



# Guidance for Foster Carers: Completing a Valuing Care Foster Family Skills Measurement Tool form using Children's Services Online

The Valuing Care Foster Family Skills Measurement Tool will usually be completed as part of your Foster Carer Review, but your Supervising Social worker may want or need to complete a separate one during the year. They will complete the form and you will be sent their recording to read and electronically sign by completing the 'Declaration' section of the form by ticking the relevant box.

## Opening the Valuing Care Foster Family Skills Measurement Tool form

1. When you have been sent a Valuing Care Foster Family Skills Measurement Tool form to complete, you will receive an email titled 'New Children's Services form section'
2. The email will contain a link you can use to access your Portal. You may also login to your Portal account as you normally would, without using the link provided in the email
3. **The form will have been sent to your own Portal account**, so you need to access **your own** account dashboard, not the Portal account of the child/ren you care for
4. From your Portal dashboard page, select the 'Items to complete' tile.

## Account Dashboard

The screenshot shows an 'Account Dashboard' with four main sections:

- Details:** A purple panel with a person icon. It displays: Name: Pedro GG Plumber, Date of Birth: 1 May 2019, Gender: Male.
- New Messages (3):** A light grey panel with an envelope icon. It lists three messages from Polly Anna Gooch: 08 Jun 2023 13:39 test, 08 Mar 2023 14:42 hi penny, and 08 Mar 2023 07:57 test.
- Items to view:** A purple panel with a document icon. It lists two documents: 'Portal - Document - 7 Complete Foster Carer Recording Version 3.pdf' and 'Portal - Document - About Childrens Services Online accounts (1).docx'.
- Items to complete (1):** A purple panel with a document icon, highlighted with a red rounded rectangle. It lists one item: 'Reading, Research, Training and Experience'.

5. You will be taken through to the full 'Items to complete' page, containing all forms which have been sent to you that you have not yet completed. You should be able to see the form titled Valuing Care Foster Family Skills Measurement Tool form'.
6. Select the form to open it.

## What you need to do when you receive 'Valuing Care Foster Family Skills Measurement Tool' form

1. Read what your Supervising Social Worker has recorded

**Note:** All of the content is read-only, so you cannot amend anything within the form

# Form

Please complete the form

**1** Valuing Care Foster Family Skills Measurement Tool

**2** Declaration


**3** Supporting Documents

**Name:** Aslan QQ Lion **DOB:** 01-jan-1985  
**Address:** Democratic Services, County Hall, Martineau Lane, Norwich, NR1 2DH  
**Form Type:** Valuing Care Foster Family Skills Measurement Tool

**Required By:** No due date specified  
**Sent By:** Allison Everitt  
**Department:** Childrens Business Support Team  
**Telephone:** 01603 222673  
**Address:** Childrens Business Support Team County Hall, Martineau Lane, Norwich NR1 2DH

## VALUING CARE FOSTER FAMILY SKILLS MEASUREMENT TOOL

LCS Number 110018797

Date completed 24-09-2019 

### Q1

**Capacity to provide additional support when a child has a physical health need.**  
*Please select the most accurate description*

a. Foster family does not have the capacity to meet a child's physical health needs

Assessed score 0

Notes 1

### Q2

**Capacity to support a child with their emotional health or diagnosed / undiagnosed mental health condition.**  
*Please select the most accurate description*

2. The 'Declaration' section is where you are recording whether or not you agree with what has been recorded by your Supervising Social Worker

If you have any issues with the content, select 'No', otherwise select 'Yes' and skip to **step 3**:

## Form

Please complete the form

- 1 Valuing Care Foster Family Skills Measurement Tool
- 2 Declaration**
- 3 Supporting Documents

**Name:** Aslan QQ Lion **DOB:** 01-Jan-1985 **Required By:** No due date specified  
**Address:** Democratic Services, County Hall, Martineau Lane, Norwich, NR1 2DH **Sent By:** Allison Everitt  
**Form Type:** Valuing Care Foster Family Skills Measurement Tool **Department:** Childrens Business Support Team  
**Telephone:** 01603 222573 **Address:** Childrens Business Support Team County Hall, Martineau Lane, Norwich NR1 2DH

### DECLARATION

I have read this form and agree with the comments.

Yes  No

*If you select 'Yes', you are confirming that both parties have reviewed the form and agree with the comments*

Please give details \*

← Previous

Next →

Print PDF Close Save Submit Contribution

If you have selected 'No' You must also put the reasons you are not agreeing in the '*Please give details*' box, so that your worker can contact you to discuss the issues and amend the form as appropriate

3. Select '*Submit Contribution*'
4. You will not see a message on screen to confirm the form has been sent, but you will receive a confirmation email

## If you selected 'No' as you did not agree with the comments in the form

1. Your Supervising Social Worker will discuss this with you to agree a way forward. They may then resend the form to you and you will need to follow the same process as above
2. If you are happy with the contents of the form you will need to select 'Yes' in the '*Declaration*' section and then submit the form

## How you get a copy of the completed 'Valuing Care Foster Family Skills Measurement Tool' form

1. Once the form has been agreed, your Supervising Social Worker will send you a copy
2. Login to your account and go to your dashboard
3. From your dashboard, select the '*Items to view*' tile to expand it

4. You will see the published, completed '*Valuing Care Foster Family Skills Measurement Tool*'
5. Select the document to open it. You can save the form to your device, if you wish
6. When you are finished viewing / saving the form, you may logout of your account