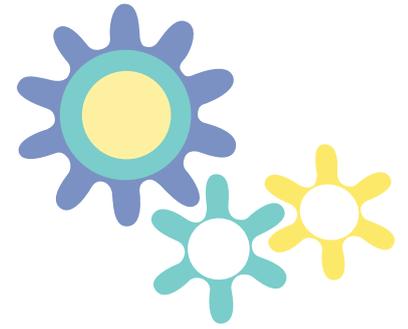


The Integrated Review at 2-2½ years

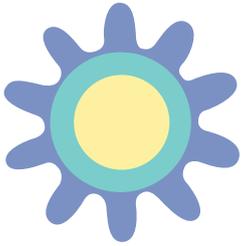


...to promote positive outcomes in health
and well-being, learning and behaviour



Edition 1





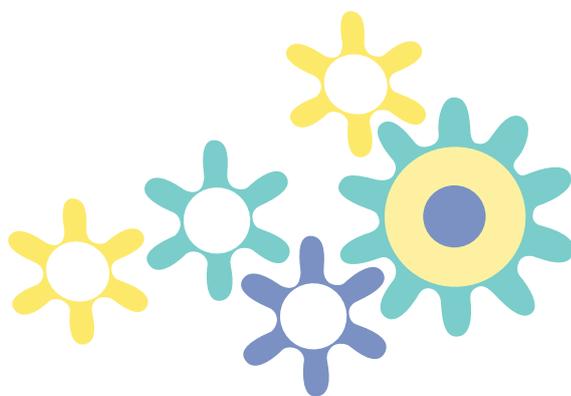
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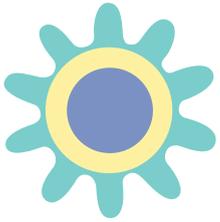
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Authors: Leeds Integrated 2-2½ Year Review
Steering Group

Date: January 2015

Review: September 2015





Introduction

The Integrated 2 - 2½ Year Review handbook has been developed to support health and early years practitioners in Leeds undertake an integrated review to children and their families.

The development and delivery of the integrated review at 2 - 2½ years is still in its formative stages thus the handbook will be reviewed in September 2015.

The review process will involve practitioners identifying the usefulness of the handbook and what can be improved in subsequent editions. The handbook will be made available electronically for every practitioner

Acknowledgements:

Thanks are given to the Leeds Integrated Review Steering Group who have contributed to the 1st edition of the Integrated Review at 2 - 2½ Years handbook. If you have any comments on the handbook or information you would like to include in future editions please contact:

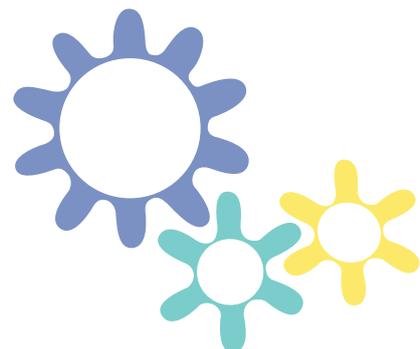
Lynn Inglis
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Woodhouse Health Centre
Cambridge Road
Leeds LS6 2SF

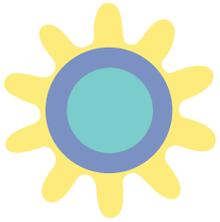
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The
**Integrated
2 - 2½ Year Review
handbook** has been
developed to support health
and early years practitioners
in Leeds undertake an
integrated review to
children and their
families.





Context

In July 2011 the Government made a commitment to bring together the Healthy Child Programme (HCP) and the Early Years Foundation Stage (EYFS) Progress Check at 2-2½ years into a single Integrated Review. Until now, reviews have been completed separately. By integrating the reviews health and early years practitioners will come together to deliver the review in one meeting with the parent and child.

The Integrated Review will retain all aspects of the existing HCP and EYFS Progress Check and draw on the expertise and experience of health and early years practitioners to ensure parents will get a more complete and holistic picture of their child.

The aims of the integrated review are as follows:

- To identify the child's progress, strengths and needs at this age in order to promote positive outcomes in health and wellbeing, learning and behaviour.
- To facilitate appropriate intervention and support for children and their families, especially those for whom progress is less than expected.
- To generate information which can be used to plan services and contribute to the reduction of inequalities in children's outcomes.¹

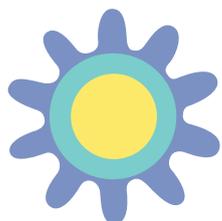
The integrated review will also support:

- Improved multi-agency working and sharing of information to support families.
- Reduced duplication.
- Clearer and more consistent information for parents.
- A more holistic understanding of a child's needs.
- Earlier identification of need and access to relevant support.
- Contribute to improved outcomes for children, including school readiness

By integrating the reviews health and early years practitioners will come together to deliver the review in one meeting with the parent and child.

¹ Integrated Review Development Group, January (2012)
This group was convened by the Department of Health and comprised representatives of the pilot sites, national experts in early years and child health and government officials from the Department of Health and the Department of Education.





Review process

Timeline	Action required	Responsibility
Prior Process	<p>Information sharing processes between partners are to be discussed and documented prior to the commencement of integrated reviews.</p> <p>Discuss with children's centres, early education and childminders the potential for dedicated days / times for reviews.</p>	Health practitioner
25 MONTHS Identify children	<p>Children Centre's to identify children who have reached 25 months and share this information at the joint allocation meeting on a monthly basis. The postcode locator tool* may be required to confirm that these children are living within the cluster.</p> <p>Early education and childcare providers to use the postcode locator tool* to identify whether any children they are caring for are 25 months and live within their Early Start cluster.</p> <p>Parents will be informed by their provider what the integrated 2-2½ year review is, and that it will be performed jointly with a health professional at 27 months. Children's centres to give information leaflet given to parents at this time.</p> <p>Private child care providers to obtain consent from parents to share information with the health visiting team via the consent form.</p> <p>After gaining consent early education and childcare providers will telephone the appropriate health visiting team informing them that they are the day care provider for the child and that the parent has given permission for a joint review. The following details should be provided: child's name, address, DOB, if an interpreter is required.</p> <p>HV team will use the integrated review details form to collect this information.</p> <p>*http://www.familyinformationleeds.co.uk/catSearch.aspx?s=UEarlyStart</p>	<p>Children's Centre manager</p> <p>Early education / child care provider</p>
25 MONTHS Arrangement of appointment	<p>Named health visitor to review the records for the children that are due the integrated 2-2½ year review and decide on which member of the health visiting team should deliver the contact.</p>	Named health visitor
26 MONTHS Invites sent	<p>The health visiting team will send out a letter with an appointment ensuring that children due an integrated review are seen in the appropriate setting (this may be the early education or childcare setting). An Ages and Stages questionnaire (ASQ3) will also be included which parents are asked to complete and bring to their appointment.</p> <p>An interpreter will be booked as appropriate.</p>	Administrative support within the health organisation

<p>27 MONTHS Day of appointment</p>	<p>Prior to the appointment there should be a discussion between early education / childcare provider and the health professional to agree on the most appropriate person to take the lead during the consultation. This time should be used as an opportunity to share any concerns prior to seeing the family. It is suggested that the practitioner who knows the family most take the lead in terms of welcoming the family into the room and informing the family of what the assessment entails.</p> <p>Staff members greeting the family should check whether the ASQ has been completed. If not and enough time is available (15 minutes) the client should be encouraged to complete the ASQ prior to the appointment, alternatively it can be completed with the health practitioner during the appointment.</p> <p>The child must be present for the review to take place.</p> <p>If the family have completed the ASQ it is suggested that the health professional first takes the lead in terms of making the assessment as this acknowledges the efforts the family have taken in completing the questionnaire. If the ASQ has not been completed it is suggested that early education / childcare provider takes the lead as they will have an established relationship with the family.</p> <p>Both practitioners need to complete their own element of the assessment. For early education / childcare provider this is usually a summary of the EYFS progress check.</p> <p>Height and weight should be included as part of this review, with scales and height measure provided by the health visiting service.</p> <p>Actions should be agreed by both parties with a clear indication as to who will take responsibility for each part of the action i.e. referrals that may be required. This will depend on the setting and nature of the referral. ie children’s centre refers to speech therapy. Any offer of follow up should be agreed and the outcome of these communicated across the two parties.</p> <p>If the parents are not present when the assessment takes place because the child is accompanied by another family member, parents must be informed verbally by the health professional of the outcome of the assessment and if any concerns are identified or any follow up is required.</p> <p>At the end of the review and only if the mother is alone, the health professional can ask to spend a few minutes just with the mother to ask the maternal health and domestic abuse questions which form part of the health review.</p>	<p>Health / early education / child care provider</p>
<p>27 MONTHS Documentation</p>	<p>The review / outcomes and referrals must be recorded in the child’s red book. Parents will retain the questionnaire part of the ASQ. Health will retain the score sheet.</p> <p>For both parties the assessment and outcomes are documented using current paper or electronic processes according to organisation / business protocol.</p> <p>A client feedback form is available for parents to complete following the review.</p> <p>Health professional, key person and childcare providers to complete the learning log to support further learning for rollout. These can be emailed to Lynn Inglis – linglis@nhs.net</p>	<p>Health and early education / day care provider</p>

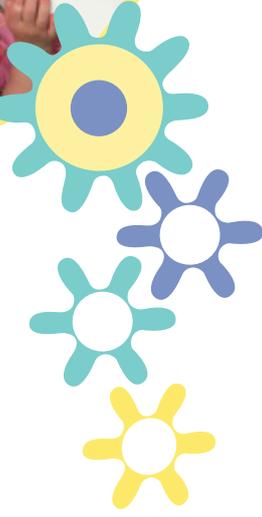
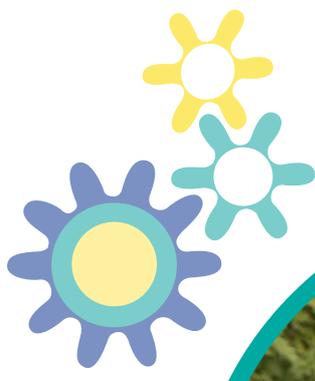
The Integrated review will be held at your child's early years setting - Children's Centres nursery, child minders, nursery or pre-school.

If you have any questions please speak to your health visitor or childcare provider.



The Integrated Review at 2-2½ years

Information for parents



Help us get it right

If you have a complaint, concern, comment or compliment, please let us know by speaking to a member of staff at your health centre or clinic. We use your feedback to improve and develop our services.

You can also call the **Patient Advice and Liaison Service (PALS)**. PALS provides non-medical advice and information about local NHS services. Call **0113 220 8585** (an answer machine is available out of hours) or email lch.pals@nhs.net

We can make this information available in Braille, large print, audio or other languages.

www.leedscommunityhealthcare.nhs.uk



Children age 2 are going through an important developmental stage in their life. It is a time when problems with language development and behaviour can start to be identified. Interventions and support at this time can make a real difference to a child's future.

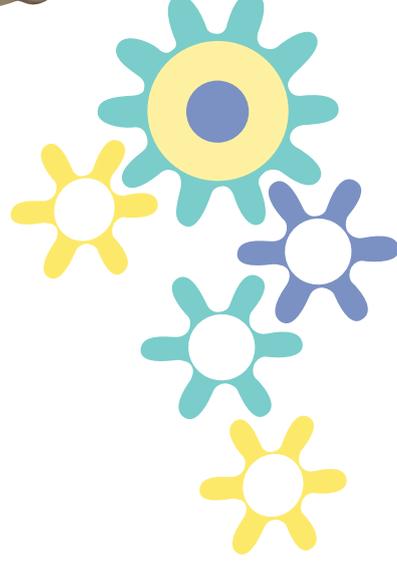
If your child attends an early years setting then the Early Year's Progress Check will be combined with the Healthy Child Programme Review completed by the health visiting service, when your child is 27 months.

Combining the review gives you the opportunity to discuss your child's progress with their health visitor and early year's childcare provider. Combining both education and health reviews will give you a fuller picture of how well your child is developing across a range of areas.

Attending the review builds on your knowledge of your child and together you will be able to look at ways to support your child continuing to develop and learn as they grow. You will have the opportunity to discuss any worries you may have in just one conversation. This will save you time and help you seek any further support that may be needed.



Before your appointment you will receive the Ages & Stages Questionnaire and be asked to complete it before the appointment. This is a set of questions about what your child is (or is not) able to do, so that your expert knowledge is included in the conversation. Even though you know what your child can do it would be good to watch him / her for a few days before filling in the form to see what else you notice.





Dear Parent / Carer,

Leeds is integrating the Early Years Progress Check and the Healthy Child Programme review completed by the Health Visiting service at 2-2 ½ years. This will mean that your child will need to attend only one review rather than two.

This review gives you the opportunity to discuss your child's progress with their Early Years childcare provider and the Health Visitor or Community Nursery Nurse. The joint appointment is held at your child's Early Years setting.

Attending the review builds on your knowledge of your child and together you will be able to look at ways to support your child to develop and learn as they grow.

Combining both reviews will give you a fuller picture of how well your child is developing across a range of areas including:

- Speech and language.
- Personal, social and emotional development.
- Physical, learning and cognitive development.
- Growth and nutrition.

As the parent / carer of _____, we require your consent to share information that your child is attending our Early Years setting with the local Health Visiting team for the purpose of booking a joint review, in order to support their progress and help provide your child with the right opportunities through to school age.

I give consent for information to be shared by my Early Years provider to the Health Visiting service for the purposes of booking the 2-2½ year review and supporting my child's health, social and educational needs.

Signed:

Date:

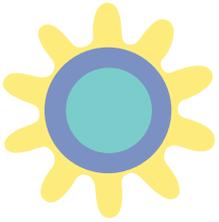
If you do not wish us to share your child's information with the Health Visiting team for the purposes of the 2-2½ year review, please do not sign this form.

Before your appointment you will be asked to complete the Ages and Stages Questionnaire. This is a set of questions about what your child is (or is not) able to do so that your expert knowledge is included in the conversation. Even though you know what your child can do it would be good to watch him / her for a few days before filling in the form to see what else you notice. You will receive this questionnaire with your appointment from the Health Visiting service.

Although we recommend a joint review, a separate appointment with the Health Visiting service can be arranged if you prefer.

Early Start teams by cluster

Early Start Team	Health Visiting Team	Children's Centre
ACES Farnley Early Start	Thornton	Armley Moor / Castleton / Farnley
Aireborough Early Start	Yeadon	Yeadon and Rawdon / Guiseley / Otley
Bramley Early Start	Bramley	Bramley / Hollybush
CHESS Early Start	Chapelton / Meanwood	Chapelton / Harehills / Shepherds Lane
EPOSS Early Start	Wetherby	Boston Spa / Wetherby
ESNW Early Start	Holt Park	Ireland Wood
Garforth Brigshaw Early Start	Kippax	Kippax / Villages East / Garforth
Horsforth Early Start	Holt Park	Horsforth
Inner East Leeds Early Start	East Leeds	Osmondthorpe / Shakespeare / Gipton
Inner NW Hub Early Start	Kirkstall	Kirkstall Hawksworth Wood Headingley
JESS Early Start	Parkside	City and Holbeck New Beverley Hunslet
Middleton Early Start	Middleton	Middleton
Morley Ardsley and Tingley Early Start	Morley	Ardsley and Tingley Gildersome and Drighlington Morley North and South
NEtWORKS Early Start	Chapelton / Meanwood	Carr Manor / Meanwood / Chapel Allerton
NEXT Alwoodley Early Start	Leafield / Harehills	Alwoodley / Moortown / Roundhay
Open XS Early Start	Woodsley	Little London / Quarry Mount / Burley Park
Otley Pool and Bramhope Early Start	Yeadon	Otley
Pudsey Early Start	Pudsey	Swinnow / Upper Pudsey / Farsley and Calverley
Rothwell Early Start	Rothwell	Lofthouse / Rothwell
Seacroft Manston North	Park Edge	Kentmere / Parklands / Seacroft
Seacroft Manston South Early Start	Seacroft	Crossgates and Manston / Swarcliffe
Temple Newsam Halton Early Start	Halton	Meadowfield Temple Newsam / Colton
Upper Beeston and Cottingley Early Start	Middleton	Cottingley Two Willows



Postcode locator tool

User guide

Each health visiting team is aligned and integrated with local Children’s Centre’s to form Early Start teams. A postcode locator tool has been designed to enable partner organisations to correctly identify a family’s Health Visiting team and Children’s Centre. This tool is an on line facility available on Leeds Family Information Service website.

To access the tool go to:

- 1) **www.familyinformationleeds.co.uk** or **click here**
- 2) From the home page, please select > Service Providers > Early Start
- 3) Select Postcode Locator Tool on the left hand side
- 4) Enter the child’s postcode in full
- 5) The Health Visiting service and Children’s Centre reach area will then be displayed

Please refer to the Early Start Team ‘by cluster sheet’ to identify the correct Health Visiting team to contact.

To use the tool, a full postcode is required and must be entered correctly and in the right format e.g. LS2 8DT. There is a link to the royal mail postcode finder if the full postcode is not known.

Early Start Postcode Locator Tool

Enter Postcode

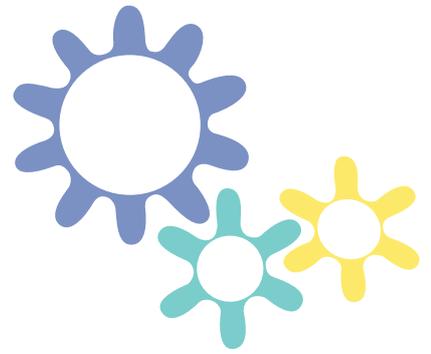
e.g. LS2 8DT

Find Postcode Info

Data from DB stored procedure will go here
↓

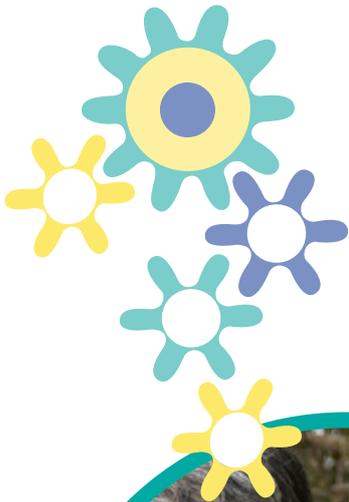
Postcode Information for LS2 8DT	
Children’s Centre Reach Area:	
Children’s Centre Details:	
Health Visiting Team:	
HV Contact Details:	
IMD% (Index of Multiple Deprivation):	
Cluster:	

Does your child attend an early years setting?



The Early Year's Progress check is now combined with the Healthy Child Programme Review completed by the Health Visiting service.

It is called the Integrated Review at 2-2½ Years



The review will help to see how your child is developing and will be held at your child's early years provider:

- Children's Centre nursery
- Child minder
- Nursery or pre-school

For more information please speak to your health visitor or early years provider





Leeds Community Healthcare **NHS**

NHS Trust

Leeds Community Healthcare NHS Trust
First Floor
Stockdale House
Headingley Office Park
Victoria Road
Leeds
LS6 1PF
Tel: 0113 220 8500
www.leedscommunityhealthcare.nhs.uk

6 January 2015

Disclosure and Barring Service (DBS) checks

Leeds Community Healthcare NHS Trust require all practitioners working with children and their families to undergo Disclosure and Barring Service (DBS) checks. For the Leeds Early Start Service this includes Health Visitors, School Nurses, Community Nursery Nurses, students, Early Start Managers, Clinical Leads and administrative and clerical staff.

The DBS check is initially done as part of the recruitment and selection process and then repeated every 3 years. The process is managed and led by Human Resources with practitioner's line managers confirming DBS status as part of the annual appraisal process. Confirmation of a DBS is kept within the staff personnel file.

All practitioners are required to have their organisation identity badge on display while on duty. Practitioners can and should be challenged on identity and denied entry to a home or health, social or educational setting if the badge is not visible. Confirmation of the validity of a practitioner can be sought by contacting 0845 166 2564. The identity badge provides confirmation of a current DBS check.

Students e.g. health visitor or general nurse are required to undergo DBS checks. The process is managed by the relevant university. Assurance that DBS checks are in place is through the clinical placement agreement with the trust. Students can and should be challenged on identity and denied entry to a home or health, social or educational setting if the badge is not visible.

For further information contact:

Debra Gill
Service Manager for Health Visiting
Children and Families Services
Middleton Health Centre
Acre Close
Middleton
Leeds LS10 4HT
Tel: 0113 207 7015 (direct line)
Email: debra.gill@nhs.net

Helen Rowland
Quality Lead [Children's Services]
Quality and Professional Development
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