

**JOINT REVIEW - CASE FILE ANALYSIS**  
(for completion by the case manager)

Name of local authority.....

*Note: Press F11 to move to the next point*

**1. CORE INFORMATION**

Client's name:	
Age:	
Gender:	
Address:	
Telephone numbers:	
Ethnic background and first language:	
Service user group:	

**2. CASE MANAGEMENT DETAILS**

Status of case:	Open Closed
Multiple files:	Yes No How many?
Caseworker's name:	
Team:	

Office:	
Job title:	
Length of involvement:	
Telephone number:	

In completing the following boxes, you are invited to highlight examples of good practice within the case.

Case Summary:
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<p><b>INITIAL ACCESS</b>  Date of last referral:  Any comment?</p>
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<p><b>ASSESSMENT</b>  Date of last assessment  Any comment?</p>
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**CARE MANAGEMENT AND REVIEW**

Date of current plan                      Date of last review  
Any comment?

**SERVICES PROVIDED**

Please list:

Any comment?

**OUTCOMES** (in terms of reducing harm or risk, promoting independence or social inclusion, etc.)

**\*You are asked to complete any of the attached flow charts that are relevant to the case. Please place markers in the file, drawing attention to significant documents.**

**Please note:**

**The flow charts are in PDF format. You will need Acrobat Reader software to use them. It is not possible to complete the charts electronically. You are asked to open the relevant chart(s), print and complete a hard copy. This should be attached to the case file.**

1. Flow chart for use with **adult services** files



Visio-Adult Services (Individual) Visio.pdf

2. Flow chart for use with **adult protection** files



Visio-Adult Protection (Individual) Visio.pdf

3. Flow chart for use with **children in need** files



Visio-Children in Need (Individual) visio.pdf

4. Flow chart for use with **child protection** files



Visio-Child Protection (Individual) Visio.pdf

5. Flow chart for use with **looked after children** files



Visio-Looked After Children (Individual) Visio.pdf