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KEY for where to find the evidence if unable to recall

8. FDAC Peer Audit - Court audit tool - 

11. FDAC reports and case recording quality assurance audit tool - 

12. Operational processes audit tool- 



13. FDAC Peer Audit - Formulation and IPM observation tool - 

FDAC SERVICE STANDARDS AND PRACTICE INDICATOR CHECKLIST

STANDARD 1: FDAC IS A THERAPEUTIC PROBLEM-SOLVING FAMILY COURT WITH SPECIALLY-TRAINED JUDGES AND AN INDEPENDENT, MULTIDISCIPLINARY ASSESSMENT AND INTERVENTION TEAM



Practice Indicator 1.1

Does the FDAC court follow the process as outlined in the FDAC handbook?

Evidence	Yes/ no?
Is there a clear FDAC court schedule that fits with that outlined in the FDAC Handbook?  	



Practice Indicator 1.2

There is provision made for judicial continuity so the same judge reviews the parent's progress throughout their engagement with the services and the court and there is a team of back-up judges for when this cannot be the case.

Evidence	Yes/ no?
Is there a clear rota/ and court schedule to ensure FDAC judicial continuity? 	
Is there a clear process to manage judicial leave? 	

Practice Indicator 1.3

The team and Judges have all attended specialist FDAC induction training. Thereafter the team will continue to attend booster training every 4-6 months as well as organising their own skills development training.

Evidence	Yes/ no?
Have all FDAC Judges attended FDAC induction training? 	
Are Judges invited to appropriate FDAC training sessions and forums, and do they attend? (Non- mandatory but encouraged) 	

Practice Indicator 1.4

The team is independently managed from the Local Authority. Alternatively the team has some form of independence from the Local Authority for example the FDAC keyworkers are not statutory case holders for FDAC families.

Evidence	Yes/ no? Give details
Information about team hosting arrangements	.

Practice Indicator 1.5

There is a multi-disciplinary team which includes child and family social workers, substance misuse workers and mental health specialists. A domestic abuse specialist is optional but an aspiration for each team.

Evidence	Yes/ no?
Is there a multi-disciplinary team that meets the fidelity FDAC Team makeup? <ul style="list-style-type: none"> - Service Manager - Senior Practitioner - Social Worker - Substance Misuse worker / Parent Mentor Coordinator - Substance Misuse/ Mental Health or Domestic Violence worker - Administrator - Clinical Lead (minimum 0.2 FTE) - Adult Psychiatrist (sessional) 	

Practice Indicator 1.6

The team has robust clinical governance/management and supervision to ensure excellence in practice, strong safeguarding principles, and ability to cope with demanding work.

Evidence	Yes/ no?
1.Clinical Governance/management 2.Safeguarding protocols 3.Supervision arrangements 4. Reflective practice	

STANDARD 2 THERE IS A CLEAR REFERRAL PATHWAY INTO FDAC**Practice Indicator 2.1**



There is a referral protocol that is regularly reviewed and updated in the FDAC operational group

Evidence	Yes/ no?
1. Written protocol 2. Minutes of the Operational Group	

STANDARD 3 PARENTS ARE ABLE TO MAKE AN INFORMED CHOICE ABOUT WHETHER TO ACCEPT THE OFFER OF FDAC. ALL PARENTS WHO CHOOSE TO WORK WITH FDAC WILL BE OFFERED A 'TRIAL FOR CHANGE'





Practice Indicator 3.1

FDAC teams provide information leaflets for families about the FDAC process and take responsibility for regularly updating legal practitioners, social workers and other local services about FDACs work with families.

Evidence	Yes/ no?
Leaflets for  1. Parents 2. Professionals	
Sessions for lawyers, guardians, social workers, treatment services 	


Practice Indicator 3.2

The specialist team and Judge explain to parents the voluntary nature of the FDAC offer, how FDAC's problem-solving approach differs from ordinary care proceedings, the nature of the intensive support on offer, and the requirement that everyone working in FDAC must commit to work collaboratively in a transparent and honest way.

Evidence	Yes/ no?
Parents have met FDAC team:   1. At first hearing 2. At assessment after first hearing	
Court observation of first and second hearings, including meetings out of the court room 	
FDAC parent and professional feedback forms 	




Practice Indicator 3.3

Parents have the opportunity to meet with a parent mentor at first hearing (see Standard 7).

Evidence	Yes/ no?
Case notes/parent mentor record 	






Practice Indicator 3.4

Parents are given time to reflect and take advice about whether to join FDAC. The Judge will ask them to give the court their decision at the next (second) hearing after the initial parenting assessment and first Intervention Planning Meeting.




Evidence	Yes/ no?
Signed FDAC parents agreement 	
FDAC assessment report  	
















Practice Indicator 3.5













The 'trial for change' is the intervention plan designed by the FDAC team. It is an iterative assessment and intervention plan monitored by the court, FDAC team and LA (See Standard 9). After the first hearing parents will be invited to a multi-disciplinary assessment with the FDAC team, followed by an Intervention Planning Meeting where the 'trial for change' plan will be presented.

Evidence	Yes/ no?
Parent(s) assessment  	
Formulation and Intervention planning meeting minutes & Intervention plan  	
Practice Indicator 3.6 At the second hearing the Judge reviews the plan with all parties and lawyers present. If there is consensus, the Judge ratifies the Intervention Plan, giving the authority of the court to the agreed objectives and timescales. The parents, the Judge and the specialist team sign the agreement to have the case heard in FDAC. This marks the start of the 'trial for change'.	
Evidence	Yes/ no?
FDAC parents agreement 	






STANDARD 4: THE ASSESSMENT AND INTERVENTION WORK OF THE FDAC SPECIALIST TEAM STARTS PROMPTLY AND PROCEEDS WITHOUT DELAY AND FOLLOWS THE FDAC REPORTING AND COURT HEARING TIMELINES.

Practice Indicator 4.1 At the first hearing the FDAC team collects contact details of parties working with parents including those who should attend the first Intervention Planning Meeting. Refer to FDAC handbook for FDAC Consent to Liaise – parent/s agreement to information sharing form and Contact details sheet.	
Evidence	Yes/ no?
Contact details sheet 	
Consent to liaise forms in the family file signed by parents 	
Practice Indicator 4.2 Within two weeks of the first court hearing the FDAC team completes an FDAC initial parenting assessment and holds the Intervention Plan meeting. The LA still does its own parenting assessment. At the first hearing the FDAC team gives parents an FDAC timetable with their appointments up until the next hearing.	
Evidence	Yes/ no?
Case File review :  1. FDAC parenting assessment report 2. Intervention plan 3. Review reports 4. Review parenting assessment report 5. Parent diary 6. Court timetable	
Practice Indicator 4.3 The agreed Intervention Plan is circulated to the Judge, the parents' solicitors, the local authority, the guardian, and other relevant agencies a few days before the second hearing (the Further Case Management Hearing). This usually takes place by week 4 of proceedings.	

Evidence	Yes/ no?
Record of report circulation 	
Practice Indicator 4.4 A date is set for the first review Intervention Planning Meeting, usually held between weeks 9-11 of proceedings.	
Evidence	Yes/ no?
1. Case file record  2. Intervention planning meeting minutes 	
STANDARD 5: THE FDAC INTERVENTION PLAN IS AGREED AT THE INTERVENTION PLANNING MEETING AND IS INFORMED BY THE FDAC ASSESSMENT OF THE NEEDS OF THE CHILDREN AND THE PARENTS. THE INTERVENTION PLAN IS REVISED AS NECESSARY DURING THE COURT PROCESS, WHILST REMAINING MINDFUL OF THE TIMESCALES REQUIRED BY (A) THE LAW AND PUBLIC LAW OUTLINE, AND (B) THE IMPORTANCE OF RESPONDING TO CHILDREN'S NEEDS IN A TIMELY FASHION. THE LOCAL AUTHORITY WILL DECIDE WHETHER TO CONSIDER INCORPORATING THE FDAC INTERVENTION PLAN INTO THEIR INTERIM CARE PLAN.	
Practice Indicator 5.1 FDAC will always try to work with both or all parents with parental responsibility for the child(ren) even if the parents are no longer in a relationship or if one parent does not have a known substance misuse issue. The FDAC team will negotiate with the local authority about what work is undertaken with a parent who does not have a substance misuse issue. FDAC will also work with partners of parents where relevant.	
Evidence	Yes/ no?
Intervention plan  	
Case notes  	
Practice Indicator 5.2 The FDAC multi-disciplinary assessment conducted by the team's substance misuse specialist and social worker explores the needs of the children; the strengths and difficulties of the parents; the change that is needed and the timescale for achieving it; and the nature of the support, treatment and monitoring required.	
Evidence	Yes/ no?
FDAC assessment report  	
Details of assessors  	
Practice Indicator 5.3 Two Review Intervention Planning Meetings (IPMs) are held during around week 10 and week 18, so that the FDAC team can review the progress of the case with parents and involved professionals and agree any changes needed to continue to make progress on securing children's long-term safety and well-being. In the first of these Review Meetings (usually at week 10 of proceedings) consideration is given to whether an Issues Resolution Hearing is indicated and, if so, whether this should be at week 12 or week 20 and what additional evidence will be needed for that hearing.	
Evidence	Yes/ no?
Intervention Planning Meeting Minutes  	
Intervention Plan  	

Review Reports  	
Practice Indicator 5.4 For children, a Child's Needs Meeting or equivalent is held between weeks 4 to 10 of proceedings, to pool information about the child's progress and to determine whether further assessment of the child's needs is required. This is chaired by the FDAC clinical lead and usually organised by the Local Authority social worker.	
Evidence	Yes/ no?
Children's needs meeting minutes  	
Outline report of child and adolescent psychiatric / psychological assessment if recommended for the child(ren).  	
Practice Indicator 5.5 The Review Parenting Assessment and review IPM, which is normally completed by week 19 of proceedings, provides an overall assessment of whether the 'trial for change' has been successful and whether the changes are likely to be sustained. However the trial for change can be shorter and the Review Parenting Assessment filed earlier, where FDAC have been involved pre-proceedings and/or the outcomes at the Week 8-10 of proceedings are very poor.	
Evidence	Yes/ no?
Review parenting assessments  	
Intervention Planning Meeting minutes  	
Parent FDAC feedback forms  	

STANDARD 6: ONCE THE FDAC INTERVENTION PLAN HAS THE AUTHORITY OF THE COURT THE 'TRIAL FOR CHANGE' BEGINS, AND PARENTS AND PROFESSIONALS HAVE CLEAR TASKS TO PERFORM AND A TIMESCALE TO ADHERE TO.




Practice Indicator 6.1 A member of the specialist team is appointed as key worker for the parents and starts to work with them immediately. Their role is to provide regular and intensive one-to-one support to parents and receive updates from the community services working with them, as well as ensuring that the team co-ordinates all the services and activities identified in the Intervention Plan. They also take responsibility for ensuring that the drug and/or alcohol testing specified in the Plan happens and for ensuring that parents comply with the requirement to work collaboratively with professionals and to attend meetings and appointments.	
Evidence	Yes/ no?
FDAC caseload allocation 	
FDAC testing log 	
Case notes  	
Parents diary 	

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STANDARD 7: FDAC WORK IS COLLABORATIVE – THERE IS REGULAR COMMUNICATION BETWEEN THE JUDGE AND THE SPECIALIST TEAM, AND BOTH WORK CLOSELY WITH PARENTS, THE LOCAL AUTHORITY AND OTHERS INVOLVED WITH THE CHILDREN AND THEIR FAMILIES




Practice Indicator 7.1

Once a fortnight for the non-lawyer hearings, the FDAC team circulates to the court and all parties a short update on the progress made by each parent using categories assigned in the review report template in the FDAC handbook. The FDAC team collects feedback on the value of these reports using the FDAC professional feedback forms.

Evidence	Yes/ no?
FDAC Review Report  	
Professional FDAC Feedback form  Feedback from audit interviews with professionals	


Practice Indicator 7.2

The FDAC team are responsible for minuting the non-lawyer court hearings and having a clear protocol for circulating minutes and timescales to agreed parties

Evidence	Yes/ no?
Court hearing minutes  	
FDAC communication distribution protocol 	




Practice Indicator 7.3









A representative for the FDAC team meets the Judge at the start of the FDAC court day, to provide a briefing on each case and to explore ways of dealing with key issues arising.

Evidence	Yes/ no?
Court observation 	

Practice Indicator 7.4

After the parent(s) FDAC assessment and prior to each intervention planning meeting the FDAC multi-disciplinary team hold a 'formulation' meeting to design the parent(s) intervention package most likely to enable parent(s) to make the lifestyle changes needed for their children's safety and well-being. This meeting should wherever possible be led by the FDAC clinical lead; and if not by the FDAC team manager.

Evidence	Yes/ no?
FDAC team schedule of meetings 	
Formulation record /risk and protective factors document  	

Observation of Formulation 	
Practice Indicator 7.5 Key professionals working with the parent(s) are invited to all intervention planning meetings to discuss and agree the proposed intervention plan; or proposed changes to it. The professionals include the FDAC service manager or the clinical lead, the FDAC keyworker, the local authority social worker and social work manager (if desired), the children's guardian, adult treatment workers and any other agency working with the family.	
Evidence	Yes/ no?
Intervention Planning Meeting minutes  	
Observation of IPM 	
Practice Indicator 7.6 There is a regular Operational Group (see the FDAC Getting Going Manual) which draws together key local stakeholders (including treatment services, health, domestic abuse and housing), to review their joint working arrangements and deal with any emerging issues. Operational Groups should meet once monthly in their first year and thereafter a minimum of once per quarter.	
Evidence	Yes/ no?
Attendance list 	
Terms of reference 	
Meeting schedule 	
Minutes from meetings/actions log. 	

STANDARD 8: PARENTS HAVE THE OPPORTUNITY OF SUPPORT FROM A VOLUNTEER PARENT MENTOR


Practice Indicator 8.1

The FDAC service includes a volunteer parent mentor programme. It is not expected that the parent mentor service will launch immediately.

There are different options for delivering this service. Either the team can recruit parent mentors and train and supervise them or they can work in collaboration with a local service to provide this element of the programme.

Whilst FDAC graduates are not available to be parent mentors, parents with experience of substance misuse recovery and/or an understanding of working with local authority in child protection matters, pre proceedings or care proceedings can be recruited from local services, refer to the FDAC *parent mentor scheme – manual*.

In either case the FDAC team will be responsible for training any identified mentors in the specifics of the FDAC parent mentor programme.

Evidence	Yes/ no?
Parent Mentor pool 	

FDAC parent mentor training pack/ schedule	
If relevant contract with a local service providing mentors	
Practice Indicator 8.2 Parent mentors attend court on FDAC days, to explain to new parents how FDAC works and the help that is available from parent mentors.	
Evidence	Yes/ no?
Parent mentor record	
Parent FDAC Feedback form	
Court Observation	
Practice Indicator 8.3 Parents who wish to be supported by a parent mentor are matched with a mentor and work with them on specified tasks in their Intervention Plan.	
Evidence	Yes/ no?
Parent Mentor record	
Intervention plan	
Parent FDAC Feedback form	

STANDARD 9: THE PROCEDURE IN COURT, INCLUDING THE USE OF NON-LAWYER HEARINGS, ACKNOWLEDGES THE ROLE OF THE JUDGE AS A CATALYST FOR CHANGE, NURTURING A RELATIONSHIP WITH PARENTS AND GIVING FAMILIES A VOICE IN THE PROCEEDINGS

Practice Indicator 9.1

There are fortnightly non-lawyer reviews. These provide an opportunity for inter-agency liaison and problem-solving with parent(s). The Judge uses their motivational interviewing approach to engage parents in discussion with the local authority social worker, the FDAC key worker, and the guardian if they are free to attend, about the progress made, the issues that need resolving and goals for the next fortnight.

Evidence	Yes/ no?
Court observation	
Non- lawyer court hearing minutes	
Parent and professional FDAC feedback forms	

STANDARD 10: THE FDAC SPECIALIST TEAM USES THE NATIONAL UNIT DATA COLLECTION TOOLS TO MEASURE THE HEALTH AND WELL-BEING OF EACH CHILD AND PARENT DURING THEIR TIME IN FDAC, WITH A VIEW TO UNDERSTANDING THE IMPACT OF FDAC ON FAMILIES AND HIGHLIGHTING POTENTIAL AREAS FOR IMPROVEMENT AND SERVICE DEVELOPMENT.

Practice Indicator 10.1

The FDAC team records data on each case using the FDAC National Unit database. Management is in place to ensure quality data collection practice	
Evidence	Yes/ no?
FDAC Access database	
FDAC clinical tools being used effectively	
Practice Indicator 10.2 Ideas for service improvement and development are analysed at regular intervals, drawing on the feedback forms about the FDAC process that parents and professionals complete at the end of each case. FDAC teams review their feedback forms on a quarterly basis and make arrangements for any agreed service development.	
Evidence	Yes/ no?
FDAC Feedback forms collected saved and analysed bi-annually	
Evidence of team reflective practice e.g. regular team meetings and scheduled 'think tank days' and evidence of implementation of actions	
Practice Indicator 10.3 Key FDAC data needed to monitor the delivery of the service and evaluate outcomes (the impact of the intervention or service on children and parents) is analysed locally at regular intervals by the FDAC team, drawing on the information recorded by FDAC teams in the FDAC National Unit database and using the FDAC National Unit data collection tools.	
Evidence	Yes/ no?
Quarterly reporting on FDAC cases and outcomes	
Parent/s consent form for research	
Practice Indicator 10.4 Parents' consent to share anonymised data with the FDAC National Unit and allow follow up evaluation of outcomes from information held by the National Drug Treatment Monitoring System (NDTMS) managed by Public Health England is sought and recorded in all FDAC cases by FDAC teams.	
Evidence	Yes/ no?
Parent/s consent form for research	

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