

Where records should be recorded

Note: If printed, this document is for immediate reference only. Do not file it, as it will go out-of-date over time and be replaced by newer versions on-line. Always refer to the latest CMS version.

- Make the majority of recording within Liquid Logic (LAS) work flow of episodes *which contain document templates for completion.*

LAS covers all main document/‘event’ recording requirements – referrals, various assessments/reviews, care and support plans, and mental capacity assessments. Reportable information can then be extracted from what has been recorded on these documents.

- All required safeguarding documents are contained in the relevant episodes in LAS apart from the Confidentiality Statement Sheet which needs to be signed and uploaded when any meetings are held. Upload documentation supplied by external agencies as a part of the safeguarding process into the relevant episodes.
- Upload the Deprivation of Liberty documents to LAS on completion.
- There will occasionally be other situations where a report/meeting/minutes might be recorded outside LAS and then uploaded.
- Record assessments/Good conversations, care and support planning visits and reviews/follow up conversations on the appropriate forms. Also record them in the Case Notes in terms of date, location and reason for visit, to allow a worker/other worker to easily see continuity on a case when viewing the Case Notes.
- Use case notes to record information which falls outside the main/statutory workflow and needs to be documented.
- Scan or upload external reports/correspondence to document section of LAS, depending on how they are received. It is recommended that Word documents are saved as a pdf file then upload to LAS as word documents do not hold their original format once uploaded. Dispose of original documents in the confidential waste rather than shredding them, apart from any legal documents, for example, Court of Protection and European Court documents, which must be retained by the LB Croydon Legal team.
- The completion of reportable fields required for Government purposes within LAS is obligatory. All of the reportable fields have yet to be made mandatory on LAS. However, staff should be routinely recording this information for statutory reporting, performance management, budget planning.