

GATEWAY IN CYRAS AND AT THE DHB

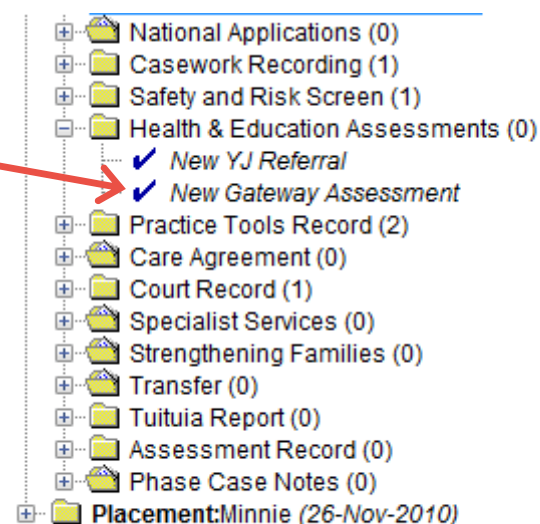
What is seen and shared in the IT System – a quick
overview





How to create a referral on CYRAS

- All children entering care must be referred for a Gateway assessment. If the child has been referred to FGC or had already had an FGC, consider if a Gateway referral would be helpful
- Check if the child has had a Gateway referral recently to reduce duplicates
- To start the process go to **here**

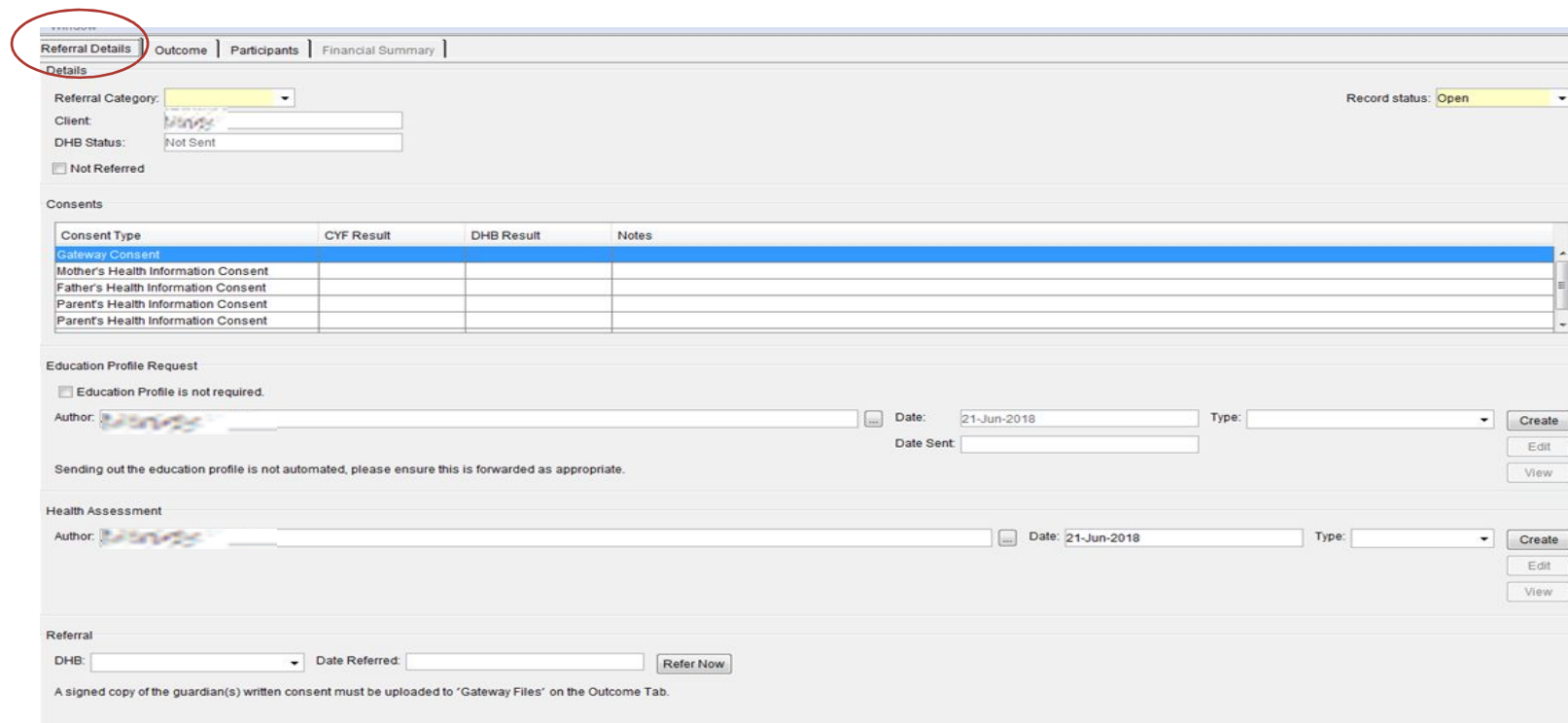




- Involve the child as a participant



- Then go to the Referral Details tab





Completing the referral

Referral Details | Outcome | Participants | Financial Summary

Details

Referral Category: Entry to Care Record status: Open

Client:

DHB Status: FGC
Child in Care

Not Referred

Consents

Consent Type	CYF Result	DHB Result	Notes
Gateway Consent			
Mother's Health Information Consent			
Father's Health Information Consent			
Parent's Health Information Consent			
Parent's Health Information Consent			

Education Profile Request

Education Profile is not required.

Author: Date: 21-Jun-2018 Type:

Date Sent:

Sending out the education profile is not automated, please ensure this is forwarded as appropriate.

Health Assessment

Author: Date: 21-Jun-2018 Type:

Referral

DHB: Date Referred:

A signed copy of the guardian(s) written consent must be uploaded to 'Gateway Files' on the Outcome Tab.

You must put in a referral Category. Once you have referred the child, the DHB can see the information in this drop down box.

Entry to Care is for when the referral is because the child is entering Care – the **policy is that child will be referred within 10 days of entry.**



When an exemption to the gateway referral policy for a child entering care is needed

Referral Details | Outcome | Participants | Financial Summary

Details

Referral Category: Record status: Open

Client:

DHB Status: Not Sent

Not Referred Reason:

Consents

DHB and MoE agree that CYP already engaged with all services
Consent cannot be obtained/or has been withdrawn

Gateway Consent		Notes	
<input type="checkbox"/>	Gateway Consent		
<input type="checkbox"/>	Mother's Health Information Consent		
<input type="checkbox"/>	Father's Health Information Consent		
<input type="checkbox"/>	Parent's Health Information Consent		
<input type="checkbox"/>	Parent's Health Information Consent		

Education Profile Request

Education Profile is not required.

Author: Date: 21-Jun-2018 Type: Create

Date Sent: Edit View

Sending out the education profile is not automated, please ensure this is forwarded as appropriate.

Health Assessment

Author: Date: 21-Jun-2018 Type: Create

Edit View

Referral

DHB: Date Referred: Refer Now

A signed copy of the guardian(s) written consent must be uploaded to 'Gateway Files' on the Outcome Tab

If a child is entering care, but a decision is made not to refer, then enter the most appropriate reason here. Note the requirement for consultation with DHB and Education for the first option.

If consent isn't given, then the referral cannot take place unless you go to court and get an appropriate order for it to occur.



Entering the consent status

Referral Details | Outcome | Participants | Financial Summary

Referral Details | Outcome | Participants | Financial Summary

Details

Referral Category: Record status: Open

Client:

DHB Status: Not Sent

Not Referred

Consents

Consent Type	CYF Result	DH Result	Notes
Gateway Consent	<input type="text"/>		
Mother's Health Information Consent			
Father's Health Information Consent			
Parent's Health Information Consent			
Parent's Health Information Consent			

Education Profile Request

Education Profile is not required.

Author: Date: 21-Jun-2018 Type: Create

Date Sent: Edit

Sending out the education profile is not automated, please ensure this is forwarded as appropriate. View

Health Assessment

Author: Date: 21-Jun-2018 Type: Create

Edit

View

Referral

DHB: Date Referred: Refer Now

A signed copy of the guardian(s) written consent must be uploaded to 'Gateway Files' on the Outcome Tab.

Enter the consent type that you have obtained.

The DHB can see what you put in this section when the referral has been completed. You can also see any changes the DHB has made. (Note: To attach the pdf of the written consent this is done on the Outcome Tab after the "Refer Now" has been pushed)



Education Profile request

The request for the education profile is here. There is a template that you can create and edit. It has some sections that are prepopulated. Select the appropriate type, fill in the gaps, and then email it or post it to the relevant person in education. It can be helpful if the DHB is copied into this correspondence.

If needed, you can record that an education profile isn't being requested. This should only be done if there isn't value in an education profile – for example for a baby who hasn't attended ECE.



Making the referral to the DHB

The screenshot shows the 'Referral Details' form in the CYRAS system. The 'Consents' section contains a table with the following data:

Consent Type	CYF Result	DHB Result	Notes
Gateway Consent			
Mother's Health Information Consent			
Father's Health Information Consent			
Parents Health Information Consent			
Parents Health Information Consent			

The 'Referral' section at the bottom includes a dropdown for 'DHB', a 'Date Referred' field, and a 'Refer Now' button. A note below states: 'A signed copy of the guardian(s) written consent must be uploaded to "Gateway Files" on the Outcome Tab.'

Fill out the template provided. Quality here is important as the information here is central to the child having a meaningful assessment at the DHB. You can cut and paste relevant information from other documents.

Once you have completed the templates then select the DHB and then push the "Refer Now" button. As soon as you have pushed Refer Now the referral is at the DHB. You now need to go to the "Outcome" Tab to upload the written consent documents PDF



Adding the consent document and sharing documents with the DHB

Reminders Window

Referrals Details **Outcome** Participants Financial Summary

Details

Assessment status: In Progress

Incomplete Reason: Declined
 Not Eligible
 Consent Withdrawn
 Other

Gateway Files

Category	Filename	Upload Date	Add	Delete	View
Other Files	Blank test doc.docx	11/09/2018			

Assessment

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Create

Move to the "Outcome" tab as soon as you have pushed "Refer Now"

This is a place where the documents that are uploaded in Gateway can be seen instantly both on CYRAS and at the DHB on their IT tool.

Push "Add" and then use the drop down box under "Category" to choose "Other Files". Browse and attach the PDF of the written consent. As soon as they are uploaded they can be viewed at the DHB.

It is here that you will be able to see the education profile, health report and ISA documents once they are uploaded at the DHB. You are not sent a reminder that this has happened.



What the DHB can see

Name and some basic information

The Consent status that you entered on CYRAS

Shared documents including:

- written consent,
- your referral,
- completed education profile,
- health assessment
- Interagency Services Agreement