How to complete a Children’s Resource Panel Referral Form on LCS

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# Starting the Form

1. On the left hand tool bar, click on ‘Forms’
2. At the top of the page is a dropdown box for ‘Start New Form’. Click on the downwards arrow and select ‘Children’s Resource Panel Referral Form’ and then press ‘Start’.
3. You then have the option to transfer information or copy forward answers from previous assessments if you wish, or you can select ‘Start Blank’.

# Completing the Main Form

1. Please select the current date for the ‘Referral Date’.
2. Select the Allocated Case Worker – either yourself or the Social Worker (if you are completing this form on behalf of the Allocated Case Worker).
3. Please select your Line Manager, which would be your Assistant Team Manager, not your Team Manager.
4. If you would like any other attendee’s to attend panel, such as YOS Officer, another Social Worker, a Residential Manager or any other professional, please select ‘Yes’ on the ‘Other Attendees Required.’ If no attendees are required, please select ‘No’.
5. The LCS Number, Name, DOB, Address, Languages, Ethnicity, Religion, Nationality and any other information should be automatically added in the next seciont of the form.
6. Please select if there is a C&F Assesment. If you select ‘Yes’, it will provide you with a date box, this is usually filled in automatically. If not, please select ‘No’.
7. The next section will state if there are any SEN Statements or EHCP’s, you can also add any updated information here in ‘Add a new SEN’ if required.
8. CLA information should be filled in automatically.
9. Please select if there has been any PLO Proceedings, if ‘Yes’ a box will appear requesting further information. If not, please select ‘No’.
10. The final box on this page will state ‘Primary Reason for Entering Care’. Please ensure this box is brief, and only contains information relevant to why they entered care originally, not any other panel request information.
11. Then at the top of the page, please select ‘Save’, and move onto the next section below.

# Completing the Comments Tab

1. Once you have completed the first part of the form, on the left hand tool bar, please select ‘Comments’ tab.
2. Please complete the following sections including ‘Carer/Other Person with Responsibilities Comments’, ‘IRO Comments’, ‘Virtual School Comments’, ‘SEN Officer Comments’ and ‘YOS Comments’. If they are not known to some of these professionals, please state ‘Not currently open to this service’. These comment boxes are mandatory.
3. Once the comments have been completed, please select ‘Save’ at the top of the screen, and move onto the next section below.

# Completing the Resource Panel Details

1. Once you have completed the comments part of the form, on the left hand tool bar, please select ‘Resource Panel Details’ tab.
2. Complete the ‘Summary of Child/Young Person’s Profile, Needs, Risks and Circumstances’. Please ensure this is a brief summary with relevant and current information.
3. Next, please complete the ‘Rationale for Panel Request’. It must clearly state the panel request, and why.
4. Then complete the section ‘Strengthening Families Framework’ table, including ‘Historic Risks’, ‘Current Risks’, ‘Grey Areas’, ‘Current Strengths’ and ‘Action Plan Next Steps’.
5. Finally, please complete the ‘Financial Implications’. This information must be absolutely clear, and all sections must be completed including ‘Annual Cost of Current Care Arrangements’, ‘Estimated Annual Cost of Proposed Arrangements’, ‘Anticipated Duration of Proposed Arrangements’ and ‘Whole Life Cost of Proposed Arrangements’. If you are unsure of the costings, please clarify with Finance, CYP Placements Team or Commissioning before completing the form. If the cost are not yet know, please complete as much information as possible, and state why the costs are not yet known clearly.
6. Once the ‘Resource Panel Details’ have been completed, please select ‘Save’ at the top of the screen, and move onto the next section below.

# Completing Attachments

1. Once you have completed the ‘Resource Panel Details’ part of the form, on the left hand tool bar, you can select ‘Attachments’.
2. Here, you can add any attachments relevant to the panel request.
3. Once the ‘Attachments’ have been completed, please select ‘Save’ at the top of the screen, and move onto the next section below.

# Completing Consolidation (if required)

1. Along the top of the screen are the four tabs ‘Information’, ‘Assessment’, ‘Consolidation’ and ‘Revisions’. Please select ‘Consolidations’.
2. Here, you can select if you wish to consolidate a number of persons within the same referral if required. Then select ‘Apply Consolidation’.
3. Once the ‘Consolidations’ have been completed, please select ‘Save’ at the top of the screen, and move onto the next section below.

# Sending onto another worker

1. Once the form has been completed, you can select ‘Send for Authorisation’. This will automatically send the completed form to your Team Manager, who will then read through the request, and suggest any amendments needed. They can then forward this onto the Head of Service.
2. Alternatively, you can select ‘ReAssign’, which will send the form to another worker for them to complete the rest of the form, who will then send it for authorisation.
3. Alternatively, you can select Cancel if the form is no longer required.