**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
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| **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.
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| **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).
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| **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
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