**QAF - Review of Implementation**

Once the QAF workshops are complete meet review the following with your management team.

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| **Completing the Questionnaires** | Notes |
| * How many SDQ questionnaires have been administered? * How many Child and Young Person Questionnaires have been completed? * If the cohort has not been completed what are the reasons for this? What could you do to support or rectify this? * Identify learning areas for managers to coach staff. See QAF Final Managers Meeting – Coaching and Review and Coach Training PowerPoint |  |
| **Understanding the results** |  |
| * Have your teams linked SDQ and CYP results within a current case review meeting? If not how are the results being reviewed and integrated into casework and management is retaining oversight? * From the case review sessions, where caseworkers and managers review results, what are the learning areas required to support workers understanding and use the results? * Are your caseworkers confident in talking with carers and CYP about the questionnaire results? Identify learning areas required to support workers to do this confidently. |  |
| **Review implementation challenges and facilitators** |  |
| * Discuss any administrative/systems challenges and provide support for these concerns (Viewpoint help desk, User Guides, agency procedures and protocols). * Discuss areas of support for those barriers/challenges (local champions, coaches, managers / psychologists). |  |
| **Wrap up and actions for further administration** |  |
| * Identify actions required to complete self-report for CYP in the cohort. * Reminder of support and resources available   + User Guides- Decision Making Pyramid Using QAF Results in Casework Table).   + Fact Sheets and Flyers   + Paper versions of questionnaires   + Templates and caseworker resources, Group Supervision discussion points, Data Review Template, Check List for Implementing Questionnaires * Discuss and plan ongoing supervision and other supports with each team to maintain and sustain continued implementation of the QAF |  |