

LCS / CLA Admin IRO User Guide

Liquidlogic Children's Systems (LCS)

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V.1.1

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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
 - o 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 <u>twenty working days</u> 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 <u>six months</u> 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.

Licuidlogic Child	ren and Families		Home Help Menu 🔻
User CLA Admin 1 CLA Admin Team	Task Trays	2	
All Empty 🤏 🖡	Group By: Date Task Person Add	ress Referral Group Order By: Start Date	Due Date Timeframe Person
Worktray 2	Last Tuesday	Person	Task Description
Standard 21	12-Jan-2016 CLA CWD	Example, Bonnie 12 yrs	Update Document - Meeting Invite
	Yesterday	Person	Task Description
	13-Jan-2016 CLA CWD	Example, Bonnie 12 yrs	Update Document - Meeting Invite

- 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.

Liquidlogic Childre	n and Families		Home Help Menu 🔻 System 🔻 Find 🔻 CLA Admin 1 🔻 🔍
User CLA Admin 1 CLA Admin Team	1	Task Trays	
All Empty 🍳 🖡	Group By: Date Ta	ssk Person Address Referral Group Ord	rder By: Start Date Due Date Timeframe Person
& Worktray 2	⊖ CLA	Person	Task Description
at CLA Admin 21	25-Mar-2015	CLA Dale, Dominic 14 yrs	CLA - Arrange CLA Review Meeting Pick
CLA Admin 21	25-Mar-2015	CLA CWD Dalton, Deborah 14 yrs	CLA - Arrange CLA Review Meeting Pick
	25-Mar-2015	CLA Dalton, Dennis 13 yrs	CLA - Arrange CLA Review Meeting Pick
	25-Mar-2015	GLA Daly, Del 13 yrs	CLA - Arrange CLA Review Meeting Pick
	25-Mar-2015	CLA GWD Daly, Dolly 14 yrs	CLA - Arrange CLA Review Meeting Pick

• 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.

Liquidlogic Childre	n and Families		Home Help Mer	nu 🔻
User CLA Admin 1 CLA Admin Team	🔂 Tasl	k Trays		
All Empty 🍳 🖡	Group By: Date Task P	erson Address Referral Group Or	der By: Start Date Due Date Timeframe Person	
Worktray 3	CLA	Person	Task Description	
CLA Admin 21	25-Mar-2015	CLA CWD Example, Bonnie 12 yrs	CLA - Arrange CLA Review Meeting	
	Opdate Document	Person	Task Description	
	12-Jan-2016	CLA CWD Example, Bonnie 12 yrs	Update Document - Meeting Invite Update Document - Meeting Invite	

4. To Arrange the CLA Review Meeting

• Click on the "CLA – Arrange CLA Review Meeting" task in your Worktray.

Liquidlogic Childre	en and Families				Home	Help	Menu 🔻
User CLA Admin 1 CLA Admin Team	🗠		.				
All Empty 🍳 🖡	Group By: Date Ta	a sk Person Addr	ess Referral Group Order B	By: Start Date	Due Date Timeframe Per	rson	
🙎 Worktray 3	⊖ CLA		Person		Task Description		
ScLA Admin 21	25-Mar-2015	CLA CWD	Example, Bonnie 12 yrs		CLA - Arrange CLA Review I	Meeting	
	Opdate Docu	ment	Person		Task Description		
	12-Jan-2016 13-Jan-2016	CLA CWD	Example, Bonnie 12 yrs		Update Document - Meeting Update Document - Meet	g Invite ing Invite	

• 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"

Liquidlogic Childre	en and Families		Home	Help	Menu 🔻	System 🔻
Child: Bonnie Exan	nple 12 years (Ref. 500369) 💄 🎳 🐣 🧲)				
 ★ Full Map ♦ Local N Create Create Start Pathway-Pi 	Map V Organise Next CLA Review M Active Task: CLA Admin 1 (Reassign) Organise Next CLA Review Meeting	Started: 12-Jan-2016 Task Details All	Due: 25-Mar-20 Children (2) ▼	15		
Child Child Looked After Domestic Adopt Stop-Adopt Strengths a Difficultie Permanen Report		ot set. Implete the meeting	Outcomes File The Outcomes File Assigned To I IF Meeting Note Assigned To I IF I I	Form has r RO Group ¹ RS s cannot D Group T	hot been starte Fray (Reassign be started; ray (Reassign	n)

• 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.

rganise Next C) * 5					
)rganise Next C						
- January Hower	LA Review Mee	ting				
ctive Task: 💄 CLA Ad	min 1 (Reassign)	Started: 12-Jan-201	6 Due: 25-Mar-20	15		
Organise Next CLA	Review Meeting	Task Details	All Children (2) 🔻			
eeting Subjects: 💄	Bonnie Example 12 yrs	s 💄 Clyde Example	13 yrs			
Meeting Details		٢	Outcomes Fe	orm		
 The Date and Time for Please update the att 	or the meeting are not s tendance and then com	set. plete the meeting	The Outcomes F Accigned To	Forms have	e not been star	ted.
eeting Arranger ype of Meeting	CLA Admin 1 CLA Review Meeting		Assigned to State	KO Group	Tray (Reassign	0
atutory Due Date anned Meeting Date angth in Minutes	25-Mar-2015 Unspecified Unspecified		Meeting Note	es s cannot l	be started;	
e v/F ta a	tive Task: 2 CLA Ad Organise Next CLA eting Subjects: 2 Meeting Details The Date and Time f Please update the at eting Arranger e of Meeting tutory Due Date nend Meeting Date agth in Minutes ation	tive Task: CLA Admin 1 (Reassign) Organise Next CLA Review Meeting eting Subjects: Bennie Example 12 yr Meeting Details The Date and Time for the meeting are not s Please update the attendance and then com eting Arranger to f Meeting CLA Review Meeting tutory Due Date To Schar-2015 Unspecified Unspecified tutory to minutes CLA Review Meeting CLA Review	ive Task: CLA Admin 1 (Reassign) Started: 12-Jan-201 Organise Next CLA Review Meeting Task Details eting Subjects: Bonnie Example 12 yrs Clyde Example Meeting Details Image: Clyde Example Clyde Example Meeting Details Image: Clyde Example Clyde Example Image: Clyde Example Clyde Example Clyde Example <tr< td=""><td>ive Task: CLA Admin 1 (Reassign) Started: 12-Jan-2016 Due: 25-Mar-2017 Organise Next CLA Review Meeting Task Details All Children (2) ▼ eting Subjects: ▲ Bonnie Example 12 yrs ▲ Clyde Example 13 yrs Meeting Details Image: Cly Admin 1 The Date and Time for the meeting are not set. Please update the attendance and then complete the meeting eting Arranger ▲ CLA Admin 1 cutory Due Date 25-Mar-2015 med Meeting Date Unspecified undy hin Minutes Unspecified ation Weeting Note:</td><td>ive Task: CLA Admin 1 (Reassign) Started: 12-Jan-2016 Due: 25-Mar-2015 Organise Next CLA Review Meeting Task Details All Children (2) ▼ eting Subjects: ▲ Bonnie Example 12 yrs ▲ Clyde Example 13 yrs Meeting Details Image: Clyde Example 13 yrs The Date and Time for the meeting are not set. Please update the attendance and then complete the meeting Pease update the attendance and then complete the meeting Image: Clyde Example 12 yrs eting Arranger ▲ CLA Admin 1 e of Meeting CLA Review Meeting tutory Due Date 25-Mar-2015 nend Meeting Date Unspecified Unspecified Unspecified ation Image: Table Started:</td><td>ive Task: CLA Admin 1 (Reassign) Started: 12-Jan-2016 Due: 25-Mar-2015 Organise Next CLA Review Meeting Task Details All Children (2) ▼ eting Subjects:</td></tr<>	ive Task: CLA Admin 1 (Reassign) Started: 12-Jan-2016 Due: 25-Mar-2017 Organise Next CLA Review Meeting Task Details All Children (2) ▼ eting Subjects: ▲ Bonnie Example 12 yrs ▲ Clyde Example 13 yrs Meeting Details Image: Cly Admin 1 The Date and Time for the meeting are not set. Please update the attendance and then complete the meeting eting Arranger ▲ CLA Admin 1 cutory Due Date 25-Mar-2015 med Meeting Date Unspecified undy hin Minutes Unspecified ation Weeting Note:	ive Task: CLA Admin 1 (Reassign) Started: 12-Jan-2016 Due: 25-Mar-2015 Organise Next CLA Review Meeting Task Details All Children (2) ▼ eting Subjects: ▲ Bonnie Example 12 yrs ▲ Clyde Example 13 yrs Meeting Details Image: Clyde Example 13 yrs The Date and Time for the meeting are not set. Please update the attendance and then complete the meeting Pease update the attendance and then complete the meeting Image: Clyde Example 12 yrs eting Arranger ▲ CLA Admin 1 e of Meeting CLA Review Meeting tutory Due Date 25-Mar-2015 nend Meeting Date Unspecified Unspecified Unspecified ation Image: Table Started:	ive Task: CLA Admin 1 (Reassign) Started: 12-Jan-2016 Due: 25-Mar-2015 Organise Next CLA Review Meeting Task Details All Children (2) ▼ eting Subjects:

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"

Liquidlog	gic Children and Fa	amilies			Home	Help	Menu 🔻	System 🔻	
Child:	Bonnie Example 12 yea CWD	ırs (Ref. 500369) 🚨 📘	* 7						
🔒 Full Map	Local Map	Organise Next CLA F	Review Mee	ting					
Create Care Plan	<u>Start</u> Pathway Plan	Active Task: CLA Admin 1 Organise Next CLA Revie	(Reassign) ew Meeting	Started: 12-Jan-201 Task Details	All Children (2) ▼	015			
	CLA	Meeting Subjects: 💄 Bonnie	e Example 12 yrs	Liyde Example	13 yrs				
	Review	Meeting Details		۲	Outcomes F	orm			
+	Care Plan	A The Date and Time for the Please update the attendant	meeting are not s nee and then comp	et. lete the meeting	The Outcomes Assigned To	Forms hav	e not been sta	rted.	
-	Personal Education Plan	Meeting Arranger Sector CLA	LA Admin 1 Review Meeting			into droup	Truy (reasing		
	Assessment and	Statutory Due Date 25-M	lar-2015		Meeting Not	tes			
Child	Progress Record	Planned Meeting Date Unsp	pecified		A Meeting Note	es cannot	be started;		
Looked After	Domestic Adoption	Location	Jecined		Assigned To 🛛 😫 I	RO Group T	ray (Reassign)	
		Update Meeting Details and Second	cheduling						
	Stop Adoption	 Create separate meeting for s 	subjects						
		Complete Meeting Cancel Meeting							

• The following screen will appear.

iquidlogic Children and Families				
Child: Bonnie Example 12 years (Ref. 500369)	.	- 2	CLA Review Meeting	
CLA Review Meeting (unscheduled)				
Separate Subjects				
The following is the list of people that are subjects of this meeting. Please select the people that you want to remove from this meeting. A new meeting will be created for these people.				
Child: Bonnie Example Child: Clyde Example				
Create New Meeting for selected				
Return				
Return to Pathway				

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

Message fr	rom webpage
?	Are you sure you want to create separate meeting for the selected people?
	OK Cancel

• 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.



• Click on the "Set from Calendar" button.

quidlogic C	hildren and Families
Child: Bonnie	Example 12 years (Ref. 500369) 🔎 📭 📭 🕞 📄 Update CLA Review Meeting
odate Cancel -	Jpdate: CLA Review Meeting (unscheduled)
pdate CLA Revie	w Meeting (unscheduled)
👾 të shqi dhashta në shq	a marking and allowed and an another for any strategical attack data where the second in a fourther and any second in the
The details of the	meeting are changed, you must inform all invited attendees by sending further communication
Masting Datail	-
Meeting Detail	5
Type of Meeting	CLA Review Meeting
Statutory Due Date	25-Mar-2015
Discussion of the second	
Planned Meeting Date	Set From Calendar
Length in Minutes	0
location	
Location	
	V
Comments	

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"

quidlogic C	hildren and Families
Child: Bonnie	Example 12 years (Ref. 500369) 🚨 🕞 📭 🕞 📄 Update CLA Review Meeting
Update Cancel - U	Jpdate: CLA Review Meeting planned for 25-Mar-2015 09:00
Update CLA Revie	w Meeting (unscheduled)
TE the details of the	masting are changed you must inform all invited attendees by conding further communication
	meeting are changed, you must morn an invited accendees by sending further communication
Meeting Details	5
Type of Meeting	CLA Review Meeting
Statutory Due Date	25-Mar-2015
Planned Meeting Date	25-Mar-2015 09:00 Set From Calendar
Length in Minutes	90
1 I I I I I I I I I I I I I I I I I I I	
Location	NCO Offices, 2nd floor, room 1
Location	NCO Offices, 2nd floor, room 1
Comments	NCO Offices, 2nd floor, room 1 Nearest_parking is behind the OCO



• 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.

Liquidlogic Childr	ren and Familie	es			Home	Help	Menu 🔻
User CLA Admin 1 CLA Admin Team		Task Trays	2				
All Empty 🍳 🖡	Group By: Date	Task Person Address R	eferral Group	Order By: Start Date	Due Date Timeframe	Person	
Sec. Worktray 1	⊖ CLA	Pers	on		Task Description		
State CLA Admin 21	25-Mar-2015	CLA CWD Exan	pple, Bonnie 12	yrs	CLA - Arrange CLA Revie	w Meeting	

5. Adding Meeting Attendees

I

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.



5.1. To Add A Professional Role To The Attendee List

• Click on the "Click To Search Other Professionals" hyperlink.

Liguidlogic Children and Families		Home Help
Child: Bonnie Example 12 years (Ref. 500369) 🚨 📑 🕰 🔁	CLA Review Meeting - N	/ lew
Create Cancel - CLA Review Meeting - Add New Attendee		
Allocated Case Worker 🚨 CIN Worker 1	Type of Meeting Scheduled Date	CLA Review Meeting 25-Mar-2015 09:00
 Click to Create Professional Involvement for Bonnie Example 	Location	NCO Offices, 2nd floor, room 1
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 on the "Professional Role" drop down and select the relevant role – e.g. Independent Reviewing Officer

Liquidlogıc	Children and Families
Child: Bon	nie Example 12 years (Ref. 500369) 🚨 🕞 🐣 🔁 🎅 New Professional Involvement
Create Cancel	- Create New Professional Involvement
New LCS Case	Worker
Create New	LCS Worker Role
Professional Role	INDEPENDENT REVIEWING OFFICER
Select Social	al Services User
Professional 🖉	Click here to select a user
Other Parar	neters
Start Date	01-Jan-2015
End Date	
Comments	^
	\sim
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.

Licuidlogic Children and Fa	milies		Home Help
Select a User, Department o	or Group	Book <u>m</u> ark <u>C</u> onfirm Cance	9
★ My Contacts	IRO Team - TEAM		
All Professionals	Department	Department Details	Professionals in Department
ICS - SS		Type TEAM Description IRO Team Active Status Active	 IRO Worker 1 IRO Worker IRO Worker 10 IRO Worker IRO Worker 11 IRO Worker
 ☐ Liquid Test Team - SS ☐ IRO Team - TEAM 	P H	Address	 IRO Worker 2 IRO Worker 3 IRO Worker 3 IRO Worker 4 IRO Worker 4
🛃 All Groups		Address	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

Child: Bonnie Ex	kample 12 years (Ref. 500369)) 🐣 🔁	New Key Agency Record
Create Cancel - Spec	ify Key Agency		
New Key Agency			
• Agency			
Key Agency Role	H - GENERAL PRACTITIONER -		
Agency or Contact in Agen	cy Glick here to select a user		
• Start / End			
Start Date	01.01.2015		
End Date			
Parental Consent	to Contact		
Date of Consent	✔ Parents Consent 01.01.2015 □□□		
Comments			
Comments	~	1	
	~	1	
Also Create For:	Clyde Example , Born on: 01-Jan- 2003		

• 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.

• Click on the "Click to edit Family Members for <child's name> hyperlink.

_īquīdlogic (Children and Families		Home Help
Child: Bonni	e Example 12 years (Ref. 500369) 🔎 💽 🐣 🔁	CLA Review Meeting - N	ew
Create Cancel - C	LA Review Meeting - Add New Attendee		
New Meeting Att	endee		
Involved Profes	sionals	Meeting De	tails
✓ Allocated Cas	e Worker 🚨 CIN Worker 1	Type of Meeting Scheduled Date	CLA Review Meeting 25-Mar-2015 09:00
 Click to Create Prof Click to Create Prof 	essional Involvement for Bonnie Example essional Involvement for Clyde Example	Location	NCO Offices, 2nd floor, room 1
Key Agencies			
SCHOOL Wyco	ombe Abbey School		
GP Chilt	ern 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 Member	S		
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		

• The existing Relationships table appears.

Liqui	dlo	og	ю	Chil	dren	and Families			Home	e Help	Menu 🔻 System	n v
2	Chil CLA	Id: E R (Bonn CWD	ie E)	ampl	e 12 years (Ref. 50036	9) 🚨 🕞	* 🗗	Edit Relationships			
Exar	Example, Bonnie (12 years) - 9 Benjamin Road, High Wycombe, Buckinghamshire, HP13 6SP											
S	ave	F	Reset	Cl	ose							
Re	lati	ons	hips	for (Child:	Bonnie Example, age	12 years					
M	IC	PR	NK	EC		Defined Relationships	Name	Age/Gender	Address	Start/End	Date	
E	/	✓	✓	✓	ž	MOTHER V	Lily Example	≈ 39 years FEMALE	HOME ADDRESS 9 Benjamin Road, High Wycombe, HP13 65	04-Jan-20	16 Update	
		✓	\checkmark		X	FATHER V	David Example	≈ 44 years MALE	HOME ADDRESS 1 Anderson Close, High Wycombe, HP14 30	04-Jan-20	16 Update	
			\checkmark		X	BROTHER V	Clyde Example	13 years MALE	CARER ADDRESS 11 Care Street, Caresville, HP22 5AU	04-Jan-20	16 Update	
					X	CARER V	Amelia Sire	46 years FEMALE	HOME ADDRESS 11 Care Street, Caresville, HP22 5AU	25-Feb-20	15 Update	
				✓	X	GRANDPARENT V	Annie Example	≈ 77 years FEMALE	HOME ADDRESS 10 Benjamin Road, High Wycombe, HP13 6	04-Jan-20 SP	16 Update	
► S	earch ugge:	n and st - S	Creat	e - Sea t othe	arch for r relatio	related people or create a ne nships based on existing relat	w person in the LCS ionships	system				

- 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.

Liquidlogic Children and Far	nilies		Home	Help	Menu 🔻
Gazetteer / Address Lookup Ca	ncel				
Search for Address Reset					
Address	Help				
House No / Name	Matching addresses are listed below. If the address you	require is listed, selec	t it.		
Street %unknown%	If not, uy repeating your search with more general detail	15.			
Area	Address	Town	County	PostCode	Country
County	Address Unknown Address Unknown	Address Unknown		A00 00A	
Post Code	Address Unknown Address Unknown, Address Unknown		Address Unknown		
<u>C</u> ountry					
Clear Address					

- 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"

Lič	ůĭdl	log	IC	Chil	dren	and Families				Home	Help Men	u 🔻 🛛 System 🖲	Find 🔻
	Chi CLA	ild: E R (Bonn CWD	ie Ex	ampl	e 12 years (Ref: 500369)) 🚨 🗳 🛓	* 2	Edit Relationships				
Ex	Example, Bonnie (12 years) - 9 Benjamin Road, High Wycombe, Buckinghamshire, HP13 6SP												
	Save Reset Close												
	Relat	ions	hips	for C	hild:	Bonnie Example, age 1	2 years						
	MC	PR	NK	EC		Defined Relationships	Name	Age/Gender	Address			Start/End Da	ate
	✓	✓	✓	✓	X	MOTHER	Lily Example	≈ 39 years FEMALE	HOME ADDRESS 9 Benjamin Road, High Wycombe,	, HP13 6SP		04-Jan-2016	Update
					X	FATHER	David Example	≈ 44 years MALE	HOME ADDRESS 1 Anderson Close, High Wycombe	, HP14 3QN		04-Jan-2016	Update
			✓		X	BROTHER	Clyde Example	13 years MALE	CARER ADDRESS 11 Care Street, Caresville, HP22 5	AU		04-Jan-2016	Update
					X	CARER 🗸	Amelia Sire	46 years FEMALE	HOME ADDRESS 11 Care Street, Caresville, HP22 5	AU		25-Feb-2015	Update
				✓	X	GRANDPARENT V	Annie Example	≈ 77 years FEMALE	HOME ADDRESS 10 Benjamin Road, High Wycombe	e, HP13 65F)	04-Jan-2016	Update
	MC	PR	NK	EC		Searched Relationships	Name	Age/Gender	Address			Start Date	(reset)
						UNCLE 🗸	Michael Example	≈ 53 years MALE	HOME ADDRESS Address Unknown Address Unknow	wn, Addres	Unknown, A000	00A	Add
	Pleas	e click	k on th	e Add	Relatio	nship button to add relationship	15.						

• 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.



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											
A 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 Clyde Example - Subject Lily Example - MOTHER David Example - FATHER Amelia Sire - CARER Wycombe Abbey School - E - SCHOOL/COLLEGE/UNIVERSITY 	000000	000000	000000	000000	000000	N/A N/A N/A N/A N/A					
Dr Mark Tweedy - H - GENERAL PRACTITIONER IRO Worker 1 - IRO Worker CIN Worker 1 - Allocated Case Worker	0 80 0	000	000	000	000	N/A N/A 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.

Attendee	Chr	Inv	Agr	Con	Att	Pre
Not yet Invited						
 Bonnie Example - Subject Clyde Example - Subject Lily Example - MOTHER David Example - MOTHER 	0000	0000	0000	0000	0000	N/A N/A N/A
Amelia Sire - CARER Wycombe Abbey School - E - SCHOOL/COLLEGE/UNIVERSITY	000	000	000	000	000	N/A N/A N/A
Dr Mark Tweedy - H - GENERAL PRACTITIONER	0	0	0	0	0	N/A
IRO Worker 1 - IRO Worker CIN Worker 1 -	Ő	0	0	00	0	N/A N/A

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

New Invita	tion		X							
revious	Next	Finish								
• Cho	Choose the communication method									
Method of	Method of Communication C Letter									
		O Phone Call								
		◯ Fax								
		🔿 Email								
		O Other								

• Enter in the "Date of Communication" and any comments.

• Click on "Finish"

New Invite	ation	
P evious	Next	Finish
• Det	ails	
Date of C	communicatio	n 05.03.201
Comment	ts	I
Choose	e a letter t	ype
• M	eeting Invit	e

• Click on the "Click to edit" hyperlink.

mmunications				
Letters				Actions
Date	Method	Туре	View Letter	► New
05-Mar-2015	Letter	Invitation	Click to edit	Communicatio
No Phone Calls	1115			
• Emails				
No Emails				

• Click on the "Delete Draft Document" hyperlink

Liquidlogic Cl	hildren and Families	
Child: Bonnie	Example 12 years (Ref: 500369)	🚨 🛃 🐣 🔁 🎅 Document -
D etails	Document Details	Subject
A ıdit	Document Type Meeting Invite Date 15-Mar-2015 Editor CLA Admin 1	Communication of 15-Mar-2015 Child: Bonnie Example
	Status Draft File .rtf 8 KB Document Number 53 > Update Details	Notes / Comments Notes
	Delete Draft Document Complete Document	Access Control Restrictions None Selected
	Edit Locally Download Document Upload Document	Notification
	Delete document link	Notification None Selected

• Select "OK" from the pop up screen.



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

A Meeting Attendees											
A Invitations have not been sent to all Attendees A Not all Attendees have responded to the invitation											
Attendee Chr Inv Agr Con Att Pre Mir											
Invited											
Lange Bonnie Example - Subject	0		0	0	0	N/A					
Lyde Example - Subject	0		0	0	0	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.

Liq	uidlog	IC	Chilo	dren and Families	;			Но	me	Help	Menu 🔻
0	User CLA CLA Admin	Admir Team	n 1 1	1	Task Trays	2					
All	Empty	a.	Ŧ	Group By: Date T	a sk Person Addr	ess Referral Group	Order By: Sta	rt Date <mark>Due Date</mark> Timefran	ne Pe	rson	
	/orktray		5	© CLA		Person		Task Description			
<u>e</u> (_A Admin		21	25-Mar-2015	CLA CWD	Example, Bonnie 12	yrs	CLA - Arrange CLA R	leview	Meeting	
				• Update Document		Person		Task Description	Task Description		
				15-Jan-2016	CLA CWD	Example, Bonnie 12	yrs	Update Document -	Meetin	g Invite	

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

Liquidlogi	C Children and Far onnie Example 12 year	milies s (Ref. 500369)) 🚨 🕞 🕰 🔁 😑 Document - Meeting
Details	Ocument E	Details	• Subject
Audit	Document Type Date Editor	Meeting Invite 15-Mar-2015 CLA Admin 1	 Communication of 15-Mar-2015 Child: Bonnie Example
	Status File Document Number ► Update Details ► Delete Draft Doct	Draft .rtf 8 KB 53 ument	Notes / Comments Notes
	► Complete Docum	ent	Access Control Restrictions None Selected

5.9. Recording a Telephone Invitation To The CLA Review

• Click on the "Inv" radio button against the relevant invitee's name.

Attendee Chr. Inv. Agr. Con. Att. Dre. M										
Not yet Invited	Cill	1114	Ayı	COIL	All	FIC				
 Bonnie Example - Subject Clyde Example - Subject Lily Example - MOTHER David Example - FATHER Amelia Sire - CARER Wycombe Abbey School - E - SCHOOL/COLLEGE/UNIVERSITY Dr Mark Tweedy - H - GENERAL PRACTITIONER 	000000000000000000000000000000000000000	0000000000	000000000	000000000	000000000	N/A N/A N/A N/A N/A				
SIRO Worker 1 - IRO Worker CIN Worker 1 - Allocated Case Worker	0	00	00	00	00	N/A N/A				

• Select the "Phone Call" radio button.

New Invitation		X
Previous Next Fi	inish	
Choose the comm	nunication method	
Method of Communication	🔿 Letter	
	Phone Call	
	○ Fax	
	C Email	
	Internal Process	
	○ Other	

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

New Invita	ition	_	_	×
Previous	Next	Finish		
• Deta	ails			
Date of Communication		15.03.2015		
Comment	S		\sim	
			\sim	

• 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											
 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											
Lange Section 2 Subject	0		0	0	0	N/A					
🚨 Clyde Example - Subject			0	0	0	N/A					
La IRO Worker 1 - IRO Worker	1	Ø	0	0	0	N/A					

5.10. Recording An Internal Invitation To The CLA Review

• Click on the "Inv" radio button against the relevant invitee's name.

A Meeting Attendees								
 A Invitations have not been sent to all Attendees A Not all Attendees have responded to the invitation 								
Attendee	Chr	Inv	Agr	Con	Att	Pre	Min	
Invited								
Lange - Subject	0		0	0	\bigcirc	N/A		
Logic Example - Subject	0		0	0	0	N/A		
Lily Example - MOTHER	0		0	0	0	N/A		
Lavid Example - FATHER	0		0	0	0	N/A		
🚨 Amelia Sire - CARER	0	Ø	0	0	0	N/A		
Wycombe Abbey School - E - SCHOOL/COLLEGE/UNIVERSITY	0		0	0	0	N/A		
Dr Mark Tweedy -	0	Ø	0	0	0	N/A		
IRO Worker 1 - IRO Worker	ø	Ø	0	0	0	N/A		
Not yet Invited								
Scin Worker 1 - Allocated Case Worker	0	0	0	0	0	N/A		

• Select the "Internal Process" radio button then click on "Next"

New Invita	ation		×
Previous	Next	Finish	
• Cho	ose the c	ommunication method	
Method o	f Communicat	tion 🔿 Letter	
		O Phone Call	
		○ Fax	
		🔿 Email	
		Internal Process	
		O Other	

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

New Invit	ation			_	X
Previous	Next	Finish			
• Det	ails				
Date of C	Communicatio	n 15.03.2015	×		
Commen	ts			~	
				\sim	

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

Attendee	Chr	Inv	Agr	Con	Att	Pre	Mir
Invited							
🚨 Bonnie Example - Subject	0		0	0	0	N/A	
🚨 Clyde Example - Subject	0		0	0	0	N/A	
Lily Example - MOTHER	0		\bigcirc	0	0	N/A	
Lavid Example - FATHER	0		0	0	\bigcirc	N/A	
🚨 Amelia Sire - CARER	0	٢	0	0	\bigcirc	N/A	
Wycombe Abbey School - E - SCHOOL/COLLEGE/UNIVERSITY	0		0	0	0	N/A	
Dr Mark Tweedy -	0	Ø	0	0	\bigcirc	N/A	
IRO Worker 1 - IRO Worker	ø	Ø	0	0	0	N/A	
CIN Worker 1 - Allocated Case Worker	0	3	0	0	0	N/A	

6. Marking Invitee Agreement For Attendance

• Click on the "Agr" radio button against the relevant invitee's name.

2	Meeting Attendees							
	A Not all Attendees have responded	to th	e invit	ation				
	Attendee	Chr	Inv	Agr	Con	Att	Pre	Min
	Invited							
	Lange Bonnie Example - Subject	0		0	0	0	N/A	
	Logic Example - Subject	0		\bigcirc	0	0	N/A	
	Lily Example - MOTHER	0		\bigcirc	0	0	N/A	
	Lavid Example - FATHER	0		0	0	0	N/A	

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

Update Reply	X
Save Cancel	
Response to Invitation	
Attendee Bonnie Example	
 Attending Yes No 	
Comments	
Save Cancel	

• The Meeting Attendee table will look as below.

Meeting Attendees	5						
A Not all Attendees have	responded to the	e invit	ation				
Attendee	Chr	Inv	Agr	Con	Att	Pre	Min
Agreed							
 Bonnie Example - Subje 	ect O		Ø	0	0	N/A	

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

Up late Reply		X
Save Car	ncel	
Respo	onse to Invitation	
Attendee	Dr Mark Tweedy	
Attend	Jing O Yes No	
comments		\bigcirc
Save Car	ncel	

• The Meeting Attendees table will look as below.

Meeting Attendees							
A Not all Attendees have responded to the invitation							
Attendee	Chr Inv Agr Con Att Pre Min						
Agreed							
Legendre - Subject	○ 📰 ♥ ○ ○ №A						
Declined							
Dr Mark Tweedy - H - GENERAL PRACTITIONER							

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							
La Bonnie Example - Subject	0		Ø	0	0	N/A	
Lyde Example - Subject	0		Ø	0	0	N/A	
Lily Example - MOTHER	0		Ø	0	\bigcirc	N/A	
Lavid Example - FATHER	0		Ø	0	0	N/A	
💄 Amelia Sire - CARER	0	Ø	Ø	0	0	N/A	
Wycombe Abbey School - E - SCHOOL/COLLEGE/UNIVERSITY	0		Ø	0	0	N/A	
LTC Worker 1 - IRO Worker	Ø	٢	Ø	0	\bigcirc	N/A	
CIN Worker 1 - Allocated Case Worker	0		Ø	0	0	N/A	
Declined							
Dr Mark Tweedy - H - GENERAL PRACTITIONER	0	Ø	Ø	0	0	N/A	

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

Consultation		×
Save Cancel		
• When was this per	son consulted	
Attendee	Dr Mark Tweedy	
Date person was Consulted	15.03.2015	
Details of consultation	Enter in the relevant details	~
		\sim
Save Cancel		

• The Meeting Attendees table will look as below.

Meeting Attendees							
/ ttendee	Chr	Inv	Agr	Con	Att	Pre	Min
/ greed							
La Bonnie Example - Subject	0		Ø	0	0	N/A	
Lyde Example - Subject	0		Ø	0	0	N/A	
Lily Example - MOTHER	0		Ø	0	0	N/A	
Lavid Example - FATHER	0		Ø	0	0	N/A	
🚨 Amelia Sire - CARER	0	Ø	Ø	0	0	N/A	
Wycombe Abbey School - E - SCHOOL/COLLEGE/UNIVERSITY	0		Ø	0	0	N/A	
IRO Worker 1 - IRO Worker	Ø	Ø	Ø	0	0	N/A	
CIN Worker 1 - Allocated Case Worker	0	3	Ø	0	0	N/A	
Declined							
Dr Mark Tweedy - H - GENERAL PRACTITIONER	0	Ø	Ø	Ø	0	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							
Legense Example - Subject	0	===	Ø	0	¢	N/A	
Absent							
Dr Mark Tweedy - H - GENERAL PRACTITIONER	0	Ø	Ø	Ø	Ø	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 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									
La Bonnie Example - Subject	0		Ø	0	Ø	N/A			
Lyde Example - Subject	0		Ø	0	Ø	N/A			
Lily Example - MOTHER	0		Ø	0	Ø	N/A			
🚨 Amelia Sire - CARER	0	Ø	Ø	0	Ø	N/A			
Wycombe Abbey School - E - SCHOOL/COLLEGE/UNIVERSITY	0		Ø	0	Ø	N/A			
RO Worker 1 - IRO Worker	ø	Ø	Ø	0	Ø	N/A			
CIN Worker 1 - Allocated Case Worker	0	3	Ø	0	Ø	N/A			
Absent									
Dr Mark Tweedy - H - GENERAL PRACTITIONER	0	Ø	Ø	Ø	Ø	N/A			
Excluded									
Lavid Example - FATHER				0					

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.



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"



• 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.

Attendee	Chr	Inv	Agr	Con	Att	Pre	Min
Present							
La Bonnie Example - Subject	0		Ø	0	Ø	N/A	
💄 Clyde Example - Subject	0		Ø	0	Ø	N/A	
💄 Amelia Sire - CARER	0	Ø	Ø	0	Ø	N/A	
Lily Example - MOTHER	0		Ø	0	Ø	N/A	
IRO Worker 1 -	ø	Ø	Ø	0	Ø	N/A	

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

Child: Bonnie Example 12 years (Ref.	500369) 🗶 🏊 💽	Home Help Menu v					
Lily Example		Meeting -					
Attendee Details Attendee Lily Example Attendee Role MOTHER	Invitation to Meeting Invitation Sent Is-Mar-2015 Method of Invitation Letter	Consultation Enter/Update Consultation Details					
Update Role Chairing the Meeting? No Meeting Details Type of Meeting QLA Review Meeting	Response to Invitation Replied 15-Jan-2016 18:06 Will Attend Meeting? Yes	Communication Changed Decision (response not sent via internal proces Enter reply details (response not sent via internal proces Send Further Communication					
Noconficture CLA Admin 1 - CLA Admin Team Scheduled Date 25-Mar-2015 09:00 Location NCO Offices, 2nd floor, room 1 > Open Pathway	Attendance Has Actually Attended Yes	 View all Communication Records 					
	 Actions Set this Attendee to be the Chair Update Actual Attendance Remove Attendee Exclude Attendee from Meeting 						

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.

Liqu	dlogic Childre	en and Families		Home Help Menu 🔻 System 🔻 Find 🔻 IRO Worker 1 🔻 🔍	
_	User IRO Worker 1 IRO Team	Task Trays	2		
All	Empty 🔍 🖡	Group By: Date Task Person Add	ress Referral Group Order By: Start Date	Due Date Timeframe Person	
.e. w	ktrav 0	Last Year	Person	Task Description	
AL IR	Group Tray 1	25-Mar-2015 CLA CWD	Example, Bonnie 12 yrs	CLA Review Meeting - Complete Review Outcomes Form	Pickup

Click on "OK"

Me	ssage fro	m webpage		×
•	?	Are you sure you want	to pick up thi	s task?
		Oł		Cancel

- 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"

Liġ	uidlogic Children and Families									ne	Help	Menu 🔻	System 🔻
0	User IRO V IRO Team	Nork	er 1			Task Trays							
All	II Empty 🔍 📮 Group By: Date Task Person Address Referral Group Order By: Start Date Due Date Timeframe Person												
. v	Vorktrav		1		Last Yes	ar	Person		Task Description				
				25-Mar-2015	CLA CWD	Example, Bonnie 13	2 yrs	CLA Review Meeting	- Com	plete Re	view Outcome	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.

Liq idlogi Child: B CLA R C	C Children and Far onnie Example 12 year wo	milies s (Ref: 500369)	.	Home	Help	Menu 🔻	System ▼	Find ▼	IRO Worker 1 🔻
★ Full Map Create Care Plan	Start Pathway-Plan	Organise Next C Active Task: 2 CLA Ad Organise Next CLA	CLA Review Meeting min 1 Started: 12-Jan-2016 Due: A Review Meeting Task Details	25-Mar-2015 All Children (2) ▼					
	CLA Review Update Care Plan	Meeting Subjects:	Bonnie Example 12 yrs 2 Clyde Example CLA Admin 1 CLA Review Meeting	le 13 yrs Outcomes Form Once the meeting has been held, Please Start the Outcomes Forms.					
Child	Personal Education Plan Assessment and Progress Record	Statutory Due Date Planned Meeting Date Length in Minutes Location	25-Mar-2015 25-Mar-2015 09:00 90 mins NCO Offices, 2nd floor, room 1	Meeting Held - Write up Outcomes Meeting Notes					
Looked After	Domestic Adoption	Comments Complete Meeting Export meeting event	A Meeting Notes cannot be started; Assigned To Assigned To						

• 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"

iquidlogic C	hildren and Families
Child: Bonnie CLA R CWD	Example 12 years (Ref. 500369) 🚨 📑 🐣 📄 📄 Update CLA Review Meeting
Update Cancel - C	Complete CLA Review Meeting
Update CLA Review	w Meeting planned for 25-Mar-2015 09:00
Planned Meetin	ng Details
Statutory Due Date Planned Meeting Date	25-Mar-2015 25-Mar-2015 09:00
Actual Meeting) Details
Actual Meeting Date	25.03.2015
Delay Reason	· · · · · · · · · · · · · · · · · · ·
Planned date of r	ext Organise Next CLA Review Meeting
Planned Date	25.06.2015 × III

10.1. Creating An Individual Outcomes Form For Each Child

 Within the "Outcomes Form" section, click on "CLA Review Outcomes – Copy Forward"

	IC Children and Fa Sonnie Example 12 yea Swo	amilies Irs (Ref. 500369)	ð * °ð		Home	Help	Menu 🔻	System 🔻	Find 🔻
★ Full Map Create Care Plan	Stort Pathway Plan	Organise Next C	CLA Review Mee	ting -Jan-2016 Due: 29	5-Mar-2015 All Children (2) ▼				
	CLA Review	Meeting Subjects:	Bonnie Example 12 yr	Clyde Example 13	3 yrs	s Form			
-	Update Care Plan	Meeting Arranger Type of Meeting	CLA Admin 1 CLA Review Meeting		Write the Active Writer		s Forms.	ssian)	
	Personal Education Plan	Statutory Due Date Planned Meeting Date Length in Minutes	25-Mar-2015 25-Mar-2015 09:00 90 mins		The Review	CLA Re	view Outcon	nes (Copy Forwa	rd) [Print]

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

Liquidlogic Children and Families									
Child: Bonnie Example	e 12 years (Ref. 500369) 💄 🗟 🐣 🔁 📄 CLA Re Outcom	view nes, 25-							
Information Review Consolidation Revisions									
(i) Copy Forward - Before starting the Review you have the option to copy forward the answers from the listed previous Reviews. Select each of want to copy forward any answers) click 'Start Blank' to begin the Review afresh.									
Copy Forward Selected Start Blank No Filter applied Update Filter Clear Filter									
Copy Forward - Copy answers forwar	rd from previous assessments								
Created	Review	Started By							
Example, Bonnie (12 years)									
10 months 3 weeks ago 10 months 3 weeks ago 11 months ago 1 year ago 1 year ago	Image: Second								
Example, Clyde (13 years)									
10 months 3 weeks ago Placement Plan (Wednesday, 18 February 2015) Image: CIN Word 10 months 3 weeks ago CLA Request for Child to be Looked After (Wednesday, 18 February 2015) Image: CIN Word 11 months ago CLA Request for Child to be Looked After (Wednesday, 18 February 2015) Image: CIN Word 1 year ago Referral Record (Thursday, 12 February 2015) Image: CIN Word 1 year ago Contact Record (Thursday, 1 January 2015) Image: CIN Word 1 year ago Contact Record (Thursday, 1 January 2015) Image: CIN Word									

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

Liquidlogic Children and Families										
Child: Bonnie Example 12 years (Ref. 500369) CLA Review Outcomes, 25-										
Information	Review	Consolid	lation	Revisions	l					
Subjects of this Consolidated Review										
Consolidated Re Make sure those s	view - You may elected are those	use the follow that you wis	ving table h to be in	of persons (who this group then o	are membe lick 'Apply	ers of the same p Consolidation'.	athway g	roup) to add or remov		
Apply Consolidation	n Reset									
Subjects of Gr	rouped Review	Comment								
Example, Bonr	nie (12 years)									
Example, Clyd	e (13 years)									

• From the pop up screen, click "OK"



• Click the top "Copy Forward" checkbox then "Copy Forward Selected"

Liquidlogic Children	and Families	Home
Child: Bonnie Exampl	e 12 years (Ref. 500369) 💄 🕞 🐣 📄 📄 CLA R	eview mes, 25-
Information Review	Consolidation Revisions	
Copy Forward - Before start want to copy forward any ans	ing the Review you have the option to copy forward the answers from the listed pre wers) click 'Start Blank' to begin the Review afresh.	vious Reviews. Select each o
Copy Forward Selected Start Bla	nk No Filter applied Update Filter Clear Filter	
Copy Forward - Copy answers forward	rd from previous assessments	
Created	Review	Started By
Example, Bonnie (12 years)		
 10 months 3 weeks ago 10 months 3 weeks ago 11 months ago 1 year ago 1 year ago 1 year ago 	 Placement Plan (Wednesday, 18 February 2015) CLA Request for Child to be Looked After (Wednesday, 18 February 2015) C & F Assessment (Thursday, 12 February 2015) Referral Record (Thursday, 1 January 2015) Contact Record (Thursday, 1 January 2015) 	Image: CIN Worker 1 Image: CIN Worker 1 Image: CIN Worker 1 Image: CIN Worker 1 Image: CIN Worker 1
Copy Sideways - Copy answers acro	ss from related service users	
Created	Review	Started By
Example, Clyde (13 years)		
10 months 3 weeks ago 10 months 3 weeks ago 11 months ago 1 year ano	 Placement Plan (Wednesday, 18 February 2015) CLA Request for Child to be Looked After (Wednesday, 18 February 2015) C & F Assessment (Thursday, 12 February 2015) Referral Percent (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.
 - $\circ\,$ A "C" flag refers to "copied forward" information from a previous form field.

Liquidlogic Childr	iquidlogic Children and Families						Find 🔻	IRO Worker 1 🔻	Q,		
Child: Bonnie Exar	mple 12 years (Ref: 500369) 🔔 🛛	CLA Review 📄 😣 CLA Review Outcomes, 25-									
Information Review	Consolidation Revisions								Save	Finalise Review	Close
🖶 Print 🕴	Review of Arrangements	for a Child Looked After									
Review of Arrange	CLA Review Dates										
Part One - Summar	Date Referral Received	01-Jan-2015									н
(Attachments (0)	Last CLA Review Date										
	CLA Review Planned Date	25-Mar-2015 09:00									н
	CLA Review Due Date	25-Mar-2015									н
	CLA Review Actual Date	25-Mar-2015									н
	Has the child / young person previously been adopted or left care for special guardianship or residence order?	Yes No Unknown									6
	Social Worker										63 A
	Team										€ 8
•	Placement Type	A3 - Placed for Adoption (with current foster car	er)								• 🔊 🖁
		O A4 - Placed for Adoption - With Consent (not cu	rrent toster ca	arer)							

 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	\bigcirc Adoption (i.e. following adoption order)	\bigcirc Special guardianship order	\bigcirc Residence order	O Unknown
Was the child / young person previously looked after inside England?	○ Inside England ○ Outside England	O 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

CI	A	Review Meeting on 25-Mar-2015								
•	ī	st of Attendees								
	R	e	Attendee	Chair	Invited	Agreed	Consulted	Present	Report	Minutes
	Su	ject	Bonnie Example	0		•	0	0	N/A	0
	Su	ject	Clyde Example	0		0	0	0	N/A	0
	C/	LER.	Amelia Sire	0	Ø	0	0	0	N/A	0
	M	THER	Lily Example	0		0	0	Ø	N/A	0
	н	GENERAL PRACTITIONER	Dr Mark Tweedy	0	Ø	ø	e	ø	N/A	0
	IR	Worker	IRO Worker 1	0	Ø	0	0	S	N/A	0
	All	cated Case Worker	CIN Worker 1	0	3	0	0	0	N/A	0
Distr All us	ib er:	tion List within in this list are to hav	e the Review Notes	sent to	them as a	greed by th	ie IRO			
Nam	e				Design	nation/Job	Title			
Mrs I	Lily Example				Mothe	Mother				
Mr D	av	av Example			Father					

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).

Liai	idloaic Child	ren and Families		Home	Help	Menu 🔻	System v	Find 🔻	IRO Worker 1 🔻 🔍	
2	Child: Bonnie Exa	mple 12 years (Ref: 500369)	👌 🐣 🔁 📄 CLA Review	w , 25-					-	
Info	mation Review	Consolidation Revisions							Save	Finalise Review Close
	🖶 Print 🛛 🖡	Part One - Summary Info	rmation and Decisions							
Revi	w of Arrange	Child / Young Persons particip	ation in the review process							
l At	cone - Summar Ichments (0)	Did the child/young person attend the review meeting?	🖲 Yes 🔘 No							1
		Please enter the child/young persons participation code	PN1 Child attended & spoke for self	~						1
		Is Adoption Plan Required?	🔿 Yes 🔘 No							19 B
		Agreed date for the next review								
1		Time of Next Review								1 - Contra -
		Location of Next Review								59 E

- 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.

Liqu	dlogic Childre	n and Families	Home Help Menu	🔻 System 🔻 🛛 Find 🔻 IRO Worker 1 🔻 🔍				
2	Child: Bonnie Examp CLA R CWD	ple 12 years (Ref: 500369) 💄 📦 🐣 🔁	CLA Review Outcomes, 25-					
Info	nation Review	Consolidation Revisions		🖬 Save	Finalise Review Close			
	🗟 Print 🛛 🖡	implemented? If not, what decisions remain outstanding?						
Revi	w of Arrange							
• Pa	One - Summar	What are the decisions and agreed outcomes from this review?						
() At	chments (0)	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	×+			
	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 do so.							
		Date completed and sent to Social Worker 25-Mar-2015 and Consultant Social Work Manager			* 😼 🔓			
		CLA Review Notes Completion Date 25-Mar-2015			* 🔒			

• Click on "OK" from the pop up menu.

Message from webpage	S
Please confirm you wish to Finalise?	
OK Cancel	

• 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"

Liquidlogic Children	and Families	Home	
Child: Clyde Example	13 years (Ref: 500370) 👤 🕞 🕰 🕞 📄 CLA Rev	iew es, 25-	
Information Review	Consolidation Revisions		
Copy Forward - Before start want to copy forward any ans	ing the Review you have the option to copy forward the answers from the listed prev wers) click 'Start Blank' to begin the Review afresh.	vious Reviews. Select each o	
Copy Forward Selected Start Blan	nk No Filter applied Update Filter Clear Filter		
Copy Forward - Copy answers forward	rd from previous assessments		
Created	Review	Started By	
Example, Clyde (13 years)			
10 months 3 weeks ago	Placement Plan (Wednesday, 18 February 2015)	CIN Worker 1	
10 months 3 weeks ago	CLA Request for Child to be Looked After (Wednesday, 18 February 2015)	GIN Worker 1	
11 months ago	C & F Assessment (Thursday, 12 February 2015)	CIN Worker 1	
1 year ago	Referral Record (Thursday, 1 January 2015)	CIN Worker 1	
1 year ago	Contact Record (Thursday, 1 January 2015)	CIN Worker 1	
Copy Sideways - Copy answers acro	ss from related service users		
Created	Review	Started By	
Example, Bonnie (12 years)			
9 months 3 weeks ago	CLA Review Outcomes (Wednesday, 25 March 2015)	IRO Worker 1	
10 months 3 weeks ago	Placement Plan (Wednesday, 18 February 2015)	GIN Worker 1	

- 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.

Liqi idlogic Children and Fa	milies		Home	Help Menu 🔻	System 🔻 Find	l▼ IRO Worker 1 ▼				
Child: Bonnie Example 12 year	rs (Ref. 500369) 🚨 🛛	👌 🐣 🔁								
★ Full Map S Local Map ▼ Create Start Care Plan Pathway-Plan	Organise Next Cl Active Task: S IRO Wo Task Comment: Decision Organise Next CLA	LA Review Meeting rker 1 (Reassign) Started: 12-Jan-2016 is completed, please complete the meeting Review Meeting Task Details , A	Due: 25-Mar- Il Children (2) ▼	2015						
CLA Review	Meeting Subjects: A Bonnie Example 12 yrs A Clyde Example 13 yrs									
Update	Meeting Details		Outcomes Form							
Personal	 A This meeting occurs i Please update the att 	A This meeting occurs in the past Please update the attendance and then complete the meeting			Written By SIRO Worker 1					
Education Plan	Meeting Arranger Type of Meeting	CLA Admin 1 CLA Review Meeting		CLA Review Outcome Clyde Example 13 y	<u>s</u> (Completed) [Print] rs					
Child Looked After	Statutory Due Date Planned Meeting Date Length in Minutes Location	25-Mar-2015 25-Mar-2015 09:00 90 mins NCO Offices, 2nd floor, room 1	CLA Review Outcomes (Completed) [Print Subject Method of Participation							
Stop Adoption	Comments	Nearest parking is behind the OCO building	Person Method of Participation							
Strengths and Difficulties	Actual Meeting Date Complete Meeting	25-Mar-2015	Child: Bonnie E Child: Clyde Ex	Example PN1 Child a cample PN1 Child a	ttended & spoke for self ttended & spoke for self					

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"

Me:	sage fr	om 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.

Liqu	idlogic Children and Families	Home	Help	Menu 🔻	System 🔻	Find 🔻	IRO Wor
0	Child: Bonnie Example 12 years (Ref. 500369) 🔝 📑 🐣 🔁						

• Click on "Case Notes" then "Add Case Note"

Lıq	lidlogic Cl	hildren and l	ramilies				Home	Help Menu	 System 				
	Child: Bonnie CLA R CWD	Example 12 y	ears (Ref: 50036	⁵⁹⁾	Basic Demographics	D 🦀 🔁							
4 <u>F</u>	rsonal	• Case S	ummary										
<u>P</u> er	onal	Case Summa	ise Summary No case summary has been recorded										
<u>A</u> dc	tional	Update Cas	e Summary										
Ide	tity												
<u>P</u> ho	os	Case N	otes										
Ris	;	Free Text Fil	ter		Go	Reset							
Par	ntal Factors	Case Note	Report										
Rela	tion <u>s</u> hips	Add Case N	lote										
Inv	lvements	Finalised?	Significant Event	Contact Date	Type of Contact	Contact Regarding		Reason for Contact	Created By				
Cas	Status			14-Jan-2016	IRO Case Note	bonnie Example, Ciyde Example (BRO	I HEK)	test	IRO Worker 1				
CP		P Add Case in	lote										
CLA													
<u>H</u> ist	iry												
<u>C</u> hr	nology												
Eor	IS												
Cas	<u>N</u> otes												

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

Licuidlogic	Children and F	amilies						Ho	me Help	Menu 🔻
Final ;e Create	Create and Close	Close - Update: 0	Case Note for I	Example, Bonn	iie (12 years)					
Ne v Case Note f	or Example, Bonni	e (12 years)								
Part 1 - Conta	ict									
Freen Context Of Contact Date e of Contact	Example, Bonnie (12 y 25.03.2015 IRO Case Note Significant Event Add to Chronolog	vears)								
Contact Regarding	Relation	Name	Age	At Contact	Interviewed?	Seen?	Alone?	Bedroom?	Regarding As	sessment
	Children / Young	People involved	in this Cas	e Note						
	▶ Self	Bonnie Example	12 years						None	
	Adults also prese	ent / interviewed								
	No Adults recorded									
	Other relations y	ou can add to thi	s case note							
	BROTHER	Clyde Example	13 years							¢

- 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.

iuidlogic Ch	ildren and Families	Home	Help	Menu 🔻	System v
date Cancel - Up	date Case Note Individual				
pdate Case Note I	ndividual: Example, Bonnie (12 years)				
Case Note Indivi	idual	• Notify Role(s)			
individual's Name	Example, Bonnie (12 years)	Case Worker (CIN Wo	rker 1, CIN	Worker)	
	This individual is a Child / Young Person	Case Worker's Super	visor (CIN	Manager 1, CII	N Manager)
Please tick if 'Bo	onnie Example' was interviewed	Notify User(s)			
interviewed?	○ Yes ○ No	TRO Worker 1, TRO We	ker (Veuree	16)	
		IRO Worker 1, IRO Wo	nager (Yourse	ur Supervisor)	
Please tick if 'Bo	onnie Example' was seen during the interview	 Select another user to be 	notified		
Seen During Interview?	🔿 Yes 🖲 No				
Seen Alone?	◯ Yes ◯ No				
Seen Bedroom?	○ Yes ○ No				
Interview Conce	rning				
link to Form	O Child Looked After/Young Person's Care Plan (part 1), Started 25-Mar-2015				
	Child Looked After/Young Person's Care Plan, Started 25-Mar-2015				
Remove this Individual	from the Case Note				

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.

Liquidlogic	Children	and Families						Ho	me Help	Menu 🔻	System 1
C ntact Regarding	Relatio	on Name	Age	At Contact	Interviewed?	Seen?	Alone?	Bedroom?	Regarding A	ssessment	
	Children /	Young People inv	olved in this Ca	se Note							
	▶ Self	Bonnie Exa	mple 12 years			× No			None		
	Adults als	o present / intervie	ewed								
	No Adults reco	orded									
	Other rela	itions you can add	to this case not	e							
	BROTH	HER Clyde Exan	nple 13 years							÷	
	Other rela	itions you cannot a	add to this case	note							
	в мотн	ER Lily Examp	le ≈ 39 years								
	FATHE	R David Exar	nple ≈ 44 years								
	GRANI	DPARENT Annie Exar	nple ≈ 77 years	1							
	CARER	R Amelia Sire	e 46 years								
	UNCLE	Michael Ex	ample ≈ 53 years								
	AUNT	Scarlett Ex	ample ≈ 21 years								

• 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

- 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).

L	quidlogic	Children and Fa	milies
F	inalise Create	Create and Close Cl	lose - 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"

Lič	ůid	logic	Children ar	nd Farr	ilies	Home	Help	Menu 🔻	System 🔻
Fina	se	Save	Save and Close	Close	- Update: Case Note for Example, Bonnie (12 years) and Example, Clyde (13 years) ,	on 25-Mar-	2015 , of ty	/pe 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.

Liċ	jidlogic C	hildren and	Families					lome	Help	Menu 🔻	System 🔻	Find v	IRO Worker 1 🔻
2	Child: Bonnie CLA R CWD	Example 12 y	ears (Ref: 50036	⁹⁾ 👱 l	Basic Demographics		* 5						
	ersonal	• Case S	ummary										
Pe	onal	Case Summa	ry No case summar	y has been reco	orded								
Ad	itional	Update Cas	se Summary										
Ide	itity												
<u>P</u> h	tos	Case N	otes										
Ris	s	Free Text Fil	iter		Go	Reset							
Pa	intal Factors	Case Note	Report										
Re	tion <u>s</u> hips	Add Case N	lote										
In	lvements	Finalised?	Significant Event	Contact Date	Type of Contact	Contact Reg	arding	F	Reason for	Contact		Created B	У
Ca	e Status	No	No No	14-Jan-2016 25-Mar-2015	IRO Case Note IRO Case Note	Bonnie Exam Bonnie Exam	ple, Clyde Example (BROT ple, Clyde Example (BROT	"HER) te "HER) R	est equest for	CSWM to vie	w Outcomes Form	IRO Worke	er 1 er 1
СР		Add Case N	lote										
CL													
His	ory												
<u>C</u> h	onology												
Eo	ns												
Ca	e <u>N</u> otes												

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

2	Child: Bonnie CLA R CWD	Example 12 years	(Ref: 50036	⁵⁹⁾ 🔺 🖣 🖞	* 2		ase Note, 25- ar-2015				
Pa	t 1 - Contact	Part 1 - Conta	act								
Par Auc	t 2 - Write Up dit	From Context Of Contact Date Type of Contact Add to Chronology	Example, Bor 25-Mar-2015 IRO Case Not No	nnie (12 years) ie							
		Contact Regarding	Relati	ion Name	Age	At Contact	Interviewed?	Seen?	Alone?	Bedroom?	Regarding Assessment
			Children	/ Young People inv	olved in th	nis Case No	ote				
			► Self	Bonnie Example	12 years	11 years		No			None
			BROT	HER Clyde Example	13 years	12 years		No	No		None
			Adults als	so present / intervie	wed						
		Reason for Contact	No Adults rea Request for C	corded SWM to view Outcomes	Form						
		Detailed Note	s								
		Detailed Notes	Enter in the o	letailed notes.							
		Actions									
		 Update this Case N Einalise Case Note 	ote								
		 Printable View 									

• If you wish to lock the casenote against future edits, click on "Finalise"

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) , o	on 25-Mar-3	2015 , of t _i	/pe IRO Case	Note

• A finalised casenote will look as below.

Fi	n lised?	Significant Event	Contact Date	Type of Contact	Contact Regarding	Reason for Contact	Created By
	No	No No	14-Jan-2016	IRO Case Note	Bonnie Example, Clyde Example (BROTHER)	test	IRO Worker 1
	Yes	No No	25-Mar-2015	IRO Case Note	Bonnie Example, Clyde Example (BROTHER)	Request for CSWM to view Outcomes Form	IRO Worker 1
► A	d Case N	lote					

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.

X Close Printable	View Portrait Landscap	e Small Medium	Large Largest Print page now							
X Close Printable View	Portrait Landscape Small	Medium Large Largest	Print page now 📆							
	- The form contains t	he child's place	ement 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										
Review of Arra	ingements for a Child I	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								

4

12.1. Advanced Print Out Of The Outcomes

• Click on the Completed Outcomes hyperlink.

Outcon	nes Form					
W ritten By Tl e Review	 IRO Work Bonnie Ex CLA Revie Clyde Exa CLA Revie 	er 1 ample 12 yrs w Outcomes (Completed) [Print mple 13 yrs w Outcomes (Completed) [Print]			
Click or	"Print"					
L quidlo Child CLA R	gic Childro Bonnie Exan cwo Review	en and Families nple 12 years (Ref: 500369)	J	- -		CLA Review Outcomes, 25-
F eview of A Part One -	rrange Summar ts (0)	Review of Arrangeme CLA Review Dates Date Referral Received	nts f	or a Child	Look	ked After

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

Liquidlogic	Return To Form					
ARE YOU PRINTING CONFI If so check that those to whom you will provid The information contained in printed documentation and the distribution of that documentation is solely the responsibility of th any entity, legal or personal, having no entitlement to be privy to the information contained in forms and documents that the u						
Configure Printable Style of	f Review					
Use Large Font						
Print Landscape	(remember to manually change the prin	ters paper orientation to landscape)				
Print For Paper Form Fill						
Configure What to Print						
✓ Print Service User Details						
Reduce Service User Details						
Hide Address from Service User Detai	s					
Print Guidance Notes						
Print Answered Questions Only						
Print Multi line answers beneath the C	uestion					
Configure Sections to Prin	t					
Print Current Heading Only						
Select Headings to Print						
Cancel Print Review						

• If you select "Select Headings to Print" the following screen appears.



- 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		
------------------------	----------	-----------	--------------	-------	---------	----------------	--	--

13. Completing The Meeting Notes

• Either click on the "Pickup" button from the "Meeting Notes" section or from the "Home" screen, click on

	Bonnie Example 12 year CWD	s (Ret: 500369)	• * •			
🔒 Full Map	🔮 Local Map 🔻	Organise Next C	CLA Review Meeting			
Create Care Plan	Start Pathway Plan	Organise Next CLA	Initiator: City Worker 1 Started: 25+eb-2015 Organise Next CLA Review Meeting History All Children (2) ▼			
	CLA	Meeting Subjects:	Bonnie Example 12 yrs 🛛 🚨 Clyde Example 13	3 yrs		
	Review	Meeting Details		Outcomes Form	m	
-	Update Care Plan	• This meeting has be	en completed	Written By 💄 IRO W	Worker 1	
	Personal Education Plan	Meeting Arranger Type of Meeting	CLA Admin 1 CLA Review Meeting	The Review Legendre Bonnie	e Example 12 yrs eview Outcomes (Completed) [Print]	
Child	Assessment and Progress Record	Statutory Due Date Planned Meeting Date Length in Minutes Location	25-Mar-2015 25-Mar-2015 09:00 90 mins NCO Offices, 2nd floor, room 1	Clyde Clyde	Example 13 yrs eview Outcomes (Completed) [Print]	
After	Domestic Adoption	Comments	Nearest parking is behind the OCO building	Subject Method	d of Participation	
		Actual Meeting Date	25-Mar-2015	Person	Method of Participation	
-	Stop Adoption			Child: Bonnie Example Child: Clyde Example	e PN1 Child attended & spoke for self PN1 Child attended & spoke for self	
	Strengths and	📽 Meeting Attende	ees			
	Difficulties	Attendee	Chr Inv Agr Con Att Pre Min	Meeting Notes		
	Child's	Present		A Masting Nator of	annat ha started. Write up is assigned to IBO Group Trav	
	Permanence Report	La Bonnie Example - S	ubject 🔘 🖃 🍼 🛛 🍼 N/A	A recting notes of	annot be started; while up is assigned to IRO Group Tray	
		🚨 Clyde Example - Sul	bject 🔾 📑 🌮 🔗 N/A	Active writer	Pickup	
Lowing		🚨 Amelia Sire - CAREF	 O @ Ø N/A 	. The sprice any not		

 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"

Liq	uidlogic Childi	en and Families		Home Help Menu 🔻 System 🔻 Find 🔻 IRO Worker 1 🔻 🔍	
0	User IRO Worker 1 IRO Team	1	Task Trays		
All	Empty 🍳 🖡	Group By: Date Tas	sk Person Address Referral Group Order By	y: Start Date Due Date Timeframe Person	
.e. w	/orktray 0	Last Year	Person	Task Description	
25 10	RO Group Tray 1	08-Apr-2015	CLA GWD Example, Bonnie 12 yrs	CLA Review Meeting - Write and Distribute Chair's Report	Pickup

• Click on "OK"



• Click on "Write Up Meeting Notes" hyperlink.

Meeting	Notes				
Please St	art the Meeting Notes.				
Active Writer	Line Strate I (Reassign)				
 Write up Meeting Notes 					

• Click on "CLA Review Minutes (Copy Forward) hyperlink.

Meeting	Notes
Write th	e Meeting Notes.
Ac ive Writer	IRO Worker 1 (Reassign)
Th : Report	CLA Review Minutes (Copy Forward) [Print]

• From the screen below, click on the "Consolidation" tab.

Liquidlogic Children and Families Ho				
Child: Bonnie Example	e 12 years (Ref. 500369) 💄 📑 🐣 🔁 📄 CLA Re Minute:	view s, 16-Jan-		
Information Report	Consolidation Revisions			
(i) Copy Forward - Before starti want to copy forward any ans	ing the Report you have the option to copy forward the answers from the listed previ wers) click 'Start Blank' to begin the Report afresh.	ous Reports. Select each o		
Copy Forward Selected Start Blar	No Filter applied Update Filter Clear Filter			
Copy Forward - Copy answers forward	rd from previous assessments			
Created	Report	Started By		
Example, Bonnie (12 years)				
9 months 3 weeks ago 10 months 3 weeks ago 10 months 3 weeks ago 11 months ago	 CLA Review Outcomes (Wednesday, 25 March 2015) Placement Plan (Wednesday, 18 February 2015) CLA Request for Child to be Looked After (Wednesday, 18 February 2015) C & F Assessment (Thursday, 12 February 2015) 	IRO Worker 1 IRO Worker 1 IRO CIN Worker 1 IRO CIN Worker 1 IRO CIN Worker 1		
1 year ago	Referral Record (Thursday, 1 January 2015)	CIN Worker 1		
1 year ago	Contact Record (Thursday, 1 January 2015)	V CIN Worker 1		
Example, Clyde (13 years)				
9 months 3 weeks ago 10 months 3 weeks ago 10 months 3 weeks ago 11 months ago 1 year ago	 CLA Review Outcomes (Wednesday, 25 March 2015) Placement Plan (Wednesday, 18 February 2015) CLA Request for Child to be Looked After (Wednesday, 18 February 2015) C & F Assessment (Thursday, 12 February 2015) Referral Record (Thursday, 1 January 2015) 	IRO Worker 1 In Worker 1		
1 year ago	Contact Record (Thursday, 1 January 2015)	GIN Worker 1		

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



Click on "OK"

Mes	age fr	age 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"

Lĭ	i uidlogic Children and Families					
	Child: Bonnie Example	e 12 years (Ref. 500369) 💄 🏹 🐣 🔁 📄 CLA Re Minute	eview es, 16-Jan-			
I	I formation Report Consolidation Revisions					
	Copy Forward - Before starti want to copy forward any ans	ng the Report you have the option to copy forward the answers from the listed prev wers) click 'Start Blank' to begin the Report afresh.	ious Reports. Select each of t			
С	py Forward Selected Start Blan	k No Filter applied Update Filter Clear Filter				
Ca	y Forward - Copy answers forwar	d from previous assessments				
l I	Created	Report	Started By			
	Example, Bonnie (12 years)					
	 9 months 3 weeks ago 10 months 3 weeks ago 	 CLA Review Outcomes (Wednesday, 25 March 2015) Placement Plan (Wednesday, 18 February 2015) 	IRO Worker 1 CIN Worker 1			
	10 months 3 weeks ago	CLA Request for Child to be Looked After (Wednesday, 18 February 2015)	GIN Worker 1			
	11 months ago	C & F Assessment (Thursday, 12 February 2015)	GIN Worker 1			
	🗾 1 year ago	😫 Referral Record (Thursday, 1 January 2015)	😨 CIN Worker 1			
	🗾 1 year ago	🔀 Contact Record (Thursday, 1 January 2015)	<u> C</u> IN Worker 1			
Ľ						
Co	by Sideways - Copy answers acros	is from related service users				
	Created	Started By				
	Example, Clyde (13 years)					
	9 months 3 weeks ago	CLA Review Outcomes (Wednesday, 25 March 2015)	IRO Worker 1			
	10 months 3 weeks ago	Placement Plan (Wednesday, 18 February 2015)	GIN Worker 1			
	10 months 3 weeks ago	CLA Request for Child to be Looked After (Wednesday, 18 February 2015)	G CIN Worker 1			

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

Liquidlogic Chil	quidlogic Children and Families					
Child: Bonnie Ex	ample 12 years (Ref. 500369)	CLA Review 📄 🔒 CLA Review				
information Repor	Consolidation Revisions					
🔒 Print 🕴	CLA Review Minutes					
CLA Review Minute	CLA Review Summary					
PART TWO - RECO	Date Referral Received	01-Jan-2015				
u Attachments (0)	Last Review Date					
	Review Planned Date	25-Mar-2015 09:00				
	Review Due Date	25-Mar-2015				
	Review Actual Date	25-Mar-2015				
	Review Location	NCO Offices, 2nd floor, room 1				

- 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.

	Child: B CLA R C	onnie Exan wo	nple 12 years (Ref: 500369) 🛛 🖉	🔉 🕰 🔁 🗮 CLA Review Minutes, 16-Jan-	
Info	nation	Report	Consolidation Revisions	Gave Finalise	Report Close
) Print	Ŧ	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		
CLA I	eview M	inute	Worker/IRO/someone to talk to if they are worried? Do they need an Independent		
• PA () Att	r TWO - chments	RECO (0)	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?		1 10 - 10 - 10 - 10 - 10 - 10 - 10 - 10
			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?		€9 (B
			Date completed and sent to Social Worker and Consultant Social Work Manager	25-Mar-2015	° 🚯 🔒
			Review Minutes Completed	10.04.2015	G

Click on "OK"

Mi ssage from webpage	
Please confirm you wish to Finalise?	
OK Cancel	

• 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.

ůidlog	Children and F	amilies			Home Help	o Menu ▼ System ▼ Fi	
Child:	Bonnie Example 12 ye cwo	ars (Ref: 500369)	🗟 🤽 🕤				
ire Plan	Pathway Plan	Organise Next CLA	Review Meeting	History All Ch	ildren (2) 🔻	///////////////////////////////////////	
	CLA	Meeting Subjects: 💄	Bonnie Example 12 yrs	🔒 Clyde Example 1	3 yrs		
	Review	Meeting Details			Outcomes Form	n	
+	Update	• This meeting has been	en completed		Written By 💄 IRO W	orker 1	
	Personal Education Plan	Meeting Arranger Type of Meeting	CLA Admin 1 CLA Review Meeting		The Review Sonnie	Example 12 yrs wiew Outcomes (Completed) [Print]	
Child .ooked	Assessment and Progress Record	Statutory Due Date Planned Meeting Date Length in Minutes Location	25-Mar-2015 25-Mar-2015 09:00 90 mins NCO Offices, 2nd floor	Cyde Example 13 yrs CLA Review Outcomes (Completed) [Print]			
After	Domestic Adoption	Comments	Nearest parking is beh	ind the OCO building	Subject Method of Participation		
		Actual Meeting Date	25-Mar-2015		Person	Method of Participation	
	Stop Adoption				Child: Bonnie Example Child: Clyde Example	 PN1 Child attended & spoke for self PN1 Child attended & spoke for self 	
	Strengths and	🎎 Meeting Attende	es				
	Difficulties	Attendee	Chr Inv Agr	Con Att Pre Min	Meeting Notes		
	Child's	Present					
	Permanence	💄 Bonnie Example - Su	ıbject 🔘 🖃 🝼	🍼 N/A	The Report Sonnie	Frample 12 yrs	
	report	💄 Clyde Example - Sub	oject 🔘 🖃 🝼	🍼 N/A	CLA Re	view Minutes (Completed) [Print]	
		🚨 Amelia Sire - CARER	0 🔊 💞	🍼 N/A	🚨 Clyde E	xample 13 yrs	
CLA		IRO Worker 1 - IRO Worker	C 🔊 C	🍼 N/A	🛃 <u>CLA R</u> e	eview Minutes (Copy Forward) [Print	

• Click on the "Copy Sideways" checkbox (to copy the answers from the original sibling's completed Minutes). Click on "Copy Forward Selected"

Liquidlogic Children	n and Families	Hon
Child: Clyde Exampl	e 13 years (Ref: 500370) 💄 🗟 🐣 🔁 📄 CLA Re Minutes	view 5, 16-Jan-
nformation Report	Consolidation Revisions	
(Copy Forward - Before sta want to copy forward any a	rting the Report you have the option to copy forward the answers from the listed pre- nswers) click 'Start Blank' to begin the Report afresh.	vious Reports. Select ead
Opp Forward Selected Start B	ank No Filter applied Update Filter Clear Filter	
C py Forward - Copy answers for	vard from previous assessments	
Created	Report	Started By
Example, Clyde (13 years)		
9 months 3 weeks ago 10 months 3 weeks ago 10 months 3 weeks ago 11 months ago	CLA Review Outcomes (Wednesday, 25 March 2015) Placement Plan (Wednesday, 18 February 2015) CLA Request for Child to be Looked After (Wednesday, 18 February 2015)	IRO Worker 1 IRO Worker 1 CIN Worker 1 CIN Worker 1 CIN Worker 1
	C & F Assessment (Thursday, 12 February 2015)	CIN Worker 1
1 year ago	Contact Record (Thursday, 1 January 2015)	CIN Worker 1
C py Sideways - Copy answers ac	ross from related service users	
✓ Created	Report	Started By
Example, Bonnie (12 years)	•	
9 months 1 week ago	CLA Review Minutes (Friday, 10 April 2015)	👰 IRO Worker 1
9 months 3 weeks ago	CLA Review Outcomes (Wednesday, 25 March 2015)	💯 IRO Worker 1
10 months 3 weeks ago	📓 Placement Plan (Wednesday, 18 February 2015)	\iint 😳 CIN Worker 1

- Edit as necessary the copied fields and enter in the the "CLA Review Notes Completion" date.
- Finalise when completed. Click on "OK" Please <u>do not</u> 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.

Child	Bonnio Example 10 vo	arr (Dof: E00260)								
CLA R	CWD	ars (Rei. 500369)	2	6						
4	Care Plan	 This meeting has been con 	nplete	ł	Written By 🔒 IRO W	orker 1				
		Meeting Arranger 🛛 🔒 🕻	LA Ad	min 1					The Review 💄 Bonnie	Example 12 yrs
-		Type of Meeting CLA	Revie	v Meet	ting				CLA Re	eview Outcomes (Completed) [
		Statutory Due Date 25-1	1ar-20	15						Example 13 yrs
-	Assessment and Progress Record	Planned Meeting Date 25-M	1ar-20	15 09:	00					eview Outcomes (Completed) [
Child Looked		Location NCC	Office	es, 2nd	l floor,	room 1				
After	Domestic Adoption	Comments Nea	rest pa	rking i	s behi	nd the (DCO I	building	Subject Method	d of Participation
		Actual Meeting Date 25-Mar-2015						Person	Method of Participation	
	Stop Adoption							Child: Bonnie Example Child: Clyde Example	PN1 Child attended & spoke PN1 Child attended & spoke	
	Strengths and	🚨 Meeting Attendees								
	Difficulties	Attendee	Chr	Inv	Agr	Con At	t Pr	e Min	Meeting Notes	
	Child's	Present							La meeting notes	
	Permanence	La Bonnie Example - Subject	0		ø	C	2 N/	A	Written By Since We Written By Since We We Written By Since We We Witten By Since We	Frample 12 yrs
		💄 Clyde Example - Subject	0		ø	e	2 N/	A	CLA Re	view Minutes (Completed) Prin
Leaving		🚨 Amelia Sire - CARER	0	Ø	ø	e	2 N/	A	L Clyde E	Example 13 yrs
CLA		IRO Worker 1 - IRO Worker	ø	٢	ø	e	2 N/	A	CLA Re	view Minutes (Completed) Prin
		CIN Worker 1 - Allocated Case Worker	0		ø	C	2 N/	A	 Close meeting process 	s, all tasks are complete

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.

Liqi	idlogic Childre	en and Families		Home Help Menu 🔻 System 🔻 Find 🔻 CLA Admin 1 🔻 🔍				
•	User CLA Admin 1 CLA Admin Team	Task Trays	2					
All	II Empty 🔍 🖡 Group By: Date Task Person Address Referral Group Order By: Start Date Due Date Timeframe Person							
. w	rktray 4	CLA Review Meeting	Person	Task Description				
🔊 CI	Admin 21	No Due Date CLA CWI	Example, Bonnie 12 yrs	CLA Review Meeting - Close meeting process, all tasks are complete				

• The screen looks as below.

\sim	Child: CLA R	Bonnie Example 12 yea cwo	ırs (Ref: 500369)	•	<u>.</u>	6							
	1		Organise Next CL4	A Review	/ Mee	eting	н	story		Children (2) 🔻			
		CLA	Meeting Subjects: 💄	Bonnie E	xamp	ole 12 y	rs 💄	Clyd	e Example	13 yrs			
		Review	I Meeting Details					Outcomes Form					
	+	Update	 This meeting has be 	en compl	eted			Written By 🔒 IRO W	orker 1				
			Meeting Arranger	💄 CL/	Adm	in 1				The Review Bonnie	Example 12 yrs		
		Education Plan	Type of Meeting	CLA Re	view N	leeting				CLA Re	wiew Outcomes (Completed) [Print]		
	Child Assessment and Progress Record		Statutory Due Date Planned Meeting Date Length in Minutes	ue Date 25-Mar-2015 eting Date 25-Mar-2015 09:00 linutes 90 mins							wiew Outcomes (Completed) [Print]		
	ooked After		Location	NCO O	tices,	2nd flo	or, roo	Subject Method of Participation					
	Alter	Domestic Adoption	Comments	Comments Nearest parking is behind the OCO building									
			Actual Meeting Date	Actual Meeting Date 25-Mar-2015							Method of Participation		
		Stop Adoption								Child: Bonnie Example Child: Clyde Example	 PN1 Child attended & spoke for self PN1 Child attended & spoke for self 		
		Strengths and	🚨 Meeting Attende	ees									
		Difficulties	Attendee	(Chr I	nv Agr	Con	Att	Pre Min	Meeting Notes			
		Child's	Present										
		Permanence	🚨 Bonnie Example - S	ubject	0 6	- 0	0	ø	N/A	Written By SIRO We	orker 1 Example 12 yrs		
-	I	Report	🚨 Clyde Example - Su	bject	0	-	0	ø	N/A	CLA Re	view Minutes (Completed) [Print]		
	eaving		amelia Sire - CAREF	2	0 &	ی 🌍	0	Ø	N/A	🚨 Clyde E	xample 13 yrs		
	CLA		IRO Worker 1 - IRO Worker		T	۳ 🔇	0	ø	N/A	Class masting process	view Minutes (Completed) [Print]		
			CIN Worker 1 - Allocated Case Worker		0)) (0	ø	N/A	 Crose meeting process 	or cases are complete		
			Absent										

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) 🔎 📄	2	•	5					
Strengths and	Secting Attendees								Child: Clyde Example PN1 Child attended & spoke for self
Difficulties	Attendee	Chr	Inv	Agr	Con	Att	Pre	Min	Meeting Notes
Child's	Present								
Permanence Report	La Bonnie Example - Subject	0		ø		ø	N/A	Ø	Written By IRO Worker 1 The Report Bonnie Example 12 vrs
	Lyde Example - Subject	0		ø		Ø	N/A	Ø	CLA Review Minutes (Completed) [Print]
	💄 Amelia Sire - CARER	0	Ø	ø		Ø	N/A	Ø	Clyde Example 13 yrs
	IRO Worker 1 - IRO Worker	ø	٢	ø		ø	N/A	Ø	CLA Review Minutes (Completed) [Print]
	CIN Worker 1 - Allocated Case Worker	0		ø		ø	N/A	Ø	
	Absent								
	Lily Example - MOTHER	0		ø		Ø	N/A	Ø	
	Dr Mark Tweedy - H - GENERAL PRACTITIONER	0	٢	Ø	ø	Ø	N/A	Ø	
	Excluded								
	Lavid Example - FATHER								
	Back to: Child Looked After								
	Previous Reviews								
	Status Desc	ription							
	Active (Due 24-Jun-2015) CLA F Completed 25-Mar-2015 CLA F	leview leview	Meeti Meeti	ing (u ing o	unsche n 25-N	edule 4ar-2	d) 015		

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



16. CLA Review – Copy Of The Outcomes Form



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	🔿 Yes 🔿 No 🔿 Unknown					

adopted or left care for special guardianship or residence order?

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
- O 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
- O NOT YET IMPLEMENTED (ADULTS)
- O P1 PLACED WITH OWN PARENTS OR OTHER PERSON WITH PARENTAL RESPONSIBILITY
- O P2 INDEPENDENT LIVING
- O 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

- O T1 Temporary periods in hospital
- T2 Temporary absences on holiday
- T3 Temporary accommodation (carer on holiday)
- O T4 Temporary accommodation of seven days or less
- O 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.

ion in the review process
◯ Yes ◯ No
×
○ Yes ○ No

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 [™]	
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	Remaining with birth family supported by shared care/short term breaks Return to birth family within one month Return to birth family within six months Eventual return to birth family (record number of weeks below) Long term placement with relatives/friends	 Long term placement with foster carers (intended to last until 18, no return home envisaged) Residential placement until independence Supported living in the community (with a view to independence) Adoption Other (specify below)
Does the Plan for Permanence h timescales that are meaningful f Child/Young Person?	have for the	
What steps have been taken to Child/Young Person's wishes?	establish the	
Does the Care Plan reflect this? Ho Child/Young Person consulted before	w was the re the review?	
Is there evidence that the Child, Person's family have been consu- the plan for their care? Do they agree with it?	/Young ulted about	

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 make 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 form 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?).