

Children's Social Care Referral eForm in PPM+ User Guide

What is the Children's Social Care referral form?

A new generic Children's Social Care referral e-form has been developed in conjunction with colleagues at Mid Yorkshire Hospital Trust (MYTH) and the Leeds Children Social Care team. This digitalisation will ensure any documented current and historical safeguarding concerns and any actions taken are clearly visible and easily accessible to clinicians. The referral form can be sent directly to Leeds, Wakefield, and Kirklees children's social care services only. For children living outside these areas their local authority can be found use the government postcode checker www.gov.uk/find-local-council. Yorkshire wide social care team contact details are available on the trust internet safeguarding page.

Completing the Form

The form should always be completed within the ppm+ electronic record of the child you are concerned about. If the referral to social care is because a parent/carer has presented with safeguarding concerns affecting the child but there is no current PPM record for the child or the parent/carer is unable or refuses to provide the details of the child, it can be added to the parent/carer record if absolutely necessary.

<u>After Completing the form</u>

Once the form has been completed it will need to be securely saved, then emailed to the child's local social care team and a copy sent to the LTHT Children and Midwifery Safeguarding team leedsth-tr.SafeguardingChildren@nhs.net. Contact details for the relevant child's local hospital safeguarding team (LTHT or MYTH) and Children Social Care are visible within the form once selected.

Should you need further advice please contact the children and midwifery safeguarding team 0113 3923937.



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How to add a Children's Social Care Referral eForm via PPM+ Mobile

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Step 1: A Children's Social Care eform can be the patient's record in ppm+ via 'eForms ' in th Mobile App.	e added to he PPM+ eForms
Q Search eForms All eForms	Step 2: Start to type Children's Social Care into the filter.
You can favourite the form by sliding the name of the form to the left and pressing "favourite".	Cancel
Children's Social Care Referral	Step 3: Select Children's social care referral form from the list.
Step 4: Complete all the fields and click submit. Please note that you will still need to email the referral, which you will be able to do via PPM+ Desktop, as shown in the next section. Please see Step 6 for further	What to do Next? ALL REFERRALS MUST BE SENT TO THE LOCAL HOSPITAL SAFEGUARDING TEAM IN ADDITION TO BEING SENT TO SOCIAL CARE SERVICES Following the contact and the receipt of this form by email, Duty and Advice Team will decide on a course of action. An automatic reply email will be sent to confirm that your email has been received by Duty and Advice at the Front Door. Please document in the notes when this email has arrived. If YOU FEEL THERE ARE ANY IMMEDIATE RISKS TO THE SAFETY OF THE CHILD, CALL THE POLICE ON 199.
information.	Discard Save C all Submit

For further information please contact: leedsth-tr.ImplementationTeam@nhs.net or 0113 206 0599



How to add a Children's Social Care Referral eForm via PPM+ on a desktop.

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12-Jul-2022 Pathway			,		can favourite	he form by	
06-Jul-2022 File Link 06-Jul-2022 Summary	Add New Document						
30-Jun-2022 Admission 30-Jun-2022 Ward Stay	Children's Social Care Referral	☆	Safeguarding Documentation		clicking o	n the star.	
23-Jun-2022 Investigatio	Social History	☆	Clinical Note				
23-Jun-2022 Investigatio							
12-May-2022 Investigatio							
25-Apr-2022 Ward Stay							
12-Apr-2022 Investigatio							

Step 3: Click on the form. Complete all the fields and click **submit.** If you need to return to complete the form at a later time, see guidance on **step 6.**

No Yes	No Yes	
Has consent been called for this contact?		
No. Ver		
NO TES		1.15
What to do Next?		
ALL REFERRALS MUST BE SENT TO THE LOCAL HOSPITAL SAFE	EQUARDING TEAM IN ADDITION TO BEING SENT TO SOCIAL CARE SERVICES	
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IF YOU FEEL THERE ARE ANY IMMEDIATE RISKS TO THE SAFETY	OF THE CHILD, CALL THE POLICE ON 999.	

For further information please contact: leedsth-tr.ImplementationTeam@nhs.net or 0113 206 0599

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Step 4: You can view the completed form in the **Summary View.**

Step 5: If you have entered the form incorrectly, open the form, select **Withdraw** and document the reason.

🖻 Withdraw

Step 6: Please remember to follow the guidance on Page One regarding the actions to take after completing the **Children's Social Care Referral eForm.**

The completed referral form must be saved to a secure drive i.e. your personal F:Drive (or equivalent),then emailed to the relevant social care team where the child lives and a copy sent to the LTHT Children Safeguarding team at leedsthtr.SafeguardingChildren@nhs.net as an attachment. Please delete the form from your drive once this process has been completed.

Submitted on PPM+ is not in itself a referral. These steps should be taken to ensure the child is referred to the appropriate services. Please note this will need to be from PPM+ desktop, downloading and saving is not possible in the ppm+ mobile app.



Useful contacts

Should you need further advice regarding Children's Social Care Referral please contact the children and midwifery safeguarding team via 0113 3923937.

Please contact the Implementation Team for Digital support & Training: Handover, Specialist Referrals, PPM+ Mobile, e-Obs, PAWS...

Ext: 60599

leedsth-tr.ImplementationTeam@nhs.net Please contact the Informatics Service Desk at x26655 or visit the portal at https://lth-dwp.onbmc.com, to:

- Reset your password.
- Report a problem you are having within PPM+ functionality.
- Report a data quality problem within PPM+.
- Request new user accounts for PPM+.
- Disable PPM+ accounts for any leavers from your department.

Please contact the PPM+ EHR team at leedsth-tr.EPR@nhs.net if you have any development ideas or comments on your experience of using the EHR.

If you would like to make a request for change to PPM+, please contact us at: leedsth-tr.EPR@nhs.net with a completed Request For Change (RFC) form available here.

Please contact the IT Training Department at ITTraining.LTHT@nhs.net if you require further training on PPM+ or any other Clinical System.

PPM+ Help Site: https://www.ppmsupport.leedsth.nhs.uk/