

# 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](http://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.

## **After Completing the form**

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 [leadsth-tr.SafeguardingChildren@nhs.net](mailto:leadsth-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.

# Contents page:

**Page 1:** Information about the Children's Social Care Referral eForm on PPM+ and PPM Mobile

**Page 2:** Contents page

**Page 3:** How to add a Children's Social Care Referral eForm via PPM+ Mobile

**Page 4-5:** How to Add a Children's Social Care Referral eForm via PPM+ on a desktop

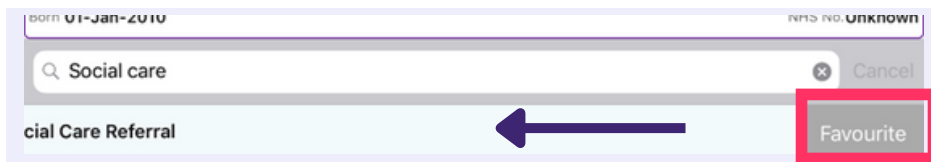
**Page 6:** Useful information

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

**Step 1:** A **Children's Social Care eform** can be added to the patient's record in ppm+ via **'eForms'** in the PPM+ Mobile App.



**Step 2:** Start to type **Children's Social Care** into the filter.

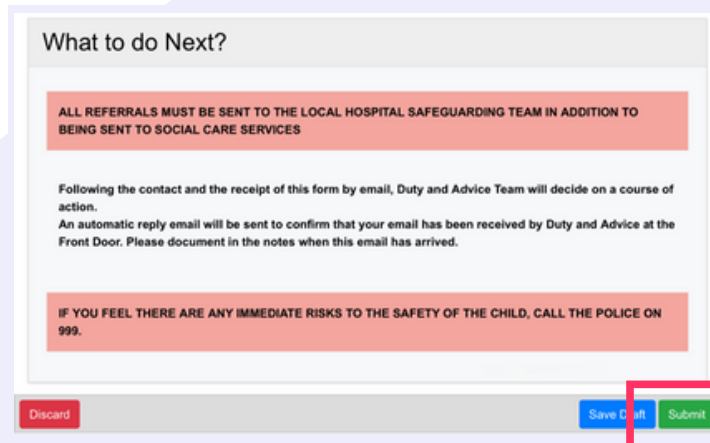


You can favourite the form by sliding the name of the form to the left and pressing "favourite".



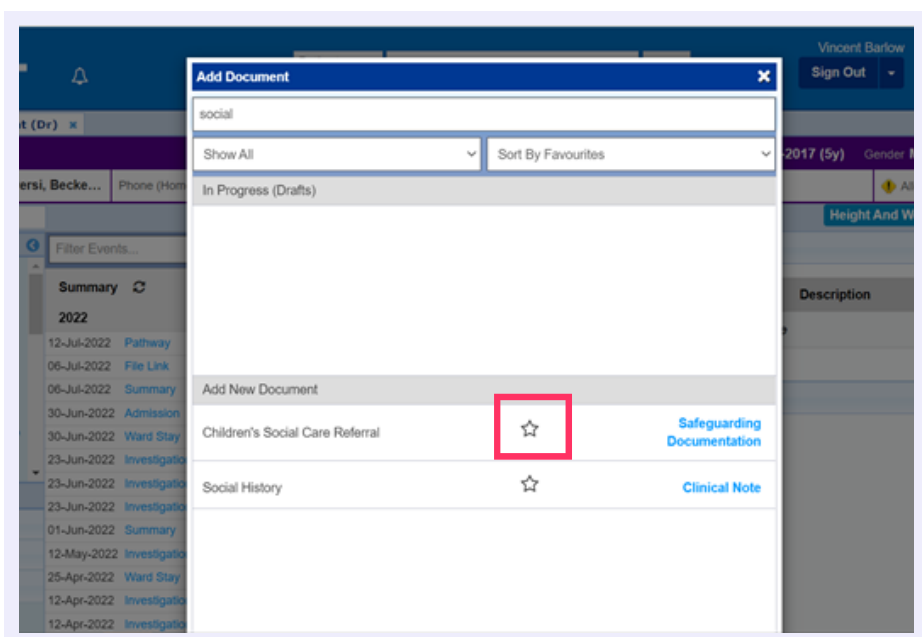
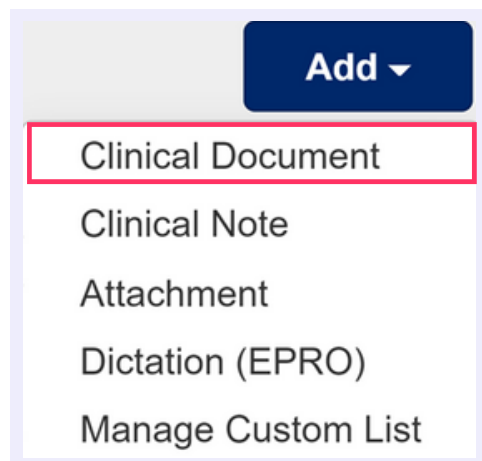
**Step 3:** Select **Children's social care referral form** from the list.

**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 information.**



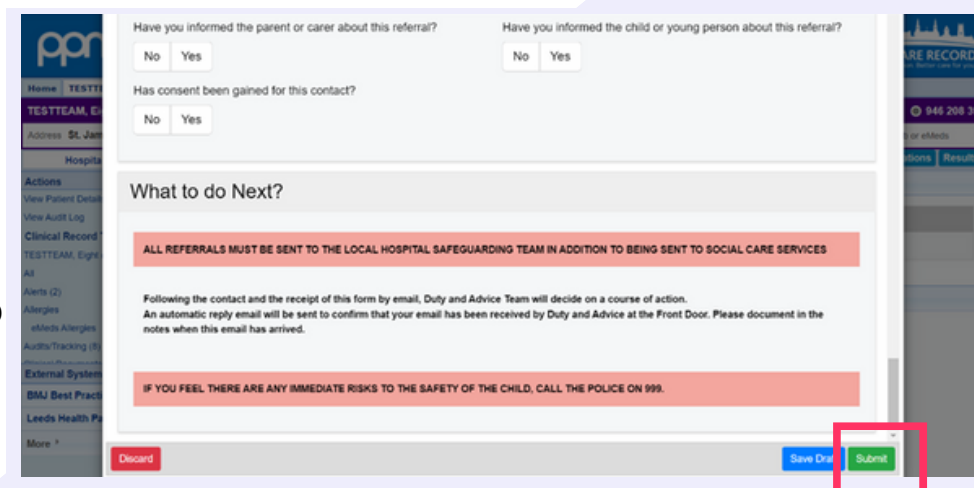
# How to add a Children's Social Care Referral eForm via PPM+ on a desktop.

**Step 1:** A **Children's Social Care eform** can be added to the patient's record in ppm+ via **'Add Clinical Document'** from a Desktop.



**Step 2:** Start to type **Children's Social Care** into the filter. You can favourite the form by clicking on the star.

**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**.





The screenshot shows a software interface with a 'Summary' header and a refresh icon. Below the header is a table with the following content:

2022	
06-Jul-2022	Child Safegua... Children's Social Care Referral: SY...

**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.



**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 leedsth-tr.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](mailto: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](mailto: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](mailto: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](mailto: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/>