



LCS / CIN User Guide

Liquidlogic Children's Systems (LCS)

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1. COURSE OVERVIEW

Course Outcomes

This 1 day session will raise awareness of the recording of the CIN process within LCS. For the purpose of the course, we will use 2 siblings to incorporate the Family Working principle.

- Initiate the CIN process from the:
 - C&F Assessment
 - Authorisation/Rejection by CSWM
 - Section 47
 - Authorisation/Rejection by CSWM
 - ICPC
 - CP
 - CLA

- Update the CIN Plan
 - Authorisation/Rejection of the CIN Plan by CSWM

- Update the “Meeting Details and Scheduling information

- Record the “Meeting Attendees” for the CIN Review including
 - Involved Professionals
 - Key Agencies
 - Family Members
 - Others Persons
 - Other Professionals

- Record any “Excluded Attendees” for the CIN Review

- Update the “Meeting Attendees” table – indicating
 - Who is the Chair
 - How attendees were invited
 - Did attendees agree to attend
 - Were attendees consulted


- Leave CIN

- Restart CIN


• COURSE PREREQUISITES


Viewing Me Learning modules.


2. Navigating Around Forms/Icons On Display


- The current Sidebar bar may be truncated – either hover the mouse over the heading to read in full or click on the “Pin” icon to set the size to automatically adjust to autofit each Sidebar heading. 


- To move to another sidebar, simply click on the Sidebar heading.


- Any field depicted in red means it is a mandatory field. You cannot finalise without completing all mandatory fields. 


- A red * displays when you have filled in a field. A blue * would be if somebody else filled in a field. 

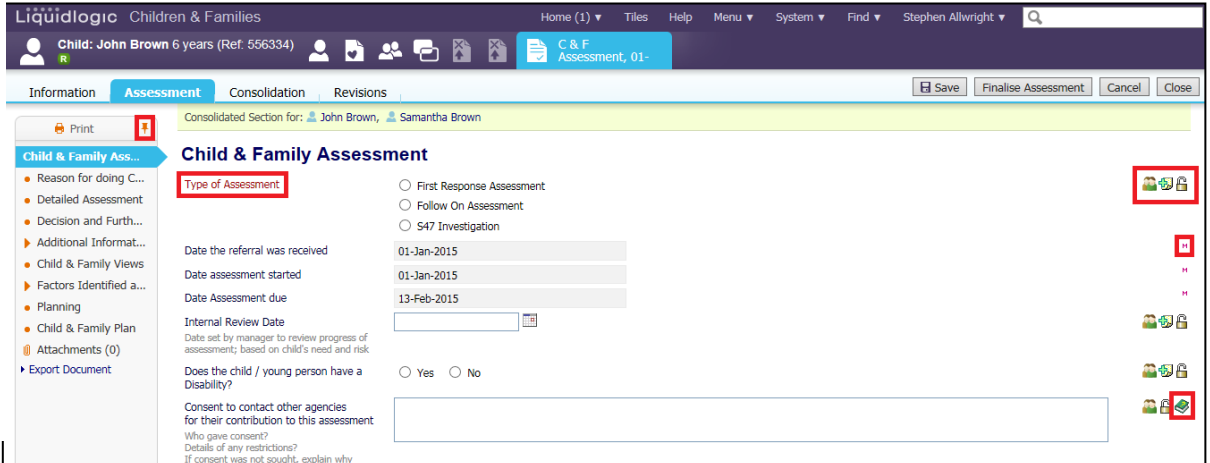
- The “Family Working” icon allows you to unconsolidate a field – enabling you to create separate answers to a question for siblings. You can also rejoin the answers. 

- An “M” means the field is not editable and has been automatically merged. 

- A “post it note” allows you to enter a comment (which doesn't print out). 

- A “green manual” allows you to read the help guidance. Hoover the mouse to read the instructions or click on the icon to view on a separate screen. Click on “Return to Form” at the top of the page to return to the original screen. 

- The “Open Lock” means that question has not been locked for security. 



The screenshot displays the 'Child & Family Assessment' form in the Liquidlogic system. The form is for a child named John Brown, 6 years old, with reference number 556334. The assessment is titled 'C & F Assessment, 01-'. The form includes several sections: 'Type of Assessment' (with radio buttons for 'First Response Assessment', 'Follow On Assessment', and 'S47 Investigation'), 'Date the referral was received' (01-Jan-2015), 'Date assessment started' (01-Jan-2015), 'Date Assessment due' (13-Feb-2015), and 'Internal Review Date'. There are also checkboxes for 'Does the child / young person have a Disability?' (Yes/No) and a text area for 'Consent to contact other agencies for their contribution to this assessment'. The sidebar on the left lists various assessment-related options, and the top navigation bar includes 'Home (1)', 'Tiles', 'Help', 'Menu', 'System', 'Find', and 'Stephen Allwright'. A search bar is also visible.

3. Getting to Child In Need

There are a number of ways that Child In Need (CIN) can be initiated. This section will take you through the different ways to initiate CIN.

3.1. Initiating the CIN process from the C&F Assessment

From the First C&F Assessment in LCS you are able to create a CIN Plan. This process is done by First Response but if a sibling/unborn child is being added then the steps that follow can be used.

- In the example below, the work has been grouped by “Task” so that the “C&F Assessments” are grouped together. Our example shows a consolidated assessment for 2 siblings.
- Click on the “C&F Assessment – Please do C&F Assessment for Child” for either child (LCS will automatically include the consolidated sibling).

The screenshot shows the Liquidlogic Children & Families interface. The user is Stephen Allwright, Children & Family Services. The task tray is grouped by 'Subject'. The categories listed are: Child In Need (14), CLA (3), Child Protection (6), CP Transfer From OLA (1), Referral Record (1), and C & F Assessment (10). The 'C & F Assessment' category is highlighted with a red box. Below it, four assessment tasks are listed, each with a date of 13-Feb-2015 and a 'CIN' status. The task descriptions are: 'C & F Assessment - Please do C & F Assessment for Child Bacon, Ben 3 yrs', 'C & F Assessment - Please do C & F Assessment for Child Bacon, Rachel 5 yrs', 'C & F Assessment - Please do C & F Assessment for Child Benson, Fred 6 yrs', and 'C & F Assessment - Please do C & F Assessment for Child Benson, Tina 6 yrs'. The task descriptions for the last two children are highlighted with red boxes.

- If this is the first C&F Assessment, click on “Start Blank”

The screenshot shows the Liquidlogic Children & Families interface for a child named Fred Benson, 6 years old (Ref: 556349). The 'Assessment' tab is selected. A message box with an information icon states: 'Copy Forward - There are no previous Assessments for Benson, Fred (6 years), so you do not have the option to copy answers forward at this time. Click 'Start Blank' to start the new Assessment.' Below the message box, the 'Start Blank' button is highlighted with a red box.

3.1.1. Creating the CIN Plan

- When in the first C&F Assessment if you click on the “Decision and Further Action” tab. The Outcome “S17 Child In Need” is crossed out, you will first need to create the CIN Plan.

The screenshot shows the 'Decision' section of the assessment. It includes a 'Suggested Outcomes' list with checkboxes for various actions. The 'S17-Child-In-Need' option is highlighted with a red box. Below this is a text area for 'Reasons for these Suggested Outcomes' and a 'Decision Maker' section for name and date.

- Click on the “Planning” tab and click the “Create C&F Plan” button
- You will need to click “Create C&F Plan” for each child

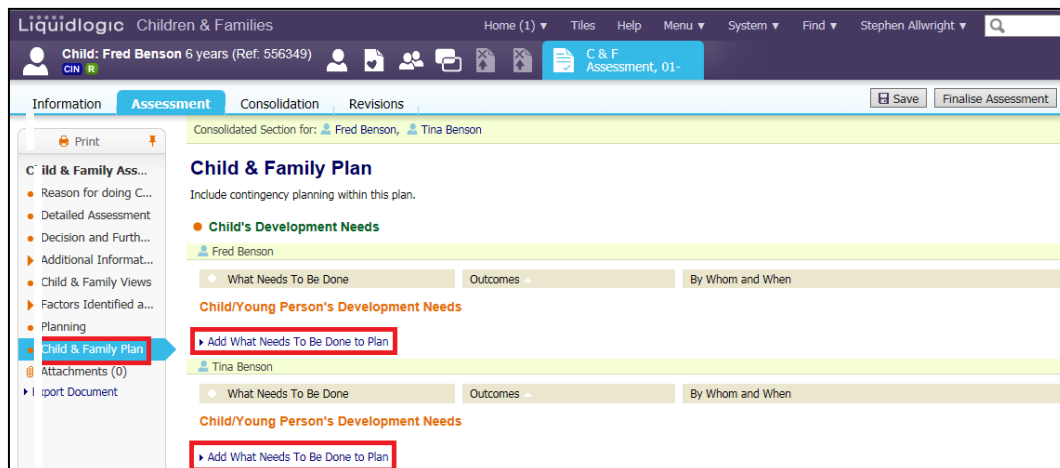
The screenshot shows the 'Planning' section of the assessment. It lists children under a 'Consolidated Section'. For each child, there is an information icon and a message: 'To add What Needs To Be Done to this form, you must first create the C & F Plan to accommodate them. You may do this by clicking on the 'create plan' button below.' The 'Create C & F Plan' button is highlighted with a red box for each child.

- Once “Create C&F Plan” has been clicked a “CIN” flag will appear under the child’s name.

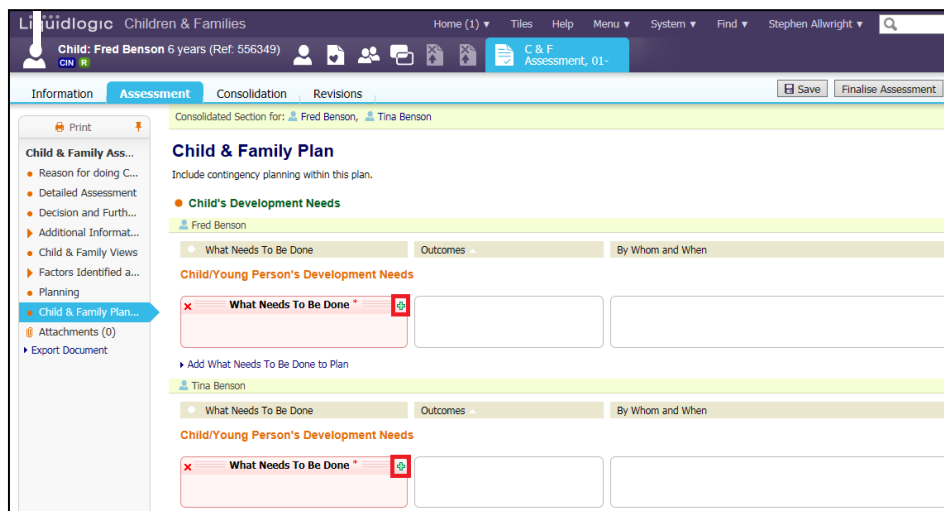


- Next click the “Child & Family Plan” tab and you will be able to input the CIN plan.
- There are three main areas in the CIN plan that need to be completed: Child/Young Person’s Development Needs, Parental Capacity (Birth Family) and Family and Environmental Factors (Birth Family)
- Note: make your plan SMART: Specific, Measurable, Achievable, Realistic, Timely

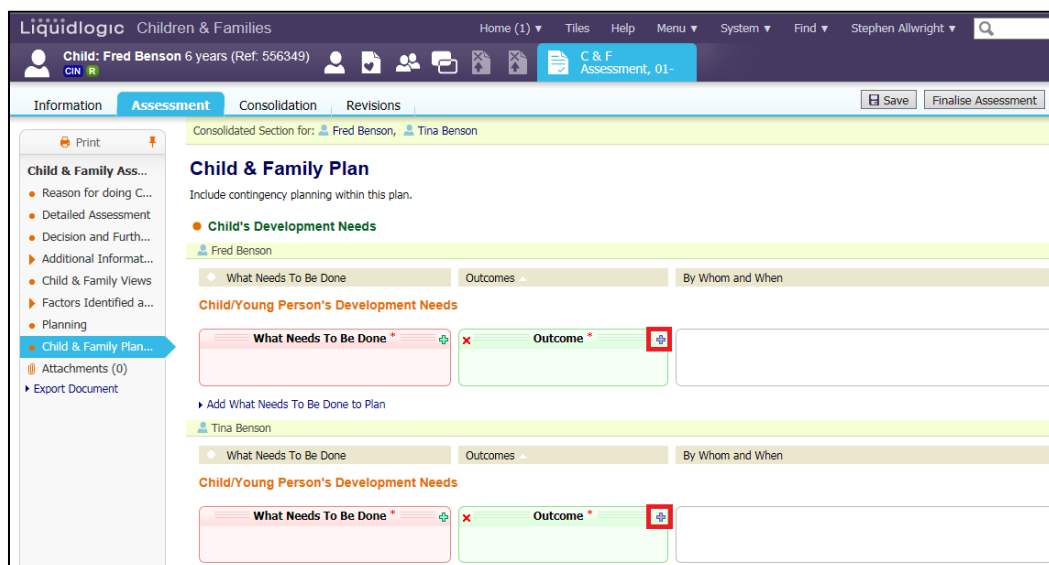
- Click “Add What Needs To Be Done to Plan”, you will need to click this link under each siblings name. The plans must be child specific



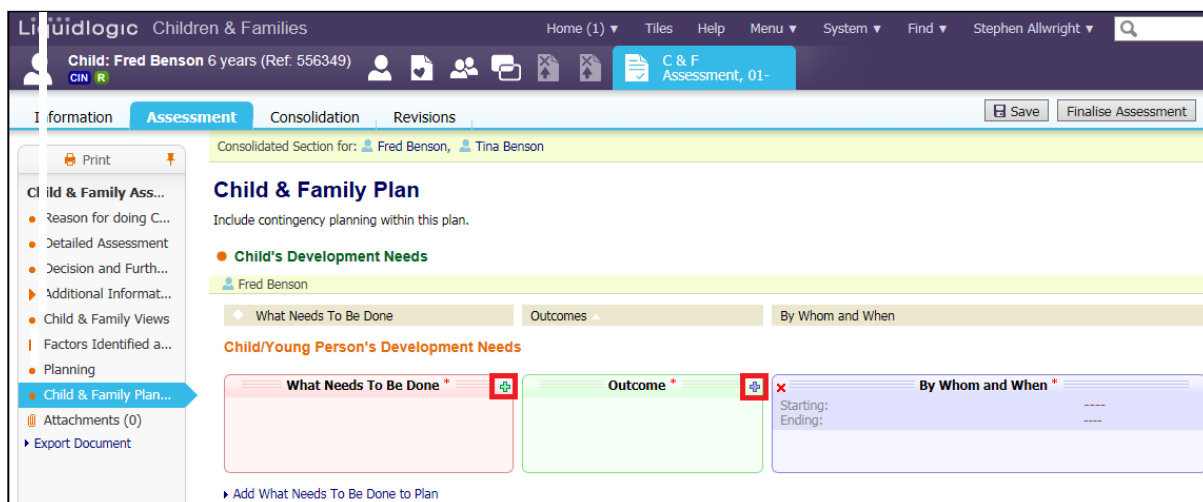
- To add the Outcomes of the plan click the green plus as highlighted below.



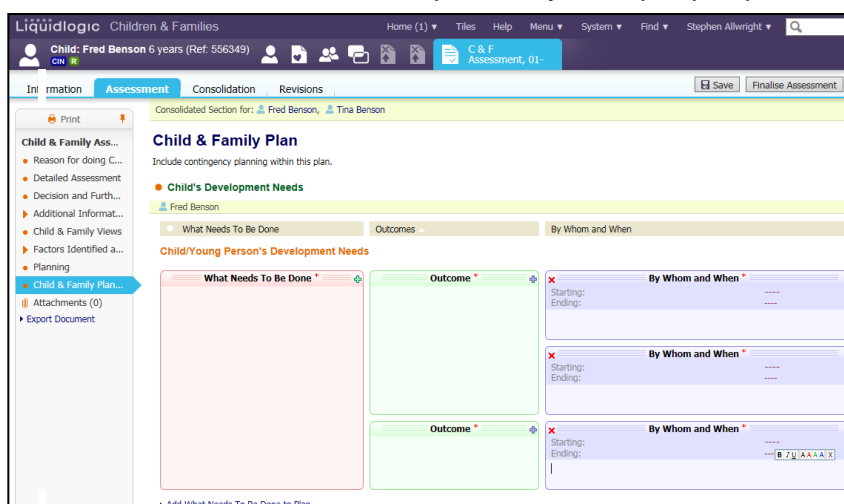
- To add the “By Whom and When” part of the plan click the plus sign as highlighted below



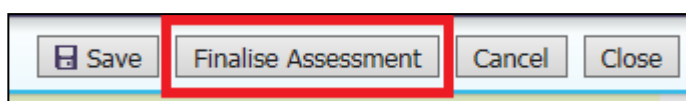
- To add an extra “Outcome” and “By Whom and When” to a section of the plan click the plus signs highlighted below



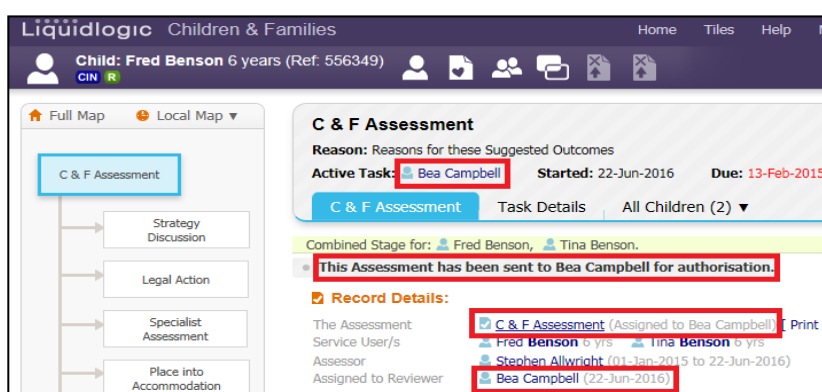
- This will enable you to have a section of the plan that has multiple Outcomes, that can be completed by multiple people.



- Once the CIN Plan has been completed and the rest of the Assessment filled out click “Finalise Assessment”

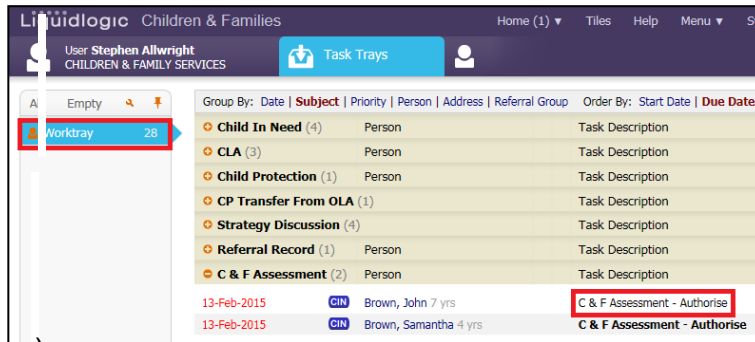


- The screen will display as below – indicating that the task to authorise has been sent to the relevant Manager.

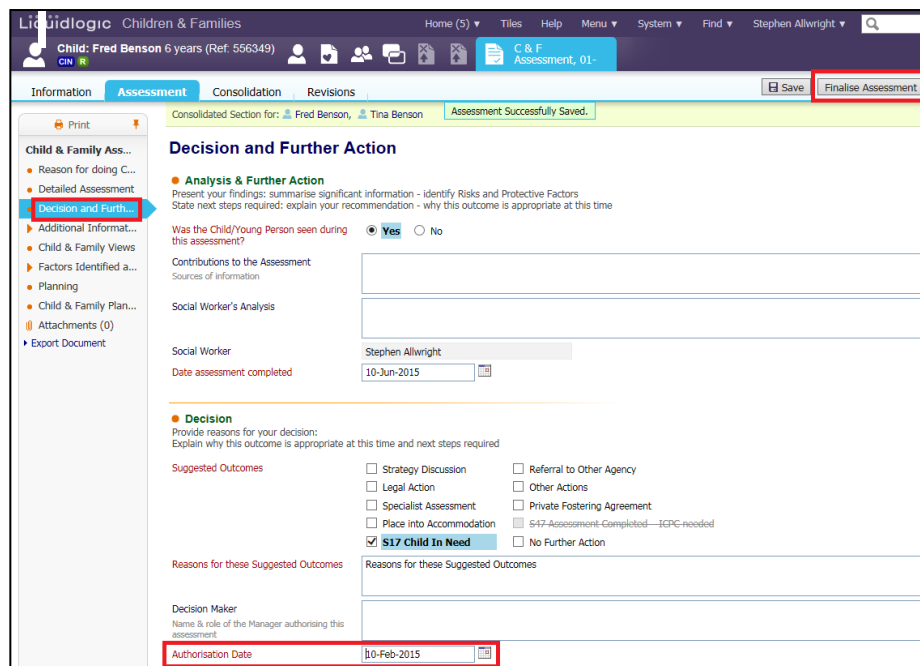


3.1.2. Manager Authorises An Assessment

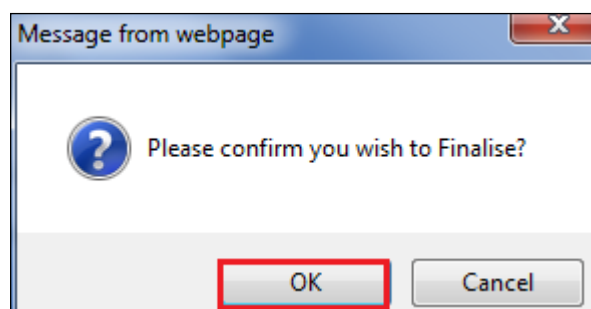
- The authorising Manager clicks on the task “C&F Assessment – Authorise” from their Worktray.



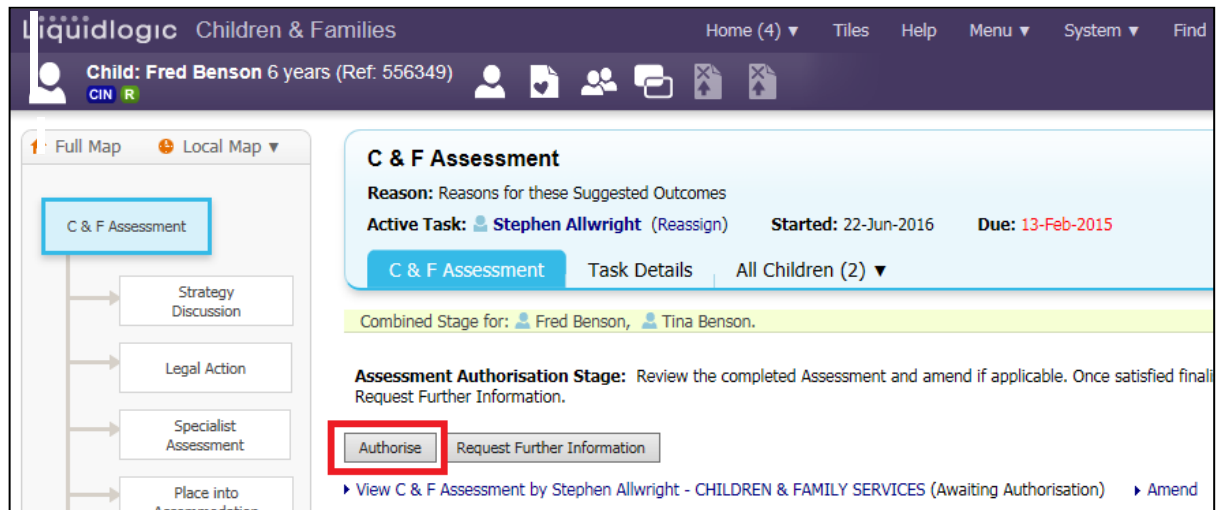
- Read through the C&F Assessment then click on the “Decision & Further Action” Sidebar.
- Enter in the “Authorisation Date” then “Finalise Assessment”



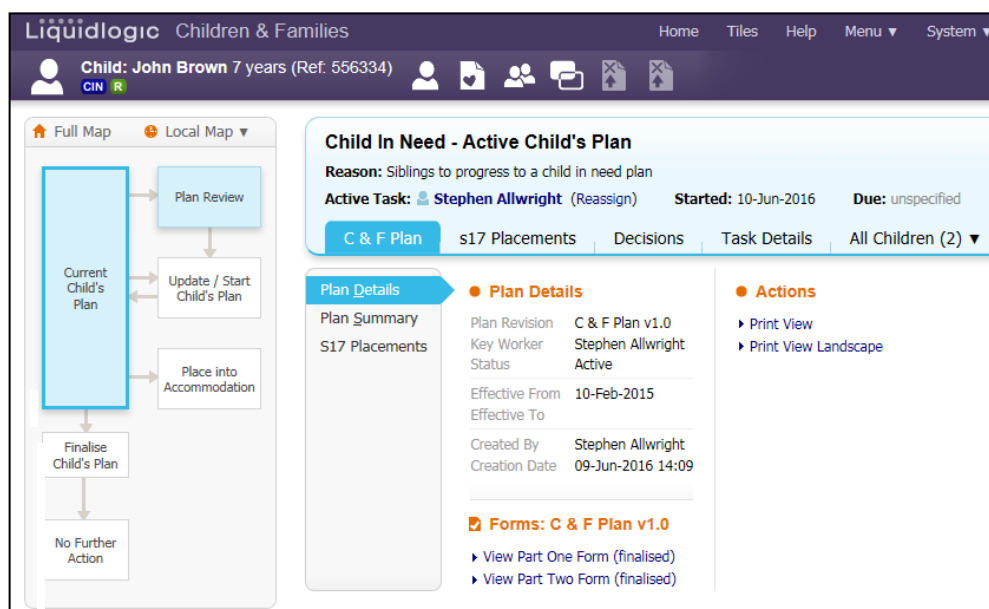
- Click on “OK”



- If you choose to authorise the C&F Assessment, click on “Authorise”



- The screen looks as below.

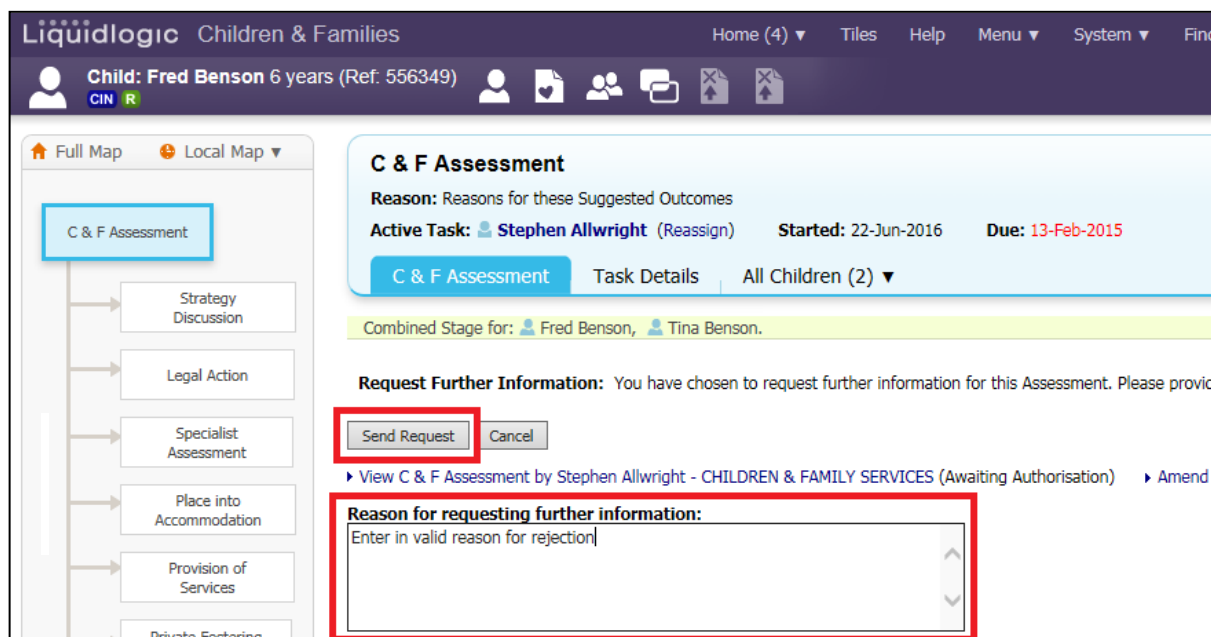


3.1.3. Rejection of An Assessment

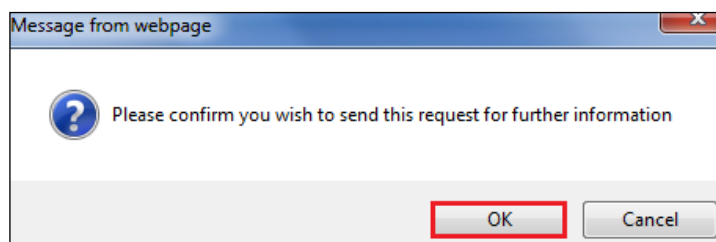
- If you wish to return the C&F Assessment back to the worker, click on “Request Further Information”.



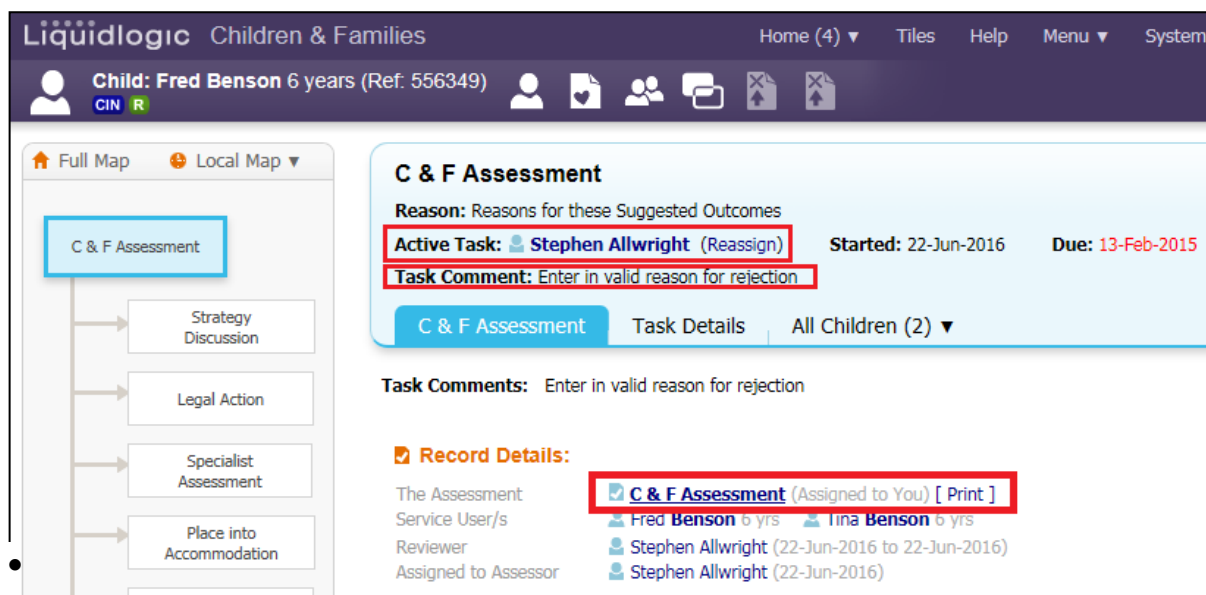
- Enter in a valid reason for the rejection.
- Click on “Send Request”



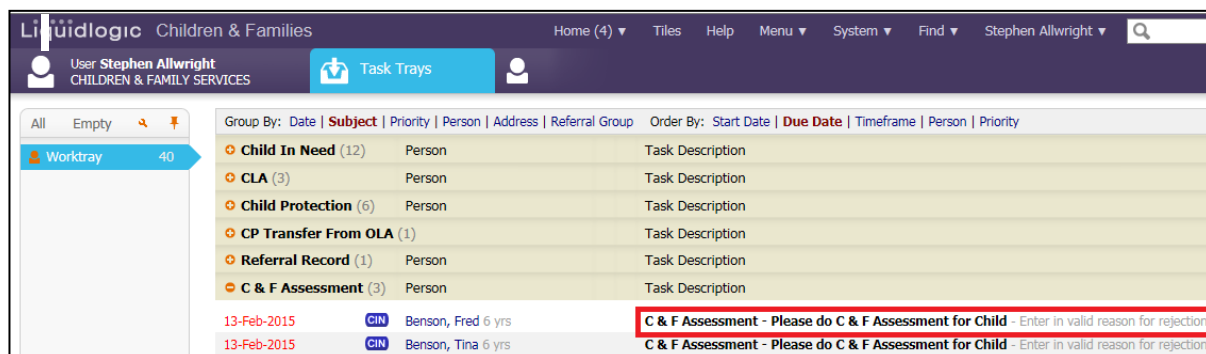
- Click on “OK”



- The screen looks as below – indicating that the task has been returned to the worker with the task comments displayed.

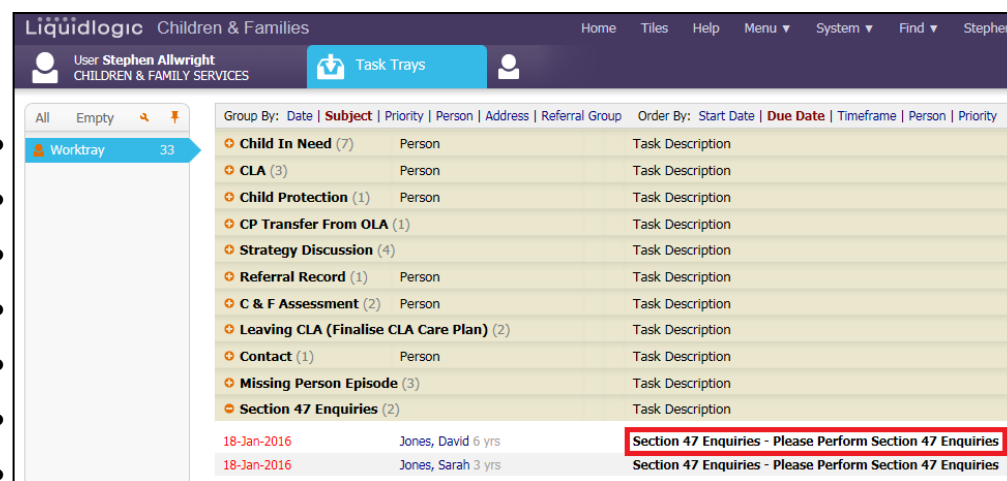


- If rejected, the worker will see the following task in their Worktray. They would re-access the assessment, make the necessary changes and resend for authorisation.

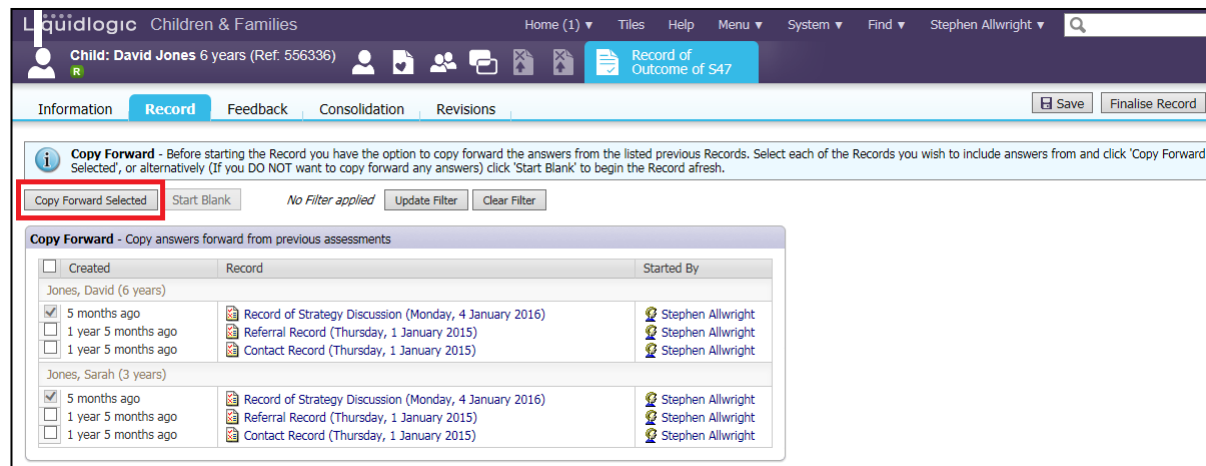


3.2. Starting CIN from Section 47

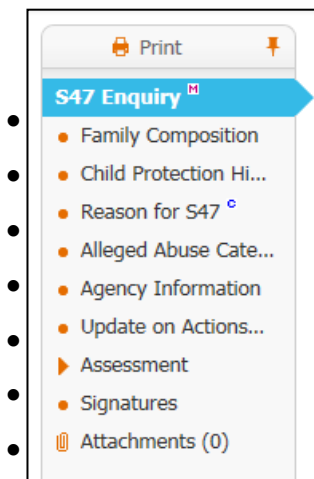
- When completing a Section 47 (S47) it is possible to step a child down to CIN.
- Click on the “Section 47 Enquiries – Please Perform Section 47 Enquiries” task from the Worktray.



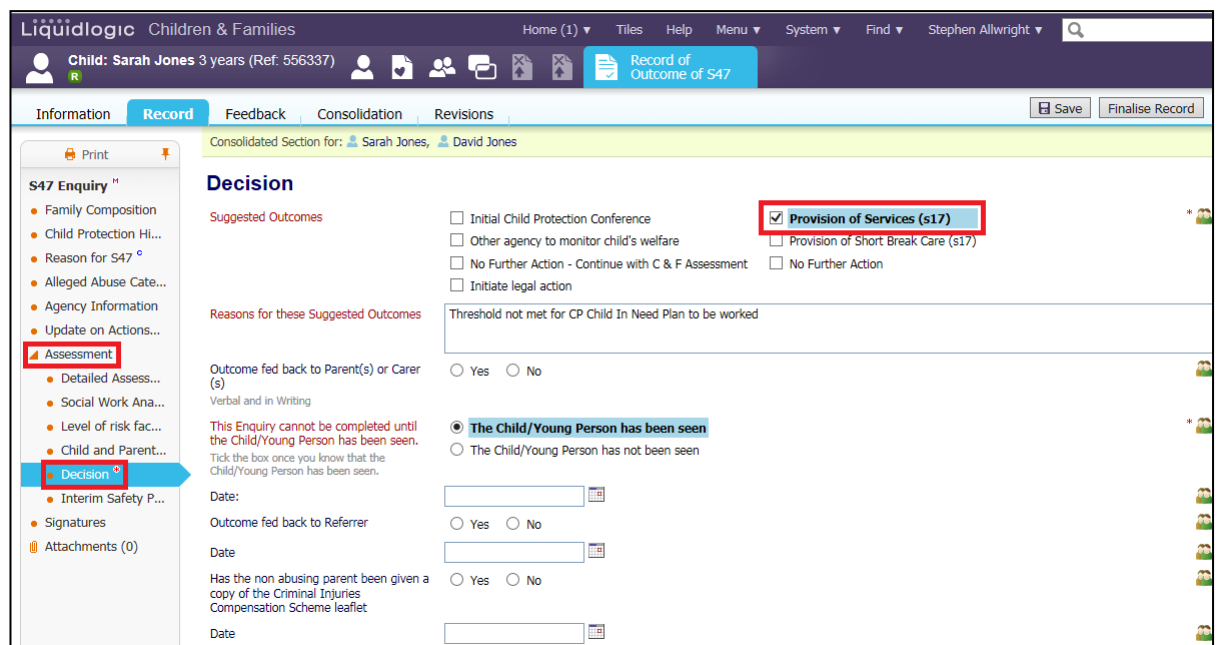
- Click “Copy Forward Selected”



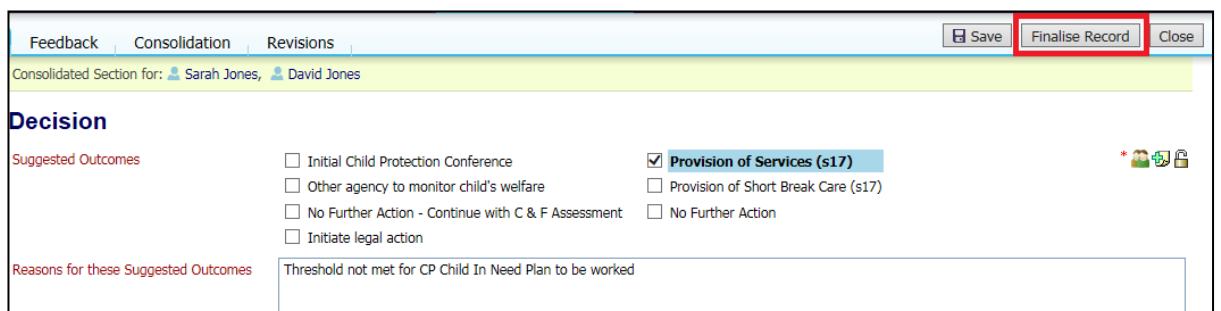
- You will then need to go through the tabs on the left hand side and fill out each of the tabs.



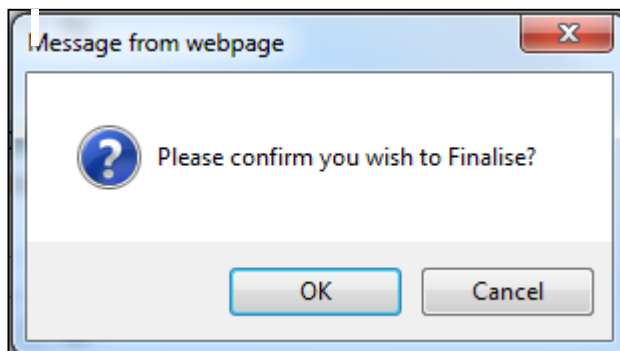
- When it comes to selecting the Outcome click “Assessment” and then click “Decision”.



- If a child is progressing to CIN you **must** click the box next to “Provision of Services (S17)”.
- Then click “Finalise Record”

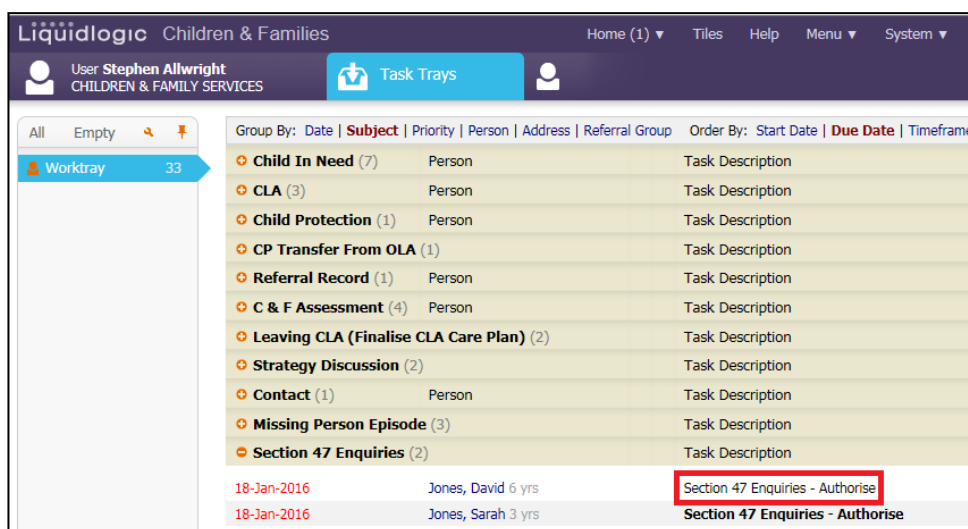


- Click on “OK”

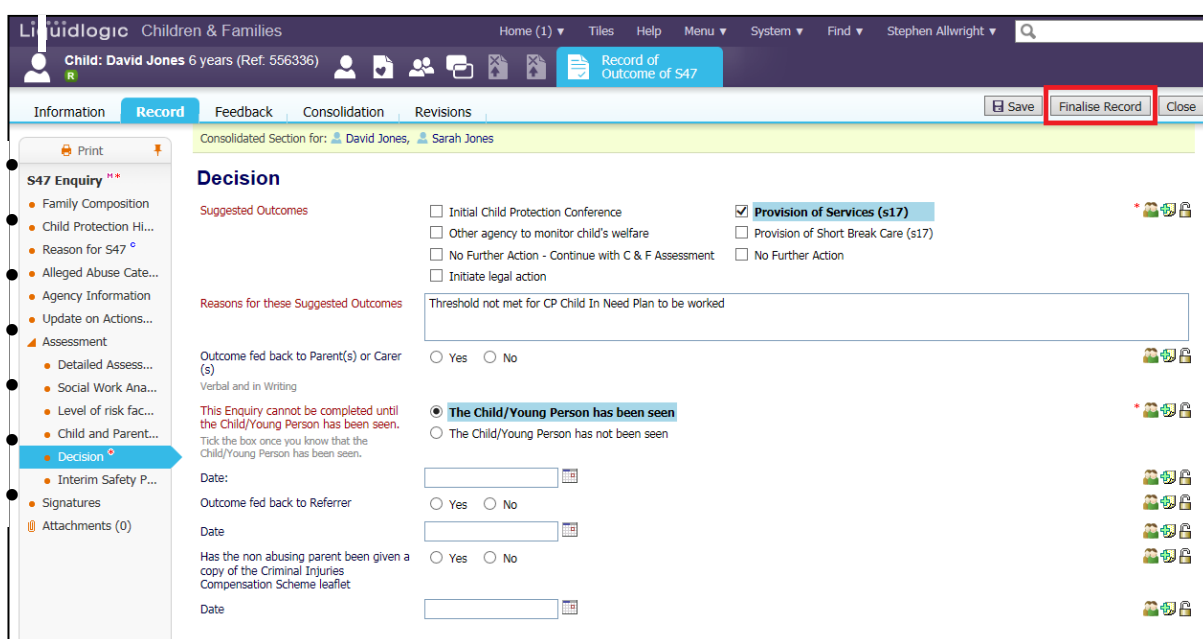


3.2.1. Authorising the Section 47

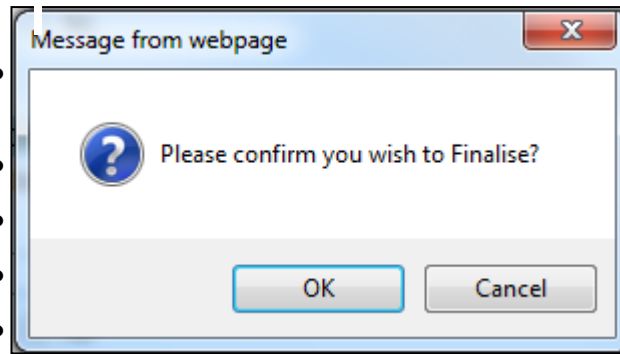
- The authorising Manager clicks on the task “C&F Assessment – Authorise” from their Worktray.



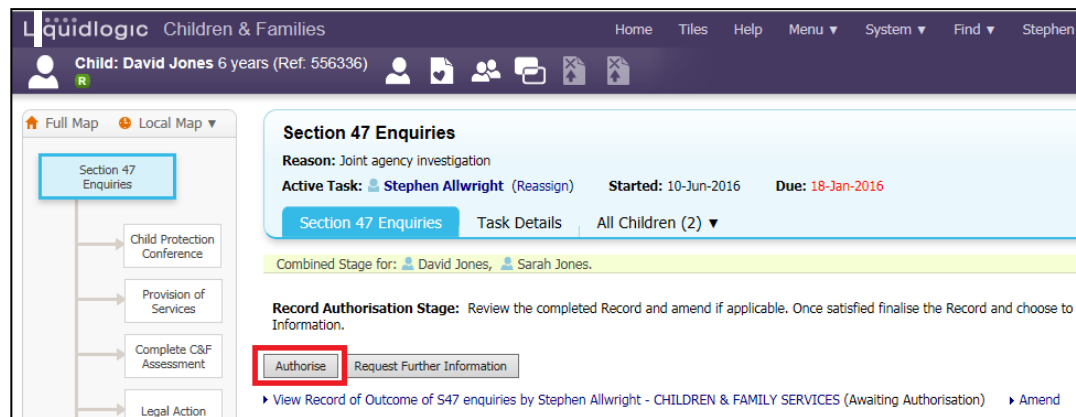
- Check through the Assessment and then click “Finalise Record”



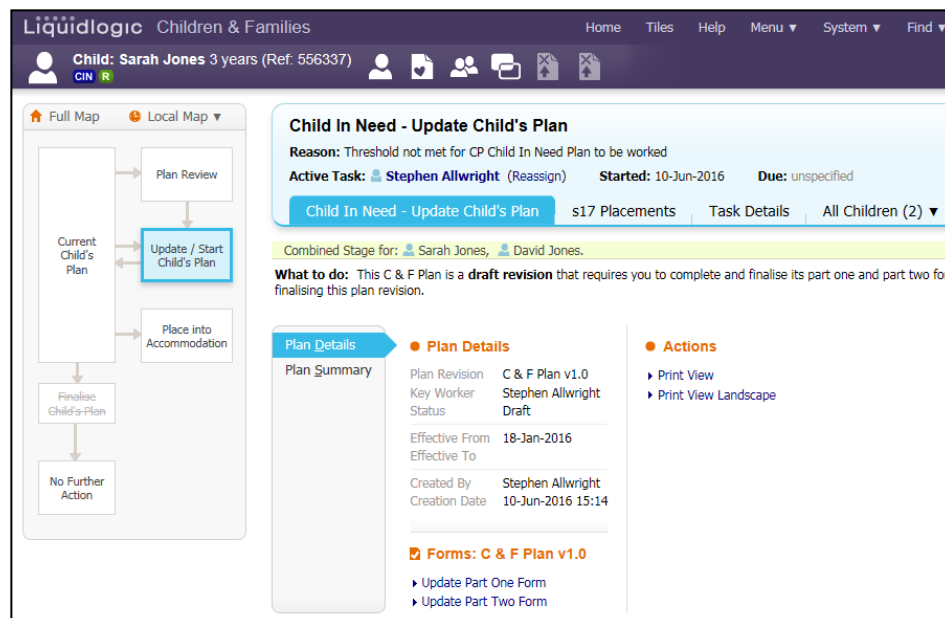
- Click “OK”



- If you choose to authorise the C&F Assessment, click on “Authorise”

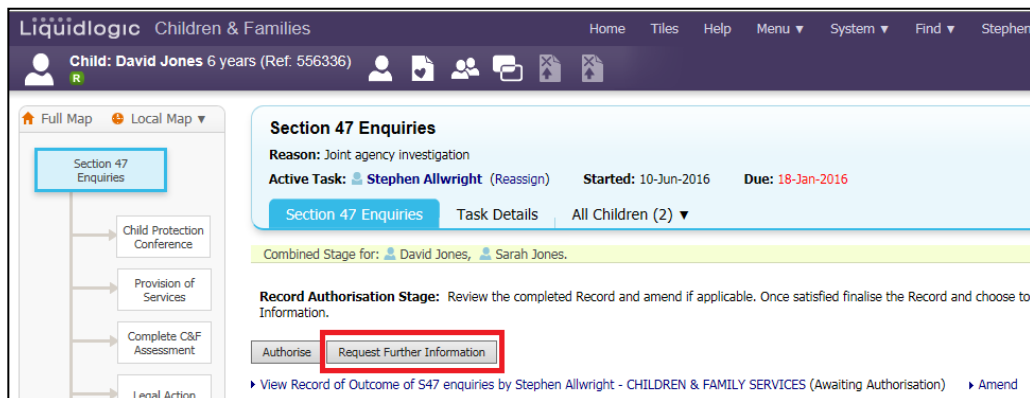


- Once the S47 has been authorised the Allocated Case Worker will have the below task in their tray to input the Child In Need Plan.

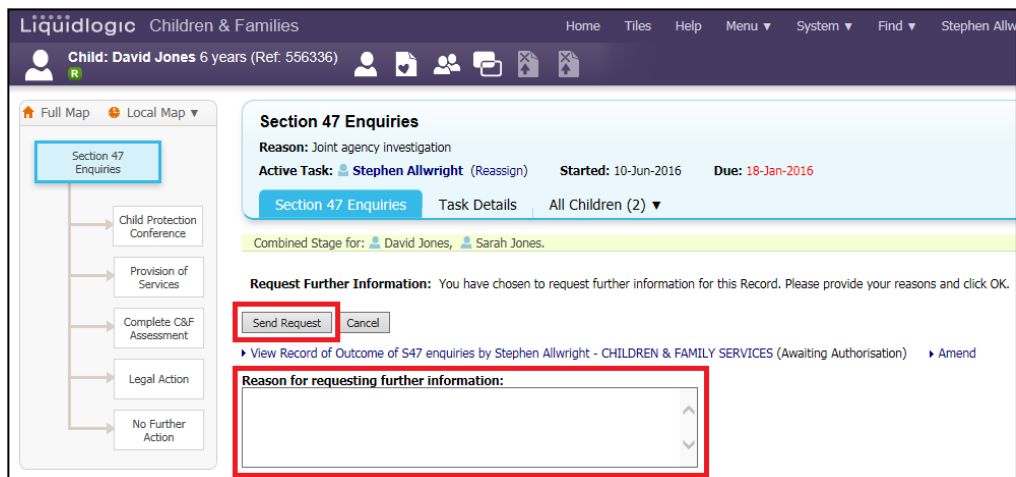


3.2.2. Rejection of Section 47

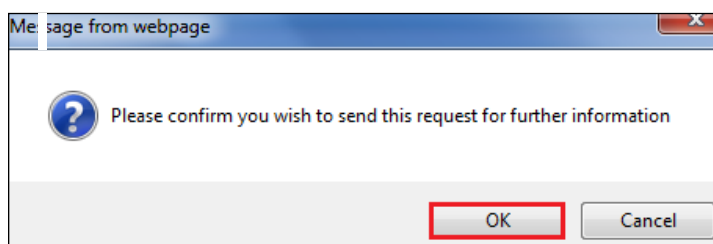
- If you wish to return the Section 47 back to the worker, click on “Request Further Information”.



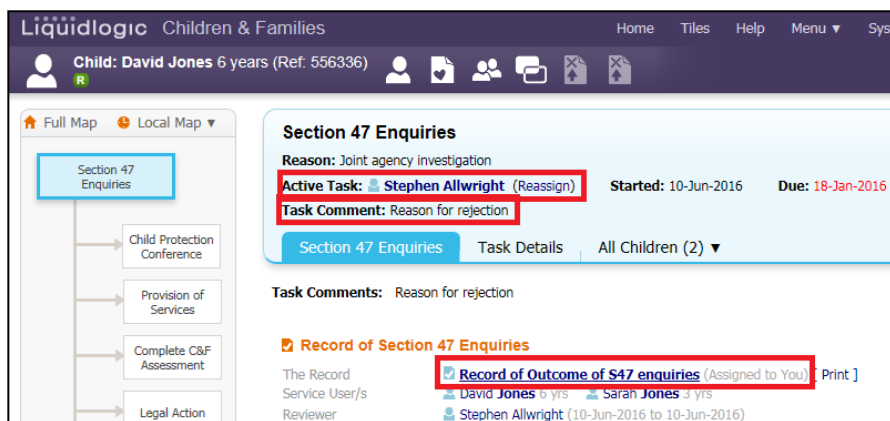
- Enter in a valid reason for the rejection.
- Click on “Send Request”



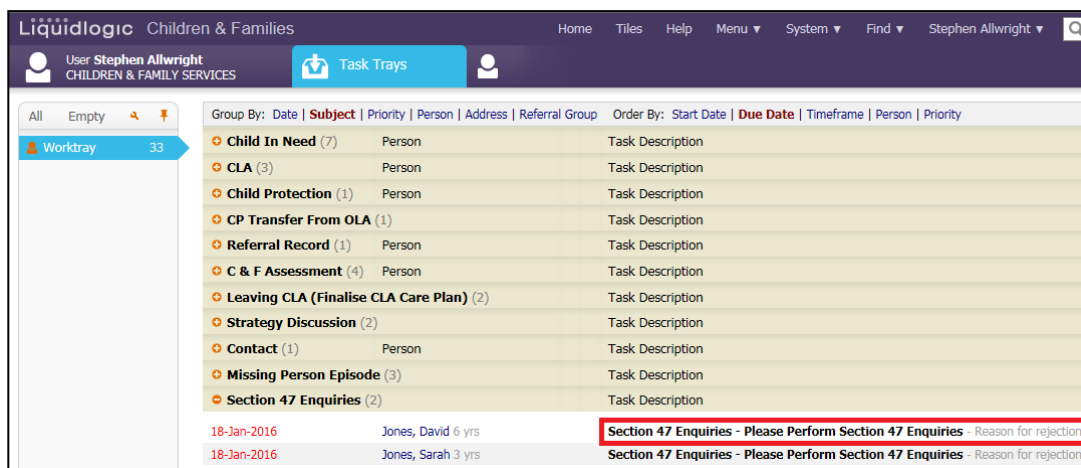
- Click on “OK”



- The screen looks as below – indicating that the task has been returned to the worker with the task comments displayed

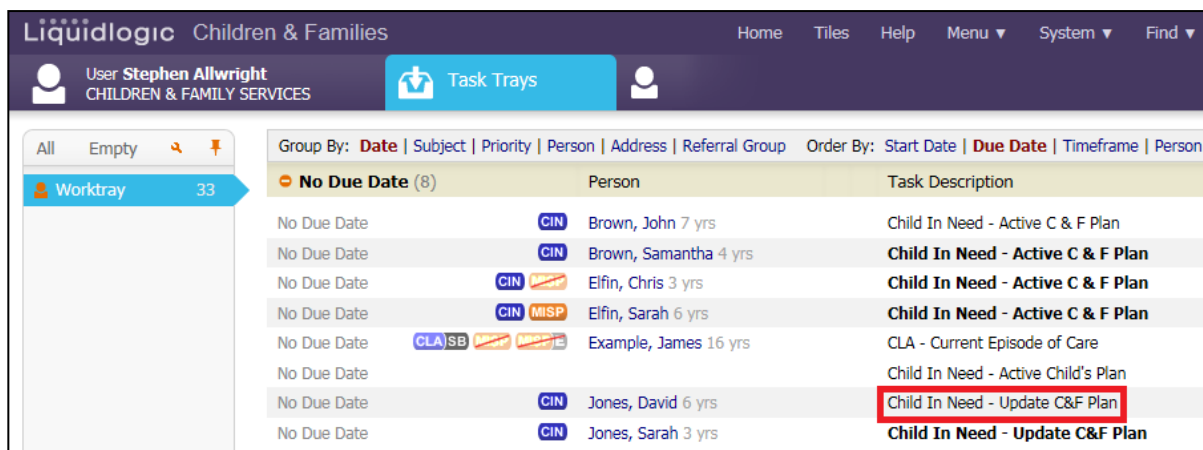


- If rejected, the worker will see the following task in their Worktray. They would re-access the assessment, make the necessary changes and resend for authorisation.

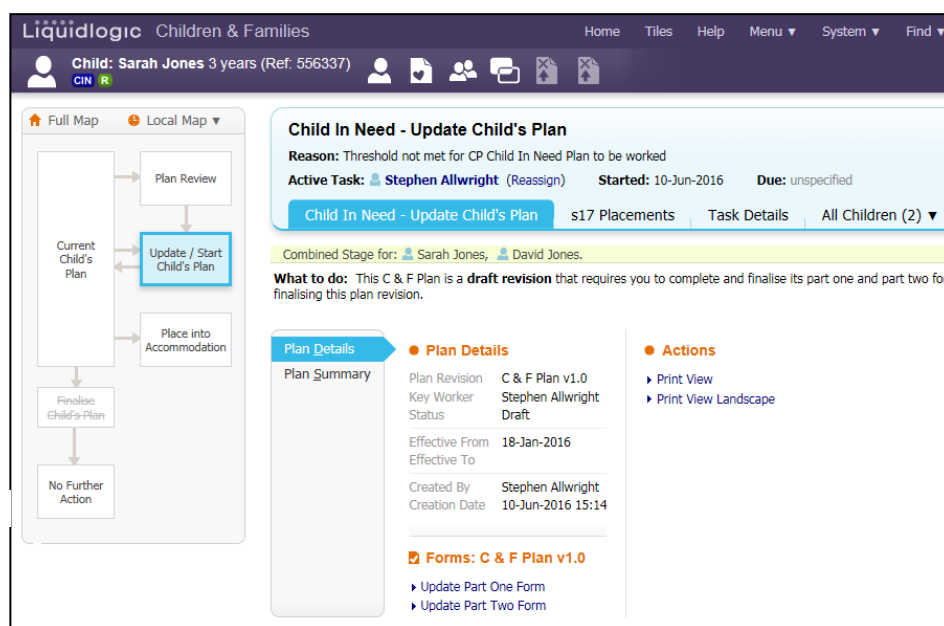


3.3. Starting CIN from ICPC

- The ICPC is completed by CP Admin. When CP Admin are completing the Outcomes they will select the outcome of Provision of Services.
- Once the outcome has been chosen the below task will appear in your tray.

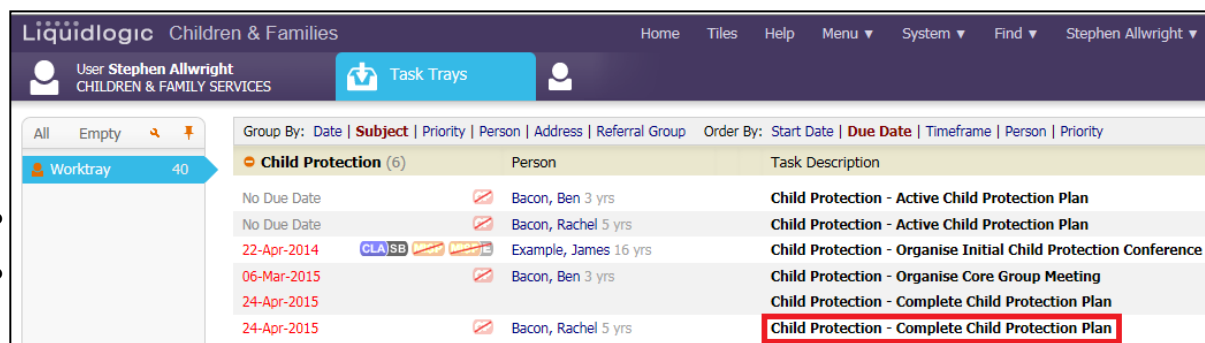


- Once you click on the task you will be taken to the below screen to input the CIN. For guidance on inputting the CIN plan go to Section.....

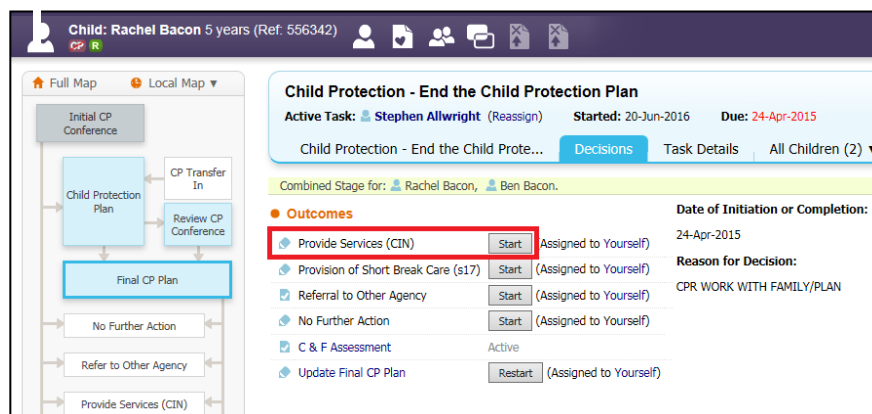


3.4. Getting to CIN from CP

- When stepping down to CIN from CP CP Admin will complete the Outcomes form and choose to “End Child Protection Plan”.
- Once they have completed the meeting you will have the below task in your tray, “Child Protection – Complete Child Protection Plan”.



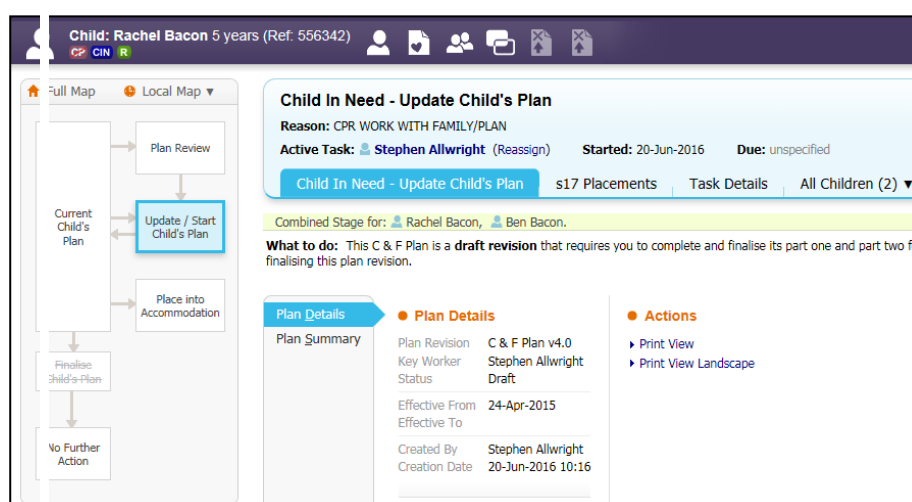
- Click on the task as highlighted above. On the next screen click the “Start” button next to “Provide Services (CIN)”.



- On the next screen make sure that all the children that should be going to CIN are ticked.
- If a child is not going to CIN click the square next to their name so the tick disappears.
- Then click the “Confirm” button

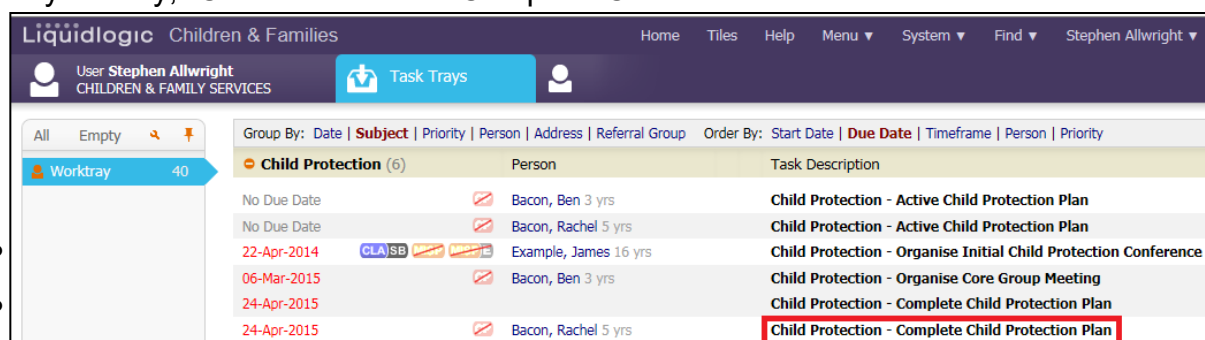


- You will then be taken to the below screen to input the CIN Plan. To input the CIN Plan go to Section.....



3.5. Getting to CIN from Ending CP Outside of Conference (Managers)

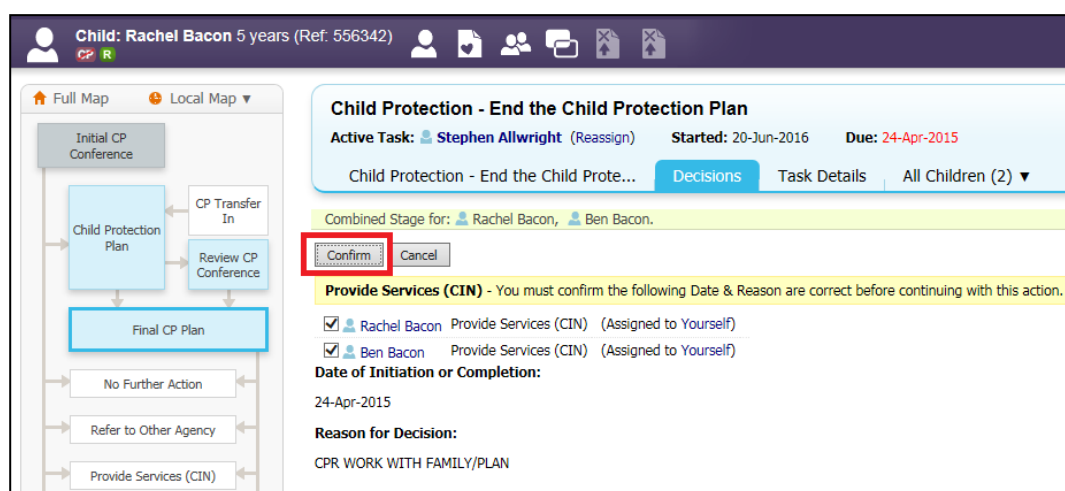
- When Ending CP Outside of Conference to step down to CIN CP Admin will End the CP Plan Outside of Conference
- Once they have completed the meeting you will have the below task in your tray, “Child Protection – Complete Child Protection Plan”.



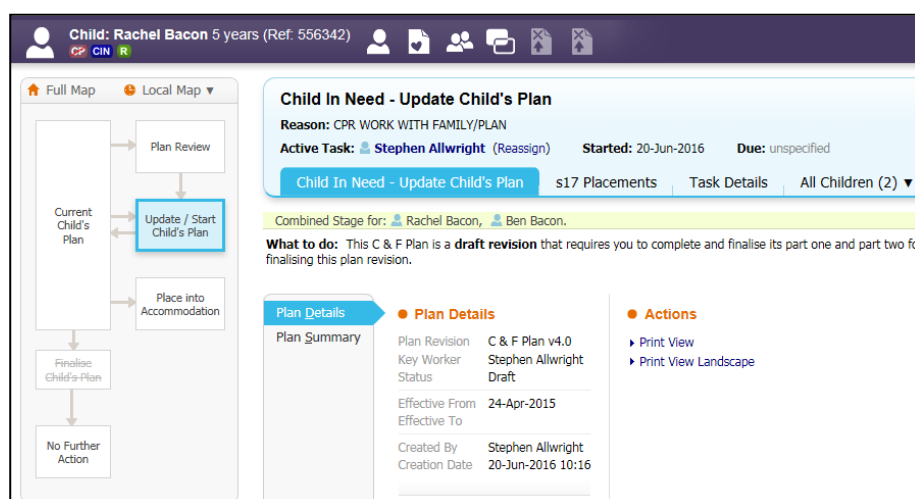
- Click on the task as highlighted above. On the next screen click the “Start” button next to “Provide Services (CIN)”.



- On the next screen make sure that all the children that should be going to CIN are ticked.
- If a child is not going to CIN click the square next to their name so the tick disappears.
- Then click the “Confirm” button

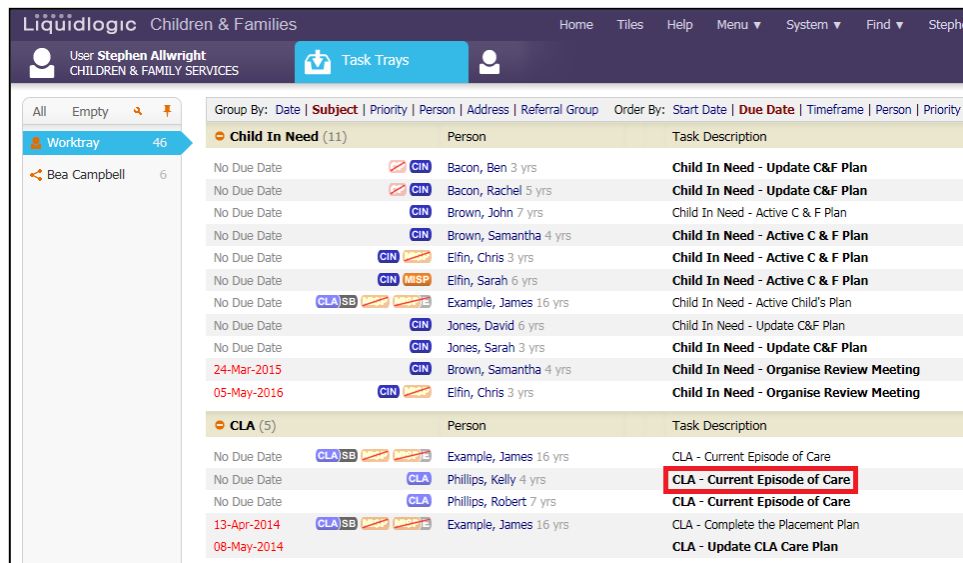


- You will then be taken to the below screen to input the CIN Plan. To input the CIN Plan go to Section 4.

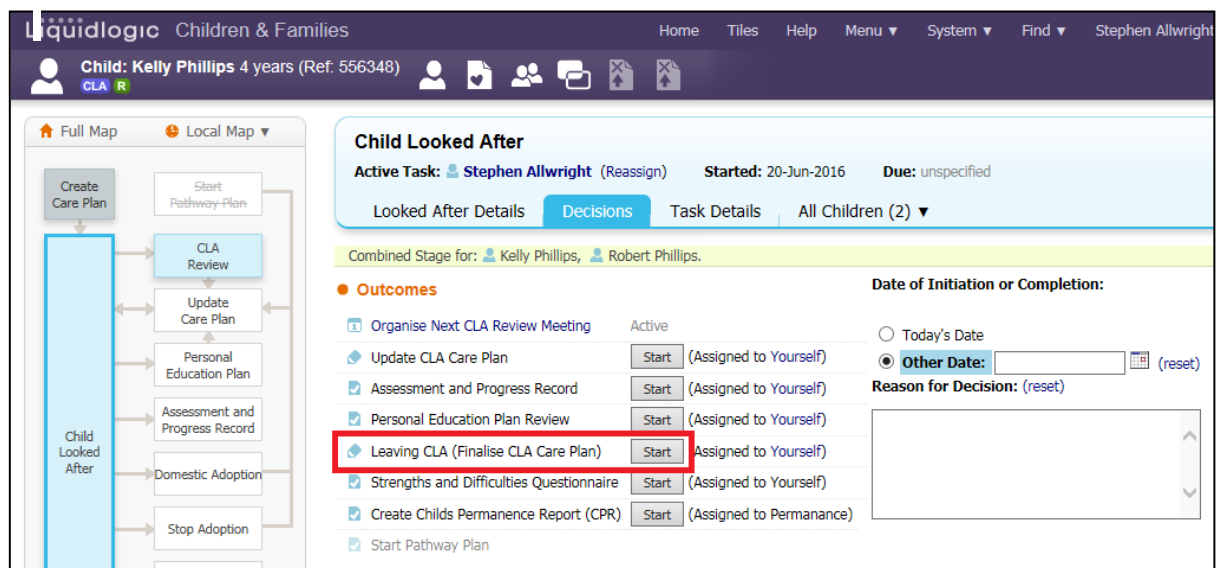


3.6. Getting to CIN from Child Looked After (CLA)

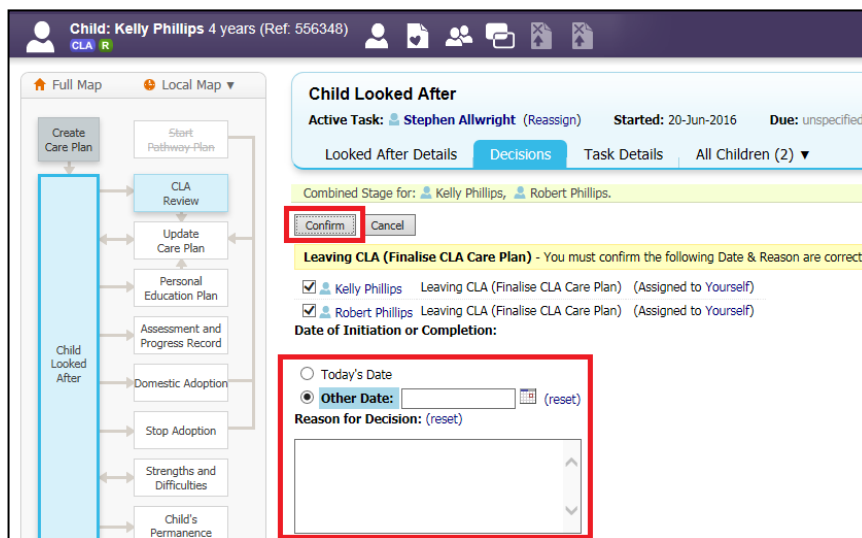
- To step a child down from CLA to CIN click the task in your tray “CLA – Current Episode of Care”



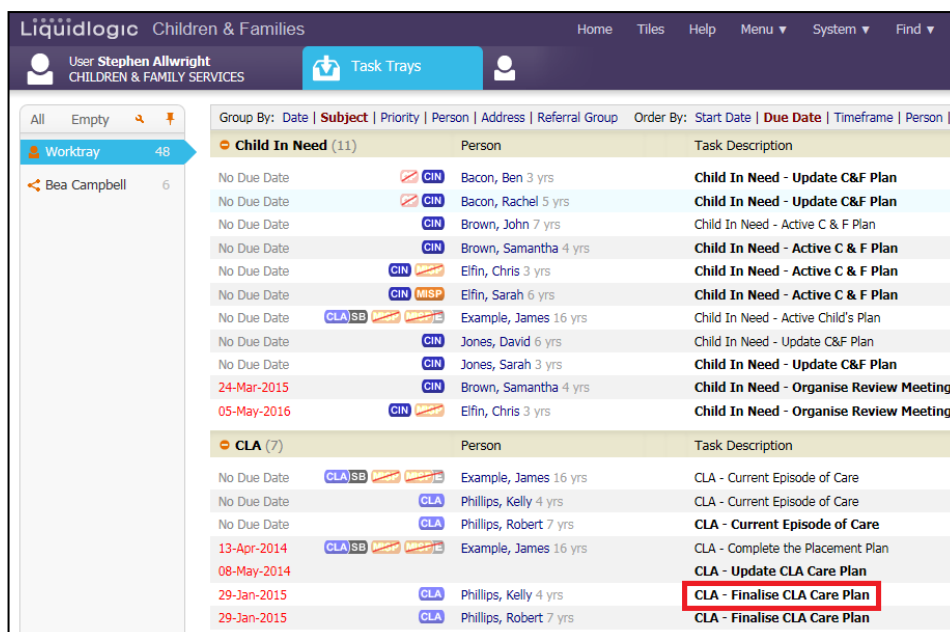
- Click “Start” next to “Leaving CLA (Finalise CLA Care Plan)”



- You can untick any children that do not need to leave CLA by clicking the box next to their name
- Input the date the child is leaving CLA by using “Today’s Date” or “Other Date”. Then enter a “Reason for Decision”



- Click the task in your tray “CLA – Finalise CLA Care Plan” for one of the siblings



- Input the “CLA and Plan End Date”
- Click the drop down menu next to “Reason Episode Ceased” and pick a reason
- If “Completed By” does not have your name next to it click the box and type your name. When your name appears click on it.

Liquidlogic Children & Families

Child: Kelly Phillips 4 years (Ref: 556348)

Home Tiles Help Menu System Find Stephen Allwright

Leaving CLA - Finalise Care Plan

Leaving CLA (Finalise CLA Care Plan)

Active Task: Stephen Allwright (Reassign) Started: 20-Jun-2016 Due: 29-Jan-2015

Update Record Reset Cancel

Update CLA Care Plan v1.0 for Child: Kelly Phillips (Completed)

Complete Plan

Plan Revision

CLA and Plan End Date 15-Jan-2015

Reason Episode Ceased

Notes

After Care Accommodation

If Other, please specify

After Care Support

After Care Duration

Completed By Stephen Allwright

- Then click “Update Record”

Liquidlogic Children & Families

Child: Kelly Phillips 4 years (Ref: 556348)

Home Tiles Help

Leaving CLA - Finalise Care Plan

Leaving CLA (Finalise CLA Care Plan)

Active Task: Stephen Allwright (Reassign) Started: 20-Jun-2016

Update Record Reset Cancel

Update CLA Care Plan v1.0 for Child: Kelly Phillips (Completed)

Complete Plan

Plan Revision

CLA and Plan End Date 15-Jan-2015

Reason Episode Ceased

- You will need to complete the last 2 points for any other siblings as they do not get consolidated
- Once all siblings' tasks have been completed the task will go to your manager.

Liquidlogic Children & Families

Child: Robert Phillips 7 years (Ref: 556347)

Home Tiles Help Menu System Find

Leaving CLA - Finalise Care Plan

Leaving CLA (Finalise CLA Care Plan)

Active Task: Bea Campbell (Pickup) Started: 20-Jun-2016 Due: 30-Jan-2015

Update Record Reset Cancel

Update CLA Care Plan v1.0 for Child: Robert Phillips (Completed)

Complete Plan

Plan Revision

CLA and Plan End Date 30-Jan-2015

Reason Episode Ceased

Combined Stage for: Robert Phillips, Kelly Phillips.

This task is assigned to: Bea Campbell

Outcomes

Provision of Services This Outcome has not been started

Return to Family (Provision of Short Break Care (s17)) This Outcome has not been started

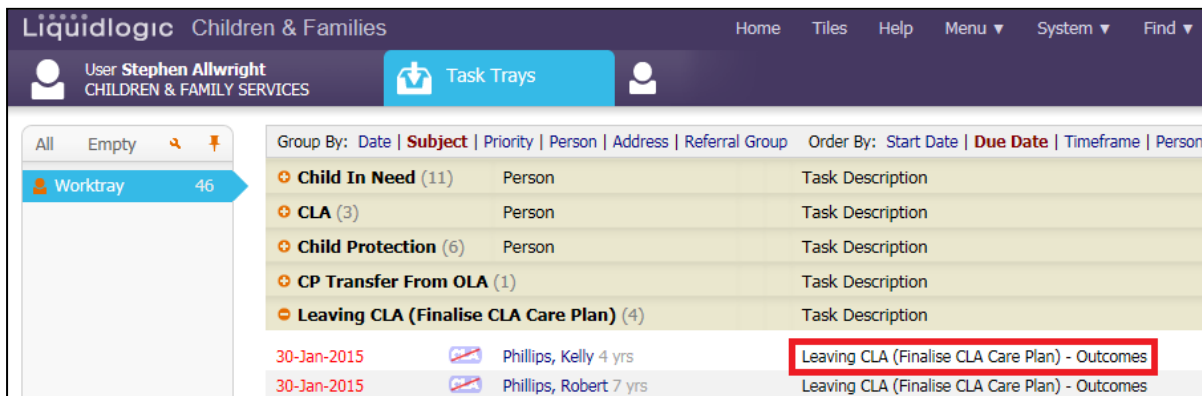
No Further Action This Outcome has not been started

Adoption Order Granted This Outcome has not been started

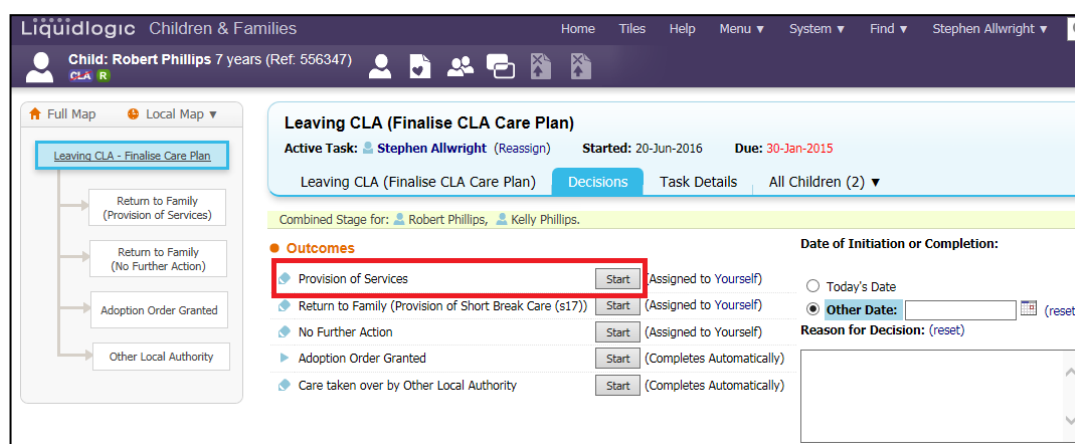
Care taken over by Other Local Authority This Outcome has not been started

3.6.1. Leaving CLA (Managers)

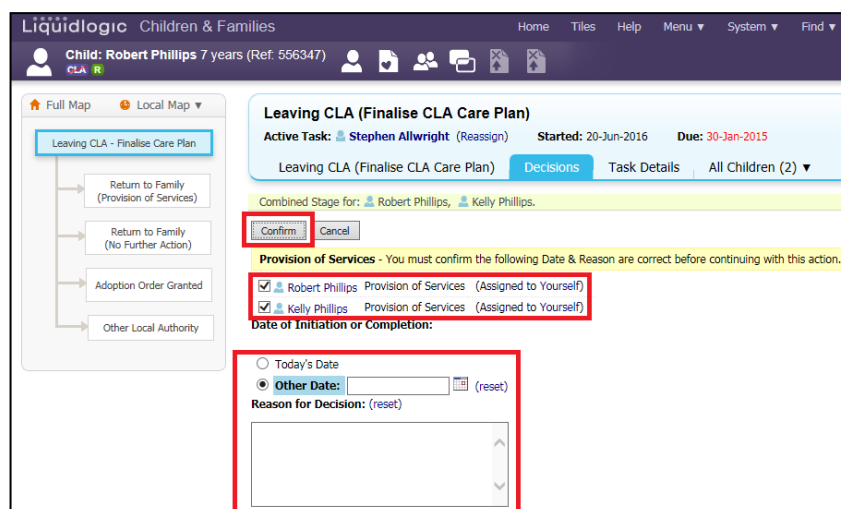
- Click the task in your tray “Leaving CLA (Finalise CLA Care Plan) – Outcomes”



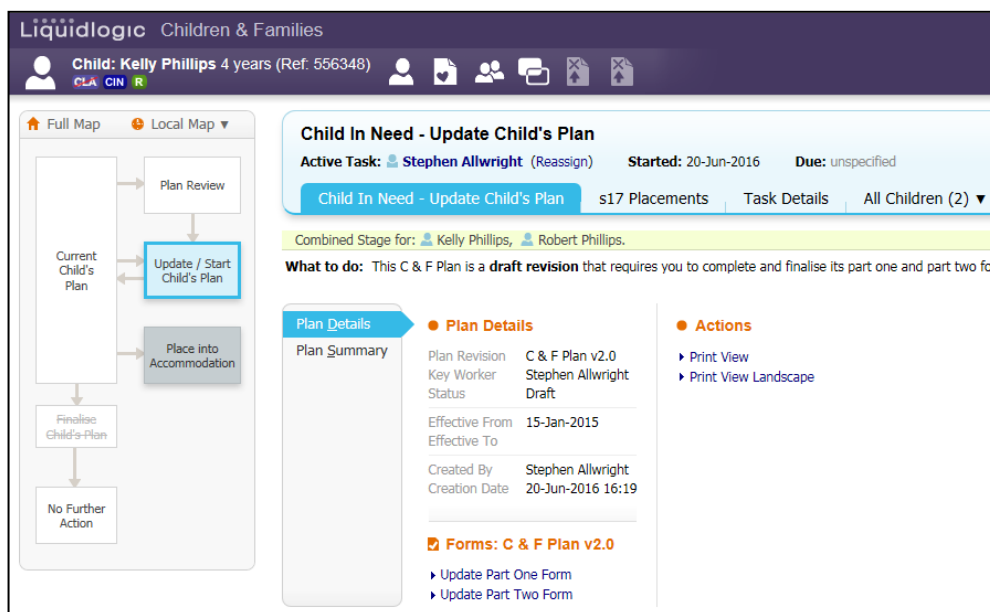
- Click “Start” next to “Provision of Services”



- If a sibling should not go to CIN you can click the box next to their name and the tick will disappear
- Input the date CIN started by clicking the circle next to “Today’s Date” or “Other Date”
- If “Other Date” is used you can either type the date in the box or click the calendar symbol and select the date, month and year.
- Click “Confirm”



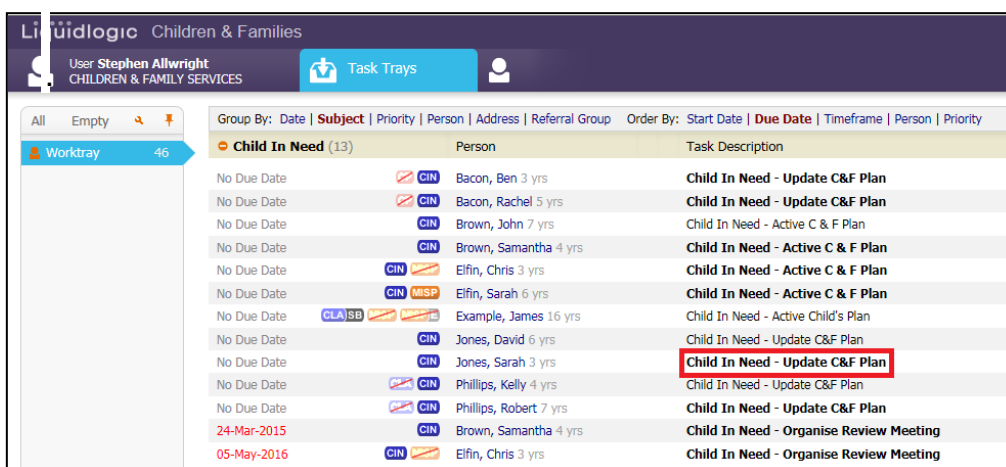
- Once “Confirm” has been click you will be taken to the screen below.



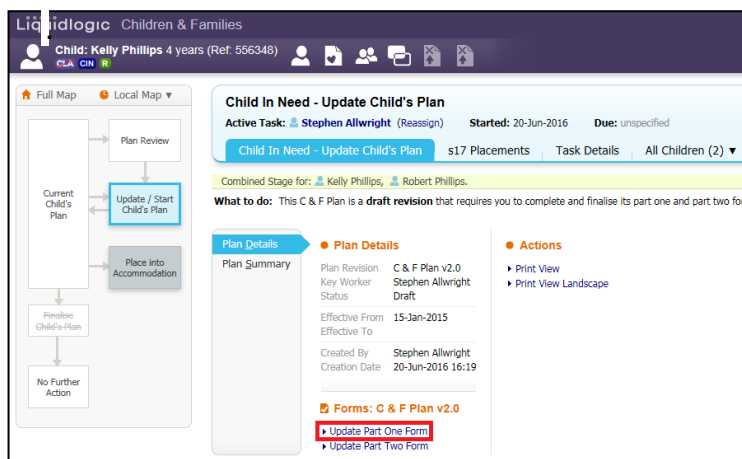
4. Updating the CIN Plan

4.1. Updating Part One

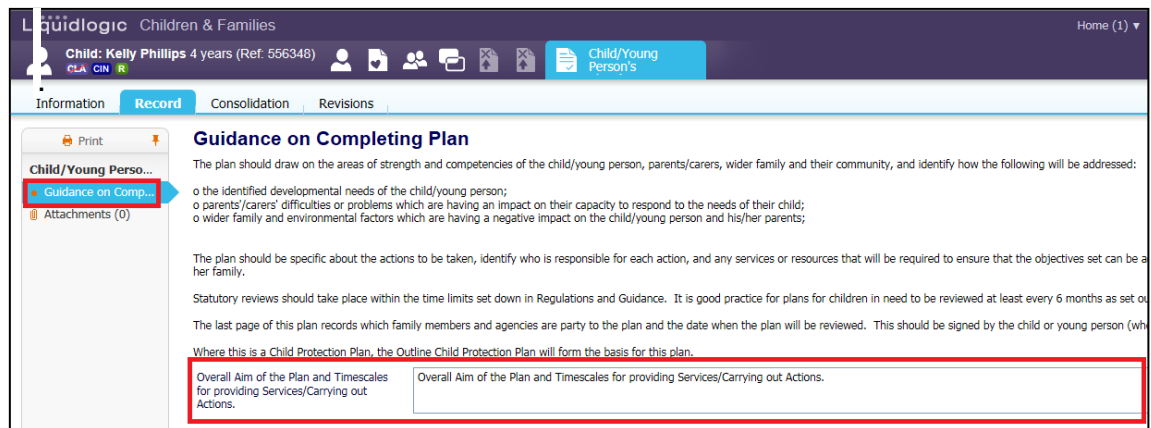
- From your worktray click the task “Child In Need – Update C&F Plan”



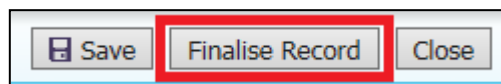
- Click “Update Part One Form”



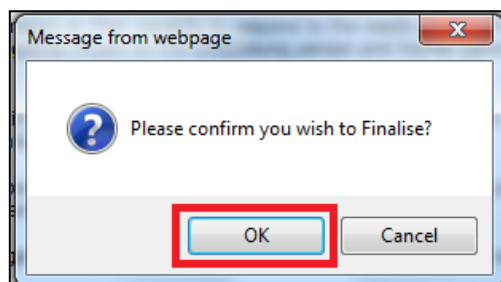
- Click “Guidance on Completion” and complete the “Overall Aim of the Plan” box



- Click “Finalise Record” in the top right hand corner.

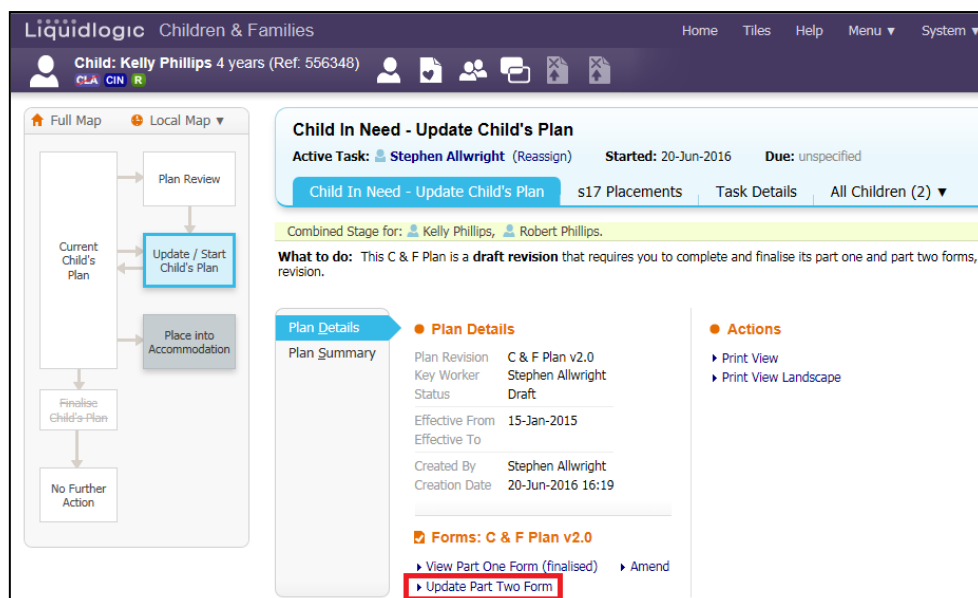


- Click “OK”

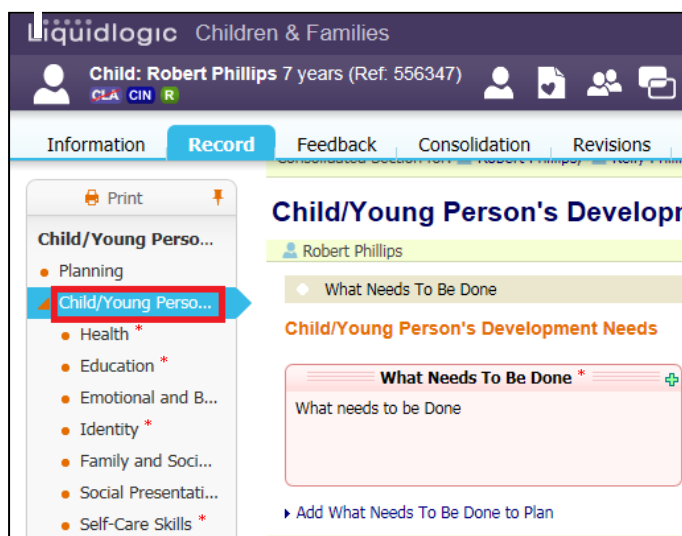


4.2. Updating Part Two

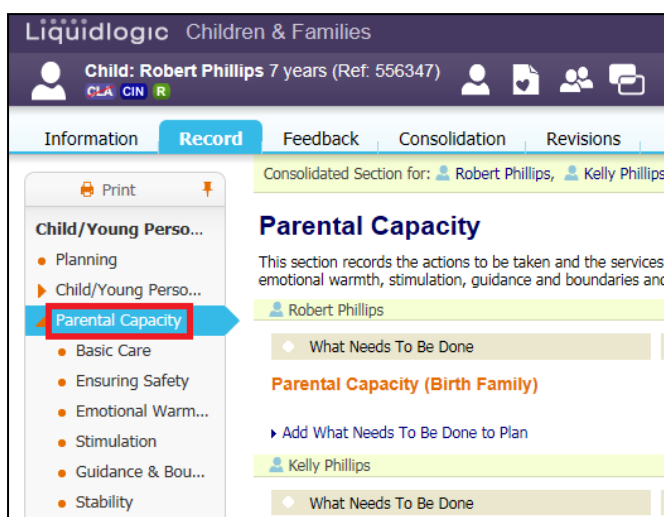
- Click “Update Part Two Form”



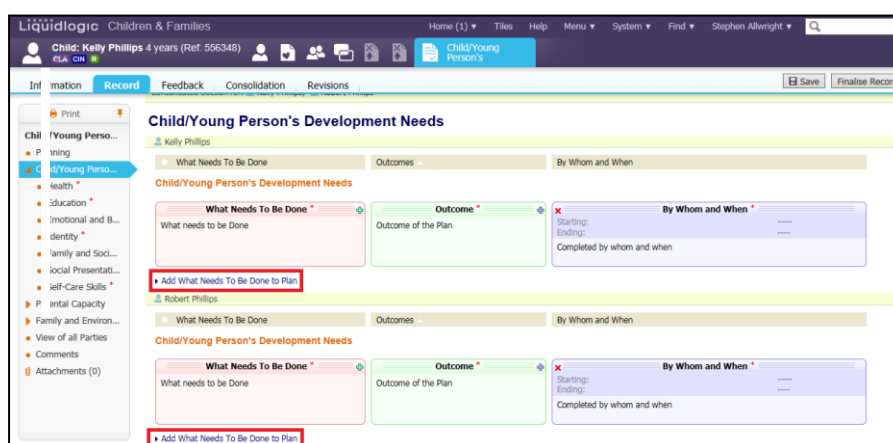
- Click “Child/Young Person’s Development Needs” the Assessment Framework sub-dimensions will then be seen.



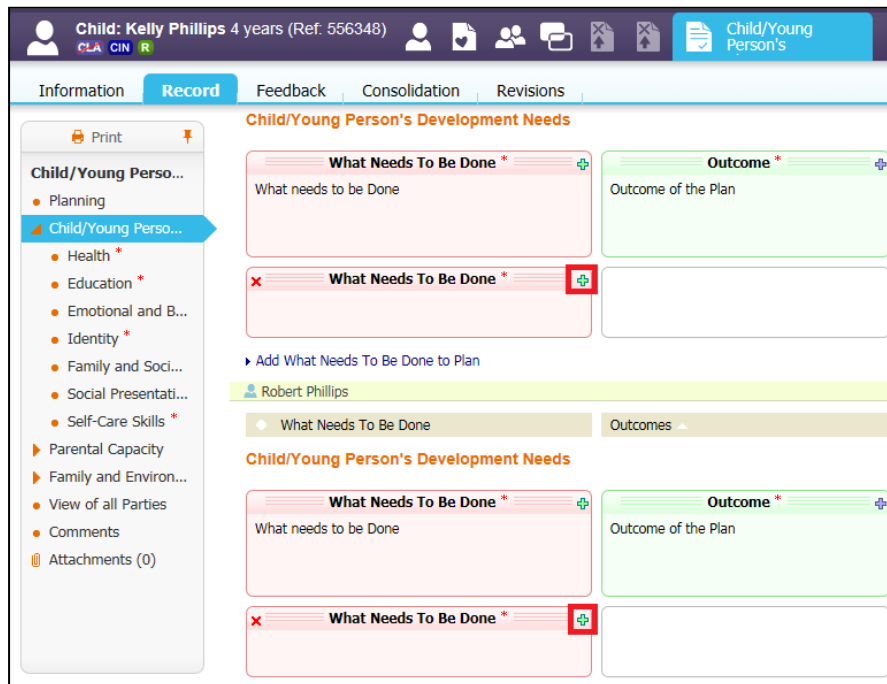
- Clicking on “Parental Capacity” and “Family and Environmental Factors (Birth Family)” will Assessment sub-dimensions will also appear



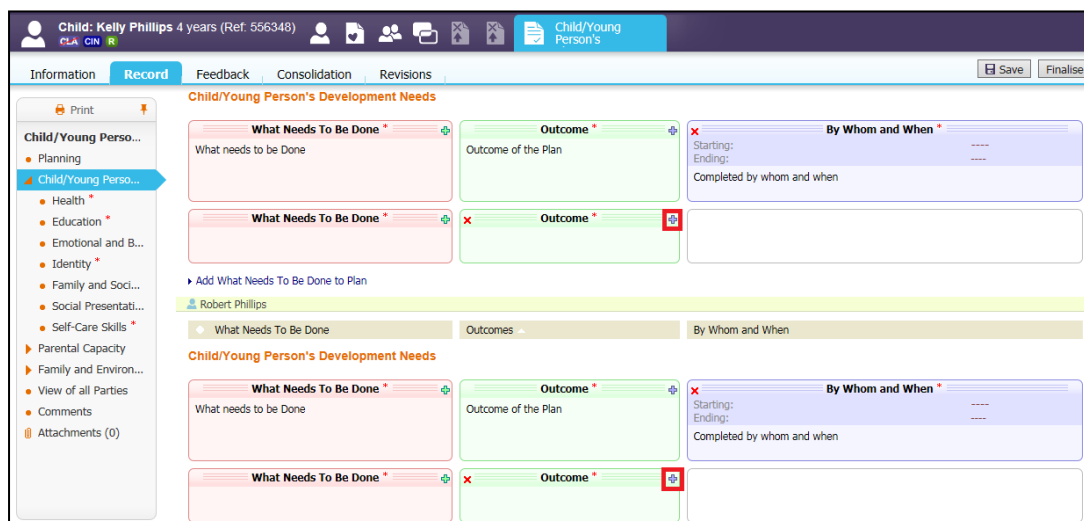
- To amend any sections of the current plan click into the boxes to edit it.
- To add a new section of the plan click “Add What Needs To Be Done to Plan”, you will need to click this link under each siblings name. The plans must be child specific.



- To add a new Outcome click the green plus as highlighted below

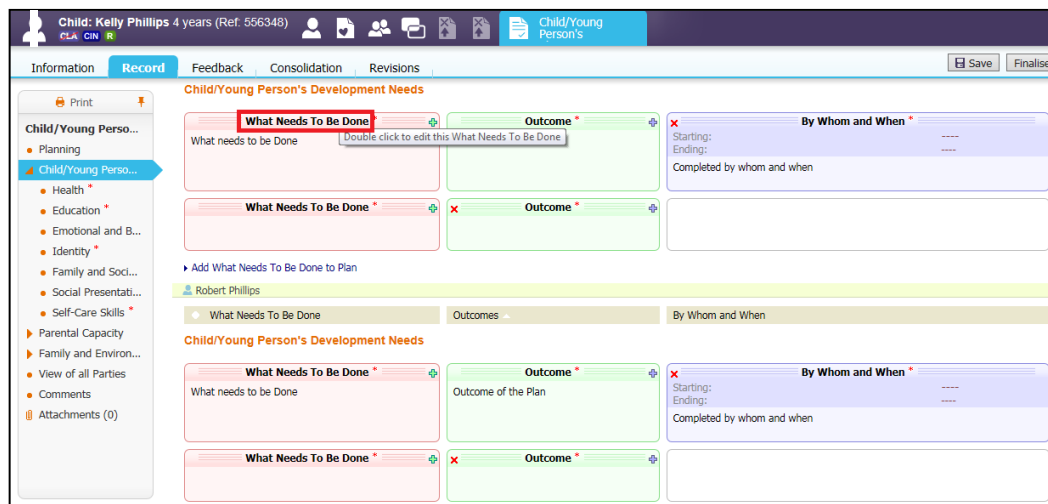


- Once the Outcome has been completed to then add the “By Whom and When” click the plus highlighted below.

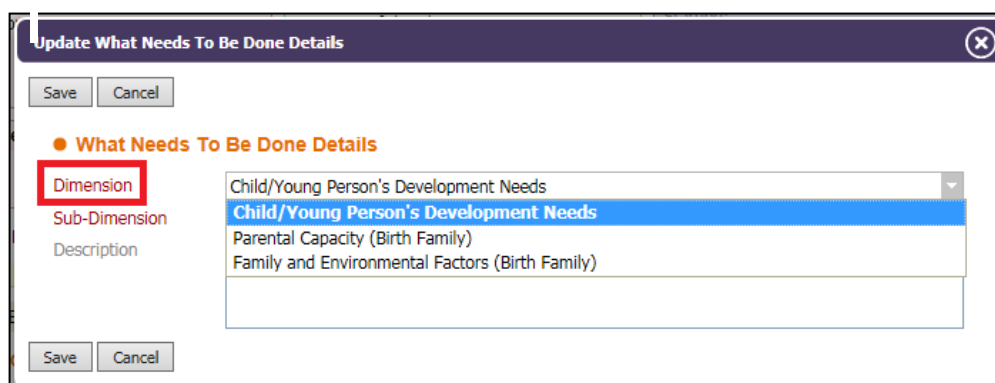


4.2.1. Moving Sections of the Plan

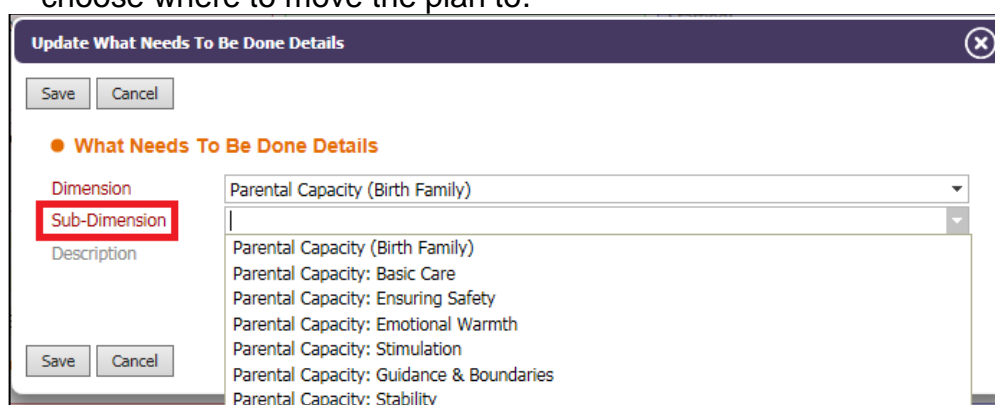
- If a section of the plan is in the wrong dimension it is possible in LCS to move it.
- Double click on the “What Needs to Be Done” heading as highlighted below.



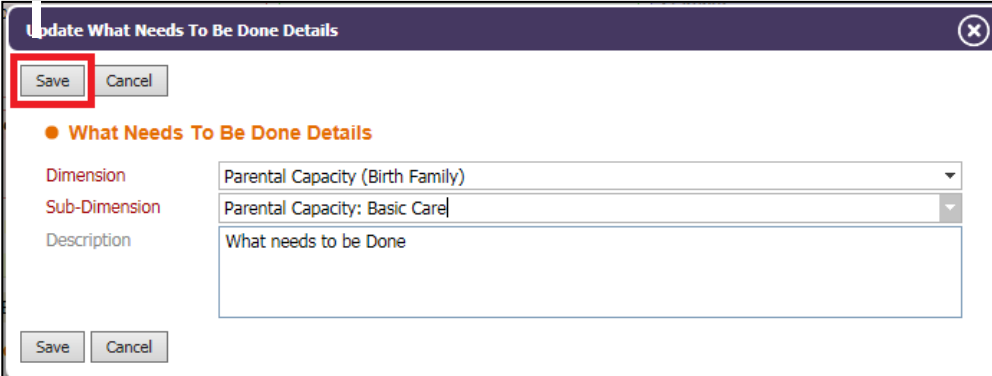
- On the next screen you can choose to move the section of the plan into a specific Dimension by clicking into the “Dimension” drop down box
- You can then select the Dimension that the section of the plan is going to be moved to



- If the section of the plan needs to be moved into a Sub-Dimension click the drop down box next to “Sub Dimension” and you will be able to choose where to move the plan to.



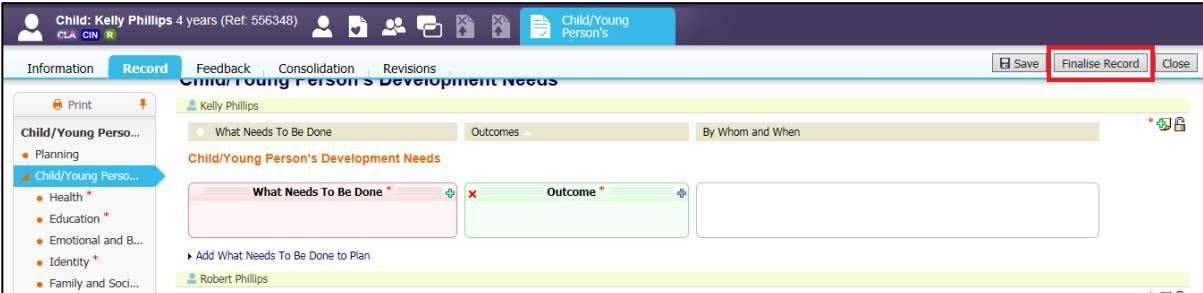
- Once you have chosen where the section of the plan is to be moved to click “Save”



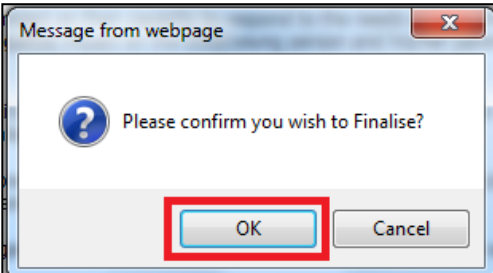
- The section of the plan will then be moved to the new area
- If a section of the plan also needs to be moved for a siblings you will need to complete the above points also on the sibling.

4.3. Finalising Part Two

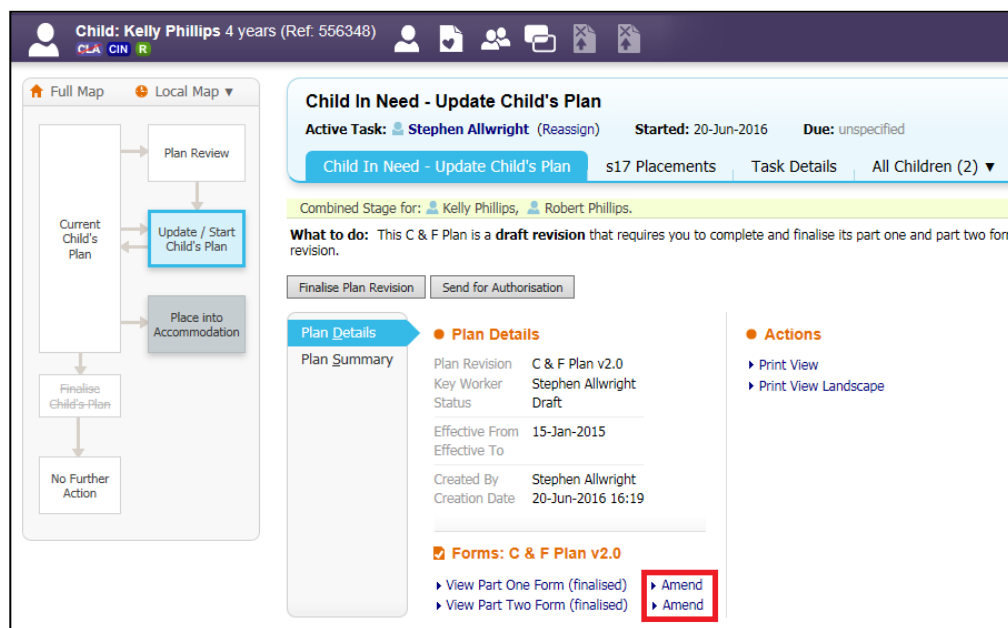
- Once the Plan has been updated click “Finalise Record”



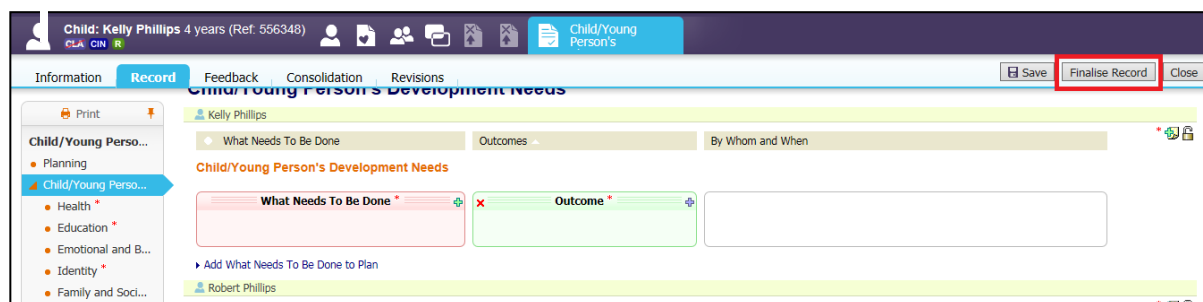
- Click “OK”



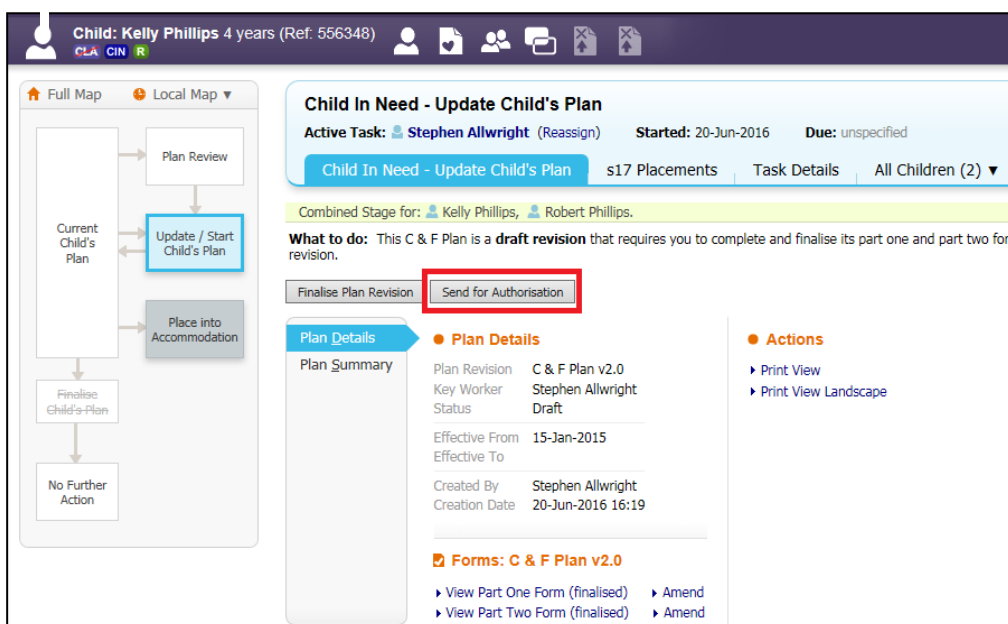
- If Part One and Part Two are finalised and then a change needs to be made you can click “Amend” before it is sent for authorisation.



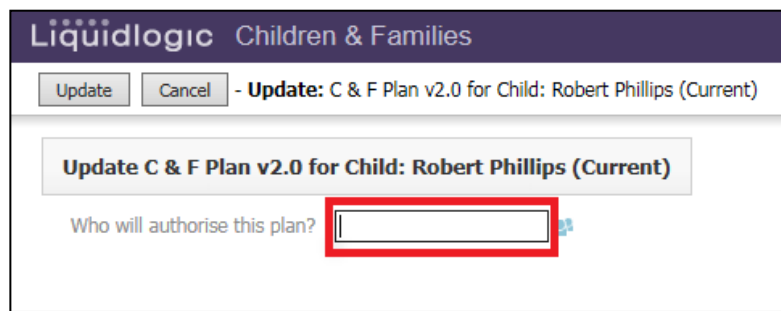
- You will then be taken back into the part of the plan you want to amend. Once the amendments have been made click “Finalise Record”



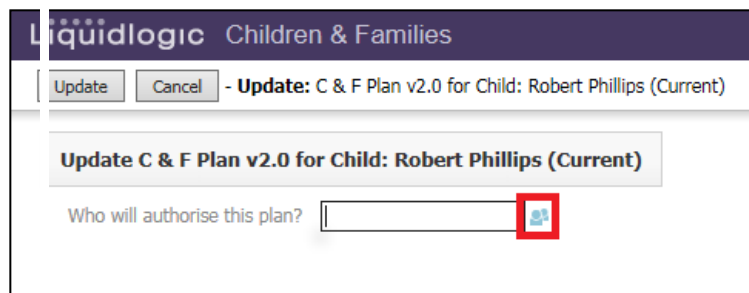
- Then click “Send for Authorisation”



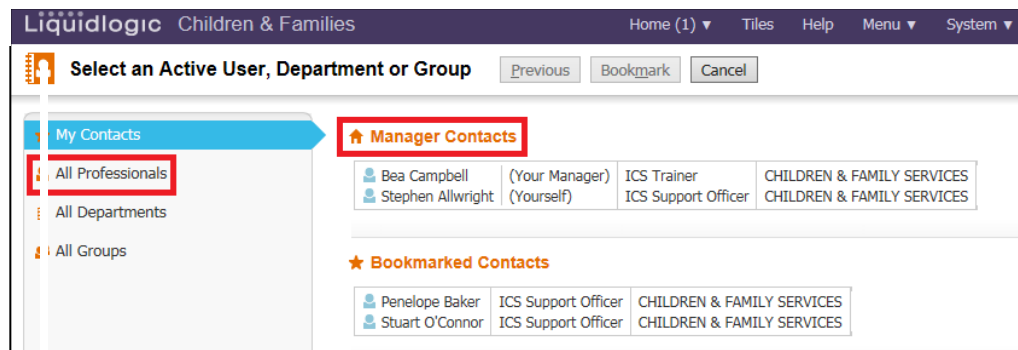
- Click into the box and type the Managers name that needs to authorise the CIN Plan



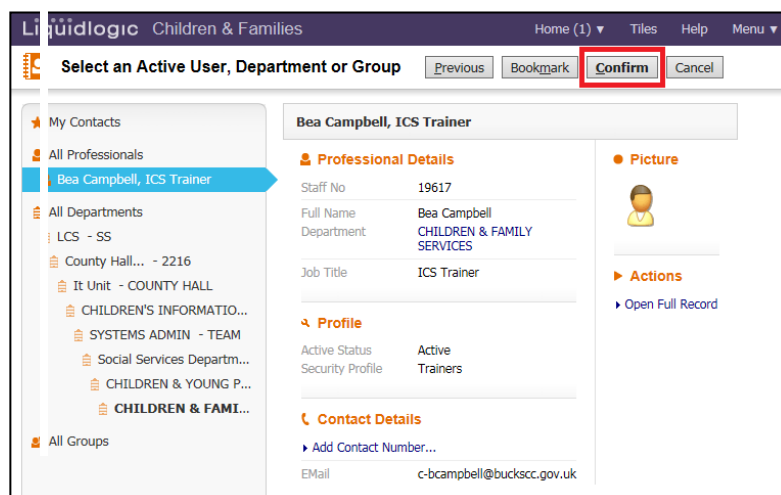
- Or you can click the symbol highlighted below.



- You will then be taken to the Address Book and you can either search for the manager through All Professionals or click on your manager un “Manager Contacts”.



- Once you click on your manager then click “Confirm”



- Then click “Update”

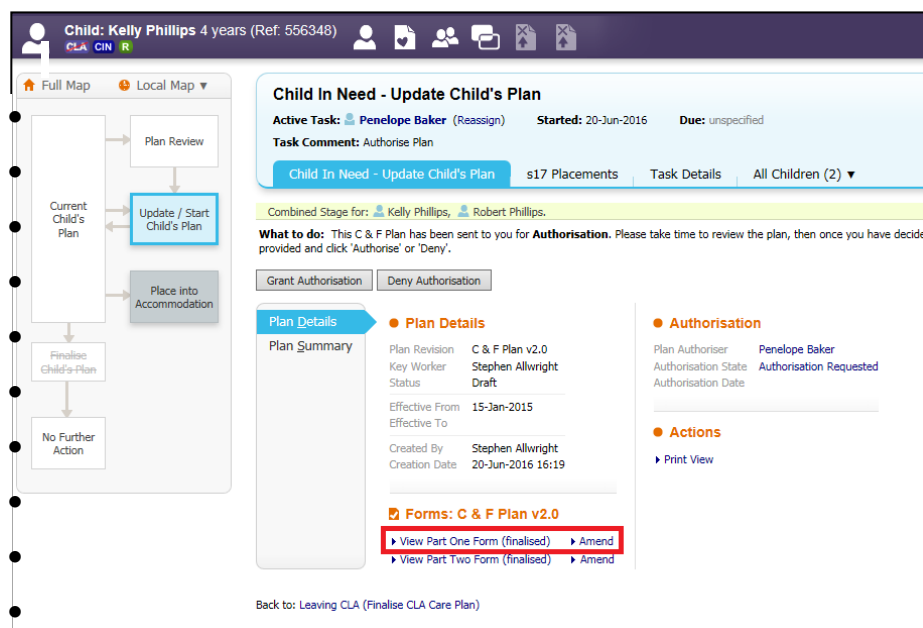


5. Authorising the CIN Plan (Managers)

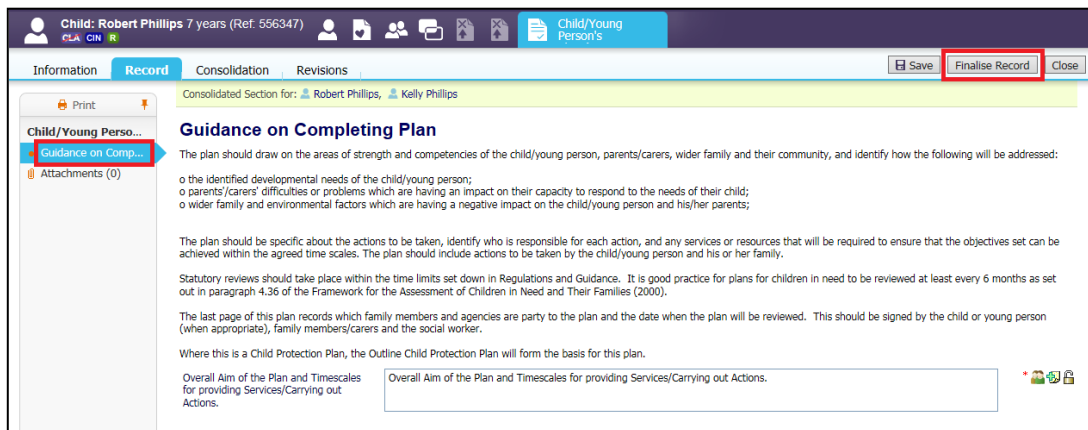
- Click the task in your tray “Child In Need – Update C&F Plan – Authorise Plan”



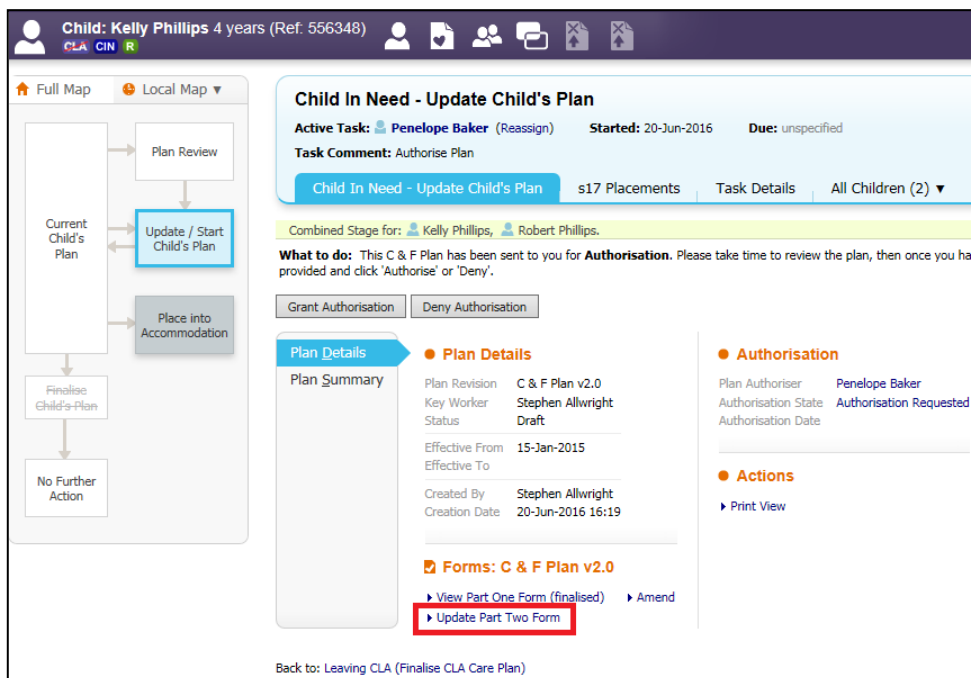
- Either click “View Part One (Finalised)” or click “Amend”



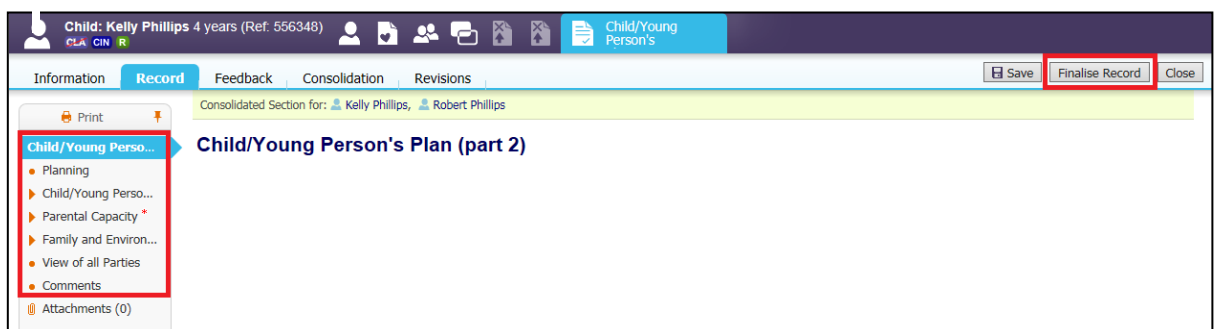
- If you click “Amend” on Part One after checking the “Guidance on Completion” tab you will need to click “Finalise Record”



- Then click “Update Part Two Form”.

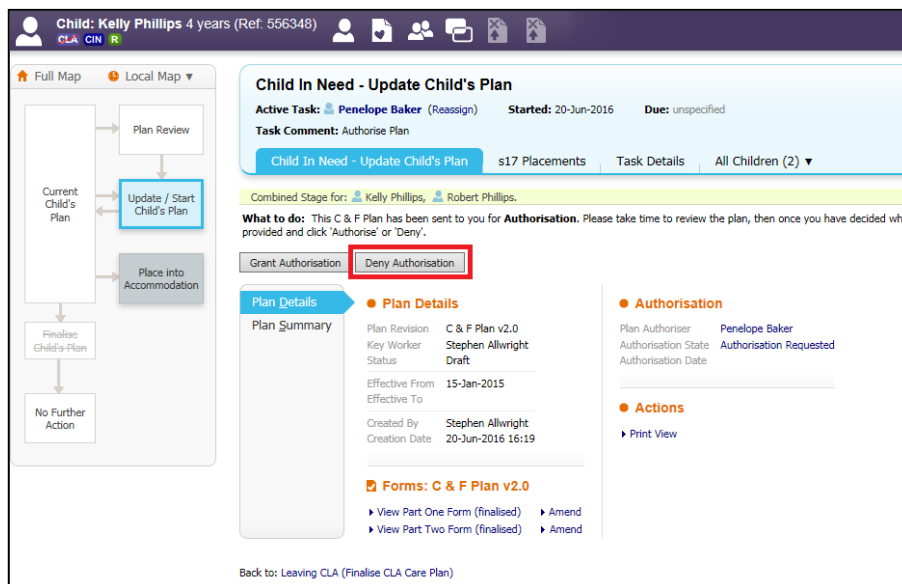


- Go through the tabs on the left hand side making sure that the information is correct.
- Once you have checked the plan click “Finalise Record”

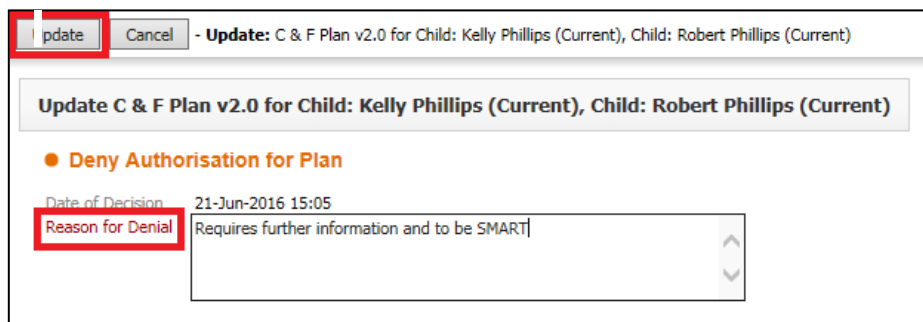


5.1.1. Denying Authorisation (Manager)

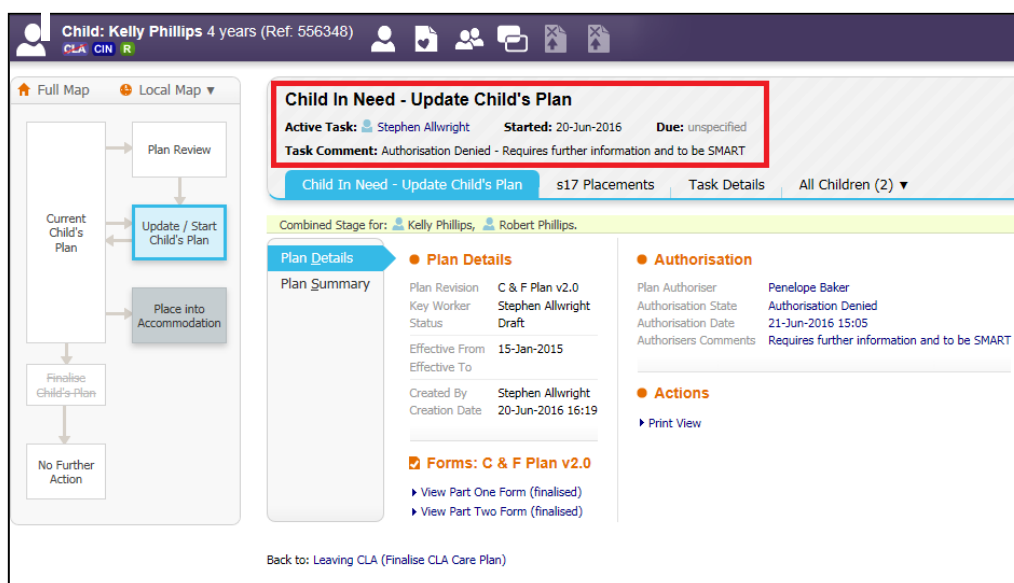
- If you go through Part One and Part Two and find information is not correct or needs adding you can send the task back to the Social Worker.
- To do this click “Deny Authorisation”



- Input the Reason for Denial and then click “Update”

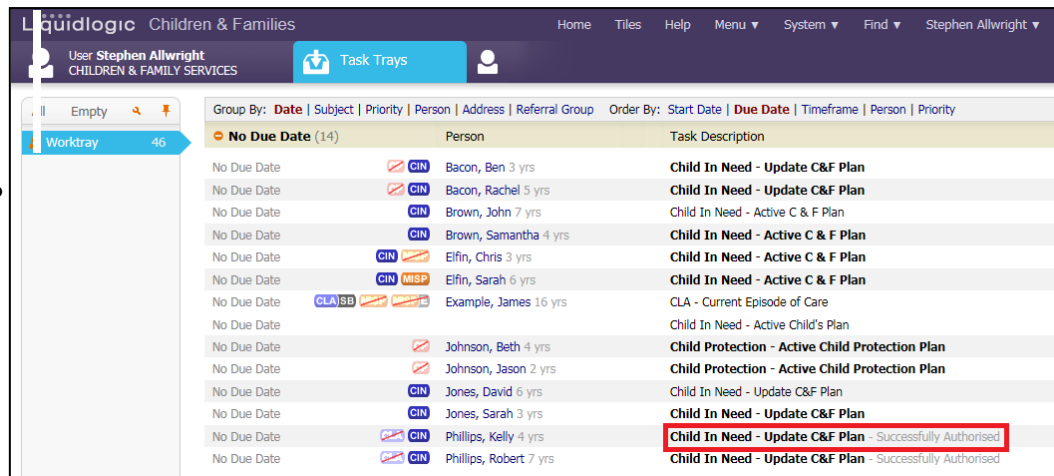


- You will then be taken to the screen below and the task will have been sent back to the Social Worker with your comments

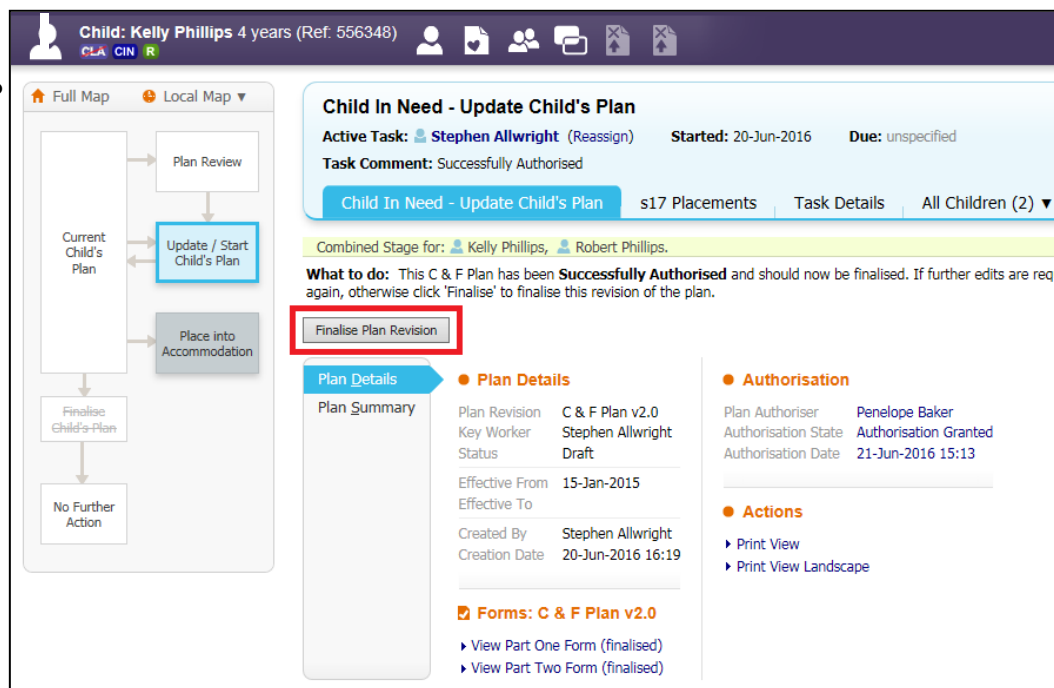


5.2. Finalising the Authorised CIN Plan

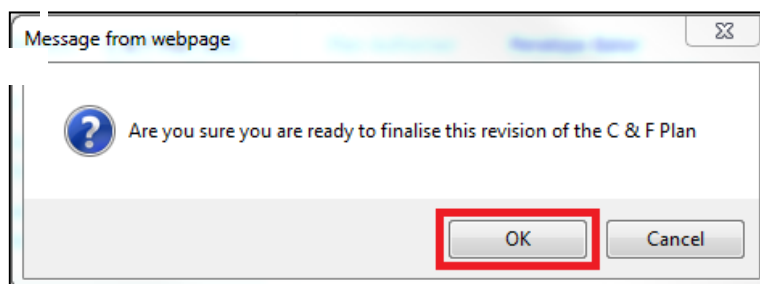
- Once your manager has authorised the CIN Plan click on the the task in your worktray “Child In Need – Update C&F Plan – Successfully Authorised”.



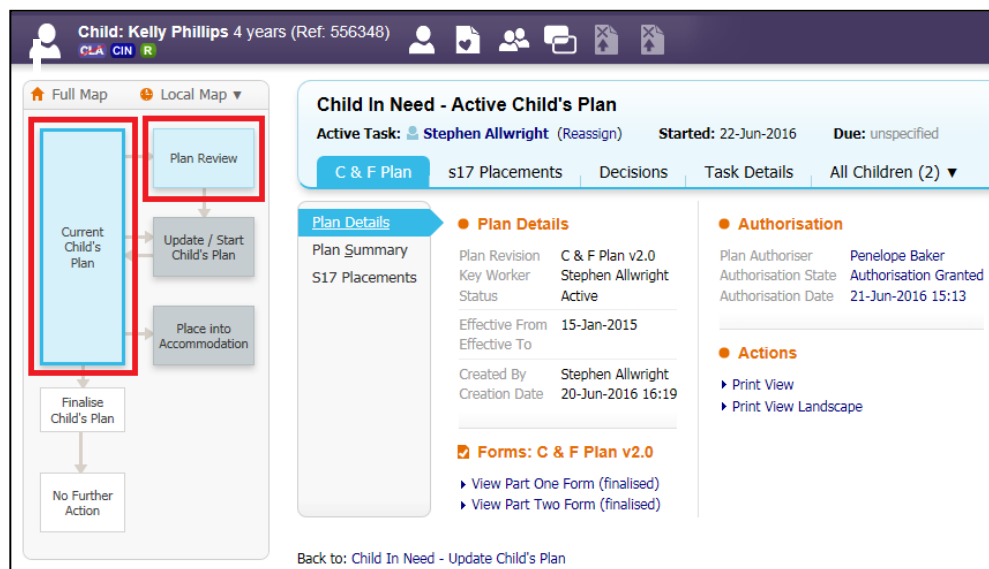
- On the next screen click “Finalise Plan Revision”



- Click “OK” on the below pop up box



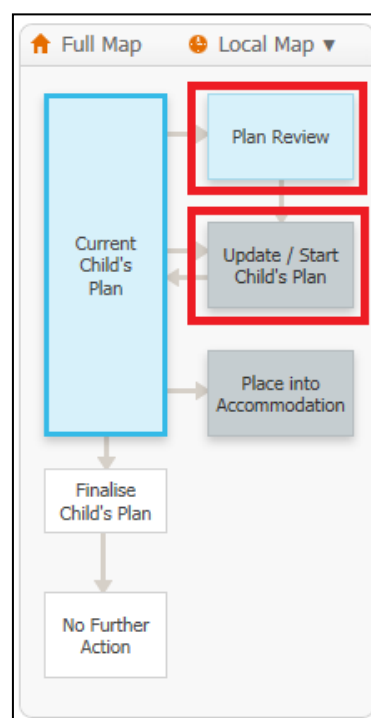
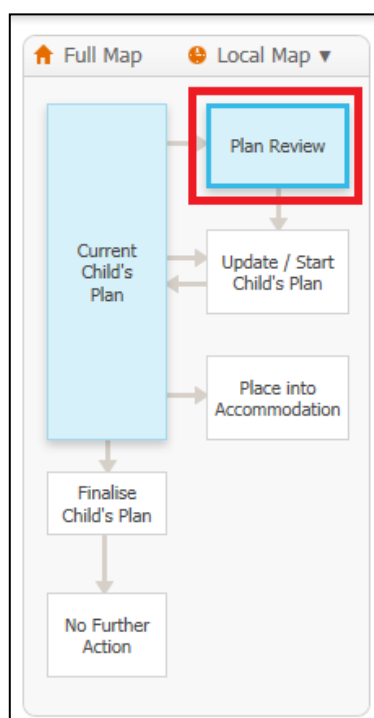
- This will then initiate the “Current Child’s Plan” and “Plan Review” boxes



6. To Arrange CIN Review Meetings

When First Response complete the C&F Assessment the “Plan Review” box will be blue which means that a CIN Review is active.

Whereas if a child or sibling group become CIN from another route e.g. S47, ICPC, CP or CLA the CIN Review becomes Active once the CIN plan has been completed. you will know this by the “Update/Start Child’s Plan” box is grey and the “Plan Review” box is blue.



6.1. Consolidating siblings in the CIN Review

- When the first CIN Review is initiated on siblings, the siblings will not be consolidated together.
- Click the task “Child In Need – Organise Review Meeting” on one of the siblings.

The screenshot shows the 'Task Trays' interface for user Stephen Allwright. A table lists tasks for 'Child In Need' reviews. The task 'Child In Need - Organise Review Meeting' for Fred Benson, dated 24-Mar-2015, is highlighted with a red box.

Group By:	Date	Subject	Priority	Person	Address	Referral Group	Order By:	Start Date	Due Date	Timeframe	Person	Priority	Task Description
	No Due Date	CIN		Benson, Fred	6 yrs								Child In Need - Active C & F Plan
	No Due Date	CIN		Benson, Tina	6 yrs								Child In Need - Active C & F Plan
	No Due Date	CIN		Brown, John	7 yrs								Child In Need - Active C & F Plan
	No Due Date	CIN		Brown, Samantha	4 yrs								Child In Need - Active C & F Plan
	No Due Date	CIN		Elfin, Chris	3 yrs								Child In Need - Active C & F Plan
	No Due Date	CIN	MISP	Elfin, Sarah	6 yrs								Child In Need - Active C & F Plan
	No Due Date	CLASB		Example, James	16 yrs								Child In Need - Active Child's Plan
	No Due Date	CIN		Jones, David	6 yrs								Child In Need - Update C&F Plan
	No Due Date	CIN		Jones, Sarah	3 yrs								Child In Need - Update C&F Plan
	No Due Date	CIN		Phillips, Kelly	4 yrs								Child In Need - Active C & F Plan
	No Due Date	CIN		Phillips, Robert	7 yrs								Child In Need - Active C & F Plan
	26-Feb-2015	CIN		Phillips, Kelly	4 yrs								Child In Need - Organise Review Meeting
	24-Mar-2015	CIN		Benson, Fred	6 yrs								Child In Need - Organise Review Meeting
	24-Mar-2015	CIN		Benson, Tina	6 yrs								Child In Need - Organise Review Meeting

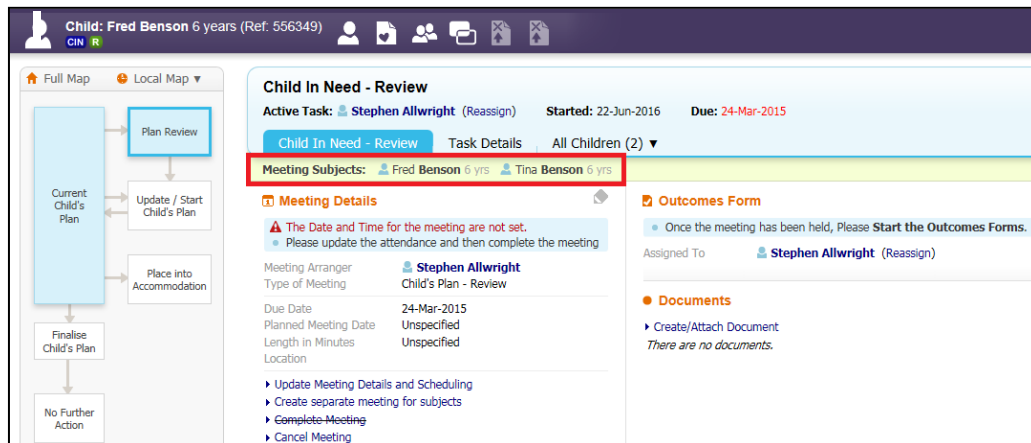
- Click “Add children to this meeting”.

The screenshot shows the 'Child In Need - Review' task details for Fred Benson (Ref: 556349). The task is assigned to Stephen Allwright and is due on 24-Mar-2015. The 'Meeting Details' section shows a warning that the date and time for the meeting are not set. The 'Add children to this meeting' link is highlighted with a red box.

- Click the box next to the child's name so a tick appears and then click “Add Selected to Meeting”.

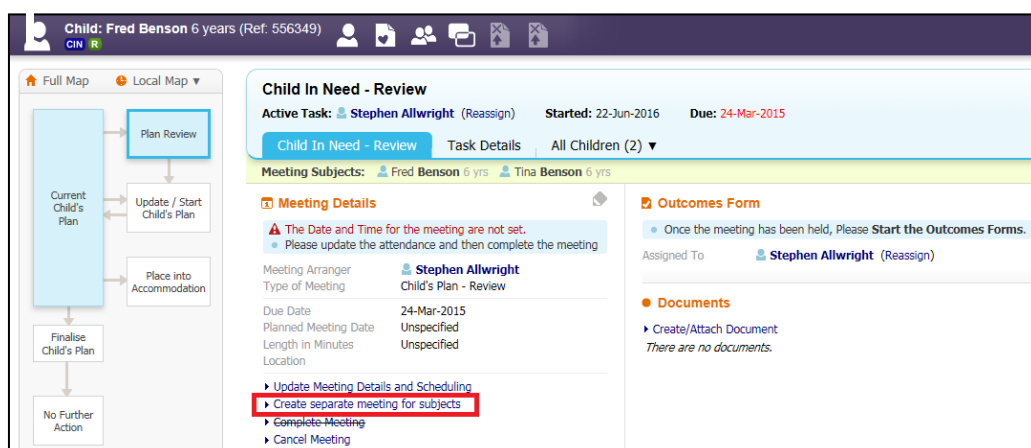
The screenshot shows the 'Child's Plan - Review (unscheduled)' page for Fred Benson. The 'Add Subjects' section lists children that can be added to the meeting. The 'Add Selected to Meeting' button is highlighted with a red box.

- You will then be taken back into the review and the siblings will be consolidated. This can be seen with the yellow banner below “Meeting Subjects.”



6.2. Create Separate Meeting for Subjects

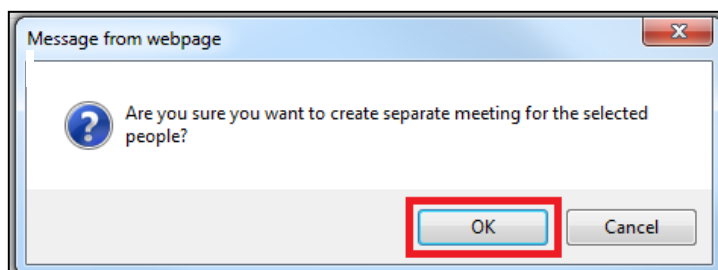
- If you wish to split siblings from a consolidated CIN Review, click on “Create separate meeting for subjects”



- Tick the child that you want to separate out from the CIN Review.
- Then click “Create New Meeting for selected”



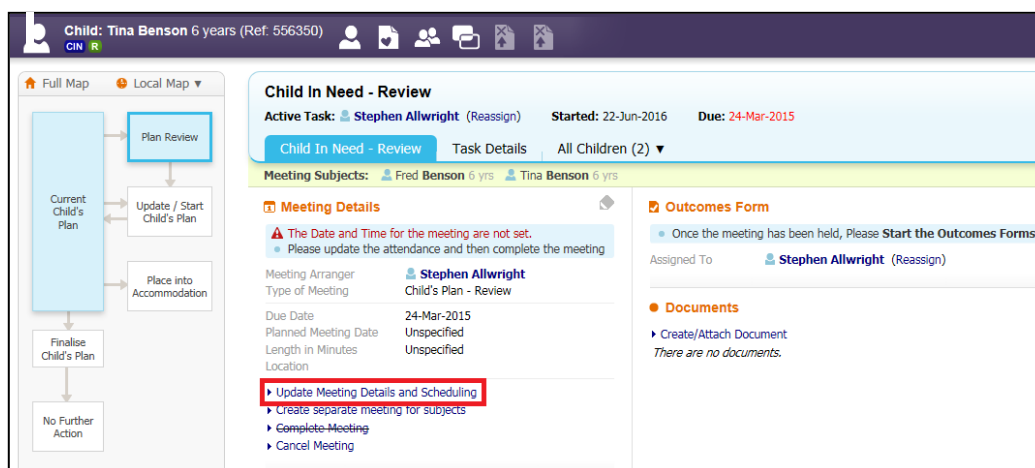
- The below prompt appears, click “OK”




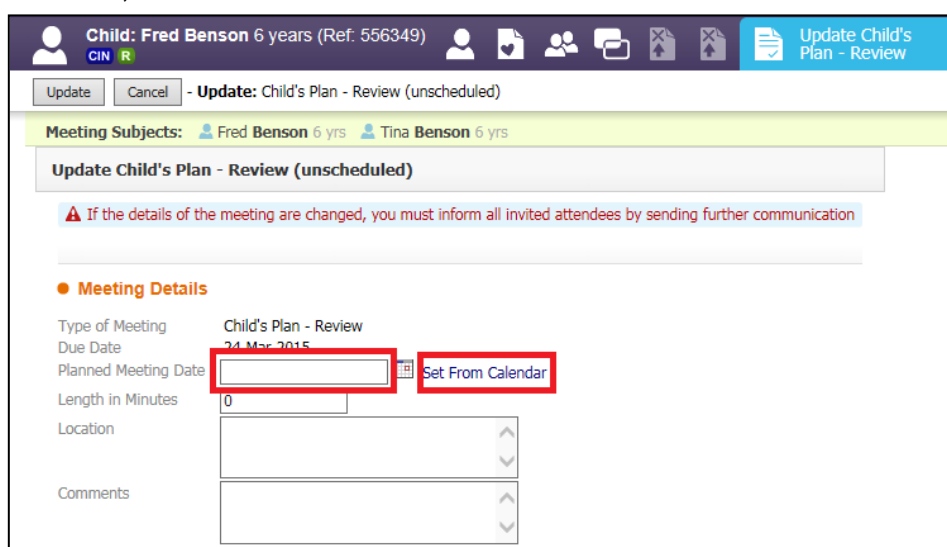
- The child/siblings will no longer appear in the yellow consolidation bar

6.3. Update Meeting Details and Scheduling


- To enter in the planned meeting date (which may differ from the Statutory Due Date), click on the “Update Meeting Details and Scheduling” hyperlink.

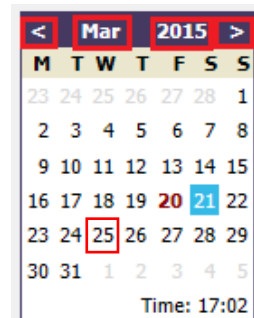


- You can then either type the date of the review in the box highlighted below, click on the  icon or click “Select From Calendar”.



6.3.1. Setting the date and time of the CIN Review Meeting

- By clicking on the  icon you can select from a calendar the date of the meeting.
- Use the < and > buttons to move backwards and forwards a month at a time.
- Click on the <month> button to display the months of the year then click on the desired month. Clicking on the <year> will allow you to choose a different year if relevant.



- If you click on “Set From Calendar” you can select a specific date and time for the review.
- Click on the desired day of the month within the calendar section.
- Click on the start time for the CLA Review (the radio button for “Select meeting start date and time” is automatically selected).
- A half hour slot is displayed within the hourly column.
- The radio button for “Select meeting end date and time” is automatically selected.
- Click on the end time for the meeting.
- When the timings are set, click on the “Confirm” button.

- You can switch between a vertical and horizontal daily calendar view by toggling between “Horizontal View” and “Vertical View”
- You can manually enter the date and time in the “Planned Meeting Date” field or click the calendar icon to select the date.
- Once the time has been set, the following screen appears showing the “Length in Minutes”
- Enter in the “Location” for the meeting and any “Comments” e.g. Car parkings.
- If you manually enter the planned meeting date you will need to enter the length of the meeting in “Length in Minutes”



- Click on “Update”

Child: Fred Benson 6 years (Ref: 556349) **CIN R** **Update Child's Plan - Review**

Update **Cancel** - Update: Child's Plan - Review planned for 25-Mar-2015 10:00

Meeting Subjects: Fred Benson 6 yrs Tina Benson 6 yrs

Update Child's Plan - Review planned for 25-Mar-2015 10:00

⚠ If the details of the meeting are changed, you must inform all invited attendees by sending further communication

Meeting Details

Type of Meeting	Child's Plan - Review
Due Date	24-Mar-2015
Planned Meeting Date	25-Mar-2015 10:00 <input type="button" value="Set From Calendar"/>
Length in Minutes	210
Location	NCO Offices, 2nd floor, room 1
Comments	

- The Meeting Details will then be shown as below

Child In Need - Review

Active Task: Stephen Allwright (Reassign) **Started:** 22-Jun-2016 **Due:** 25-Mar-2015

Child In Need - Review **Task Details** **All Children (2)** ▼

Meeting Subjects: Fred Benson 6 yrs Tina Benson 6 yrs

Meeting Details

⚠ Date has been set later than the statutory Due Date.
 ⚠ This meeting occurs in the past
 • Please update the attendance and then complete the meeting

Meeting Arranger	Stephen Allwright
Type of Meeting	Child's Plan - Review
Due Date	24-Mar-2015
Planned Meeting Date	25-Mar-2015 10:00
Length in Minutes	210 mins
Location	NCO Offices, 2nd floor, room 1

▶ **Update Meeting Details and Scheduling**
 ▶ Create separate meeting for subjects
 ▶ Complete Meeting
 ▶ Cancel Meeting
 ▶ Export meeting event

Outcomes Form


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


Assigned To **Stephen Allwright (Reassign)**

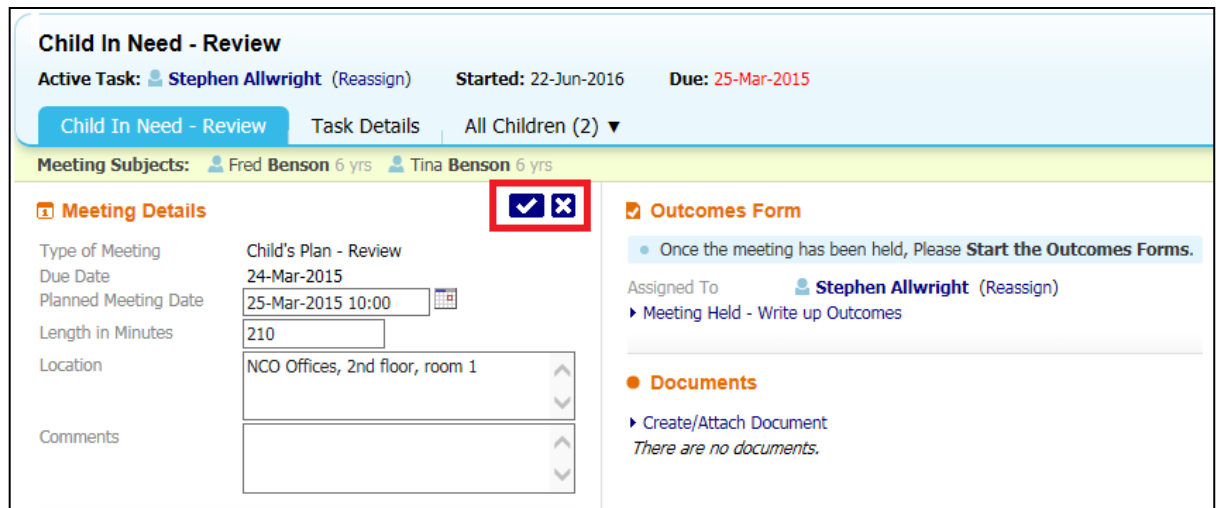
▶ Meeting Held - Write up Outcomes


Documents

▶ Create/Attach Document
 There are no documents.



- If the Meeting Details need to be amended you can click on “Update Meeting Details and Scheduling” or you can click on the pencil icon .



- By clicking the  icon will enable you too edit the meeting details within the CIN Review.
- Once the details have been amended or not click on the tick or cross as highlighted.




Child In Need - Review
 Active Task:  Stephen Allwright (Reassign) Started: 22-Jun-2016 Due: 25-Mar-2015

Child In Need - Review Task Details All Children (2) ▼

Meeting Subjects:  Fred Benson 6 yrs  Tina Benson 6 yrs

Meeting Details  

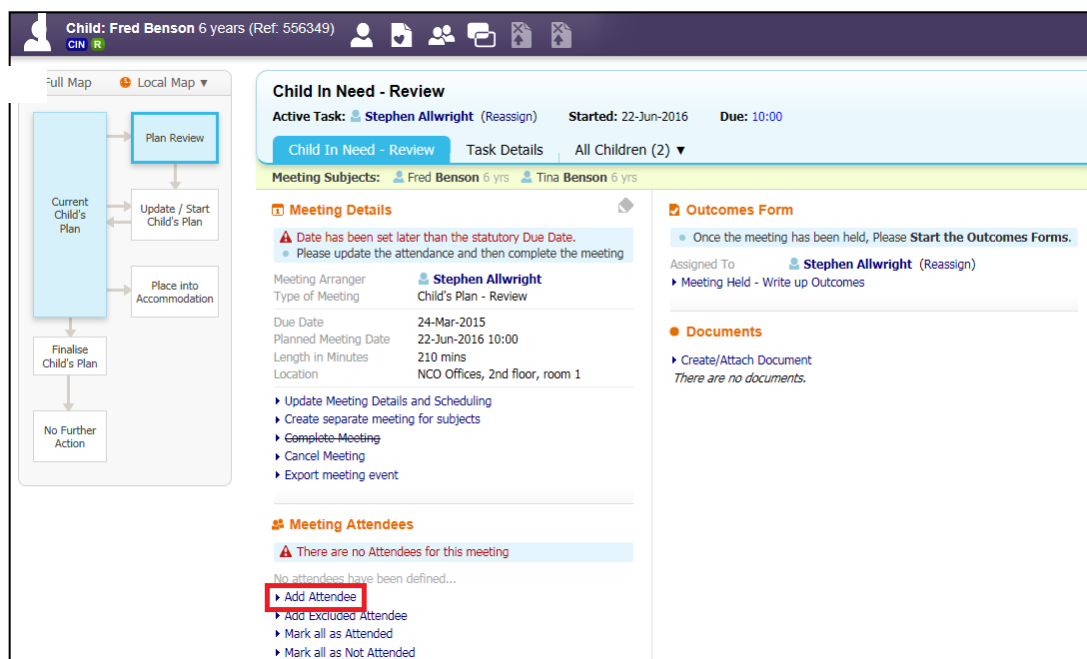
Type of Meeting: Child's Plan - Review
 Due Date: 24-Mar-2015
 Planned Meeting Date: 25-Mar-2015 10:00
 Length in Minutes: 210
 Location: NCO Offices, 2nd floor, room 1
 Comments:







Outcomes Form
 • Once the meeting has been held, Please **Start the Outcomes Forms**.
 Assigned To:  Stephen Allwright (Reassign)
 ▶ Meeting Held - Write up Outcomes

Documents
 ▶ Create/Attach Document
 There are no documents.


7. Adding Meeting Attendees

- From the Meeting Attendees section, click “Add Attendee”






Child: Fred Benson 6 years (Ref: 556349)      

Full Map Local Map ▼


Child In Need - Review
 Active Task:  Stephen Allwright (Reassign) Started: 22-Jun-2016 Due: 10:00

Child In Need - Review Task Details All Children (2) ▼

Meeting Subjects:  Fred Benson 6 yrs  Tina Benson 6 yrs

Meeting Details 


⚠ Date has been set later than the statutory Due Date.
 • Please update the attendance and then complete the meeting

Meeting Arranger:  Stephen Allwright
 Type of Meeting: Child's Plan - Review

Due Date: 24-Mar-2015
 Planned Meeting Date: 22-Jun-2016 10:00
 Length in Minutes: 210 mins
 Location: NCO Offices, 2nd floor, room 1

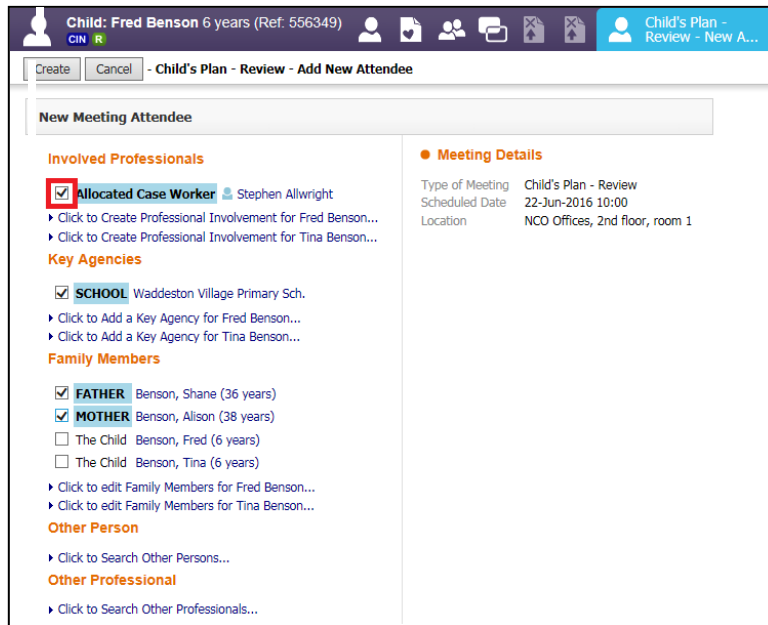
▶ Update Meeting Details and Scheduling
 ▶ Create separate meeting for subjects
 ▶ ~~Complete Meeting~~
 ▶ Cancel Meeting
 ▶ Export meeting event

Meeting Attendees
 ⚠ There are no Attendees for this meeting
 No attendees have been defined...
 ▶ **Add Attendee**
 ▶ Add Excluded Attendee
 ▶ Mark all as Attended
 ▶ Mark all as Not Attended

Outcomes Form
 • Once the meeting has been held, Please **Start the Outcomes Forms**.
 Assigned To:  Stephen Allwright (Reassign)
 ▶ Meeting Held - Write up Outcomes

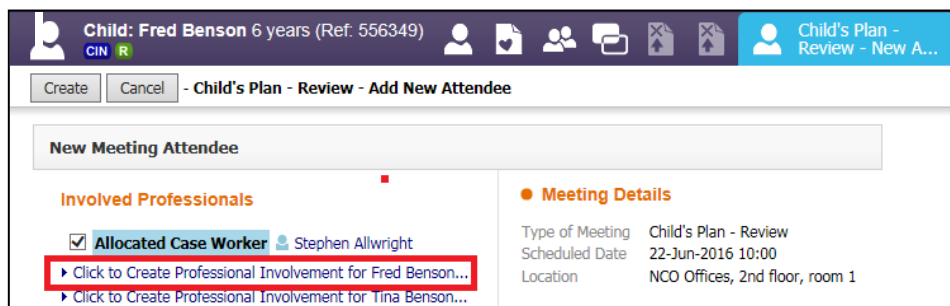
Documents
 ▶ Create/Attach Document
 There are no documents.

- This will display the New Meeting Attendee screen. This screen includes all the professionals, key agencies, relationships and other people that are involved with the Child/Young Person (although additional relationships/people/professionals/key agencies can be added).
- Select the checkbox for each individual to be added.



7.1. Adding a Professional Involvement to the Attendee List

- Click on the “Click To Create Professional Involvement” hyperlink.



- Click on the “Professional Role” drop down and select the relevant role – e.g. Independent Reviewing Officer

Child: Fred Benson 6 years (Ref: 556349) CIN R New Professional Involvement ...

Create **Cancel** - Create New Professional Involvement

New LCS Case Worker

- Create New LCS Worker Role**

Professional Role: **CONSULTANT SOCIAL WORK MANAGER**
- Select Social Services User**

Professional:
- Other Parameters**

Start Date: **01-Jan-2015**

End Date:

Comments:

Reason:

Copy To

In Referral Group: **Tina Benson , Born on: 10-Sep-2009**

Other Relations: Shane Benson , Born on: 28-Jan-1980
 Alison Benson , Born on: 08-Oct-1977

- In the “Professional” field, click into the box and you will be able to type the professionals name that you are looking for.
- Enter the mandatory start date of the professional involvement.
- Add any comments if relevant.
- Include the sibling by clicking the checkbox.
- To add the professional to the attendee list, click “Create”

7.2. Adding a New Agency to the Attendee List

- Click on the “Click to Add A Key Agency for <child’s name>” hyperlink.

Child: Fred Benson 6 years (Ref: 556349) CIN R Child's Plan - Review - New A...

Create **Cancel** - Child's Plan - Review - Add New Attendee

New Meeting Attendee

Involved Professionals

Allocated Case Worker Stephen Allwright

CONSULTANT SOCIAL WORK MANAGER Bea Campbell

▶ Click to Create Professional Involvement for Fred Benson...

▶ Click to Create Professional Involvement for Tina Benson...

Key Agencies

SCHOOL Waddeston Village Primary Sch.

▶ Click to Add a Key Agency for Fred Benson...


▶ Click to Add a Key Agency for Tina Benson...

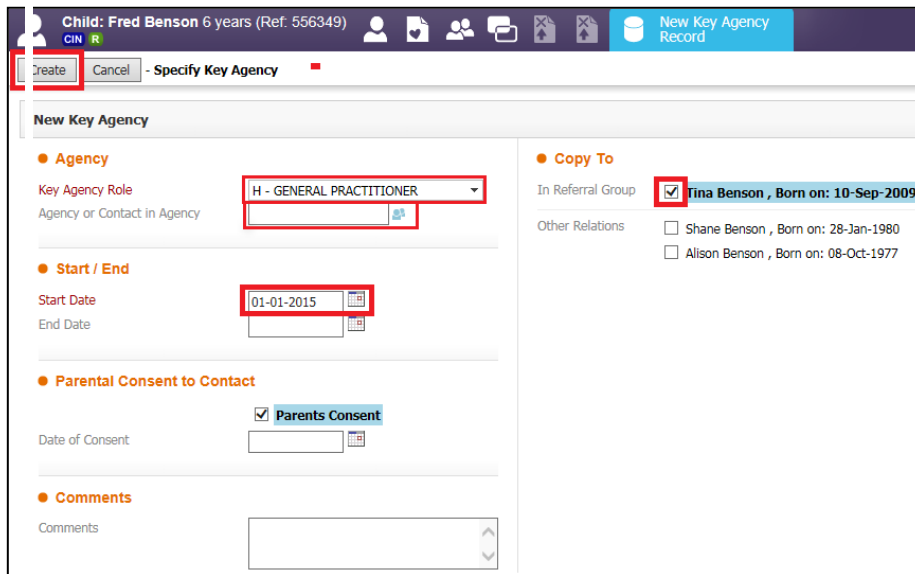
Meeting Details

Type of Meeting: Child's Plan - Review

Scheduled Date: 22-Jun-2016 10:00

Location: NCO Offices, 2nd floor, room 1

- Click on the “Key Agency Role” drop down and select the relevant role – e.g H – General Practitioner.
- Click in the box next to “Agency or Contact in Agency” and type the name of the Agency if you know it and LCS will search as you type.
- If you are unsure of the spelling click on the  symbol and this will take you to the LCS Address Book



Child: Fred Benson 6 years (Ref: 556349)
CIN R

Create Cancel Specify Key Agency

New Key Agency Record

New Key Agency

- **Agency**

Key Agency Role: H - GENERAL PRACTITIONER

Agency or Contact in Agency:
- **Start / End**

Start Date: 01-01-2015

End Date:
- **Parental Consent to Contact**

Parents Consent

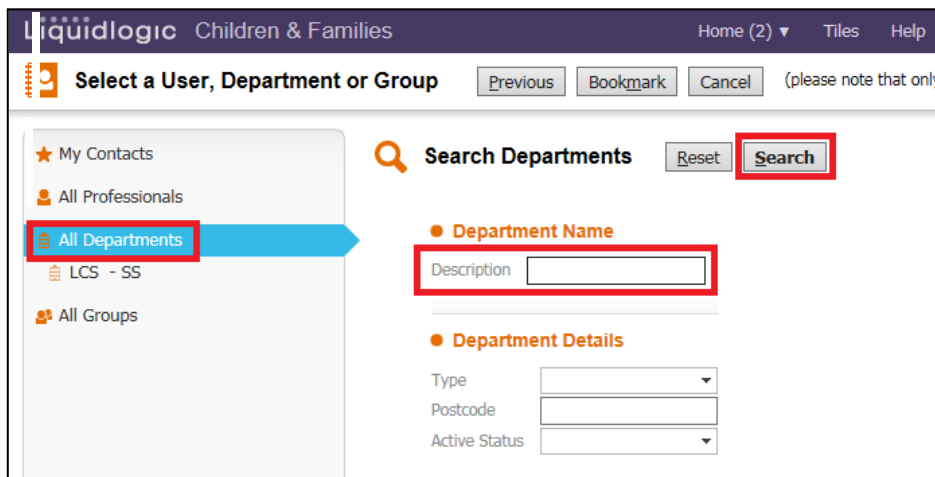
Date of Consent:
- **Comments**

Comments:
- **Copy To**

In Referral Group: Tina Benson , Born on: 10-Sep-2009

Other Relations: Shane Benson , Born on: 28-Jan-1980
 Alison Benson , Born on: 08-Oct-1977

- From the Address Book click on “All Departments”, search for the Agency in the “Description” box and click Search.



liquidlogic Children & Families Home (2) Tiles Help

Select a User, Department or Group Previous Bookmark Cancel (please note that only

My Contacts

- All Professionals
- All Departments
- LCS - SS
- All Groups

Search Departments Reset Search

● **Department Name**

Description:

● **Department Details**

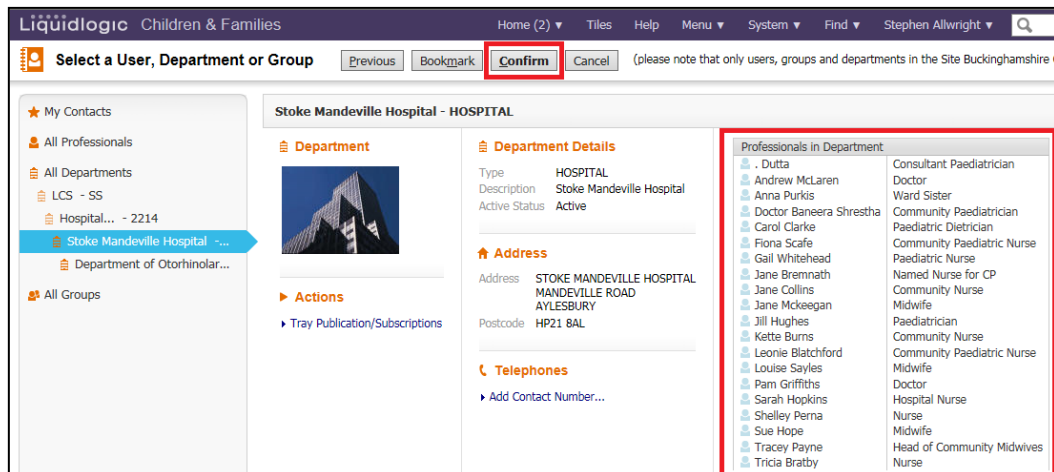
Type:

Postcode:

Active Status:

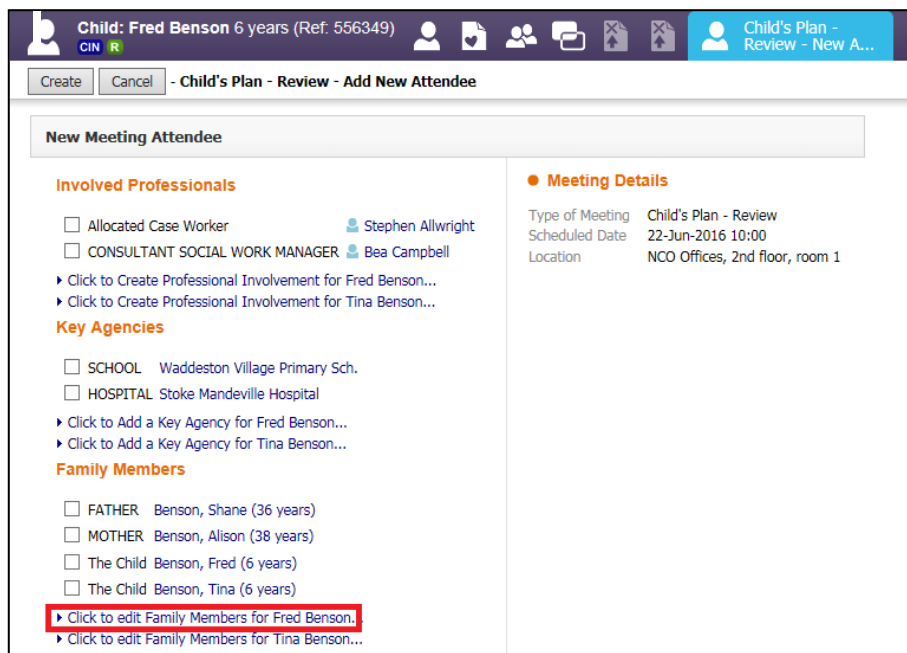
- Once you have found the Agency click “Confirm”

- If there is a professional that works in the Agency click on them in the list “Professionals in Department” and then click “Confirm”

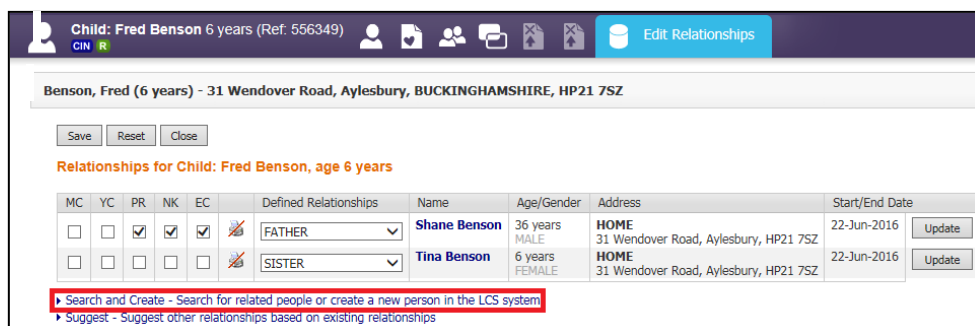


7.3. Adding An Additional Family Member To The Attendee List

- Click on the “Click to edit Family Members for <child’s name>” hyperlink



- You will be taken to the Relationships for the child



- Click on the “Search and Create – Search for related people or create a new person in the LCS system” hyperlink

- Search for an existing family member or create a new person.
- If you are unsure of search please see the LCS Basic Navigation User Guide
- Once you have either searched or created the family member use the drop down menu to define the relationship.
- Click on “Add” to add to the Relationship table for the child then click on “Save”

Child: Fred Benson 6 years (Ref: 556349)

Benson, Fred (6 years) - 31 Wendover Road, Aylesbury, BUCKINGHAMSHIRE, HP21 7SZ

Save Reset Close

Relationships for Child: Fred Benson, age 6 years

MC	YC	PR	NK	EC	Defined Relationships	Name	Age/Gender	Address	Start/End Date	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FATHER	Shane Benson	36 years MALE	HOME 31 Wendover Road, Aylesbury, HP21 7SZ	22-Jun-2016	Update
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SISTER	Tina Benson	6 years FEMALE	HOME 31 Wendover Road, Aylesbury, HP21 7SZ	22-Jun-2016	Update
MC	YC	PR	NK	EC	Suggested Relationships	Name	Age/Gender	Address	Start Date	(reset)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MOTHER	Alison Benson	38 years FEMALE	HOME 31 Wendover Road, Aylesbury, HP21 7SZ	22-Jun-2016	Add

Please click on the Add Relationship button to add relationships.

- ▶ Search and Create - Search for related people or create a new person in the LCS system
- ▶ Suggest - Suggest other relationships based on existing relationships

- To return to the previous screen, click the “Close” button.

7.4. Add Other People to the Attendees List

- If you click on the “Click to Search Other Persons” hyperlink, you will be presented with the “Find Adult or Child” search screen.

Other Person

▶ Click to Search Other Persons...

Other Professional

▶ Click to Search Other Professionals...

7.5. Add Other Professionals to the Attendees List

- If you click on the “Click to Search Other Professionals” hyperlink, you will be presented with the standard LCS address book.



7.6. Adding a Chair for the CIN Review

- Within the Meeting Attendees table, click on the “Chair” radio button against the Allocated Social Workers name

Meeting Attendees

⚠ This meeting has no Chair Person
 ⚠ Invitations have not been sent to all Attendees
 ⚠ Not all Attendees have responded to the invitation

Attendee	Chr	Inv	Agr	Con	Att	Pre	Rep	Min
Agreed								
Stephen Allwright - Allocated Case Worker	<input checked="" type="radio"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	N/A
Not yet Invited								
Shane Benson - FATHER	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	N/A
Bea Campbell - CONSULTANT SOCIAL WORK MANAGER	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	N/A
Waddeston Village Primary Sch. - E - SCHOOL/COLLEGE/UNIVERSITY	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	N/A
Stoke Mandeville Hospital - H - OTHER HEALTH SERVICE	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	N/A

[Add Attendee](#)
[Add Excluded Attendee](#)
[Mark all as Attended](#)
[Mark all as Not Attended](#)

7.7. Recording Letter Invitations on a CIN Review

- Click on the “Inv” radio button against the relevant invitee’s name.

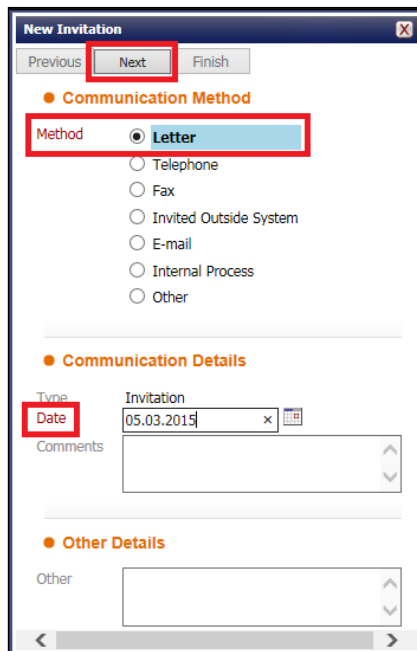
Meeting Attendees

⚠ This meeting has no Chair Person
 ⚠ Invitations have not been sent to all Attendees
 ⚠ Not all Attendees have responded to the invitation

Attendee	Chr	Inv	Agr	Con	Att	Pre	Rep	Min
Agreed								
Stephen Allwright - Allocated Case Worker	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	N/A
Not yet Invited								
Shane Benson - FATHER	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	N/A
Bea Campbell - CONSULTANT SOCIAL WORK MANAGER	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	N/A
Waddeston Village Primary Sch. - E - SCHOOL/COLLEGE/UNIVERSITY	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	N/A
Stoke Mandeville Hospital - H - OTHER HEALTH SERVICE	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	N/A

[Add Attendee](#)
[Add Excluded Attendee](#)
[Mark all as Attended](#)
[Mark all as Not Attended](#)

- From the pop up screen, click on the “Letter” radio button.
- Enter in the “Date of Communication” and any comments.
- Click on “Next”



New Invitation

Previous **Next** Finish

● **Communication Method**

Method **Letter**

Telephone

Fax

Invited Outside System

E-mail

Internal Process

Other

● **Communication Details**

Type Invitation

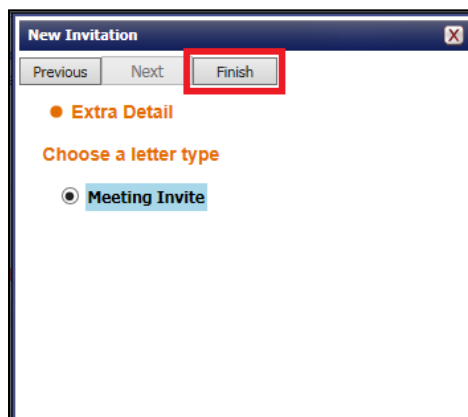
Date 05.03.2015

Comments

● **Other Details**

Other

- Click on “Finish”



New Invitation

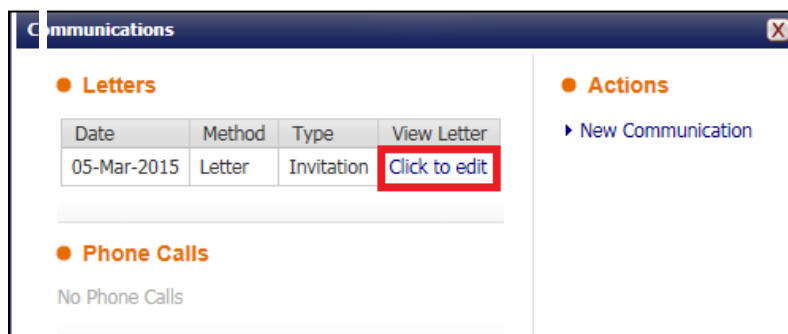
Previous Next **Finish**

● **Extra Detail**

Choose a letter type

Meeting Invite

- Click on the “Click to edit” hyperlink.



Communications

● **Letters**

Date	Method	Type	View Letter
05-Mar-2015	Letter	Invitation	Click to edit

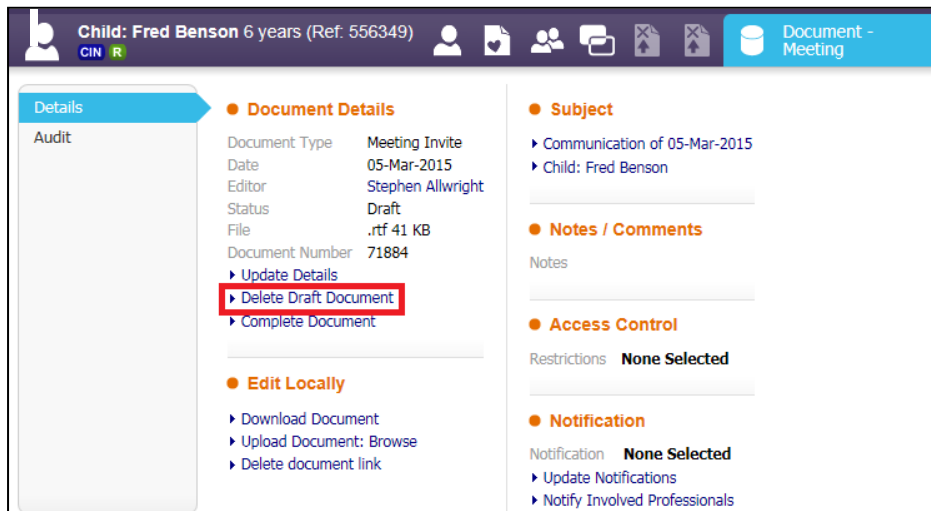
● **Phone Calls**

No Phone Calls

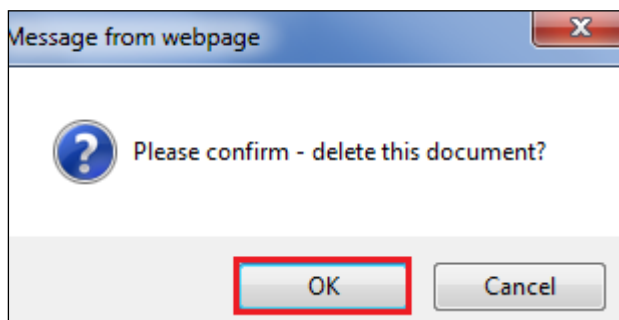
● **Actions**

▶ New Communication

- Click on the “Delete Draft Document” hyperlink



- Click “OK” on the pop screen



- The Meeting Attendees table will now illustrate that a letter was sent out.

Meeting Attendees

⚠ This meeting has no Chair Person
 ⚠ Invitations have not been sent to all Attendees
 ⚠ Not all Attendees have responded to the invitation

Attendee	Chr	Inv	Agr	Con	Att	Pre	Rep	Min
Agreed								
Stephen Allwright - Allocated Case Worker	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	N/A	<input type="radio"/>	N/A
Invited								
Shane Benson - FATHER	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N/A	<input type="radio"/>	N/A
Not yet Invited								
Bea Campbell - CONSULTANT SOCIAL WORK MANAGER	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N/A	<input type="radio"/>	N/A
Waddeston Village Primary Sch. - E - SCHOOL/COLLEGE/UNIVERSITY	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N/A	<input type="radio"/>	N/A
Stoke Mandeville Hospital - H - OTHER HEALTH SERVICE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N/A	<input type="radio"/>	N/A

7.8. Removing Update Document Task From The Worktray

- If you forget to delete the draft Document when creating a letter invitation, the following task will appear in your Worktray.

The screenshot shows the Liquidlogic Worktray interface. The user is Stephen Allwright, Children & Family Services. The Worktray contains 41 tasks. The tasks are listed in a table with columns for Group By (Date, Subject, Priority, Person, Address, Referral Group) and Order By (Start Date, Due Date, Timeframe, Person, Priority). The tasks are:

Task Name	Count	Person	Task Description
Child In Need	15	Person	Task Description
CLA	3	Person	Task Description
Child Protection	6	Person	Task Description
CP Transfer From OLA	1		Task Description
Referral Record	1	Person	Task Description
Leaving CLA (Finalise CLA Care Plan)	2		Task Description
C & F Assessment	1	Person	Task Description
C&F Plan	1	Person	Task Description
Strategy Discussion	2		Task Description
Contact	1	Person	Task Description
Missing Person Episode	3		Task Description
Adopter Recruitment	2		Task Description
Contact Record	2	Person	Task Description
Update Document	1	Person	Task Description

The 'Update Document' task is highlighted with a red box. Below the table, the time is 12:20, the user is CIN Benson, Fred 6 yrs, and the task is 'Update Document - Meeting Invite'.

- Click on the task then click “Delete Draft Document”.
- The task will disappear from your Worktray.

The screenshot shows the Document Details interface for a 'Meeting Invite' document. The child is Fred Benson, 6 years old (Ref: 556349). The document is a Draft, created on 05-Mar-2015 by Stephen Allwright. The document number is 71883. The 'Delete Draft Document' option is highlighted with a red box. Other options include 'Update Details', 'Complete Document', 'Edit Locally', 'Download Document', 'Upload Document: Browse', and 'Delete document link'. The 'Subject' is 'Communication of 05-Mar-2015' for 'Child: Fred Benson'. The 'Notes / Comments' section is empty. The 'Access Control' section shows 'Restrictions: None Selected'. The 'Notification' section shows 'Notification: None Selected' with options to 'Update Notifications' and 'Notify Involved Professionals'.

7.9. Recording a Telephone Invitation to a CIN Review

- Click on the “Inv” radio button against the relevant invitee’s name.

Meeting Attendees

⚠ Invitations have not been sent to all Attendees
⚠ Not all Attendees have responded to the invitation

Attendee	Chr	Inv	Agr	Con	Att	Pre	Rep	Min
Agreed								
Stephen Allwright - Allocated Case Worker	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	N/A
Invited								
Shane Benson - FATHER	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	N/A
Not yet Invited								
Waddeston Village Primary Sch. - E - SCHOOL/COLLEGE/UNIVERSITY	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	N/A
Stoke Mandeville Hospital - H - OTHER HEALTH SERVICE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	N/A
Bea Campbell - CONSULTANT SOCIAL WORK MANAGER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	N/A

- Select the “Telephone” radio button.
- Enter in the “Date of Communication” and any “Comments”
- Click on “Finish”

New Invitation

Previous Next **Finish**

Communication Method

Method

Letter

Telephone

Fax

Invited Outside System

E-mail

Internal Process

Other

Communication Details

Type Invitation

Date **23-Jun-2016 14:43**

Comments

Other Details

Other

- Then click the cross on the next box

Communications

Letters

No Letters

Phone Calls

Date	Method	Type
05-Jun-2015	Telephone	Invitation

Actions

▶ New Communication

- The Meeting Attendee table will now illustrate that a phone call was made.

Meeting Attendees

⚠ Invitations have not been sent to all Attendees
⚠ Not all Attendees have responded to the invitation

Attendee	Chr	Inv	Agr	Con	Att	Pre	Rep	Min
Agreed								
Stephen Allwright - Allocated Case Worker	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	N/A
Invited								
Shane Benson - FATHER	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	N/A
Waddeston Village Primary Sch. - E - SCHOOL/COLLEGE/UNIVERSITY	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	N/A
Not yet Invited								
Stoke Mandeville Hospital - H - OTHER HEALTH SERVICE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	N/A
Bea Campbell - CONSULTANT SOCIAL WORK MANAGER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	N/A

7.10. Recording An Internal Invitation To The CIN Review

- Click on the “Inv” radio button against the relevant invitee’s name.

Meeting Attendees

⚠ Invitations have not been sent to all Attendees
⚠ Not all Attendees have responded to the invitation

Attendee	Chr	Inv	Agr	Con	Att	Pre	Rep	Min
Agreed								
Stephen Allwright - Allocated Case Worker	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	N/A
Invited								
Shane Benson - FATHER	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	N/A
Waddeston Village Primary Sch. - E - SCHOOL/COLLEGE/UNIVERSITY	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	N/A
Not yet Invited								
Stoke Mandeville Hospital - H - OTHER HEALTH SERVICE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	N/A
Bea Campbell - CONSULTANT SOCIAL WORK MANAGER	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	N/A

- Select the “Internal Process” radio button
- Enter in the “Date of Communication”.
- Enter any “Comments”
- Click on “Finish”

New Invitation

Previous Next **Finish**

Communication Method

Method

Letter

Telephone

Fax

Invited Outside System

E-mail

Internal Process

Other

Communication Details

Type Invitation

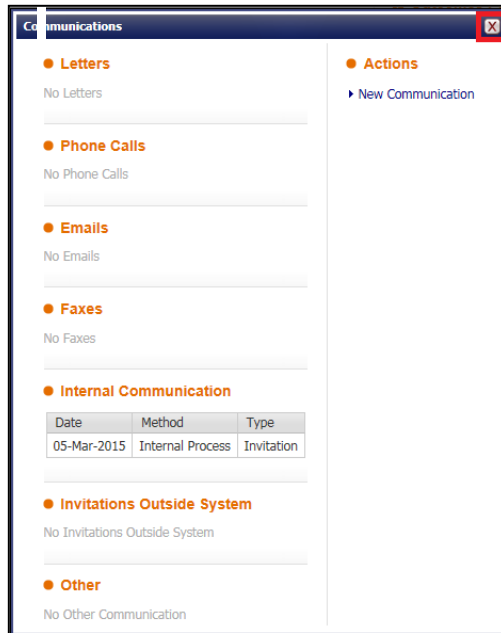
Date 05-Mar-2015

Comments

Other Details

Other

- Click the cross on the next box



8. Marking Invitee Agreement For Attendance

- Click on the “Agr” radio button against the relevant invitee’s name.

Meeting Attendees

⚠ Not all Attendees have responded to the invitation

Attendee	Chr	Inv	Agr	Con	Att	Pre	Rep	Min
Agreed								
Stephen Allwright - Allocated Case Worker	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	N/A
Invited								
Shane Benson - FATHER	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	N/A
Waddeston Village Primary Sch. - E - SCHOOL/COLLEGE/UNIVERSITY	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	N/A
Stoke Mandeville Hospital - H - OTHER HEALTH SERVICE	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	N/A
Bea Campbell - CONSULTANT SOCIAL WORK MANAGER	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	N/A

- If the attendee can attend, select “Yes”. Enter any relevant “Comments”
- Click on “Save”

The screenshot shows an 'Update Reply' dialog box with a close button (X) in the top right corner. At the top, there are 'Save' and 'Cancel' buttons. The main content area is titled 'Response to Invitation' and shows the attendee's name as 'Shane Benson'. Below this, there is an 'Attending' section with two radio buttons: 'Yes' (which is selected and highlighted with a red box) and 'No'. At the bottom of the dialog, there is a 'Comments' text area and another set of 'Save' and 'Cancel' buttons.

- The Meeting Attendee table will look as below.

Meeting Attendees

⚠ Not all Attendees have responded to the invitation

Attendee	Chr	Inv	Agr	Con	Att	Pre	Rep	Min
Agreed								
Shane Benson - FATHER	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	N/A	<input type="radio"/>	N/A
Stephen Allwright - Allocated Case Worker	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	N/A	<input type="radio"/>	N/A
Invited								
Waddeston Village Primary Sch. - E - SCHOOL/COLLEGE/UNIVERSITY	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N/A	<input type="radio"/>	N/A
Stoke Mandeville Hospital - H - OTHER HEALTH SERVICE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N/A	<input type="radio"/>	N/A
Bea Campbell - CONSULTANT SOCIAL WORK MANAGER	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N/A	<input type="radio"/>	N/A

- If the invitee doesn't agree to attend, select "No" you will need to complete the mandatory "Comments" field.
- Click on "Save"

Update Reply

Save Cancel

● **Response to Invitation**

Attendee: Bea Campbell

● **Attending**

Yes

No

Comments

Save Cancel

- The Meeting Attendees table will look as below.

Meeting Attendees

⚠ Not all Attendees have responded to the invitation

Attendee	Chr	Inv	Agr	Con	Att	Pre	Rep	Min
Agreed								
Shane Benson - FATHER	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	N/A	<input type="radio"/>	N/A
Stephen Allwright - Allocated Case Worker	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	N/A	<input type="radio"/>	N/A
Declined								
Bea Campbell - CONSULTANT SOCIAL WORK MANAGER	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	N/A	<input type="radio"/>	N/A
Invited								
Waddeston Village Primary Sch. - E - SCHOOL/COLLEGE/UNIVERSITY	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N/A	<input type="radio"/>	N/A
Stoke Mandeville Hospital - H - OTHER HEALTH SERVICE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N/A	<input type="radio"/>	N/A

9. Marking Invitee Has Been Consulted

- Click on the “Con” radio button against the relevant invitee’s name

Meeting Attendees

Attendee	Chr	Inv	Agr	Con	Att	Pre	Rep	Min
Agreed								
Shane Benson - FATHER	<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	N/A	<input type="radio"/>	N/A
Waddeston Village Primary Sch. - E - SCHOOL/COLLEGE/UNIVERSITY	<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	N/A	<input type="radio"/>	N/A
Stoke Mandeville Hospital - H - OTHER HEALTH SERVICE	<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	N/A	<input type="radio"/>	N/A
Stephen Allwright - Allocated Case Worker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	N/A	<input type="radio"/>	N/A
Declined								
Bea Campbell - CONSULTANT SOCIAL WORK MANAGER	<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	N/A	<input type="radio"/>	N/A

- Enter in the “Date person was Consulted”
- Enter in “Details of consultation”. Click on “Save”

Consultation

Save Cancel

● **When was this person consulted**

Attendee Shane Benson

Date person was Consulted 05-Mar-2015

Details of consultation Enter in the relevant details

Save Cancel

- The Meeting Attendees table will look as below.

Meeting Attendees

Attendee	Chr	Inv	Agr	Con	Att	Pre	Rep	Min
Agreed								
Shane Benson - FATHER	<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	N/A	<input type="radio"/>	N/A
Waddeston Village Primary Sch. - E - SCHOOL/COLLEGE/UNIVERSITY	<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	N/A	<input type="radio"/>	N/A
Stoke Mandeville Hospital - H - OTHER HEALTH SERVICE	<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	N/A	<input type="radio"/>	N/A
Stephen Allwright - Allocated Case Worker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	N/A	<input type="radio"/>	N/A
Declined								
Bea Campbell - CONSULTANT SOCIAL WORK MANAGER	<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	N/A	<input type="radio"/>	N/A

10. Indicating If Invitee Attended The CIN Review

- Click once on the “Att” radio button against the relevant invitee’s name to indicate they did attend the CLA Review.
- Click again if they did not attend the CLA Review
- The Meeting Attendees table will look as below.

Meeting Attendees								
Attendee	Chr	Inv	Agr	Con	Att	Pre	Rep	Min
Present								
Shane Benson - FATHER	<input type="radio"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	<input type="radio"/>	N/A
Absent								
Waddeston Village Primary Sch. - E - SCHOOL/COLLEGE/UNIVERSITY	<input type="radio"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	<input type="radio"/>	N/A

11. Exclude Invitee From The CIN Review

- To exclude an invitee from the CIN Review, click on the invitee’s name.

Meeting Attendees								
Attendee	Chr	Inv	Agr	Con	Att	Pre	Rep	Min
Present								
Shane Benson FATHER	<input type="radio"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	<input type="radio"/>	N/A
Absent								
Waddeston Village Primary Sch. - E - SCHOOL/COLLEGE/UNIVERSITY	<input type="radio"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	<input type="radio"/>	N/A
Agreed								
Stoke Mandeville Hospital - H - OTHER HEALTH SERVICE	<input type="radio"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="radio"/>	N/A
Stephen Allwright - Allocated Case Worker	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="radio"/>	N/A
Declined								
Bea Campbell - CONSULTANT SOCIAL WORK MANAGER	<input type="radio"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	<input type="radio"/>	N/A

- Click on “Exclude Attendee From Meeting”

Shane Benson		
<p>Attendee Details</p> <p>Attendee: Shane Benson Attendee Role: FATHER</p> <p>Update Role Chairing the Meeting? No</p>	<p>Invitation to Meeting</p> <p>Invitation Sent: 05-Mar-2015 Method of Invitation: Letter</p>	<p>Consultation</p> <p>Date of Consultation: 05-Mar-2015 Details: Enter in the relevant details</p> <p>Enter/Update Consultation Details</p>
<p>Meeting Details</p> <p>Type of Meeting: Child's Plan - Review Meeting Organiser: Stephen Allwright - CHILDREN & FAMILY SERVICES Scheduled Date: 25-Mar-2015 10:00 Location: NCO Offices, 2nd floor, room 1</p> <p>Open Pathway</p>	<p>Response to Invitation</p> <p>Replied: 23-Jun-2016 16:10 Will Attend Meeting? Yes</p>	<p>Communication</p> <p>Changed Decision (response not sent via internal process) Enter reply details (response not sent via internal process) Send Further Communication View all Communication Records</p>
	<p>Report Provided</p> <p>Provided own report date</p>	
	<p>Attendance</p> <p>Has Actually Attended: Yes</p>	
	<p>Actions</p> <p>Set this Attendee to be the Chair Update Actual Attendance Remove Attendee Exclude Attendee from Meeting</p>	

- The row will appear in the “Excluded” section of the Meeting Attendees table. You can mark if they were consulted.

Meeting Attendees									
Attendee	Chr	Inv	Agr	Con	Att	Pre	Rep	Min	
Absent									
Waddeston Village Primary Sch. - E - SCHOOL/COLLEGE/UNIVERSITY	<input type="radio"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	<input type="radio"/>	N/A
Agreed									
Stoke Mandeville Hospital - H - OTHER HEALTH SERVICE	<input type="radio"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="radio"/>	N/A
Stephen Allwright - Allocated Case Worker	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="radio"/>	N/A
Declined									
Bea Campbell - CONSULTANT SOCIAL WORK MANAGER	<input type="radio"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="radio"/>	N/A
Excluded									
Shane Benson - FATHER			<input checked="" type="checkbox"/>						

11.1. Add Excluded To The Meeting Attendees Table

- Click on “Add Excluded Attendee” then select the person to be excluded in the Meeting Attendees table.

Meeting Attendees									
Attendee	Chr	Inv	Agr	Con	Att	Pre	Rep	Min	
Absent									
Waddeston Village Primary Sch. - E - SCHOOL/COLLEGE/UNIVERSITY	<input type="radio"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	<input type="radio"/>	N/A
Agreed									
Stoke Mandeville Hospital - H - OTHER HEALTH SERVICE	<input type="radio"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="radio"/>	N/A
Stephen Allwright - Allocated Case Worker	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="radio"/>	N/A
Declined									
Bea Campbell - CONSULTANT SOCIAL WORK MANAGER	<input type="radio"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="radio"/>	N/A
Excluded									
Shane Benson - FATHER			<input checked="" type="checkbox"/>						
▶ Add Attendee ▶ Add Excluded Attendee ▶ Mark all as Attended ▶ Mark all as Not Attended									

11.2. Remove Invitee From The Meeting Attendees Table

- If you wish to remove an invitee from the CLA Review, click the invitees name

Meeting Attendees									
Attendee	Chr	Inv	Agr	Con	Att	Pre	Rep	Min	
⚠ Invitations have not been sent to all Attendees ⚠ Not all Attendees have responded to the invitation									
Absent									
Waddeston Village Primary Sch. - E - SCHOOL/COLLEGE/UNIVERSITY	<input type="radio"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	<input type="radio"/>	N/A
Agreed									
Stoke Mandeville Hospital - H - OTHER HEALTH SERVICE	<input type="radio"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="radio"/>	N/A
Stephen Allwright - Allocated Case Worker	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="radio"/>	N/A
Declined									
Bea Campbell - CONSULTANT SOCIAL WORK MANAGER	<input type="radio"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="radio"/>	N/A
Not yet Invited									
Alison Benson - MOTHER	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N/A	<input type="radio"/>	N/A
Excluded									
Shane Benson - FATHER			<input checked="" type="checkbox"/>						

- Click “Remove Attendee”

Alison Benson

- Attendee Details**
 - Attendee: Alison Benson
 - Attendee Role: MOTHER
 - Update Role
 - Chairing the Meeting?: No
- Meeting Details**
 - Type of Meeting: Child's Plan - Review
 - Meeting Organiser: Stephen Allwright - CHILDREN & FAMILY SERVICES
 - Scheduled Date: 25-Mar-2015 10:00
 - Location: NCO Offices, 2nd floor, room 1
 - Open Pathway
- Will Attend Meeting? Not Yet Responded
- Report Provided**
 - Provided own report date
- Attendance**
 - Has Actually Attended
- Actions**
 - Set this Attendee to be the Chair
 - Update Actual Attendance
 - Remove Attendee**
 - Exclude Attendee from Meeting
- Consultation**
 - Enter/Update Consultation Details
- Communication**
 - Invitation has not been sent to this Attendee
 - Send Invitation
 - Enter reply details (response not sent via internal process)

12. Completing the Outcomes Form

- To start the CIN Review Outcomes click the task in your tray “Child In Need – Organise Review Meeting”

Liquidlogic Children & Families

User: Stephen Allwright (CHILDREN & FAMILY SERVICES)

Task Trays

Group By: Date | Subject | Priority | Person | Address | Referral Group | Order By: Start Date | Due Date | Timeframe | Person | Priority

No Due Date	Person	Task Description
No Due Date	CIN Benson, Fred 6 yrs	Child In Need - Active C & F Plan
No Due Date	CIN Benson, Tina 6 yrs	Child In Need - Active C & F Plan
No Due Date	CIN Brown, John 7 yrs	Child In Need - Active C & F Plan
No Due Date	CIN Brown, Samantha 4 yrs	Child In Need - Active C & F Plan
No Due Date	CIN Elfin, Chris 3 yrs	Child In Need - Active C & F Plan
No Due Date	CIN MSP Elfin, Sarah 6 yrs	Child In Need - Active C & F Plan
No Due Date	CLASB Example, James 16 yrs	Child In Need - Active Child's Plan
No Due Date	CIN Jones, David 6 yrs	Child In Need - Update C&F Plan
No Due Date	CIN Jones, Sarah 3 yrs	Child In Need - Update C&F Plan
No Due Date	CIN Phillips, Kelly 4 yrs	Child In Need - Active C & F Plan
No Due Date	CIN Phillips, Robert 7 yrs	Child In Need - Active C & F Plan
26-Feb-2015	CIN Phillips, Kelly 4 yrs	Child In Need - Organise Review Meeting
24-Mar-2015	CIN Brown, Samantha 4 yrs	Child In Need - Organise Review Meeting
25-Mar-2015	CIN Benson, Fred 6 yrs	Child In Need - Organise Review Meeting
05-May-2016	CIN Elfin, Chris 3 yrs	Child In Need - Organise Review Meeting

- Click the link “Meeting Held – Write up Outcomes”

Child In Need - Review

Active Task: Stephen Allwright (Reassign) Started: 22-Jun-2016 Due: 25-Mar-2015

Child In Need - Review Task Details All Children (2)

Meeting Subjects: Fred Benson 6 yrs Tina Benson 6 yrs

Meeting Details

- Date has been set later than the statutory Due Date.
- This meeting occurs in the past
- Please update the attendance and then complete the meeting

Meeting Arranger: Stephen Allwright

Type of Meeting: Child's Plan - Review

Due Date: 24-Mar-2015

Planned Meeting Date: 25-Mar-2015 10:00

Length in Minutes: 210 mins

Location: NCO Offices, 2nd floor, room 1

- Update Meeting Details and Scheduling
- Create separate meeting for subjects
- Complete Meeting
- Cancel Meeting
- Export meeting event

Outcomes Form

- Once the meeting has been held, Please **Start the Outcomes Forms.**

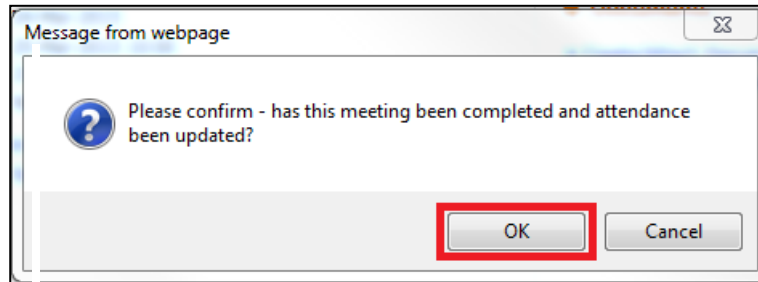
Assigned To: Stephen Allwright (Reassign)

- Meeting Held - Write up Outcomes**

Documents

- Create/Attach Document
- There are no documents.

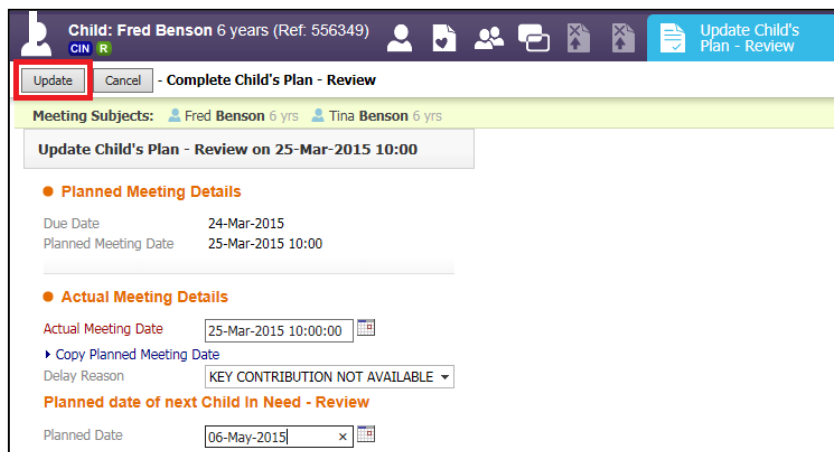
- Click “OK”



- Input the “Actual Meeting Date” of the CIN Review. This can be done by typing the date in or if the date is the same as the planned meeting date click “Copy Planned Meeting Date”.
- If the date is known you should enter the date of the next CIN Review into the “Planned Date”.

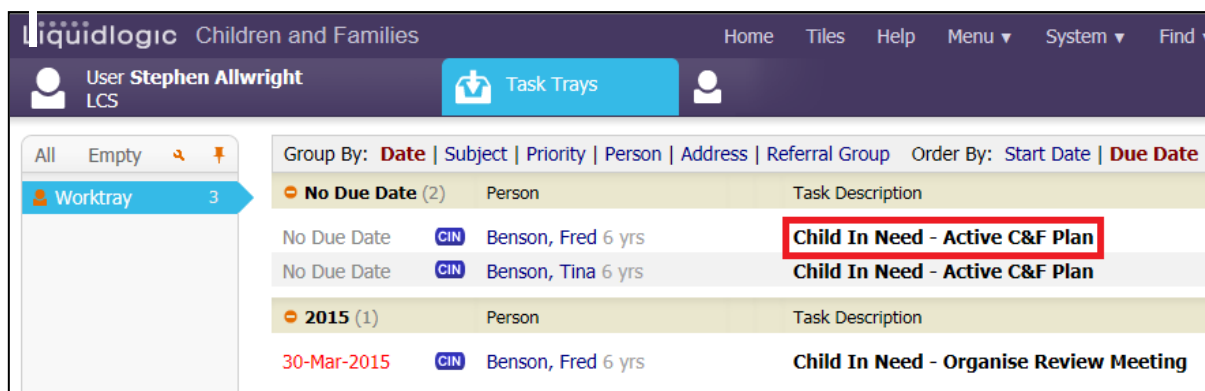
- Click “Update”
- If the Actual Meeting Date is after the Due Date the below message appears.
- Click into the Delay Reason drop and choose an option

- Once the delay reason has been chosen click “Update”

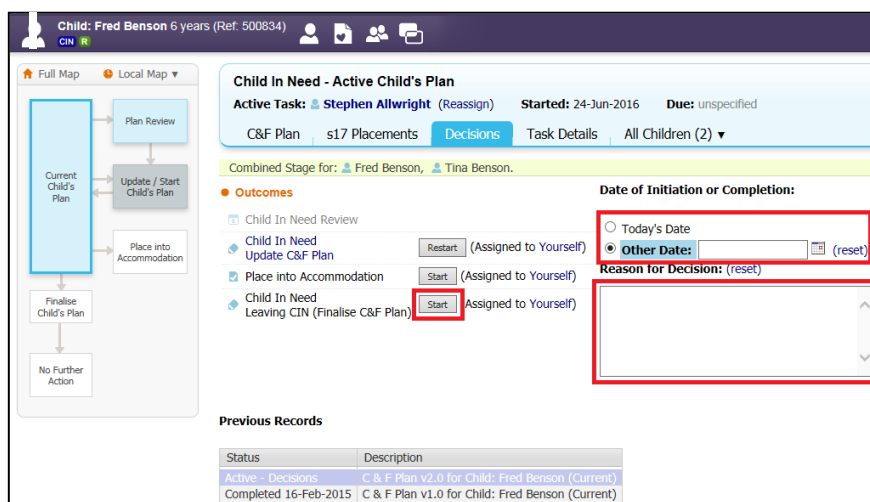


13. Ending the CIN Episode

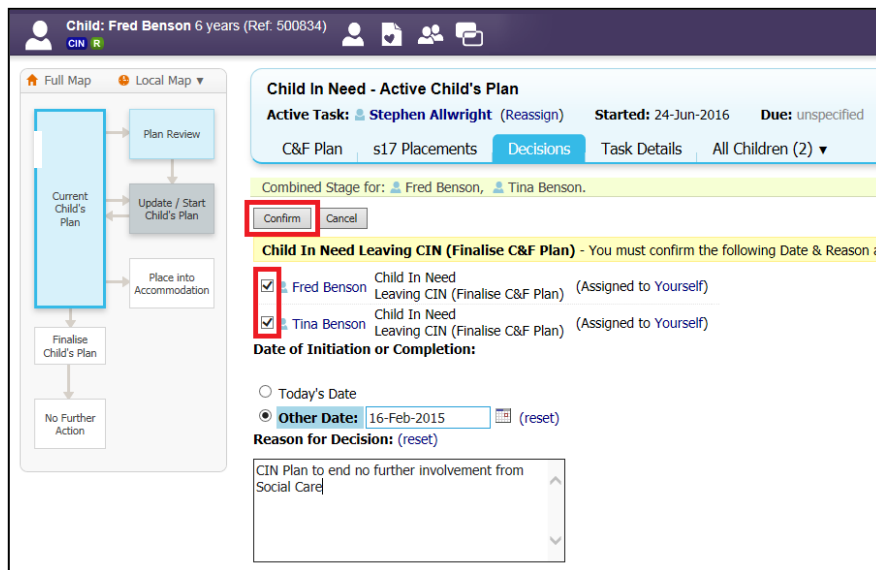
- If a Child/Young Person needs to end their CIN Episode click on the task in your tray “Child In Need – Active C&F Plan”



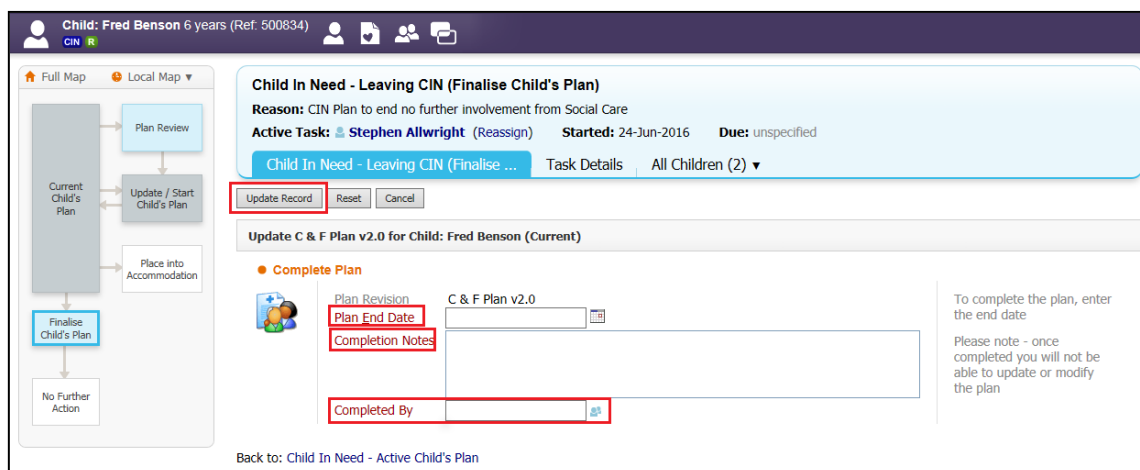
- Enter the “Date of Initiation or Completion” choose the relevant radio button then enter the “Reason for Decision” within the text box.
- Click on “Start” next to “Leaving CLA (Finalise CLA Care Plan).”



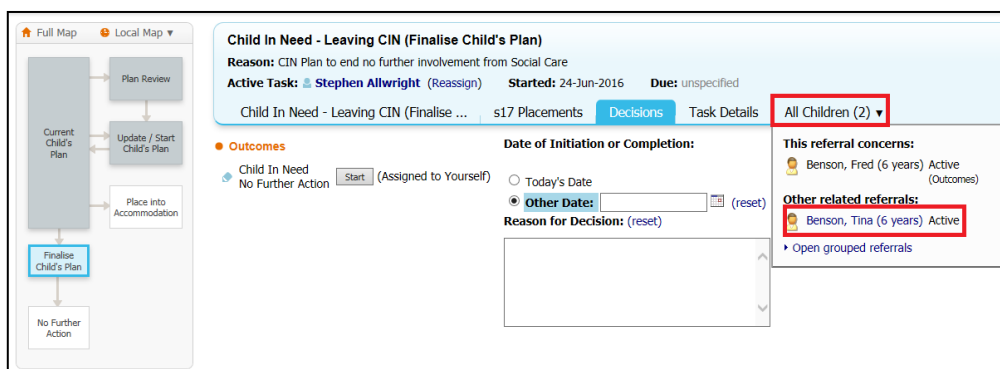
- If all the siblings are leaving CIN keep them ticked but if a sibling is not click the checkbox next to their name
- Click “Confirm”



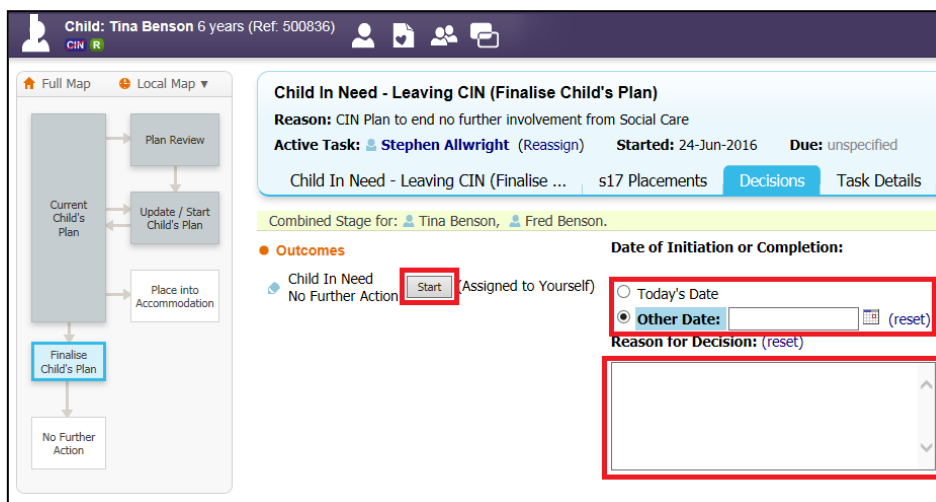
- The next screen does not consolidate siblings so each task must be completed separately.
- Enter the “Plan End Date” and “Completion Notes”
- Click in the box next to “Completed By” and type your name
- Click “Update Record”



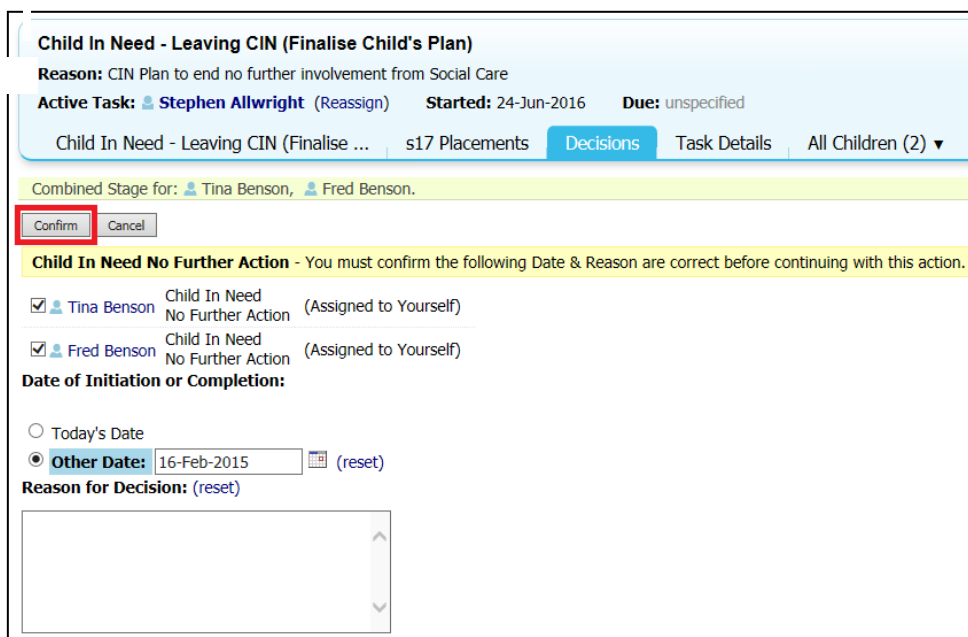
- Double click “All Children..” and then click on the sibling
- Complete the previous step on the sibling



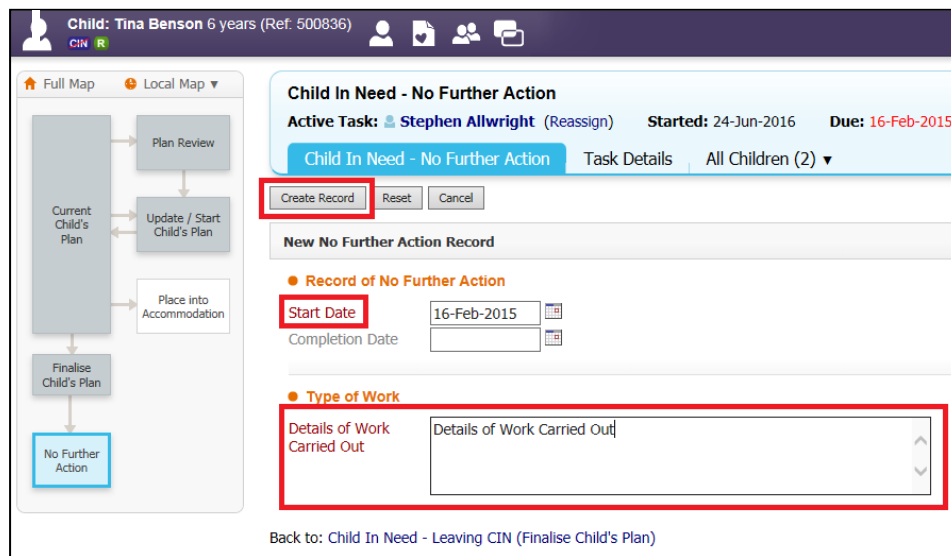
- The siblings are now consolidated in the yellow bar
- Enter the “Date of Initiation or Completion” choose the relevant radio button then enter the “Reason for Decision” within the text box.
- Click “Start” next to “Child In Need No Further Action”



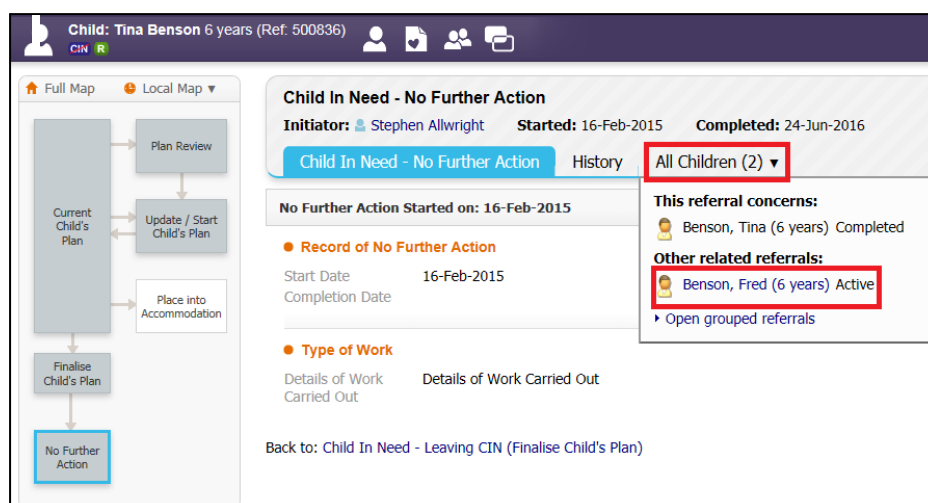
- Click “Confirm”



- Input the “Start Date” and “Details of Work Carried Out”
- Click “Create Record”



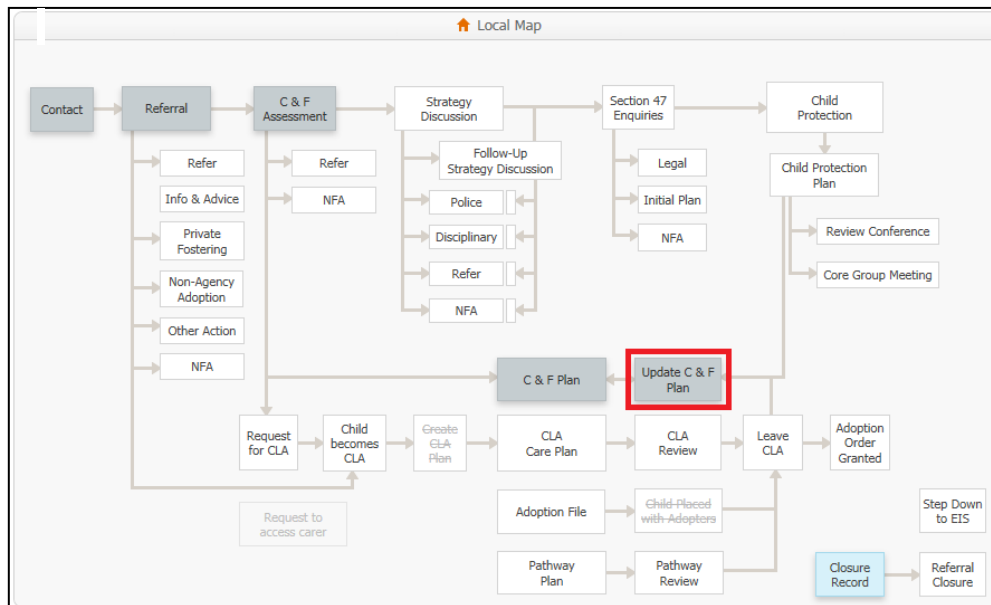
- The No Further Action task is also not consolidated
- Click “All Children..” and click on the siblings name



- Complete the No Further Action task on the sibling.

14. Restarting the CIN Plan

- It is possible on LCS to restart a CIN Plan.
- Go to the Full Map of the child’s record
- Click “Update C&F Plan”



- Click the “Restart” tab

- Enter the “Please provide date of initiation”
- Enter the “Please provide reason for starting manually”
- Any siblings that need to have a CIN plan restarted will automatically be included.
- If a sibling should not be included click the checkbox to remove them
- Click “Create Child’s Plan”

Child In Need - Update Child's Plan
 Initiator: Stephen Allwright Started: 16-Feb-2015 Completed: 16-Feb-2015

Child In Need - Update Child's Plan **Restart** s17 Placements History All Children (2) ▼

Create Child's Plan

Please provide date of initiation:
 17-Feb-2015

Please provide reason for starting manually:
 Restarting CIN closed in error

Family Pathways - You may use the following table of related persons to start manually Child In Need - Update Child's Plan. Only people already grouped in this pathway can be selected to start this step manually.

<input checked="" type="checkbox"/>	Relationship	Name	Age	Info
<input checked="" type="checkbox"/>	Self	Tina Benson	6 years	Automatically included in group
<input checked="" type="checkbox"/>	BROTHER	Fred Benson	6 years	Create new Child In Need - Update Child's Plan and include in group
<input type="checkbox"/>	FATHER	Shane Benson	36 years	Person not a member of the Group.
<input type="checkbox"/>	MOTHER	Alison Benson	38 years	Person not a member of the Group.

Click Here to Update Relationships for Tina Benson...

- You will then be taken to the screen below and be able to input the CIN Plan.

Child: Tina Benson 6 years (Ref: 500836) CIN R

Child In Need - Update Child's Plan
 Reason: Restarting CIN closed in error
 Active Task: Stephen Allwright (Reassign) Started: 24-Jun-2016 Due: unspecified

Child In Need - Update Child's Plan s17 Placements Task Details All Children (2) ▼

Combined Stage for: Tina Benson, Fred Benson.

What to do: This C & F Plan is a **draft revision** that requires you to complete and finalise its part one and authorisation and then lastly finalising this plan revision.

Plan Details

Plan Revision C & F Plan v3.0
 Key Worker Stephen Allwright
 Status Draft

Effective From 17-Feb-2015
 Effective To

Created By Stephen Allwright
 Creation Date 24-Jun-2016 16:25

Forms: C & F Plan v3.0

- Update Part One Form
- Update Part Two Form

Actions

- Print View
- Print View Landscape

