

With You For You Interim Solution Feb 2011

Please find below the procedures for accessing and managing information as part of the With You For You process.

We are in the process of rolling out multi agency access to the information sharing system; please check your intranet for training courses.

Agencies other than Shetland Islands Council Social Care Department

Contact:

To find out if a person has existing With You For You, Understanding You or a Single Shared Assessment please call:

Donald Robertson on 743847, email donald.robertson@shetland.gov.uk

Donald will check the SWIFT system and inform you if the person has an existing SSA or Understanding You.

If they do – he will give you contact details for the Co-ordinator.

If they do not – you can begin the With You For You process AND send an email detailing the Contact information. This will then be added to Swift so that others will know that this contact has been made and the outcome.

With You For You Forms – Secure Email

If you cannot access the information sharing system yet:

- If you have completed a With You For You Understanding You form please email the completed document to Julie.mackie@shetland.gsx.gov.uk Please indicate if you expect this to be sent onto someone in the SIC or whether you require it to be entered on the system.
- Once received this will be attached to the information sharing system. You may also have to provide information regarding the dates associated with the process. You may need to be contacted by phone, please provide a telephone number and the best time to contact you.

If you can access the information sharing system but need to send the Understanding You form to someone in the NHS who cannot:

- Email the form to Julie.mackie@shetland.gsx.gov.uk stating clearly the NHS email of the person who is to receive the document. Julie will forward the document securely.