

## PEP QA Flow Chart

### PEP takes place

(1-3 days to complete and send to VST)



**Day 4-** Case Worker to chase, copy in PEP lead & PEP Co – Escalation 1 (if this falls on a non-working day send email to PL and PCo for PL to ESC 1)

**Day 6- escalate to** PEP lead to chase. PEP Lead to copy in PEP Co – Escalation 2 (email in advance to PL and PCo the date PEP needs to be ESC with DT email address and child name and PEP date)

**Day 10-**escalate to VHT. VHT to notify PEP Co & PEP Lead – Escalation 3 (As above email in advance if a non-working day)

### Case Worker to QA the PEP

(1-3 days to QA, to be) (QA'd as soon as you can but no longer than the 3<sup>rd</sup> day)



(Case Worker to send back to DT if revision is required)

DT to amend and resend back to VST (1-2 Days)

**Day 3** Case Worker to escalate to PEP lead to chase – Escalation 2



Upload to Protocol (As soon as PEP has been QA'd)

When using the QA please only use numbers 1-3, if the question doesn't apply, use a number 1 and write a note in the box at the side

Case workers need to transfer the info from the QA grid on their tracker (this is because of the data drop taking place weekly)

Once completed and uploaded to Protocol, please send the QA document back to DT and SW, SW then to share PEP's with the young person, carers, parents and residential staff

If a completed PEP is not received then this will result in PPG payment not being sent to schools

If a PEP is QA as RAG rated RED then the PPG payment will not be paid- ( this is not applicable to commission educational provisions)re PPG payments as PPG is not paid directly to commissioned placements)

If Costings are not listed as to how the PP is to be utilised & targets are not deemed SMART as per PPG policy PPG payments will not be made.

## Attendance Flow Chart

**School Attendance Officer updates register daily**

(Monday am pull report)



**Mon am** email reminder of register showing missing marks (update before 10am)

**Mon pm** Pull report – email individually for register update (portal immediately)

**Tues PPG Term payment in amber**

**CiC Tracking Officer to produce report**



**Wednesday**

**Feedback results of report to VSHT**



**Failure to comply will result in the PPG payment being in significant jeopardy  
of being paid for the term.**