



Family Based Arrangement - Record

CMS 2012 system does not currently have specific functionality that allows us to capture where clients have selected a Family Based Arrangement (FBA) at application or enquiry stage.

A family based arrangement is where parents agree between themselves how to continue providing for a child after they separate.

It can be a formal agreement, for example written down in a Family Based Arrangement form, parenting plan or other document, and in Scotland only a minute of agreement (A Scottish legal document) can count as a family-based arrangement—or it can be an informal agreement, for example a promise or pledge made verbally.

Parents can choose what to include in a family-based arrangement, for example who will provide what support for a child and how often. There is no set format, but a family-based arrangement can be:

- Providing money regularly and at an agreed level specifically for the benefit of the child
- Providing money regularly and at an agreed level which indirectly benefits the child (e.g. mortgage, rent or bills for the home in which the child spends the majority of his/her time)
- Paying for agreed things from time to time for the benefit of the child (e.g. after-school clubs, school fees, holidays, pocket money, etc.)
- Non-financial contributions specifically for the benefit of the child (e.g. food, clothes or contributing towards childcare)
- Sharing looking after a child
- Any combination of the above
- Or another arrangement agreed between parents for the benefit of the child

This procedure details the process to follow to record that a client's application or enquiry has closed as a result of selection of a Family Based Arrangement and also how to obtain Management Information (MI) on the number of Family Based Arrangements set up in any given period.



New activities cannot be created following closure. Once a case is closed, the New button to create an activity will be disabled.



Only use this procedure if the application or enquiry is being closed as a result of a family based arrangement being chosen. To record that an existing case is closing as a result of a family based arrangement being chosen refer to [Close Case \(Collect and Pay\)](#) or [Close Case \(Direct Pay\)](#).



Where a paying parent has two or more cases, and one is due to close for the reason that a Family Based Arrangement (FBA) has been made, you will need to discuss the details of the FBA with the client to ensure it meets the criteria to be classed as a FBA before the relevant child/ren in the case can be registered as a CIFBA/s. For further information please refer to the Law, Policy and Decision Making Guidance.



Record Family Based Arrangement

If a client makes the decision to select an FBA after you have selected the Create Enquiry button, follow these steps.

1. In **Case** view select **Activity**.
2. In **Activity** select **New**.
3. Select Activity type of '**Record**'.
4. In Activity Description field record '**FBA selected**'.
5. Select Activity status to '**Not Started**'.

If a client makes the decision to select an FBA before you have selected the Create Enquiry button, follow these steps:

1. In the **Contact** view of the client making the decision select **Activity**.
2. In **Activity** select **New**.
3. Select Activity type of '**Record**'.
4. In Activity Description field record '**FBA selected**'.
5. Select Activity status to '**Not Started**'.

Obtain Management Information

To obtain Management Information (MI) from 2012 System where an outcome of **FBA Selected** has been recorded against an **Activity Description**, follow the steps below:

1. Select the **Activities** screen.
2. Select **Activity List**.
3. Select query using the criteria as follows:
 - **Activity type = Record**
 - **Activity Description = *FBA selected***
4. Select **Go**.
5. Select **Admin – All Activities**.
6. Select **Record Count**. This query gives the total figures for all Family Based Arrangement outcomes captured on 2012 system. Date parameters can be added at **Step 3**.

[Application - Child in Scotland](#)

[Application - Paying Parent](#)

[Application - Receiving Parent](#)

[Close Case \(Collect and Pay\)](#)

[Close Case \(Direct Pay\)](#)