



LCS / CLA Admin IRO User Guide

Liquidlogic Children's Systems (LCS)

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1. COURSE OVERVIEW

This guide has been specifically designed for CLA Admin within the Children & Young People Service who are required to record and update CLA Review Meetings.

By the end of this course you will be able to:

- Pickup the “Arrange CLA Review Meeting” task from the CLA Admin Tray
- Update the “Meeting Details and Scheduling information
- Record the “Meeting Attendees” for the CLA Review including
 - Involved Professionals
 - Key Agencies
 - Family Members
 - Others Persons
 - Other Professionals
- Record any “Excluded Attendees” for the CLA Review
- Update the “Meeting Attendees” table – indicating
 - Who is the Chair
 - How attendees were invited
 - Did attendees agree to attend
 - Were attendees consulted
- Following the CLA Review, update the “Meeting Attendees” table to indicate
 - Were attendees present at the CLA Review
- Following the IRO completion of the Minutes – to update the Meeting Attendees table to indicate
 - The Minutes were sent out
- Close the Meeting process

COURSE PREREQUISITES

Viewing MeLearning modules.

2. CLA Reviews

A Looked After Review (also called a Statutory Review) is normally chaired by an Independent Reviewing Officer (IRO). The CLA Review is designed to ensure that an adequate plan is in place to safeguard and promote the overall welfare of a child and to make recommendations, as necessary, for changes to the plan.

2.1. Timescales for A CLA Review

- The initial CLA Review is held within twenty working days of the child becoming Looked After.
- Then within three months of an initial Looked After Review.
- Then subsequent Looked After Reviews should be conducted not more than six months after any previous review.

2.1.1. Exceptions To The Standard Timescales

Reviews must take place sooner if:

- The Independent Reviewing Officer (IRO) requests an earlier date.
- The Allocated Case Worker's (ACW) assessment is that the child's welfare is not being adequately safeguarded and promoted.
- A review would not otherwise occur before the child ceases to be detained in a YOI or secure training centre, or accommodated on remand;
- The authority proposes to cease to provide accommodation for a looked after child

2.2. When Does a CLA Review Cease?

- The requirement to hold a Looked After Reviews ends when the child ceases to be Looked After or
- When the local authority has authority to place for adoption, in which case there is a requirement to hold an Adoption Review.

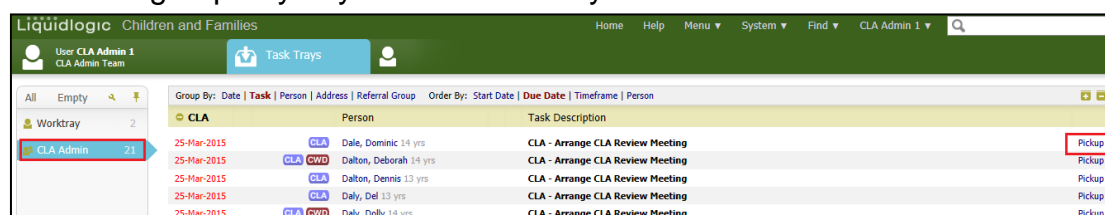
3. Pickup CLA – Arrange CLA Review Meeting Task

When CLA Admin login to LCS, both their personal “Worktray” and the “CLA Admin” group tray are automatically displayed in the left hand column.

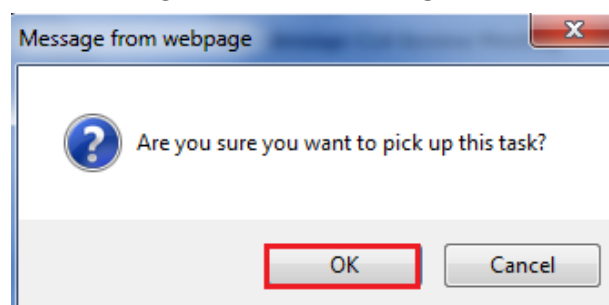
By default, your Worktray is initially displayed showing the number of tasks. Any tasks already picked up are displayed in grey and unopened tasks are displayed in bold.



- To pickup the CLA review task, click on the CLA Admin group tray.
- The outstanding “CLA – Arrange CLA Review Meeting” tasks are displayed. Click on the “Pickup” button to transfer the task from the CLA Admin group tray to your own Worktray.



- A pop up appears asking you to confirm if you wish to pickup the task. Select “OK” to confirm or “Cancel” to abort.



- The task will now sit in your Worktray. The number of tasks shown next to the CLA Admin group tray will automatically decrease to illustrate a task has been moved. The number next to “Worktray” will automatically increase.



4. To Arrange the CLA Review Meeting

- Click on the “CLA – Arrange CLA Review Meeting” task in your Worktray.

The screenshot shows the Liquidlogic Worktray interface. The user is logged in as 'CLA Admin 1'. The 'Worktray' tab is active, showing a list of tasks. A task titled 'CLA - Arrange CLA Review Meeting' is highlighted with a red box. The task is assigned to 'CLA Admin 1' and has a due date of '25-Mar-2015'.

- The name of the CLA Admin who picked up the task from the CLA Admin group tray is displayed as the Meeting Arranger. The Type of Meeting and the Statutory Due Date are automatically populated by LCS. The Statutory Due Date will automatically be derived from the date the Child became Looked After. (The first review is due within 20 working days but the planned CLA Review date can be changed).

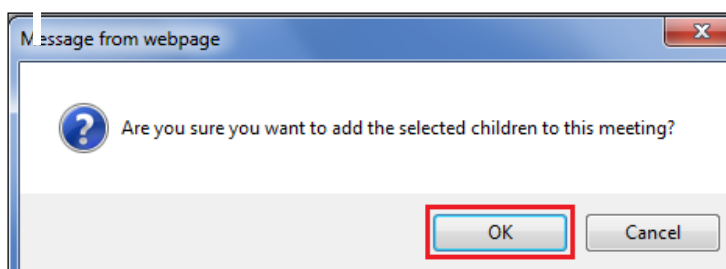
4.1. Adding Children to the Meeting

- The default setting is to have a separate meeting per Child.
- As long as the Siblings are part of a grouped referral and are at the same stage in the process, they can be joined as a consolidated CLA Review meeting.
- Click on “Add children to the meeting”

The screenshot shows the 'Organise Next CLA Review Meeting' interface. The 'Add children to this meeting' option is highlighted with a red box. The interface shows meeting details, including the meeting arranger (CLA Admin 1), the type of meeting (CLA Review Meeting), and the statutory due date (25-Mar-2015).

- Select the siblings that are to be consolidated within the CLA Review meeting

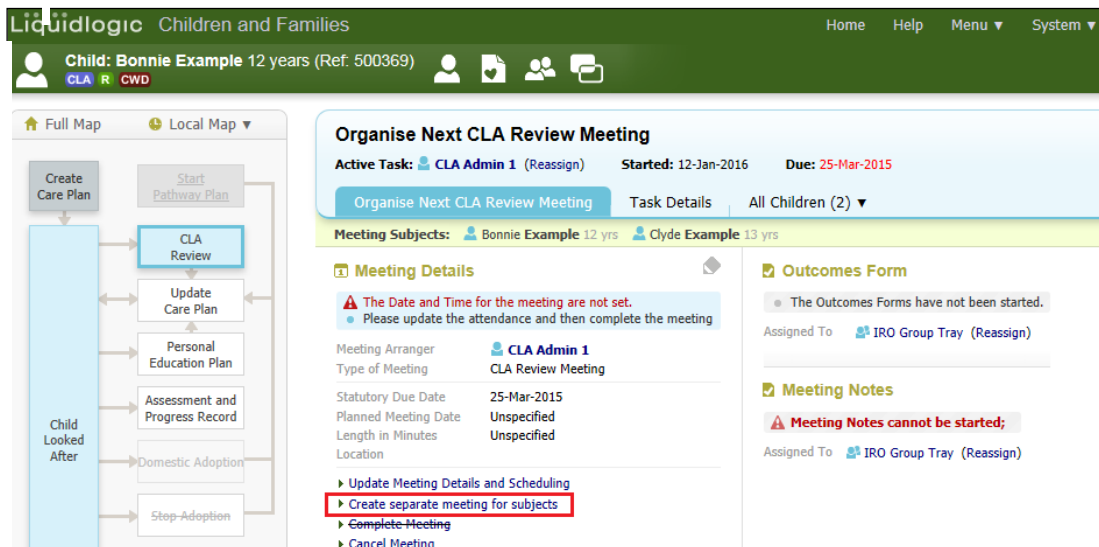
- Click on “Add Selected to Meeting”
- At the pop up prompt, click “OK”



- The consolidated siblings will now appear in the yellow consolidation bar.

4.2. Create Separate Meeting for subjects

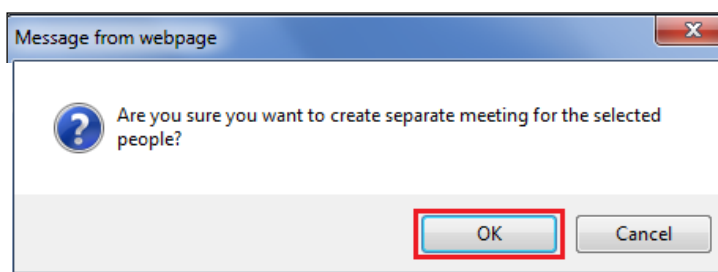
- If you wish to split siblings from a consolidated CLA Review, click on “Create separate meeting for subjects”



- The following screen will appear.



- Deselect the relevant Child/Siblings then click on “Create New Meeting for selected”
- The following prompt appears. Click “Yes” to create the separate meetings.



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

4.3. 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.

The screenshot shows the 'Organise Next CLA Review Meeting' interface. The 'Meeting Details' section contains the following information:

Meeting Arranger	CLA Admin 1
Type of Meeting	CLA Review Meeting
Statutory Due Date	25-Mar-2015
Planned Meeting Date	Unspecified
Length in Minutes	Unspecified
Location	

The 'Update Meeting Details and Scheduling' button is highlighted with a red box. Below it are the following options:

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

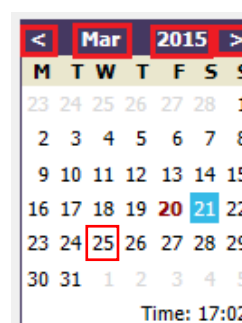
- Click on the “Set from Calendar” button.

The screenshot shows the 'Update CLA Review Meeting (unscheduled)' form. The 'Meeting Details' section contains the following information:

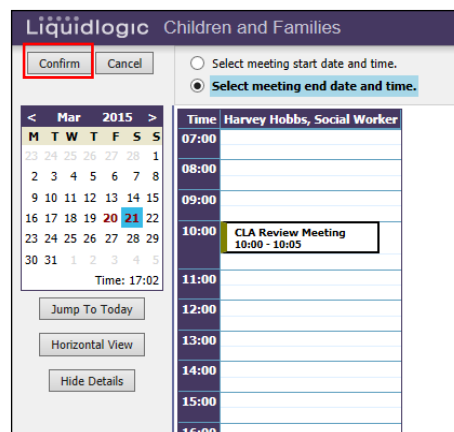
Type of Meeting	CLA Review Meeting
Statutory Due Date	25-Mar-2015
Planned Meeting Date	<input type="text"/> Set From Calendar
Length in Minutes	<input type="text" value="0"/>
Location	<input type="text"/>
Comments	<input type="text"/>

4.3.1. Setting the date and time of the CLA Review Meeting

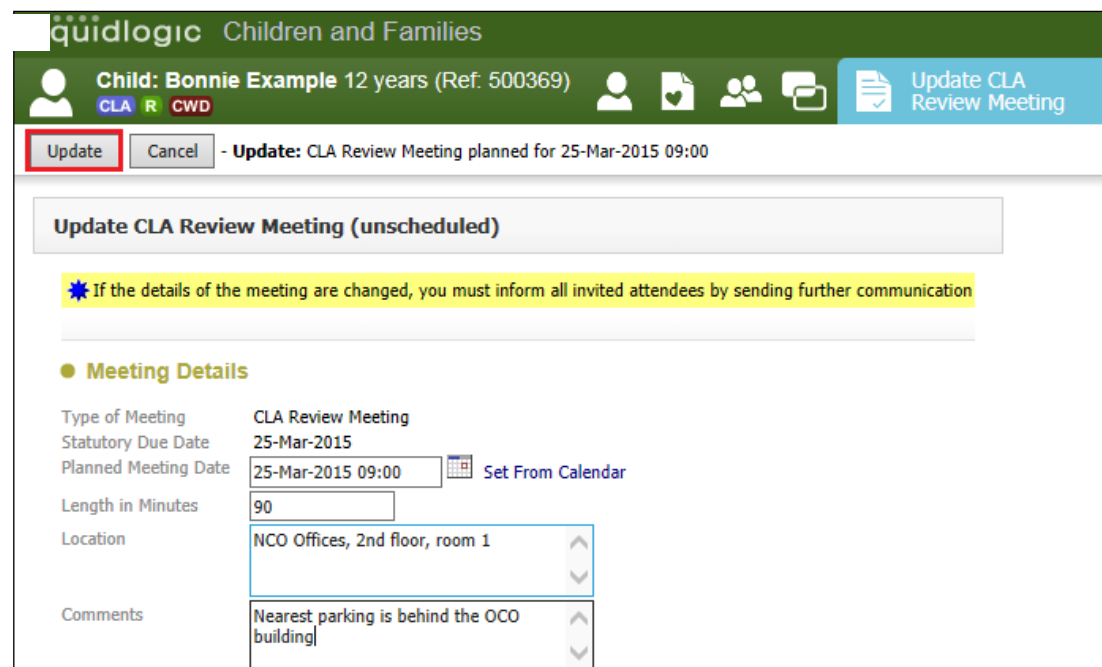
- Use the < and > buttons to move backwards and forwards a month at a time.
- Click on the <month> button to display the months of the year then click on the desired month. Clicking on the <year> will allow you to choose a different year if relevant.



- 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.
- Click on “Update”



- The Meeting Details section will now appear as below.

- You can click on the Pencil icon to amend the details (then tick to accept) or Click on "Update Meeting Details and Scheduling" hyperlink then "Update"

4.4. Retrieving CLA – Arrange CLA Review Meeting from Worktray

- Access the "Home" page and your personal Worktray.
- Click on the "CLA – Arrange CLA Review Meeting" task.

5. Adding Meeting Attendees

- From the Meeting Attendees section, click "Add Attendee"

- 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.

Liqidlogic Children and Families Home Help Menu

Child: Bonnie Example 12 years (Ref: 500369) CLA R CWD

CLA Review Meeting - New

Create Cancel - CLA Review Meeting - Add New Attendee

New Meeting Attendee

Involved Professionals

Allocated Case Worker CIN Worker 1

▶ Click to Create Professional Involvement for Bonnie Example...

▶ Click to Create Professional Involvement for Clyde Example...

Key Agencies

SCHOOL Wycombe Abbey School

GP Chiltern House Medical Centre (Dr Mark Tweedy - H - GENERAL PRACTITIONER)

▶ Click to Add a Key Agency for Bonnie Example...

▶ Click to Add a Key Agency for Clyde Example...

Family Members

MOTHER Example, Lily (= 39 years)

FATHER Example, David (= 44 years)

CARER Sire, Amelia

GRANDPARENT Example, Annie (= 77 years)

The Child Example, Bonnie (12 years)

The Child Example, Clyde (13 years)

▶ Click to edit Family Members for Bonnie Example...

▶ Click to edit Family Members for Clyde Example...

Other Person

▶ Click to Search Other Persons...

Other Professional

Meeting Details

Type of Meeting CLA Review Meeting

Scheduled Date 25-Mar-2015 09:00

Location NCO Offices, 2nd floor, room 1

5.1. To Add A Professional Role To The Attendee List

- Click on the “Click To Search Other Professionals” hyperlink.

Liqidlogic Children and Families Home Help Menu

Child: Bonnie Example 12 years (Ref: 500369) CLA R CWD

CLA Review Meeting - New

Create Cancel - CLA Review Meeting - Add New Attendee

Allocated Case Worker CIN Worker 1

▶ Click to Create Professional Involvement for Bonnie Example...

▶ Click to Create Professional Involvement for Clyde Example...

Key Agencies

SCHOOL Wycombe Abbey School

GP Chiltern House Medical Centre (Dr Mark Tweedy - H - GENERAL PRACTITIONER)

▶ Click to Add a Key Agency for Bonnie Example...

Meeting Details

Type of Meeting CLA Review Meeting

Scheduled Date 25-Mar-2015 09:00

Location NCO Offices, 2nd floor, room 1

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

Child: Bonnie Example 12 years (Ref: 500369)
 CLA R CWD

Create **Cancel** - Create New Professional Involvement

New LCS Case Worker

- Create New LCS Worker Role**
 Professional Role: INDEPENDENT REVIEWING OFFICER
- Select Social Services User**
 Professional: [Click here to select a user...](#)
- Other Parameters**
 Start Date: 01-Jan-2015
 End Date:
 Comments:

Also Create For: Clyde Example, Born on: 01-Jan-2003

- In the “Professional” field, click the hyperlink and search within the LCS address book for the professional to be added to the attendee list.

Select a User, Department or Group **Previous** **Bookmark** **Confirm** **Cancel**

My Contacts

- All Professionals
- All Departments
 - ICS - SS
 - Liquid Test Team - SS
 - IRO Team - TEAM**
- All Groups

IRO Team - TEAM

Department

Department Details

Type	TEAM
Description	IRO Team
Active Status	Active

Address

Address

Professionals in Department

IRO Manager 1	IRO Manager
IRO Worker 1	IRO Worker
IRO Worker 10	IRO Worker
IRO Worker 11	IRO Worker
IRO Worker 2	IRO Worker
IRO Worker 3	IRO Worker
IRO Worker 4	IRO Worker
IRO Worker 5	IRO Worker

- Bookmark the name (if the contact is used regularly) then click “Confirm”.
- 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”

5.2. Adding a New Agency to the Attendee List

- Click on the “Click to Add A Key Agency for <child’s name>” hyperlink.
- Click on the “Key Agency Role” drop down and select the relevant role – e.g H – General Practitioner.
- Click on the “Agency or Contact in Agency” hyperlink

- From the LCS address book, navigate through “All Departments” down to the relevant section and then click on the name to be added to the attendee list.

- Click on “Bookmark” if it is a name you use on a regular basis
- Click on “Confirm” to add to the attendee list.

5.3. Adding An Additional Family Member To The Attendees List

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

Involved Professionals

- Allocated Case Worker** CIN Worker 1
- ▶ Click to Create Professional Involvement for Bonnie Example...
- ▶ Click to Create Professional Involvement for Clyde Example...

Key Agencies

- SCHOOL** Wycombe Abbey School
- GP** Chiltern House Medical Centre (Dr Mark Tweedy - H - GENERAL PRACTITIONER)
- ▶ Click to Add a Key Agency for Bonnie Example...
- ▶ Click to Add a Key Agency for Clyde Example...

Family Members

- MOTHER** Example, Lily (≈ 39 years)
- FATHER** Example, David (≈ 44 years)
- CARER** Sire, Amelia
- GRANDPARENT** Example, Annie (≈ 77 years)
- The Child** Example, Bonnie (12 years)
- The Child** Example, Clyde (13 years)

▶ Click to edit Family Members for Bonnie Example...
▶ Click to edit Family Members for Clyde Example...

Meeting Details

- Type of Meeting: CLA Review Meeting
- Scheduled Date: 25-Mar-2015 09:00
- Location: NCO Offices, 2nd floor, room 1

- The existing Relationships table appears.

Relationships for Child: Bonnie Example, age 12 years

MC	PR	NK	EC	Defined Relationships	Name	Age/Gender	Address	Start/End Date
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MOTHER	Lily Example	≈ 39 years FEMALE	HOME ADDRESS 9 Benjamin Road, High Wycombe, HP13 6SP	04-Jan-2016
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FATHER	David Example	≈ 44 years MALE	HOME ADDRESS 1 Anderson Close, High Wycombe, HP14 3QN	04-Jan-2016
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BROTHER	Clyde Example	13 years MALE	CARER ADDRESS 11 Care Street, Caresville, HP22 5AU	04-Jan-2016
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CARER	Amelia Sire	46 years FEMALE	HOME ADDRESS 11 Care Street, Caresville, HP22 5AU	25-Feb-2015
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	GRANDPARENT	Annie Example	≈ 77 years FEMALE	HOME ADDRESS 10 Benjamin Road, High Wycombe, HP13 6SP	04-Jan-2016

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

- 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 don't know their address, search using *unknown* in the street field.

Gazetteer / Address Lookup ... Cancel

Search for Address Reset

Address Help

House No / Name
 Street
 Area
 Town / City
 County
 Post Code
 Country

Clear Address

Matching addresses are listed below. If the address you require is listed, select it. If not, try repeating your search with more general details.

Address	Town	County	PostCode	Country
Address Unknown Address Unknown	Address Unknown		A000 00A	
Address Unknown Address Unknown, Address Unknown		Address Unknown		

- Add their defined relationship by using the drop down menu.
- Click on “Add” to add to the Relationship table for the child then click on “Save”

Child: Bonnie Example 12 years (Ref. 500369) CLA R CWD Edit Relationships

Example, Bonnie (12 years) - 9 Benjamin Road, High Wycombe, Buckinghamshire, HP13 6SP

Save Reset Close

Relationships for Child: Bonnie Example, age 12 years

MC	PR	NK	EC	Defined Relationships	Name	Age/Gender	Address	Start/End Date	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MOTHER	Lily Example	≈ 39 years FEMALE	HOME ADDRESS 9 Benjamin Road, High Wycombe, HP13 6SP	04-Jan-2016	Update
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FATHER	David Example	≈ 44 years MALE	HOME ADDRESS 1 Anderson Close, High Wycombe, HP14 3QN	04-Jan-2016	Update
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BROTHER	Clyde Example	13 years MALE	CARER ADDRESS 11 Care Street, Caresville, HP22 5AU	04-Jan-2016	Update
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CARER	Amelia Sire	46 years FEMALE	HOME ADDRESS 11 Care Street, Caresville, HP22 5AU	25-Feb-2015	Update
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	GRANDPARENT	Annie Example	≈ 77 years FEMALE	HOME ADDRESS 10 Benjamin Road, High Wycombe, HP13 6SP	04-Jan-2016	Update
MC	PR	NK	EC	Searched Relationships	Name	Age/Gender	Address	Start Date	(reset)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	UNCLE	Michael Example	≈ 53 years MALE	HOME ADDRESS Address Unknown Address Unknown, Address Unknown, A000 00A		Add

Please click on the Add Relationship button to add relationships.

- To return to the previous screen, click the “Back” arrow.

5.4. Add Other People to the Attendees List

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

Other Person

[Click to Search Other Persons...](#)

Other Professional

[Click to Search Other Professionals...](#)

5.5. 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..



5.6. Adding A Chair For the CLA Review

- Within the Meeting Attendees table, click on the “Chair” radio button against the IRO’s name.
- Only 1 person can be selected as the chair. If you have picked the wrong person, simply click on the correct radio button.

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	Min
Not yet Invited							
Bonnie Example - Subject	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		N/A
Clyde Example - Subject	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		N/A
Lily Example - MOTHER	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		N/A
David Example - FATHER	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		N/A
Amelia Sire - CARER	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		N/A
Wycombe Abbey School - E - SCHOOL/COLLEGE/UNIVERSITY	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		N/A
Dr Mark Tweedy - H - GENERAL PRACTITIONER	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		N/A
IRO Worker 1 - IRO Worker	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		N/A
CIN Worker 1 - Allocated Case Worker	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		N/A

▶ Add Attendee
▶ Add Excluded Attendee

5.7. Recording A Letter Invitations To The CLA Review

Bucks CC are not using letter templates at present but below is the process for indicating that a letter was sent out. (You would produce the Word letter and scan to the Child’s record using Livelink).

- 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	Min
Not yet Invited							
👤 Bonnie Example - Subject	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		N/A
👤 Clyde Example - Subject	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		N/A
👤 Lily Example - MOTHER	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		N/A
👤 David Example - FATHER	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		N/A
👤 Amelia Sire - CARER	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		N/A
Wycombe Abbey School - E - SCHOOL/COLLEGE/UNIVERSITY	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		N/A
Dr Mark Tweedy - H - GENERAL PRACTITIONER	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		N/A
👤 IRO Worker 1 - IRO Worker	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		N/A
👤 CIN Worker 1 - Allocated Case Worker	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		N/A

▶ Add Attendee
▶ Add Excluded Attendee

- From the pop up screen, click on the “Letter” radio button.
- Click on “Next”

New Invitation

Previous **Next** Finish

● **Choose the communication method**

Method of Communication Letter

Phone Call

Fax

Email

Other

- Enter in the “Date of Communication” and any comments.

- Click on “Finish”

New Invitation

Previous Next **Finish**

Details

Date of Communication **05.03.2015**

Comments

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

Actions

► New Communication

Phone Calls

No Phone Calls

Emails

No Emails

- Click on the “Delete Draft Document” hyperlink

Liquidlogic Children and Families

Child: **Bonnie Example** 12 years (Ref: 500369)

CLA R CWD

Document - Meeting

Details

Audit

Document Details

Document Type Meeting Invite
 Date 15-Mar-2015
 Editor CLA Admin 1
 Status Draft
 File .rtf 8 KB
 Document Number 53

► Update Details
► Delete Draft Document
 ► Complete Document

Edit Locally

► Download Document
 ► Upload Document
 ► Delete document link

Subject

► Communication of 15-Mar-2015
 ► Child: Bonnie Example

Notes / Comments

Notes

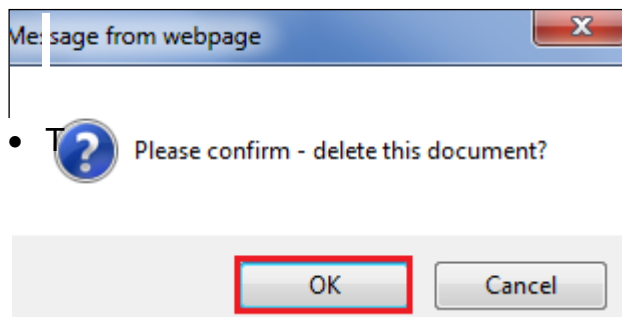
Access Control

Restrictions **None Selected**

Notification

Notification **None Selected**
 ► Update Notifications
 ► Notify Involved Professionals

- Select “OK” from the pop up screen.



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

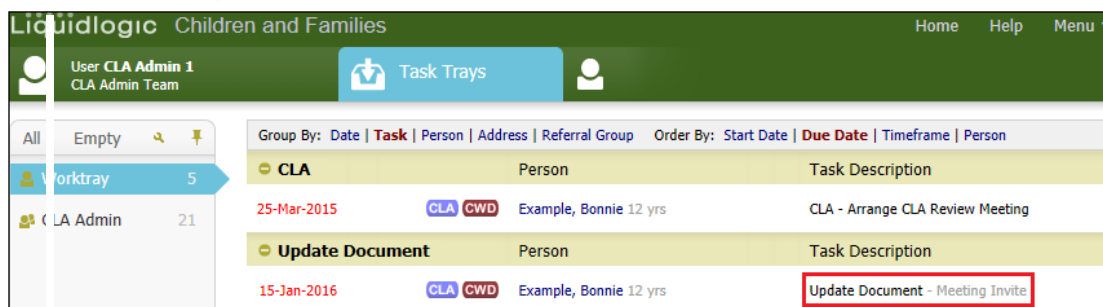
Meeting Attendees

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

Attendee	Chr	Inv	Agr	Con	Att	Pre	Min
Invited							
Bonnie Example - Subject	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N/A	
Clyde Example - Subject	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N/A	

5.8. 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.



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



5.9. Recording a Telephone Invitation To The CLA 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	Min
Not yet Invited							
Bonnie Example - Subject	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N/A
Clyde Example - Subject	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N/A
Lily Example - MOTHER	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N/A
David Example - FATHER	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N/A
Amelia Sire - CARER	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N/A
Wycombe Abbey School - E - SCHOOL/COLLEGE/UNIVERSITY	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N/A
Dr Mark Tweedy - H - GENERAL PRACTITIONER	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N/A
IRO Worker 1 - IRO Worker	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N/A
CIN Worker 1 - Allocated Case Worker	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N/A

[Add Attendee](#)
[Add Excluded Attendee](#)

- Select the “Phone Call” radio button.

New Invitation

[Previous](#) [Next](#) [Finish](#)

Choose the communication method

Method of Communication

Letter
 Phone Call
 Fax
 Email
 Internal Process
 Other

- Click on “Next”
- Enter in the “Date of Communication” and any “Comments”
- Click on “Finish”

New Invitation

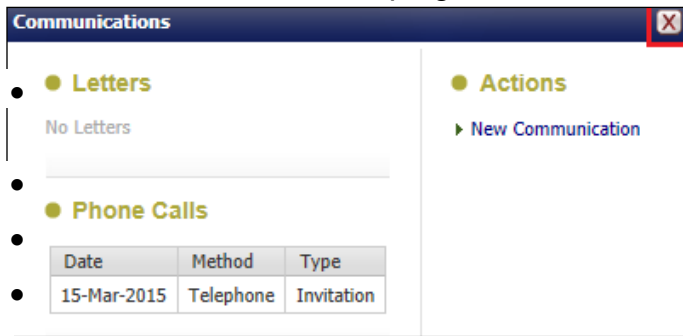
[Previous](#) [Next](#) [Finish](#)

Details

Date of Communication

Comments

- Click on the “X” in the top right hand corner to return to the Attendees List.



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

Meeting Attendees

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

Attendee	Chr	Inv	Agr	Con	Att	Pre	Min
Invited							
Bonnie Example - Subject	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		N/A
Clyde Example - Subject	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		N/A
IRO Worker 1 - IRO Worker	<input checked="" type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		N/A

5.10. Recording An Internal Invitation To The CLA Review

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

Meeting Attendees

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

Attendee	Chr	Inv	Agr	Con	Att	Pre	Min
Invited							
Bonnie Example - Subject	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		N/A
Clyde Example - Subject	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		N/A
Lily Example - MOTHER	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		N/A
David Example - FATHER	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		N/A
Amelia Sire - CARER	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		N/A
Wycombe Abbey School - E - SCHOOL/COLLEGE/UNIVERSITY	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		N/A
Dr Mark Tweedy - H - GENERAL PRACTITIONER	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		N/A
IRO Worker 1 - IRO Worker	<input checked="" type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		N/A
Not yet Invited							
CIN Worker 1 - Allocated Case Worker	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		N/A

- Select the “Internal Process” radio button then click on “Next”

New Invitation

Previous **Next** Finish

● **Choose the communication method**

Method of Communication

- Letter
- Phone Call
- Fax
- Email
- Internal Process**
- Other

- Enter in the “Date of Communication”.
- Enter any “Comments”
- Click on “Finish”

New Invitation

Previous Next **Finish**

● **Details**

Date of Communication 15.03.2015

Comments

- The Meeting Attendees table will now illustrate that an internal invitation was made.

Meeting Attendees

⚠ Not all Attendees have responded to the invitation

Attendee	Chr	Inv	Agr	Con	Att	Pre	Min
Invited							
Bonnie Example - Subject	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		N/A
Clyde Example - Subject	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		N/A
Lily Example - MOTHER	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		N/A
David Example - FATHER	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		N/A
Amelia Sire - CARER	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		N/A
Wycombe Abbey School - E - SCHOOL/COLLEGE/UNIVERSITY	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		N/A
Dr Mark Tweedy - H - GENERAL PRACTITIONER	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		N/A
IRO Worker 1 - IRO Worker	<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		N/A
CIN Worker 1 - Allocated Case Worker	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		N/A

▶ Add Attendee

▶ Add Excluded Attendee

6. 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	Min
Invited							
Bonnie Example - Subject	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		N/A
Clyde Example - Subject	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		N/A
Lily Example - MOTHER	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		N/A
David Example - FATHER	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		N/A

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

Update Reply
✕

Save
Cancel

● Response to Invitation

Attendee Bonnie Example

● Attending

Yes
 No

Comments

Save
Cancel

- 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	Min
Agreed							
Bonnie Example - Subject	<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<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"

- 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	Min
Agreed							
Bonnie Example - Subject	<input type="radio"/>			<input type="radio"/>	<input type="radio"/>		N/A
Declined							
Dr Mark Tweedy - H - GENERAL PRACTITIONER	<input type="radio"/>		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		N/A

7. 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	Min
Agreed							
Bonnie Example - Subject	<input type="radio"/>			<input type="radio"/>	<input type="radio"/>		N/A
Clyde Example - Subject	<input type="radio"/>			<input type="radio"/>	<input type="radio"/>		N/A
Lily Example - MOTHER	<input type="radio"/>			<input type="radio"/>	<input type="radio"/>		N/A
David Example - FATHER	<input type="radio"/>			<input type="radio"/>	<input type="radio"/>		N/A
Amelia Sire - CARER	<input type="radio"/>			<input type="radio"/>	<input type="radio"/>		N/A
Wycombe Abbey School - E - SCHOOL/COLLEGE/UNIVERSITY	<input type="radio"/>			<input type="radio"/>	<input type="radio"/>		N/A
IRO Worker 1 - IRO Worker	<input checked="" type="radio"/>			<input type="radio"/>	<input type="radio"/>		N/A
CIN Worker 1 - Allocated Case Worker	<input type="radio"/>			<input type="radio"/>	<input type="radio"/>		N/A
Declined							
Dr Mark Tweedy - H - GENERAL PRACTITIONER	<input type="radio"/>		<input checked="" type="radio"/>	<input type="radio"/>	<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 Dr Mark Tweedy

Date person was Consulted 15.03.2015

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	Min
Agreed							
Bonnie Example - Subject	<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	N/A	
Clyde Example - Subject	<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	N/A	
Lily Example - MOTHER	<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	N/A	
David Example - FATHER	<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	N/A	
Amelia Sire - CARER	<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	N/A	
Wycombe Abbey School - E - SCHOOL/COLLEGE/UNIVERSITY	<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	N/A	
IRO Worker 1 - IRO Worker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	N/A	
CIN Worker 1 - Allocated Case Worker	<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	N/A	
Declined							
Dr Mark Tweedy - H - GENERAL PRACTITIONER	<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	N/A	

8. Indicating If Invitee Attended The CLA 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	Min
Present							
Bonnie Example - Subject	<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="radio"/>	N/A	
Absent							
Dr Mark Tweedy - H - GENERAL PRACTITIONER	<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	N/A	

9. Exclude Invitee From The CLA Review

- If you wish to exclude an invitee from the CLA Review, click anywhere to the right of the invitee’s name (in blank space).
- Click on “Exclude Attendee From Meeting”

The screenshot shows a detailed view of an attendee's profile. It is divided into three main sections: Attendee Details, Invitation to Meeting, and Consultation. The 'Attendee Details' section shows the name 'Amelia Sire' and role 'CARER'. The 'Invitation to Meeting' section shows the invitation was sent on 15-Mar-2015 via telephone. The 'Response to Invitation' section shows the invitee replied on 15-Jan-2016 and will attend. The 'Attendance' section shows they have actually attended. The 'Actions' section contains several options, with 'Exclude Attendee from Meeting' highlighted by a red rectangular box.

- 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	Min
Present							
Bonnie Example - Subject	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	N/A	
Clyde Example - Subject	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	N/A	
Lily Example - MOTHER	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	N/A	
Amelia Sire - CARER	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	N/A	
Wycombe Abbey School - E - SCHOOL/COLLEGE/UNIVERSITY	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	N/A	
IRO Worker 1 - IRO Worker	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	N/A	
CIN Worker 1 - Allocated Case Worker	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	N/A	
Absent							
Dr Mark Tweedy - H - GENERAL PRACTITIONER	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	
Excluded							
David Example - FATHER				<input type="radio"/>			

9.1. 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 Min
Present						
Bonnie Example - Subject	<input type="radio"/>		<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	N/A
Clyde Example - Subject	<input type="radio"/>		<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	N/A
Lily Example - MOTHER	<input type="radio"/>		<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	N/A
Amelia Sire - CARER	<input type="radio"/>		<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	N/A
Wycombe Abbey School - E - SCHOOL/COLLEGE/UNIVERSITY	<input type="radio"/>		<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	N/A
IRO Worker 1 - IRO Worker	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	N/A
CIN Worker 1 - Allocated Case Worker	<input type="radio"/>		<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	N/A
Absent						
Dr Mark Tweedy - H - GENERAL PRACTITIONER	<input type="radio"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
Excluded						
David Example - FATHER	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add Attendee Add Excluded Attendee						

9.2. Remove Invitee From The Meeting Attendees Table

- If you wish to remove an invitee from the CLA Review, click anywhere to the right of the invitee’s name (in blank space).
- Click on “Remove Attendee”

Liquidlogic Children and Families
Home Help Menu

Child: Bonnie Example 12 years (Ref: 500369)
CLA Review Meeting -

Lily Example

Attendee Details

Attendee: Lily Example
Attendee Role: MOTHER
[Update Role](#)
Chairing the Meeting? No

Meeting Details

Type of Meeting: CLA Review Meeting
Meeting Organiser: CLA Admin 1 - CLA Admin Team
scheduled Date: 25-Mar-2015 09:00
Location: NCO Offices, 2nd floor, room 1
[Open Pathway](#)

Invitation to Meeting

Invitation Sent: 15-Mar-2015
Method of Invitation: Letter

Response to Invitation

Replied: 15-Jan-2016 17:22
Will Attend Meeting? Yes

Attendance

Has Actually Attended: Yes

Actions

[Set this Attendee to be the Chair](#)
[Update Actual Attendance](#)
[Remove Attendee](#)
[Exclude Attendee from Meeting](#)

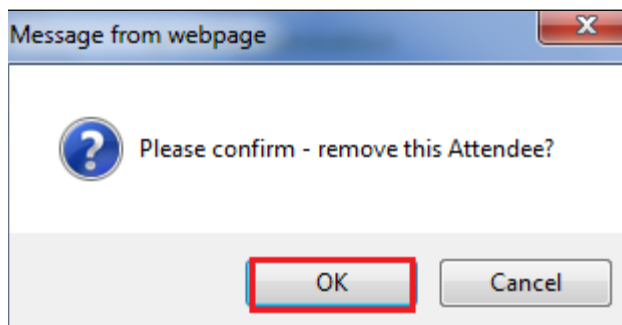
Consultation

[Enter/Update Consultation Details](#)

Communication

[Changed Decision \(response not sent via internal process\)](#)
[Enter reply details \(response not sent via internal process\)](#)
[Send Further Communication](#)
[View all Communication Records](#)

- At the pop up prompt, click on “OK”



- The row will automatically disappear from the Meeting Attendees table.

9.3. Editing Any Of The Meeting Attendees Fields

- Click on the blank space to the right of the Attendee name.

Meeting Attendees

Attendee	Chr	Inv	Agr	Con	Att	Pre	Min
Present							
Bonnie Example - Subject	<input type="radio"/>		<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	N/A	
Clyde Example - Subject	<input type="radio"/>		<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	N/A	
Amelia Sire - CARER	<input type="radio"/>		<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	N/A	
Lily Example - MOTHER	<input type="radio"/>		<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	N/A	
IRO Worker 1 - IRO Worker	<input checked="" type="radio"/>		<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	N/A	

- Click on the hyperlink to be edited.
- Click on “Open Pathway” to return to the Meeting Attendees table.

Liquidlogic Children and Families Home Help Menu ▾

Child: Bonnie Example 12 years (Ref: 500369) CLA Review Meeting -

Lily Example

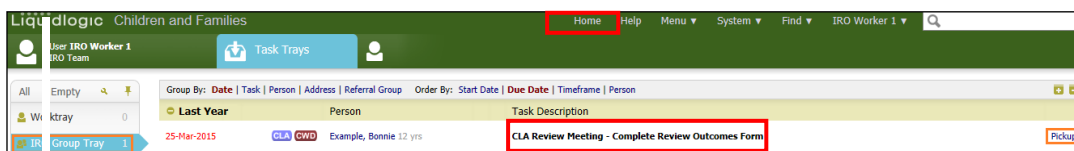
<p>Attendee Details</p> <p>Attendee: Lily Example Attendee Role: MOTHER Update Role Chairing the Meeting? No</p> <p>Meeting Details</p> <p>Type of Meeting: CLA Review Meeting Meeting Organiser: CLA Admin 1 - CLA Admin Team Scheduled Date: 25-Mar-2015 09:00 Location: NCO Offices, 2nd floor, room 1 Open Pathway</p>	<p>Invitation to Meeting</p> <p>Invitation Sent: 15-Mar-2015 Method of Invitation: Letter</p> <p>Response to Invitation</p> <p>Replied: 15-Jan-2016 18:06 Will Attend Meeting? Yes</p> <p>Attendance</p> <p>Has Actually Attended: Yes</p> <p>Actions</p> <ul style="list-style-type: none"> Set this Attendee to be the Chair Update Actual Attendance Remove Attendee Exclude Attendee from Meeting 	<p>Consultation</p> <ul style="list-style-type: none"> Enter/Update Consultation Details <p>Communication</p> <ul style="list-style-type: none"> Changed Decision (response not sent via internal process) Enter reply details (response not sent via internal process) Send Further Communication View all Communication Records
--	---	--

Note:

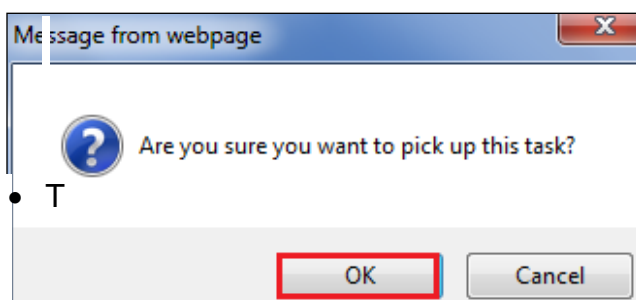
There is no CLA Pre Meeting Report now so the radio button for “Pre” is automatically displayed as “N/A”

10. IRO - Pickup Outcomes Task

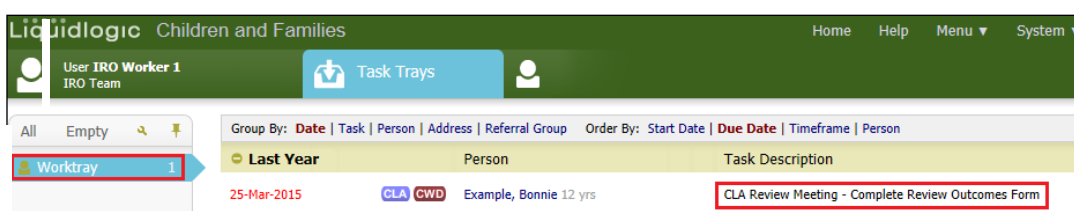
- From the “Home” screen, click on the “IRO Group Tray”
- The number of tasks within the IRO Group Tray is illustrated to the right of the tray name.
- Click on “Pickup” for the task “CLA Review Meeting – Complete Review Outcomes Form”.



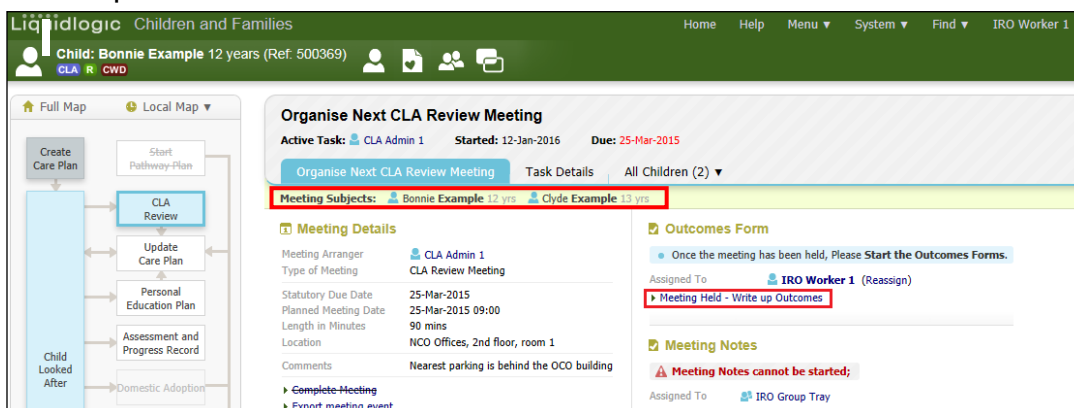
- Click on “OK”



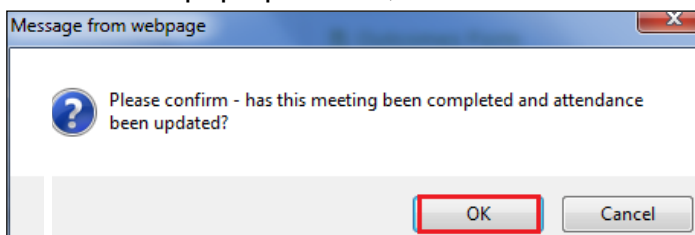
- The task will transfer to your Worktray”. (The number next to the IRO Group Tray will decrease in number and your Worktray will increase in number).
- Click on your personal “Worktray”
- Click on the task “CLA Review Meeting – Complete Review Outcomes Form”



- Within the “Outcomes Form” section, click on “Meeting Held – Write Up Outcomes”
- If there is a yellow consolidation bar – the CLA Review Meeting is for multiple children.



- From the pop up screen, click on “OK”



- Enter in the date of the “Actual Meeting Date”
- If the CLA Review took place later than planned, the “Delay Reason” field becomes mandatory. Click on drop down to select relevant reason.
- **Enter in the “Planned Date” for the next CLA Review Meeting.**

Note:

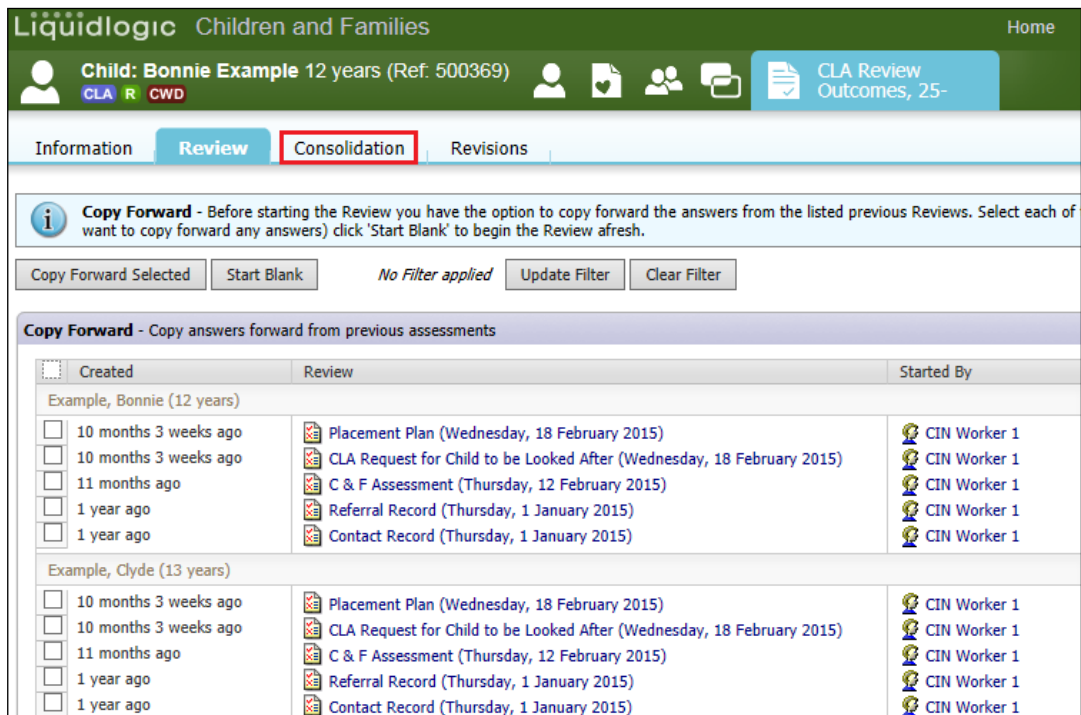
This is the only time you will be able to enter this date. It is not mandatory so it is very important you remember to enter it at this stage.

- Click on “Update”

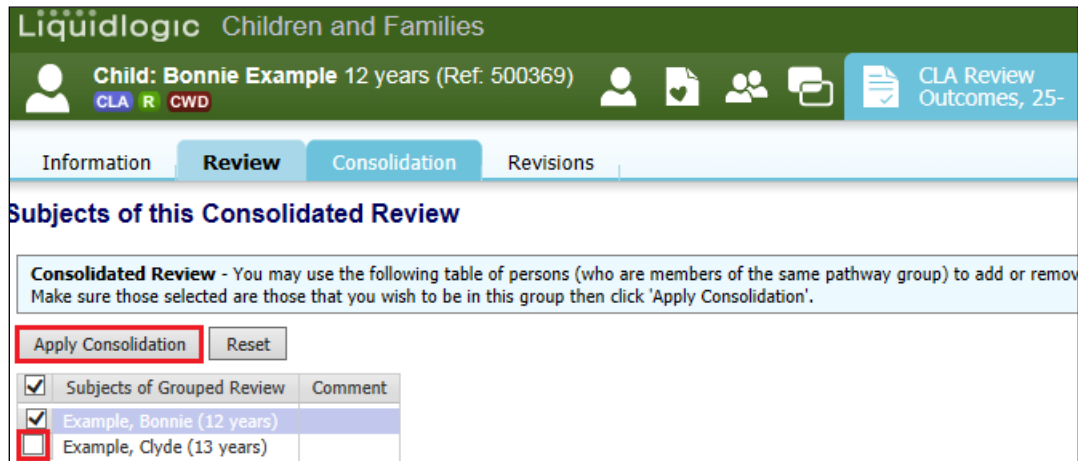
10.1. Creating An Individual Outcomes Form For Each Child

- Within the “Outcomes Form” section, click on “CLA Review Outcomes – Copy Forward”

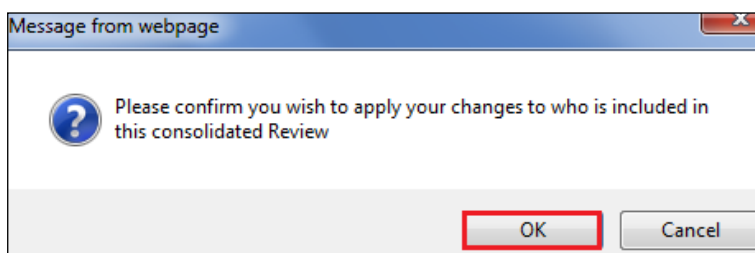
- If the CLA Review is consolidated, the siblings appear as below.
- Click on the Consolidation tab



- Untick the sibling/s to be removed from the consolidated Outcomes Form.
- Click on “Apply Consolidation”



- From the pop up screen, click “OK”



- Click the top “Copy Forward” checkbox then “Copy Forward Selected”

Copy Forward - Before starting the Review you have the option to copy forward the answers from the listed previous Reviews. Select each one you want to copy forward any answers) click 'Start Blank' to begin the Review afresh.

Copy Forward Selected *No Filter applied*

Copy Forward - Copy answers forward from previous assessments

<input checked="" type="checkbox"/>	Created	Review	Started By
Example, Bonnie (12 years)			
<input checked="" type="checkbox"/>	10 months 3 weeks ago	Placement Plan (Wednesday, 18 February 2015)	CIN Worker 1
<input checked="" type="checkbox"/>	10 months 3 weeks ago	CLA Request for Child to be Looked After (Wednesday, 18 February 2015)	CIN Worker 1
<input checked="" type="checkbox"/>	11 months ago	C & F Assessment (Thursday, 12 February 2015)	CIN Worker 1
<input checked="" type="checkbox"/>	1 year ago	Referral Record (Thursday, 1 January 2015)	CIN Worker 1
<input checked="" type="checkbox"/>	1 year ago	Contact Record (Thursday, 1 January 2015)	CIN Worker 1

Copy Sideways - Copy answers across from related service users

<input type="checkbox"/>	Created	Review	Started By
Example, Clyde (13 years)			
<input type="checkbox"/>	10 months 3 weeks ago	Placement Plan (Wednesday, 18 February 2015)	CIN Worker 1
<input type="checkbox"/>	10 months 3 weeks ago	CLA Request for Child to be Looked After (Wednesday, 18 February 2015)	CIN Worker 1
<input type="checkbox"/>	11 months ago	C & F Assessment (Thursday, 12 February 2015)	CIN Worker 1
<input type="checkbox"/>	1 year ago	Referral Record (Thursday, 1 January 2015)	CIN Worker 1

- The “Review of Arrangements for a Child Looked After” form appears on screen.
 - Any text displaying in red is a mandatory field.
 - A “M” flag refers to “merged” information from a previous form field.
 - A “C” flag refers to “copied forward” information from a previous form field.

Review of Arrangements for a Child Looked After

CLA Review Dates

Date Referral Received: 01-Jan-2015 M

Last CLA Review Date:

CLA Review Planned Date: 25-Mar-2015 09:00

CLA Review Due Date: 25-Mar-2015

CLA Review Actual Date: 25-Mar-2015

Has the child / young person previously been adopted or left care for special guardianship or residence order? Yes No Unknown M

Social Worker: M

Team: M

Placement Type: A3 - Placed for Adoption (with current foster carer) A4 - Placed for Adoption - With Consent (not current foster carer) M

Note:

- If you answer “Yes” to the question “Has the child/young person previously been adopted or left care for special guardianship or residence order?” – an extra set of questions appear underneath. All of these are mandatory.

Has the child / young person previously been adopted or left care for special guardianship or residence order? Yes No Unknown

If so, please specify Adoption (i.e. following adoption order) Special guardianship order Residence order Unknown

Was the child / young person previously looked after inside England? Inside England Outside England Unknown

What Year was the Order granted?

What Month was the Order granted?

What Date was the Order granted?

- The “List of Attendees” is a view only section (updated by CLA Admin)

10.2. Completing The Distribution List

- Type in the name of the first person the Review Notes are to be sent to. Enter their “Designated Title”. There is a field for “Email Address” but this is only to be used for professionals.

10.2.1. To Generate Another Distribution Row

- Click on the green +

10.2.2. To Remove A Distribution Row

- Click on the red X

CLA Review Meeting on 25-Mar-2015

● List of Attendees

Role	Attendee	Chair	Invited	Agreed	Consulted	Present	Report	Minutes
Subject	Bonnie Example	<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Subject	Clyde Example	<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
CHILD	Amelia Sire	<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
MOTHER	Lily Example	<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
GENERAL PRACTITIONER	Dr Mark Tweedy	<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
IRO Worker	IRO Worker 1	<input checked="" type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Allocated Case Worker	CIN Worker 1	<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>

Distribution List
All users within this list are to have the Review Notes sent to them as agreed by the IRO

Name	Designation/Job Title	Email Address	
Mrs Lily Example	Mother		<input checked="" type="checkbox"/>
Mr David Example	Father		<input checked="" type="checkbox"/>

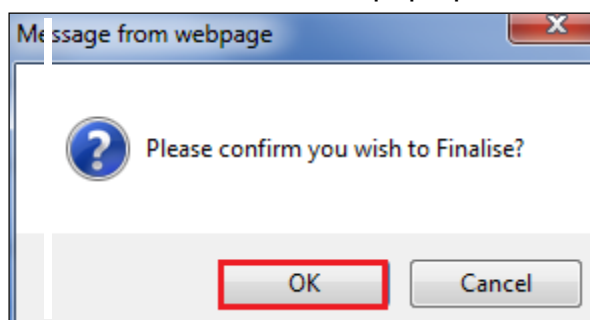
10.3. Part One – Summary Information and Decisions

- Click on the “Part One – Summary Information and Decisions” index section.
- Answer the mandatory fields.
- The “Agreed Date for the next review” will populate if entered at the point the Outcomes Forms is started. (Below’s example shows the display if it wasn’t entered).

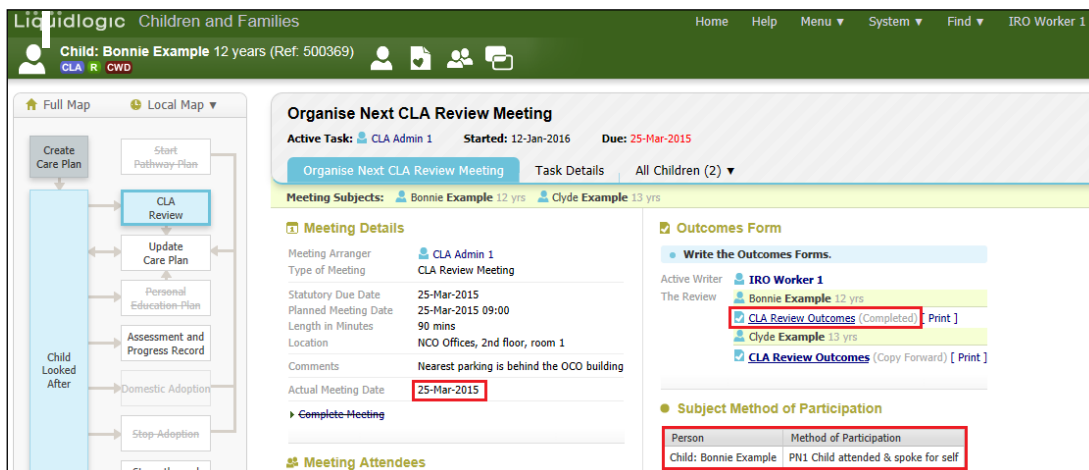
- Complete the Summary Information and Decisions – entering in the agreed decisions and outcomes from the Review (screenshot below). Click on the green “+” to generate another row.
- Enter in the date that the CSWM was notified of the Outcomes form and the date the CLA Review Notes were completed.
- Click on “Finalise Review” to complete the Outcomes.

Action	By Whom	Timescales
Arrange Dentist and Optician appointments.	Social Worker	Enter in the timescales by which the action is to be completed
Arrange contact review meeting	Social Worker	Enter in the timescales by which the action is to be completed
Request Personal Education Plan Meeting	Social Worker	Enter in the timescales by which the action is to be completed

- Click on “OK” from the pop up menu.

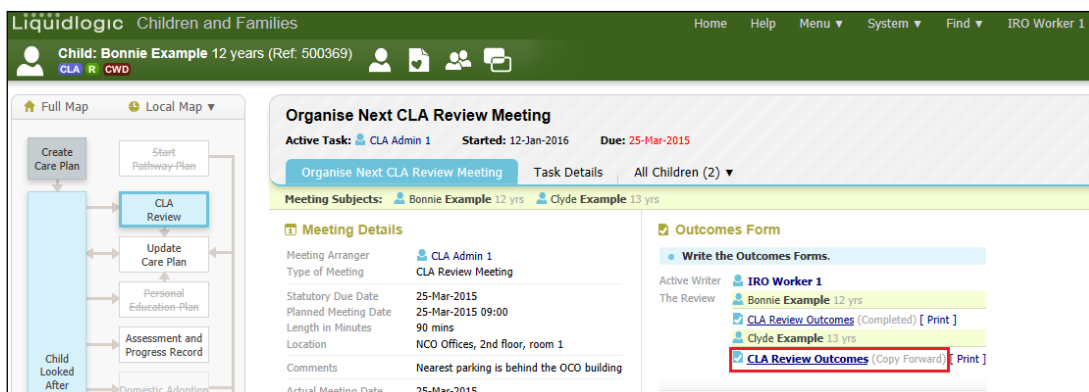


- The Organise CLA Review Meeting screen will look as below.

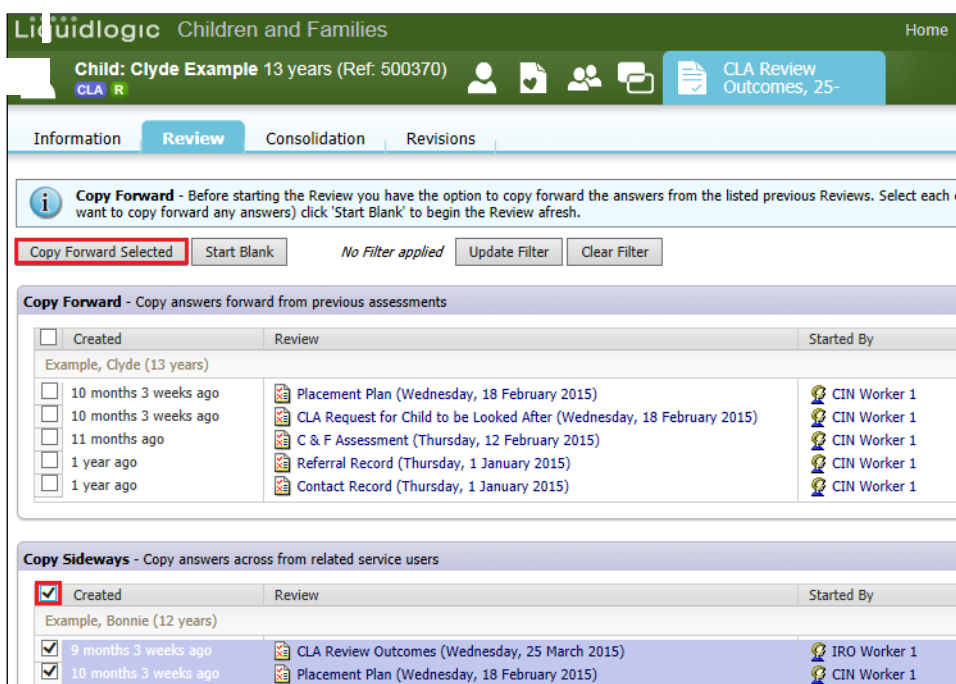


10.4. Completing Outcome Notes for Subsequent Siblings – Copy Sideways

- From the “Outcomes Form” section, click on the next siblings “CLA Review Outcomes (Copy Forward)” hyperlink.



- Click on the “Copy Sideways” checkbox (to copy the answers from the original sibling’s completed Outcomes). Click on “Copy Forward Selected”



- Edit as necessary the copied fields and enter in the the “CLA Review Notes Completion” date.
- Finalise when completed.
- The screen will then look as below.

Organise Next CLA Review Meeting

Active Task: IRO Worker 1 (Reassign) Started: 12-Jan-2016 Due: 25-Mar-2015

Task Comment: Decisions completed, please complete the meeting

Organise Next CLA Review Meeting Task Details All Children (2)

Meeting Subjects: Bonnie Example 12 yrs Clyde Example 13 yrs

Meeting Details

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

Meeting Arranger: CLA Admin 1
Type of Meeting: CLA Review Meeting
Statutory Due Date: 25-Mar-2015
Planned Meeting Date: 25-Mar-2015 09:00
Length in Minutes: 90 mins
Location: NCO Offices, 2nd floor, room 1
Comments: Nearest parking is behind the OCO building
Actual Meeting Date: 25-Mar-2015

Outcomes Form

Written By: IRO Worker 1
The Review:

Bonnie Example 12 yrs	CLA Review Outcomes (Completed)	[Print]
Clyde Example 13 yrs	CLA Review Outcomes (Completed)	[Print]

Subject Method of Participation

Person	Method of Participation
Child: Bonnie Example	PN1 Child attended & spoke for self
Child: Clyde Example	PN1 Child attended & spoke for self

Complete Meeting

10.5. Marking the CLA Review Meeting as Complete

- From the screen above, click on “Complete Meeting”
- From the pop up screen, click on “OK”

Message from webpage

Please confirm - has this meeting been completed and attendance been updated?

OK Cancel

Note:

Completing the Meeting releases the “Update Care Plan” task to the Social Worker and unlocks the “Write up Meeting Notes” task to the IRO.

The Outcomes are to be sent out within 5 working days of the CLA Review.

11. Sending Casenote Notification to CSWM To Read Outcome Notes

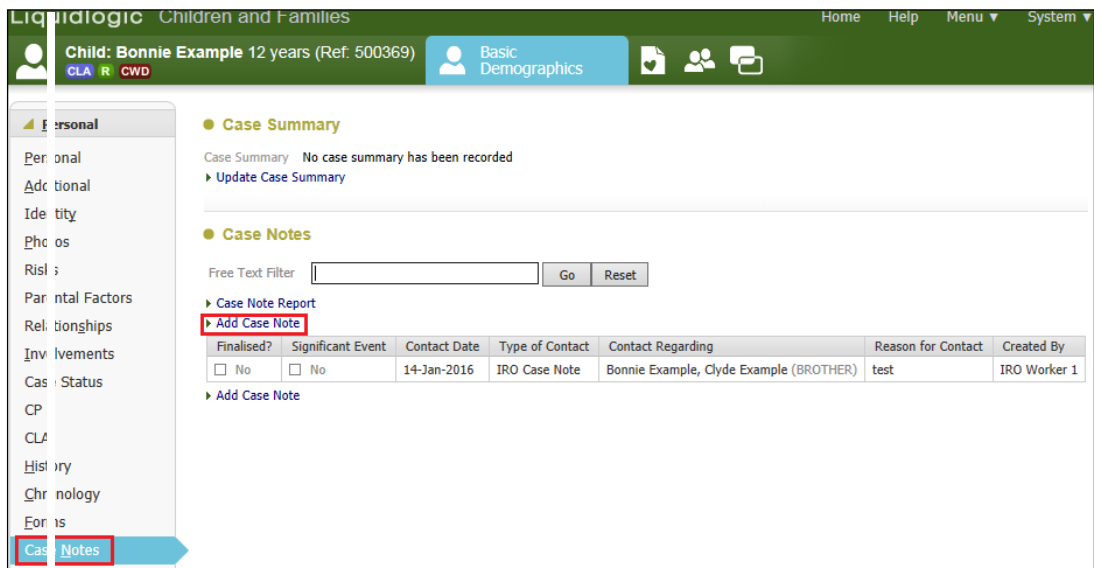
- Although the Outcome screen indicates that the Outcomes are to be saved and sent to the CSWM for them to review and comment – it has been agreed that as the Outcomes are to be individual to each child (and cannot be copied sideways until the original Outcomes are finalised – all Outcomes are to be completed and then a casenote sent to the CSWM). They have 5 working days to comment and these comments can be incorporated into the Minutes by the IRO).

11.1. Creating A Casenote To CSWM

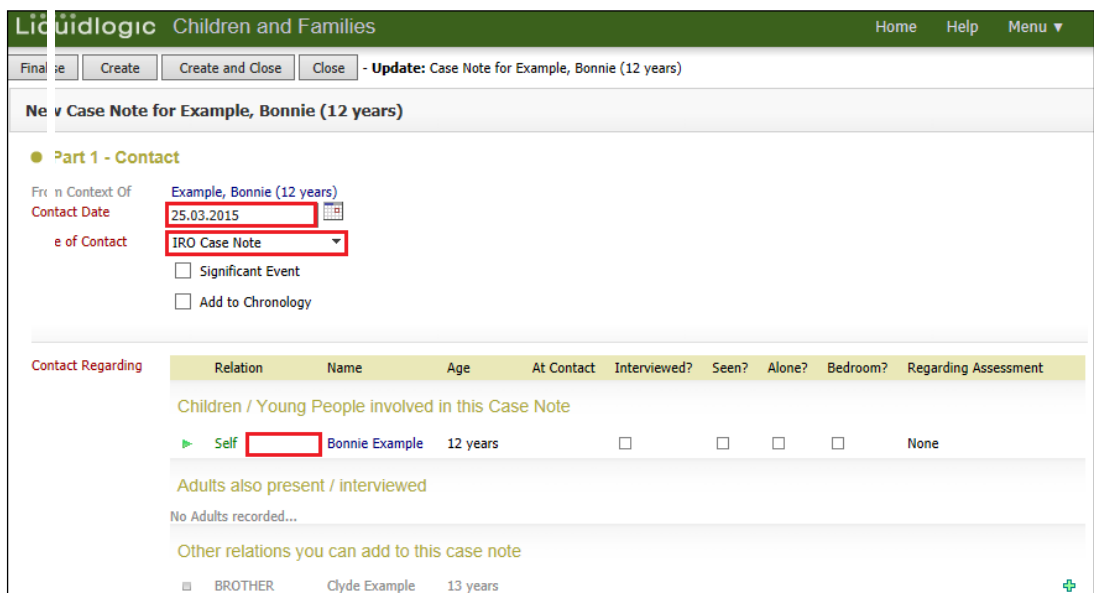
- Click on the Basic Demographics icon.



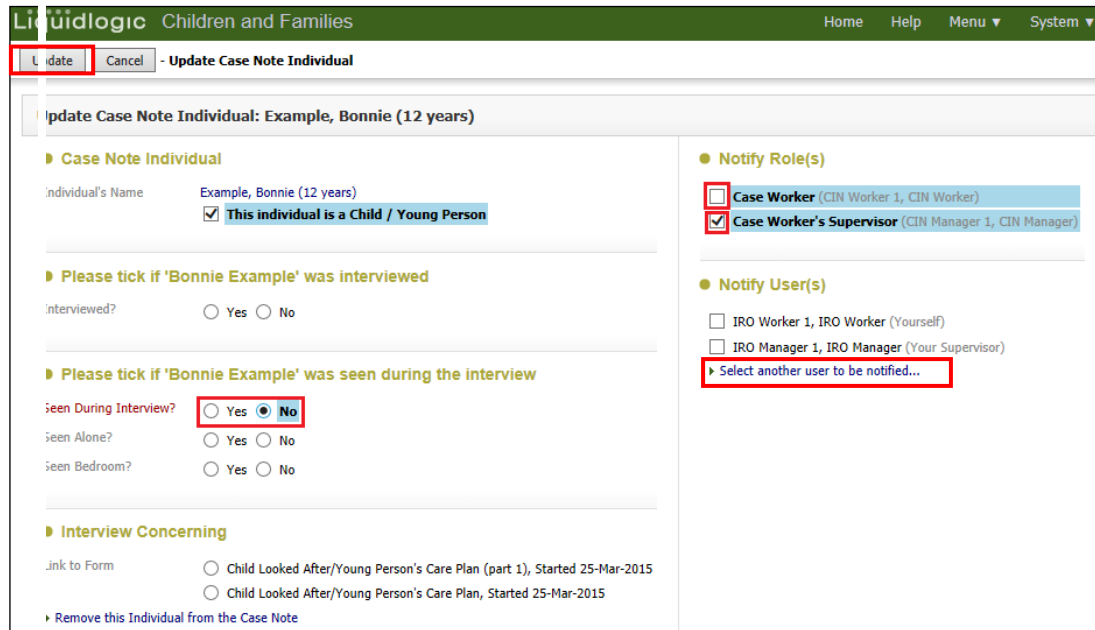
- Click on “Case Notes” then “Add Case Note”



- Enter in the “Contact Date”.
- Enter in the “Type of Contact” and choose “IRO Case Note”
- Click on the blank space next to “Self”

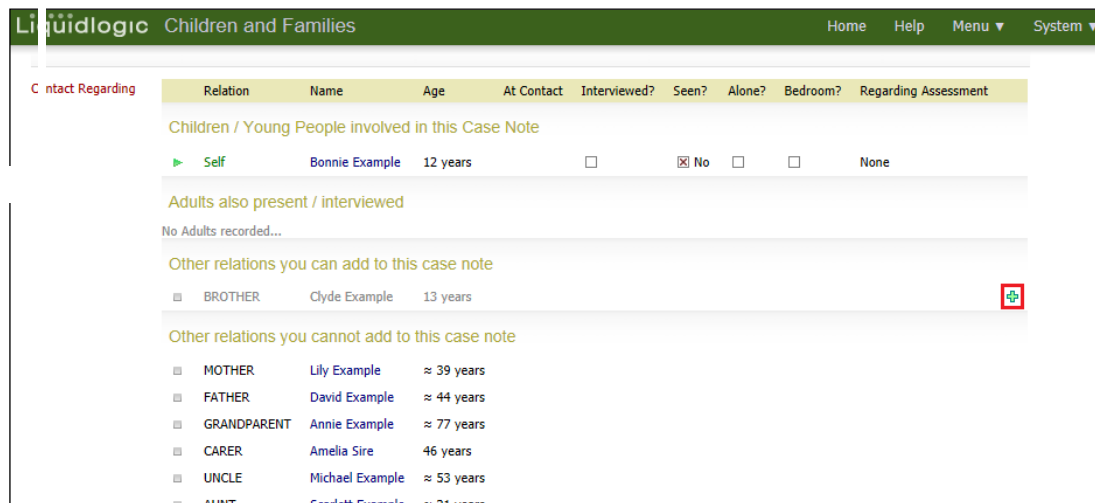


- Indicate if “Seen During Interview”
- Within the “Notify Role(s)” section, double click on “Case Worker” checkbox to remove the Case Worker from being notified.
- Click on the “Case Worker’s Supervisor” (if they are the CSWM) checkbox.
- If not, click the “Select another user to be notified” hyperlink and choose name from the LCS address book.
- Click on “Update” to return to the casenote screen.



11.2. To Add Siblings To The Casenote

- Click on the green “+” to add a sibling to the casenote (repeat for each sibling).
- Bucks County Council’s policy is that only children have casenote so you cannot include any adults to the casenote. If relevant, add comments about them in the “Detailed Notes” section underneath.



- When the siblings are added to the casenote, click on the relevant check boxes to indicate if they were seen or not (click once for yes, twice for no)

Note:

You cannot click on blank space next to their name until the “Reason for Contact” has been entered and “Create” is clicked.

- Enter in the **1 liner** “Reason for Contact”
- Enter in the full notes in the “Detailed Notes” section.
- If relevant, enter notes into “Analysis of information” and “Action”
- If you wish to highlight any text – select it then use the formatting/colour icons

Reason for Contact	Request for CSWM to view Outcomes Form
Detailed Notes	Enter in the detailed notes.
Analysis of information	Enter in the analysis of information
Action	Enter in any actions B I U A A A X

- When the information has been added, click on “Create” (this saves the casenote but allows you to continue entering text).
- You can now click on the blank space next to the siblings name to amend any of the checkboxes (if necessary).

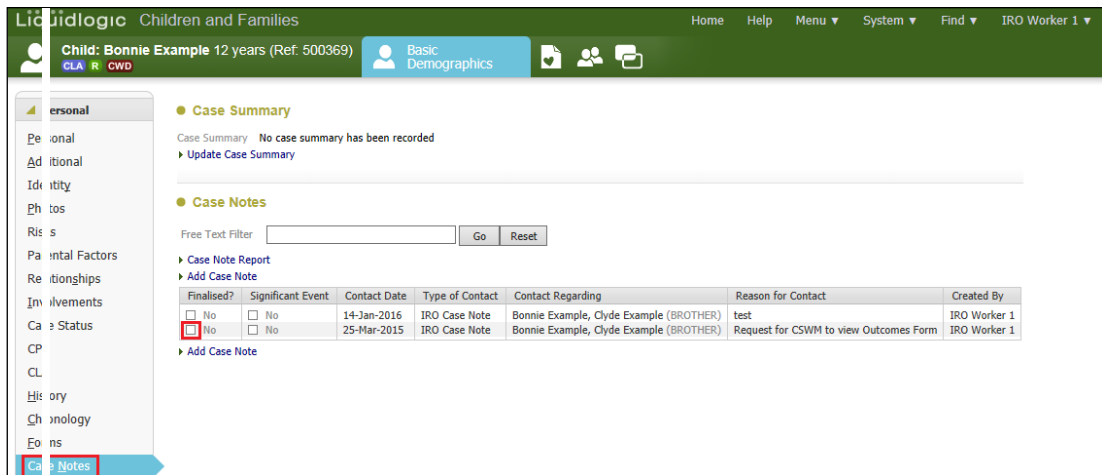
Liquidlogic Children and Families				
Finalise	Create	Create and Close	Close	- Update: Case Note for Example, Bonnie (12 years) and Example, Clyde (13 years)

- If you wish to save the casenote and amend at a later stage, click on “Save and Close”

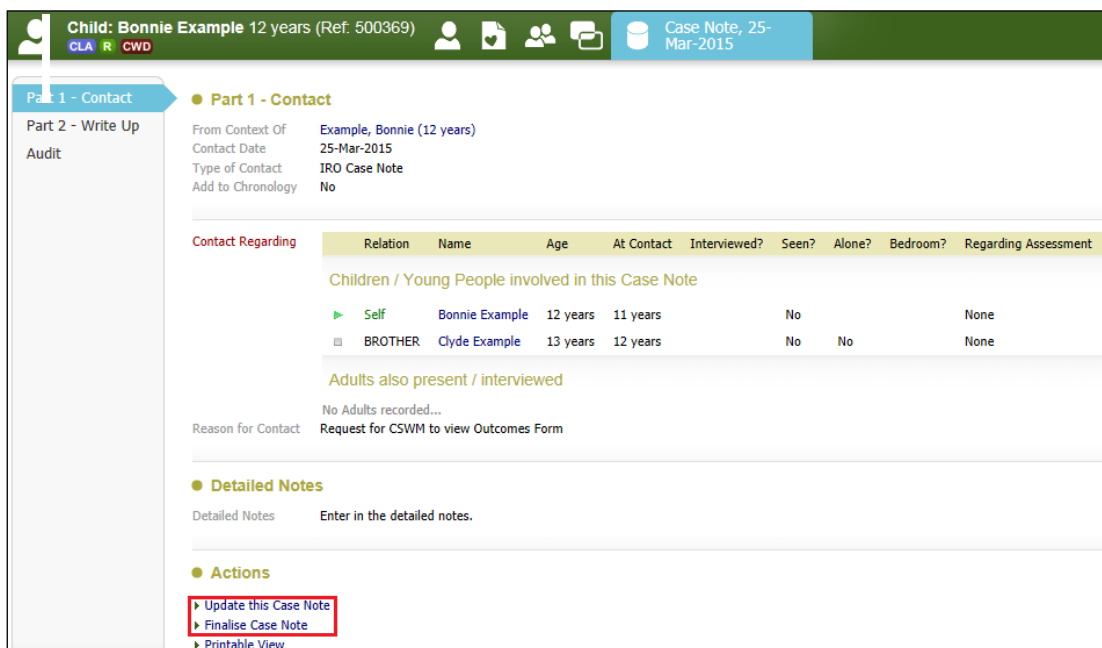
Liquidlogic Children and Families					Home	Help	Menu ▼	System ▼
Finalise	Save	Save and Close	Close	- Update: Case Note for Example, Bonnie (12 years) and Example, Clyde (13 years) , on 25-Mar-2015 , of type IRO Case Note				

11.3. Edit A Saved Casenote

- To edit at a later date, click on “Casenotes”.
- If the “Finalised” checkbox is blank – you can click anywhere on the row to reopen the casenote.



- Click “Update this Case Note” to amend the casenote
- Click “Finalise Case Note” to lock against future changes.



- If you wish to lock the casenote against future edits, click on “Finalise”



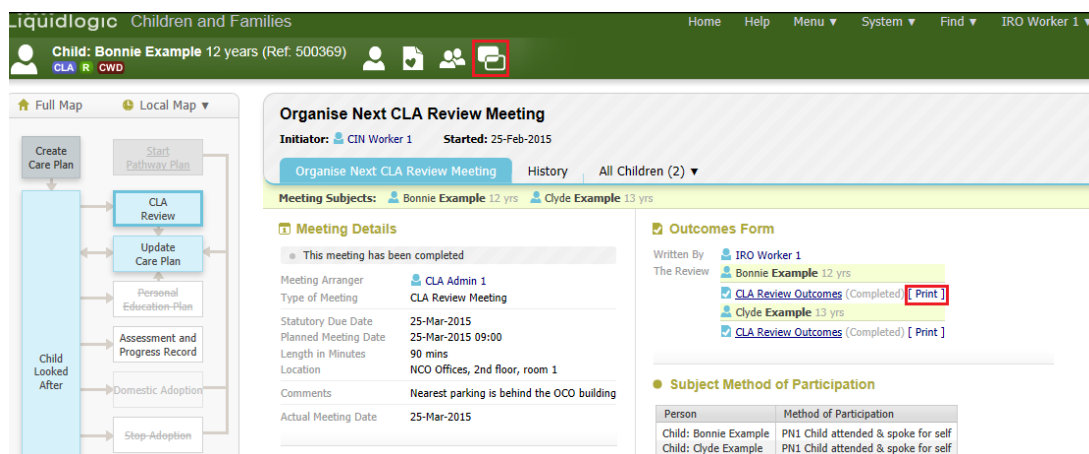
- A finalised casenote will look as below.

Finalised?	Significant Event	Contact Date	Type of Contact	Contact Regarding	Reason for Contact	Created By
<input type="checkbox"/> No	<input type="checkbox"/> No	14-Jan-2016	IRO Case Note	Bonnie Example, Clyde Example (BROTHER)	test	IRO Worker 1
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	25-Mar-2015	IRO Case Note	Bonnie Example, Clyde Example (BROTHER)	Request for CSWM to view Outcomes Form	IRO Worker 1

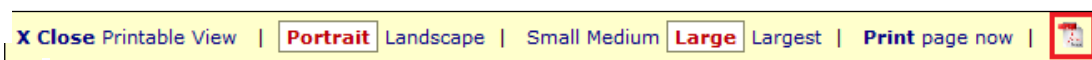
▶ Add Case Note

12. Basic Print Out Of The Outcomes

- Click on the “Case Pathway” to quickly return to the CLA Review Meeting screen (or click on the task from your Worktray).
- Within the “Outcomes Form” section, click on the “Print” hyperlink.



- The print preview of the Outcomes Form appears on screen.
- Change the orientation using “Portrait” and “Landscape”.
- Change the size of the printout using “Small”, “Medium”, “Large” and “Largest”
- Print out using “Print Page Now”
- Print out a .pdf version which can’t be edited using the following icon.



WARNING - The form contains the child's placement address

ARE YOU PRINTING CONFIDENTIAL OR SENSITIVE INFORMATION?
 If so check that those to whom you will provide copies of the document are entitled to see the information.

The information contained in printed documentation and the distribution of that documentation is solely the responsibility of the user of this system. The software and / or system provider cannot in anyway be held liable for the distribution of confidential information to any entity, legal or personal, having no entitlement to be privy to the information contained in forms and documents that the user has produced using this system.

Buckinghamshire County Council
IRO Team

Tel:
Fax:

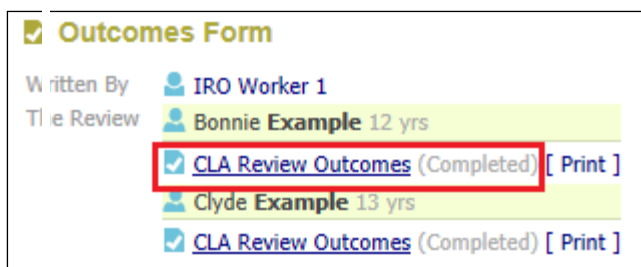
Review of Arrangements for a Child Looked After

Details of Child: Bonnie Example

Family Name	Example	Given Names	Bonnie
Actual DOB	01-Jul-2003	Gender	FEMALE
Ethnicity	White British	Primary Language	

12.1. Advanced Print Out Of The Outcomes

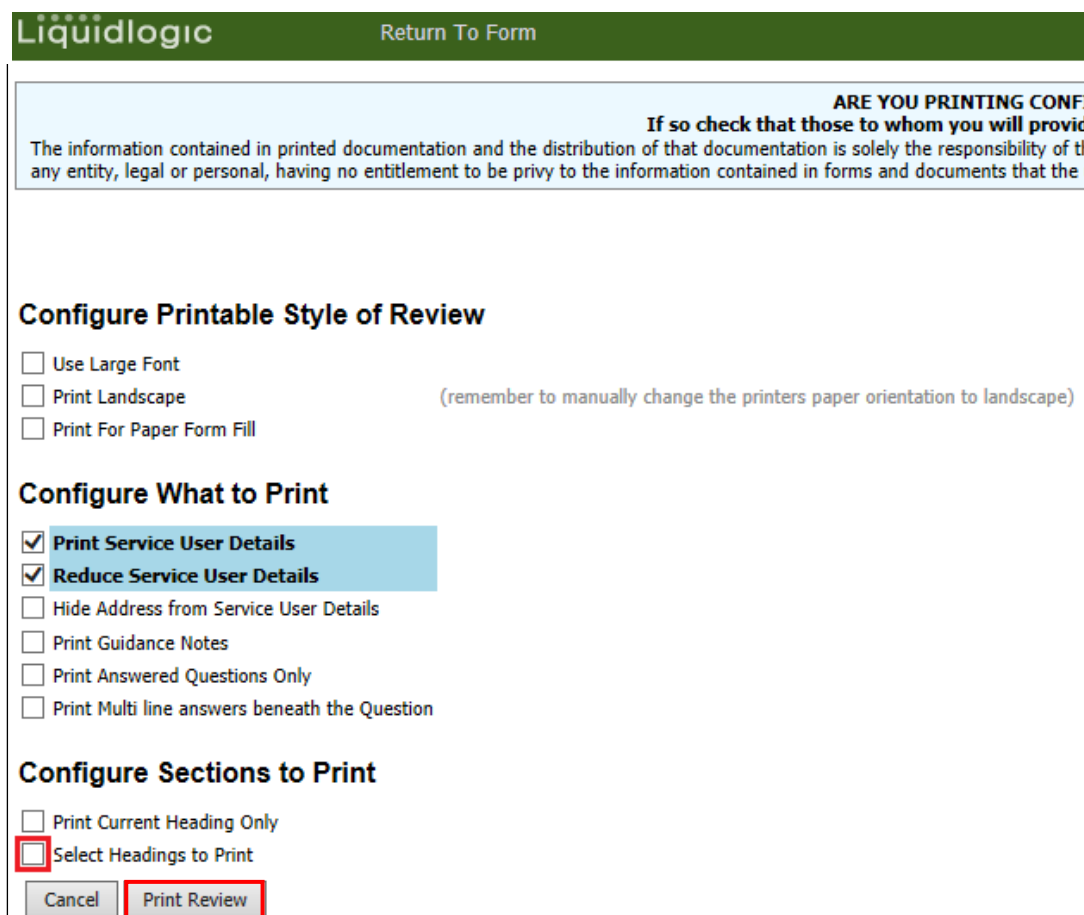
- Click on the Completed Outcomes hyperlink.



- Click on “Print”



- The screen will appear as below.
- Tick the checkboxes to select or untick to deselect.



- If you select “Select Headings to Print” the following screen appears.

Configure Sections to Print

Print Current Heading Only

Select Headings to Print

Heading selection options:

Review of Arrangements for a Child Looked After

Part One - Summary Information and Decisions

Attachments

- Click on “Print Review” to create the print preview.
- Change the orientation using “Portrait” and “Landscape”.
- Change the size of the printout using “Small”, “Medium”, “Large” and “Largest”
- Print out using “Print Page Now”
- Print out a .pdf version which can’t be edited using the following icon.

X Close
Printable View
|
Portrait
Landscape
|
Small
Medium
|
Large
Largest
|
Print page now
|
PDF

13. Completing The Meeting Notes

- Either click on the “Pickup” button from the “Meeting Notes” section or from the “Home” screen, click on

Organise Next CLA Review Meeting

Initiator: [CIN Worker 1](#) Started: 25-Feb-2015

Organise Next CLA Review Meeting | History | All Children (2)

Meeting Subjects: [Bonnie Example 12 yrs](#) [Clyde Example 13 yrs](#)

Meeting Details

This meeting has been completed

Meeting Arranger: [CLA Admin 1](#)
 Type of Meeting: CLA Review Meeting
 Statutory Due Date: 25-Mar-2015
 Planned Meeting Date: 25-Mar-2015 09:00
 Length in Minutes: 90 mins
 Location: NCO Offices, 2nd floor, room 1
 Comments: Nearest parking is behind the OCO building
 Actual Meeting Date: 25-Mar-2015

Meeting Attendees

Attendee	Chr	Inv	Agr	Con	Att	Pre	Min
Bonnie Example - Subject	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
Clyde Example - Subject	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
Amelia Sire - CARER	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A

Outcomes Form

Written By: [IRO Worker 1](#)
 The Review: [Bonnie Example 12 yrs](#)
[CLA Review Outcomes](#) (Completed) [Print]
[Clyde Example 13 yrs](#)
[CLA Review Outcomes](#) (Completed) [Print]

Subject Method of Participation

Person	Method of Participation
Child: Bonnie Example	PN1 Child attended & spoke for self
Child: Clyde Example	PN1 Child attended & spoke for self

Meeting Notes

Meeting Notes cannot be started; Write up is assigned to IRO Group Tray

Active Writer: [IRO Group Tray](#) Pickup

[Write-up Meeting Notes](#)

- Or from the “Home” screen, select the “IRO Group Tray” then click on “Pickup” for the CLA Review Meeting – Write and Distribute Chair’s Report”

Liquidlogic Children and Families

User: [IRO Worker 1](#) IRO Team

Task Trays

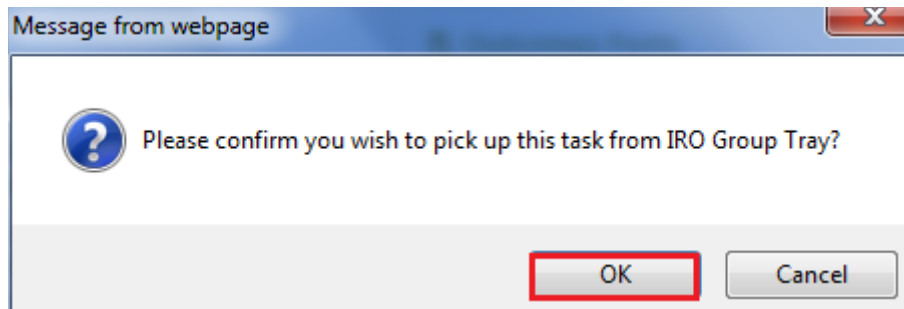
Group By: [Date](#) | [Task](#) | [Person](#) | [Address](#) | [Referral Group](#) Order By: [Start Date](#) | [Due Date](#) | [Timeframe](#) | [Person](#)

Last Year

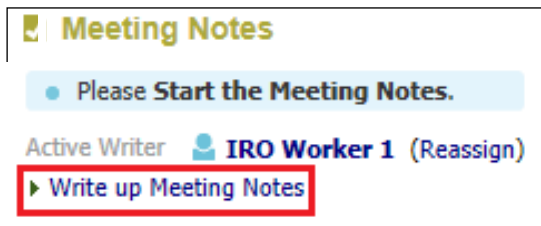
Person	Task Description
Example, Bonnie 12 yrs	CLA Review Meeting - Write and Distribute Chair's Report

[IRO Group Tray](#) Pickup

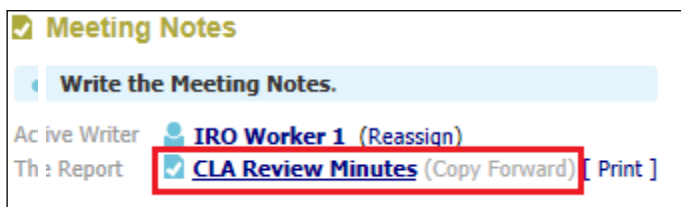
- Click on “OK”



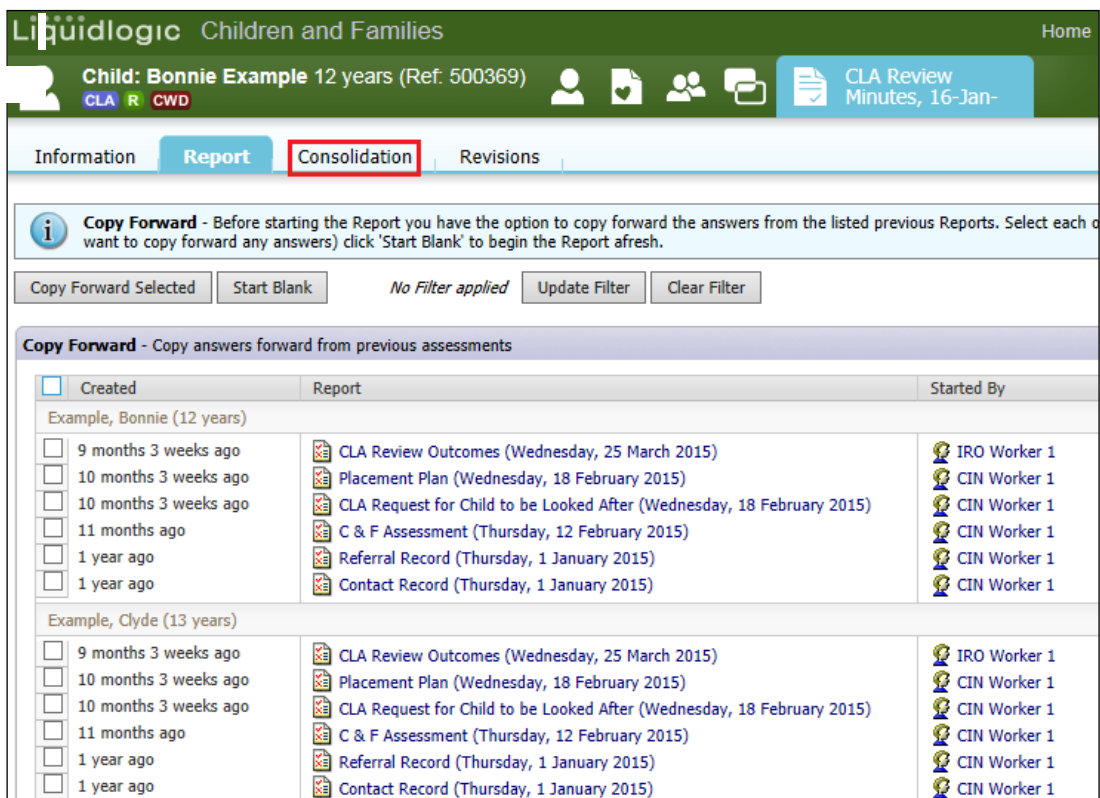
- Click on “Write Up Meeting Notes” hyperlink.



- Click on “CLA Review Minutes (Copy Forward)” hyperlink.



- From the screen below, click on the “Consolidation” tab.



- Deselect the sibling/s as each child is to have individual minutes created.
- Click on “Apply Consolidation”

Liquidlogic Children and Families

Child: **Bonnie Example** 12 years (Ref: 500369)
 CLA R CWD

Information **Report** Consolidation Revisions

Subjects of this Consolidated Report

Consolidated Report - You may use the following table of persons (who are members of the same pathway group) to add or remove members. 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 Report	Comment
<input checked="" type="checkbox"/>	Example, Bonnie (12 years)	
<input type="checkbox"/>	Example, Clyde (13 years)	

- Click on “OK”

Message from webpage

Please confirm you wish to apply your changes to who is included in this consolidated Report

OK Cancel

- Click the checkbox for the first child then “Copy Forward Selected”

Liquidlogic Children and Families

Child: **Bonnie Example** 12 years (Ref: 500369)
 CLA R CWD

Information **Report** Consolidation Revisions

Copy Forward - Before starting the Report you have the option to copy forward the answers from the listed previous Reports. Select each of them (or none) that you want to copy forward any answers) click 'Start Blank' to begin the Report afresh.

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

Copy Forward - Copy answers forward from previous assessments

<input checked="" type="checkbox"/>	Created	Report	Started By
Example, Bonnie (12 years)			
<input checked="" type="checkbox"/>	9 months 3 weeks ago	CLA Review Outcomes (Wednesday, 25 March 2015)	IRO Worker 1
<input checked="" type="checkbox"/>	10 months 3 weeks ago	Placement Plan (Wednesday, 18 February 2015)	CIN Worker 1
<input checked="" type="checkbox"/>	10 months 3 weeks ago	CLA Request for Child to be Looked After (Wednesday, 18 February 2015)	CIN Worker 1
<input checked="" type="checkbox"/>	11 months ago	C & F Assessment (Thursday, 12 February 2015)	CIN Worker 1
<input checked="" type="checkbox"/>	1 year ago	Referral Record (Thursday, 1 January 2015)	CIN Worker 1
<input checked="" type="checkbox"/>	1 year ago	Contact Record (Thursday, 1 January 2015)	CIN Worker 1

Copy Sideways - Copy answers across from related service users

<input type="checkbox"/>	Created	Report	Started By
Example, Clyde (13 years)			
<input type="checkbox"/>	9 months 3 weeks ago	CLA Review Outcomes (Wednesday, 25 March 2015)	IRO Worker 1
<input type="checkbox"/>	10 months 3 weeks ago	Placement Plan (Wednesday, 18 February 2015)	CIN Worker 1
<input type="checkbox"/>	10 months 3 weeks ago	CLA Request for Child to be Looked After (Wednesday, 18 February 2015)	CIN Worker 1

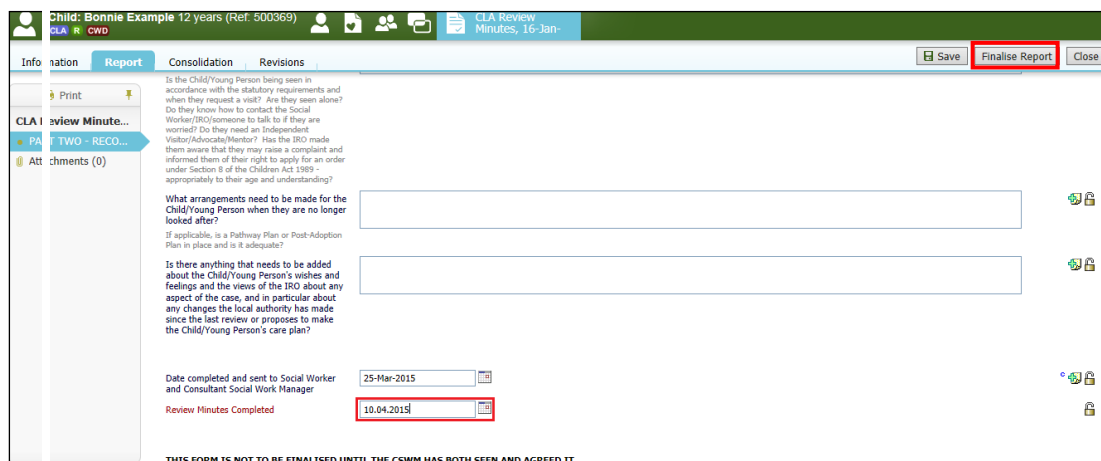
- The CLA Review Minutes are merged from previous forms.
- Click on “Part Two – Record of Discussion”



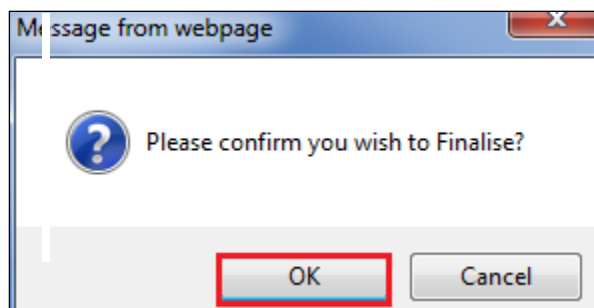
- If the CSWM had created a Managers Decision note with their comments about the Outcomes – this can be referred to within the Minutes by the IRO.
- Complete the Minutes – entering the “Review Minutes Completed”
- Click on “Finalise Report”

Notes:

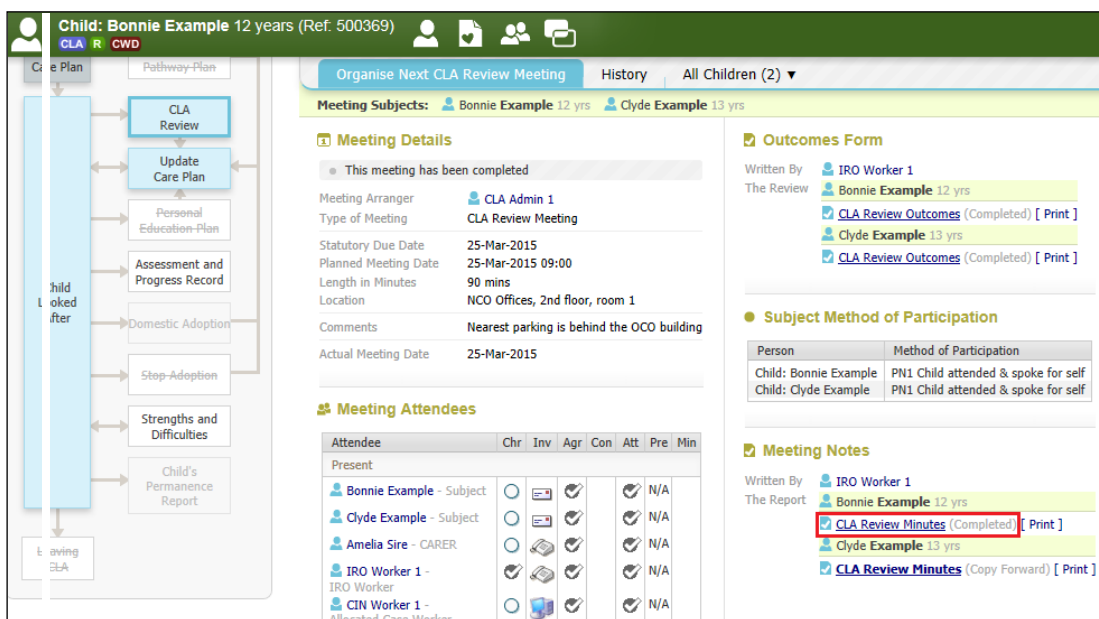
The Minutes are to be sent out within 20 working days of the CLA Review.



- Click on “OK”

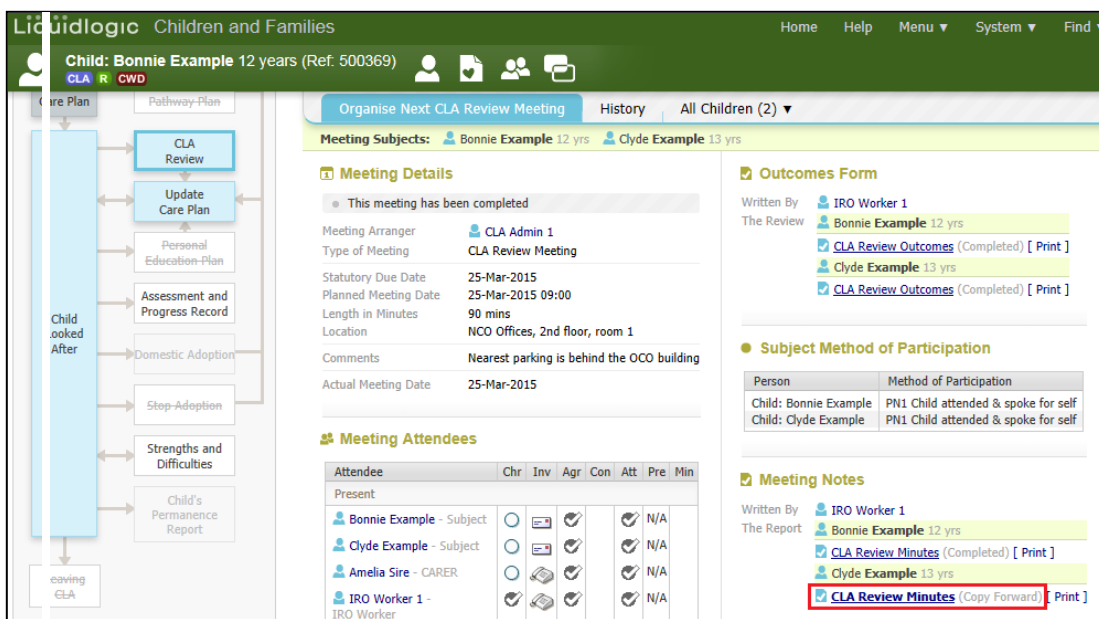


- The screen looks as below.

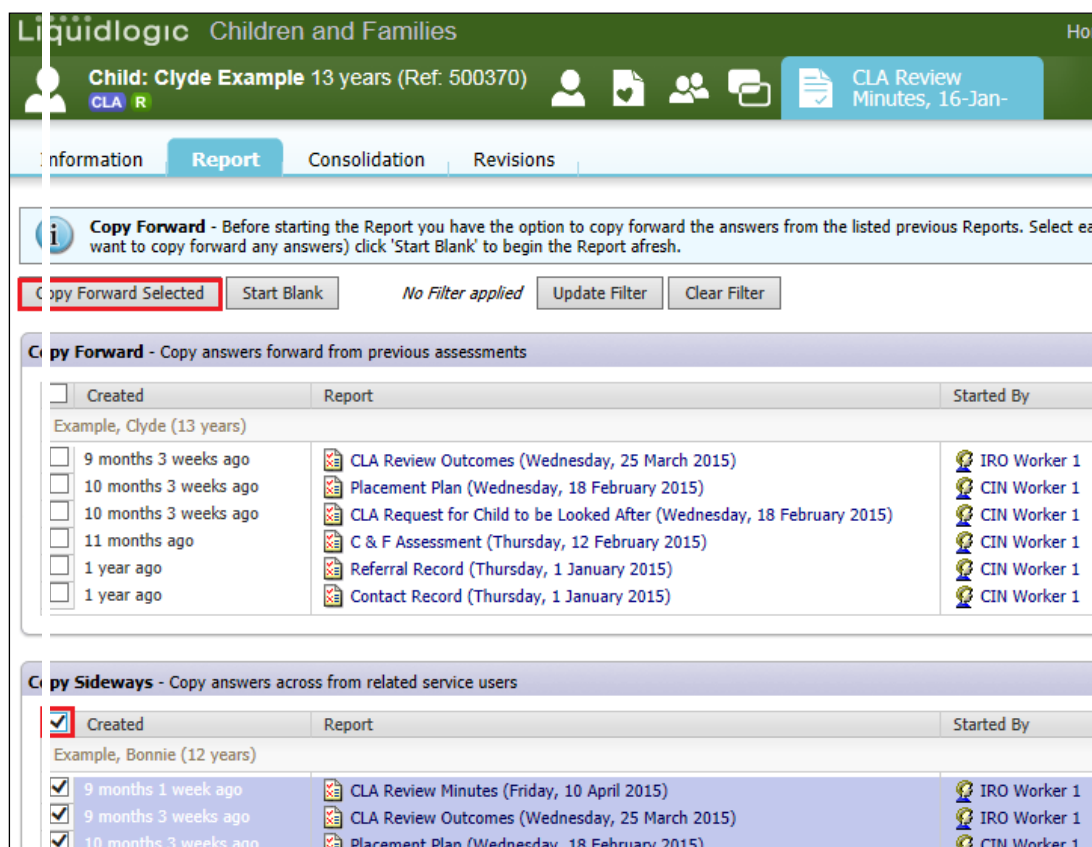


13.1. Completing Minutes for Subsequent Siblings – Copy Sideways

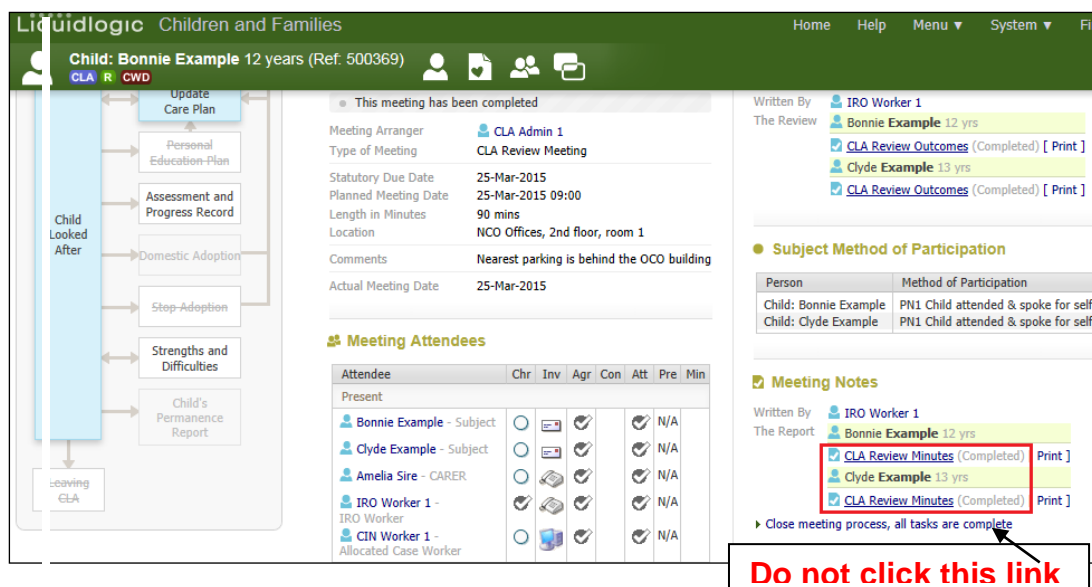
- From the “Minutes Notes” section, click on the next siblings “CLA Review Minutes (Copy Forward) hyperlink.



- Click on the “Copy Sideways” checkbox (to copy the answers from the original sibling’s completed Minutes). Click on “Copy Forward Selected”



- Edit as necessary the copied fields and enter in the the “CLA Review Notes Completion” date.
- Finalise when completed. Click on “OK” **Please do not click on “Close meeting process, all tasks are complete” as this is done by the CLA Admin worker who arranged the CLA Review.**
- The screen will then look as below.

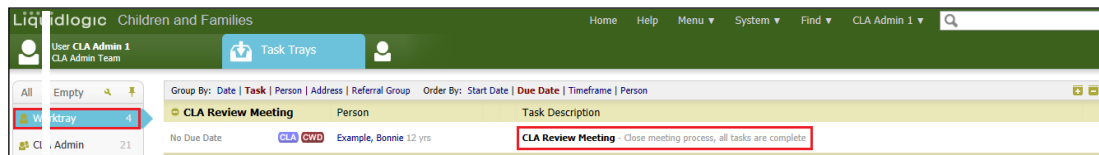


14. Printing Out The Meeting Notes

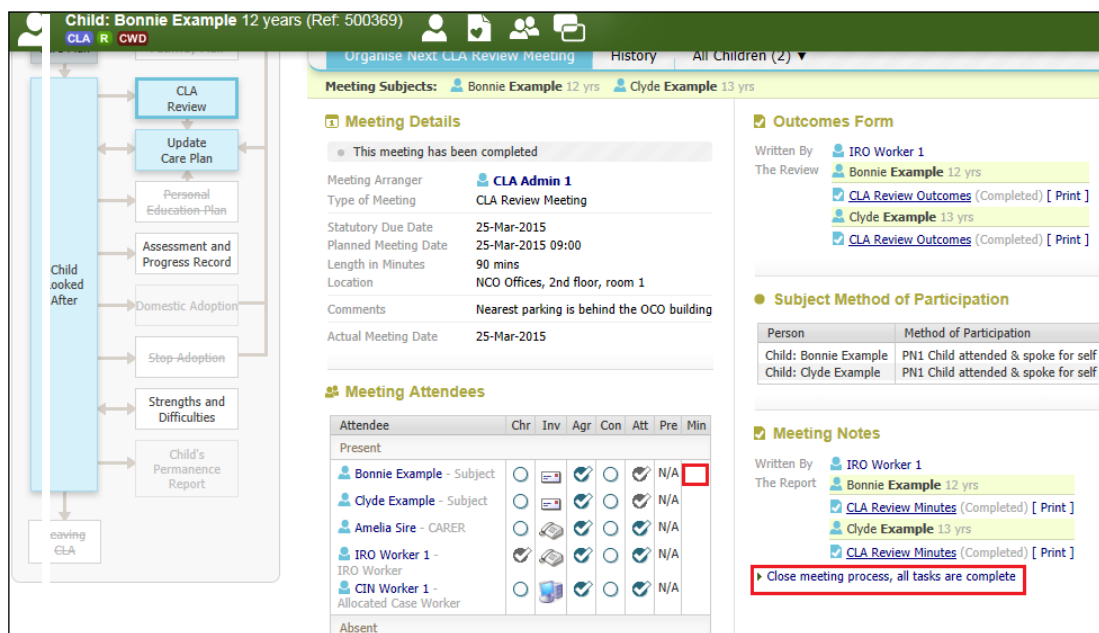
- Follow the notes for printing out the Outcomes (page 42-44).

14.1. Marking The Minutes Have Been Distributed

- The CLA Admin “who arranged the CLA Review Meeting) will receive the “CLA Review Meeting – Close meeting process, all tasks are complete” in their Worktray.
- Click on the task.



- The screen looks as below.

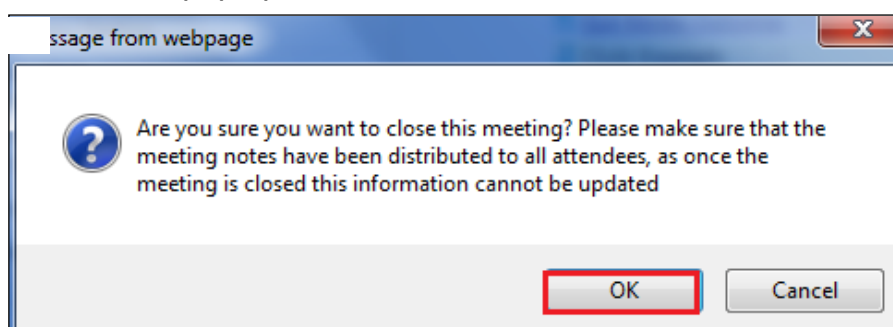


14.2. Updating The Meeting Attendees Table

- Click on the “Min” radio button.
- Enter in the date that the minutes were distributed.
- Repeat for each attendee.

15. Closing the CLA Review Meeting

- Click on the “Close meeting process, all tasks are complete” hyperlink.
- From the pop up screen, click on “OK”



- The screen will look as below.
- The “Status” shows the completed CLA Review and the next Active CLA Review.

Child: Bonnie Example 12 years (Ref: 500369)

Meeting Attendees

Attendee	Chr	Inv	Agr	Con	Att	Pre	Min
Present							
Bonnie Example - Subject	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Clyde Example - Subject	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Amelia Sire - CARER	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
IRO Worker 1 - IRO Worker	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
CIN Worker 1 - Allocated Case Worker	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Absent							
Lily Example - MOTHER	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Dr Mark Tweedy - H - GENERAL PRACTITIONER	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Excluded							
David Example - FATHER	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Meeting Notes

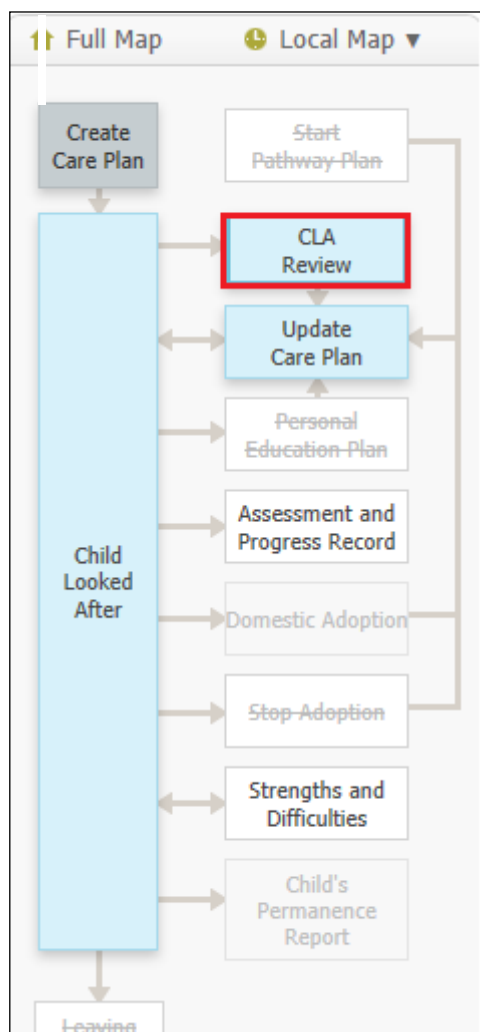
Written By: IRO Worker 1
The Report: Bonnie Example 12 yrs

- CLA Review Minutes (Completed) [Print]
- Clyde Example 13 yrs
- CLA Review Minutes (Completed) [Print]

Previous Reviews

Status	Description
Active (Due 24-Jun-2015)	CLA Review Meeting (unscheduled)
Completed 25-Mar-2015	CLA Review Meeting on 25-Mar-2015

- The Local Map shows the next CLA Review is active.



16. CLA Review – Copy Of The Outcomes Form

Print

Review of Arrangements for a Child Looked After

- Part One - Summary Information and Decisions
- 📎 Attachments (0)

Review of Arrangements for a Child Looked After heading

Review of Arrangements for a Child Looked After

● CLA Review Dates

Date Referral Received	01-Jan-2015
Last CLA Review Date	
CLA Review Planned Date	01-Jan-2015
CLA Review Due Date	29-Jan-2015
CLA Review Actual Date	01-Jan-2015

Has the child / young person previously been adopted or left care for special guardianship or residence order? Yes No Unknown

Social Worker

Team

Placement Type

- A3 - Placed for adoption with consent with current foster carer
- A4 - Placed for adoption with consent not with current foster carer
- A5 - Placed for adoption with placement order with current foster carer
- A6 - Placed for adoption with placement order not with current foster carer
- F1 - FOSTER PLACEMENT WITH RELATIVE OR FRIEND WITHIN LA
- F6 - PLACEMENT WITH OTHER FOSTER CARER OUTSIDE LA, ARRANGED THROUGH AGENCY
- H5 - RESIDENTIAL ACCOMMODATION NOT SUBJECT TO CH REGS
- K1 - Secure unit
- K2 - Homes and Hostels
- NOT YET IMPLEMENTED (ADULTS)
- P1 - PLACED WITH OWN PARENTS OR OTHER PERSON WITH PARENTAL RESPONSIBILITY
- P2 - INDEPENDENT LIVING
- P3 - RESIDENTIAL EMPLOYMENT
- Q1 - Foster placement with relative or friend
- R1 - RESIDENTIAL CARE HOME
- R2 - NHS/HEALTH TRUST OR OTHER ESTABLISHMENT PROVIDING MEDICAL/NURSING CARE
- R3 - FAMILY CENTRE/MOTHER & BABY UNIT
- R4 - YOUTH TREATMENT CENTRES
- R5 - Young Offender Institution or prison
- S1 - RESIDENTIAL SCHOOL

- T1 - Temporary periods in hospital
- T2 - Temporary absences on holiday
- T3 - Temporary accommodation (carer on holiday)
- T4 - Temporary accommodation of seven days or less
- U1 - Foster Placement with relative or friend – long term fostering
- Z1 - OTHER PLACEMENTS

CLA Review Meeting on 01-Jan-2015

● **List of Attendees**

No attendees have been defined...

Distribution List

All users within in this list are to have the Review Notes sent to them as agreed by the IRO

Name	Designation/Job Title	Email Address	
			✖ +

Part One 0 Summary Information and Decisions heading

Part One - Summary Information and Decisions

Information for CSWM

The full Record of Discussion will reach you within **15 working days** and the review decisions will be incorporated. Unless you advise the Reviewing Section within **5 working days** of this receipt, it will be assumed that you are in agreement with the review decisions.

● **Child / Young Persons participation in the review process**

Did the child/young person attend the review meeting? Yes No

Please enter the child/young persons participation code

Is Adoption Plan Required? Yes No


Agreed date for the next review

Time of Next Review

Location of Next Review

● **Summary Information and Decisions**

What is the overall Care Plan objective for the child as identified in the current Care Plan?

What is the date of the presented Care Plan? 

Is the plan agreed by the Independent Reviewing Officer?
Please provide further details


Does the Care Plan adequately evidence how it will achieve its overall objective(s)?
Please provide further details

Were the decisions from the last review implemented? If not, what decisions remain outstanding?

What are the decisions and agreed outcomes from this review?

Action	By Whom	Timescales	
			✖ +



NB: Under Regulation 37 of The Care Planning, Placement and Case Review (England) Regulations 2010, the Local Authority **must** implement the decisions made at the review and inform the IRO of any significant failure to do so.

Date completed and sent to Social Worker and Consultant Social Work Manager 


CLA Review Notes Completion Date 

THIS FORM IS NOT TO BE FINALISED UNTIL THE CSWM HAS BOTH SEEN AND AGREED IT

17. CLA Review – Copy Of The Minutes Form

 Print 

CLA Review Minutes M

- PART TWO - RECORD OF DISCUSSION
-  Attachments (0)

CLA Review Minutes heading

CLA Review Minutes

● **CLA Review Summary**

Date Referral Received	01-Jan-2015
Last Review Date	
Review Planned Date	01-Jan-2015
Review Due Date	29-Jan-2015
Review Actual Date	01-Jan-2015
Review Location	

Part Two – Record of Discussion heading

PART TWO - RECORD OF DISCUSSION

STANDARD ISSUES FOR DISCUSSION AT EVERY REVIEW (Schedule 7 Regulation 35 of The Care Planning, Placement and Case Review (England) Regulations 2010)

Care Plan/Current Situation/Background

Information from Consultations

Permanence Plan

It is essential that the initial length of placement is stated

- | | |
|---|---|
| <input type="checkbox"/> Remaining with birth family supported by shared care/short term breaks | <input type="checkbox"/> Long term placement with foster carers (intended to last until 18, no return home envisaged) |
| <input type="checkbox"/> Return to birth family within one month | <input type="checkbox"/> Residential placement until independence |
| <input type="checkbox"/> Return to birth family within six months | <input type="checkbox"/> Supported living in the community (with a view to independence) |
| <input type="checkbox"/> Eventual return to birth family (record number of weeks below) | <input type="checkbox"/> Adoption |
| <input type="checkbox"/> Long term placement with relatives/friends | <input type="checkbox"/> Other (specify below) |

Does the Plan for Permanence have timescales that are meaningful for the Child/Young Person?

What steps have been taken to establish the Child/Young Person's wishes?

Does the Care Plan reflect this? How was the Child/Young Person consulted before the review?

Is there evidence that the Child/Young Person's family have been consulted about the plan for their care?

Do they agree with it?

What is the Child/Young Person's Legal Status and is it still appropriate?

State progress of any proceedings for care, contact, adoption, etc.

What are the arrangements for contact with parents, siblings and significant others?

Is the Child/Young Person satisfied with these arrangements? What, if any, changes are needed?

What are the arrangements for the Child/Young Person's education?

Date of the most recent PEP. Does it address their needs adequately and is it being carried out? Are any changes needed to the arrangements for the Child/Young Person's education? State whether their educational needs are being met.

What leisure activities does the Child/Young Person have?

State whether the leisure activities meet the Child/Young Person's need to enjoy life and achieve. State whether the young person wants to follow up additional interests.

What are the arrangements for the Child/Young Person's health care?

Date of most recent Health Care Plan. State whether their health needs are being met - physical, emotional and mental health needs. Are any changes needed before the next review to ensure their needs are met?

What is the Child/Young Person's understanding of their identity?

Are their needs in relation to identity being met? Are any changes needed in relation to religious persuasion, racial origin and/or cultural background?

Is the Child/Young Person's current placement the most appropriate available?

Are any changes needed to the placement agreement or any other aspects of the arrangements for the Child/Young Person's accommodation, or is this likely to be necessary or desirable before the next review?

Are the arrangements to provide advice, support and assistance to the Child/Young Person appropriate and understood by them?

Is the Child/Young Person being seen in accordance with the statutory requirements and when they request a visit? Are they seen alone? Do they know how to contact the Social Worker/IRO/someone to talk to if they are worried? Do they need an Independent Visitor/Advocate/Mentor? Has the IRO made them aware that they may raise a complaint and informed them of their right to apply for an order under Section 8 of the Children Act 1989 - appropriately to their age and understanding?

What arrangements need to be made for the Child/Young Person when they are no longer looked after?

If applicable, is a Pathway Plan or Post-Adoption Plan in place and is it adequate?

Is there anything that needs to be added about the Child/Young Person's wishes and feelings and the views of the IRO about any aspect of the case, and in particular about any changes the local authority has made since the last review or proposes to make the Child/Young Person's care plan?

Date completed and sent to Social Worker and Consultant Social Work Manager



Review Minutes Completed



THIS FORM IS NOT TO BE FINALISED UNTIL THE CSWM HAS BOTH SEEN AND AGREED IT

18. A List of Significant Changes/Events in the Child's Life That IRO's Are To Be Notified Of:

The list below has been added to the generic LCS Child Looked After training so that Social Workers are aware to notify IRO's of the following.

- Any proposed change of Care Plan, for example arising at short notice in the course of the proceedings following directions from the court;
- Where agreed decisions from the review are not carried out within the specified timescale;
- Major changes to the contact arrangements;
- Changes of allocated social worker;
- Any safeguarding concerns involving the child which may lead to enquiries being made under Section 7 of the 1989 Act ('child protection enquiries') and outcomes of child protection conferences or other meetings that are not attended by the IRO;
- Complaints from or on behalf of the child, parent or carer;
- Unexpected changes in the child's placement provision which may significantly impact on placement stability or safeguarding arrangements;
- Significant changes in birth family circumstances for example births, marriages or deaths which may have a particular impact on the child;
- If the child is charged with any offence leading to referral to youth offending services, pending criminal proceedings and any convictions or sentences as a result of such proceedings;

- If the child is excluded from school;
- If the child has run away or is missing from an approved placement;
- Significant health, medical events, diagnoses, illnesses, hospitalisations or serious accidents; and
- Panel decisions in relation to permanency.
- Initial health assessments and review health assessments – consents are a particular issue as there is a 5 day working day timeframe to get these to the Looked After health team.
- Permanency Planning timeframes (are they being met?).