

Research

	Actions	Who	Notes and Links
Timescale	MARAC Research must be submitted by multi-agency partners within 5 working days of the MARAC Referral being accepted. Agencies should access the CMS weekly to see updates and research of others. Agencies should date the Research on submission.		IF more recent research is available date the research so progression/updates can be seen.
Step 1	Once the a case is allocated to your Area MARAC an email is generated to the members of that MARAC.	MARAC Hub Team	N.B - You can set up a rule within outlook to allocate notifications to a folder. You should add the MARAC referral email to safe senders.
Step 2	Once the email has been received navigate to the CMS and log in to review the referral and add your research, you will be asked to complete multi-factor authentication.	MARAC Members	OASIS Cloud Based Case Management
Step 3	Navigate to 'Meetings' on the purple ribbon at the top of the page.	MARAC Members	Each MARAC member agency should add research to cases within 5 days of receiving the referral.
Step 4	Click on the client case files to review the referrals allocated to your MARAC. Use the blue word icon to download the agenda - this shows relevent information for you to begin research.	MARAC Members	
Step 5	Navigate to 'Agency' and add yourself in your agencies box. This shows you have been active in the process.	MARAC Members	
Step 6	For each case navigate to 'Research & Minutes' and scroll to the box for your agency.	MARAC Members	
Step 7	Update the 'Method of sharing' dropdown box (usually CMS).	MARAC Members	
Step 8	any relevant and pertinent information you have gathered into your box. Include details of who has shared the information and to which member of the family it relates to,	MARAC Members	Each agency must indiate that they either have no relevent information, that the client is unknown to them or share the relevent information they hold. You should not leave your agencies research box blank.
Step 9	If the client is not known to you or you have no relevent information to share please idicate this via the dropdown box.	MARAC Members	
Step 10	Read the research that has already been submitted. Monitor the cases to ensure you are up to date with research shared.	MARAC Members	