



LCS / Adopter Recruitment

Liquidlogic Children's Systems (LCS)

Author:

Date:

Adopter Recruitment – Reference Guide

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Main Demographics

Personal Tab

- Update all of the current personal details with the information provided by the client.

Personal

Personal Details

Case Number 500368

Full Name Adopter **Recruitment**

Gender FEMALE

Approx. DOB 15-Jun-1970

Age ≈ 45 years

Approximate Age Yes

Status Details

Education / Work Status Full Time Education

Marital Status MARRIED

Identifiers

Address

HOME ADDRESS **1 Adopter Recruitment Street**, Aylesbury, Buckinghamshire ADR ST1

Jun 1970 to present

[Address History / Update Addresses](#)

Telephones

HOME **01296386000**

MOBILE 07776123456

[Update Contact Numbers...](#)

[Show Relevant Contact Numbers](#)

E-Mail

E-Mail Adopter@Recruitment.com

- The details can be updated by either clicking on *Update Details* from the *Actions* menu or by clicking on one of the *Pencil* Icons next to each section

Identifiers

Actions

[Update Details](#)

[View/Update Aliases](#)

[Printable View](#)

[Find Similar People](#)

- When clicking on the *Pencil* icon, click on the *Tick* icon to save the changes that you have made.

E-Mail

E-Mail

Identity Tab

- Click on the *Identity* Tab in order to continue to update the remaining personal details

The screenshot shows a user profile interface with a sidebar on the left and a main content area on the right. The sidebar has a 'Personal' section with sub-items: Personal, Additional, Identity (highlighted with a blue bar and a red arrow), Photos, and Risks. The main content area is titled 'Identity' and contains four sections, each with a red dot icon and a diamond icon in the top right corner:

- Language / Preferred method of communication**: Includes a question mark icon, a checkbox for 'Interpreter Required?', and an 'Add Language' link.
- Ethnicity & Nationality**: Lists 'Ethnicity' as WHITE BRITISH, 'Place of Birth' as Aylesbury, and 'Nationality' as BRITISH.
- Immigration**: States 'No immigration statuses recorded' and includes an 'Add an Immigration Status record' link and 'Home Office Registration' text.
- Religion**: Lists 'Religion' as CHRISTIAN and includes a checked checkbox for 'Practising?'.

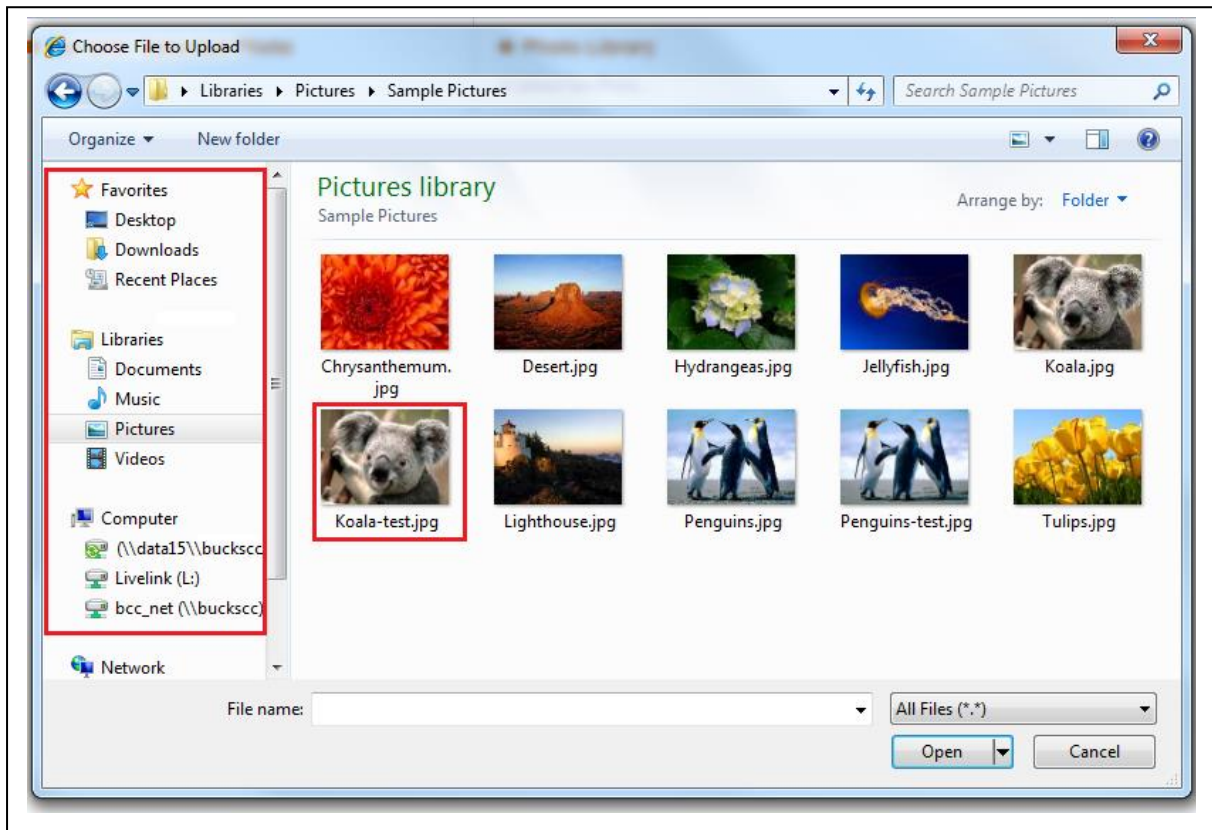
Photos Tab

- Click on the *Photos* tab and then click on *Upload New Photo....*

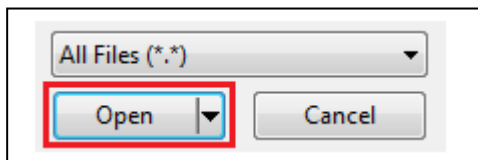
The screenshot shows the 'Photos' tab selected in the sidebar. The sidebar has a 'Personal' section with sub-items: Personal, Additional, Identity, Photos (highlighted with a blue bar and a red arrow), Risks, and Parental Factors. The main content area is titled 'Photos' and contains two sections:

- Current / Selected Photo**: This section is currently empty.
- Photo Library**: Includes a red-bordered button labeled 'Upload New Photo...'.

- Select the location of where the Applicant(s) photo has been saved



- Click the *Open* button to open the selected photo



- Move the “Picture Frame” to select the part of the image to be used, then click on the *Accept Image* button



Relationships Tab

- Click on the *Edit Relationships* link in order to update or add in any new relationships.

The screenshot shows a user profile page with a sidebar on the left and a main content area on the right. The sidebar has a 'Personal' section with a red arrow pointing to the 'Relationships' link. The main content area is titled 'Family & Other Relationships' and contains a table with columns: Flags, Relationship, Case No, Name, Age, Date of Birth, Gender, Alerts, Start Date, and End Date. The table has one row with the following data: Self, 500368, Adopter Recruitment, ≈ 45 years, 15-Jun-1970, FEMALE. Below the table is a red-bordered button labeled 'Edit Relationships'.

Flags	Relationship	Case No	Name	Age	Date of Birth	Gender	Alerts	Start Date	End Date
HOME ADDRESS: 1 Adopter Recruitment Street, Aylesbury, Buckinghamshire, ADR ST1									
	Self	500368	Adopter Recruitment	≈ 45 years	15-Jun-1970	FEMALE			

- There are two options available in order to add new relationships.
 1. *Search and Create*
 2. *Suggest*

The screenshot shows a section titled 'Relationships for Adult: Adopter Recruitment, age ≈ 45 years'. Below the title is a table with columns: MC, PR, NK, EC, Defined Relationships, Name, Age/Gender, Address, and Start/End Date. The table contains the text 'There are no defined relationships'. Below the table is a red-bordered box containing two options: 'Search and Create - Search for related people or create a new person in the LCS system' and 'Suggest - Suggest other relationships based on existing relationships'.

MC	PR	NK	EC	Defined Relationships	Name	Age/Gender	Address	Start/End Date
There are no defined relationships								

- Search and Create
 - Clicking *Search and Create* will take you to the LCS search screen. You will need to enter the details of the person you are looking for. Then click the *Search* button
 - Note – Use minimal information when searching (ie. Surname and Forename or Date of Birth)

The screenshot shows the 'Find Relationship' search screen. It has a search bar with a magnifying glass icon, a 'Reset' button, and a 'Search' button. Below the search bar is a red-bordered box containing the 'Personal Details' section. This section has fields for Surname (Recruitment), Forename (Adopter Partner), Gender (dropdown), Date of Birth, Age, and Type (dropdown). There is also an 'Include Similar' checkbox. To the right of the red-bordered box is the 'References' section with an Identifier field and an Identifier Type dropdown (set to All). Below that is the 'Child's Case' section with dropdowns for CP Status, CLA Status, and Referral Status.

- If the search is unsuccessful, you will then be able to click on the *Create New* button that has now appeared

- Enter All Mandatory fields and then click on the *Create* button

- Using the Drop Down list, select the Relationship type for this person, then click on the *Add* button

Relationships for Adult: Adopter Recruitment, age ≈ 45 years

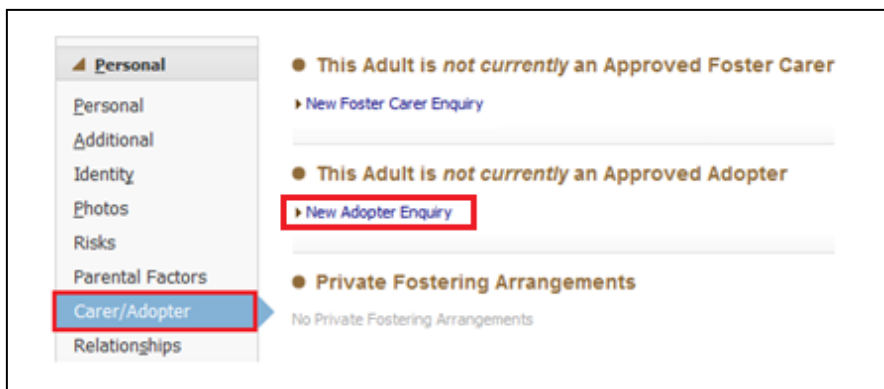
MC	PR	NK	EC	Defined Relationships	Name	Age/Gender	Address	Start/End Date	
<i>There are no defined relationships</i>									
MC	PR	NK	EC	Searched Relationships	Name	Age/Gender	Address	Start Date (reset)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HUSBAND	Adopter Partner Recruitment	≈ 55 years MALE	HOME ADDRESS 1 Adopter Recruitment Street, Aylesbury, ADR.ST1	<input type="text"/>	<input type="button" value="Add"/>

Please click on the Add Relationship button to add relationships.

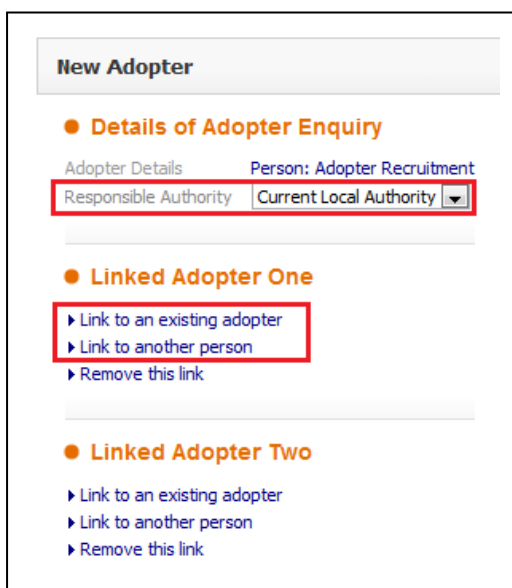
- Suggest
 - Clicking on *Suggest* will look to see who this person is already related to and offer up suggestions based on those relationships.
 - The other search that this option does is to look to see who else is currently living at that address.
 - On the results that are returned select a *Relationship* type and click on the *Add* button.

Carer / Adopter Tab

- Click on the *Carer/Adopter* tab



- Click on *New Adopter Enquiry*
 - Select the *Responsible Authority* for the Main Adopter. If there is a second applicant either use the *Link to an existing adopter* or *Link to another person* to link them to this Enquiry



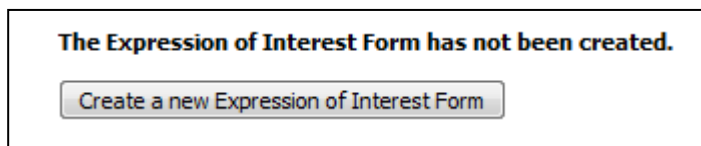
- Click on the *Create* button to start the *Expression of Interest* Form



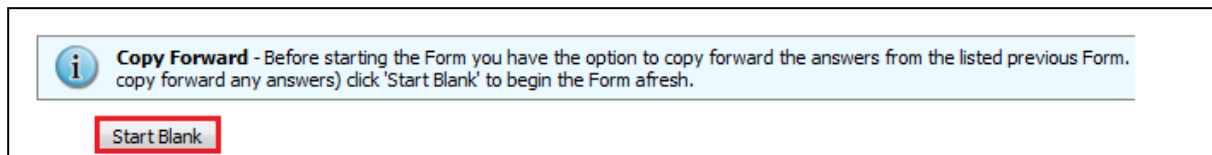
Adopter Recruitment Pathway – Permanence

Expression of Interest Form

- Click on *Create a new Expression of Interest Form* button



- Click on *Start Blank* to create the *Expression of Interest Form*



- Complete all relevant sections to the *Expression of Interest Form*.



- Make sure all Mandatory Fields are completed

Expression of Interest

- **Enquiry Dates**

Date Expression of Interest Received

Date form completed

- **Enquiry Details**

Type of enquiry Adoption
 Second time adopter
 Adoption of a foster child

Method of Enquiry

How did the enquirer hear about us

Prospective Applicant(s) told that preliminary ICS and a manual file check will be call **must** be made explaining the above.

This information has been passed to the Applicant(s) Yes No

- **Newsletter**

Applicant(s) would like to receive the Newsletter Yes No

Personal Information

Are you intending on moving in the next 12 months to 3 years? Yes No

Follow Up - Recommendation of Duty Worker

Reason for Decision

(Outline any strengths, vulnerabilities and areas of development or further assessment)

- Once completed click the *Finalise* button

- The form automatically goes to the *First Step Adoption – Manager’s Tray* to be authorised. A First Step Manager will need to pick the task up to authorise it.

Tomorrow	Person	Task Description	
01-Jul-2015	Recruitment, Adopter ≈ 45 yrs	Adopter Recruitment - Authorise Expression of Interest	<input style="border: 2px solid red;" type="button" value="Pickup"/>

- After the Manager has Finalised the Form, it can either be *Authorised* or *Further Information* can be requested which returns the form to the person who wrote it.

Form Authorisation Stage: Review the completed Form and amend if applicable. Once satisfied finalise the Form and choose to Grant Authorisation or to Request Further Information.

▶ View Expression of Interest by Adopter Recruitment Manager 6 - Adopter Recruitment Team (Awaiting Authorisation) ▶ Amend

- Once *Authorised* the process can either proceed to the next stage or it can be terminated

● Outcomes

- ▶ Provide Information **Start** (Assigned to Yourself)
- ▶ Fast Track to Stage 2 **Start** (Assigned to Adoption Manager's Tray)
- ▶ Close Adopter Recruitment Process **Start** (Assigned to Yourself)

Note that the *Provide Information* is assigned to the First Step Manager authorising the *Expression of Interest Form*.

The First Step Manager will need to re-assign the *Provide Information* task back to the *First Step Adoption - Duty Tray*.

- Click on *(Reassign)* next to your name on the Task screen

Adopter Recruitment - Expression of Interest

Active Task: Adopter Recruitment Manager 6 **(Reassign)** Started: 30-Jun-2015 Due: 01-Jul-2015

Expression of Interest **Decisions** Task Details No Other Adopters ▼

- Click on *Click here to select a user...*

Reassign Task Cancel

● Reassign the task: Adopter Recruitment - Expression of Interest - Outcomes

Other... **Click here to select a user...**

▶ Create New Professional Involvement...

Comments:

- Select *All Groups* – then in the *Description* field search for *First Step Adoption – Duty Tray*

- Click the *Search* button and select the *Duty Tray*

Query Results (3)		
	Description ▲	Category
1	First Step Adoption - Duty Tray	Children's Social Care
2	First Step Adoption - Manager's Tray	Children's Social Care
3	First Step Fostering - Manager's Tray	Children's Social Care

- Click the *Confirm* button

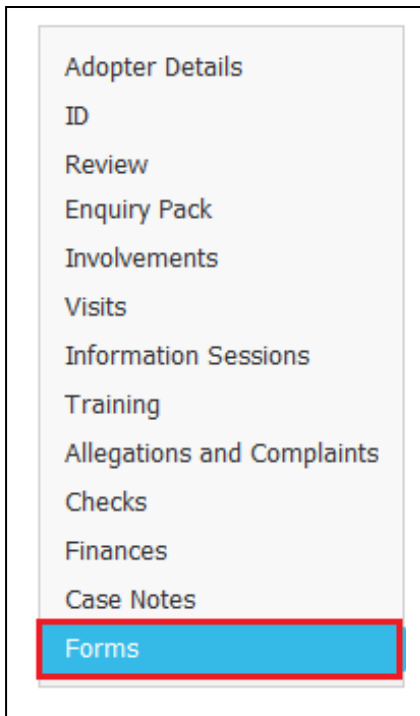
- Then click *Reassign Task* to reassign the task to the select tray

Provide Information

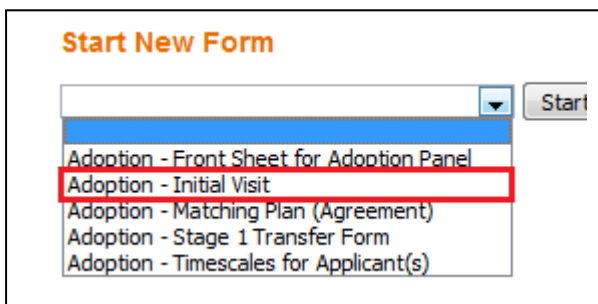
- Any Person on *Duty* can pick the task up from the *Duty Tray*.



- At the *Provide Information Stage* click on the *Forms* tab



- Select the *Adoption – Initial Visit* form from the drop down list, click on the *Start* button



- This will start the *Initial Visit form*.
- Once the *Initial Visit* form has been authorised complete the rest of the relevant information in this section.

- Once all information has been Completed/Updated Click on the *Decisions Tab* from the top section of the screen.

- Click on *Start Button* for the *Registration of Interest received* Task. Please note you will need to either select *Today's Date* or *Other Date* to say when this task is being completed and the next one started.

- The task will need to be reassigned to the *Adoption Duty Tray*. Click on the *Reassign Task* button to reassign this task to the *Adoption Duty Tray*

Registration of Interest Received

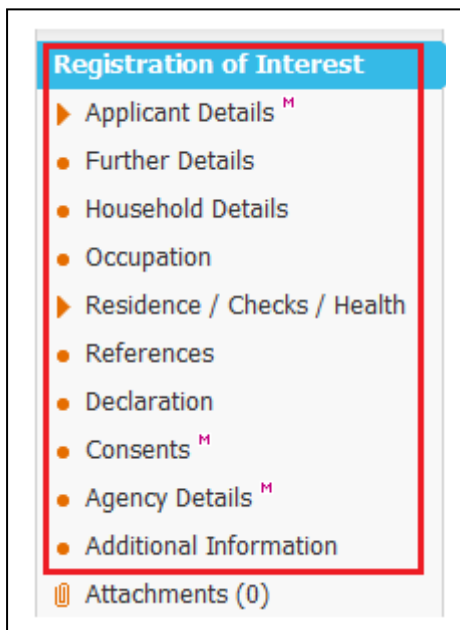
- A BSO will then pick the task up from the *Adoption Duty Tray*

- Click on *Registration of Interest* link to start the assessment

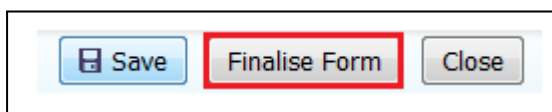
- Either click *Start Blank* or *Copy Forward Selected* buttons (If using Copy Forward, you must select the relevant form(s) to copy form)



- Complete all relevant sections of the form



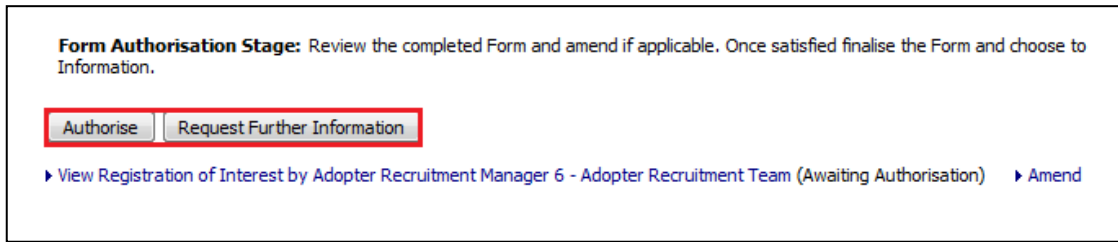
- Once completed click the *Finalise Form* button.



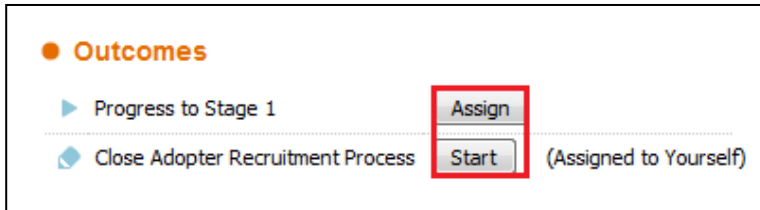
- The form automatically goes to the *First Step Adoption – Manager’s Tray* to be authorised. A First Step Manager will need to pick the task up to authorise it.

January	Person	Task Description
09-Jan-2015	Recruitment, Adopter ≈ 45 yrs	Adopter Recruitment - Authorise Registration of Interest form Pickup

- After the Manager has Finalised the Form, it can either be *Authorised* or *Further Information* can be requested which returns.

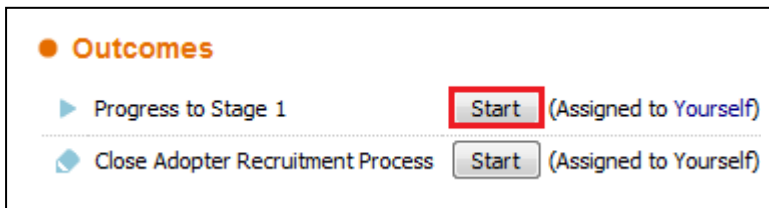


- In the *Decisions* Tab, Select an option.



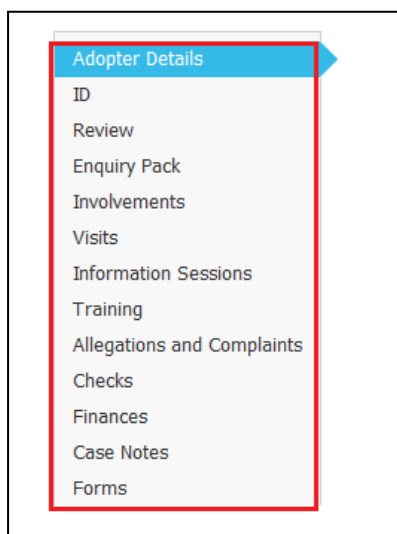
Note that the Manager will need to assign the *Progress to Stage 1* task, in doing so this will make that person the *Allocated Case Worker* for this Applicant.

- Once the task has been assigned, click on the *Start* button.



Stage 1 Pre-Assessment Process

- Completed/Updated all relevant sections.



- Once completed click on the *Decisions Tab* from the top section of the screen.

Adopter Recruitment - Stage 1 - Pre-Assessment Process
Reason:
Active Task: Adopter Recruitment Manager 6 (Reassign) Started: 30-Jun-2015 Due: 03-Jan-2014
Stage 1 - Pre-Assessment Process **Decisions** Task Details No Other Adopters ▼

- Select an option. Please note you will need to either select *Today's Date* or *Other Date* to say when this task is being completed and the next one started.

Outcomes Date of Initiation or Completion:
 Start Stage 1 Plan **Start** (Assigned to Yourself) Today's Date
 Close Adopter Recruitment Process **Start** (Assigned to Yourself) **Other Date:** (reset)

Stage 1 Plan

- Click on *Stage 1 Plan* link to start the assessment

Stage 1 Plan
The Plan **Stage 1 Plan** (Copy Forward) [Print]
Assigned to Assessor Adopter Recruitment Manager 6 (04-Jan-2015)

- Either click *Start Blank* or *Copy Forward Selected* buttons (If using Copy Forward, you must select the relevant form(s) to copy form)

Copy Forward Selected Start Blank No Filter applied Update Filter Clear Filter

Copy Forward - Copy answers forward from previous assessments

Created	Plan	Started By
Recruitment, Adopter (≈ 45 years)		
<input type="checkbox"/> 5 months 3 weeks ago	<input checked="" type="checkbox"/> Expression of Interest (Thursday, 1 January 2015)	Adopter Recruitment Manager 6
<input type="checkbox"/> 1 year 5 months ago	<input checked="" type="checkbox"/> Registration of Interest (Friday, 3 January 2014)	Adopter Recruitment Manager 6

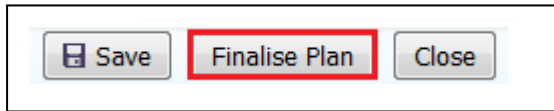
- Complete all relevant sections of the form

Stage 1 Plan

- Stage 1 Plan Dates ^M
- Stage One Plan (Agreement)**
- Signatures ^M

Attachments (0)

- Once completed click the *Finalise Plan* button.



- The form automatically goes to the *First Step Adoption – Manager’s Tray* to be authorised. A First Step Manager will need to pick the task up to authorise it.

Last Year	Person	Task Description
03-Mar-2014	Recruitment, Adopter ≈ 45 yrs	Adopter Recruitment - Authorise Stage 1 Plan form Pickup

- After the Manager has Finalised the Form, it can either be *Authorised* or *Further Information* can be requested which returns the form to the person who wrote it.

Plan Authorisation Stage: Review the completed Plan and amend if applicable. Once satisfied finalise the Plan and choose to Grant Authorisation or to Request Further Information.

[View Stage 1 Plan by Adopter Recruitment Manager 6 - Adopter Recruitment Team \(Awaiting Authorisation\)](#)
[Amend](#)

- Once *Authorised* the process can either proceed to the next stage or it can be terminated

Outcomes

- ▶ Stage 2 Pending (Assigned to First Step Adoption - Manager's Tray)
- ◆ Close Adopter Recruitment Process (Assigned to Yourself)

Stage 2 Pending

- The Task automatically goes to the *First Step Adoption – Manager’s Tray*

Next Month	Person	Task Description
06-Jul-2015	Recruitment, Adopter ≈ 45 yrs	Adopter Recruitment - Stage 2 Pending Pickup

- The task will either stay with a First Step Manager or be left in the *First Step Adoption – Manager’s Tray*, while the remaining details are recorded, such as Training Dates, Checks etc.

Adopter Recruitment Pathway – Permanence

Stage 2

- The Task automatically goes to the *Adoption – Manager’s Tray*

January	Person	Task Description
06-Jan-2015	Recruitment, Adopter ≈ 45 yrs	Adopter Recruitment - Stage 2 Pickup



- The Permanence Manager will need to re-assign the *Allocated Case Worker* Role to a Permanence Social Worker.
- Click on the *Involvements* tab, and then click on the Current ACW Role




<ul style="list-style-type: none"> Adopter Details ID Review Enquiry Pack <li style="border: 1px solid red; padding: 2px;">Involvements Visits Information Sessions 	 <p>● Professionals (within the context of this Adopter)</p> <p>None</p> <p>▶ Add Involved Professional</p> <hr/> <p>● Other Involved Professionals</p> <table border="1"> <thead> <tr> <th>Role</th> <th>Professional</th> <th>Start Date</th> <th>End Date</th> <th>Contact Numbers</th> <th>Core Group Member</th> </tr> </thead> <tbody> <tr> <td>Adopter Recruitment Case Worker</td> <td>Adopter Recruitment Manager 6</td> <td>03-Jan-2014</td> <td></td> <td>▶ Show Contact Numbers</td> <td>No</td> </tr> </tbody> </table>	Role	Professional	Start Date	End Date	Contact Numbers	Core Group Member	Adopter Recruitment Case Worker	Adopter Recruitment Manager 6	03-Jan-2014		▶ Show Contact Numbers	No
Role	Professional	Start Date	End Date	Contact Numbers	Core Group Member								
Adopter Recruitment Case Worker	Adopter Recruitment Manager 6	03-Jan-2014		▶ Show Contact Numbers	No								

- Click on *Reassign this Role*

● Details	
Professional	Adopter Recruitment Manager 6
Professional Role	Adopter Recruitment Case Worker
Is a Core Group member	No
Start Date	03-Jan-2014
End Date	
Comments	
Professional ID	672
Modified By:	Adopter Recruitment Manager 6 - Adopter Recruitment Team
Modified on:	30-Jun-2015 15:23
	▶ Update Professional Involvement
	▶ Reassign this Role

- Click on the *Red x* next to the current Professional, and then click on *Click here to select a user....*

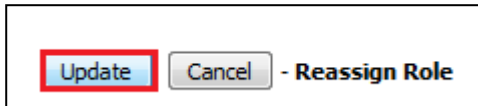
● Reassign Role	
Professional	 Adopter Recruitment Manager 6 ✕
Start Date	30-Jun-2015 

● Reassign Role	
Professional	 Click here to select a user... changed from...
	 Adopter Recruitment Manager 6
Start Date	30-Jun-2015 

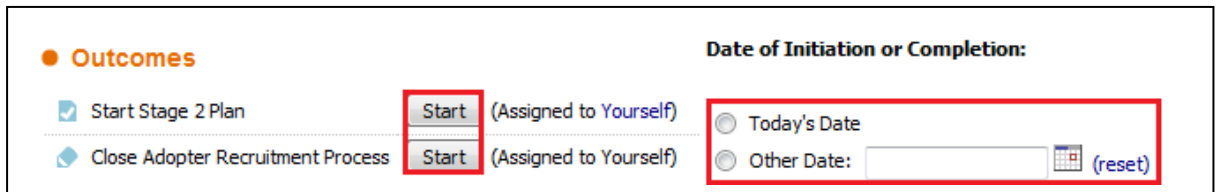
- From the Address Book select the Social Worker that will be the new Allocated Case Worker, and Click *Confirm*



- Click the *Update* button to confirm the changes



- Once all the necessary Updates have been made, click on the *Decisions* Tab, and select the outcome. Please note you will need to either select *Today's Date* or *Other Date* to say when this task is being completed and the next one started.

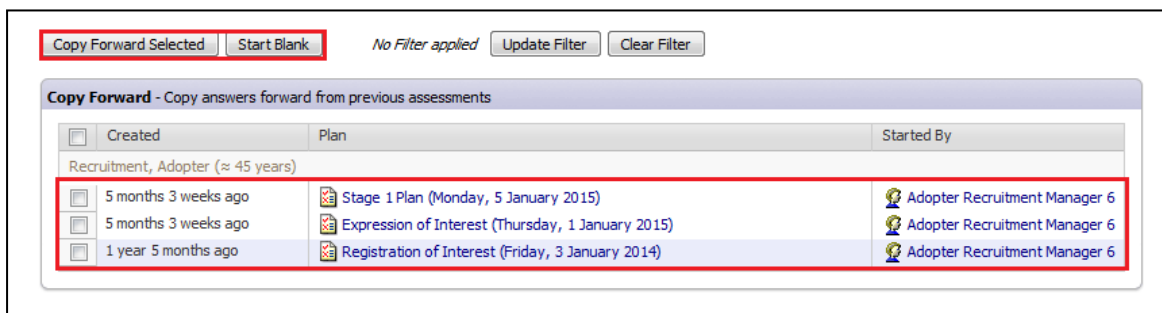


Stage 2 Plan

- Click on *Stage 2 Plan* link to start the assessment



- Either click *Start Blank* or *Copy Forward Selected* buttons (If using Copy Forward, you must select the relevant form(s) to copy form)



- Complete all relevant sections of the form

- Once completed click the *Finalise Plan* button.

- The form automatically goes to the *Adoption – Manager’s Tray* to be authorised. A Permanence Manager will need to pick the task up to authorise it.

January	Person	Task Description
07-Jan-2015	Recruitment, Adopter ≈ 45 yrs	Adopter Recruitment - Authorise Stage 2 Plan form Pickup

- After the Manager has Finalised the Plan, it can either be *Authorised* or *Further Information* can be requested which returns the form to the person who wrote it.

Plan Authorisation Stage: Review the completed Plan and amend if applicable. Once satisfied finalise the Plan and choose to Grant Authorisation or to Request Further Information.

Authorise Request Further Information

▶ View Stage 2 Plan by Adopter Recruitment Manager 6 - Adopter Recruitment Team (Awaiting Authorisation) ▶ Amend

- Once *Authorised* the process can either proceed to the next stage or it can be terminated

● **Outcomes**

<input checked="" type="checkbox"/> Adopter Recruitment Prospective Adopter's Report	Start	(Assigned to Yourself)
<input checked="" type="checkbox"/> Close Adopter Recruitment Process	Start	(Assigned to Yourself)

Prospective Adopter Report

- Click on *Stage 2 Plan* link to start the assessment

- Either click *Start Blank* or *Copy Forward Selected* buttons (If using Copy Forward, you must select the relevant form(s) to copy form).

Note – The *Registration of Interest* Form is automatically selected, you must click *Copy Forward* for the information to be copied forward from this form.

Created	Form	Started By
5 months 3 weeks ago	Stage 2 Plan (Friday, 9 January 2015)	Adopter Recruitment Manager 6
5 months 3 weeks ago	Stage 1 Plan (Monday, 5 January 2015)	Adopter Recruitment Manager 6
5 months 4 weeks ago	Expression of Interest (Thursday, 1 January 2015)	Adopter Recruitment Manager 6
1 year 5 months ago	Registration of Interest (Friday, 3 January 2014)	Adopter Recruitment Manager 6

- Complete all relevant sections of the form

- Once completed click the *Finalise Form* button.

- The form automatically goes to the *Adoption – Manager's Tray* to be authorised. A Permanence Manager will need to pick the task up to authorise it.

Earlier this Year	Person	Task Description
09-Jan-2015	Recruitment, Adopter ≈ 45 yrs	Adopter Recruitment - Authorise Prospective Adopter's Report

- After the Manager has Finalised the Plan, it can either be *Authorised* or *Further Information* can be requested which returns the form to the person who wrote it.

Form Authorisation Stage: Review the completed Form and amend if applicable. Once satisfied finalise the Form and choose to Grant Authorisation or to Request Further Information.

[View Prospective Adopters Report by Adopter Recruitment Manager 6 - Adopter Recruitment Team \(Awaiting Authorisation\)](#)
[Amend](#)

- Once *Authorised* the process can either *Proceed to Panel* or it can be terminated

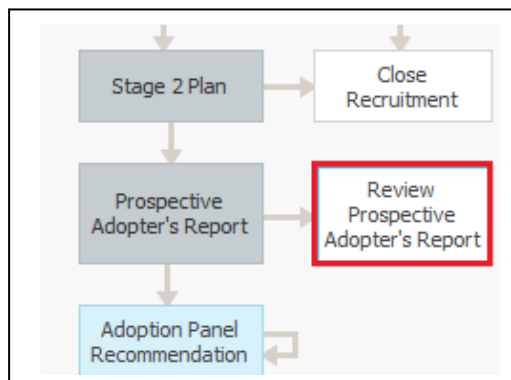
Outcomes

(Assigned to Adoption Panel Admin)

(Completes Automatically)

Review Prospective Adopter's Report

- After the *Prospective Adopter's Report* has been completed, a *Review* can be manually started.
- Click on the *Review Prospective Adopter's Report* Task from the Pathway Map



- Enter the Date the *Review* started and then click on the *Review Prospective Adopter's Report* button

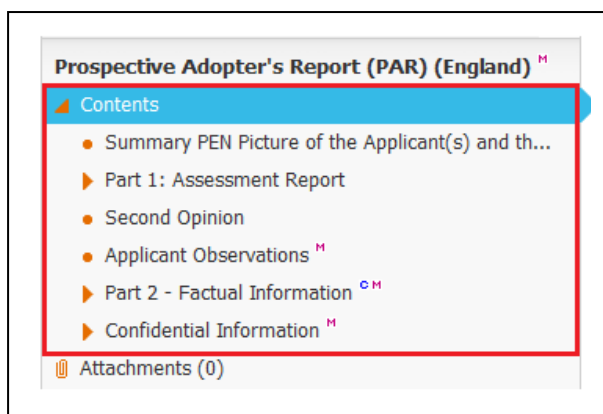
Adopter Recruitment - Review Prospective Adopter's Report

This step has not been initiated.

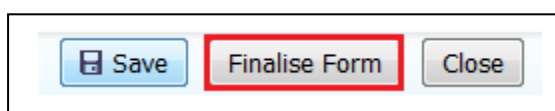
Please provide date of initiation:

[Go to Adopter Recruitment - Expression of Interest...](#)

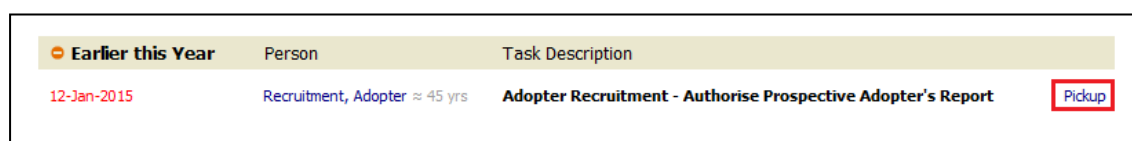
- When the form is started it will automatically *Copy Forward* the previous *Prospective Adopter's Report*
- Complete all relevant sections of the form



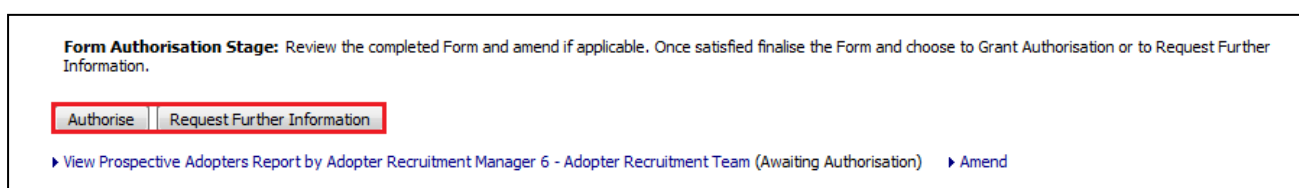
- Once completed click the *Finalise Form* button.



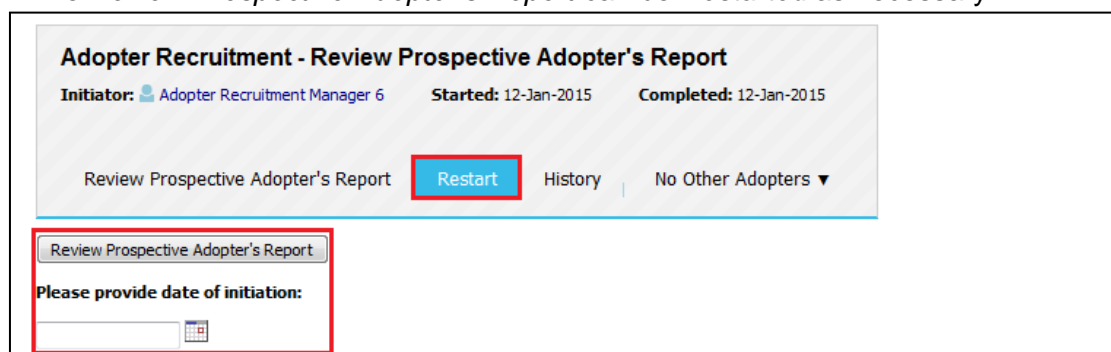
- The form automatically goes to the *Adoption – Manager's Tray* to be authorised. A Permanence Manager will need to pick the task up to authorise it.



- After the Manager has Finalised the Plan, it can either be *Authorised* or *Further Information* can be requested which returns the form to the person who wrote it.



- Once *Authorised* the form is completed and no further pathway work is generated. The *Review Prospective Adopter's Report* can be *Restarted* as necessary.



Adopter Recruitment Pathway – Panel Admin

Adoption Panel Recommendation

- The form automatically goes to the *Adoption Panel Admin* Tray to be authorised. The Adoption Panel Admin will need to pick the task.

Two Months Ago	Person	Task Description	
11-May-2015	Recruitment, Adopter ≈ 45 yrs	Adopter Recruitment - Adoption Panel Recommendation	Pickup

- A *Planned Meeting Date* must be recorded. Click the Pencil in the top right to enter the date or click on *Update Meeting Details and Scheduling*

Meeting Details

⚠ The Date and Time for the meeting are not set.
• Please update the attendance and then complete the meeting

Meeting Arranger: Adopter Recruitment Manager 6
Type of Meeting: Adoption Panel Recommendation

Due Date: 11-May-2015
Planned Meeting Date: Unspecified
Length in Minutes: Unspecified
Location:

[▶ Update Meeting Details and Scheduling](#)
[▶ Complete Meeting](#)
[▶ Cancel Meeting](#)

- Enter the *Planned Meeting Date* then click the *Tick* to save the changes

Meeting Details

Type of Meeting: Adoption Panel Recommendation
Due Date: 11-May-2015

Planned Meeting Date:

Length in Minutes: 0
Location:
Comments:

- Click on the *Meeting Held – Write Up Outcomes* link

Outcomes Form

• Once the meeting has been held, Please **Start the Outcomes Form.**

Assigned To: Adopter Recruitment Manager 6 (Reassign)

[▶ Meeting Held - Write up Outcomes](#)

Note – There are no Pre-meeting reports or Minutes for the Panel Recommendation task

- Record the *Actual Meeting Date* then click on the *Update* button

Update Cancel - Complete Adoption Panel Recommendation

Update Adoption Panel Recommendation planned for 12-Jan-2015

● **Planned Meeting Details**

Due Date 11-May-2015
Planned Meeting Date 12-Jan-2015

● **Actual Meeting Details**

Actual Meeting Date

Delay Reason

- Click on *Adoption Panel Recommendation Outcomes* link to start the assessment

Outcomes Form

Written By Adopter Recruitment Manager 6

The Assessment **Adoption Panel Recommendation Outcomes** (Assigned to You) [Print]

- Complete all relevant sections of the form

Outcome of Adoption Panel Recommendation meeting

- Recommendation
- Panel Advice
- Panel Minutes

Attachments (0)

- A *Recommendation* must be entered before the form can be completed

Recommendation

Can the panel recommend the approval of this adopter?

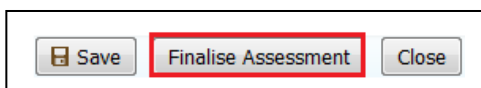
Suggested Outcomes Recommend to approve adopter
 Recommend not to approve adopter
 Defer recommendation - start new panel meeting

Reasons for this Recommendation

Please record any further details.

Note – The final decision is made by the ADM

- Once completed click the *Finalise* button



- Click on *Complete Meeting* link to complete the task

Meeting Details

⚠ This meeting occurs in the past
• Please update the attendance and then complete the meeting

Meeting Arranger: **Adopter Recruitment Manager 6**
Type of Meeting: Adoption Panel Recommendation

Due Date: 11-May-2015
Planned Meeting Date: 12-Jan-2015
Length in Minutes: Unspecified
Location:

Actual Meeting Date: 12-Jan-2015

[▶ Complete Meeting](#)

ADM Decision Task

- The *ADM Decision* task is automatically assigned to the *Adoption Panel Admin Tray*, the Adoption Panel Admin will need to pick the task..

Two Months Ago	Person	Task Description
06-May-2015	Recruitment, Adopter ≈ 45 yrs	Adopter Recruitment - ADM Decision Pickup

- Click *Start ADM Decision*

The ADM Decision has not been started.

[Start ADM Decision](#)

Back to: [Adopter Recruitment - Adoption Panel Recommendation](#)

- Either click *Start Blank* or *Copy Forward Selected* buttons (If using Copy Forward, you must select the relevant form(s) to copy form)

Copy Forward - Copy answers forward from previous assessments

Copy Forward Selected | Start Blank | No Filter applied | Update Filter | Clear Filter

Created	Decision	Started By
Recruitment, Adopter (≈ 45 years)		
<input type="checkbox"/> 5 months 2 weeks ago	Adoption Panel Recommendation Outcomes (Monday, 12 January 2015)	Adopter Recruitment Manager 6
<input type="checkbox"/> 5 months 2 weeks ago	Prospective Adopters Report (Monday, 12 January 2015)	Adopter Recruitment Manager 6
<input type="checkbox"/> 5 months 2 weeks ago	Prospective Adopters Report (Saturday, 10 January 2015)	Adopter Recruitment Manager 6
<input type="checkbox"/> 5 months 3 weeks ago	Stage 2 Plan (Friday, 9 January 2015)	Adopter Recruitment Manager 6
<input type="checkbox"/> 5 months 3 weeks ago	Stage 1 Plan (Monday, 5 January 2015)	Adopter Recruitment Manager 6
<input type="checkbox"/> 5 months 4 weeks ago	Expression of Interest (Thursday, 1 January 2015)	Adopter Recruitment Manager 6
<input type="checkbox"/> 1 year 5 months ago	Registration of Interest (Friday, 3 January 2014)	Adopter Recruitment Manager 6

- Complete/Update all relevant sections of the form

Adoption Recruitment ADM Decisions ^M

- Recommendations ^M
- ADM Decision
- Attachments (0)

- The *ADM Decisions* must be completed

ADM Decision

Suggested Outcomes

Approve Adopter as suitable to adopt

Adopter Not Approved

Defer Decision - go back to Panel

Reasons for this Decision

Please record any further details.

- Once completed click the *Finalise* button

Save | **Finalise Decision** | Close

Adopter Recruitment Pathway – Post ADM Decision

ADM Outcomes

Depending on the ADM outcome selected this will determine what happens next in the recruitment process

- **Adopter Not Approved Selected**
 - *ADM Not Approved* task started
 - *Complete the Date fields and click the Update* button

Update Record Reset Cancel

Update Application on 02-Jan-2015

● Important Dates following ADM Decision

ADM Decision Date 12-Jan-2015

Date adopter verbally informed of ADM Decision

Date Letter Sent

Due date of adopter's response 21-Feb-2015

Date of Adopter's Response

- This will open the *Decisions* Tab, select the appropriate Outcome

● Outcomes

Adopter appeals to Independent Review Mechanism Start (Assigned to Independent Review Mechanism (Adoption))

Ask Agency to Reconsider (restart Adoption Panel) Restart (Assigned to Adoption Panel Admin)

Adopter Not Approved Start (Completes Automatically)

- If *Adopter Not Approved* selected, the *Adopter Recruitment* process will be ended and the Applicant(s) not approved.
- If *Ask Agency to Reconsider (restart Adoption Panel)* selected, this will restart the *Adoption Panel Recommendation* Process
- If *Adopter appeals to Independent Review Mechanism* selected, this will start the IRM Process

- **Independent Review Mechanism**

- The *IRM* task is automatically assigned to the *Independent Review Mechanism (Adoption) Tray*, a Permanence Manager will need to pick the task.

No Due Date	Person	Task Description	
No Due Date	Recruitment, Adopter ≈ 45 yrs	Adopter Recruitment - Independent Review Mechanism	Pickup

- A *Planned Meeting Date* must be recorded. Click the Pencil in the top right to enter the date or click on *Update Meeting Details and Scheduling*

Meeting Details

⚠ The Date and Time for the meeting are not set.
 • Please update the attendance and then complete the meeting

Meeting Arranger: **Adopter Recruitment Manager 6**
 Type of Meeting: Independent Review Mechanism

Planned Meeting Date: Unspecified
 Length in Minutes: Unspecified
 Location:

[▶ Update Meeting Details and Scheduling](#)
[▶ Complete Meeting](#)
[▶ Cancel Meeting](#)

- Enter the *Planned Meeting Date* then click the *Tick* to save the changes

Meeting Details

Type of Meeting: Independent Review Mechanism

Planned Meeting Date:

Length in Minutes:

Location:

Comments:

- Click on the *Meeting Held – Write Up Outcomes* link

Outcomes Form

• Once the meeting has been held, Please **Start the Outcomes Form.**

Assigned To: **Adopter Recruitment Manager 6** (Reassign)

[▶ Meeting Held - Write up Outcomes](#)

Note – There are no Pre-meeting reports or Minutes for the *Independent Review Mechanism* task

- Record the *Actual Meeting Date* then click on the *Update* button

Update Independent Review Mechanism planned for 15-Jan-2015

● **Planned Meeting Details**

Planned Meeting Date 15-Jan-2015

● **Actual Meeting Details**

Actual Meeting Date

Delay Reason

- Click on *Independent Review Mechanism Outcomes* link to start the assessment

Outcomes Form

Written By Adopter Recruitment Manager 6

The Assessment **Independent Review Mechanism Outcomes** (Assigned to You) [Print]

- Complete all relevant sections of the form

Print

Outcome of Independent Review Mechanism meeting ^M

● Further Action

Attachments (0)

- A *Further Action* must be entered before the form can be completed

Further Action

Can the IRM recommend the approval of this adopter?

Suggested Outcomes

Recommend Review Decision

Uphold Decision (Do Not Approve)

Reasons for these Suggested Outcomes

- Once completed click the *Finalise* button

- Click on *Complete Meeting* link to complete the task

1 Meeting Details

⚠ This meeting occurs in the past
 • Please update the attendance and then complete the meeting

Meeting Arranger	Adopter Recruitment Manager 6
Type of Meeting	Independent Review Mechanism
Planned Meeting Date	15-Jan-2015
Length in Minutes	Unspecified
Location	
Actual Meeting Date	15-Jan-2015

▶ Complete Meeting

- Selecting *Uphold Decision (Do Not Approve)* will end the *Adopter Recruitment* process
- Selecting *Recommend Review Decision* will reopen the *ADM Decision* task

- **Ask Agency to Reconsider (restart Adoption Panel)**

- Click the *Outcomes Completed* button.

● Outcomes

1 Adopter appeals to Independent Review Mechanism (Assigned to Independent Review Mechanism (Adoption))

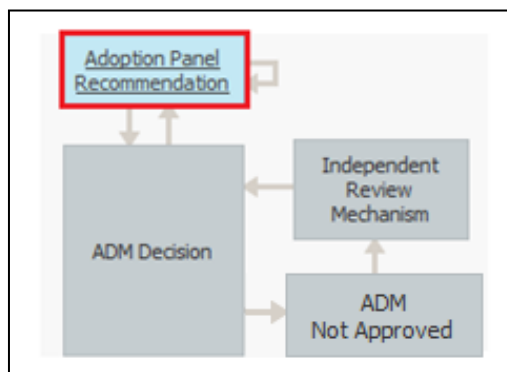
1 Ask Agency to Reconsider (restart Adoption Panel)

▶ Adopter Not Approved (Completes Automatically)

Decisions Completed:

Outcomes Completed

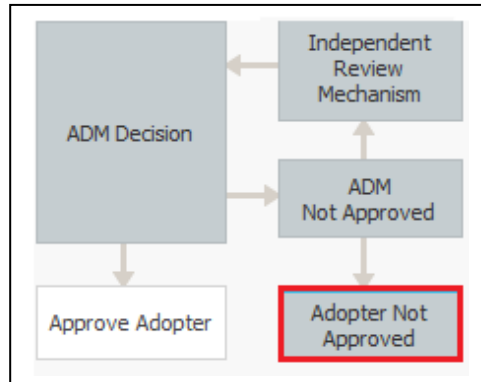
- The *Adoption Panel Recommendation* Task is now active.



- Complete the *Adoption Panel Recommendation* Task as detail in the [here](#)

- **Adopter Not Approved**

- The *Adopter Recruitment* process is now closed, and the Applicant(s) is/are not approved.



- **Approve Adopter as suitable to adopt selected**
- If *ADM Decision* was *Approve Adopter as suitable to adopt* the *Approve Adopter* task is started
- Complete the Dates and then click on the *Update Record* button.

Update Record Reset Cancel

Update Application on 02-Jan-2015

● Important Dates following ADM Decision

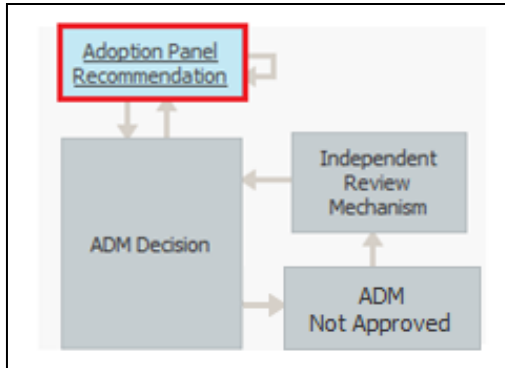
ADM Decision Date 15-Jan-2015

Date adopter verbally informed of ADM Decision

Date Letter Sent

- The Adopter(s) are now marked as Approved, and the Recruitment pathway is closed.

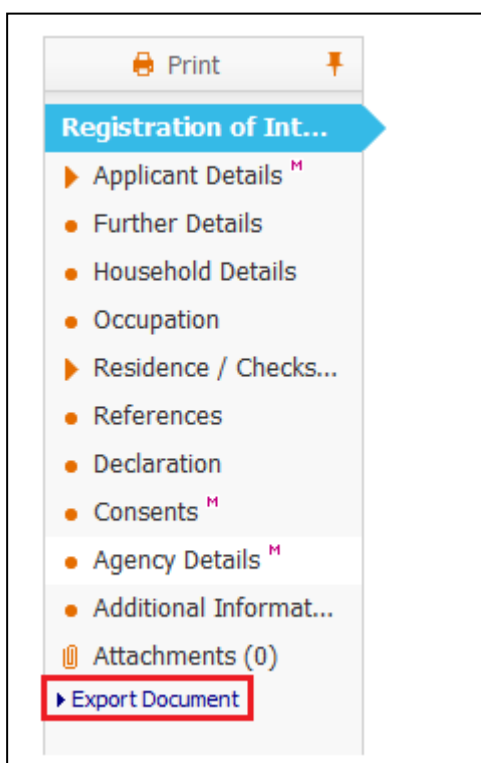
- **Defer Decision – go back to Panel**
- If *ADM Decision* was *Defer Decision* – go back to Panel the *Adopter Panel Recommendation* task is restarted
- The *Adoption Panel Recommendation* Task is now active.



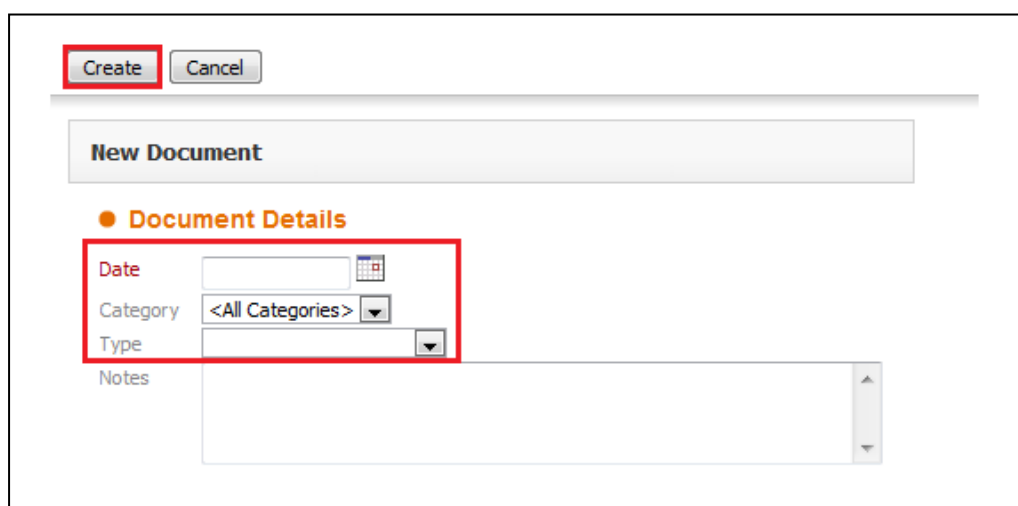
- Complete the *Adoption Panel Recommendation* Task as detail in the [here](#)

Export Document – Creating a Word Printout

- Click on the *Export Document* link at the bottom of one of the following forms:
 - Registration of Interest
 - Stage 1 Plan
 - Stage 2 Plan
 - Prospective Adopter's Report
 - Review Prospective Adopter's Report
 - All Stand Alone Forms (found in the Forms Tab)



- Enter the *Date* the document is to be created on. Select a *Category* (Adoption) and then select the *Type* (normally the name of the current form) Then click on the *Create* button

A screenshot of a 'New Document' form. At the top, there are two buttons: 'Create' and 'Cancel'. The 'Create' button is highlighted with a red rectangular box. Below the buttons is a section titled 'New Document'. Underneath, there is a section titled 'Document Details' with a red dot icon. This section contains three fields: 'Date' with a text input and a calendar icon, 'Category' with a dropdown menu showing '<All Categories>', and 'Type' with a dropdown menu. Below these fields is a 'Notes' section with a large text area and a vertical scrollbar. The 'Create' button and the 'Date', 'Category', and 'Type' fields are all enclosed in a red rectangular box.

- To access the Word document, click on the *Download Document* link

● Document Details

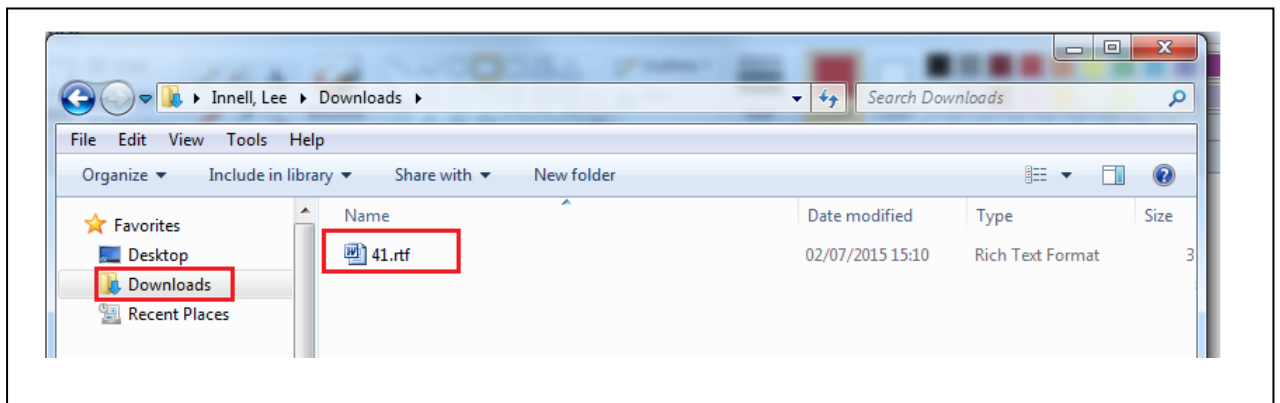
Document Type Registration of Interest
Date 15-Jan-2015
Editor Adopter Recruitment Manager 6
Status Draft
File .rtf 393 KB
Document Number 41

▶ Update Details
▶ Delete Draft Document
▶ Complete Document

● Edit Locally

▶ **Download Document**
▶ Upload Document

- This will download the word document, and by default can be found in *Downloads* folder and will be given a *Number* for it's name



- This file can be renamed to make it more useful, and moved to another folder if necessary.

- Once the document has been *Downloaded* it is important that the *Delete Draft Document* link is clicked

● Document Details

Document Type	Registration of Interest
Date	15-Jan-2015
Editor	Adopter Recruitment Manager 6
Status	Draft
File	.rtf 393 KB
Document Number	41

- ▶ Update Details
- ▶ **Delete Draft Document**
- ▶ Complete Document

● Edit Locally

- ▶ Download Document
- ▶ Upload Document