



LCS / Case Notes Guide

Liquidlogic Children's Systems (LCS)

Author:

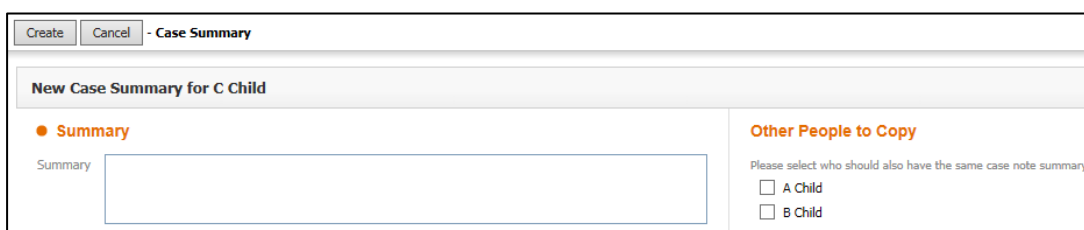
Date:

Case Notes can be added on children who have an Open Referral on LCS. In this tab you can also record a Case Summary. The Case Summary should contain the most up to date information so that it can be easily accessed by anyone viewing it.

The screenshot displays a web application interface with a left-hand navigation menu and a main content area. The navigation menu includes categories like Personal, Additional, Identity, Photos, Risks, Parental Factors, Relationships, Involvements, Case Status, CP, CLA, Adoption, History, Chronology, Forms, Case Notes (highlighted in blue), Audit, Health, and Education. The main content area is titled 'Case Summary' and shows a message: 'Case Summary: No case summary has been recorded'. Below this message is a red-bordered button labeled 'Update Case Summary'. Underneath, there is a section for 'Case Notes' featuring a 'Free Text Filter' input field with 'Go' and 'Reset' buttons. Below the filter are three links: 'Case Note Report', 'Add Case Note', and 'Add Case Note' (repeated), with the text 'List is empty' positioned between the two 'Add Case Note' links.

1.1. Updating the Case Summary

- To update the Case Summary click on the [Update Case Summary](#) link:



- You are provided with a Free Text Box to enter the summary and, on the left, provided with the option to copy the summary to siblings if required. Please be aware that this information should only be copied if it is relevant and does not breach any confidentiality requirements.

A template for the Case Summary may be provided to you by your team.

- Once completed, click on the 'Create' button and the Case Summary will appear at the top of the page:



- Use the link to Update Case Summary whenever you need to edit the information here.

1.2. Adding a Case Note

- To add a Case Note click on the link to ['Add Case Note'](#).

It is recommended that the four mandatory fields are completed first and then to Create the Case Note. This is because Case Notes will 'timeout' if not Created within a set amount of time. This could mean the loss of information typed within the Case Note.

The four mandatory fields are shown below:

Part 1 - Contact

From Contact Of Cake, Angel (≈ 5 years)

Contact Date

Type of Contact

Follow-Up Date

Significant Event

Add to Chronology

Contact Regarding

Relation	Name	Age	At Contact	Interviewed?	Seen?	Alone?	Bedroom?	Regarding Assessment
Children / Young People involved in this Case Note								
▶ Self	Angel Cake	≈ 5 years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		None
Adults also present / interviewed								
No Adults recorded...								
Other relations you can add to this case note								
▣	BROTHER	Sponge Cake	3 years					+
Other relations you cannot add to this case note								
No other relations recorded...								

Reason for Contact

- The Contact Date should be the date the contact took place – the can be a past date but should not be a future date.
- The Type of Contact can be chosen from the drop down menu.
- Contact Regarding shows who the Case Note refers to and you will need to state if the child has been seen or not – this is explained more below.
- The Reason for Contact should be kept brief with all further information entered in the boxes below.



- Once these four fields have been completed, click the Create button to create the Case Note – you can then take your time to add all the relevant information to the Case Note.
- Clicking Create does not Finalise the Case Note.
- You have the option to Finalise when you have finished or just save and close to enable you to return later to add further information if you wish.

You can also add a follow-up date, tick if the Case Note is a significant event and tick to add the Case Note to the Chronology.

If you add a follow-up date an alert will go into your tray the day before the date you entered to remind you to follow up.

There is no guidance on whether or not a Case Note should be listed as a Significant Event; this decision is purely subjective.

Adding the Case Not to the Chronology will save you having to do it at a later date. This is useful if it is your own case but may not be suitable to use if you are adding a Case Note to a child for whom you are not the Allocated Worker.

1.2.1. Adding Children to Case Notes

Within a Case Note you are able to record who was present, whether they were seen and in what context.

The child you add the Case Note on is automatically listed at the top and other relations that can be included are listed below.

Contact Regarding	Relation	Name	Age	At Contact	Interviewed?	Seen?	Alone?	Bedroom?	Regarding Assessment
Children / Young People involved in this Case Note									
▶	Self	C Child	6 years		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None
Adults also present / interviewed									
No Adults recorded...									
Other relations you can add to this case note									
■	SISTER	B Child	7 years						<input type="checkbox"/>
■	BROTHER	A Child	8 years						<input type="checkbox"/>
■	MOTHER	N Mother	37 years						<input type="checkbox"/>
■	FATHER	M Father	39 years						<input type="checkbox"/>

- To state if the child was interviewed click in the box below 'Interviewed' and a tick will appear; if the child was not interview tick the box again and a cross will appear.
- Repeat this process to show if the child was seen, seen alone and if their bedroom was seen.
- Once this, along with the other mandatory fields, has been completed click the button at the top to 'Create' the Case Note.
- To include other relations in the Case Note click the green plus on the right hand side of their name. This will move children up to be listed with the child above. Case notes should only be recorded against children so do not add adults in this way.

Contact Regarding	Relation	Name	Age	At Contact	Interviewed?	Seen?	Alone?	Bedroom?	Regarding Assessment
Children / Young People involved in this Case Note									
▶	Self	C Child	6 years		<input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	None
■	SISTER	B Child	7 years		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None
■	BROTHER	A Child	8 years		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None
Adults also present / interviewed									
No Adults recorded...									

- You now have the tick boxes for the other relations to show whether they have been interviewed and seen. These must be completed before the Case Note can be saved.
- If you hover over any blank space next to the child's name they will be highlighted:

Contact Regarding	Relation	Name	Age	At Contact	Interviewed?	Seen?	Alone?	Bedroom?	Regarding Assessment
Children / Young People involved in this Case Note									
▶	Self	C Child	6 years		<input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	None
■	SISTER	B Child	7 years		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None
■	BROTHER	A Child	8 years		<input type="checkbox"/>	<input type="checkbox"/>			Click to change whether this person was seen
Adults also present / interviewed									
No Adults recorded...									

- Click into this space and you will be given further options for recording against this child:

Update Cancel - Update Case Note Individual

Update Case Note Individual: SISTER: Child, B (7 years)

● **Case Note Individual**

Individual's Name SISTER: Child, B (7 years)
 This individual is a Child / Young Person

● **Please tick if 'B Child' was interviewed**

Interviewed? Yes No

● **Please tick if 'B Child' was seen during the interview**

Seen During Interview? Yes No
 Seen Alone? Yes No
 Seen Bedroom? Yes No

● **Interview Concerning**

Link to Form Child Protection Initial Conference Outcome, Started 22-Mar-2010
[Remove this Individual from the Case Note](#)

● **Notify Role(s)**

Case Worker (Penelope Baker, ICS Support Officer)
 Case Worker's Supervisor (Bea Campbell, ICS Trainer)

● **Notify User(s)**

[Select another user to be notified...](#)

- On the left you have the option to adjust your responses to whether the child was interviewed and seen.
- At the bottom you also have the option to tick to link the Case Note to a specific form. This does not add the Case Note within the form; it just provides further information to the reader about what the Case Note regards.
- You also have the option to Remove this Individual from the Case Note by using the hyperlink.
- On the right hand side you have the option to notify users of this Case Note. The Allocated Case Worker will automatically receive a notification (unless you are the Allocated Case Worker) and this cannot be changed. To Select another user to be notified use the link and you will be directed to the Address Book.
- Once you have finished editing the information, click Update in the top left corner. Despite the children being consolidated in the Case Note, if you wish to link all the children to a form or notify users to all the children you will need to do this individually for each child.
- Once you have finished completing all the relevant information for the Case Note you can Finalise it.
- Please note that once a Case Note has been Finalised it cannot be edited.
- If you feel you do not have time to complete the full Case Note in one go then you are able to Save and Close and come back to it later to finish.
- You should only ever Finalise your own Case Notes.

Once the Case note has been created it will appear in the list:

● **Case Notes**

Free Text Filter

▶ Case Note Report
▶ Add Case Note

Finalised?	Significant Event	Contact Date	Seen	Type of Contact	Contact Regarding	Reason for Contact	Created By
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	11-May-2016 15-Mar-2012	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Communications (T/calls; email etc) 1st Time Child Seen since Referral received	X Kid, Z Kid (BROTHER), Y Kid (BROTHER) X Kid, Z Kid (BROTHER), Y Kid (BROTHER)	example reason for contact 1st time children seen since referral received	Stephen Allwright Penelope Baker

▶ Add Case Note

Siblings included in Case Notes will have the Case Note listed on their Basic Demographics as well.

1.3. Free Text Filter

The Free Text Filter here works in exactly the same way as that on the Forms tab. It will allow you to search for specific text within the Case Notes and, when 'Go' has been pressed, will only display Case Notes with the content that has been searched for.

▲ **Personal**

- Personal
- Additional
- Identity
- Photos
- Risks
- Parental Factors
- Relationships
- Involvements
- Case Status
- CP
- CLA
- Adoption
- History
- Chronology
- Forms
- Case Notes**
- Audit
- ▶ Health
- ▶ Education

● **Case Summary**

Case Summary No case summary has been recorded
▶ Update Case Summary

● **Case Notes**

Free Text Filter

▶ Case Note Report
▶ Add Case Note

Finalised?	Significant Event	Contact Date	Seen	Type of Contact	Contact R
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No <input type="checkbox"/> Yes	06-May-2016	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	1st Time Child Seen since Referral received	C Child (B
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No <input type="checkbox"/> Yes	05-May-2016	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	1st Time Child Seen since Referral received	C Child (B A Child (B

▶ Add Case Note

