

# E-enablement of the Common Assessment Framework

## eCAF Use Case Survey

Version 1.0

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**Every Child Matters**  
Change For Children

## Document Control

### *Revision History*

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

### *Purpose of this Document*

The use case survey provides a model of requirements analysis for an eCAF system in terms of use cases, actors and the associations between them. It is aimed at technical readers and is documented using standard UML notation.

The use case survey corresponds approximately to the “Inception” phase of the Rational Unified Process (RUP). In terms of functionality, it describes “what” but not “how”.

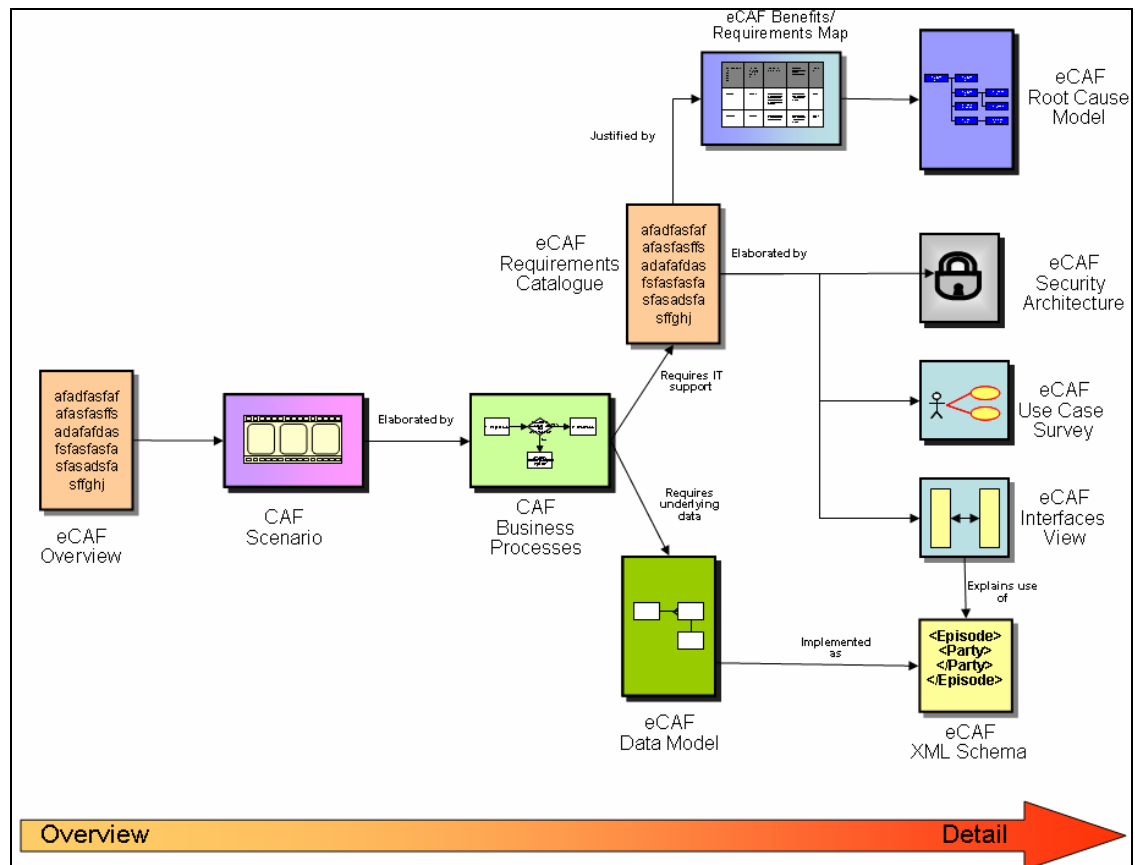
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# 1. eCAF Documentation Reader's Guide

## 1.1 Diagram

The diagram below shows the documents in the set, and each one is briefly described in the following text.



## 1.2 Description of documents

- **eCAF Overview** – Essential starting point and executive summary. Introduces the other documents in the set.
- **The CAF Scenario** – This document walks through a “story”, showing an example of how the CAF Business Processes might work in practice. Useful for all readers, to gain a basic familiarity with CAF process.
- **The CAF Business Processes** – This document describes the people and business activities that are required to complete a Common Assessment and the subsequent actions arising out of that Assessment. It also indicates where IT support from an eCAF system will assist these activities.

- **The Requirements Catalogue** – This document defines what system support is required by practitioners using the Common Assessment Framework (CAF). It contains categorised listings of functional and non-functional requirements.
- **The Security Architecture** – This document defines in more detail the security requirements for an eCAF system. This is a critical aspect, and thus worthy of specific consideration.
- **The Use Case Survey** – This document presents the requirements as Unified Modelling Language (UML) Use Case diagrams. This may be useful for more technical readers, for example to inform the Inception and Elaboration stages of a Rational Unified Process (RUP) development project.
- **The Interfaces View** – This document provides more information about the interfacing requirements for an eCAF system. Interfacing is important but potentially complex, so this document provides additional guidance.
- **The Data Model** – This document contains a high-level diagram of the information that will be required in the context of CAF. It provides a more detailed view of information requirements in the form of an Entity Relationship Diagram that defines the essential eCAF data items and their relationships. It also includes a set of Data Classifications which summarise the types of data used in CAF, such as Name and Contact Details. It provides standard names and definitions that will be used by an eCAF system.
- **The XML Schema** – This is a technical schema specification (plus example xml file), providing a standard representation of the Data Model as an XML (GovTalk) message. XML is a widely accepted data format used for information exchange between systems.
- **The Root Cause Model** – This document describes the root causes of the main issues which prevent the delivery of the targeted outcomes of the 'Every Child Matters: Change for Children' Programme (relevant to initial assessments). It states both the business challenges faced (the issues and their root causes) and the business need to be addressed.
- **The Benefits/Requirements Map** – This document provides the linkage between the root causes eCAF looks to address and the solution components (requirements) designed to address them.

## 2. Introduction

### 2.1 Purpose

This document is intended for technical managers and system developers.

It describes the use cases needed to support the e-enabling of the Common Assessment Framework (CAF). The use case survey provides a model of requirements analysis in terms of use cases, actors and the associations between them. The use case model has been built from information obtained from workshops with practitioners that deliver children's services and associated support professionals. It is documented using standard UML notation.

The use case model in this document corresponds approximately to the "Inception" phase of the Rational Unified Process (RUP). It describes "what" but not "how". Further "Elaboration" will be needed as part of detailed system design to define the "how".

### 2.2 Relationship to Requirements Catalogue

This document is closely related to the "eCAF Requirements Catalogue" - and it is recommended to read that document first. The Requirements Catalogue provides an overview, in business terms, of the system requirements for an eCAF system. It also provides a more detailed list of functional requirements for each of the use cases listed here.

### 2.3 Key Concepts

This document takes a standard approach by defining functional requirements in terms of use cases. This section explains the key concepts.

An **actor** defines a role that a user or system can play when interacting with the system solution.

A **use case** describes how an actor uses the system solution to achieve a goal and what the system solution does for the actor to achieve that goal. It states the requirements of how the system solution and its actors collaborate to deliver something of value for at least one of the actors.

Use cases and Actors are presented in diagrams like Figure 1.

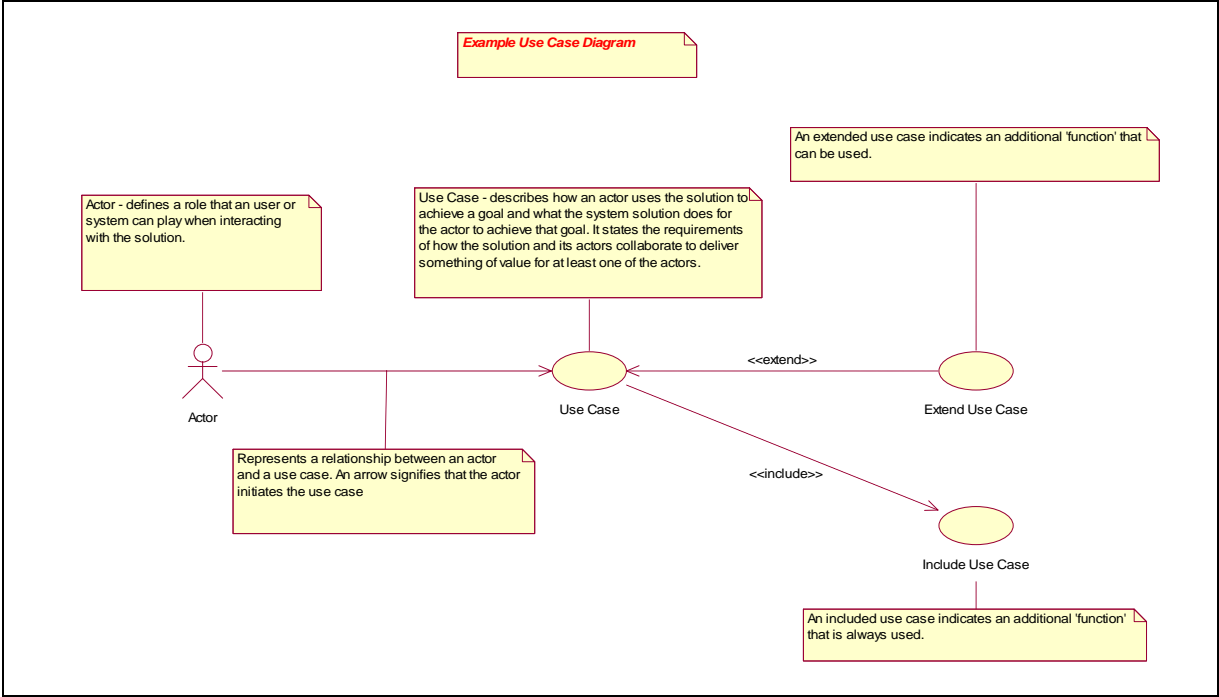
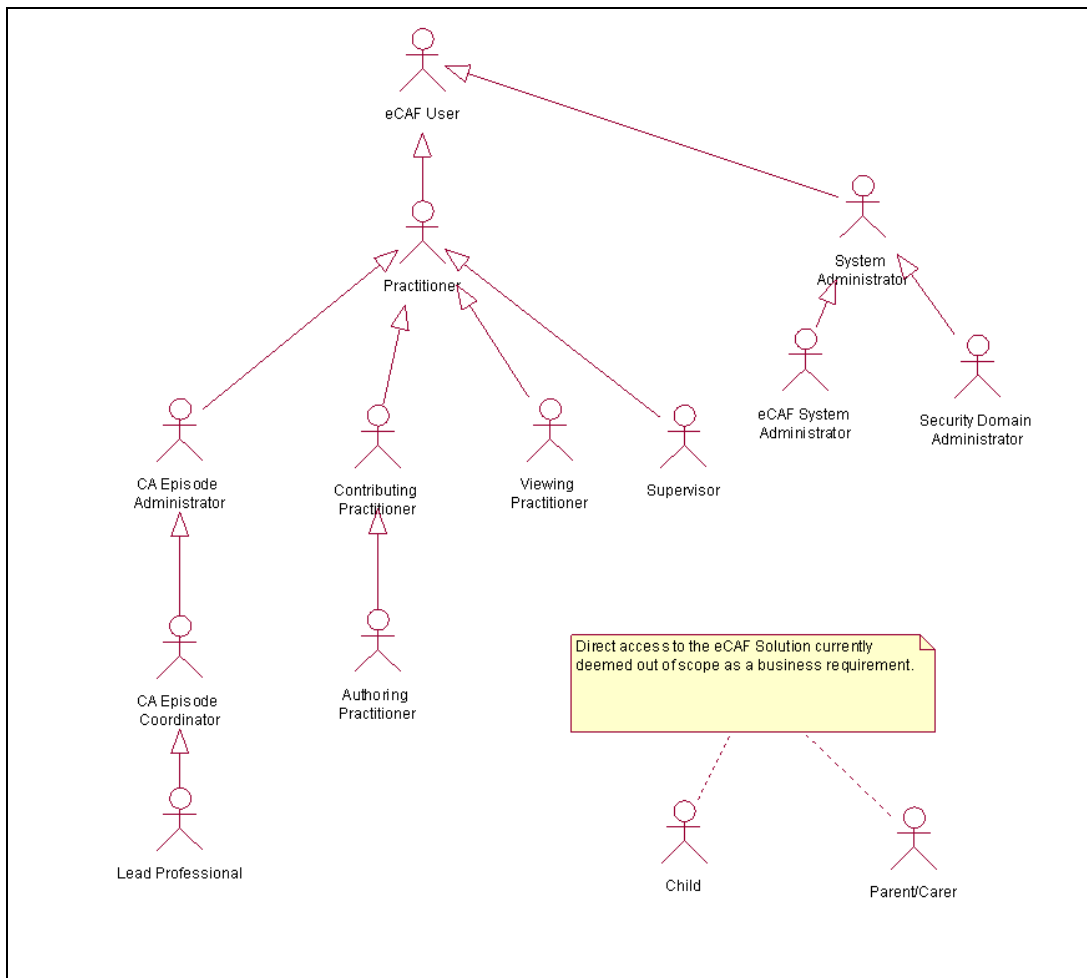


Figure 1 – Use Case Symbols

### 3. Actor Survey

#### 3.1 Human Actors

The diagram below shows the different types of user roles for the eCAF solution.



**Figure 2 – eCAF User Roles**

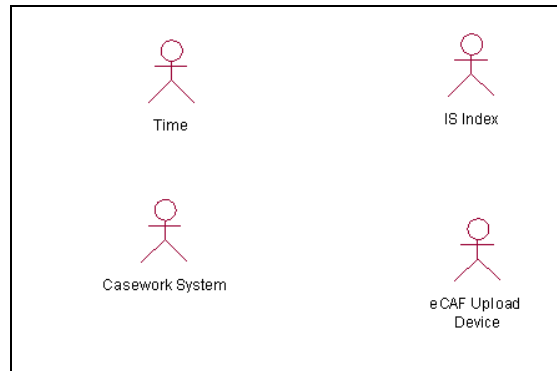
Actor	Description
Authoring Practitioner	This is Practitioner who in addition to contributing is the author of a "CA Episode Item".
CA Episode Administrator	This is a Practitioner who can control access a "CA Episode".
CA Episode	This is a Practitioner who owns the "CA Episode", and who has overall responsibility for it. They are a type of CA Episode



Coordinator	Administrator.
Child	This is a generally a person up to the age of 18. However, as defined in the Children Act 2004 Section 10, this could also include persons up to the age of 25 in specific circumstances often referred to as "young persons".
Contributing Practitioner	This is a Practitioner who can contribute to a "CA Episode Item".
eCAF User	This is a person who is authorised to use the eCAF solution.
Lead Professional	<p>This is a Practitioner who has overall responsibilities for co-ordinating the services for the Child.</p> <p>The Lead Professional has three key responsibilities:</p> <ul style="list-style-type: none"><li>- Act as a single point of contact that children, young people and families can trust, to support them in making choices and in navigating their way through the system;</li><li>- Ensure that children and families get appropriate and effective interventions when needed;</li><li>- Reduce overlap and inconsistency.</li></ul> <p>A Lead Professional may not always be appointed, but if they are they will always be the CA Episode Coordinator.</p>
Security Domain Administrator	This is a person who administers users within a particular security domain.
eCAF System Administrator	This is a person who administers the eCAF system as a whole.
Parent/Carer	This is any person with parental responsibility for a Child (within the meaning of section 3 of the Children Act 1989 (c.41) or who has care of a Child at any time.
Practitioner	This is a person who provides services to a Child. This may include both people working in the statutory and voluntary sectors.
Supervisor	This is a Practitioner who has responsibilities for undertaking quality assurance, operational review and audit of "CA" material.
System Administrator	This is a person who administers the eCAF solution. This person may or may not be a Practitioner.
Viewing Practitioner	This is Practitioner who is able to view, but not contribute, to a "CA Episode Item".

### 3.2 System Actors

The diagram below shows the System Actors (including Time) that can interact with the eCAF solution.



**Figure 3 – eCAF System Actors**

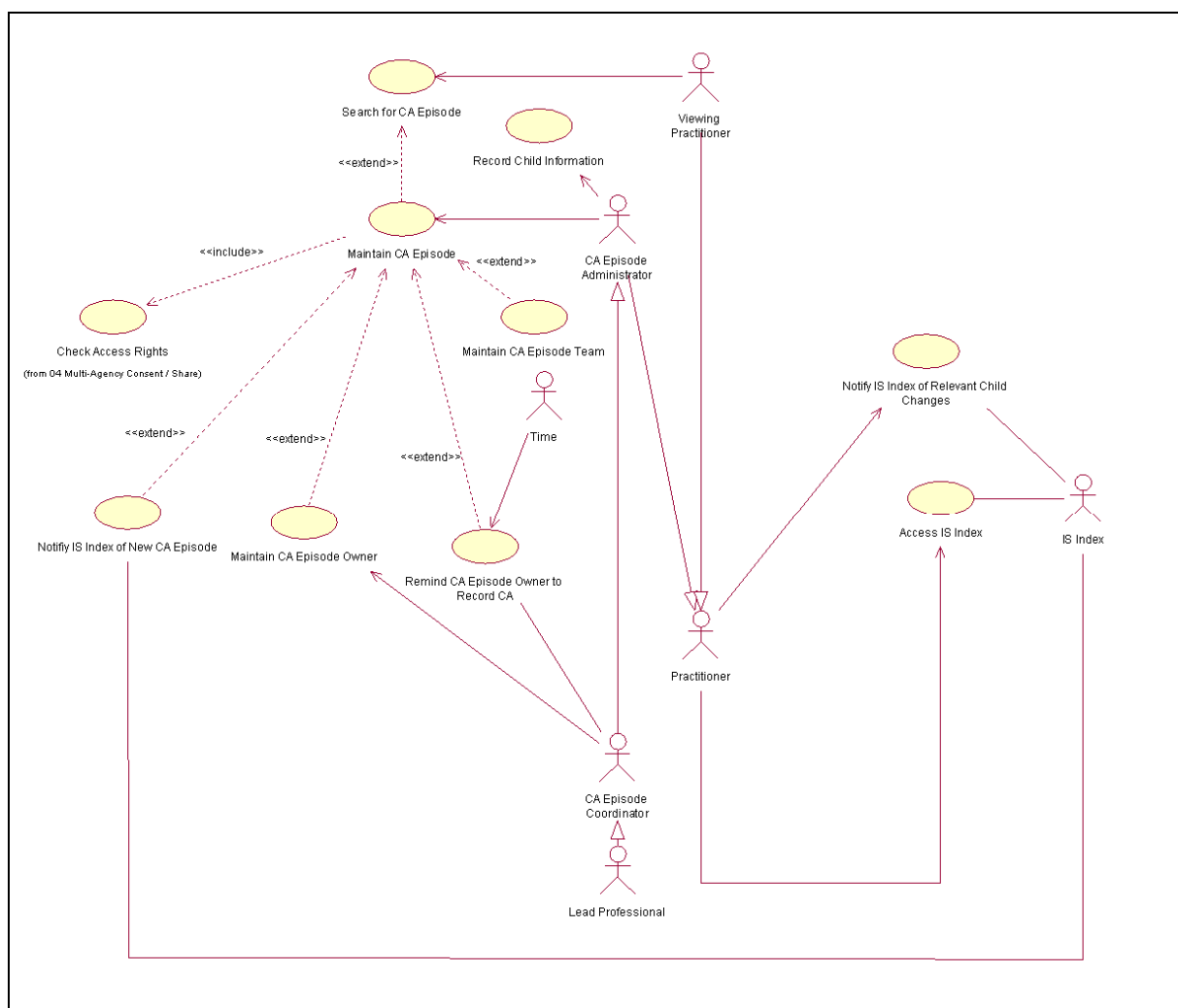
Actor	Description
Casework System	This is a system used to record casework information. The system may have facilities for uploading elements of a "CA Episode". For example, the Integrated Children System (ICS).
eCAF Upload Device	This is an external device that adopts the eCAF standard for transferring Common Assessment material from the device to the eCAF solution.
IS Index	This is the Information Sharing (IS) Index System. The IS Index facilitates communication between children's services practitioners, enabling them to share appropriate information for the benefit of children, young people and families. The IS Index will record that one or more "CAs" has been carried out by a Practitioner. A second Practitioner will be to identify those Practitioners from the IS Index.
Time	Time is an actor used to initiate scheduled or clock-driven use cases.

## 4. Use Case Survey

### 4.1 Preparation

The Preparation process within the Common Assessment Framework involves recognising potential needs and then talking to the family and child to discuss the situation. If there are unmet needs agreement is sought to discuss these with others as necessary e.g. Manager, Colleagues, other Staff and agencies already involved with the child. After reviewing the information a practitioner can undertake a new Common Assessment Episode or get involved in an existing CA Episode.

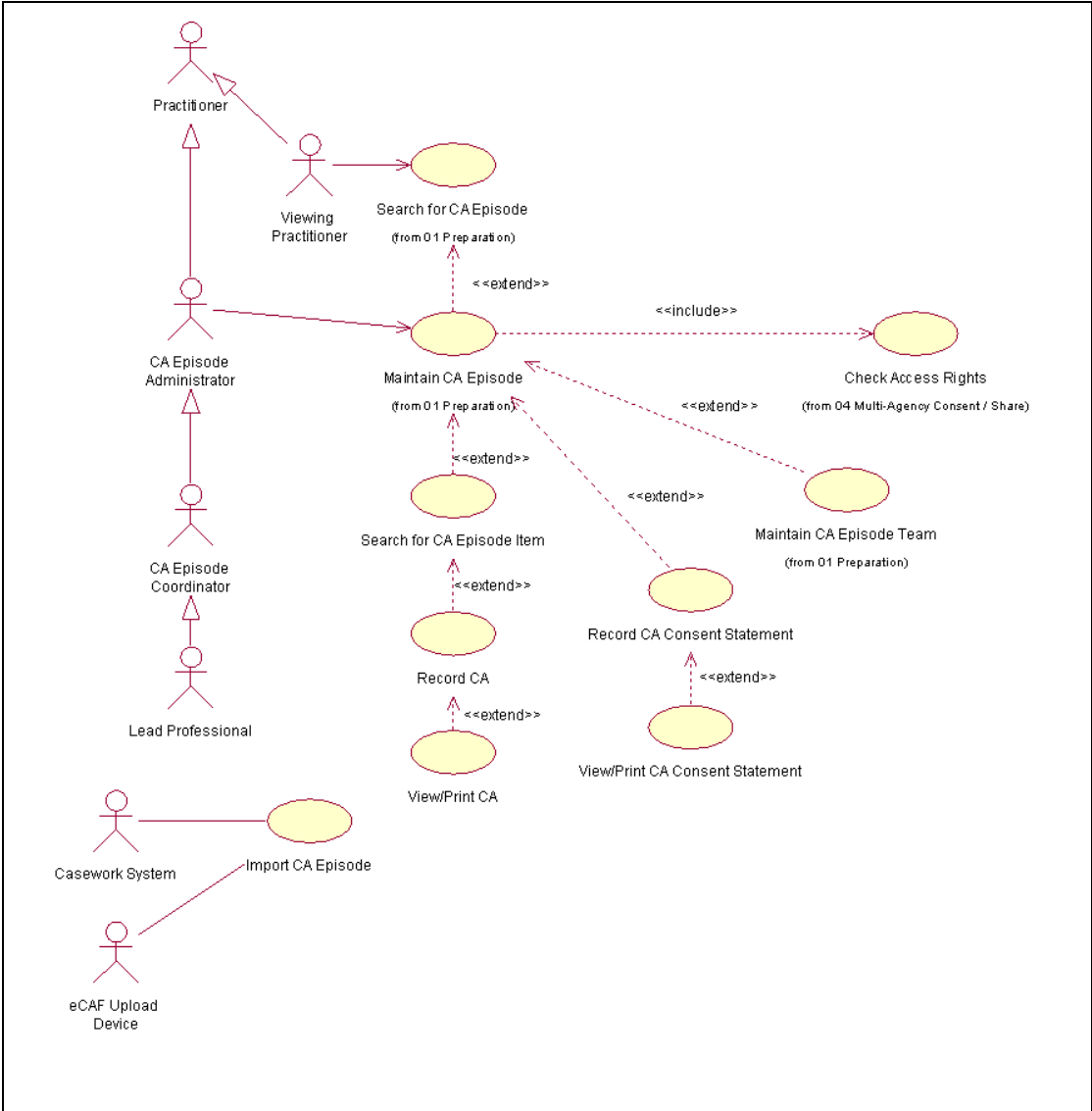
The diagram below shows the use cases associated with Preparation.



### 4.2 Discussion

The Discussion process within the Common Assessment Framework involves completing the Common Assessment with the family and child, completing a consent statement and printing and signing the form. The discussion may require making use of information already gathered from the child and family or other practitioners in the Preparation process. All this information is recorded in the Common Assessment Episode.

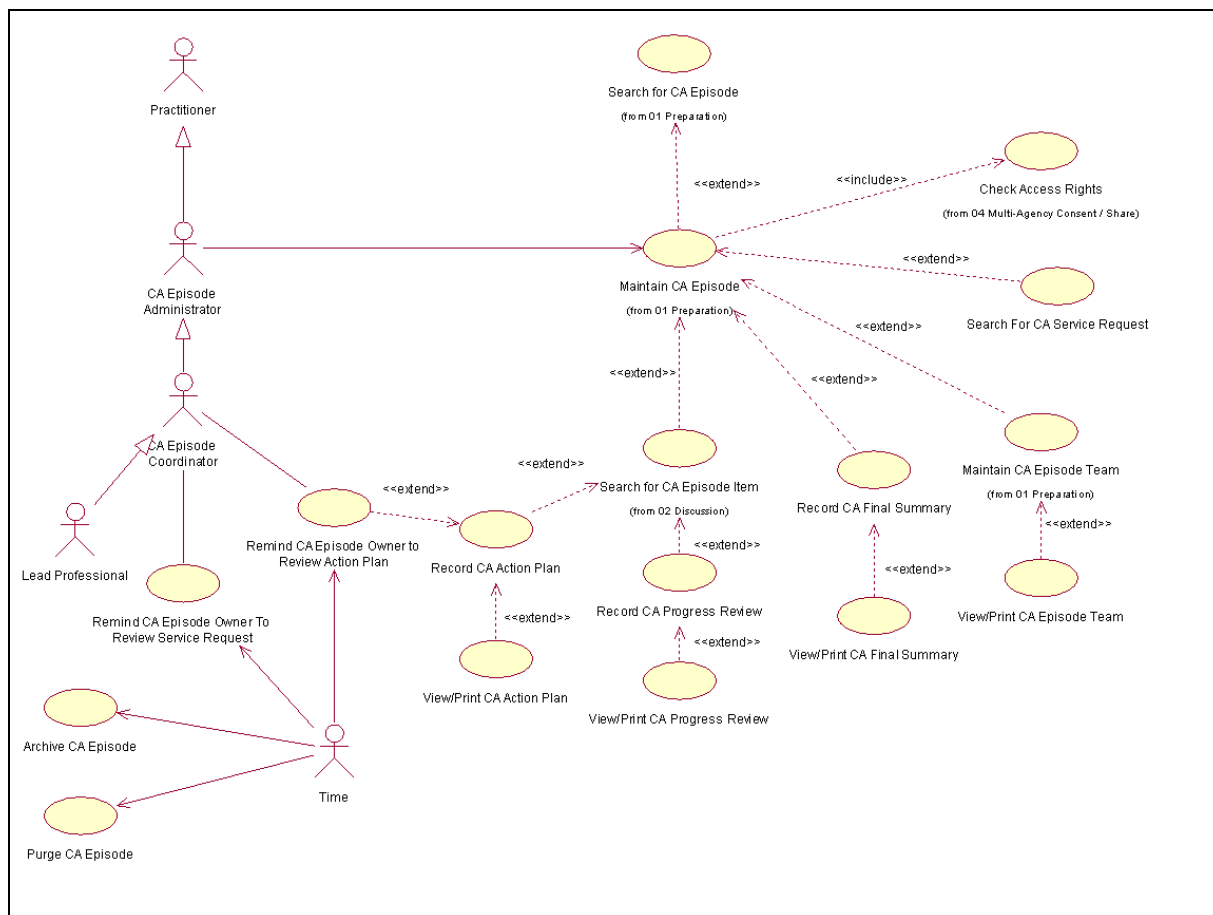
The diagram below shows the use cases associated with Discussion.



### 4.3 Delivery

The Delivery process within the Common Assessment Framework involves agreeing actions with the child and family, making referrals and brokering access to other services. There is also a need to monitor the progress of CA actions and update and close CA Episodes as appropriate. NOTE: [The Delivery section of eCAF is not intended to replace the detailed action plans in existing case working systems but will provide a holistic overview of the identified actions and referrals for a child.]

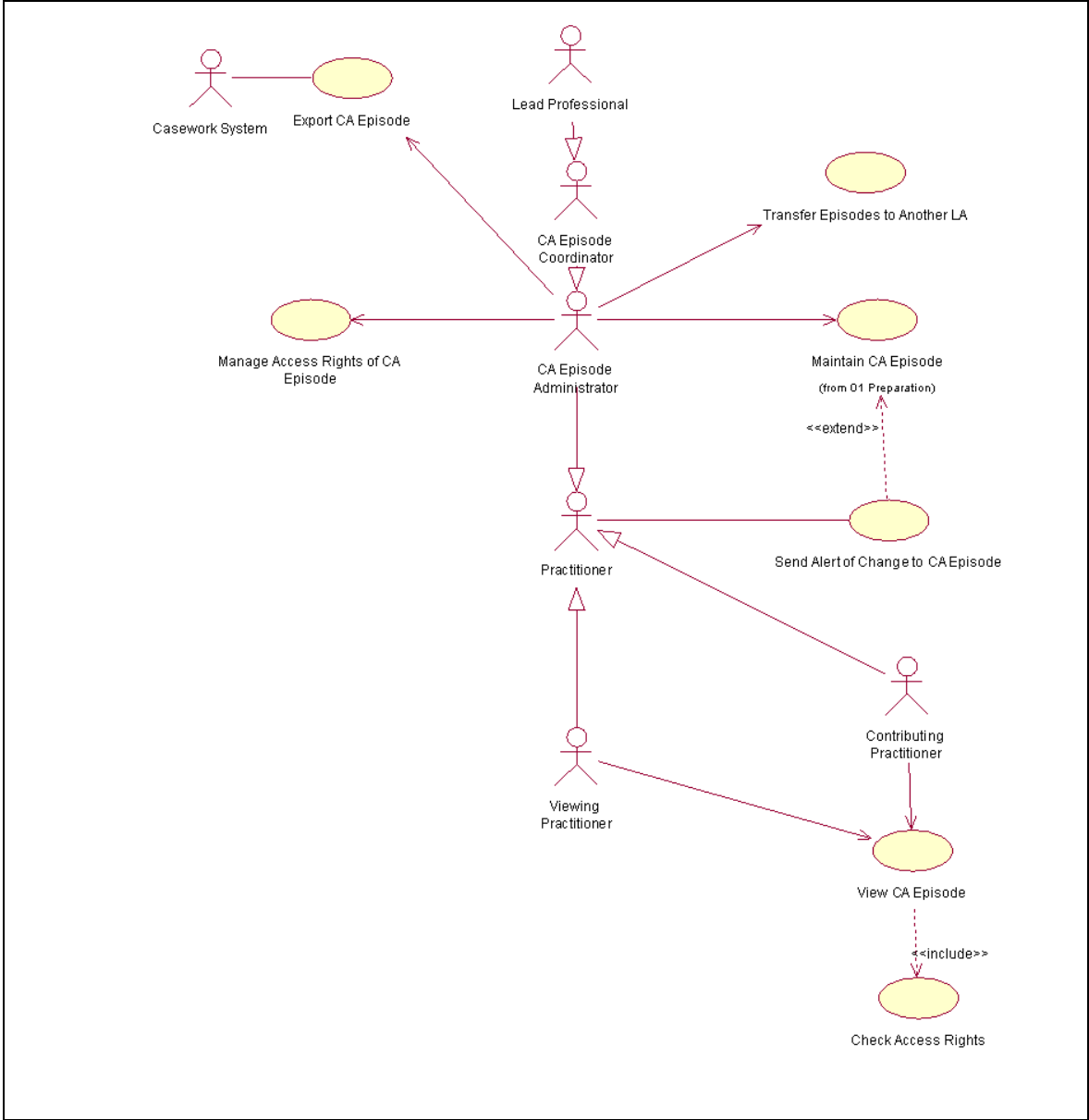
The diagram below shows the use cases associated with Delivery.



### 4.4 Multi-Agency Consent / Share

This process area provides support for Multi-Agency Sharing and Consent.

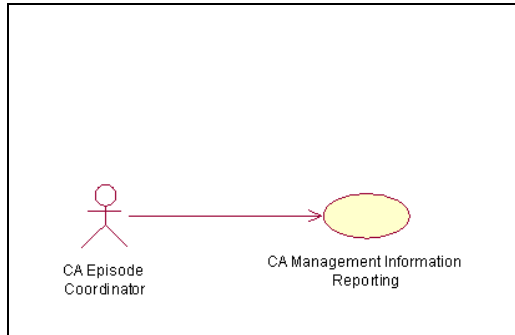
The diagram below shows the use cases associated with Multi-Agency Consent and Sharing.



## 4.5 Management Information Support

This process area provides support for Management Information Support.

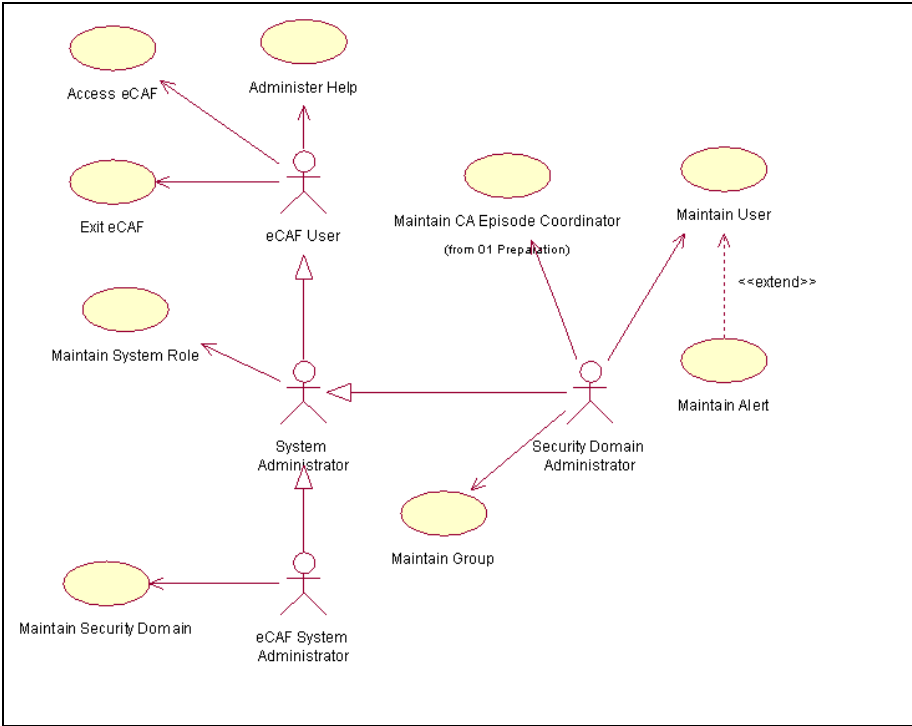
The diagram below shows the use cases relating to management information support.



### 4.6 Administration Support

This process area provides support for Administration Support.

The diagram below shows the use cases relating to administrative support

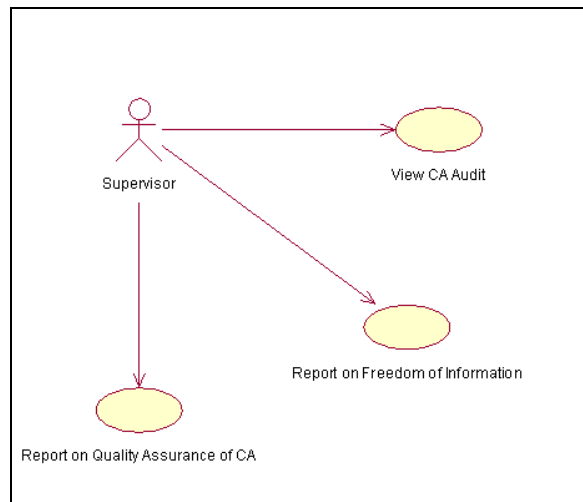




## 4.7 Quality Assurance Support

This process area provides support for undertaking quality assurance and operational monitoring, audit and review of CAF Systems and practice.

The diagram below shows the use cases relating to quality assurance support.



## 4.8 Data View

This package contains use case diagrams from a data perspective.

The diagram below shows the use cases relating to an Episode.

