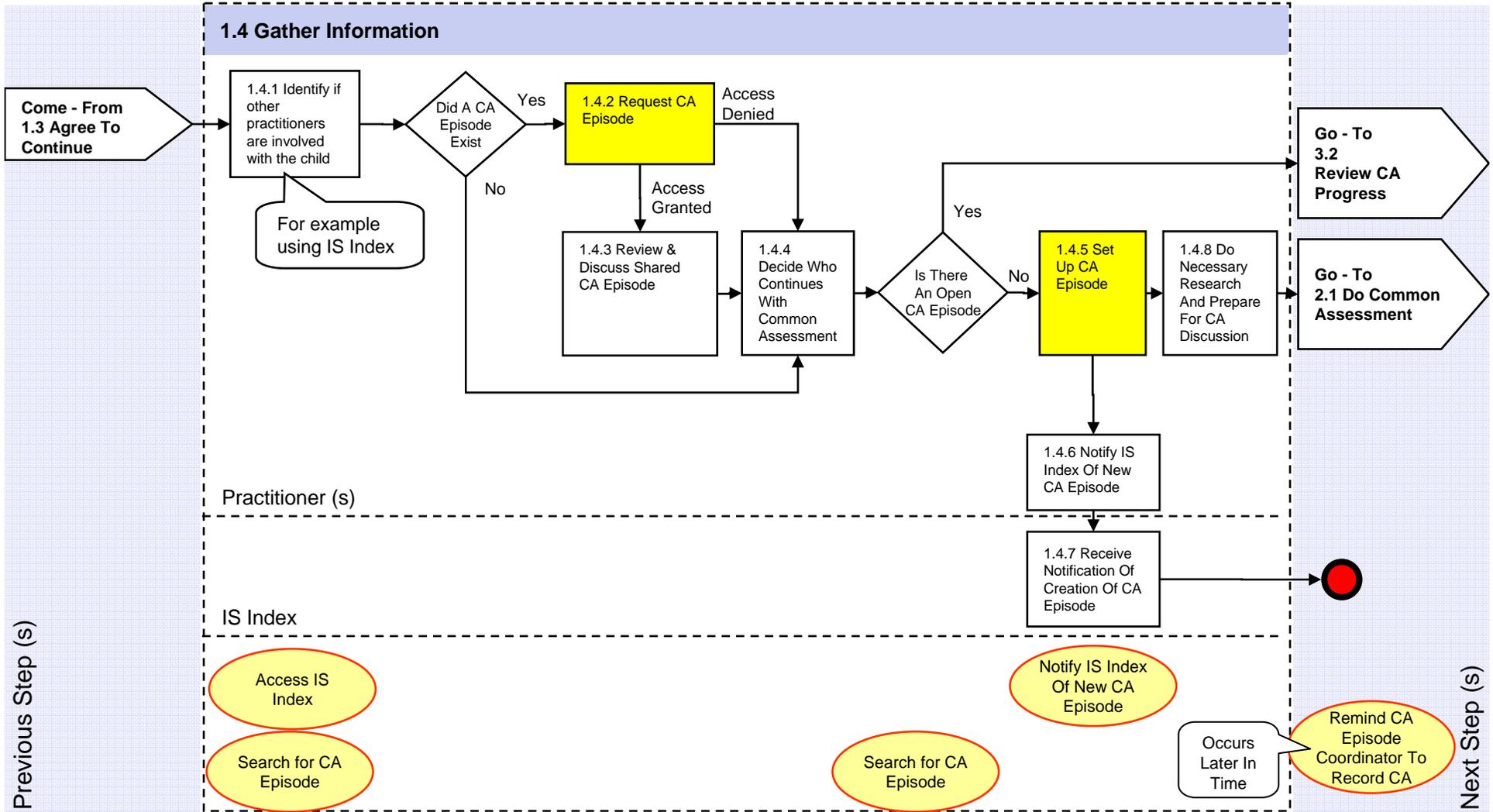
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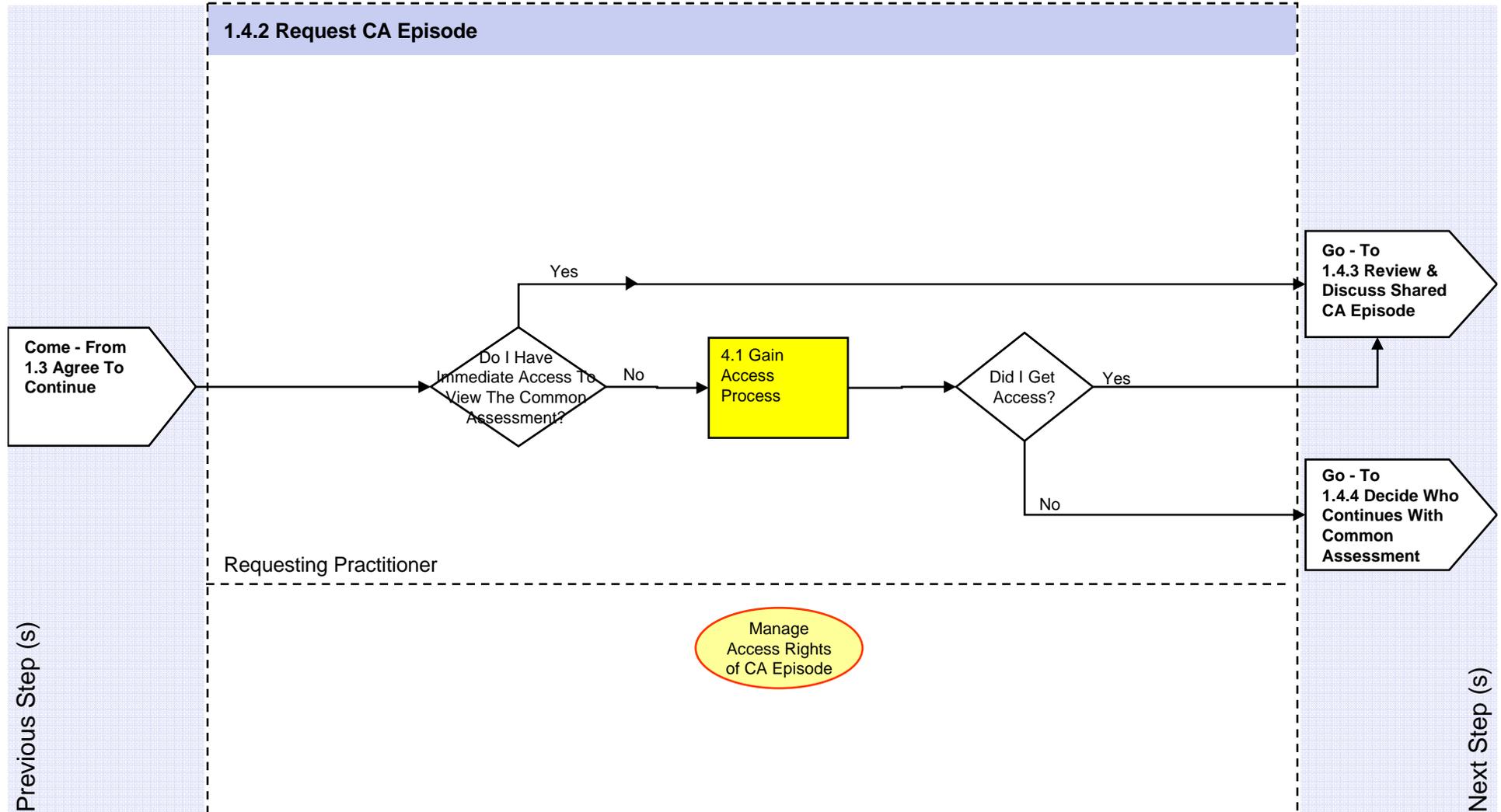
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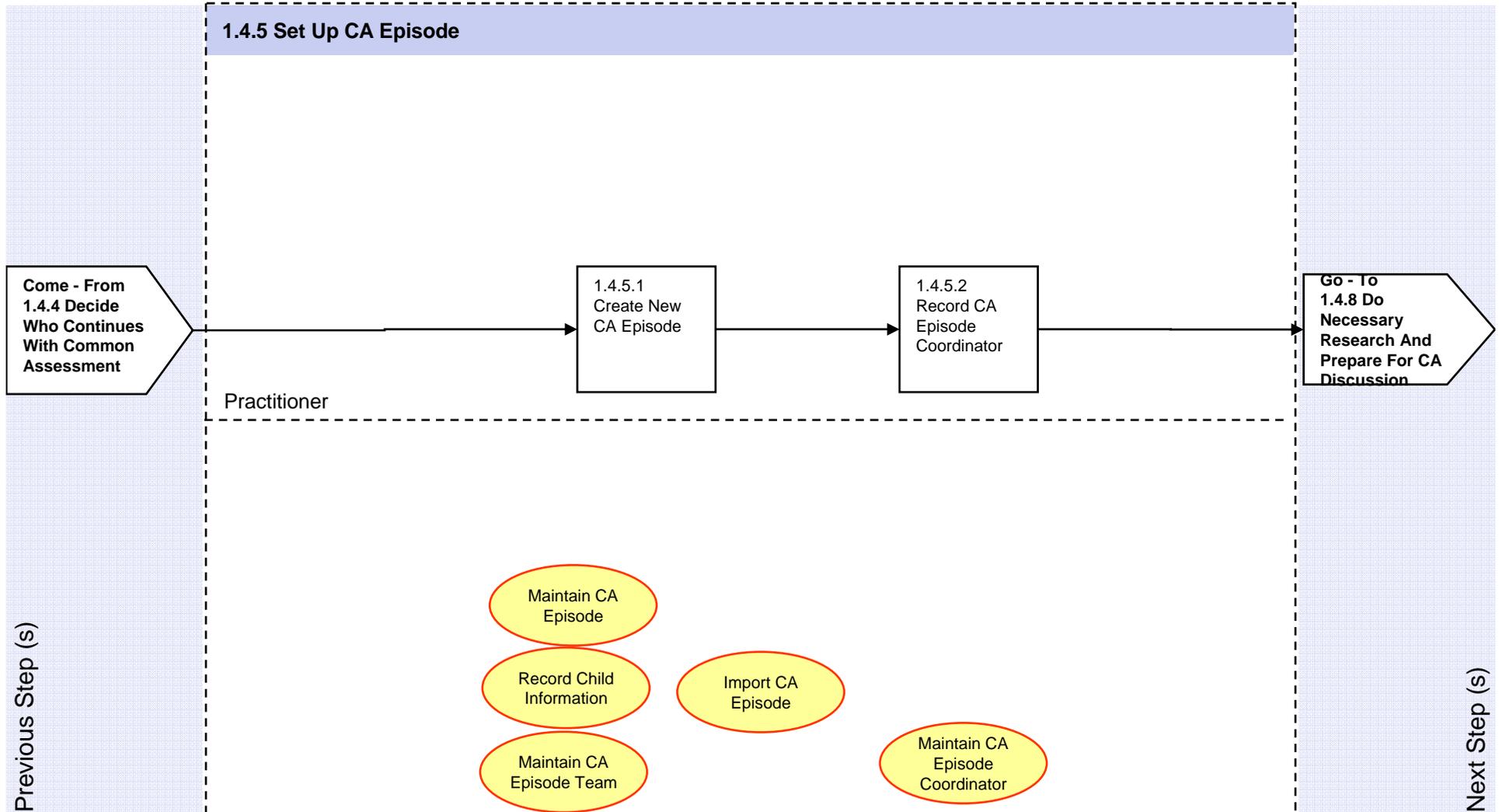




1.4 Gather Information Evidence

1.4.5 Set Up CA Episode

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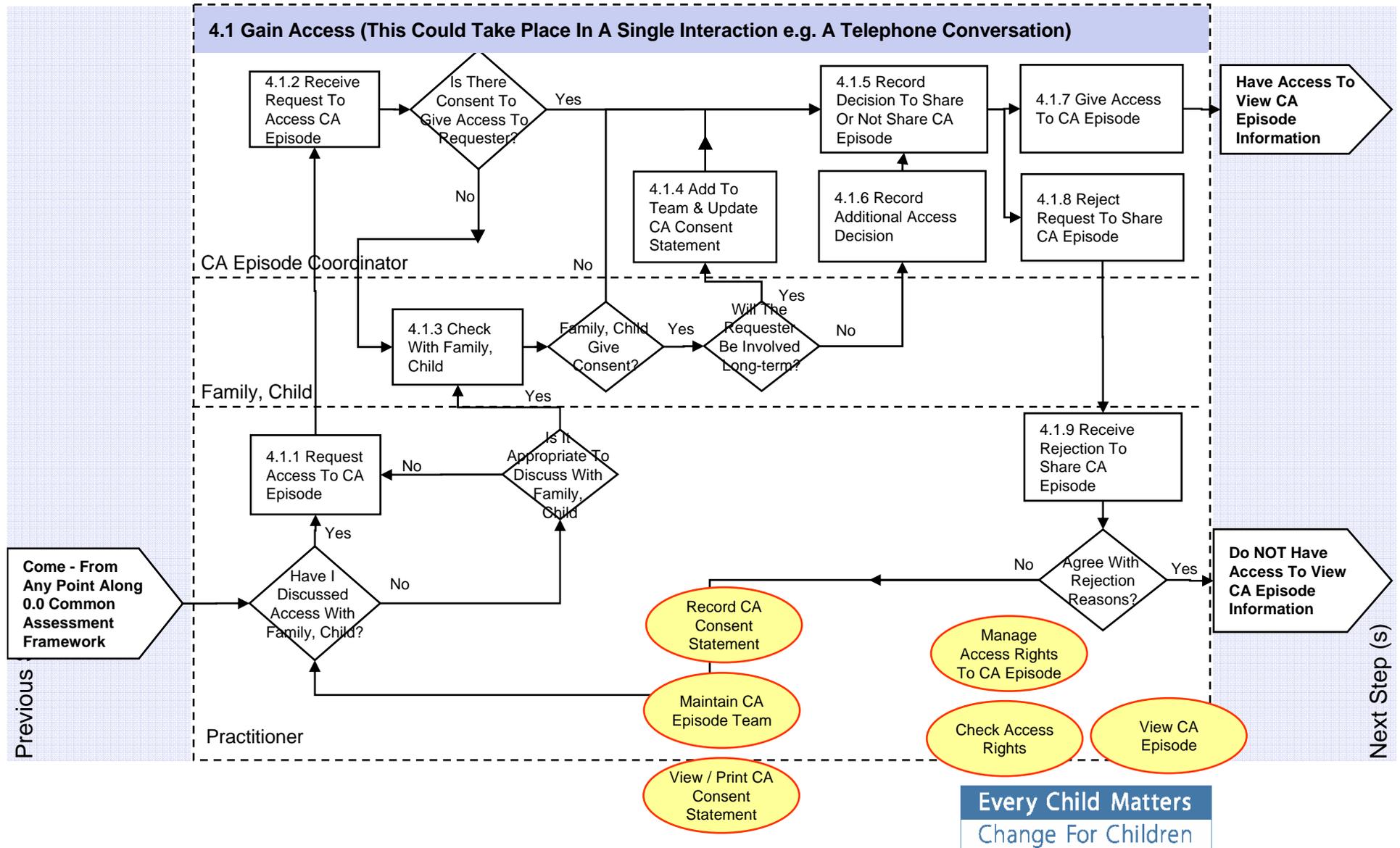


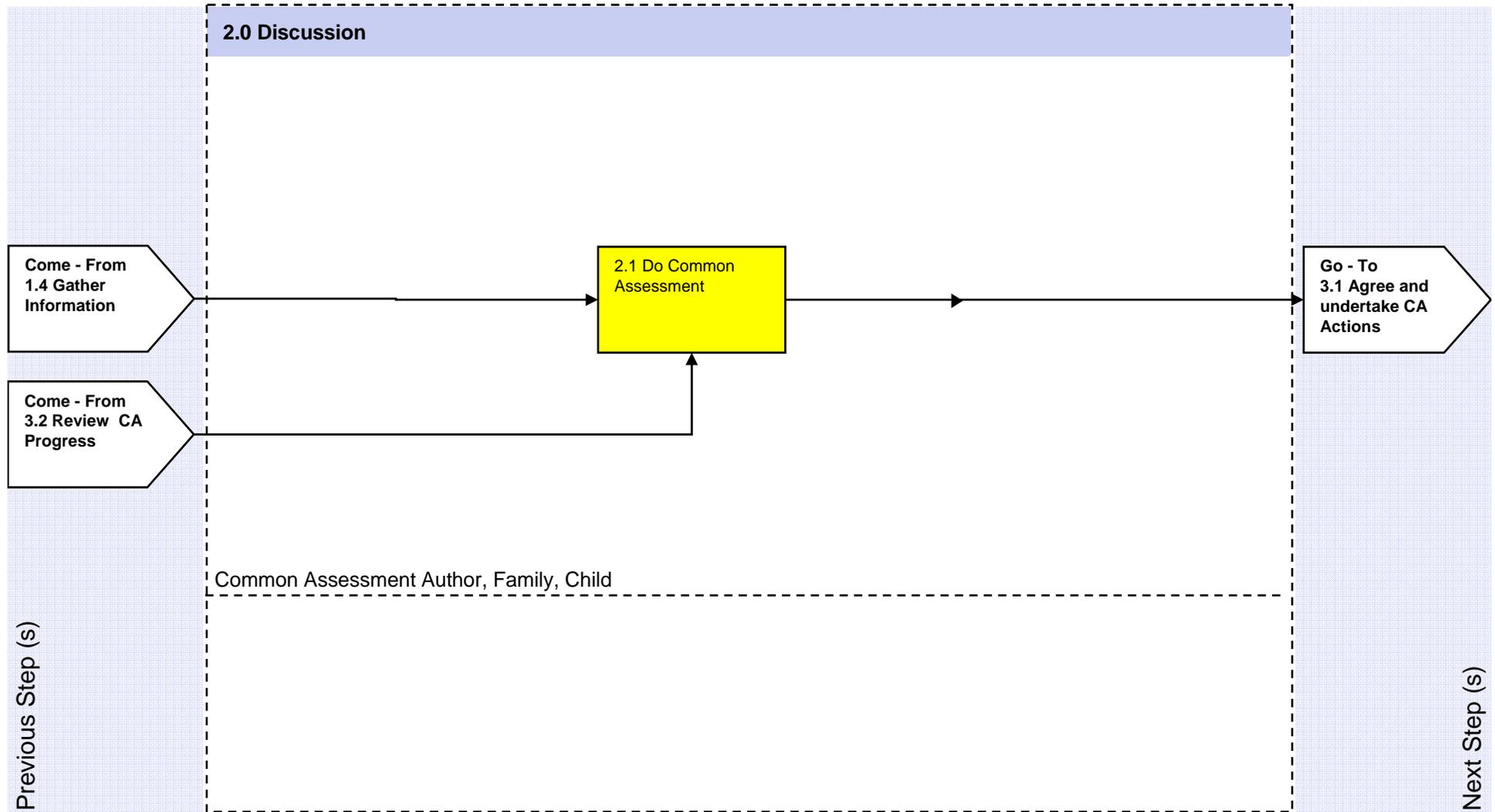
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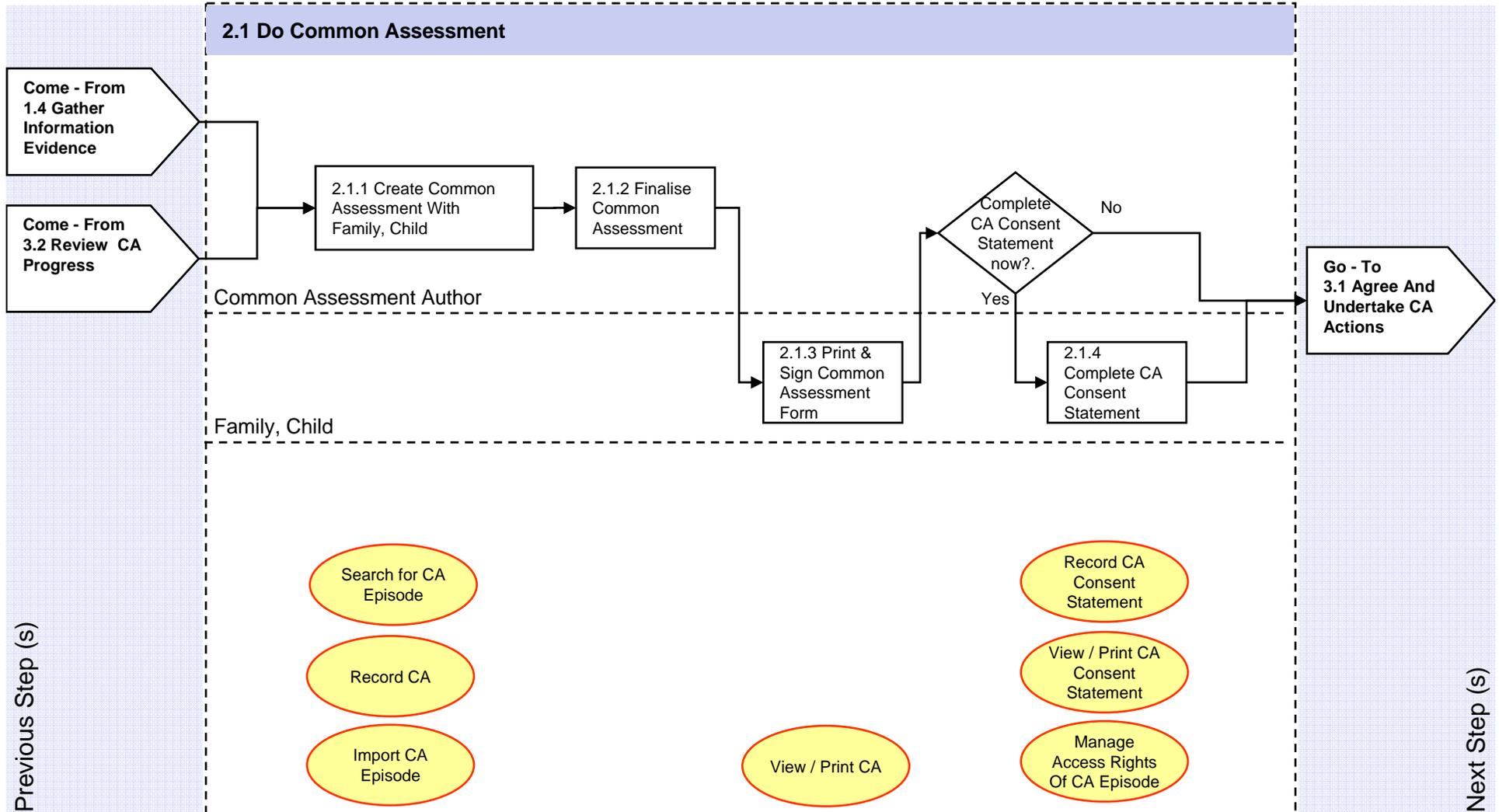
4.0 Access and consent

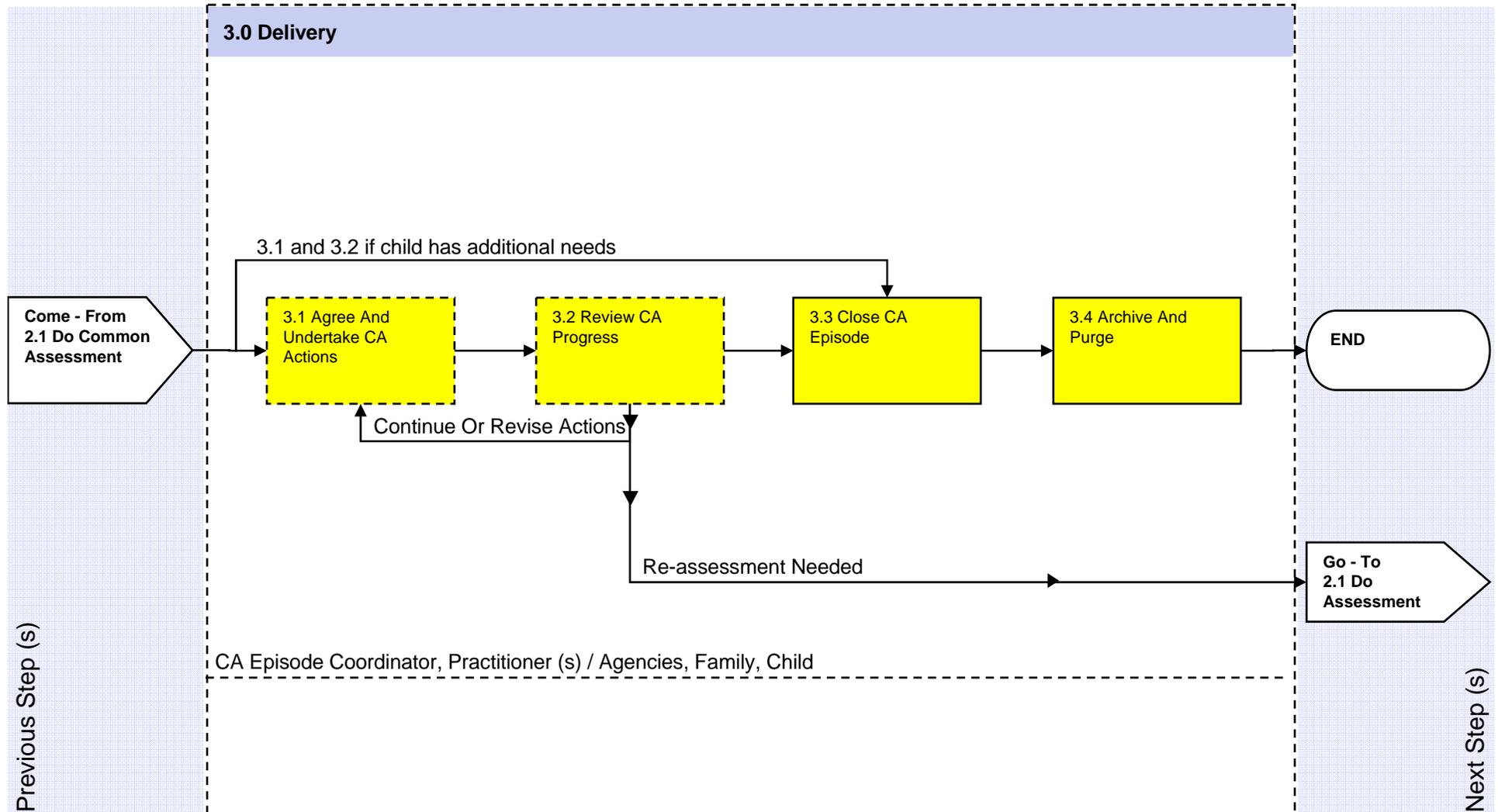
4.1 Gain Access

Version 1.0

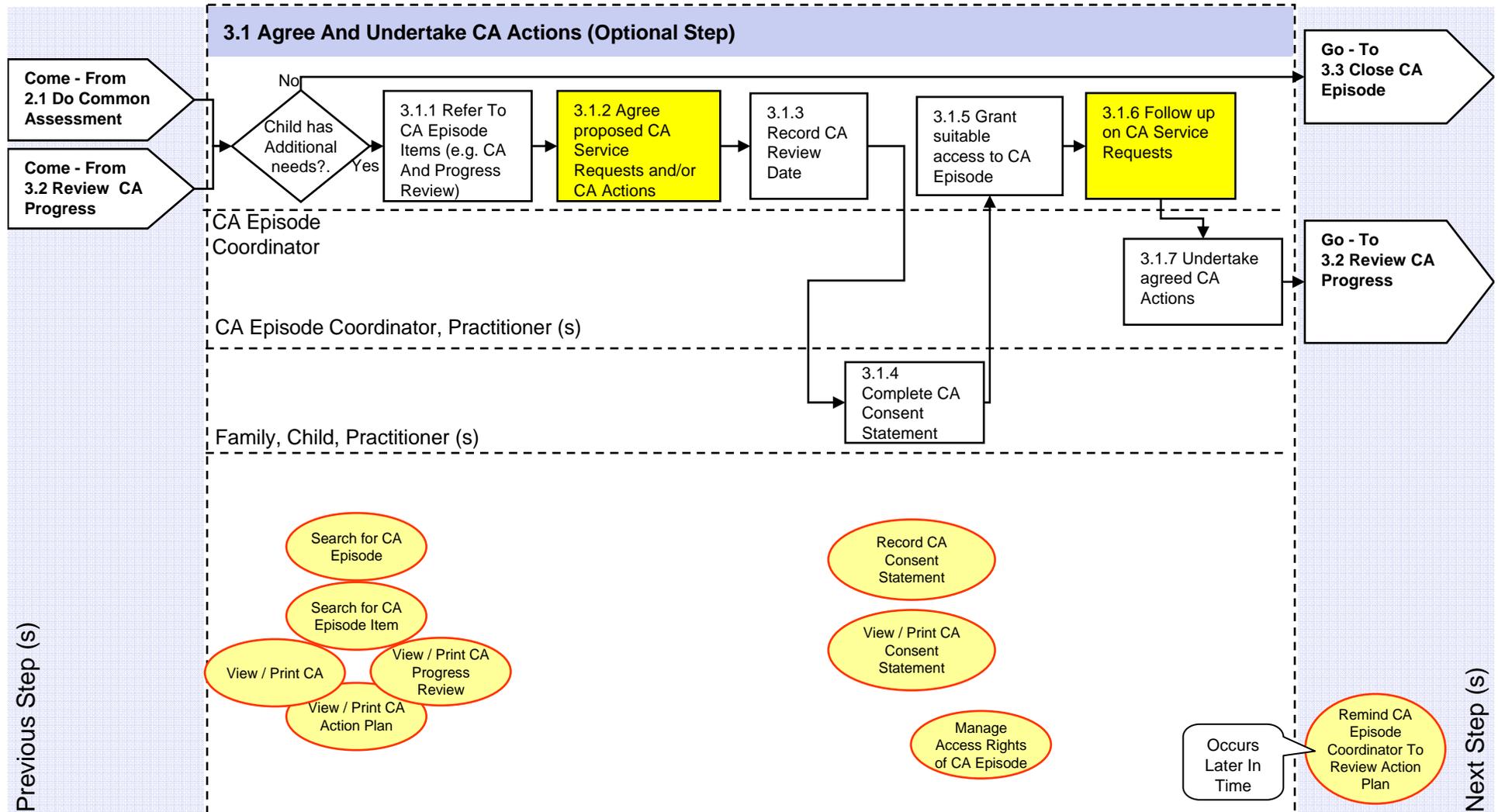








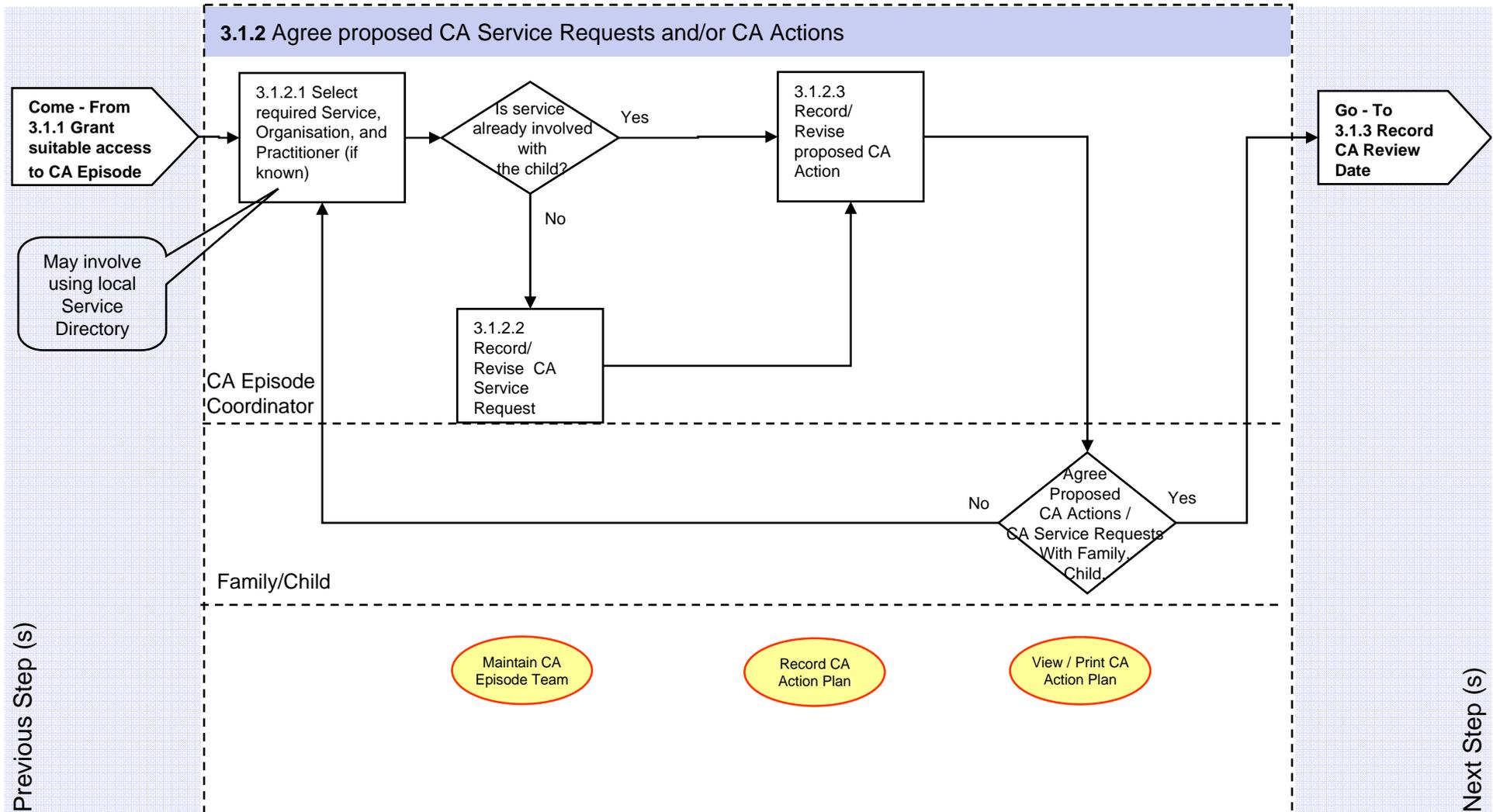
3.0 Delivery
3.1 Agree And Undertake CA Actions
 Version 1.0

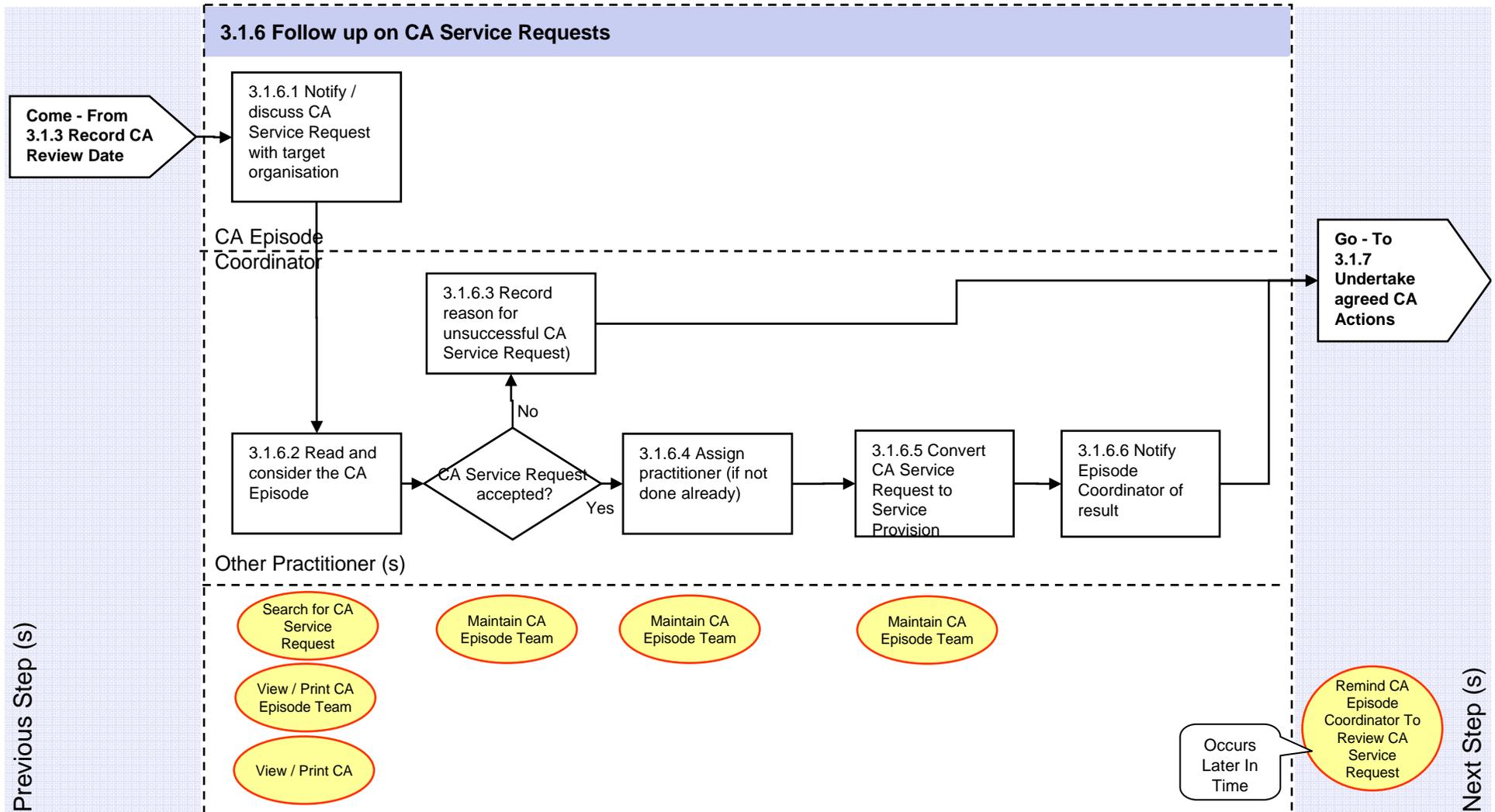


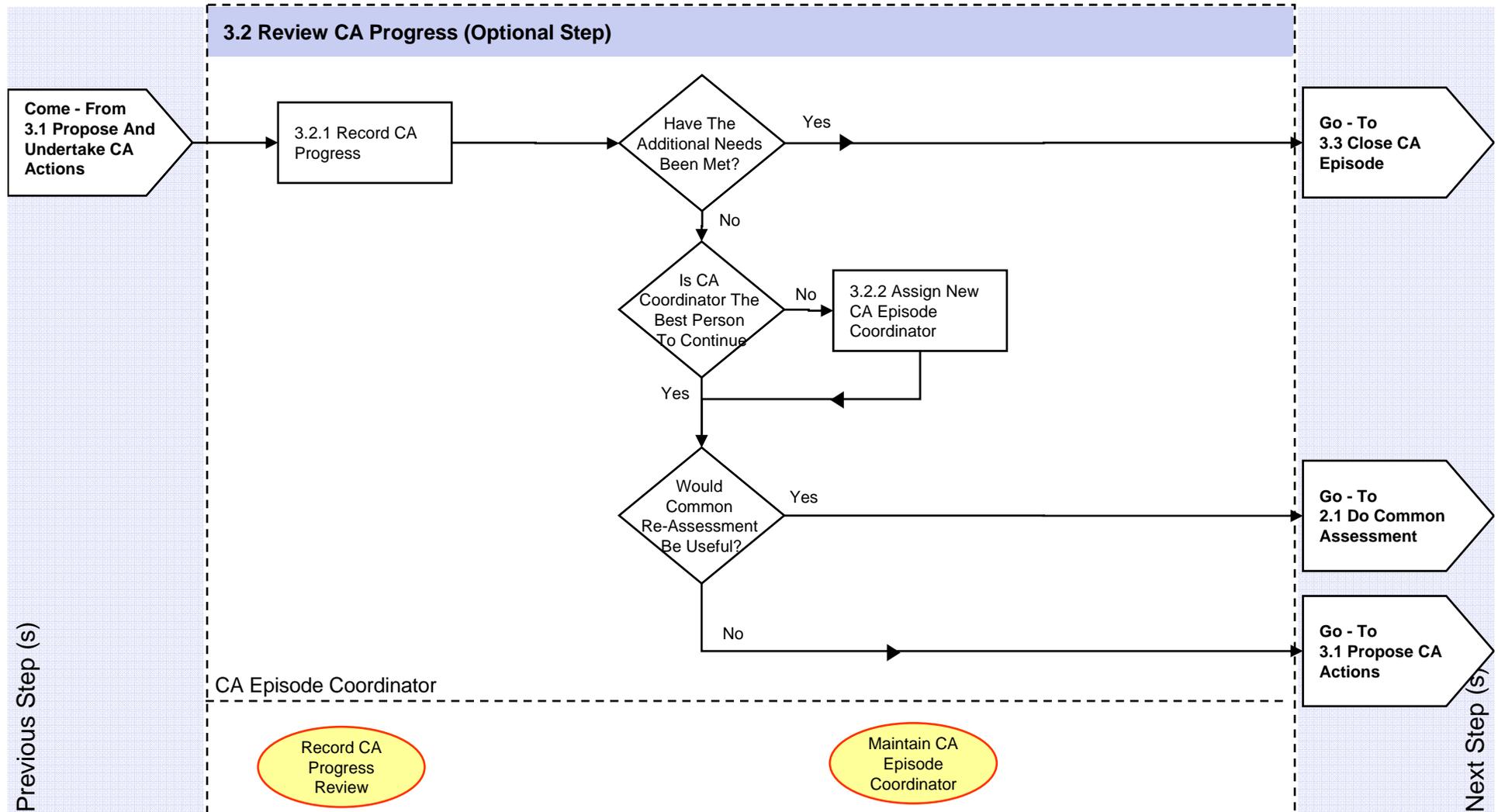
3.0 Delivery

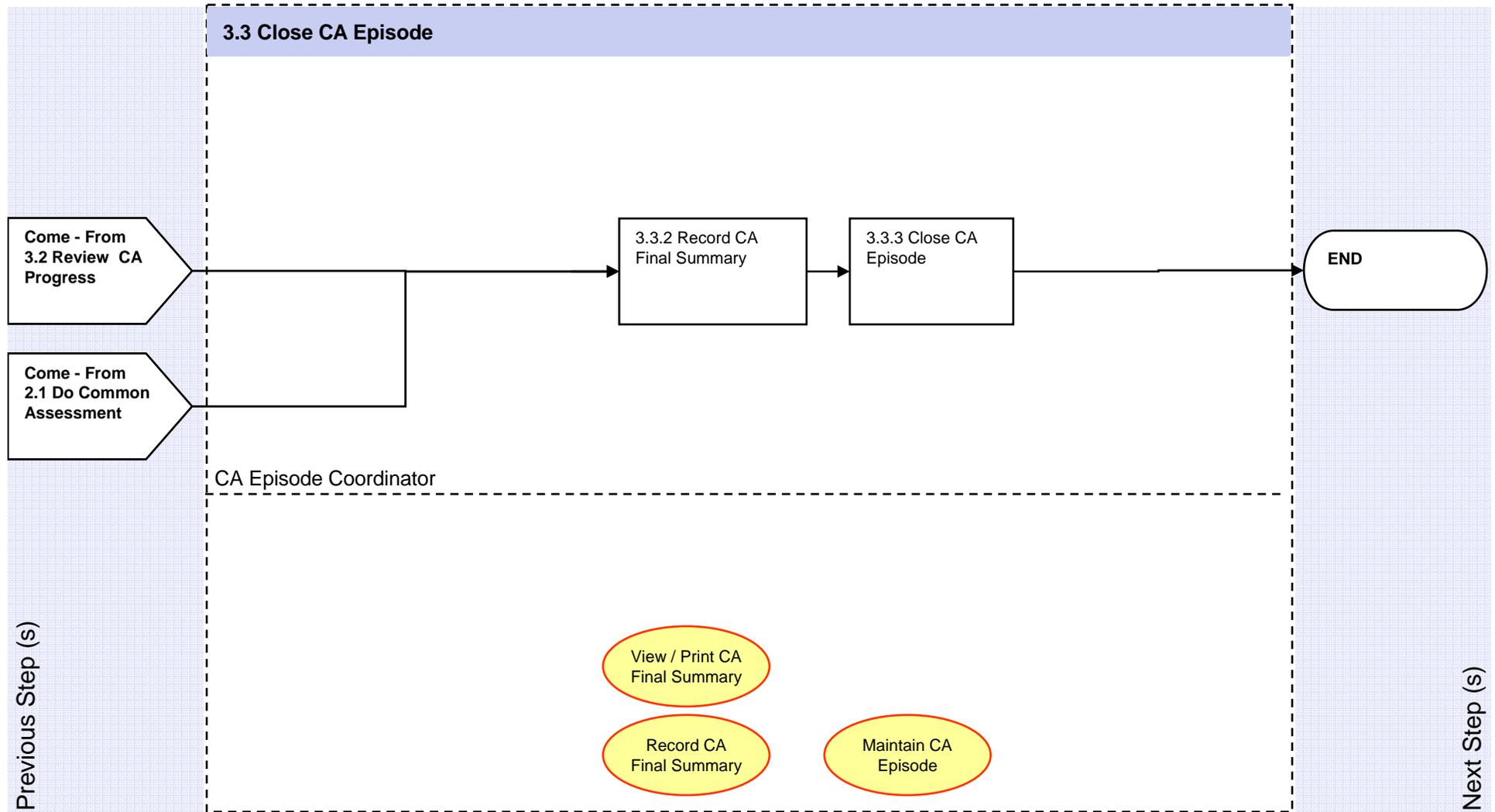
3.1.2 Agree proposed CA Service Requests and/or CA Actions

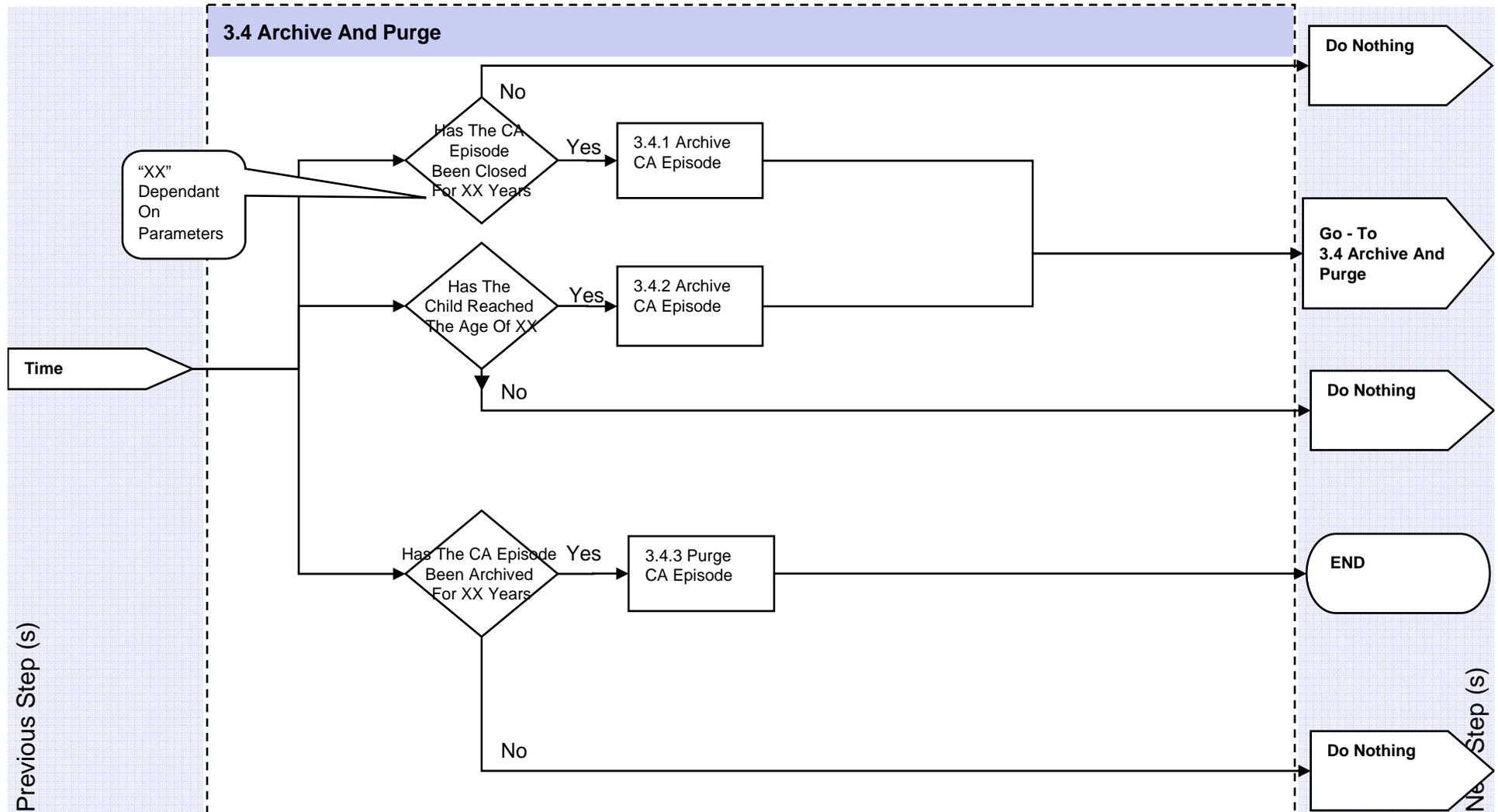
Version 1.0











Archive CA Episode

Purge CA Episode

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4.0 Multi Agency Consent / Share

Check Access Rights

Send Alert Of Change To CA Episode

Transfer Episodes To Another Local Authority

Export CA Episode

Previous Step (s)

Next Step (s)



6.0 Administration Support

- Maintain CA Episode Coordinator
- Access eCAF
- Administer Help
- Exit eCAF
- Maintain User
- Maintain Group
- Maintain Alert
- Maintain System Role
- Maintain Security Domain

Previous Step (s)

Next Step (s)

