



# **LCS / Case Supervision User Guide**

**Liquidlogic Children's Systems (LCS)**

Author:

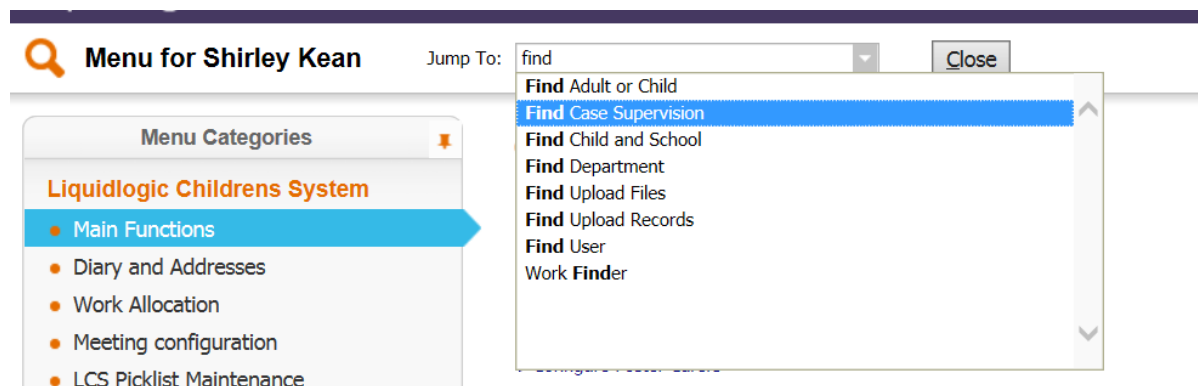
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## Creating Case Supervision Records

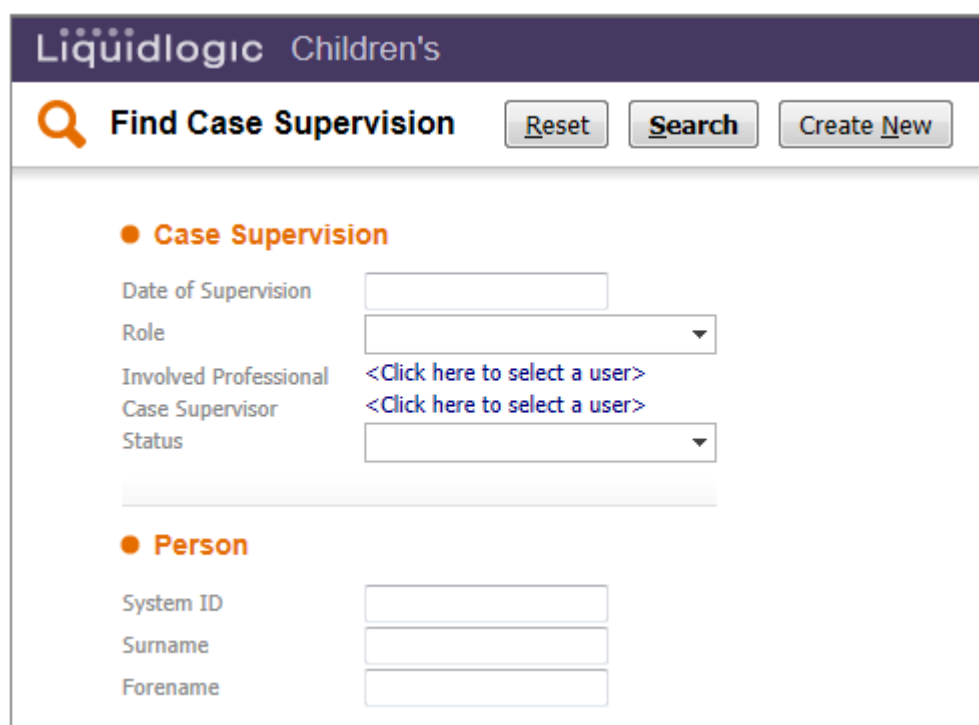
### Creating Case Supervision Records

Users with the Case Supervision Profile Right will be able to create a new Case Supervision record by clicking the link **Find Case Supervision** within the *User Maintenance* section of the main **Menu**:

Select the menu option and then using the 'Jump to:' box select Case Supervision



Clicking this link will open the screen to search for Case Supervision records. The user can either search for an existing record, or a new Case Supervision record can then be created by clicking the button **Create new** and completing the fields shown below:



**Date of Supervision** – This is the date of the Supervision.

**Role** – this is the worker role that will be looked at – for example, if Allocated Social Worker is selected, the search will be for Supervisions where the worker had that role

**Involved Professional** – This is the worker for whom the Case Supervision is to be created.

**Case Supervisor** – This is the Case Supervisor who is completing the Case Supervision record.

**Status** – This allows you to enter in a choice of 3 status: **Active**, **Completed**, **Cancelled** when searching for Case Supervisions

Once all the information has been entered in, you can click on **Search**. If, after searching for a Case Supervision, there are no returns to match the criteria, you will get the following message asking you to change the criteria. If after searching, no results are found, click on **Create New**:

The screenshot shows the 'Find Case Supervision' interface. At the top, there is a search bar with a magnifying glass icon, the text 'Find Case Supervision', and buttons for 'Reset', 'Search', and 'Create New'. Below the search bar, a yellow banner displays the message 'No Results - please try a different query'. Underneath, a section titled 'Case Supervision' contains a form with the following fields: 'Date of Supervision' (text input with '1/1/2019'), 'Role' (dropdown menu with 'Allocated Case Worker'), 'Involved Professional' (text input with 'KK Social worker' and a red 'X' icon), 'Case Supervisor' (text input with 'Caroline Manager' and a red 'X' icon), and 'Status' (dropdown menu with 'Active').

Once the Involved Professional and Role fields have been completed, a list of relevant cases available to create a Case Supervision record for will be displayed. Please note, that this list will display those cases only where the user selected has the Role selected on the child/young person's record.

The screenshot shows the 'New Case Supervision' form. It has a search bar with 'Find Case Supervision', 'Cancel', and 'Create' buttons. Below the search bar, there is a section titled 'New Case Supervision' with a sub-section 'Case Supervision' containing the same search criteria as the previous screenshot. To the right, there is a section titled 'Cases to add' with the instruction 'Choose the cases that you would like to be included in this case supervision episode'. Below this, there is a list of cases with checkboxes: 'Example, Anne (7 years).Referral opened on 01-Sep-2016' (checked), 'Georgiou, Andrea (7 years).Referral opened on 01-Jan-2017' (unchecked), and 'Georgiou, Mike (10 years).Referral opened on 01-Jan-2017' (checked).

**Cases to add** – These are the cases that are to be included in the Case Supervision record.

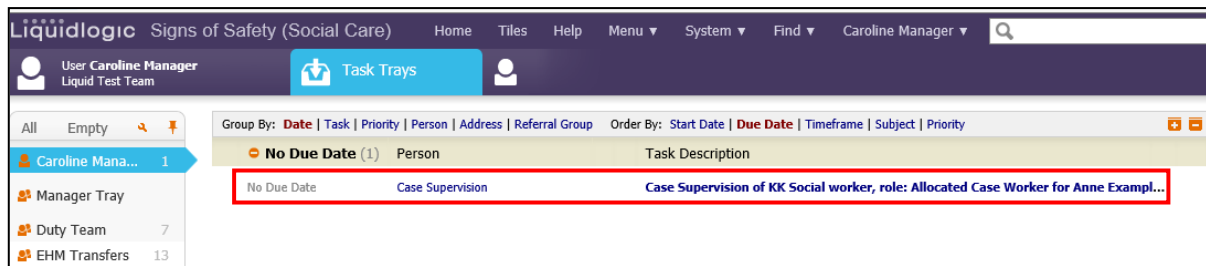
Cases can be added / removed from the Case Supervision record by selecting the checkboxes against the relevant cases. Once you have selected the Cases you want to add, click on **Create**.

This screenshot is similar to the previous one, showing the 'New Case Supervision' form. The 'Cases to add' section is highlighted with a red box. The list of cases is: 'Example, Anne (7 years).Referral opened on 01-Sep-2016' (checked), 'Georgiou, Andrea (7 years).Referral opened on 01-Jan-2017' (unchecked), and 'Georgiou, Mike (10 years).Referral opened on 01-Jan-2017' (checked).

You can choose to create supervision forms for your team members prior to supervision. You can then search for the case supervision during supervision sessions.

## Completing Case Supervision Records

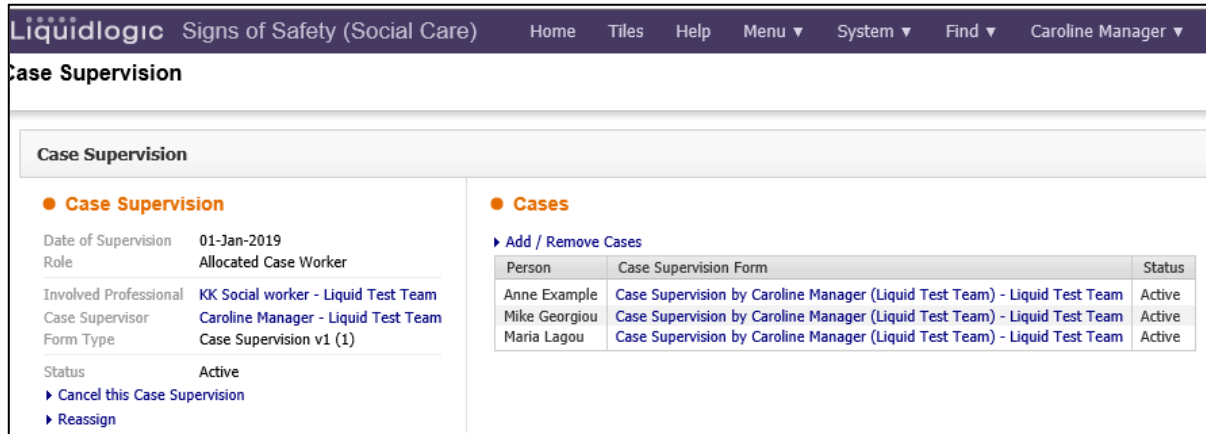
Once a Case Supervision Record has been created, a task for this will be generated in the worktray of the user selected as the Case Supervision.



The screenshot shows the 'Task Trays' section of the Liquidlogic system. The user is 'Caroline Manager' from the 'Liquid Test Team'. The task tray is filtered by 'No Due Date' and shows one task. The task is highlighted with a red box and has the following details:

No Due Date	Case Supervision	Task Description
		Case Supervision of KK Social worker, role: Allocated Case Worker for Anne Examl...

By Selecting the task, you will be taken to the **Case Supervision** window below.



The 'Case Supervision' window displays the following details:

- Case Supervision**
- Date of Supervision: 01-Jan-2019
- Role: Allocated Case Worker
- Involved Professional: KK Social worker - Liquid Test Team
- Case Supervisor: Caroline Manager - Liquid Test Team
- Form Type: Case Supervision v1 (1)
- Status: Active
- Buttons: [Cancel this Case Supervision](#), [Reassign](#)

**Cases**

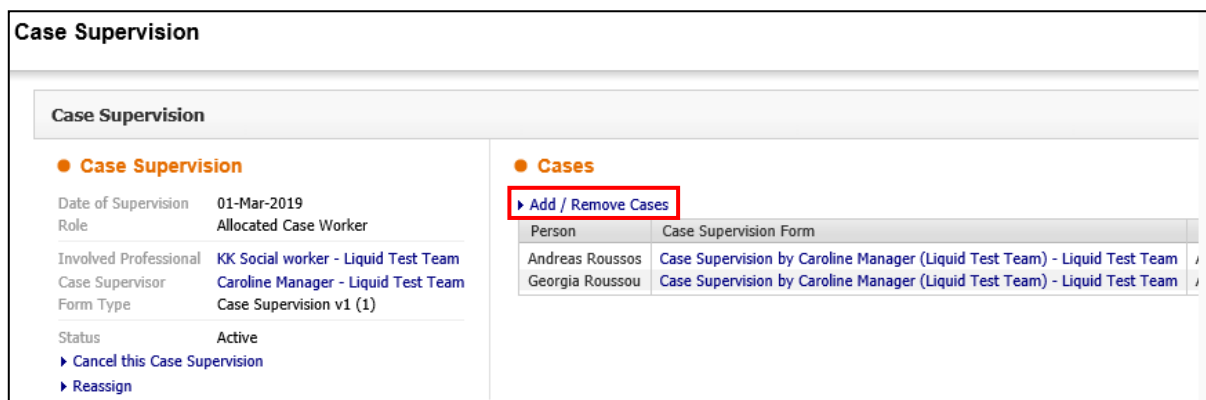
[Add / Remove Cases](#)

Person	Case Supervision Form	Status
Anne Example	Case Supervision by Caroline Manager (Liquid Test Team) - Liquid Test Team	Active
Mike Georgiou	Case Supervision by Caroline Manager (Liquid Test Team) - Liquid Test Team	Active
Maria Lagou	Case Supervision by Caroline Manager (Liquid Test Team) - Liquid Test Team	Active

Please note, a single task will be generated for consolidated Case Supervision Records. The task will remain active whilst the Case Supervision Record is in draft and will be removed once the Case Supervision Record has been finalised.

## Adding/Removing Cases

At this point cases can still be added / subsequently removed from the Case Supervision Record by clicking the link **Add/Remove cases**.



The 'Case Supervision' window is shown with the 'Add / Remove Cases' link highlighted with a red box. The details and cases list are as follows:

- Case Supervision**
- Date of Supervision: 01-Mar-2019
- Role: Allocated Case Worker
- Involved Professional: KK Social worker - Liquid Test Team
- Case Supervisor: Caroline Manager - Liquid Test Team
- Form Type: Case Supervision v1 (1)
- Status: Active
- Buttons: [Cancel this Case Supervision](#), [Reassign](#)

**Cases**

[Add / Remove Cases](#)

Person	Case Supervision Form	Status
Andreas Roussos	Case Supervision by Caroline Manager (Liquid Test Team) - Liquid Test Team	Active
Georgia Roussou	Case Supervision by Caroline Manager (Liquid Test Team) - Liquid Test Team	Active

A list of Cases will appear which you can select to be included in the Case Supervision. Once you have selected the additional cases, click on the **Update** button.

**Update Case Supervision**

**Case Supervision**

Date of Supervision: 01-Mar-2019  
 Role: Allocated Case Worker  
 Involved Professional: KK Social worker - Liquid Test Team  
 Case Supervisor: Caroline Manager - Liquid Test Team  
 Form Type: Case Supervision v1 (1)  
 Status: Active

**Current Cases**

Choose any cases that you would like to remove from this case supervision episode. NOTE: You can only remove cases that have been unconsolidated from all other forms.

Remove

**Other Cases**

Choose the cases that you would like to be included in this case supervision episode

Include

- Anagiotou, Antonis.
- Anagiotou, Eleni.

These cases will appear in the list of people you want to include in the Case Supervision.

**Case Supervision**

**Case Supervision**

Date of Supervision: 01-Mar-2019  
 Role: Allocated Case Worker  
 Involved Professional: KK Social worker - Liquid Test Team  
 Case Supervisor: Caroline Manager - Liquid Test Team  
 Form Type: Case Supervision v1 (1)  
 Status: Active

▶ Cancel this Case Supervision  
 ▶ Reassign

**Cases**

▶ Add / Remove Cases

Person	Case Supervision Form
Andreas Roussos	Case Supervision by Caroline Manager (Liquid Test Team) - Liquid Test Team
Georgia Roussou	Case Supervision by Caroline Manager (Liquid Test Team) - Liquid Test Team
Antonis Anagiotou	Case Supervision by Caroline Manager (Liquid Test Team) - Liquid Test Team
Eleni Anagiotou	Case Supervision by Caroline Manager (Liquid Test Team) - Liquid Test Team

## Consolidating Case Supervision

Please note that cases selected to be included in the Case Supervision Record can only be removed once they have been unconsolidated from the Case Supervision form. This can be done by editing the consolidated form and unticking the relevant child's name on the Consolidation tab and clicking on the **Apply Consolidation** button.

**Consolidated Case Supervision** - You may use the following table of persons (who are members of the same pathway group) to add or remove membership of this consolidated Case Supervision. Make sure those selected are those that you wish to be in this group then click 'Apply Consolidation'.

Apply Consolidation Reset

<input checked="" type="checkbox"/>	Subjects of Grouped Case Supervision	Comment
<input checked="" type="checkbox"/>	Roussos, Andreas (9 years)	
<input checked="" type="checkbox"/>	Roussou, Georgia (3 years)	
<input checked="" type="checkbox"/>	Anagiotou, Eleni	Case Supervision not Started
<input type="checkbox"/>	Anagiotou, Antonis	Case Supervision not Started

## Completing the Case Supervision Record

**Copy Forward** - There are no previous Case Supervisions for Example, Anne (7 years), so you do not have the option to copy answers forward at this time. Click 'Start Blank' to start the new Case Supervision.

Start Blank Auto Fill (Test Mode)

The

When you have consolidated any records, you can **Start** at Case Supervision form. Dependant upon the form that is on the system, you may automatically be taken to a form or you may be given the opportunity to **Start Blank**.

The Case Supervision form can then be completed by clicking on the Case Supervision form hyperlink and completing relevant fields as appropriate.

### Recording Information on Individual Service Users

Child: Anne Example 7 years 15-Nov-2011 (Ref: 19)  
 Consolidated Section for: Anne Example, Mike Georgiou, Maria Lagou

**Case Supervision Record**

Date Case Supervision Started:

Date Case Supervision Completed:

Additional Comments:

Even though Consolidation of a Case Supervision Record may have taken place, it is possible within the Record to “split” the answers for the individual service users. If you wish to do this, click on the Person Icon at the side of the question and additional fields will be displayed so that different answers can be entered as appropriate.

Child: Andreas Roussos 9 years 05-Sep-2009 (Ref: 240) (Restricted)  
 Consolidated Section for: Andreas Roussos, Georgia Roussou

**Case Supervision Record**

Date Case Supervision Started: Andreas Roussos, Georgia Roussou  
02-Apr-2019

Date Case Supervision Completed: Andreas Roussos, Georgia Roussou  
01-Apr-2019

Additional Comments: Andreas Roussos (+ Include) Information for Andreas; Georgia Roussou (+ Include) Information for Georgia

Once the responses have been entered in, click on **Finalise Case Supervision** to finalise the Case Supervision.

Once the Case Supervision form/s have been finalised, the Case Supervision Record can be completed by clicking on the link **Complete this Case Supervision**.

**Case Supervision**

**Case Supervision**

Date of Supervision: 01-Jan-2019  
 Role: Allocated Case Worker  
 Involved Professional: KK Social worker - Liquid Test Team  
 Case Supervisor: Caroline Manager - Liquid Test Team  
 Form Type: Case Supervision v1 (1)  
 Status: Active

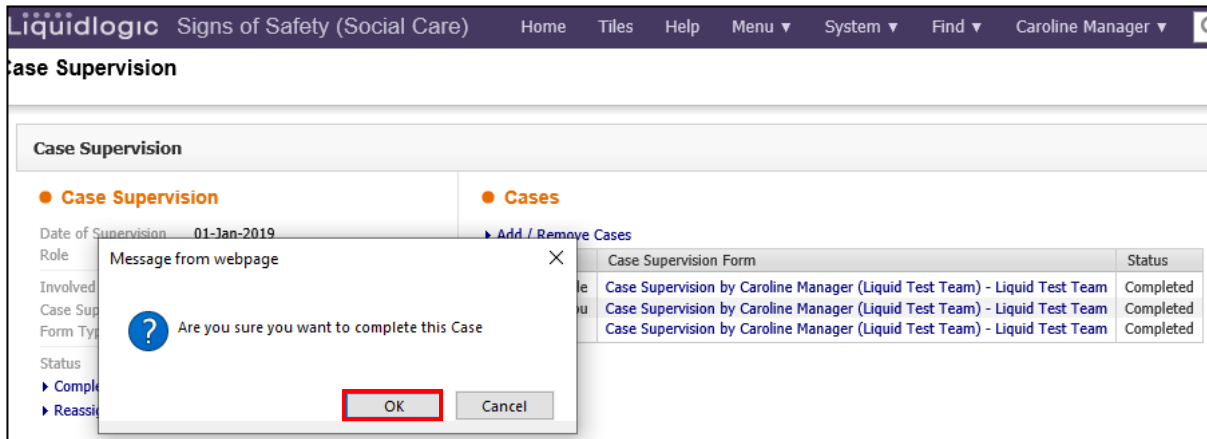
**Cases**

► Add / Remove Cases

Person	Case Supervision Form	Status
Anne Example	Case Supervision by Caroline Manager (Liquid Test Team) - Liquid Test Team	Completed
Mike Georgiou	Case Supervision by Caroline Manager (Liquid Test Team) - Liquid Test Team	Completed
Maria Lagou	Case Supervision by Caroline Manager (Liquid Test Team) - Liquid Test Team	Completed

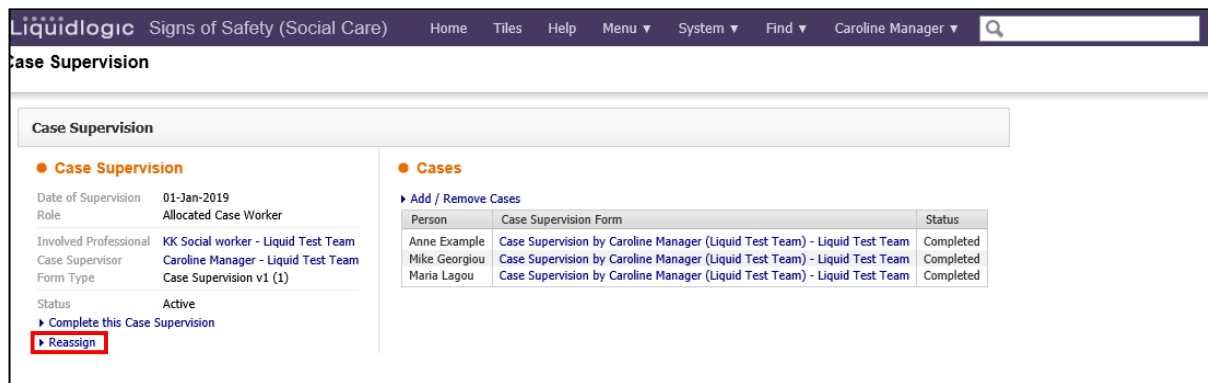
► Complete this Case Supervision  
 ► Reassign

You will then be asked to confirm that you want to Complete the case. Click on **OK**

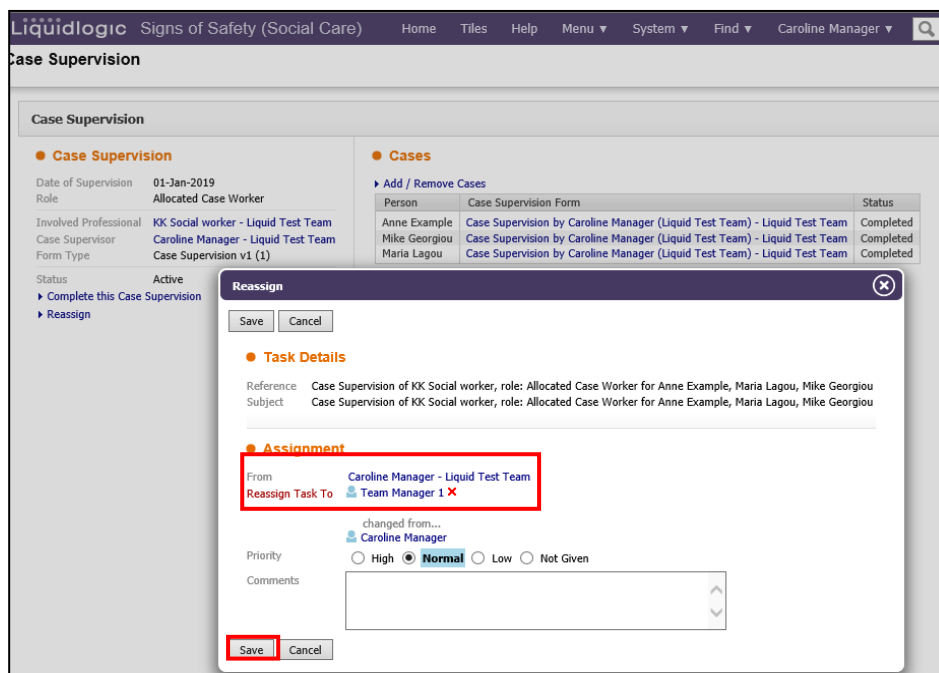


### Reassign a Case Supervision

If you need to Reassign a Case Supervision to another member of Staff, this can be done by clicking the **Reassign** button on the Case Supervision Screen.



Enter in the details of the Person you wish to reassign the task to. You can also add any comments you feel would be useful. Once you have completed the information, click on **Save**.





## Canceling Case Supervision Records

Once a Case Supervision Record has been created, it is possible to cancel this Record if it does not take place or has been started in error.

**You cannot Cancel a Case Supervision if it has been Completed.**

**Case Supervision**

**Case Supervision**

- **Case Supervision**

Date of Supervision 01-Feb-2019  
Role Allocated Case Worker

Involved Professional KK Social worker - Liquid Test Team  
Case Supervisor Caroline Manager - Liquid Test Team  
Form Type Case Supervision v1 (1)

Status Active

▶ **Cancel this Case Supervision**

▶ Reassign

- **Cases**

▶ Add / Remove Cases

Person	Case Supervision Form	Status
Anne Example	Case Supervision by Caroline Manager (Liquid Test Team) - Liquid Test Team	Active

Once you click on the **Cancel this Case Supervision** button, you will be asked to confirm you want to cancel the case. To do this, click on the **OK** button and the Case Supervision will be cancelled.

**Case Supervision**

**Case Supervision**

- **Case Supervision**

Date of Supervision 01-Feb-2019  
Role Allocated Case Worker

Involved Professional KK Social worker - Liquid Test Team  
Case Supervisor Caroline Manager - Liquid Test Team  
Form Type Case Supervision v1 (1)

Status Active

▶ **Cancel this Case Supervision**

▶ Reassign

- **Cases**

▶ Add / Remove Cases

Person	Case Supervision Form	Status
Anne Example	Case Supervision by Caroline Manager (Liquid Test Team) - Liquid Test Team	Active

Message from webpage

Are you sure you want to cancel this Case

OK Cancel

## Viewing Existing Case Supervision Records

Case Supervision Records can be viewed from within the record of a child/young person with a completed Case Supervision Record, or from the Menu area.

### Viewing Case Supervision Records from the Menu

Users with the Case Supervision Profile Right will be able to view Case Supervision records by clicking the link **Find Case Supervision** within the *User Maintenance* section of the main menu:

- **User Maintenance**
- ▶ Find User
- ▶ Find Department
- ▶ **Find Case Supervision**

Clicking this link will open the screen to search for Case Supervision records. Case Supervision records can then be searched for using the fields shown below.

- Date of Supervision** – I.e., Search for all Case Supervisions on a particular date
- Role** - I.e., Search for all Case Supervisions completed for a particular role (e.g. Co-worker)
- Involved Professional** – I.e., Search for all Case Supervisions completed for a particular user
- Case Supervisor** – I.e., Search for all Case Supervisions completed for a particular Case Supervisor
- Status** I.e., Search for all Case Supervisions of a particular status (Active/Completed/Cancelled)
- System ID** – I.e., Search for all Case Supervisions completed on a particular child/young person's record
- Surname** - I.e., Search for all Case Supervisions completed for a particular user (identified by Surname)
- Forename** - I.e., Search for all Case Supervisions completed for a particular user (identified by Forename)

Search results will be displayed in a table and can be viewed by clicking on the specific Case Supervision Record in the Results table.

If you leave the **Status** field as blank, all Case Supervisions for a specific Worker, or by a specific Manager, will be displayed as shown below. You can go in and view the appropriate Case Supervision by clicking on the particular item.

	Involved Professional	Date of Supervision	Role	Case Supervisor	Status	Cases
1	KK Social worker - Liquid Test Team	01-Jan-2019	Allocated Case Worker	Caroline Manager - Liquid Test Team	Completed	Anne Example (Ref: 19), Maria Lagou (Ref: 222), Mike Georgiou (Ref: 22)
2	KK Social worker - Liquid Test Team	01-Feb-2019	Allocated Case Worker	Caroline Manager - Liquid Test Team	Cancelled	
3	KK Social Manager - Liquid Test Team	01-Feb-2019	Allocated Case Worker	Caroline Manager - Liquid Test Team	Cancelled	
4	KK Social Manager - Liquid Test Team	01-Feb-2019	Social Worker Supervisor	Caroline Manager - Liquid Test Team	Cancelled	
5	KK Social Manager - Liquid Test Team	01-Feb-2019	Social Worker Manager	Caroline Manager - Liquid Test Team	Active	Makis Evrou (Ref: 217)

If you are, for example, wanting to see only **Cancelled** Case Supervisions, you can do this by selecting the **Cancelled** Status.

This will then display only the Case Supervisions that have been Cancelled, as shown below:

Query Results (1)						
	Involved Professional	Date of Supervision	Role	Case Supervisor	Status	Cases
1	KK Social worker - Liquid Test Team	01-Feb-2019	Allocated Case Worker	Caroline Manager - Liquid Test Team	Cancelled	

**PLEASE NOTE** – Users without the Case Supervision Profile Right will also be able to search for Case Supervision Records, but **only** those Case Supervision Records where they are the Allocated Case Worker/Case Supervisor will be displayed in the Search results.

### Viewing Case Supervision Records from a Child/Young Person's Record

Case Supervision can be viewed from within a child/young person's record. Case Supervision forms can be viewed via the Forms tab.

Date Cancelled	Form Type	Cancelled By
01-Apr-2019	Case Supervision	Caroline Manager - Liquid Test Team

Information regarding Case Supervision forms will also appear in the **History** and **Timeline** tabs if configured to do so.

Date	Category	Type	Event Details	Actions
01-Apr-2019	Children's Social Care	Form Cancellation	Case Supervision, by Caroline Manager	Q +
01-Apr-2019	Children's Social Care	Form Completion	Social Work Evidence Template, by Caroline Manager	Q +
01-Apr-2019	Children's Social Care	Form Completion	Case Supervision, by Caroline Manager	Q +

- Personal
- Additional
- Identity
- Photos
- Parental Factors
- Relationships
- Involvements
- CIN
- CP
- CLA
- Adoption
- History
- Time Line**

Case History - Time Line

