**Decision making process flowchart**

1. **Self-Assessment completed by family**
   - Self-Assessment sent to: shortbreakselfassessment@wokingham.gov.uk

2. **Duty, Triage and Assessment Team log details and pass on to the DCT Team Manager**

3. **Short Break Co-ordinator / DCT Team Manager check eligibility and agree which path the assessment should follow**
   - **Not eligible (See below)**
   - **Low Needs**
   - **Medium Needs**
   - **High Needs**

   - **Direct Work / Autism Support**
     - If Self or subsequent Assessment identifies direct work refer directly to FIRST or Autism support to ASSIST.
     - If this is the only support needed / requested, self-assessments can be passed on without the need for any further assessment. Alternatively a referral can be made in conjunction with another assessment process taking place.

   - **Short Break Payment / Service Request for targeted services via the Local Offer**
     - LOW
     - MEDIUM

     - **Is the type of support being requested likely to be deemed low level?**
       - Yes
       - No

     - **Short Break Co-ordinator**
       - Follows up any questions that need answering to enable the Assessment Team Manager to make a decision.

     - **Specialist Payment / Service Request**
       - Specialist Early Help Worker is given self-assessment form and arranges with the family to complete a Specialist Early Help Assessment

     - **‘Children with Additional Needs Multi Agency Panel’ (CANMAP) reviews assessment and any supporting information and agrees level of funding**

     - **Low Needs**
     - **Medium Needs**
     - **High Needs**

     - **‘Access to Resources panel’ reviews assessment and any supporting information and agrees level of funding**

4. **Short Break Co-ordinator informs family of outcome creates a Short Break Support Plan and liaises with the Direct Payment Team and the family to completion of payment being set up.**