

# LCS / CLA CIN/CWD Manual Liquidlogic Children's Systems (LCS)

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## **DOCUMENT HISTORY**

DATE	PRODUCED BY	DOCUMENT VERSION	COMMENTS
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14.03.2016	B. CAMPBELL	1.2	Addition of manual change of Main Carer
28.02.2022	S. WEBB	1.3	REDESIGN

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## 1. COURSE OVERVIEW

#### **Course Outcomes**

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

- Initiating the CLA process from the C&F Assessment
- Completing the Initial Request for Placement form

   Authorisation/Rejection by CSWM
- Creating the Proposed Legal Status and Placement
- Creating the Draft Essential Information Record (formerly Placement Plan)
- Creating a Statutory Visit Rule
- Progressing to Looked After (BLA CLA)
- Completing the Placement Plan (standalone form)
- Adding a Statutory Visit
- Creating the CLA Care Plan
  - Authorisation/Rejection by CSWM
  - Finalising the CLA Care Plan
  - Updating the CLA Care Plan following a CLA Review
  - Revising the CLA Care Plan
- Changing/Viewing the Looked After Details
  - Viewing the Current Episode of Care
  - Viewing the Full Details of the Placement
  - Creating a New Revision of a Placement
  - Changing the Legal Status
  - Creating a Subsequent Request for Placement' (standalone form)
  - Creating a New Placement
  - Creating a Temporary Placement
  - Viewing a Health Assessment
  - Viewing the Period of Care tab
  - Viewing the Case Pathway/Full Map
- Leaving CLA/Finalise the CLA Care Plan
  - CSWM completion of Outcome

## **COURSE PREREQUISITES**

Viewing Me Learning modules.

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## 2. Navigating Around Forms/Icons On Display

- The current Sidebar bar may be truncated either hoover the mouse over the heading to read in full or click on the "Pin" icon to set the size to automatically adjust to autofit each Sidebar heading.
- To move to another sidebar, simply click on the Sidebar heading.
- Any field depicted in red means it is a mandatory field. Type of Assessment You cannot finalise without completing all mandatory fields.
- A red \* displays when you have filled in a field. A blue \* would be if somebody else filled in a field.
- The "Family Working" icon allows you to unconsolidate a field enabling you to create separate answers to a question for siblings. You can also rejoin the answers.
- An "M" means the field is not editable and has been automatically merged.
- A "post it note" allows you to enter a comment (which doesn't print out).
- A "green manual" allows you to read the help guidance. Hoover the mouse to read the instructions or click on the icon to view on a separate screen. Click on "Return to Form" at the top of the page to return to the original screen.
- The "Open Lock" means that question has <u>not</u> been locked for security.

Liquidlogic Childr	ren and Families		Home	Help	Menu 🔻	System 🔻	Find v	CIN Worker 1 🔻	Q,	
Child: Christian Ca	ameron 13 years (Ref: 500397)	C & F Sessent, 01-								
Information Assessm	ent Consolidation Revisions							🖯 Save	Finalise Assessment	Clo
🖶 Print 🔳	Consolidated Section for: 🚨 Christian Camero	n, 💄 Charlotte Cameron								
Child & Family Ass	Child & Family Assessme	ent								
<ul> <li>Reason for doing C</li> </ul>	Type of Assessment	First Response Assessment							* 🕮	-
<ul> <li>Detailed Assessment</li> </ul>		Follow On Assessment								_
• Decision and Furth		S47 Investigation								
Additional Informat	Date the referral was received	01-Jan-2015								
Child & Family Views	Date assessment started	01-Jan-2015								
Factors Identified a	Date Assessment due	12-Feb-2015								
Planning	Internal Review Date								<u></u>	1
Child & Family Plan	Date set by manager to review progress of assessment: based on child's need and risk								_	
() Attachments (0)	Does the child / young person have a	🔿 Yes 🔘 No							* <u>a</u>	-
Export Document	Disability?	U Tes I NO								100
	Consent to contact other agencies for their contribution to this assessment								<u></u>	6

## 3. Initiating the CLA process from the C&F Assessment

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





Liquidlog	c C	hildre	n and Fam	nilies				Home Help Menu 🔻 System 🔻 Find 🔻 CIN Wor	ker 1 🔻
User CIN W CIN Team	/orker	1		Ф т					
All Empty	ą –	Ŧ	Group By: Da	te   Task	Person   Addr	ess   Referral Group Order	By: Start Date   D	ue Date   Timeframe   Person	
💄 Worktray	12	2	⊖ CLA			Person		Task Description	
_ ;			No Due Date	A	CLA CWD	Dale, Darcy 14 yrs		CLA - Current Episode of Care	
			No Due Date		CLA	Dale, Dominic 14 yrs		CLA - Current Episode of Care	
			No Due Date		CLA CWD	Example, Bonnie 12 yrs		CLA - Current Episode of Care	
			No Due Date		CLA	Example, Clyde 13 yrs		CLA - Current Episode of Care	
			25-Mar-2015	A	CLA CWD	Dale, Darcy 14 yrs		CLA - Update CLA Care Plan	
			25-Mar-2015		CLA	Dale, Dominic 14 yrs		CLA - Update CLA Care Plan	
			25-Mar-2015		CLA CWD	Example, Bonnie 12 yrs		CLA - Update CLA Care Plan	
			25-Mar-2015		CLA	Example, Clyde 13 yrs		CLA - Update CLA Care Plan	
			• Case No	tes		Person		Task Description	
			No Due Date	A	CLA CWD	Dale, Darcy 14 yrs	A	Case Notes - This child has been added to a IRO Case Note Case Note by IRO Worker 1	on 25-
			No Due Date		CLA	Dale, Dominic 14 yrs	A	Case Notes - This child has been added to a IRO Case Note Case Note by IRO Worker 1	on 25-
			C & F As	sessme	ıt	Person		Task Description	
			12-Feb-2015		CWD	Cameron, Charlotte 14 yrs		C & F Assessment - Please do C & F Assessment for Child	
			12-Feb-2015			Cameron, Christian 13 yrs		C & F Assessment - Please do C & F Assessment for Child	

• Click on the "C&F Assessment (Copy Forward) link.

Liquidlogic Children and	Families			Home
Child: Christian Cameron	13 years (Ref: 500397)		2	
🕈 Full Map 🛛 🔮 Local Map 🔻	C & F Assessmen	t		
C & F Assessment	Reason: Paternal grandmot with her. She feels she is to Active Task: CIN Work	o old to take on the c		
Strategy	C & F Assessment	Task Details	All Children (2) 🔻	
Legal Action	Record Details:	C & F Assessmen	<b>IL</b> (Copy Forward) Print ]	
Specialist Assessment	Service User/s Assigned to Assessor	Christian Cameron CIN Worker 1 (01-	n 13 yrs 🛛 🚨 Charlotte Car Jan-2015)	<b>neron</b> 14 yrs

• If this is the first C&F Assessment, click on "Start Blank"

Liquidlogi	c Children an	d Families						Home	Help	Menu 🔻
Child: C	hristian Cameror	13 years (Ref: 50	0397) 🚨	<b>.</b>			& F ssessment, 01-			
Teferentier		Concelidation								
Information	Assessment	Consolidation	Revisions							
Copy Forv Click 'Start	(i) Copy Forward - There are no previous Assessments for Cameron, Christian (13 years), so you do not have the option to copy answers forward at this time. Click 'Start Blank' to start the new Assessment.									
Start Blank										

• Do not complete the "Planning" section as the Care Plan will not be carried forward if you accommodate the child.

Liquidlogic Child	Iren and Families Home Help Menu ▼ System ▼ Find ▼ CIN Worker 1 ▼ 🔍
Child: Christian C	tameron 13 years (Ref. 500397) 🙎 🛅 🤐 🔁 📄 C& F Assessment, 01-
Information Assess	ment Consolidation Revisions Finalise Assessment Cli
🔒 Print 👎	Consolidated Section for: 🚨 Christian Cameron, 🚨 Charlotte Cameron
Child & Family Ass	Planning
<ul> <li>Reason for doing C</li> </ul>	2 Christian Cameron
<ul> <li>Detailed Assessme</li> <li>Decision and Furth</li> <li>Additional Informat</li> </ul>	To add What Needs To Be Done to this form, you must first create the C & F Plan to accommodate them. You may do this by clicking on the 'create plan' button below.
Child & Family Vie	2 Charlotte Cameron
Factors Identified a     Planning	To add What Needs To Be Done to this form, you must first create the C & F Plan to accommodate them. You may do this by clicking on the 'create plan' button below.

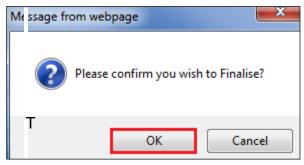
- Once the C&F Assessment has been completed, access the "Decision and Further Action" Sidebar.
- Select the checkbox "Place into Accommodation"

iquidlogic Childre	en and Families		Home	Help Menu 🔻	System 🔻	Find 🔻	CIN Worker 1 🔻 🔍		
Child: Christian Ca	meron 13 years (Ref: 500397)	🎝 🐣 🔁 🗎	F ssment, 01-						
Information Assessme	ent Consolidation Revisions						Save Final	se Assessment Clo	
🖶 Print 🕴	Decision and Further Acti	on							
Child & Family Ass Reason for doing C	<ul> <li>Analysis &amp; Further Action</li> <li>Present your findings: summarise significant inl State next steps required: explain your recomm</li> </ul>								
Detailed Assessme     Decision and Furth	Was the Child/Young Person seen during this assessment?	• Yes 🔿 No						* 🖀 🗐	
<ul> <li>Additional Informat</li> <li>Child &amp; Family Views</li> </ul>	Contributions to the Assessment Sources of information	Health Visitor has not had much cor	Health Visitor has not had much contact with family. They have tried to gain contact but without success.						
<ul> <li>Factors Identified a</li> <li>Planning</li> </ul>	Social Worker's Analysis	Mother admitted that she is struggli don't know how to sign language, D				eeds. Daughti	er is severely deaf and because her	family 🖀 🚳	
Child & Family Plan	Social Worker	CIN Worker 1							
Attachments (0)     Export Document	Date assessment completed	12-Feb-2015						<b>2</b>	
	<ul> <li>Decision</li> <li>Provide reasons for your decision:</li> <li>Explain why this outcome is appropriate at this</li> </ul>	time and next steps required							
	Suggested Outcomes	Strategy Discussion	Referral to Other Ager	icy				a 🗐 🖓	
		Legal Action	Other Actions						
		Specialist Assessment	Private Fostering Agre						
		Place into Accommodation	547 Assessment Compl	eted ICPC needed					

• Complete the "Reasons for these Suggested Outcomes" and the "Decision Maker" fields (the authorisation date is only accessible to the authorising Manager).



- Click on "Finalise Assessment"
- At the pop up prompt, click on "OK"



• The screen will display as below – indicating that the task

Liquidlogic Children and	I Families	Home
Child: Christian Cameron	13 years (Ref. 500397) 🔎 💽 🕰 🔁	
📌 Full Map 🛛 😫 Local Map 🔻	C & F Assessment	
C & F Assessment	Reason: Paternal grandmother has emailed with concerns that her daughter in law is term with her. She feels she is too old to take on the care of the children as well as her own son Active Task CIN Manager 1 Started: 22-Jan-2016 Due: 12-Feb-2015	
Strategy Discussion	C & F Assessment Task Details All Children (2) 🔻	
	Combined Stage for: 🚨 Christian Cameron, 🚨 Charlotte Cameron.	
Legal Action	This Assessment has been sent to CIN Manager 1 for authorisation.	
	Record Details:	
Specialist Assessment	The Assessment Service User/s C <u>&amp; F Assessment</u> (Assigned to CIN Manager 1) Print ]	
Place into Accommodation	Assessor Strain CIN Worker 1 (01-Jan-2015 to 22-Jan-2016) Assigned to Reviewer Strain CIN Manager 1 (22-Jan-2016)	

to authorise has been sent to the relevant Manager.

#### 3.1. Manager Authorises An Assessment

• The authorising Manager clicks on the task "C&F Assessment – Authorise" from their Worktray.

Liquidlogic Childre	Home Help						
User CIN Manager 1 CIN Team	🔯 1	Fask Trays	2				
All Empty 🔍 🖡	Group By: Date   Task	<   Person   Addr	ess   Referral Group Order By: St	art Date	Due Date   Timeframe   Person		
💄 Worktray 3	No Due Date		Person		Task Description		
💕 Manager Tray	No Due Date CLA CWD		Example, Bonnie 12 yrs	A	Case Notes - This child has been		
	Last Year		Person		Task Description		
	12-Feb-2015 CWD		Cameron, Charlotte 14 yrs	C & F Assessment - Authorise			
	12-Feb-2015		Cameron, Christian 13 yrs		C & F Assessment - Authorise		

• Click on the "Update C&F Assessment by <workername> (In Progress)

Liquidlogic Children an	d Families	Home I
Child: Charlotte Cameron	n 14 years (Ref. 500396) 🚨 🍺 🕰 🖻	
🕈 Full Map 🛛 😝 Local Map 🔻	C & F Assessment	
C & F Assessment	Reason: Paternal grandmother has emailed with concerns that her daughter i with her. She feels she is too old to take on the care of the children as well as Active Task: CIN Manager 1 (Reassign) Started: 22-Jan-2016	
Strategy Discussion	C & F Assessment Task Details All Children (2) ▼ Combined Stage for: Charlotte Cameron, Christian Cameron.	
Legal Action	Assessment Authorisation Stage: Review the completed Assessment and an	mend if applicable. Once
Specialist Assessment	► Update C & F Assessment by CIN Worker 1 - CIN Team (In Progress)	
Place into Accommodation	Record Details: The Assessment     C & F Assessment     (Assigned to You) [ Print ]	
Provision of Services	Service User/s       Charlotte Cameron 14 yrs       Christian Cam         Assessor       CIN Worker 1 (01-Jan-2015 to 22-Jan-2016)         Assigned to Reviewer       CIN Manager 1 (22-Jan-2016)	eron 13 yrs

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

Ghild: Charlotte C			Home Help	Menu 🔻	System 🔻	Find 🔻	CIN Manag	er 1 🔻 🔍	, ,	
R CWD		😼 🐣 🔁 🗎 🖓	essment, 01-							
Information Assess	ment Consolidation Revisions							Save Save	Finalise Assess	sment Clo
🖶 Print 🛛 🖡	Social Worker's Analysis	Mother admitted that she is struggli don't know how to sign language, D	ng to care for her daughter and is no aughter is feeling isolated and canno	it able to meet ot communicate	her basic care n	eeds. Daugh	ter is severely de	af and because	e her family	* 🖀 😏 (
Child & Family Ass	Social Worker	CIN Worker 1								
<ul> <li>Reason for doing C</li> </ul>	Date assessment completed	12-Feb-2015								* 🕋 i
<ul> <li>Detailed Assessme</li> </ul>	_									
Additional Informat Child & Family Vie	<ul> <li>Decision         Provide reasons for your decision:         Explain why this outcome is appropriate at the second secon</li></ul>	is time and next steps required								
Factors Identified a	Suggested Outcomes	Strategy Discussion	Referral to Other Agency							* 🖀 🗐 (
<ul> <li>Planning</li> </ul>		Legal Action	Other Actions							
Child & Family Plan		Specialist Assessment	Private Fostering Agreement							
Attachments (0)		Place into Accommodation	547 Assesment Completed I	CPC needed						
Export Document		517 Child In Need	No Further Action							
	Reasons for these Suggested Outcomes	Children to be placed with a foster of	arer as Mother is terminally ill and Fa	ather has a lear	ming disability. 1	There are no	immediate friend	ls or family wh	o can care for the	e children.
	Decision Maker Name & role of the Manager authorising this assessment	Enter relevant CSWM name								* 🖀 🗐
	Authorisation Date	12.02.2015								<u> </u>

• Click on "OK"

Message fro	om webpage	×
?	Please confirm you wisł	n to Finalise?
<b> </b> ●	ОК	Cancel

• If you choose to authorise the C&F Assessment, click on "Authorise"

<b>quidlogic</b> Children and	l Families	Home He
Child: Charlotte Cameron	14 years (Ref: 500396) 🔔 📑 🕰 🔁	
📌 Full Map 🛭 😌 Local Map 🔻	C & F Assessment	
C.& F. Assessment	Reason: Paternal grandmother has emailed with concerns that her daughter in law i with her. She feels she is too old to take on the care of the children as well as her ow	
C & P Assessment	Active Task: CIN Manager 1 (Reassign) Started: 22-Jan-2016 Du	ue: 12-Feb-2015
Strategy Discussion	C & F Assessment Task Details All Children (2) V	
	Combined Stage for: 🚨 Charlotte Cameron, 🚨 Christian Cameron.	
Legal Action	Assessment Authorisation Stage: Review the completed Assessment and amend i	f applicable، Once ؛
Specialist Assessment	Authorise Request Further Information	
Place into	▶ View C & F Assessment by CIN Worker 1 - CIN Team (Awaiting Authorisation) ▶ An	nend

• The screen looks as below.

Liquidlogic Children and F	amilies	Home Help
Child: Charlotte Cameron 14	years (Ref: 500396) 🚨 📑 🏅	<b>*</b> 🔁
♣ Full Map  Local Map ▼           Request to Place into Accommodation         Reject Request		n star carer as Mother is terminally III and Father has a learning dis arted: 22-3an-2016 Due: 13-Feb-2015 Task Details All Children (2) ▼
Child becomes Looked After	Service User/s	est for Child to be Looked After (Copy Forward) Print ] Cameron 14 प्राइ 👗 Christian Cameron 13 yrs er 1 (12-Feb-2015)
Greate Care Plan	Assessment Summary	
Personal Education Plan	Suggested Outcomes	Child Becomes Looked After Reject request
	Reasons for these Suggested Outcome	5
	Reason for Assessment/Reco	rd
	Reason For: 🚨 Charlotte Cameron, 💄	Christian Cameron
	Children to be placed with a foster care	r as Mother is terminally ill and Father has a learning disability. T

• When the worker logs in, their Worktray will display the task – "CLA – Complete Request to Place child into Accommodation".

Liqu	iidlog	IC	Chile	dren	n and Fam	ilies				Home	Help	Menu 🔻	System 🔻	Find <b>v</b>	CIN Worker 1 🔻
•	User CIN CIN Team	Work	er 1			đ	Task Trays	2							
All	Empty	٩	Ŧ		Group By: Da	te   Ta	<b>sk</b>   Person   Addre	ss   Referral Group C	Order By: Start Date   Du	e Date   Timeframe	Person				
💄 Wo	orktray		12		⊖ CLA			Person		Task Description					
					No Due Date	A	CLA CWD	Dale, Darcy 14 yrs		CLA - Current Episode	of Care				
					No Due Date		CLA	Dale, Dominic 14 yrs		CLA - Current Episo	de of Car	e			
					No Due Date		CLA CWD	Example, Bonnie 12 y	rs	CLA - Current Episo	de of Car	e			
					No Due Date		CLA	Example, Clyde 13 yrs		CLA - Current Episo	de of Car	e			
					13-Feb-2015		CWD	Cameron, Charlotte 1	4 yrs	CLA - Complete Rec	juest to P	lace Child in	to Accommoda	tion	
					13-Feb-2015			Cameron, Christian 13	yrs	CLA - Complete Rec	juest to P	lace Child in	to Accommoda	tion	

#### 3.2. Rejection of An Assessment

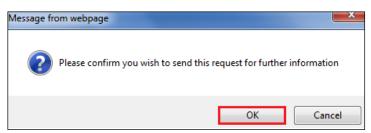
• If you wish to return the C&F Assessment back to the worker, click on "Request Further Information".



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

Liquidlogic Children and	Families Home
Child: Charlotte Cameron 1	14 years (Ref. 500396) 🔎 💽 🕰 💼
🛧 Full Map 🛛 😌 Local Map 🔻	C & F Assessment
C & F Assessment	Reason: Paternal grandmother has emailed with concerns that her daughter in law is terminally ill an with her. She feels she is too old to take on the care of the children as well as her own son.
	Active Task: CIN Manager 1 (Reassign) Started: 22-Jan-2016 Due: 12-Feb-2015
Strategy	C & F Assessment Task Details All Children (2) ▼
Discussion	Combined Stage for: 🚨 Charlotte Cameron, 💄 Christian Cameron.
Legal Action	Request Further Information: You have chosen to request further information for this Assessment.
	Request Further Information: You have chosen to request further information for this Assessment.
Specialist Assessment	Send Request Cancel
Place into	View C & F Assessment by CIN Worker 1 - CIN Team (Awaiting Authorisation)     Amend
Accommodation	Reason for requesting further information:
Provision of	Enter in valid reasons for rejection
Services	

#### • Click on "OK"



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

Liquidlogic Children and	Families Home
Child: Charlotte Cameron	14 years (Ref. 500396) 🚨 🔂 🕰 🔁
A Full Map	C & F Assessment Reason: Paternal grandmother has emailed with concerns that her daughter in law is terminally i with her. She feels she is too old to take on the care of the children as well as her own son.
C & F Assessment	Active Task: CIN Worker 1 Started: 22-Jan-2016 Due: 12-Feb-2015
Strategy Discussion	Task Comment: Enter in valid reasons for rejection         C & F Assessment       Task Details       All Children (2)
Legal Action	Record Details:
Specialist Assessment	The Assessment     C & F Assessment (Assigned to CIN Worker 1)     Print ]       Service User/s     Charlotte Cameron 14 yrs     Christian Cameron 13 yrs       Reviewer     CIN Manager 1 (22-Jan-2016 to 22-Jan-2016)

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

C & F Assessment		Person	Task Description
12-Feb-2015	CWD	Cameron, Charlotte 14 yrs	C & F Assessment - Please do C & F Assessment for Child - Enter in valid reasons for rejection
12-Feb-2015		Cameron, Christian 13 yrs	C & F Assessment - Please do C & F Assessment for Child - Enter in valid reasons for rejection

## 4. CLA – Initial Request to Place child into Accommodation.

The redesigned Initial Request to Place Child Into Accommodation form can be used for any type of placement. It replaces the 6 Word forms that used to be utilised (which provided poor information and a poor risk assessment). The new form provides better information to placement providers and there is a mandatory revised risk assessment.

 Click on the "CLA – Complete Request to Place Child into Accommodation" task from the Worktray.

Liqu	ůidlog	IC (	Childr	ren and Fa	milies				Home	Help	Menu 🔻	System 🔻	Find <b>v</b>	CIN Worker 1 🔻
_	User CIN CIN Team		r 1		¢	Task Trays	2							
All	Empty	a,	Ŧ	Group By:	Date   Ta	ask   Person   Addr	ess   Referral Group Or	der By: Start Date   Du	Je Date   Timeframe	Person				
. w	orktray		12	⊖ CLA			Person		Task Description					
				No Due Dat	e 🔺	CLA CWD	Dale, Darcy 14 yrs		CLA - Current Episode	of Care				
				No Due Dat	te	CLA	Dale, Dominic 14 yrs		CLA - Current Episo	de of Car	e			
				No Due Dat	e	CLA CWD	Example, Bonnie 12 yrs		CLA - Current Episo	de of Car	e			
				No Due Dat	e	CLA	Example, Clyde 13 yrs		CLA - Current Episo	de of Car	e			
				13-Feb-201	5	CWD	Cameron, Charlotte 14	yrs	CLA - Complete Req	quest to P	lace Child in	to Accommodat	ion	

#### • The screen will display as below.

	Liquidiogic Children and I	
	Child: Christian Cameron 13	years (Ref. 500397) 🔔 📑 🕰 🔁
	★ Full Map	Place into Accommodation Reason: Children to be placed with a foster carer as Mother is terminally ill and Father has a learning disability. There are no immediate friends or family who can care for the children. Active Task Cl IN Worker 1 (Reassign) Started: 22-Jan-2016 Due: 13-Feb-2015
© Buckin	Place into Accommodation Reguest	Place Into Accommodation Task Details All Children (2) ▼
	Child becomes Looked After	The Assessment  Service User/s Assigned to Assessor CIN Worker 1 (12-Feb-2015)

- Click on the "CLA Request for Child To Be Looked After" link.
- If the siblings have been consolidated, all the siblings will appear in the "Copy Forward" screen.
- Click on the checkbox to copy all the information from the completed forms (LCS will only copy across the most up to date information and only information that is relevant is copied).
- Click on "Copy Forward Selected"

Liquic	dlogic Children	and Families	Home Hel
		ron 13 years (Ref. 500397) 🚨 📑 🐣 🔁 📄 CLA I	Request for to be L
Inform	ation Assessment	Consolidation Revisions	
		ng the Assessment you have the option to copy forward the answers from the listed p vard any answers) click 'Start Blank' to begin the Assessment afresh.	previous Assessments. Select each
Copy For	ward Selected Start Blan	k No Filter applied Update Filter Clear Filter	
Copy For	ward - Copy answers forwar	d from previous assessments	
🗹 Cr	reated	Assessment	Started By
Camer	on, Christian (13 years)		
	months 1 week ago	C & F Assessment (Thursday, 12 February 2015)	👰 CIN Worker 1
		📓 Referral Record (Thursday, 1 January 2015)	👰 First Response Manager 1
<b>1</b> 1	year ago	😭 Contact Record (Thursday, 1 January 2015)	🤦 First Response Worker 1
Camer	on, Charlotte (14 years)		
✓ 11	months 1 week ago	🔄 C & F Assessment (Thursday, 12 February 2015)	👰 CIN Worker 1
		Referral Record (Thursday, 1 January 2015)	🧕 First Response Manager 1
🗹 1 y	year ago	🔀 Contact Record (Thursday, 1 January 2015)	👰 First Response Worker 1

• The majority of the "Child/Young Person Details" section is auto populated.

Liquidlogic Childre	en and Families		Home	Help	Menu 🔻	System 🔻	Find 🔻	CIN Worker 1 🔻 🔍	
Child: Christian Car	meron 13 years (Ref: 500397)	CLA Request for Child to be L	DE						
Information Assessme	ent Consolidation Revisions							Save Finalise Ass	essment Close
🖶 Print 🕴	Consolidated Section for: 💄 Christian Cameror	i, 💄 Charlotte Cameron							
Child/Young Perso	Child/Young Person Deta	ils							
Placement Request	Preferred Name								
<ul><li>Professional Involv</li><li>Previous and Curre</li></ul>	Primary Address	27 Gibbs Close High Wycombe Buckinghamshire							н
<ul> <li>Health Information</li> </ul>	Postcode	HP13 5YB							н
<ul><li>Education Informat</li><li>Contact Details an</li></ul>	Please state if address is: If Other, please give details below	Home Address O Placement Address	O Other						* 🖀 🗐 🔓
Pen Picture of the	Gender	Le Christian Cameron							
Placement Risk Ass		MALE							н
<ul> <li>Signatures</li> </ul>		Charlotte Cameron							
Attachments (0)		FEMALE							н
	DOB	Christian Cameron							н
		01-Jan-2003							
		Charlotte Cameron 01-Jul-2001							н
	Age	Christian Cameron							
	Age	13 years							н

#### 4.1. Family Working Icon - To Separate Questions For Individual Siblings

• If you wish to split a question so that individual answers can be given for siblings, click on the icon to the right of the question to be split.

Liquidlogic Childr	en and Families		Home	Help Menu	<ul> <li>System </li> </ul>	Find 🔻	CIN Worker 1 🔻 🔍	
Child: Christian Ca	meron 13 years (Ref: 500397)	🔒 🐣 🔁 📄 CLA Request for Child to be L						
Information Assessm	ent Consolidation Revisions						Gave Finalise Assessment	Clos
		Update Ethnicity Details						
🖶 Print 🛛 👎	Charlotte Cameron							
Child/Young Perso	Ethnicity	White British						
Placement Request	Religion	BUDDHIST						
Professional Involv	Practicing	No						
Previous and Curre	Languages							
Health Information	No Languages Recorded							
Education Informat	Interpreter Required?	No						
Contact Details an		<ul> <li>Update Ethnicity Details</li> </ul>						
Pen Picture of the								
Placement Risk Ass	Cultural Needs							56
<ul> <li>Signatures</li> </ul>								
Attachments (0)	Dietary Requirements							<b>1</b>
g Academients (0)	Including child's likes and dislikes							w 🗉

• The question will display the consolidated siblings across the top of the question.

Dietary Requirements	🚨 Christian Cameron, 🚨 Charlotte Cameron	
Including child's likes and dislikes		🌇 🔂 🔓

- Click on the sibling that is to have a separate answer. E.g. Charlotte.
- Repeat for each sibling. Enter in the answers for each sibling.

Left Christian Cameron + Include	
	a 🕄 🕰
Le Charlotte Cameron + Include	
	<b>1</b> 2

#### 4.1.1. To Rejoin A Split Question

- Hover the mouse on the "Include" button. A list of siblings that can be rejoined to the siblings are displayed.
- Click on the name of the siblings to be re-joined to the question.

Liquidlogic Child	Iren and Families		Home Hel	p Menu 🔻	System 🔻	Find 🔻	CIN Worker 1 🔻 🔍	
Child: Christian C	ameron 13 years (Ref: 500397)	CLA Request for Child to be L						
Information Assessr							Save Final	lise Assessment Close
	Interpreter Required?	No						
😑 Print 🕴		Update Ethnicity Details						
Child/Young Perso								
Placement Request	Cultural Needs							aa 🔂 🔒
Professional Involv								
Previous and Curre	Dietary Requirements	Le Christian Cameror + Include						
Health Information	Including child's likes and dislikes	La Charlotte Cameron						🖀 🚯 🔒
• Education Informat								
Contact Details an		La Charlotte Cameron + Include						
Pen Picture of the								- <b>5</b> - E
Placement Risk Ass								

#### 4.2. Placement Request Details

• Within the "Placement Request Details" – complete the form as fully as possible, including any mandatory fields. This information is critical for identifying the right placement for a child / young person'.

Information Assessm	Consolidation Revisions	B Save Finalise A	ssessment
🖨 Print 🕴	Consolidated Section for: 🚨 Christian Cameror	🚨 Charlotte Cameron	
hild/Young Perso	Placement Request Detai	S	
Placement Request Professional Involv Previous and Curre	CLA Request Dates		
Health Information	Date Referral Received	01-Jan-2015	
Education Informat	CLA Request Completed	18-Feb-2015	* 🚨 👧
Contact Details an Pen Picture of the	Suggested Outcomes	Child Becomes Looked After     Reject request	* 🖀 🚯
Placement Risk Ass Signatures	Reasons for these Suggested Outcomes	Mother is terminally ill and father has Learning Difficulties. Parents are now separated and Father is living with his Mother. Children need stability and consiste their needs to be met to ensure their social and emotional needs	ncy of care and for
Attachments (0)	Placement options considered and why they are not appropriate Please see Help Text for further guidance	Mother is terminally ill and father has Learning Difficulties. Parents are now separated and Father is living with his Mother. Children need stability and consiste of care and for their needs to be met to ensure their social and emotional needs.	ncy 🔭 🏔 🚳 🔒 i
	Any other person to be placed alongside the Child/Young Person e.g. mother and baby placement, partner, sibling		25

#### Note:

If the "suggested outcome" is set to "Child Becomes Looked After" – the section on "Placement Risk Assessment" is mandatory, as is the "Date Placement Required". If set to "Reject Request", <u>neither</u> the "Date Placement Required" or the "Placement Risk Assessment" questions need to be answered

• Choose the relevant radio button for the "Placement Type" (an example of some shown below).

0	U1 - Foster Placement with relative or friend - Long Term
0	U2 - Foster Placement with relative or friend who is also an approved adopter - FFA
0	U3 - Foster Placement with relative or friend - not long term or FFA
۲	U4 - Foster Placement with other foster carer - long term
0	U5 - Foster Placement with other foster carer who is an approved adopter - FFA

#### Note:

The more information that is input within Demographics will reduce the amount of information that needs to be input within the forms. E.g. Health and Education.

Liquidlogic (	Children	and Families	6							
Child: Christ	ian Came	<b>ron</b> 13 years (F	Ref: 50039	(7)	•	<b>*</b> 🗗	<b>N</b>	CLA Reques Child to be I	t for L	
Information As	sessment	Consolidat	ion Re	visions						
🔒 Print	Ŧ C	Consolidated Section	n for: 💄 Chri	stian Cameron,	💄 Cha	arlotte Camero	ı			
Child/Young Perso	H	lealth Info	rmatior	า						
Placement Request	t	💄 Christian Cameron								
Professional Involv	I	Is Disabled?			No					
Previous and Curre	e I	Is on a Disability Register?			No					
Health Information     Education Information	N	o Disabilities Recor Add a Disability	ded							
<ul> <li>Contact Details an.</li> </ul>		💄 Charlotte Camer	on							
Pen Picture of the.		Is Disabled?			Yes					
• Placement Risk Ass	5 I	Is on a Disability Register?			Yes					
<ul> <li>Signatures</li> </ul>		Notification Date	Ended On	Nature of Disa	ability	Severity				
Attachments (0)		01-Jan-2015		Hearing		3 - Severe				

#### 4.3. Placement Risk Assessment

- Each of the Placement Risk Assessment questions are mandatory (if the Outcome has been set to "Child Becomes Looked After".
- Below is an example of a split answer using the Family Working icon.

Liquidlogic Child	dren and Families		Home	Help Menu 🔻	System 🔻	Find 🔻	CIN Worker 1 🔻 🔍	
Child: Christian C	Cameron 13 years (Ref: 500397)	CLA Request for Child to be L						
Information Assess	ment Consolidation Revisions	Ves Vinknown					Save Finalise A	ssessment Close
🖶 Print 🛛 👎	Eating Pattern?							
	Mental Health Issues	🔿 Yes 🔘 No 🔿 Unknown						* 🚵 🖘 🔒
Child/Young Perso	Sexualised Behaviour	🔿 Yes 🔘 No 🔿 Unknown						* 🚨 😼 🔒
<ul> <li>Placement Request</li> </ul>	Behaviour Diagnosis	🔿 Yes 🔘 No 🔿 Unknown						* 🖀 🚯 🔒
Professional Involv	Health Factors	Left Christian Cameron + Include						
<ul> <li>Previous and Curre</li> </ul>	nealth Factors	Ves No Unknown						* 🚵 🕹 🔒
<ul> <li>Health Information *</li> </ul>								
Education Informat		Charlotte Cameron + Include						*@A
<ul> <li>Contact Details an</li> </ul>		Yes      No      Unknown						19 E
Pen Picture of the	If 'Yes' please specify	Charlotte Cameron						
Placement Risk Ass		Charlotte wears a hearing aid and has eczema						* 🖘 🔒
er i								

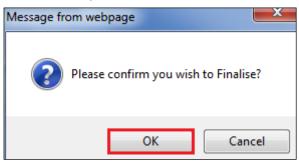
 If any of the mandatory questions are set to "Yes" – you will need to specify why in the text box.

#### 4.4. Table Entry Fields

• To input data into a table field, use freestyle text to type the entry. To generate another row, click on the green "+".To remove a row, click on the red "x"

Placement Risk Ass	Measures to Avert/Reduce/Minimise Risks			
<ul> <li>Signatures</li> </ul>	Action	By Whom		*2006
Attachments (0)	Enter in action	Who will action this	× 💠	1
		B / U AAAA X		
	Enter in another action	Who will action this	×+	

• Once complete, click "Finalise Assessment" then "OK"



• The following screen will display showing the task to authorise has gone to the authorising Manager.

LIQUIDIOGIC Children and Fa	annes	
Child: Charlotte Cameron 14 y	<u>rears (Ref. 500396)</u> 🚨 🛃 🕰 🛛	
R CWD		
↑ Full Map	Place into Accommodation	
	Reason: Children to be placed with a foster car	rer as Mother is terminally ill and Father has a learning disability. There are no immediate friends or family who can care for the children.
Request to Place into Reject	Active Task: Sci CIN Manager 1 Started	: 22-Jan-2016 Due: 13-Feb-2015
Accommodation Request	Place into Accommodation Task	Details All Children (2) V
	Place into Accommodation Task	Decails All Children (2) V
	Combined Stage for: 🚨 Charlotte Cameron, 🚨	Christian Cameron.
Child becomes Looked After	This Assessment has been sent to CIN Ma	anager 1 for authorisation.
Child becomes Looked Arter	Record Details:	
		Child to be Looked After (Assigned to CIN Manager 1) Print ] on 14 vrsChristian Cameron 13 vrs
Greate Gare Plan		2-Feb-2015 to 22-Jan-2016)
Care Han	Assigned to Reviewer	
Personal		
Education	Assessment Summary	
Plan	Assessment Summary	
	CLA Request Completed	18-Feb-2015
	Suggested Outcomes	Child Becomes Looked After
		Reject request
	Reasons for these Suggested Outcomes	Mother is terminally ill and father has Learning Difficulties. Parents are now separated and Father is living with his Mother. Children need stability and consistency of care and for their needs to be met to ensure their social and emotional needs

#### 4.5. Manager Authorises "Place Into Accommodation – Authorise" Task

• From the Manager's Worktray, click on the "Place into Accommodation – Authorise" task.

iquidlogic Childr	en and Families				Home Help Menu 🔻
User CIN Manager 1 CIN Team	🔂 Ta	ask Trays	2		
All Empty 🔍 🖡	Group By: Date   Task	Person   Addres	s   Referral Group Order By: St	art Date   🛙	Due Date   Timeframe   Person
Worktray 3	No Due Date	F	Person		Task Description
Manager Tray	No Due Date	CLA CWD	Example, Bonnie 12 yrs	A	Case Notes - This child has been added to a
	Last Year	F	Person		Task Description
	13-Feb-2015	CWD	Cameron, Charlotte 14 yrs		Place into Accommodation - Authorise
	13-Feb-2015	(	Cameron, Christian 13 yrs		Place into Accommodation - Authorise

 Click on "Update CLA Request for Child to be Looked After by <workername>

Child: Charlotte Cameron 14				поше пер	Mellu V	System V	riiu v	
Full Map ♥ Local Map ♥           Request to           Place into           Accommodation	Place into Acco	mmodation placed with a foster carer as Moth anager 1 (Reassign) Star		er has a learning dis e: 13-Feb-2015	ability. There a	re no immediate	e friends or fai	mily who can care for t
	Combined Stage for: 🚨 C	harlotte Cameron, 🚨 Christian C	ameron.					
Child becomes Looked After		on Stage: Review the completer ild to be Looked After by CIN Wo			tisfied finalise t	the Assessment	and choose to	Grant Authorisation o
Personal Education Plan	The Assessment Service User/s Assessor Assigned to Reviewer	CLA Request for Child to Charlotte Cameron 14 yrs CIN Worker 1 (12-Feb-2015 CIN Manager 1 (22-Jan-201	Christian Cameron 1 to 22-Jan-2016)					

 Read through the Assessment then click on "Finalise Assessment" then "OK"

LIQUIDIOGIC Childre	en and Families			Help	Menu 🔻	System 🔻	Find 🔻	CIN Manager 1 🔻	Q,	
Child: Charlotte Car R CWD	meron 14 years (Ref: 500396)	5 🛋 🗗 🕹	A Request for hild to be L							
Information Assessme	ent Consolidation Revisions							日 Save	Finalise Assessment	Close
🖶 Print 🕴	Consolidated Section for: 🚨 Charlotte Cameron	n, 🚨 Christian Cameron								
Child/Young Perso	Child/Young Person Deta	ils								
<ul> <li>lacement Request</li> <li>rofessional Involv</li> <li>revious and Curre</li> </ul>	Preferred Name Primary Address	27 Gibbs Close High Wycombe Buckinghamshire								н
Message from	webpage		×							

Cancel

#### 4.6. Authorising/Rejecting the Assessment

• Follow the instructions on page 5-8

OK

- If authorised, the screen below appears.
- The "BLA" flag appears underneath the Child/Young Person's name.
- The Initial Request to Place Into Accommodation field within the Pathway Map is grey (complete) and the "Child becomes Looked After" field is blue (active).
- The task to complete the Starting Episode of Care is automatically assigned back to the worker.

Liquidlogic Children and Fa	amilies		Home	Help	Menu 🔻	System 🔻	Find 🔻	CIN Manager 1 🔻
Child: Charlotte Cameron 14 y	years (Ref: 500396)	<b>.</b> 🐣 🔁						
♣ Full Map S Local Map ▼           Request to Place into Accommodation         Reject Request	Child Becomes Lool Reason: Mother is terminally if to ensure their social and emot Active Task: CIN Worker 1 Child Becomes Looked	II and father has Learning Difficulties. Pare ional needs Started: 22-Jan-2016 Due:	ents are now separated 19-Feb-2015 dren (2) ▼	l and Fathe	er is living with	ı his Mother. Chi	ldren need st	ability and consistency c
Child becomes Looked After	This task is assigned to CIN Wor	rker 1.						
Child becomes Looked Arter	Starting Episode of Care	Period of Care (Draft)	• Placement	Record				
	Draft Care Plan	Started On 25-Mar-2015	No Placement Rec	ords				
Greate Gare Plan	Plan Summary	Notes						
	PEPs	Update Period of Care						
Personal	Health Assessments							
Education Plan	Period of Care	Legal Status						

#### Note:

Even if the previous stages were completed as consolidated forms – the "Create Legal Status and Placement" is created <u>individually</u> for each sibling.

• Once authorised, an automatic alert is generated to the Access to Resources Team

## 5. CLA – Create Legal Status and Placement

• From their Worktray, the ACW clicks on the "CLA – Create Legal Status and Placement" task.

Liquidlogic Childre	n and Families	Home Help Menu 🔻 System 🔻
User CIN Worker 1 CIN Team	🔂 Task Trays	
All Empty 🤏 🖡	Group By: Date   Task   Person   Address   Referral Group Or	der By: Start Date   <b>Due Date</b>   Timeframe   Person
All Empty A	CLA     Person	Task Description
	No Due Date 🛕 CLA CWD Dale, Darcy 14 yrs	CLA - Current Episode of Care
	No Due Date CLA Dale, Dominic 14 yrs	CLA - Current Episode of Care
	No Due Date CLA CWD Example, Bonnie 12 yrs	CLA - Current Episode of Care
	No Due Date CLA Example, Clyde 13 yrs	CLA - Current Episode of Care
	19-Feb-2015 BLA CWD Cameron, Charlotte 14	rs CLA - Create Legal Status and Placement
	19-Feb-2015 ELA Cameron, Christian 13	rs CLA - Create Legal Status and Placement

• The screen will look as below.

Liquidlogic Children and F	amilies		Home	Help	Mei
Child: Christian Cameron 13	years (Ref. 500397) 💄 🗟 🐣 🔁				
★ Full Map  Local Map ▼           Request to         Place into           Accommodation         Request	Child Becomes Looked After         Reason: Mother is terminally ill and father has Learn to ensure their social and emotional needs         Active Task: a CIN Worker 1 (Reassign)         Child Becomes Looked After	itarted: 23-Jan-2016	Due: 19-Feb-201		is livin
Child becomes Looked After Greate Gare Plan Education Plan	Progress to Looked After     Cancel CLA       Starting Episode of Care        • Period of Care        Draft Care Plan        • Started On 2        Plan Summary        • Update Period of        PEPs        • Update Period of        Health Assessments        • Legal Statt        Period of Care        • Create a Propose	25-Mar-2015 of Care US Statuses	Placement Record No Placement Record		

#### 5.1. Creating A Draft Period of Care

• Click on the "Update Period of Care" link.

Liquidlogic Children and Fa	milies		Home Help Me
Child: Christian Cameron 13 y	ears (Ref: 500397)	• * •	
<ul> <li>A Full Map</li> <li>Bequest to Place into Accommodation</li> <li>Control Control Control</li></ul>	Child Becomes Loo Reason: Mother is terminally to ensure their social and emol Active Task: CIN Worker Child Becomes Looked	ill and father has Learning Difficulties. Partitional needs r 1 (Reassign) Started: 23-Jan-20	rents are now separated and Father is livir 16 <b>Due: 19-Feb-2015</b> Idren (2) <b>v</b>
Child becomes Looked After	Progress to Looked After Ca Starting Episode of Care Draft Care Plan Plan Summary PEPs Health Assessments	Period of Care (Draft)     Started On 25-Mar-2015     Notes     Update Period of Care	Placement Record No Placement Records
Personal Education Plan	Period of Care	<ul> <li>Legal Status</li> <li>No Active Legal Statuses</li> <li>Create a Proposed Legal Status</li> </ul>	

• Enter any relevant notes in the "Notes" section.

• Click on "Update"

Liquidlo	gic Children and Families				
Jpdate	Cancel - Update: Period of Care from 25-Mar-2015 until now				
Update Period of Care from 25-Mar-2015 until now					
Period	d of Care (Draft)				
Started On	25-Mar-2015				
Notes	Enter any relevant notes				

• The screen will look as below – indicating the <u>draft</u> Period of Care.

Liquidlogic Children and F	amilies		Home	Help	Menu
Child: Charlotte Cameron 14	years (Ref: 500396)	<b></b> •			
★ Full Map Scal Map ▼	Child Becomes Loo				
Request to Place into Accommodation	Reason: Mother is terminally i to ensure their social and emot Active Task: CIN Worker		ow separated a ue: 19-Feb-20:		s living v
Accommodation Child Becomes Looked After Task Details All Children (2) V					
Child becomes Looked After		ancel CLA			
	Starting Episode of Care Draft Care Plan	Period of Care (Draft)     Started On 26-Mar-2015	Place No Placem	ment Record	
Greate Gare Plan	Plan Summary PEPs	Notes         Enter any Period of Care notes           Update Period of Care			
Personal Education Plan	Health Assessments Period of Care	Legal Status			

### 5.2. Creating A Proposed Legal Status

• Click on the "Create a Proposed Legal Status" link.

Child: Children and F Child: Christian Cameron 13 BLA R		<b>.</b> * 5	Home Help
Request to Place into Accommodation	to ensure their social and em Active Task: A CIN Work Child Becomes Looke	y ill and father has Learning Difficulties. Par notional needs (rec 1 (Reassign) Started: 23-Jan-201 (d After Task Details All Chil	
Child becomes Looked After	Progress to Looked After Starting Episode of Care	Cancel CLA  Period of Care (Draft)	Placement Record
Create Care Plan Personal Education Plan	Draft Care Plan Plan Summary PEPs Health Assessments Period of Care	Started On 25-Mar-2015 Notes • Update Period of Care • Legal Status No Active Legal Statuses • Create a Proposed Legal Status	No Placement Records

• Click on the "Legal Status" drop down to select the relevant legal status.

• Click on "Create"

#### Note:

Use the "Click here for an explanation of the Legal Status Codes" for an explanation of each code.

Liquidlo	gic Children and Families
Create Ca	ncel - Create new Legal Status
New C1 II	NTERIM CARE ORDER , Started On 26-Mar-2015
This will en	the previous Legal Status
• Legal	
Start Date	26-Mar-2015
Legal Status	C1 INTERIM CARE ORDER
Act	Children Act 1989, section 38
Expiry Date	
Court	▼
Comments	~
	~

• The screen will display as below – indicating the <u>Proposed</u> Legal Status.

Child: Charlotte Cameron 14 years BLA R CWD	(Ref. 500396) 🚨 🗟 🕰 🔁	
🕈 Full Map 🛛 😫 Local Map 🔻 🛛 🕶	child Becomes Looked After	
Request to Bajact	eason: Mother is terminally ill and father has Learning Difficulties. Parents a ensure their social and emotional needs ctive Task: CIN Worker 1 (Reassign) Started: 23-Jan-2016 Child Becomes Looked After Task Details All Children	Due: 19-Feb-2015
Child becomes Looked After	arting Episode of Care arting Episode of Care an Summary EPs Cancel CLA Period of Care (Draft) Started On 25-Mar-2015 Notes Enter any relevant notes Notes Enter any relevant notes	Placement Record No Placement Records
Personal	P'S     Update Period of Care     Update Period of Care     CLA Legal Status (Proposed     Start Date 25-Mar-2015     Legal Status C1 INTERIM CARE ORDER     View Full Details     Update Legal Status	

## 5.3. Creating a Draft Placement Plan (to be renamed Essential Information Record)

The previous **Placement Plan** was comprised of 6 separate Word documents to partner agencies and internal systems. It's primary use was for entering CLA onto the system. This will be renamed the **Essential Information Record** with it's primary use being carer information. Inputting CLA data is now easier and leads to improved reporting and information for other agencies. This form is given to the Carer on the same day the Child is placed.

iquidlogic Children and F	amilies		Home Help	Menu 🔻	System v	Find <b>v</b>	CIN Worker 1 🔻
Child: Charlotte Cameron 14	years (Ref: 500396)	🗟 🐣 🔁					
Request to Place into Accommodation	Reason: Mother is terminally to ensure their social and em Active Task: CIN Work Child Becomes Looke	er 1 (Reassign) Started: 22-Jan-2016 D	ue: 19-Feb-2015	s living with I	nis Mother. Childr	ren need stat	ility and consistency
Child becomes Looked After	Progress to Looked After	Cancel CLA					
Personal Education Hion	Starting Episode of Care Draft Care Plan Plan Summary PEPs Health Assessments Period of Care	Period of Care (Draft)     Started On 26-Mar-2015     Notes Enter any Period of Care notes     Update Period of Care      CLA Legal Status (Proposed)     Start Date 26-Mar-2015     Legal Status C1 INTERIM CARE ORDER     View Full Details     Update Legal Status     Start Draft CLA Care Plan	Placement Re No Placement Record				
		Create a Draft Placement Plan	X				
lessage from webpage							
		ed from within which you will l ou sure you want to proceed?	be				
		OK Car	ncel				

• Click on the "Create a Draft Placement Plan then click "OK"

• From the "Copy Forward" screen, click on the checkbox above the child's name. Any siblings will <u>not</u> have their information copied forward.

Child: Charlotte Came		cement Plan, Mar-2015
nformation Assessment	Consolidation Revisions	
	ing the Assessment you have the option to copy forward the answers from the listed ward any answers) click 'Start Blank' to begin the Assessment afresh.	previous Assessments. Select each o
Copy Forward Selected Start Blan		
Copy Forward - Copy answers forwa	rd from previous assessments	
Created	Assessment	Started By
Cameron, Charlotte (14 years)		
✓ 11 months ago	CLA Request for Child to be Looked After (Wednesday, 18 February 2015)	GIN Worker 1
✓ 11 months 1 week ago	C & F Assessment (Thursday, 12 February 2015)	😨 CIN Worker 1
✓ 1 year ago	Referral Record (Thursday, 1 January 2015)	😨 First Response Manager 1
✓ 1 year ago	😫 Contact Record (Thursday, 1 January 2015)	👰 First Response Worker 1
Copy Sideways - Copy answers acros	ss from related service users	
Created	Assessment	Started By
Cameron, Christian (13 years)		
11 months ago	CLA Request for Child to be Looked After (Wednesday, 18 February 2015)	GIN Worker 1

• The Essential Information Record will display as below (if copy forward was used, the "C" flag will indicated copied fields). The "M" shows the merged non editable fields.

Liquidlogic Child	ren and Families		Home	Help	Menu 🔻	System 🔻	Find 🔻	CIN Worker 1 🔻	Q,	
Child: Charlotte C	ameron 14 years (Ref: 500396)	Placement Plan, 📄 Placement Plan, 26-Mar-2015								
Information Assessm	ent Consolidation Revisions	<u> </u>						🖬 Save	Finalise	ReAssign Close
🔒 Print 🕴	Essential Information R	ecord								
Essential Informati	A Placement Plan should be completed for al services and support foster care which does	children and young people looked after away from hom not include overnight stays.	e, including t	hose recei	ving short bre	ak care. It may	also be used	for children and young p	eople receiving	regular day care
Placement Details     Professional Involv	The Placement Plan details the arrangement	for meeting a child or young person's needs where resp	onsibilities a	re divided	between a nu	mber of people.				
Previous and Curre										
Health Information	A SEPARATE FORM MUST BE COMPLET	ED FOR EACH CHILD								
<ul> <li>Education <sup>o</sup></li> </ul>										
Contact Details/Arr	Preferred Name									
<ul> <li>Child/Young Perso</li> <li>Risk Assessment °</li> </ul>	Primary Address	27 Gibbs Close High Wycombe Buckinghamshire								н
Agreements for Chi	Postcode	HP13 5YB								н
I Attachments (0)	Please state if address is:	Home Address     Placement Address	Other							• <b>•</b> 5
Stage: Complete the	If Other, please give details below									н
Assessment	Gender	FEMALE								
	DOB	01-Jul-2001								н
	Age	14 years								н
	Ethnicity	White British								
	Religion	BUDDHIST								

• Complete the form – entering as much information as possible.

#### 5.3.1. Updating The Placement Record – Recording The Carer

- Click on the "Placement Details" sidebar.
- Navigate to the bottom of the screen click on the "Update this Placement Record" link.

Liquidlogic Childr	en and Families			Home	Help	Menu 🔻	System 🔻	Find 🔻	CIN Worker 1 🔻	Q,		
Child: Charlotte Ca	ameron 14 years (Ref: 500396)	5 🎿 🔁	Placement Plan, 26-Mar-2015									
Information Assessm	ent Consolidation Revisions								Save Save	Finalise	ReAssign	Clos
🖶 Print 🕴	Carer Name											
Essential Informati	Address											
e Placement Details <sup>™</sup>	Distance from Home (miles)											
<ul> <li>Professional Involv</li> </ul>	ShortBreak											
Previous and Curre	Caution											
<ul> <li>Health Information <sup>o</sup></li> </ul>	Is there anyone who should not know the	No										
<ul> <li>Education <sup>o</sup></li> </ul>	address?	NO										
Contact Details/Arr	If yes, Name of this person											
Child/Young Perso	Address (if known)											
<ul> <li>Risk Assessment <sup>o</sup></li> </ul>	Relationship to Child											
Agreements for Chi	Out of Hours Contact											
Attachments (0)												
Stage: Complete the	Name											
Assessment	Telephone											
		<ul> <li>Update this Placement F</li> </ul>	Record									-
	Reason for Placement											19

• Click on the "Type of Placement" and select the relevant placement code.

Details	
Date Placement began	26-Mar-2015
Period covered (in months)	0
Type of Placement	U4 - Foster Placement with other foster carer - long term 👻 🛟
Placement Provider	▼
Placement Location	▼
	Click here for an explanation of the Placement Codes er and Placement Location based on Carer and Type of Placement

- Click on either "Select a Person as the Carer" or "Select Care Provider"
- In the "Placement Code" field, select the relevant code then click on "Search". You can enter the "Valid On Date" field if you wish.

Liq	üidlogıc	Children and Families			Home	Help
٩	Find Carer	Reset Search				
	Details		Carer Servic	es		
	Local Authority	<b>•</b>	Valid On Date			
	Case Number		Placement Code	U4 - Foster Placement with other foster carer	- long term	1 -
	<u>S</u> urname		Placement Provider			•
	<u>F</u> orename					
		$\hfill \square$ Include records that sound similar				
	• Age / Dat	e of Birth / Gender				
	Date of Birth					
	Age					
	Foster Carer Ger	der 🗸				

• Click on the Carer to be selected then "Select"

Liqu	idlogic Childre	en and	Fa	amil	ies					Home	Help	Menu 🔻	Syst
Q,	Find Carer Back	k <u>S</u> el	ect		Printable View	r							
Result	ts: [1][2]												
	Query Results (22)												
•	Local Authority / Agency	ID	1	Α.	Forename	Surname	G.	Age	Address	Post Code	S.	From	Until
1	Current Local Authority	500392			Blake	Aquarius	FEMALE	46 years	22 Care Street, Carewich, Caresville	HP22 5AU	5	01-Jan-2000	
2	Current Local Authority	500374			Belinda	Aries	FEMALE	46 years	12 Care Street, Carewich, Caresville	HP22 5AU	5	01-Jan-2000	
3	Current Local Authority	500383			Alison	Bishop	FEMALE	46 years	5 Care Street, Carewich, Caresville	HP22 5AU	2	01-Jan-2000	
4	Current Local Authority	500380			Beth	Cancer	FEMALE	46 years	15 Care Street, Carewich, Caresville	HP22 5AU	5	01-Jan-2000	
5	Current Local Authority	500390			Bailey	Capricorn	FEMALE	46 years	21 Care Street, Carewich, Caresville	HP22 5AU	5	01-Jan-2000	
6	Current Local Authority	500385			Alicia	Castle	FEMALE	46 years	6 Care Street, Carewich, Caresville	HP22 5AU	2	01-Jan-2000	

• The screen will update as shown below – LCS will automatically populate the "Placement Provider" and "Placement Location".

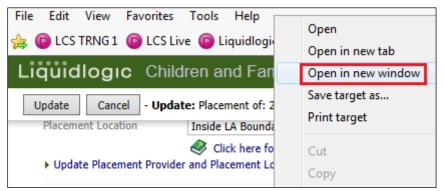
L quidlogic Chi	ldren and Families												
Update Cancel - Upd	late: Placement of: 26-Mar-2015												
Update Placement of	Update Placement of: 26-Mar-2015												
Details													
Date Placement began Period covered (in months Type of Placement	26-Mar-2015 0 U4 - Foster Placement with other foster carer - long term ▼ ◆												
Placement Provider	PR1 - Own provision by LA 🔹												
Placement Location	Inside LA Boundary 👻												
Update Placement Provid     Carer Details	Click here for an explanation of the Placement Codes der and Placement Location based on Carer and Type of Placement												
Carer Details 5 Care Stre Carewich Caresville HP22 SAU													
Select a Person as the C	arer												
<ul> <li>Select Care Provider</li> <li>Clear Carer details</li> </ul>													
<ul> <li>Clear Carer details</li> </ul>													

Note:

If you have selected the wrong Carer in error, click on "Clear Carer Details" and reselect using the link.

#### 5.3.2. Calculating Distance From Home

- Within the "Update Placement" screen, **right click** on the "click here to work out distances based on post code".
- Select "Open in new window"



• The distance is automatically calculated based on the postcodes.

Liquidlogic Children and Families	Home Help Menu 🔻 System 🔻 Find 🔻 CIN Wor	rker 1 🔻
Update Cancel - Update: Placement of: 26-Mar-2	015	
Placement Location Inside LA Boundary		x
Click here for an ex • Update Placement Provider and Placement Location		* 🌣
	File Edit View Favorites Tools Help	
Carer Details	🐅 🍘 LCS TRNG 1 🞯 LCS Live 🞯 Liquidlogic TRNG2 Master 🤍 🏠 👻 🗟 👻 🖃 🖷 🖝 Page 💌 Safety 💌 Tools 💌	<b>@</b> •
Carer Details Foster Carer: Alison Bishop 5 Care Street Carewich	Education and Skills In Your Area	^
Caresville HP22 5AU	Postcode Distances	In ۱
<ul> <li>Select a Person as the Carer</li> <li>Select Care Provider</li> <li>Clear Carer details</li> </ul>	This tool allows users to calculate the straight line distance between two UK postcodes. The distances are given in both miles and metres.	→ H → N
Distance from Home	Please note that results obtained from this tool are based on the postcode area mean and as such should not be used as the definitive measure of distance for school admissions or other purposes.	→ G → N → D
Distance from Home (miles)	To calculate the straight line distance between two postcodes, enter the postcodes below:	→ IE
<ul> <li>Click here to work out distances based on post code</li> </ul>	First postcode:	
	Second postcode:	Qu
• Caution	Calculate     Distance between HP135YB and HP225AU is around 13.6 miles (21954 metres).	→ D
If ves. Name of this person		peri

• Click on the "X" to close the window.

Note:

If you click on the link the calculator will sit in the original LCS window and when you click on the "x" it will close down LCS.

• Complete the rest of the fields – then click on "Update"

Liquidlogic Children and Families
Update Cancel - Update: Placement of: 26-Mar-2015
Clear Carer details
Distance from Home
Distance from Home (miles) 13.7
Click here to work out distances based on post code
Caution
✓ Is there anyone who should not know the address?
If yes, Name of this person Mr David Cameron
Address (if known) enter address
Relationship to Child Father
Out of Hours Contact         Name       Iency Social Work Team         Telephone       080099997677
Emergency Details
Emergency Details      If the Placement Plan is required out of hours and the Foster Carer is not set up on LCS fill in the carer details below. When the Foster Carer's details are added to LCS you will need to come back and update the placement record with the correct details. Name

• The information will copy across into the "Placement Details" screen.

#### 5.3.3. Completing The Contact Details/Arrangements

- Click on the "Contact Details.Arrangements" sidebar.
- Click on the row for the person you wish to enter contact details.

Liquidlogic Childre								Menu 🔻			CIN Worker 1 🔻	Q,		
Child: Charlotte Can	neron 14 years (Ref. 50039	6) 🚨	•	<b>*</b> 🔁	Placement Pla 26-Mar-2015	in,								
Information Assessme	nt Consolidation Re	visions									B Save	Finalise	ReAssign	Close
🖶 Print 🕴	Contact Details/Ar	rangem	nents											
Essential Informati	Person	Frequency	Туре	Arrangements	Support from Contact	Additional costs	be met?	<del>4</del> 4						
Placement Details	MOTHER: Lily Cameron FATHER: David Cameron													
<ul> <li>Professional Involv</li> </ul>	BROTHER: Christian Cameron													
Previous and Curre	GRANDPARENT: Annie Cameron													
Health Information	Will Contact Need to be Facilitate	d?	O Ye	is 🔿 No										😼 🔓
<ul> <li>Education <sup>••</sup></li> </ul>	Contact Arrangements													
Contact Details/Arr	With Who		Whe	en		Where			1	Role of Provide	er in contact			😼 🔓
Child/Young Perso												×	\$	
			-											-

• Enter in the relevant information then click on "Create"

quidlogic Children and F	amilies	
Create Cancel - Create a new 'Arrang	gement for Contact' between the Child and the selected person	
New Arranged Contact between '	Charlotte Cameron ' and 'MOTHER: Lily Cameron'	
Person	MOTHER: Lily Cameron	
Frequency	once a week	
Туре	supervised	
Transport, location, arrangements for supervision and financial arrangements	Transport, location, arrangements for supervision and financial arrangements	^
		~
How will contact support the plan?	How will contact support the plan?	~
		~
How will additional costs be met?	How will additional costs be met	^
		$\checkmark$

• Enter in the relevant "Contact Arrangements" – using the green "+" to generate a new row. The red "x" will delete a row if generated in error.

Liquidlogic Childr	en and Families				Home Help Menu▼ Sy	rstem 🔻 🛛 Find 🔻 CIN We	orker 1 🔻 🖸	2	
Child: Charlotte Ca	ameron 14 years (Ref: 50039	)6) 🚨	• A	Placement Plan, 26-Mar-2015					
Information Assessm	ent Consolidation Re	visions					Save I	Finalise ReAss	ign Clo
🔒 Print 🕴	Contact Details/A	rangem	ents						
Essential Informati	Person	Frequency	Туре	Arrangements	Support from Contact	Additional costs be met?	+ <del>)</del>		
Placement Details	MOTHER: Lily Cameron	once a week	supervised	Transport, location, arrangements for supervision and financial arrangement	How will contact support the plan?	How will additional costs be met			
Professional Involv	FATHER: David Cameron								
Previous and Curre	BROTHER: Christian Cameron								
	GRANDPARENT: Annie Cameron								
Health Information	Will Contact Need to be Facilitate	42	• Yes	) Ne					
Education **									
Contact Details/Arr	Contact Arrangements								
	With Who		When		Where	Role of Provider in conta	ct		
Child/Young Perso	Mrs Lily Cameron		Every Mon	dav at 1 p.m 3 p.m.	Enter the location	Enter the role of the pro	vider	×	
Risk Assessment °									

• Once the form is complete and the agreements are entered, select "Finalise"

Liquidlogic Child	Iren and Families			Home	Help	Menu 🔻	System 🔻	Find 🔻	CIN Worker 1 🔻	Q,	
Child: Charlotte C	cameron 14 years (Ref. 500396)	🗟 🦀 🔁	Placement Pla 26-Mar-2015	in,							
Information Assess	ment Consolidation Revisions								Save	Finalise	ReAssign Close
🔒 Print 🕴	Agreements for Child/You	ing Person to	o be accommo	dated by	Parent	t/Perso	on with P	arenta	l Responsibil	ity	
Essential Informati	I/we agree to (child/young person)	Charlotte Cameron									- <b>5</b> - <b>6</b>
• Placement Details	Being accommodated by (local	Bucks County Council									19 🔂 🔒
Professional Involv	authority/other agency)										
Previous and Curre											
• Health Information	Name (please print)	MRS LILY CAMERON									- S - S
<ul> <li>Education <sup>••</sup></li> </ul>	Signature										15 E
Contact Details/Arr	Date										1 - Se - S
Child/Young Perso											
<ul> <li>Risk Assessment <sup>e</sup></li> </ul>	Name (please print)	MR DAVID CAMERON									<b>5</b> 6
Agreements for Chi	Signature										- 196
Attachments (0)	Date										5 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Stage: Complete the Assessment	Date										10 4 <u>0</u>

#### Note:

If you haven't entered the "Placement Plan Completed" date, LCS will prompt you.

Placement Plan Dates	
Date Referral Received	01-Jan-2015
This Question is mandatory.	
Placement Plan Completed	

• Click on "OK"

Message from webpage	×
Please confirm you wish to Finali	se?
OK Car	ncel

• The screen will now appear as below.

Liquidlogic Children and Fa	amilies		Home Help	Menu 🔻	System 🔻	Find 🔻	CIN Worker 1 🔻
Child: Charlotte Cameron 14 y	rears (Ref: 500396)						
♣ Full Map  Local Map ▼ Request to Place into Accommodation Reject Rejuest	Child Becomes Loo Reason: Mother is terminally to ensure their social and emo Active Task: CIN Worker Child Becomes Looked	III and father has Learning Difficulties. Parents are no tional needs r1 (Reassign) Started: 22-Jan-2016 De	ue: 19-Feb-2015	r is living with	his Mother. Childi	en need stab	ility and consistency of
Child becomes Looked After	Progress to Looked After Ca	ancel CLA					
	Starting Episode of Care	Period of Care (Draft)					
	Draft Care Plan	Started On 26-Mar-2015	Started On	26-Mar-2015			
Create Care Plan	Plan Summary	Notes Enter any Period of Care notes	Type of Placement Provider	nt U4 - Foster Placement wi PR1 - Own provision by L		ildren need stability and consistency o	
	PEPs Health Assessments	Update Period of Care	Location Carer Name	Inside LA Bo			
Education Plan	Plan CLA	CLA Legal Status (Proposed) Start Date 26-Mar-2015	Address	5 Care Street Carewich Caresville			
		Legal Status C1 INTERIM CARE ORDER	Postcode	HP22 5AU			
		View Full Details	Placement Plan	Placement Pl	an (Completed)		
		<ul> <li>Update Legal Status</li> <li>Start Draft CLA Care Plan</li> </ul>	View Full Details Update Placement Add/New Statutory Visit Rules for Placement Cancel Draft Placement				

#### 5.4. Add Statutory Visit Rule For Placement

• Click on "Add/View Statutory Visit Rule for Placement"

Liquidlogic Children and Fa	milies		Home Help	Menu 🔻 S	System 🔻	Find <b>v</b> CIN Worke
Child: Charlotte Cameron 14 ye	ears (Ref: 500396)	<b>.</b> 🔁				
♣ Full Map  Local Map ▼           Request to         Place into           Accommodation         Reject	Child Becomes Loo Reason: Mother is terminally to ensure their social and enco Active Task: CIN Worker Child Becomes Looked	ill and father has Learning Difficulties. Parents are no tional needs r1 (Reassign) <b>Started:</b> 22-Jan-2016 <b>D</b> u	ue: 19-Feb-2015	r is living with his M	Mother. Children	need stability and consis
Child becomes Looked After	Starting Episode of Care Draft Care Plan Plan Summary	Period of Care (Draft)     Started On 26-Mar-2015     Notes Enter any Period of Care notes	Started On	26-Mar-2015 U4 - Foster Place		foster carer - long term
Personal Education Plan	PEPs Health Assessments Period of Care	Update Period of Care      CLA Legal Status (Proposed)     Start Date 26-Mar-2015     Legal Status C1 INTERIM CARE ORDER	ents are now separated and Father is living with his Mother. Children need stability and consis 16 Due: 19-Feb-2015 1dren (2) ▼ e rotes e rotes e rotes e rotes Harden Construction of the second stability and consist Placement (Draft) Started On 26-Mar-2015 Type of Placement (Draft) Started On 26-Mar-2015 Type of Placement U4 - Foster Placement with other foster carer - long term Provider PR1 - Own provision by LA Location Inside LA Boundary Carer Name Foster Carer: Alison Bishop Address 5 Care Street Carewille Postcode HP22 SAU			
		<ul> <li>View Full Details</li> <li>Update Legal Status</li> <li>Start Draft CLA Care Plan</li> </ul>	Update Placemen     Add/View Statuto	ry Visit Rules for Pl	acement	

- Select the "Rule" drop down and choose the correct rule.
- Enter in the "Applicable From" date.
- Click on "Create"

Liquidlogic	Children and Families	Home	Help	Menu 🔻	System 🔻	Find <b>v</b>	CIN Worker 1 🔻	Q,
Create Cancel	- New Rule for Placement							
New Placemer	nt Visit Rule for Charlotte Cameron							
Rule Detail	ls							
Rule	Interim Placement - not permanent							*
Rule Details	3.158 The child should be visited within one week of the start of the child's first placement and within one week of the weeks fo the first year [reg28(2)(b) Visits during subsequent years must also take place at intervals of not more than	start of ar six weeks [	ny subsequ reg28(2)(c	ent placement )(ii)]	[reg28(2)(a) Th	ereafter, the	child must be visited at	intervals of not more than six
Applicable From	26.03.2015 × 🕮							
Applicable Until								
Other Rule	es for Placement							
No statutory visit	rules applied to this placement							

#### • The screen will look as below

Liquidlogic Children and Fa	milies		Home Help	Menu 🔻	System 🔻	Find 🔻	CIN Worke
Child: Charlotte Cameron 14 y	ears (Ref: 500396)	<b>d 24 P</b> d					
request to Place into Accommodation	Reason: Mother is terminally to ensure their social and emo Active Task: CIN Worker	ill and father has Learning Difficulties. Parents are n tional needs r 1 (Reassign) <b>Started:</b> 22-Jan-2016 <b>D</b>	ue: 19-Feb-2015	r is living with h	is Mother. Childi	ren need stab	ility and consist
Child: Charlotte Cameron 14 years (Ref. 500396) Full Map Cocal Map Child Becomes Looked After Request to Request to Reject Accommodation Reject Reject Reject Reguest Reject Reguest Reject Reguest Reject Reguest Reject Reguest Reject Reguest Reject Reguest Reject Reguest Reject Reguest Reject Reguest Reject Reguest Reject Reguest Reguest Reject Reguest Reject Reguest Reject Reguest Reject Reguest R							
	Plan Summary		Type of Placement	U4 - Foster Pla		her foster can	er - long term
Education	Health Assessments		Carer Name	ne Foster Carer: Alison Bishop 5 Care Street			
			Postcode HP2		Caresville HP22 5AU		
		Update Legal Status	Update Placemen	ry Visit Rules for	r Placement 👔	]	

#### Note:

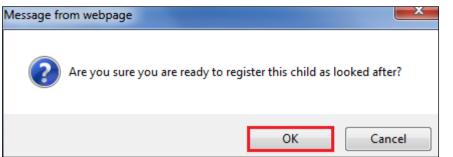
If you wish to cancel the Placement Plan, click on "Cancel Draft Placement"

## 6. Progress To Looked After

• Once the "Child Becomes Looked After Screen" is complete and the Child is placed, click on "Progress to Looked After"

Liquidlogic Children and Fa	amilies		Home Help	Menu 🔻	System 🔻	Find 🔻	CIN Worke
Child: Charlotte Cameron 14 y	vears (Ref: 500396)	• 🐣 🖻					
★ Full Map   Local Map ▼           Request to         Place into           Place into         Reject           Accommodation         Reject	Child Becomes Look Reason: Mother is terminally ill to ensure their social and emotion Active Task:	l and father has Learning Difficulties. Parents are no onal needs	w separated and Fathe	r is living with hi	is Mother. Childi	en need stab	ility and consist
Child becomes Looked After	Child Becomes Looked A Progress to Looked After Car Starting Episode of Care	After Task Details All Children (2)	Placement (	Draff)			
Greate Gare Plan	Draft Care Plan Plan Summary	Started On 26-Mar-2015 Notes Enter any Period of Care notes	Started On	26-Mar-2015 t U4 - Foster Placement with other foster carer - long term PR1 - Own provision by LA			er - long term
Personal Education Plan	PEPs Health Assessments Period of Care			Location Inside LA Boun Carer Name Foster Carer: A Address 5 Care Street Carewich Carewile		hildren need stability and consist h other foster carer - long term \ p	
		Start Date 26-Mar-2015 Legal Status C1 INTERIM CARE ORDER	Postcode Placement Plan	HP22 5AU Placement Plar	n (Completed)		
		<ul> <li>Update Legal Status</li> <li>Start Draft CLA Care Plan</li> </ul>	<ul> <li>View Full Details</li> <li>Update Placemen</li> <li>Add/View Statuto</li> <li>Cancel Draft Placement</li> </ul>	ry Visit Rules for	Placement 👔		

#### Click on "OK"

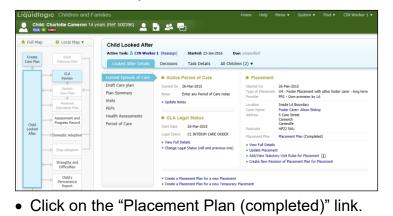


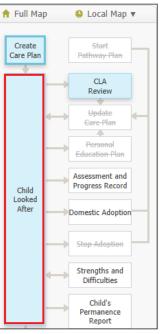
• The "BLA" flag will change to "CLA" and the task to Create the CLA Care Plan will appear on screen (this is covered in a separate section).



#### 6.1. Printing Out The Placement Plan For The Carers

- From the screen below, click on the "Child Looked After" hub.
- This will return you to the screen below.





) Child	DGIC Children and Fa d: Charlotte Cameron 14 y R CWD			Home Help	Menu ▼ System ▼	Find ▼ CIN Worker 1
Full Map Create Care Plan	o Start Pathway Plan	Child Looked After Active Task: S CIN Worke Looked After Details	r 1 (Reassign) Started: 23-Jan-2016 Du Decisions Task Details All Childre	e: unspecified en (2) ▼		
	CLA Review Update Gare-Plan Personal Education-Plan	Current Episode of Care Draft Care plan Plan Summary Visits PEPs	Active Period of Care Started On 26-Mar-2015 Notes Enter any Period of Care notes Update Notes	Placement     Started On     Type of Placement     Provider     Location     Carer Name	26-Mar-2015 U4 - Foster Placement PR1 - Own provision by Inside LA Boundary Foster Carer: Alison Bis	
Child Looked After	Assessment and Progress Record Period of Care	CLA Legal Status Start Date 26-Mar-2015 Legal Status C1 INTERIM CARE ORDER	Address Postcode Placement Plan	5 Care Street Carewich Caresville HP22 5AU Placement Plan Compl		
	Stop Adoption		View Full Details     Change Legal Status (will end previous one)	View Full Details		ent 👔
	Child's Permanence Report		<ul> <li>Create a Placement Plan for a new Placement</li> <li>Create a Placement Plan for a new Temporary</li> </ul>	Placement		

• Click on the "Print" button at the top of the sidebar.



 Tailor the print settings by selecting the relevant radio buttons and check boxes.

	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. tation and the distribution of that documentation is solely the responsibility of the user of this system. The software and / or system provider cannot ment to be privy to the information contained in forms and documents that the user has produced using this system.
Which of the following Printab	le Views do you want to print?
Print the entire assessment	
O Don't print the placement address	
O bon e prine die procentent address	
Configure Printable Style of As	ssessment
Use Large Font	
Print Landscape	(remember to manually change the printers 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 Details	
Print Guidance Notes	
Print Answered Questions Only	
Print Multi line answers beneath the Question	nc

- 6.1.1. Selecting Specific Sections To Print Out
  - Click on the "Select Headings to Print" checkbox and select the relevant check boxes that are to be printed out.
  - Click on "Print Assessment"

Configure Sections to Print
Print Current Heading Only
Select Headings to Print
Heading selection options:
Essential Information Record
Placement Details
Professional Involvements
Previous and Current Status
Health Information
Education
Contact Details/Arrangements
Child/Young Person Information
Risk Assessment
Agreements for Child/Young Person to be accommodated by Parent/Person with Parental Responsibility
Attachments
Cancel Print Assessment

- Use the buttons across the top to adjust the orientation, size and to Print page now or print using a .pdf format.
- The "Close Printable View" will take you out back into the record.

X Close Printable View	Portrait Landscape	Small Medium Large Larges	t   Print page now   📜
	- The form conta	ains the child's plac	ement address
If so check the The information documentation and / or system confidential info	at those to whom y entitled to contained in printed is solely the respons provider cannot in a provider cannot in a mation to any entit nformation containe	see the information d documentation and t sibility of the user of t anyway be held liable ty, legal or personal, h	es of the document are the distribution of that his system. The software
Buckinghamsh CIN Team Tel: Fax:	ire County Counc	:il	GUNNGHAMORIAN GUNTY COUNCIL
Essential Infor	mation Record		
<b>Details of Chi</b>	ld: Charlotte Can	neron (Ref: 50039	6)
Family Name	Cameron	Given Names	Charlotte
		Case Number	500396

# 7. Copying The Essential Information Record Sideways To A Sibling

- If you have created a placement for a child and their sibling is being placed with the same Carer, it is possible to copy the original child's information into the Siblings Essential Information Record.
- From the Worktray, click on the "CLA Create Legal Status and Placement" task for the siblings (which will still show the "BLA" flag.

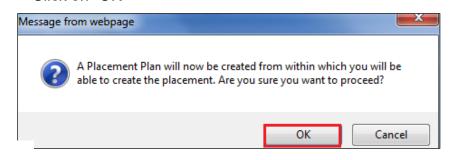
iquidlog	IC Childr	en and Families			Home Help Me	nu 🔻
User CIN CIN Team	Worker 1	🗠		2		
All Empty	۹ 🖡	Group By: Date   Ta	sk   Person   Addres	s   <b>Referral Group</b> Order By: Sta	rt Date   Due Date   Timeframe   Person	
🚨 <u>Worktray</u>	13	Cameron, Cha	arlotte (14 year	s), Cameron, Christian (13 y	ears) [Referral Group]	
		No Due Date	CLA CWD	Cameron, Charlotte 14 yrs	CLA - Current Episode of Care	
		19-Feb-2015	BLA	Cameron, Christian 13 yrs	CLA - Create Legal Status and Plac	ement
		15-Apr-2015	CLA CWD	Cameron, Charlotte 14 yrs	CLA - Create CLA Care Plan	

• Create the "Update Period of Care" and "Create a Proposed Legal Status" as before.

Liquidlogic Children and Fa	milies		Home Help
Child: Christian Cameron 13 y	ears (Ref: 500397)	<b>d</b> 🚜 🔁	
★ Full Map S Local Map ▼       Request to       Place into       Accommodation	Child Becomes Loo Reason: Mother is terminally to ensure their social and emo Active Task: CIN Worker Child Becomes Looked	ill and father has Learning Difficulties. Pare tional needs r 1 (Reassign) <b>Started:</b> 22-Jan-201	
Child becomes Looked After	Progress to Looked After Constraints Episode of Care Draft Care Plan Plan Summary PEPs Health Assessments Period of Care	ancel CLA  Period of Care (Draft) Started On 25-Mar-2015 Notes  Update Period of Care  Legal Status No Active Legal Statuses Create a Proposed Legal Status	Placement Record No Placement Records

• Once completed, click on the "Create a Draft Placement Plan"

iull Map 🚯 Local Map 🔻	Child Becomes Looked After Reason: Mother is terminally ill and father has Learr to ensure their social and emotional needs	ning Difficulties. Parents are n	ow separated and Father is livi
Place into ccommodation	Active Task: CIN Worker 1 (Reassign) S Child Becomes Looked After Task De		ue: 19-Feb-2015 ▼
Child becomes Looked After Create Greate Gare Plan Personal Education Plan	PEPs > Update Period of Health Assessments	Mar-2015 er relevant notes	Placement Reco No Placement Records
		itatus	



• In the "Copy Forward" screen, click on the relevant checkbox for the siblings Placement Plan then "Copy Forward Selected"

quidlogic Childre	n and Families	Home			
Child: Christian Can	neron 13 years (Ref. 500397) 👤 🕞 🐣 📄 📄 Plac	cement Plan, Mar-2015			
information Assessme	nt Consolidation Revisions				
	arting the Assessment you have the option to copy forward the answers from the listed orward any answers) click 'Start Blank' to begin the Assessment afresh.	previous Assessments. Select			
opy Forward Selected Start B	lank No Filter applied Update Filter Clear Filter				
py Forward - Copy answers for	vard from previous assessments				
Created	Assessment	Started By			
Cameron, Christian (13 years)					
11 months ago	CLA Request for Child to be Looked After (Wednesday, 18 February 2015)	👰 CIN Worker 1			
11 months 1 week ago	C & F Assessment (Thursday, 12 February 2015)	👰 CIN Worker 1			
1 year ago	📓 Referral Record (Thursday, 1 January 2015)	👰 First Response Manager			
1 year ago	📓 Contact Record (Thursday, 1 January 2015)	First Response Worker			
ppy Sideways - Copy answers ac	ross from related service users				
✓ Created	Assessment	Started By			
Cameron, Charlotte (14 years)					
✓ 11 months ago	Placement Plan (Wednesday, 18 February 2015)	G CIN Worker 1			
11 months ago	CLA Request for Child to be Looked After (Wednesday, 18 February 2015)	G CIN Worker 1			
11 months 1 week ago	C & F Assessment (Thursday, 12 February 2015)	G CIN Worker 1			
-		G First Response Manage			
1 year ago 📓 Referral Record (Thursday, 1 January 2015) 👰 First Respon					

- The Essential Information Record will appear on screen with the copied information.
- You will need to ensure that any mention of the previous child is replaced with the relevant information for the current child.
- Enter in the "Update This Placement Record" and "Placement Plan Completed" date within the "Placement Details" sidebar and "Finalise"
- Enter in the Child's Statutory Visit Rule and click "Progress To Looked After"

## 8. Accessing The Current Episode of Care

• From the Worktray, click on the task - "CLA - Current Episode of Care"

Liquidlogic Children and Families Home Help								ielp Menu 🔻	
•	User <b>CIN W</b> o CIN Team	orker 1	-	1	Task Trays	2			
All	Empty	a ∓		Group By: Date   T	a <b>sk</b>   Person   Addres	ss   Referral Group	Order By: Start Date	e   <b>Due Date</b>   Timeframe   Pers	on
. w	orktray	13		© CLA		Person		Task Description	
_				No Due Date	CLA CWD	Cameron, Charlotte	14 yrs	CLA - Current Episode o	of Care

- This task is active in the Worktray until the child is no longer Looked After.
- The screen below will appear.

• Click on the "Looked After Details" tab.

Child	GIC Children and F : Charlotte Cameron 14		Home Help Menu <b>v</b>	System ▼
🔒 Full Map	🕒 Local Map 🔻	Child Looked After		
Create	Start	Active Task: CIN Worker 1 (Reassign) Started: 23-Jan-2016	Due: unspecified	
Care Plan	Pathway Plan	Looked After Details Decisions Task Details All C	hildren (2) 🔻	
	CLA Review	Outcomes	Date of Initiation or Completion:	
	Update	Organise Next CLA Review Meeting Active	🔿 Today's Date	
	Care Plan	📀 Update CLA Care Plan	Other Date:	(reset)
	Personal	Assessment and Progress Record Start (Assigned to Yourself)	Reason for Decision: (reset)	
	Education Plan	Personal Education Plan Review		
Child	Assessment and Progress Record	Leaving CLA (Finalise CLA Care Plan)	99 99	
Looked		Adoption no longer the Plan		$\sim$
After	Domestic Adoption	Strengths and Difficulties Questionnaire Start (Assigned to Yourself)		
	Stop Adoption	Create Childs Permanence Report (CPR) Start (Assigned to Adoptions)		

Note:

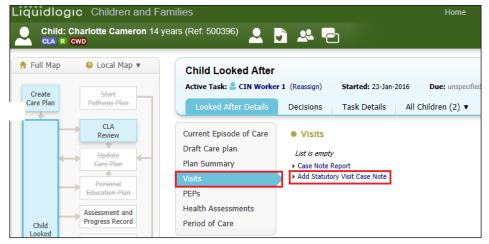
If you are in a screen that shows the pathway – click on the "Child Looked After" hub to return to this screen.

• The screen will appear as below and will display the CLA sidebar.

quidle	<b>gic</b> Children and Fa	amilies		Home Help	Menu 🔻	System 🔻	Find <b>v</b>	CIN Worker 1
	d: Charlotte Cameron 14 y R CWD	/ears (Ref: 500396) 🚨	<b>) 24 P</b>					
Full Map	🗴 😫 Local Map 🔻	Child Looked After						
Create Care Plan	Start Pathway Plan	Active Task: Looked After Details	1 (Reassign) Started: 23-Jan-2016 Du Decisions Task Details All Childre	e: unspecified en (2) ▼				
	CLA Review Update Gare Plan	Current Episode of Care Draft Care plan Plan Summary	Active Period of Care Started On 26-Mar-2015 Notes Enter any Period of Care notes	Placement     Started On     Type of Placement     Provider				r carer - long ter
Child Looked	Personal Education-Plan	Visits PEPs Health Assessments Period of Care	Update Notes      CLA Legal Status  Start Date 26-Mar-2015	Location Carer Name Address Postcode			q	
After ,	Domestic Adoption Stop Adoption		Legal Status C1 INTERIM CARE ORDER > View Full Details > Change Legal Status (will end previous one)	Placement Plan View Full Details Update Placemee Add/View Statut Create New Revi	nt ory Visit Rul		t 👔	

## 9. Creating a CLA Stat Visit

 From the CLA sidebar, click on "Visits" then "Add Statutory Visit Case Note"



- Enter in the "Contact Date" (the first CLA Stat Visit is held within 7 days of the Child being placed).
- Select whether the "Type of Visit" is announced or unannounced.
- Click on the check boxes as relevant to indicate if interviewed, seen, seen alone and if the bedroom was viewed.
- To include a sibling into the casenote, click on the green "+".

Liquidlogic	Children and	Families						Home	Help Men	iu▼ S
Finalise Create	Create and Close	Close - Update: Ca	se Note for Ca	ameron, Charlo	tte (14 years)					
New Case Note f	or Cameron, Chai	lotte (14 years)								
• Part 1 - Conta	ict									
From Context Of Contact Date	Cameron, Charlotte ( 30.03.2015	14 years)								
Type of Contact	Statutory Announced									
	Significant Event									
Method of Contact	Add to Chronolo	gy T								
Method of Contact		•								
Contact Regarding	Relation	Name	Age	At Contact	Interviewed?	Seen?	Alone?	Bedroom?	Regarding Assess	ment
contact regarding	Relation	Name	Aye	ALCONTACT	Intervieweu:	Deen:	Alone:	Dearoonii:	Regarding Assessi	nenc
	Children / Youn	g People involved ir	this Case	Note						
	▶ Self	Charlotte Cameron	14 years			🗹 Yes	✓ Yes	🗹 Yes	None	
	Adults also pres	ent / interviewed								
	No Adults recorded									
	Other relations	you can add to this	case note							
	Other relations		case note							_
	BROTHER	Christian Cameron	13 years							4

#### • The screen will display as below.

Contact Regarding	Relati	on Name	Age	At Contact	Interviewed?	Seen?	Alone?	Bedroom?	Regarding Assessme
	Children	/ Young People involv	ved in this Cas	e Note					
	Self	Charlotte Cam	eron 14 years			✓ Yes	✓ Yes	✓ Yes	None
	BROT	HER Christian Cam	eron 13 years						None

 Scroll down to complete the text boxes – ensuring that the "Reason for Contact" is a 1 liner heading and the full details entered into the "Detailed Notes" section. Complete the "Analysis of Information" and "Action" (both are non mandatory).

Reason for Contact	First CLA Stat Visit after placement
Detailed Notes	Enter in detailed notes about the visit
Analysis of information	B / U AAAA X
Action	

I	Finalise	Create	Create and Close	Close	- Update: Case Note for Cameron, Charlotte (14 years)

- Click on "Create" to save and continue (Create then becomes Save).
- Click on "Create and Exit" to save and exit the casenote. This can be edited at a later date.
- Click on "Finalise" if you wish to lock the casenote against further edits.
- Click on "Close" to exit the casenote.

#### 9.1. To Edit An Unfinalised Casenote

• From the CLA sidebar, click on "Visits" then anywhere on the row that displays as unfinalised (no tick in the checkbox).

Liquidlogic Children and Fam	ilies			Home Help Menu 🔻	System 🔻 🛛 Find 🔻 🕬	CIN Worker 1 🔻 🔍	
Child: Charlotte Cameron 14 yea	ars (Ref: 500396) 🚨 📑 🕰	-					
🕈 Full Map 🛛 🔒 Local Map 🔻	Child Looked After						
Create Care Plan	Active Task: CIN Worker 1 (Reassign Looked After Details Decision		-2016 Due All Childre	unspecified n (2) ▼			
CLA Review	Current Episode of Care	ts					
Update	Draft Care plan Finalise	ed? Significant Event	Contact Date	Type of Contact	Contact Regarding	Reason for Contact	Created By
Gare Plan	Plan Summary	•	30-Mar-2015	Statutory Announced Visit - CLA	Charlotte Cameron, Christian Cameron (BROTHER)		CIN Worke
	VISIUS					La caracteriza en la caract	

• Either "Update the Case Note" and make any changes or "Finalise Case Note" to lock against further edits.

Child: Charlott	e Cameron 14 yea	ars (Ref: 50039	<sup>6)</sup> 🚨 📩	<u>*</u> 7	ase Note, 30 Iar-2015	-			
Part 1 - Contact Part 2 - Write Up Audit	• Part 1 - Conta From Context Of Contact Date Type of Contact Add to Chronology	act Cameron, Charlott 30-Mar-2015 Statutory Annound No							
	Contact Regarding	Relation Children / Yo	Name nung People involv	Age ed in this	Interviewed?	Seen?	Alone?	Bedroom?	Regarding Assessment
		<ul><li>Self</li><li>BROTHER</li></ul>	Charlotte Cameron Christian Cameron		Yes Yes	Yes Yes	Yes Yes	Yes Yes	None None
	Reason for Contact	No Adults recorde		d					
	Detailed Note     Detailed Notes	-	otes about the visit						
	<ul> <li>Actions</li> <li>Update this Case N</li> <li>Finalise Case Note</li> <li>Printable View</li> </ul>	lote							

• When finalising, click on "OK"

Message from webpage	X
Are you sure yo	u wish to Finalise this Case Note?
	OK Cancel

• Once finalised, the casenote appears as below.

Liquidlogic Children and Fam	ilies			Home Help	Menu 🔻	System 🔻	Find <b>v</b> CIN	Worker 1 🔻	Q,	
Child: Charlotte Cameron 14 yea	ırs (Ref. 500396) 🚨 📦 🕰	-								
<ul> <li>▲ Full Map</li> <li>▲ Local Map</li> <li>Create</li> <li>Start</li> <li>Pathway-Plan</li> </ul>	Child Looked After Active Task: CIN Worker 1 (Reassign) Looked After Details Decisions		2016 Due: All Childrer	unspecified						
CLA Review Update Care-Pion	Current Episode of Care Draft Care plan Plan Summary Visits			Type of Contact Statutory Announce	ed Visit - CLA	Contact Regardin Charlotte Camero Christian Camero	in,	Reason for First CLA St placement	Contact at Visit after	Created By CIN Worker 1

# **10.** Creating A Placement Plan (Standalone Form)

The Placement Plan is to be created with **5 working days** of the Child being placed. The Placement Plan is taken to the Placement Planning Meeting and either the Fostering Team or the Social Worker completes it. Whereas this used to be a Word document, this is now a standalone form which is created within the Child's demographics (within Forms) and is deemed to be the most useful form according to Carers.

The form records information about the Child/Young Person's routines, health, education, interests, identity, emotional and behavioural development, how to manage risks, any unmet needs, consents for the Child/Young Person's health, education etc.

The form is created separately for each child.

# If the Placement Plan is for an IFA – the Social Worker completes it. If it's internal, the Foster Team do it.

- From the Child's demographics screen, click on "Forms"
- Click on the "Start New Form" drop down and select "Placement Plan"
- Click on "Start"

Child: Charlotte	Cameron 14 ye	ears (Ref. 500396	) A Basic Demo	graphics	<b>•</b>	<b>*</b> 7
Personal	• Forms					Documents
<u>P</u> ersonal	Free Text Filter			Go Re	set	Create Document
<u>A</u> dditional						There are no documents.
Identity	Draft Form	ns				
<u>P</u> hotos	Form Date	Form Type			User	
Risks		Child Looked After/You	ing Person's Care P	an	CIN Worker 1	
Parental Factors		Child Looked After/You			CIN Worker 1	
Relationships						
Involvements	Complete	d Forms				
Case Status	Form Date	Form Type		User		
CP		Placement Plan		CIN Worke	er 1	
CLA		CLA Request for Child	to be Looked After	CIN Worke		
Adoption		C & F Assessment Referral Record		CIN Worke	er 1 onse Manager 1	
History		Contact Record			onse Worker 1	
<u>C</u> hronology						
<u>F</u> orms	Cancelled	Forms				
Case <u>N</u> otes	Date Cancelled	Form Type	Cancelled By			
• Health	12-Jan-2016 10	0:52 Contact Record	First Response Wo	orker 1		
Education	Start New Fo	orm				
	Placement Plan		✓ Sta	art		

- From the "Copy Forward" screen, click on the checkbox then "Copy Forward Selected"
- The screen will not include any siblings forms.

quidlogic Childre	n and Families	Home
Child: Charlotte Car	neron 14 years (Ref: 500396) 💄 🕞 🐣 🕞 📄 Plac	cement Plan, Jan-2016 1
Information Assessme	nt Consolidation Revisions	
	arting the Assessment you have the option to copy forward the answers from the listed forward any answers) click 'Start Blank' to begin the Assessment afresh.	previous Assessments. Select (
Copy Forward Selected Start B	Blank No Filter applied Update Filter Clear Filter	
opy Forward - Copy answers for	ward from previous assessments	
Created	Assessment	Started By
Cameron, Charlotte (14 years)		
✓ 11 months ago	Placement Plan (Wednesday, 18 February 2015)	G CIN Worker 1
✓ 11 months ago	CLA Request for Child to be Looked After (Wednesday, 18 February 2015)	CIN Worker 1
✓ 11 months 1 week ago	C & F Assessment (Thursday, 12 February 2015)	CIN Worker 1
🗹 1 year ago	Referral Record (Thursday, 1 January 2015)	👰 First Response Manage
🗹 1 year ago	Contact Record (Thursday, 1 January 2015)	👰 First Response Worker
	cross from related service users	
opy Sideways - Copy answers a		
Created	Assessment	Started By
	Assessment	Started By
Created		
Created Cameron, Christian (13 years)	Assessment Placement Plan (Wednesday, 18 February 2015) CLA Request for Child to be Looked After (Wednesday, 18 February 2015)	Started By
Created Cameron, Christian (13 years) 11 months ago	Placement Plan (Wednesday, 18 February 2015)	Q CIN Worker 1

#### **10.1. Entering Placement Planning Attendees**

- From the "Provision of Information to Carers" sidebar, enter the names and relationship to the Child/Young Person.
- After the meeting, use the drop down arrows to specify if they have attended the meeting and if apologies were received.
- Click on the green "+" to add a row and click the red "x" to remove a row if entered in error.

Child: Charlotte Can CLA R CWD	neron 14 years (Ret: 500396)		acement 3-Jan-20	Plan, 16 1	
Information Assessme	nt Consolidation Revisions				
🖶 Print 🛛 🖡	Provision of Information	on to Carers			
Provision of Inform PART 1 - Child Info	Child/Young Person Information	tion			
<ul> <li>PART 1 - Child Info</li> <li>PART 2 - Consent</li> </ul>	Ethnicity	White British			
Signatures <sup>o</sup>	Religion	BUDDHIST			
Attachments (0)	Practicing	No			
(-)	Languages				
	No Languages Recorded				
	Interpreter Required?	No			
	Placement Planning Meeting Invited	Attendees Designation/Relationship to Child/Young Person	Attended	Apologies Received	I
	Mrs Lily Cameron	Mother	Yes 🔻	No	×÷
	Mr David Cameron	Father	Yes 🔻	No	×+
	Mrs Alison Bishop	Foster Carer	Yes 🔻	No 🔻	×÷

- Within the Sidebar, the "Part 1 Child Information is used to enter background information about the Child/Young Person and should identify what issues need to be addressed within the placement in order to provide continuity for the Child/Young Person and to promote their general safety and welfare.
- The "Contact Arrangements" will automatically copy across.

Liquidlogic Child	dren and Families			Home	Help	Menu 🔻	System 🔻	Find 🔻	CIN Worker 1 🔻	Q,		
Child: Charlotte C	Cameron 14 years (Ref. 500396)	) 🐣 🔁	Placeme 23-Jan-2	ent Plan, 2016 1								
Information Assess	ment Consolidation Revisions								Save Finalise	Assessment	ReAssign	lose
Print  Provision of Inform PART 1 - Child Info	This part of the placement plan should detail ba person and to promote their general safety and	kground information al	oout the child/youn	ng person and should io	lentify wha	it issues need	to be addressed	within the pl	lacement in order to pro	vide continuity	for the child/young	
<ul> <li>PART 2 - Consent</li> <li>Signatures °</li> <li>Attachments (0)</li> </ul>	Placement Information Confirm whether the carer/residential unit has received the Essential Information Record If no, places describe why not, and when it will be provided	Yes  No										94 94
	Reason for Placement	father has a Learning	Disability and now f events leading to person was subject	v lives with her. She fee	ls she is to n being aci	oo old to take	on the care of th	e children as ement, any s	king after her children. ; well as her own son. ignificant events in the ung person and family i	:hild/young per		. 🧇

• The "Part 2 – Consent" sidebar is used to record consent for Health, Education, Personal, Leisure and Home Life and any other areas.

Liquidlogic Child	ren and Families		Home Hel	p Menu 🔻	System 🔻	Find V CIN	Worker 1 🔻 🔍		
Child: Charlotte C	ameron 14 years (Ref: 500396)	🗟 🐣 🔁 📄 Placeme 23-Jan-2	nt Plan, 2016 1						
Information Assessm	nent Consolidation Revisions					Save	Finalise Assessment	ReAssign	Close
🖶 Print 👎	PART 2 - Consent								
Provision of Inform PART 1 - Child Info	Health								
<ul> <li>PART 2 - Consent</li> <li>Education</li> </ul>	Arranging and giving verbal or signed consent for statutory health assessments (initials and reviews)	◯ Yes ◯ No ◯ N/A							696
Personal, Leisur     Other Areas (as	Add any additional comments as required								-96
Signatures <sup>c</sup> Attachments (0)	Arranging and accompanying child to appointments with GP	○ Yes ○ No ○ N/A							-86
a Academicina (a)	Add any additional comments as required								<b>8</b> 6
	Arranging and giving over the counter medication	○ Yes ○ No ○ N/A							<del>6</del> 9 🔒
	Add any additional comments as required								<del>6</del> 86
	Arranging and giving prescribed medication	○ Yes ○ No ○ N/A							-
	Add any additional comments as required								<b>8</b> 6

- The "Signatures" sidebar is used to record the signatures of the Person holding Parental Responsibility (and Child/Young Person if appropriate), Foster worker, Social Worker, Team Managers, IRO's etc.
- Once completed, click on "Finalise Assessment"

Liquidlogic Child	ren and Families		Home Help Menu 🔻	System 🔻 🛛 Find 🔻	CIN Worker 1 🔻 🔍	
Child: Charlotte C	ameron 14 years (Ref. 500396)	Placement Plan, 23-Jan-2016 1				
Information Assessm	nent Consolidation Revisions				Save Finalise Assessment	ReAssign Close
😝 Print 🕴	PART 2 - Consent					
Provision of Inform	Health					
PART 1 - Child Info	Health					
A PART 2 - Consent	Arranging and giving verbal or signed consent for statutory health assessments	Yes No N/A				19
Education	(initials and reviews)					
<ul> <li>Personal, Leisur</li> </ul>	Add any additional comments as required	Arranging and giving verbal or signed consent for stat	utory health assessments (initials a	nd reviews)		
Other Areas (as						
<ul> <li>Signatures <sup>c</sup></li> </ul>	Arranging and accompanying child to	● Yes ○ No ○ N/A				
(Attachmente (0)	appointments with GP				BTUAAAA	X

## Note:

The Unit Coordinator will scan the signature and document onto Livelink.

A copy is printed out for the Parents and Carers.

• The Placement Form sits within the "Completed Forms" section of the "Forms" sidebar.

• • • • • • • • • • • • • • • • • • •	Children and Far							
Child: Charle	otte Cameron 14 ye	ars (Ref: 500396	i) A Basic Demograp	hics	<b>v</b> 1	<u>.</u>	2	
<u>Personal</u>	• Forms						Docur	nents
<u>P</u> ersonal	Free Text Filter		Go	Res	et		Create D	
Additional							There are	no documer
Identity	Draft Form	s						
<u>P</u> hotos	Form Date	Form Type			User			
Risks	26-Mar-2015 (	Child Looked After/You	ung Person's Care Plan	_	CIN Worker 1			
Parental Factors	26-Mar-2015 (	Child Looked After/You	ung Person's Care Plan (pa	art 1)	CIN Worker 1			
Parental Factors Relation <u>s</u> hips	26-Mar-2015 (	Child Looked After/You	ung Person's Care Plan (pa	art 1)	CIN Worker 1			
	26-Mar-2015		ung Person's Care Plan (pa	art 1)	CIN Worker 1			
Relation <u>s</u> hips		Forms	ung Person's Care Plan (pa	User	CIN Worker 1			
Relation <u>s</u> hips <u>I</u> nvolvements	<ul> <li>Completed</li> </ul>	Forms	ung Person's Care Plan (pa	User				
Relation <u>s</u> hips <u>I</u> nvolvements Case Status	Completed     Form Date	Form Type	ung Person's Care Plan (pa	User CIN W	CIN Worker 1 Vorker 1 Vorker 1			
Relation <u>s</u> hips Involvements Case Status CP CLA	<ul> <li>Completed</li> <li>Form Date</li> <li>23-Jan-2016 15:</li> <li>18-Feb-2015</li> <li>18-Feb-2015</li> </ul>	Form Type Form Type Placement Plan CLA Request for	Child to be Looked After	User CIN W CIN W CIN W	Vorker 1 Vorker 1 Vorker 1			
Relation <u>s</u> hips Involvements Case Status CP	<ul> <li>Completed</li> <li>Form Date</li> <li>23-Jan-2016 15:</li> <li>18-Feb-2015</li> <li>18-Feb-2015</li> <li>12-Feb-2015</li> </ul>	Form Type Form Type Placement Plan Placement Plan CLA Request for C & F Assessme	Child to be Looked After	User CIN W CIN W CIN W CIN W	Vorker 1 Vorker 1 Vorker 1 Vorker 1			
Relation <u>s</u> hips Involvements Case Status CP CLA	<ul> <li>Completed</li> <li>Form Date</li> <li>23-Jan-2016 15:</li> <li>18-Feb-2015</li> <li>18-Feb-2015</li> <li>12-Feb-2015</li> <li>01-Jan-2015</li> </ul>	Form Type Form Type DS Placement Plan CLA Request for C & F Assessme Referral Record	Child to be Looked After	User CIN W CIN W CIN W First F	Vorker 1 Vorker 1 Vorker 1 Vorker 1 Response Manag			
Relationships Involvements Case Status CP CLA Adoption	<ul> <li>Completed</li> <li>Form Date</li> <li>23-Jan-2016 15:</li> <li>18-Feb-2015</li> <li>18-Feb-2015</li> <li>12-Feb-2015</li> </ul>	Form Type Form Type Placement Plan Placement Plan CLA Request for C & F Assessme	Child to be Looked After	User CIN W CIN W CIN W First F	Vorker 1 Vorker 1 Vorker 1 Vorker 1			
Relationships Involvements Case Status CP CLA Adoption History	<ul> <li>Completed</li> <li>Form Date</li> <li>23-Jan-2016 15:</li> <li>18-Feb-2015</li> <li>18-Feb-2015</li> <li>12-Feb-2015</li> <li>01-Jan-2015</li> </ul>	Form Type Form Type DS Placement Plan CLA Request for C & F Assessme Referral Record	Child to be Looked After	User CIN W CIN W CIN W First F	Vorker 1 Vorker 1 Vorker 1 Vorker 1 Response Manag			
Relationships Involvements Case Status CP CLA Adoption History Chronology	Completed     Form Date     23-Jan-2016 15:     18-Feb-2015     12-Feb-2015     01-Jan-2015     01-Jan-2015     • Cancelled	Forms Form Type OS Placement Plan Placement Plan CLA Request for C & F Assessme Referral Record Contact Record	Child to be Looked After nt	User CIN W CIN W CIN W First F	Vorker 1 Vorker 1 Vorker 1 Vorker 1 Response Manag			
Relationships Involvements Case Status CP CLA Adoption History Chronology Forms	Completed     Form Date     23-Jan-2016 15:     18-Feb-2015     12-Feb-2015     01-Jan-2015     01-Jan-2015	Form Type Form Type OS Placement Plan Placement Plan CLA Request for C & F Assessme Referral Record Contact Record	Child to be Looked After	User CIN W CIN W CIN W First F	Vorker 1 Vorker 1 Vorker 1 Vorker 1 Response Manag			

• Repeat the process for each siblings.

# 11. Creating the CLA Care Plan

- As soon as the Child/Young Person becomes "Looked After", a "CLA Create CLA Care Plan" task is automatically generated to the ACW's Worktray.
- The CLA Care Plan needs to be ready for the 1<sup>st</sup> review (held within 20 working days of the Child/Young Person being placed).



• The combined bar will show siblings if they are at the same stage in the CLA process.

Note:

The default setting is that the siblings are <u>not consolidated</u> (although they can manually be consolidated using the "Consolidation" tab.

#### **11.1.** Consolidating the Part One Form

• Click on "Update Part One Form"

Full Map	🕒 Local Map 🔻	Create CLA C	are Plan		
Create re Plan	Start Pathway Plan	Active Task: 2 CIN Create CLA Car			an-2016 <b>Due: 15-Apr-2</b> Iren (2) ▼
	CLA Review			on, 💄 Christian Cameron	You to complete and finalise it
-	Update Care Plan	Finalise Plan Revision	Send for Autho		où to complete and finalise it:
	Personal     Education Plan	Plan <u>D</u> etails	• Plan Detai	ils	Actions
Child	Assessment and Progress Record	Plan <u>S</u> ummary	Key Worker	CLA Care Plan v1.0 CIN Worker 1 Draft	<ul> <li>Print View</li> <li>Print View Landscape</li> </ul>
After	Domestic Adoption		Effective From Effective To	26-Mar-2015	
-	Stop Adoption			CIN Worker 1 23-Jan-2016 13:16	
-	Strengths and Difficulties		Forms: Cl	LA Care Plan v1.0	
	Child's Permanence		<ul> <li>Update Part Or</li> <li>Update Part Ty</li> </ul>		

- Click on "Consolidation".
- Select the Child/Young Person to be consolidated.
- Click on "Apply Consolidation"

quidlogic Childre	n and Families					
Child: Danika Dolland 14 years (Ref: 500501) Schuld Looked						
Information Record	Consolidation Revisions					
Subjects of this Consolid	ated Record					
	use the following table of persons (who are members of the same pathway group) to add or remove m that you wish to be in this group then click 'Apply Consolidation'.					
Apply Consolidation Reset						
Subjects of Grouped Record	Comment					
Dolland, Danika (14 years)						
Dolland, Dino (13 years)						

• Click on "OK"

Message	from webpage
?	Please confirm you wish to apply your changes to who is included in this consolidated Record
	OK Cancel

• The "Consolidation" yellow bar will now appear at the top of the page.

L quidlogic Children and Families						
Child: Danika Dolland 14 years (Ref: 500501) 🚨 🕞 🕰 🕞 📄 Child Looked						
Information Record	Consolidation Revisions					
Print F	Consolidated Section for: 🚨 Danika Dolland, 🚨 Dino Dolland					
Child Looked After	Child Looked After/Young Person's Care Plan (part 1)					
• Page 1 <sup>M</sup>	<b>-</b> ,					
<ul> <li>Reason for CLA <sup>M</sup></li> </ul>						
Overall Aim of the						
<ul> <li>Placement Details <sup>M</sup></li> </ul>						
Attachments (0)						

• Complete each of the sidebar sections then click on "Finalise Record".

Liquidlogic Childre	en and Families	Home Help Menu 🔻 System 🔻 Find 🔻 CIN Worker 1 🔻 🔍	
Child: Charlotte Ca	meron 14 years (Ref: 500396)	🕃 🚨 🖻 🖹 Child Looked	
Information Record	Consolidation Revisions	E Save Finalise Re	cord Close
🖶 Print 👎	Placement Details		
Child Looked After	9. What is the preferred placement option for this child/young person?	U4 - Foster Placement with other foster carer - long term	* 🖘 🔓
<ul> <li>Page 1<sup>™*</sup></li> <li>Reason for CLA<sup>™</sup></li> </ul>	9.12 If Other, please specify:		
<ul> <li>Overall Aim of the</li> </ul>	10. What is the evidence that supports this choice of placement:	Enter in the evidence that supports this choice of placement	-52 🔓
Placement Details <sup>≪</sup> Attachments (0)	11. Where is/will the child/young person be placed?	U4 - Foster Placement with other foster carer - long term  B. / U   A A A   X   B. / U   A A A   X	м
	12. If the child/young person is not in the preferred placement, please explain why, and outline what actions are being taken to secure a preferred placement:		<b>1</b>
	13. What is the contingency plan if the placement breaks down or in the case of an accommodated child/young person, parents want the child/young person to return	13. What is the contingency plan if the placement breaks down or in the case of an accommodated child/young person, parents want the child/young person to return home?	<b>1</b>
	home? 14. What is the likely duration of the		- <b>1</b>
	placement?	If this placement is not expected to last for the duration of the time the child/young person will be looked after, please explain why.	100
	If this placement is not expected to last for the duration of the time the child/young person will be looked after, please explain why.		

• Click on "OK"

Message fr	om webpage	×
?	Please confirm you wish	to Finalise?
•	ОК	Cancel

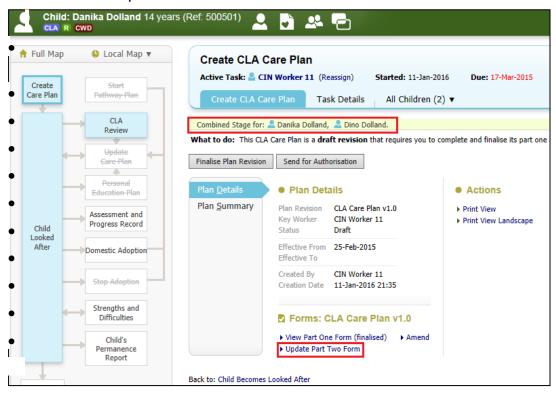
• The screen will look as below.

• Until the CLA Care Plan is sent for authorisation, you can click the "Amend" button and make any changes – finalises again once done.

Full Map	🔮 Local Map 🔻	Create CLA C			
Create Care Plan	Start Pathway Plan	Active Task: 💄 CIN			2016 Due: 15-Apr-2015
	Fatiway Han	Create CLA Car	e Plan Tas	k Details All Childre	n (2) 🔻
-	CLA Review	Combined Stage for:	Charlotte Came	ron, 💄 Christian Cameron.	
	*	What to do: This CLA	Care Plan is a <b>dra</b>	ft revision that requires you	to complete and finalise its p
-	Update Care Plan	Finalise Plan Revision	Send for Auth	orisation	
-	Personal Education Plan	Plan <u>D</u> etails	Plan Deta	ails	Actions
Child	Assessment and Progress Record	Plan <u>S</u> ummary	Plan Revision Key Worker Status	CLA Care Plan v1.0 CIN Worker 1 Draft	<ul> <li>Print View</li> <li>Print View Landsca</li> </ul>
After	Domestic Adoption		Effective From Effective To	26-Mar-2015	
-	Stop Adoption		Created By Creation Date	CIN Worker 1 23-Jan-2016 13:16	
-	Strengths and Difficulties		Forms: 0	LA Care Plan v1.0	
					_

#### 11.2. Consolidating the Part Two Form

- As in Part One, the yellow bar shows a combined stage.
- Click on the "Update Part Two Form"



- Click on "Consolidation".
- Select the Child/Young Person to be consolidated.
- Click on "Apply Consolidation"

Liquidlogic Childre	n and Families					
Child: Danika Dolland 14 years (Ref. 500501) 🚨 📑 🕰 🕞 📑 Child Looked After/Young						
Information Record	Consolidation Revisions					
ubjects of this Consolid	lated Record					
	use the following table of persons (who are that you wish to be in this group then click	e members of the same pathway group) to add or remove m ck 'Apply Consolidation'.				
Apply Consolidation Reset						
Subjects of Grouped Record	Comment					
Dolland, Danika (14 years)						

#### • Click on "OK"

Message	from webpage
?	Please confirm you wish to apply your changes to who is included in this consolidated Record
	OK Cancel

## • The "Consolidation" yellow bar will now appear at the top of the page.

Child: Danika Dolland 14 years (Ref. 500501)				
Information Record	Feedback Consolidation Revisions			
🔒 Print 👎	Consolidated Section for: 🚨 Danika Dolland, 🚨 Dino Dolland			
Child Looked After	Child Looked After/Young Person's Care Plan (part 2)			
<ul> <li>Introduction</li> <li>Planning</li> <li>Child/Young Perso</li> <li>Parental Capacity (</li> <li>Family and Environ</li> <li>Parental Capacity (</li> </ul>	Part Two of the Care Plan sets out how the child/young person's needs will be met during the period they ar the Child's Plan. Part Two of the plan can also act as a co-ordinated inter-agency plan for the child/young p children and young people receiving a planned series of short breaks, it may be appropriate to replace Part T			
<ul> <li>Environmental Fact</li> <li>Views</li> <li>Attachments (0)</li> <li>Export Document</li> </ul>				

• Each Child/Young Person's Developmental Needs are mandatory (except "Contact" and must have at least one entry per sub dimension).

iquidlogic Children and Families Home Help Menu v System v Find v CIN Worker 1 v Q				
Child: Charlotte Car CLA R CWD	meron 14 years (Ref. 500396) 💄 📑 🚨 🧲	Child Looked After/Young		
Information Record	Feedback Consolidation Revisions			Save Finalise Record Close
🖶 Print 🕴 🥆	Health Plan			
Child Looked Aft  Introduction	A health assessment should be in place in time for a written report a subsequent reviews and the Health Plan modified in the light of any person or a separate Health Plan can be attached here. The needer of the vary varies (under fixed) bould forces are promotion serving the varies of the varies of the varies of the service of the varies of the v	additional information collected. Details of a child or youn	person's Health Plan can be recorded within this section	n subject to the wishes of the child/young
Planning     Child/Young Per     Health Plan	The needs of the vary young (under free) should not one promoting secure attachments monthing developmental metators, in particular, gross attachment of time note function, vision and hearing, pre-timerage, social and with help definit immunitations. For primary gets for focus should be one vision developmental metators and the developmen			
Personal Edu	For secondary page children and young people, the focus should be on valuing the elements of construction relationships developing contributions and responsibility for hashin recogniting and coping with physical and emotional changes emotional health- understanding sume relativity to essentially ministraining sphysically active filling physical active and physical active			
Emotional an     Identity	For care leavers: the focus should be on being registered with a GP and dentist and having a copy of all social care records.			
<ul> <li>Family and S</li> </ul>	What Needs To Be Done	Outcomes 🗠	By Whom and When	
Contact	Child/Young Person's Development Needs: Health			
<ul><li>Social Presen</li><li>Self-Care Skills</li></ul>	► Add What needs To Be Done to Plan			
Parental Capacit				

#### 11.3. Creating a Need

- Click on the relevant dimension/sub dimension.
- Click on the "Add What Needs To Be Done to Plan" link.

Iquidlogic Children and Families Home Help Menu v System v Find v CIN Worker 1 v Q					
L Child: Charlotte Cameron 14 years (Ref: 500396) 👤 🗟 🕰 🔂 📄 Child Looked					
Information Record	Feedback Consolidation Revisions		Save Finalise Record Close		
🖶 Print 🕴 🤸	Health Plan				
Child Looked Aft Introduction Planning	subsequent reviews and the Health Plan modified in the light of any person or a separate Health Plan can be attached here.	additional information collected. Details of a child or your	first review. The progress made in implementing the plan should be considered at the second and g person's Health Plan can be recorded within this section subject to the wishes of the child/young ular, gross and fine motor function, vision and hearing, pre-literacy, social and self-help skills; immunisations.		
Child/Young Per Health Plan	For primary age the focus should be on: developing communication skills; developing foundations of good relationships; how to make simple choices that affect health and well-being; emotional health; maintenance of personal hygiene; awareness of basic affect issues; developing and maintaining a physically active likelyke provision of a healthy balanced det; how to manage specific health conditions e.g. estima; where appropriate, to recognise and cope with physical and emotional charges access to antiple information bodd small cohoing; immuniation.				
Personal Edu     Emotional an	For secondary use children and young people, the focus should be on valuing the elements of constructive relationships developing confidence and responsibility for health; recogning and coping with physical and emotional changes; emotional health; understanding issuer relating to sexuality; maritaking a physically acids lifeting issuer site of the second se				
<ul><li>Identity</li><li>Family and S</li></ul>	What Needs To Be Done     Outcomes     By Whom and When				
<ul> <li>Contact</li> <li>Social Presen</li> <li>Self-Care Skills</li> </ul>	Child/Young Person's Development Needs: Health Add What needs To Be Done to Plan				

• Type in the "need" in the pink text box.

Liquidlogic Childre	en and Families	Home Help	Menu ▼ System ▼ Find ▼ CI	N Worker 1 🔻 🔍			
Child: Charlotte Car	neron 14 years (Ref: 500396) 💄 🕞 🐣 🔁	Child Looked After/Young					
Information Record	Feedback Consolidation Revisions			Save Finalise Record Close			
🖶 Print 🕴 🤸	Health Plan						
• Introduction	A health assessment should be in place in time for a written report as subsequent reviews and the Health Plan modified in the light of any person or a separate Health Plan can be attached here.						
Planning	The needs of the very young (under fives) should focus on: promoting secur	e attachments; monitoring developmental milestones, in partic	ular, gross and fine motor function, vision and hearing	ng, pre-literacy, social and self-help skills; immunisations.			
Child/Young Per	For primary sage the focus should be on: developing communication skills; developing foundations of good relationships; how to make simple choices that affect health and well-being: emotional health; ministenance of personal lygiene; awareness of basic safety susces; developing and maintaining a physically active lifestyle; provision of a healthy basicated det; how to make simple choices that affect health and well-being: emotional paces with physical and emotional charge; awareness of to anyte informations that security active; the maintain and the physical and emotional charge; access to anyte informations; a physical and copies with physical and emotional charge; emotional health; representation are active to a should be on values the elements of constructive relationships; developing confidence and remaining and copies with physical and emotional health; understanding basics; enablish constructive; the elements of constructive relationships; and eveloping confidence and remaining and copies with physical and emotional health; understanding basics; enablish constructive; and access and the set of constructive relationships; and eveloping confidence and results to scalable; and the fiberable access and the soft health; results and the set of the set of the set of the set of constructive relationships; and eveloping confidence and results to scalable; and the set of the set						
Health Plan     Personal Edu							
<ul> <li>Emotional an</li> <li>Identity</li> </ul>	For care leavers: the focus should be on being registered with a GP and der	tist and having a copy of all social care records.					
<ul> <li>Family and S</li> </ul>	What Needs To Be Done	Outcomes A	By Whom and When				
<ul> <li>Contact</li> </ul>	Child/Young Person's Development Needs: Health						
Social Presen							
<ul> <li>Self-Care Skills</li> </ul>	What needs To Be Done B / U AAAIX						
Parental Capacit	help treat her eczema						
Family and Envi	<ul> <li>Add What needs To Be Done to Plan</li> </ul>						

## 11.4. Adding The Outcome

• Click on the green + to the right of the Need.

A hash assessment should be in place in time for a written report and health plan to be available for discussion at the child's first review. The progress made in implementing the plan should be considered at the second structure in the child's first review. The progress made in implementing the plan should be considered at the second structure in the child's first review. The progress made in implementing the plan should be considered at the second structure in the child's first review. The progress made in implementing the plan should be considered at the second structure in the child's first review. The progress made in implementing the plan should be considered at the second structure in the child's first review. The progress made in implementing the plan should be considered at the second structure in the child's first review. The progress made in implementing the plan should be considered at the second structure in the child's first review. The progress made in implementing the plan should be considered at the second structure in the child's first review. The progress made in implementing the plan should be considered at the second structure in the child's first review. The progress made in implementing the plan should be considered at the second structure in the child's first review. The progress made in implementing the plan should be considered at the second structure in the child's first review. The progress made in implementing the plan should be considered at the second structure in the child's first review. The progress made in the second structure is the second structure in the second structure is the second structu	Information Record	rd Feedback Consolidation Revisions	Save Finalise Record Cl
	Child Looked Aft Introduction Planning Child/Young Per	A health assessment should be in place in time for a written resport and health plan to be available for discussion at the chief's first review. The progress made in implementing the subsequent reviews and the Health Plan modified in the light of any additional information collected. Details of a child or young person's Health Plan can be attached hear. The mess of the very young (outer health Plan can be attached hear. The mess of the very young (outer health Plan can be attached hear. The mess of the very young (outer health Allan can be attached hear. The mess of the very young (outer health Allan can be attached hear. The mess of uses should be on: developing communication skills developing foundations of outer should be to be made simple, authors the ange provints. The sense of a very should be one developing communication skills developing foundations of a barby tabated dite. It was made attached hear mess of a very should be attached hear one attached dite. The mess of a very should be attached the sense through specific hearth and well-heart and well-heart provints. The sense of the should be attached the barb canned be attached the barb canned be attached the barb canned beart barb can	tion subject to the wishes of the child/young teracy, social and self-help skills; immunisations. h; maintenance of personal hygiene; awareness of
Contact Child/Young Person's Development Needs: Health	<ul><li>Emotional an</li><li>Identity</li></ul>	understanding insues relating to sexuality: maintaining a physically active lifestyles accessing information and advice about health matters: ensuring immunisations are up to date. For care leavers: the focus should be on being registered with a GP and detist and having a copy of all social care records.	th physical and emotional changes; emotional healt
Social Presen     What needs To Be Done [a ru] AAAAAIX (0)     Self-Care Skills     Charlotte jhould be treated with all prescribed medication to     hep treat her excerne	<ul><li>Contact</li><li>Social Presen</li><li>Self-Care Skills</li></ul>	What needs To Be Done (B / JU AAA AX)     Charlotte jhoud be treated with all prescribed medication to	

Information Record	Feedback Consolidation Revisions			Save Finalise Record	Close		
🖶 Print 🕴 🤸	Health Plan						
Child Looked Aft • Introduction • Planning	A health assessment should be in place in time for a written report subsequent reviews and the Health Plan modified in the light of an person or a separate Health Plan can be attached here. The needs of the very young (under fives) should focus on; promoting sec	y additional information collected. Details of a child or young	person's Health Plan can be recorded within this section s	ubject to the wishes of the child/you	ung		
<ul> <li>Child/Young Per</li> <li>Health Plan *</li> </ul>	For primary age the from should be on: developing communication skills developing foundations of good relationships: how to make simple choices that affect health and well-bring motional health maintenance of presenced hypices; assesses of basic calify issues developing and mutationing a physical sector lifetyles provision of a healthy balanced det; how to manage specific health conditions e.g. asthmu; where appropriate, to recognise and cope with physical and emotional changes access to simple information about secual activity: immunisation.						
Personal Edu     Emotional an	For secondary age children and young people, the focus should be: on valuing the elements of constructive relationships developing confidence and responsibility for health recognising and coping with physical and emotional changes; emotional health; understanding issues relating to sexuality; maintaining a physically active lifestyle; accessing information and advice about health matters; ensuring immunications are up to date.						
Identity	For care leavers: the focus should be on being registered with a GP and c	lentist and having a copy of all social care records.					
Family and S	<ul> <li>What Needs To Be Done</li> </ul>	Outcomes 🗠	By Whom and When				
Contact	Child/Young Person's Development Needs: Healt	h					
<ul> <li>Social Presen</li> <li>Self-Care Skills</li> </ul>	What needs To Be Done *	Charlotte's eczema to be under control and not					
Parental Capacit	help treat her eczema	causing her distress					

## 11.5. Entering By Whom and When

- Click on the blue + to the right of the Outcome.
- Enter the outcome text into the blue text box.

Liquidlogic Childre	n and Families	Home Help	Menu 🔻 System 🔻 Find 🔻 CIN Worker 1 🔻	Q,			
Child: Charlotte Car	neron 14 years (Ref: 500396) 🔎 📮 📑	Child Looked After/Young					
Information Record	Feedback Consolidation Revisions		🖬 Sa	ve Finalise Record Close			
🔒 Print 🕴 🔨	Health Plan						
• Introduction	A health assessment should be in place in time for a written report ar subsequent reviews and the Health Plan modified in the light of any a person or a separate Health Plan can be attached here.						
Planning	The needs of the very young (under fives) should focus on: promoting secure	e attachments; monitoring developmental milestones, in partic.	lar, gross and fine motor function, vision and hearing, pre-literacy, social a	nd self-help skills; immunisations.			
<ul> <li>Child/Young Per</li> <li>Health Plan *</li> </ul>	For primary age the focus should be on: developing communication skills; developing foundations of good relationships; how to make simple choices that affect health and well-being; emotional health; maintenance of personal hygiene; awareness of basic safety issues; developing and maintaining a physically active lifes/yes provision of a healthy bialenced det; how to manage specific health conditions e.g., asthma: where appropriate, to recogrise and cope with physical and emotional changes access to simple information boots texual skillys; immunisation.						
Personal Edu	For secondary age children and young people, the focus should be: on valuin understanding issues relating to sexuality; maintaining a physically active life	ig the elements of constructive relationships; developing confid style; accessing information and advice about health matters; e	ance and responsibility for health; recognising and coping with physical an neuring immunisations are up to date.	d emotional changes; emotional health;			
<ul> <li>Emotional an</li> </ul>	For care leavers: the focus should be on being registered with a GP and den	tist and having a copy of all social care records.					
<ul> <li>Identity</li> </ul>							
Family and S	What Needs To Be Done	Outcomes	By Whom and When				
Contact	Child/Young Person's Development Needs: Health						
<ul> <li>Social Presen</li> </ul>	What needs To Be Done * @	Outcome*	× By Whom and When *				
<ul> <li>Self-Care Skills</li> </ul>		Charlotte's eczema to be under control and not	Starting:				
Parental Capacit	Charlotte should be treated with all prescribed medication to help treat her eczema	causing her distress	Ending:	B / U AAAA X			
Family and Envi			Foster Carer on a daily basis until Charlotte's eczema is under co	ntrol.			
Damatal Canacit			h				

#### 11.6. To Add Another Need

• Click on the "Add What Needs To Be Done To Plan" link

Liquidlogic Childre	en and Families	Home Help I	Menu 🔻 System 🔻 Find 🔻 CIN Worker 1 🔻 🔍				
Child: Charlotte Car CLA R CWD	meron 14 years (Ref: 500396) 🚨 📑 🕰 🧲	Child Looked After/Young					
Information Record	Feedback Consolidation Revisions		Save Finalise Record Clos				
🖶 Print 🕴 🤸	Health Plan						
Child Looked Aft Introduction Planning	subsequent reviews and the Health Plan modified in the light of any person or a separate Health Plan can be attached here.	additional information collected. Details of a child or young	first review. The progress made in implementing the plan should be considered at the second and person's Health Plan can be recorded within this section subject to the wishes of the child/young law, gross and fine motor function, vision and hearing, pre-literacy, social and self-help skills: immunisations.				
<ul> <li>Child/Young Per</li> <li>Health Plan *</li> </ul>	For primary sage the focus should be on: developing communication skills: developing foundations of good relationships; how to make simple choices that affect health and well-being: emotional health; maintenance of personal hygienes awareness of basic safety same; developing and maintaining a physical added provides of a healthy balanced delt; how to manage specific health conditions e.g. saftma: where appropriate, to necesprise and cope with physical and emotional changes access to anyie information involves the saft same simple access to anyie information involves and cope with physical and emotional changes access to anyie informations.						
Personal Edu     Emotional an     Identity	For secondary age children and young people, the focus should be: on valu understanding issues relating to sexuality; maintaining a physically active lif For care leavers: the focus should be on being registered with a GP and de	festyle; accessing information and advice about health matters; er	ence and responsibility for healthy recognising and coping with physical and emotional changes; emotional healthy nsuring immunisations are up to date.				
<ul> <li>Family and S</li> </ul>	<ul> <li>What Needs To Be Done</li> </ul>	Outcomes -	By Whom and When				
Contact	Child/Young Person's Development Needs: Health	1					
<ul> <li>Social Presen</li> <li>Self-Care Skills</li> </ul>	What needs To Be Done *	Outcome * 🔶	By Whom and When *     Starting:				
Parental Capacit	Charlotte should be treated with all prescribed medication to help treat her eczema	Charlotte's eczema to be under control and not causing her distress	Foster Carer on a daily basis until Charlotte's eczema is under control				
<ul> <li>Family and Envi</li> <li>Parental Capacit</li> </ul>							
Environmental F	Add What needs To Be Done to Plan						

#### 11.6.1. To Merge Multiple Needs To An Outcome

- When an additional need is created, position the mouse on the need heading. The mouse changes shape to a 4 arrowed cross. Drag the mouse to the Outcome heading – a thick blue border will appear as you drag the mouse.
- Release the mouse.
- The Plan will appear as below.

Liquidlogic Childre	n and Families	Home Help M	Menu 🔻 System 🔻 🛛 Find 🔻 CIN Worker 1 🔻 🔍				
Child: Charlotte Can	neron 14 years (Ref. 500396) 💄 📑 🐣 🖻	Child Looked After/Young					
Information Record	Feedback Consolidation Revisions		🗟 Save Finalise Reg	cord Close			
🖶 Print 🕴 👗	Health Plan						
Child Looked Aft  Introduction  Planning	subsequent reviews and the Health Plan modified in the light of any a person or a separate Health Plan can be attached here.	additional information collected. Details of a child or young	first review. The progress made in implementing the plan should be considered at the se person's Health Plan can be recorded within this section subject to the wishes of the chi lar, gross and fine motor function, vision and hearing, pre-literacy, social and self-help skills; immu	ild/young			
<ul> <li>Child/Young Per</li> <li>Health Plan *</li> </ul>	For primary age the focus should be on: developing communication skills developing foundations of good relationships how to make simple choices that affect health and well-being emotional health; maintenance of personal hygiene awareness of back calledy susce developing and maintaining a physically active lifestyle: provision of a health; balanced det how to manage specific health conditions 40, as athered here appropriate, to recognise and copy with physical and emotional changes access to simple information about sustait advectory immunication.						
Personal Edu     Emotional an	For secondary sign children and young people, the fricts should be on valuing the elements of constructive relationships confidence and responsibility for health recognising and coping with physical and emotional changes emotional health; understanding issues relating to sexuality: maintaining a physically active lifestyles: accessing information and achieva about health matters: ensuing immuniations are up to date.						
<ul> <li>Identity</li> <li>Family and S</li> </ul>	What Needs To Be Done	Outcomes -	By Whom and When				
Contact	Child/Young Person's Development Needs: Health						
Social Presen     Self-Care Skills     Parental Capacit	What needs To Be Done *     Charlotte should be treated with all prescribed medication to help treat her eczema	Outcome *   Charlotte's eczema to be under control and not causing her distress	× By Whom and When * Starting: Ending: Ending:				
Family and Envi     Parental Capacit	What needs To Be Done B TU AAAAX           Medication is to be applied before bed every night to help treat	cadeing include coo	Foster Carer on a daily basis until Charlotte's eczema is under control.				
Environmental F	Charlotte's eczema						

• The same principle applies if you wish to merge an outcome to a By Whom and When.

#### 11.7. To Create Multiple By Whom and When to An Outcomes

- Click on the blue + to the right of the Outcome heading.
- Enter in the new information into the "By Whom and When" text field.

	Child: Charlot	tte Ca	ameron 14 years (Ref: 500396) 🔎 🗳 🚭	Child Looked After/Young	
	Information Rec	cord	Feedback Consolidation Revisions		Save Finalise Record Clo
	🔒 Print 🕴	^	Health Plan		
	Child Looked Aft • Introduction • Planning a Child/Young Per • Health Plan <sup>®</sup> • Personal Edu • Emotional an • Identity • Family and S • Contact		subsequent reviews and the Health Plan modified in the light of any ac person or a separate Health Plan can be attacked here. The needs of the very young (under fives) should focus one promoting secure For primary age the focus should be on: developing communication ability basic subply insure developing and maintaining a physical your lifetifyer to imple information about assumit activity; immunitation. For secondrag acclification apply, the page, the focus should be on valaring understanding issues relating to security: maintaining a physically active lifeti- For care leaveers: the focus should be on being neglistered with a GP and deet	ddtional information collected. Details of a child or young attachments: monitoring developmental milestones, in particul eveloping foundations of good relationships: how to make simpli- rosision of a healthy balanciad diet how to manage specific inhead by the demented or constructive relationships developing confections by the demented or constructive relationships developing matters: ee- tyles accessing information and advice about health matters: ee-	Inst review. The progress made in implementing the plan should be considered at the second and person's field hill be can be recorded within this section output to the which output ar, gross and fine motor function, vision and hearing, pre-literacy, social and self-help delite immunisations. I choice that affect thath and well-being emotional health maintenance of personal hygiene; awarements of the rootfloors e.g. actives where approximation, to recognise and occur with hyricial and restroland charge access nos and responsibility for health; recognising and coping with physical and emotional changes; emotional health; suring immunisations are up to date.
	<ul> <li>Social Presen</li> </ul>		× What needs To Be Done * 🔶	Outcome * 👘	x By Whom and When *
	<ul> <li>Self-Care Skills</li> </ul>		Charlotte should be treated with all prescribed medication to	Charlotte's eczema to be under control and not	Starting:
© Buckin	Parental Capacit		help treat her eczema	causing her distress	Foster Carer on a daily basis until Charlotte's eczema is under control.
	Family and Envi				
	Parental Capacit		🗙 What needs To Be Done * 🛛 💠		× By Whom and When *
	Environmental F		Medication is to be applied before bed every night to help treat Charlotte's eczema		Starting: BIJUAAAAX
	<ul> <li>Views</li> </ul>	~	Charlotte 3 eczenna		Mother to apply medication when Charlotte visits once a week
	Attachments (0)				

## 11.7.1. To Delete A Section.

- Click on the red X to remove a section.
- Depending which section you are deleting, the relevant pop up appears.
- Click on "OK"

Message from webpage	×
Are you sure you want to de	elete this By Whom and When?
	OK Cancel

Note:

If you wish to delete a "By Whom and When" – simply click on the red x to the left of the section.

If you wish to delete an "Outcome" – you will need to delete the "By Whom and When" to it's right first.

If you wish to delete a "What Needs to Be Done" – you will need to delete the By Whom and When" section first, then the "Outcome" before clicking the red X in the "What Needs to Be Done" section.

#### 11.8. Recording The Views

- Within the "Views" sidebar, enter in the name and relationship of each person with whom the CLA Care Plan has been discussed indicating whether they agree or not.
- Complete the rest of the CLA Care Plan and click on "Finalise Record"

Liquidlogic Childr	en and Families				Menu 🔻	Find 🔻	CIN Worker 1 🔻 🔍		
Child: Charlotte Ca	imeron 14 years (Ref: 500396)	Child Looked							
Information Record	Feedback Consolidation Revi	isions					Save	Finalise Record	Close
😝 Print 👎	person's life?								
Child Looked After	• 25. This plan has been discusse	ed with the following who have recorded	whether	or not ti	hey agree:				
Planning	Child/Young Person								
Child/Young Perso	Agree or Disagree?	Agree      Disagree							🗐 🔓
Parental Capacity (	Name:	Charlotte Cameron							6
Family and Environ	Name of Child / Young Person	Charlotte Cameron							
Parental Capacity (	Signature:						Date:		
Environmental Fact									
Views	Mother								
() Attachments (0)	Agree or Disagree?	Agree     Disagree							<del>1</del>
Export Document	Name:	Mrs Lily Cameron							6
	Relationship to Child/Type of Carer:	Mother							6
	Print Name:								
	Signed:						Date:		

• Click on "OK"

Message fr	om webpage	X
?	Please confirm you wish to Finali	se?
	OK	ncel

- The screen will appear as below.
- It is possible to amend Part 1 and Part 2 until the CLA Care Plan is sent for authorisation.

Note:

You will need to return to the Worktray and complete the other siblings CLA Care Plan if they are consolidated otherwise the following message will appear if you send for authorisation.

	c Children and F harlotte Cameron 14		Home Help Menu ▼ System ▼
📥 💷 R C	wD ♦ Local Map ▼	Create CLA Care Plan	
Create Care Plan	<del>Start</del> P <del>athway Plan</del>		: 23-Jan-2016 Due: 15-Apr-2015 Children (2) ▼
	CLA Review	Combined Stage for: 2 Charlotte Cameron, 2 Christian Car What to do: This CLA Care Plan is a draft revision that requ	neron. uires you to complete and finalise its part one and part two forms, before o
-	Update Care Plan	Finalise Plan Revision Send for Authorisation You have	e not finalised the CLA Care Plan's Part One Form for Christian Cameron
Child	Assessment and Progress Record	Plan Details         Plan Details           Plan Summary         Plan Revision         CLA Care Plan v1.0           Key Worker         CIN Worker 1         Status	<ul> <li>Actions</li> <li>Print View</li> <li>Print View Landscape</li> </ul>

## 11.9. Send CLA Care Plan for Authorisation

• Once all siblings are at the same stage, click on "Send for Authorisation"

Child: C	harlotte Cameron 14	years (Ref: 500396)	2 5 2	* 🗗	
📌 Full Map	🔮 Local Map 🔻	Create CLA Ca	are Plan		
Create Care Plan	Start Pathway Plan	Active Task: 🚨 CIN Create CLA Car		sk Details All Children	
	CLA Review	What to do: This CLA	Care Plan is a <b>dr</b> a		to complete and finalise its part one
	Care Plan Personal Education Plan	Finalise Plan Revision Plan Details	Send for Auth     Plan Det	ails	Actions
Child Looked	Assessment and Progress Record	Plan <u>S</u> ummary	Plan Revision Key Worker Status	CLA Care Plan v1.0 CIN Worker 1 Draft	<ul> <li>Print View</li> <li>Print View Landscape</li> </ul>
After	Domestic Adoption		Effective From Effective To	26-Mar-2015	
-	Stop Adoption		Created By Creation Date	CIN Worker 1 23-Jan-2016 13:16	
-	Strengths and Difficulties		Porms: C	LA Care Plan v1.0	
L	Child's Permanence Report			e Form (finalised)  Ameno Form (finalised) Ameno	
+		Back to: Child Becomes L	ooked After		

• Click on "Click here to select a user".

Liquidlogic Children and Families	
Update Cancel - Update: CLA Care Plan v1.0 for Child: Char	lotte Cameron (Current)
Update CLA Care Plan v1.0 for Child: Charlotte Car Who will authorise this plan? Q Click here to select a user	

• From the Address Book, choose the authorising Manager then click on "Confirm"

Liquidlogic Children and Families								
Select an Active User, Department or Group Previous Bookmark Cancel								
★ My Contacts	A Manager Contacts							
All Professionals	💄 CIN Manager 1 (Your M	lanager) CIN N	lanager CIN Team					
🛔 All Departments	CIN Worker 1 (Yourse	If) CIN V	Vorker CIN Team					
All Groups	+ Bookmarked Contac	ots						
	<ul> <li>CIN Manager 1</li> <li>Paula Cassidy</li> <li>Wycombe Abbey School</li> </ul>	CIN Manager Health Visitor	CIN Team Wendover Health Centre					

Liquidlogic Children and I	Families			Home
Select an Active User, De	partment or Grou	<b>p</b> <u>Previous</u> Ren	nove Book <u>m</u> ark	Cancel
★ My Contacts	CIN Manager	1, CIN Manager		
All Professionals	Profession	al Details	Picture	
💄 CIN Manager 1, CIN Manager	Staff No	303		
🔒 All Departments	Full Name	CIN Manager 1		
🚊 ICS - SS	Department	CIN Team	_	
🛔 Liquid Test Team 🛛 SS	Job Title	CIN Manager		
🔒 CIN Team - TEAM			Actions	
	A Profile		Open Full Record	
All Groups	Active Status	Active		
	Security Profile	Social Worker		
	Contact De	tails		
	► Add Contact Nu	mber		

• Click on "Update"



- Repeat the process for any consolidated siblings.
- The screen will then display as below.

	Liquidlo	gic Children and Fa	milies			Home	Help	Menu 🔻
		: Christian Cameron 13 y	ears (Ref: 500397)	A 🗗 A	& <b>-</b>			
	🔒 Full Map	😉 Local Map 🔻	Create CLA					
	Create Care Plan	<del>Start</del> P <del>athway Plan</del>	Active Task: 💄 Cl Task Comment: A		Started: 23-Jan-2016	Due: 14-Apr-2015		
		CLA Review	Create CLA C			dren (2) 🔻		
		*	Combined Stage for:	Letter Christian Camer	ron, 💄 Charlotte Camero	n.		
© Buckin		Care Plan	Plan <u>D</u> etails	Plan Deta	ails	Authorisation	1	
Buckin	-	Personal Education Plan	Plan <u>S</u> ummary	Plan Revision Key Worker Status	CLA Care Plan v1.0 CIN Worker 1 Draft	Plan Authoriser Authorisation State Authorisation Date	CIN Manager Authorisation	
		Assessment and		Effective From	25-Mar-2015			

# 12. Manager Authorises/Rejects CLA Care Plan

• From the authorising Manager's Worktray, click on the task for "CLA – Create Care Plan – Authorise Plan"

Liquidlogic Children	n and Families		Home Help Menu v System v
User CIN Manager 1 CIN Team	Task Trays	2	
All Empty 🍳 🖡	Group By: Date   Task   Person   Addr	ess   Referral Group Order By: Start Date   I	Due Date   Timeframe   Person
💄 Worktray 3	No Due Date	Person	Task Description
💕 Manager Tray	No Due Date CLA CWD	Example, Bonnie 12 yrs	$\ensuremath{\textbf{Case}}$ Notes - This child has been added to a IRO Case Note
	Last Year	Person	Task Description
	14-Apr-2015 CLA	Cameron, Christian 13 yrs	CLA - Create CLA Care Plan - Authorise Plan
	15-Apr-2015 CLA CWD	Cameron, Charlotte 14 yrs	CLA - Create CLA Care Plan - Authorise Plan

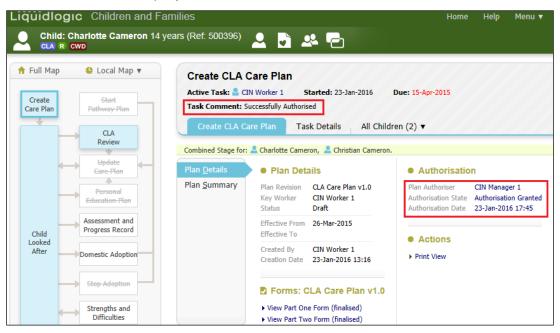
- Click on the "View Part 1" link to read the information.
- Click on "Amend" if you wish to make any changes.
- Repeat to view "View Part 2"

Child: CLA R	Charlotte Cameron 14	years (Ref: 500396)	2 🖸 🛎		
🔒 Full Map	Local Map	Create CLA C	are Plan		
Create Care Plan	Start Pathway Plan	Active Task: 💄 CI Task Comment: Au		essign) Started: 23-Jan-20	16 Due: 15-Apr-2015
	CLA Review	Create CLA Car Combined Stage for:		All Children (2	)▼
-	Update Care Plan		Care Plan has been	sent to you for Authorisation.	Please take time to review the plan, then once you have
-	Personal Education Plan	Grant Authorisation	Deny Authorisatio	DN	
	Assessment and	Plan <u>D</u> etails	Plan Deta	ils	Authorisation
Child Looked After	Progress Record	Plan <u>S</u> ummary	ary Plan Revision CLA Care Plan v1.0 Key Worker CIN Worker 1 Status Draft		Plan Authoriser CIN Manager 1 Authorisation State Authorisation Date
_	Stop Adoption		Effective From Effective To	26-Mar-2015	Actions
-	Strengths and Difficulties			CIN Worker 1 23-Jan-2016 13:16	► Print View
<u> </u>	Child's Permanence Report		Forms: Cl View Part One	LA Care Plan v1.0	
			View Part Two	Form (finalised) Amend	

## 12.1. Grant Authorisation



• The screen will display as below.



• Within the ACW's Worktray, the task displays as below.

# 12.2. Denying Authorisation

• Click on "Deny Authorisation"

	harlotte Cameron 14 wo	years (Ref. 500396) 🚨 🔂 🕰 🔁
🕈 Full Map	🔮 Local Map 🔻	Create CLA Care Plan
Create Care Plan	<del>Start</del> Pathway Plan	Active Task:       CIN Manager 1 (Reassign)       Started:       23-Jan-2016       Due:       15-Apr-2015         Task Comment:       Authorise Plan
	CLA Review	Create CLA Care Plan Task Details All Children (2) V
	*	Combined Stage for: 💄 Charlotte Cameron, 💄 Christian Cameron.
-	Care Plan	What to do: This CLA Care Plan has been sent to you for Authorisation. Please take time to review the plan, then once you h box provided and click 'Authorise' or 'Deny'.
_	Personal Education Plan	Grant Authorisation Deny Authorisation

Screenshot needed

#### 12.3. Finalising The Plan Revision

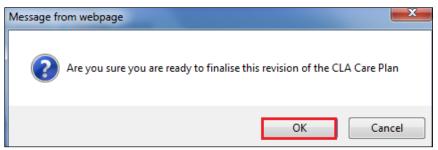
• Click on the task "CLA - Create CLA Care Plan - Successfully Authorised"



## • Click on "Finalise Plan Revision"

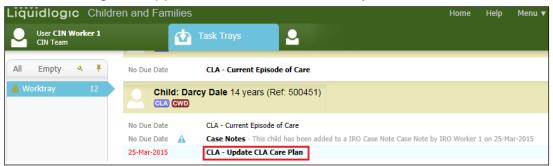
Liquidlo	<b>ogic</b> Children and Fa	amilies			Home	Help Menu 🔻
	d: Charlotte Cameron 14	years (Ref: 500396)	2 B 2	s =		
♣ Full Map Create Care Plan	o Start Pathway-Plan	Create CLA C Active Task: CII Task Comment: Su Create CLA Car	N Worker 1 (Rea	ed	Jan-2016 <b>Due: 15-Apr-2</b> dren (2) ▼	015
	CLA Review Update Gare-Plan	Combined Stage for:	Charlotte Came	ron, 💄 Christian Cameron n Successfully Authoris		d. If further edits are
Child Looked After	Assessment and Progress Record	Plan <u>D</u> etails Plan <u>S</u> ummary	<ul> <li>Plan Deta</li> <li>Plan Revision</li> <li>Key Worker</li> <li>Status</li> </ul>	ils CLA Care Plan v1.0 CIN Worker 1 Draft	Authorisation State Au	N Manager 1 thorisation Granted -Jan-2016 17:45
	Stop Adoption		Effective From Effective To	26-Mar-2015	Actions	541 2010 17110
	Strengths and Difficulties		Created By Creation Date	CIN Worker 1 23-Jan-2016 13:16	<ul> <li>Print View</li> <li>Print View Landscape</li> </ul>	

Click on "OK"



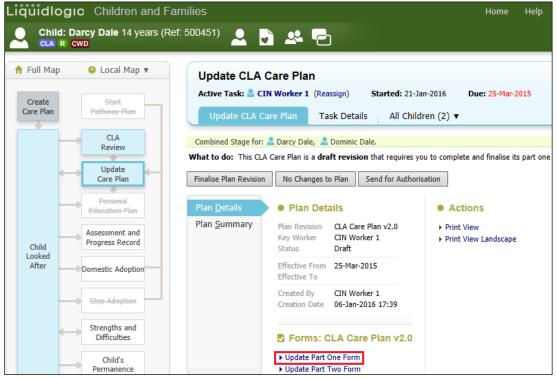
# 13. Updating A CLA Care Plan

• Following a CLA Review – as soon as the IRO has completed the meeting, the following task appears in the ACW's Worktray.



#### 13.1. Updating Part One

• Click on "Update Part One Form"



- Make any changes to the CLA Care Plan information can be edited, added to or removed.
- The date of the next review is automatically populated.

🔒 Print 🛛 🖡		MALE
Child Looked After	Date of Birth	Larcy Dale
		01-Jul-2001
● Page 1 <sup>M</sup>		💄 Dominic Dale
<ul> <li>Reason for CLA <sup>MC</sup></li> </ul>		01-Jan-2002
<ul> <li>Overall Aim of the</li> </ul>		
■ Placement Details <sup>CM</sup>		
Attachments (0)	Plan Details	
	Date this care episode started	25-Feb-2015
	Current Legal Status	C1 INTERIM CARE ORDER
	Date of this plan (Effective From)	25-Mar-2015
	Date of Last Review	25-Mar-2015
	Date of Next Review	25-Jun-2015

• When Part 1 has been edited (if relevant) click on "Finalise Record"

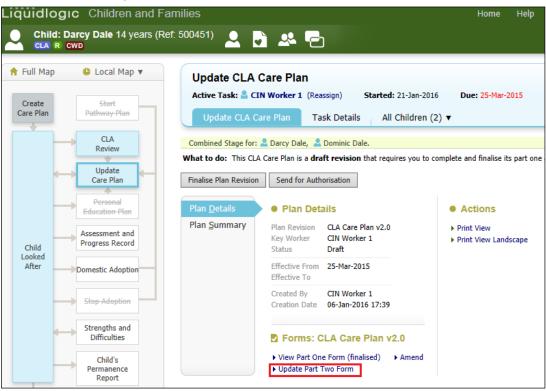
Liquidlogic Childre	en and Families	Hom	e Help Menu 🔻	System 🔻	Find 🔻	CIN Worker 1 🔻 🔍	
Child: Darcy Dale 1	14 years (Ref: 500451) 🚨 📑 🙎	Child Looked					
Information Record	Consolidation Revisions					🗟 Save 🛛 Fina	lise Record Close
🖶 Print 🕴	Consolidated Section for: 🚨 Darcy Dale, 🚨 D	ninic Dale					
Child Looked After	Placement Details						
<ul> <li>Page 1<sup>™</sup></li> <li>Reason for CLA <sup>H</sup><sup>o</sup></li> </ul>	9. What is the preferred placement option for this child/young person?	U4 - Foster Placement with other foster carer - long term		~			° 🖀 🗐 🔒
• Overall Aim of the	9.12 If Other, please specify:						
Placement Details CH     Attachments (0)	10. What is the evidence that supports this choice of placement:	What is the evidence that supports this choice of placement					° 🖀 🚯 🔓
	11. Where is/will the child/young person be placed?	U4 - Foster Placement with other foster carer - long term					н
	12. If the child/young person is not in the preferred placement, please explain why, and outline what actions are being taken to secure a preferred placement:	If the child/young person is not in the preferred placement,	elease explain why, and out	line what actions	are being tak	en to secure a preferred placement	° 🖀 🗐 🔓
	13. What is the contingency plan if the placement breaks down or in the case of an accommodated child/young person, parents want the child/young person to return	What is the contingency plan if the placement breaks down or return home?	r in the case of an accomm	odated child/your	ng person, pa	rents want the child/young person to	° 🖀 🗐 🔓

#### • Click on "OK"

Message from webpage	×
Please confirm you wish to Finalise	e?
OK Can	cel

#### 13.2. Updating Part Two

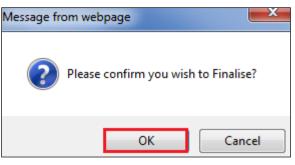
• Click on the "Update Part Two Form.



- Amend Part Two to reflect the changes required following the CLA Review.
- Within the Dimensions/sub dimensions :-
- Delete rows that where the Need has been met
- Edit rows where relevant
- Add rows where relevant
- When Part Two has been fully edited, click on "Finalise Record"

Liquidlogic Childre	en and Families		Home	Help Menu 🔻	System 🔻	Find 🔻	CIN Worker 1 🔻 🔍	
Child: Darcy Dale 14	4 years (Ref: 500451) 🚨 📮 💄	Child Looked						
Information Record	Feedback Consolidation Revis	ions					G Save Finalise	Record Close
🖶 Print 🕴	Consolidated Section for: 🚨 Darcy Dale, 🚨 Do	minic Dale						
Child Looked After	Views						B /U AAAA X	
<ul> <li>Introduction <sup>c</sup></li> </ul>	20. What are the views of the child/young	What are the views of the child/young person a	out the plan?				B/0 8468 A	° 🖀 🚯 🔒
Planning	person about the plan? Please record any areas of disagreement.	Please record any areas of disagreement						
Child/Young Perso	21. To what extent have the wishes and	If it has not been possible to act upon the child	vouna nerson's vie	ws please state why				• 🖴 🕲 🔒
Parental Capacity (	views of the child/young person been obtained and acted upon?		young persons ne	into, preuse state int,				
Family and Environ	If it has not been possible to act upon the							
Parental Capacity (	child/young person's views, please state why.							
Environmental Fact	<ol> <li>To what extent have the wishes and views of other significant people been</li> </ol>	If it has not been possible to act upon these vie	ws, please state wh	hy				° 🖀 🖘 🔓
<ul> <li>Views <sup>©</sup></li> </ul>	obtained and acted upon?							

Click on "OK"



• Click on "Send For Authorisation" and following the process on pages 44-49.

# 14. Viewing Active Care Plan

- Click on the Child Looked After Hub
- Click on "Active Care Plan"

Liquid	ogic Children and Farr	nilies		Home Help M	Menu ▼ System ▼ Find ▼ CIN Worker 1
	Id: Darcy Dale 14 years (Ref.	500451) 🚨 📑 🐣	-		
	p ♦ Local Map ▼ Start Pathway-Plan	Child Looked After Active Task: S CIN Worker Looked After Details		ue: unspecified ren (2) ▼	
	CLA Review Update Care Plan	Current Episode of Care Active Care Plan Plan Summary Visits	Active Period of Care Started On 25-Feb-2015 Notes Enter any relevant notes Update Notes	• Placement Started On Type of Placement Provider	25-Feb-2015 U4 - Foster Placement with other foster carer - long term PR1 - Own provision by LA
Child Looked	Assessment and Progress Record	PEPs Health Assessments Period of Care	CLA Legal Status Start Date 25-Feb-2015	Location Carer Name Address Postcode	Inside LA Boundary Foster Carer: Alison Bishop 5 Care Street Carewich Carewille HP22 SAU
After	Stop Adoption Stop Adoption		Legal Status CL INTERIM CARE ORDER  View Full Details  Change Legal Status (will end previous one)		Placement Plan (Completed) t ry Visit Rules for Placement [] iion of Placement Plan for Placement

• From the "Active Care Plan" you can view Part One and Part Two (read only) and from the "Actions" section, you can print the Plan View.

CLA R CWD	Dale 14 years (Re	f: 500451) 🚨 🖬 🕰						
Create Care Plan	<del>Start</del> thway Plan	Active Task: 2 CIN Worke			ue: unspecifi ren (2) ▼	ied		
Child Looked	CLA Review Update Care Plan Personal Lacation Plan essment and gress Record	Current Episode of Care Active Care Plan Plan Summary Visits PEPs Health Assessments Period of Care	Plan Details     Plan Revision     Key Worker     Status     Effective From     Effective To     Created By     Creation Date	CLA Care Plan v2.0 CIN Worker 1 Active 25-Mar-2015 CIN Worker 1 06-Jan-2016 17:39	View F	Part One F	A Care Plan orm (finalised) form (finalised)	
Ste	estic Adoption p Adoption engths and bifficulties Child's ermanence Report		Authorisatic Plan Authoriser Authorisation State Authorisation Date      Actions     Print View     Print View	CIN Manager 1 Authorisation Granted 23-Jan-2016 18:30				

## 15. View Plan Summary

- Click on the Child Looked After hub.
- Click on "Plan Summary"
- Click on "Expand All" to display all the Needs, Outcomes and By Whom and When sections of the CLA Care Plan.

Child: Dakota Dresden 14 yea			ome Help Menu▼ S	ystem ▼ Find ▼ CIN Worker 1	<b>▼</b> Q,
♣ Full Map	Child Looked After Active Task: CIN Worker 5 Looked After Details	Started: 09-Jan-2016 Due: unspecified Decisions Task Details All Children	(2) 🔻		
Child Child Cold Child Cold Child Cold Cold Cold Cold Cold Cold Cold Co	Current Episode of Care Active Care Plan Plan Summary Visits PEPs Health Assessments Period of Care	Plan Summary     What Needs To Be Done     Child/Young Person's Development Needs     What needs To Be Done     Child/Young Person's Development Needs: Edu     What needs To Be Done     Child/Young Person's Development Needs: Em     What needs To Be Done     Child/Young Person's Development Needs: Em     What needs To Be Done     Child/Young Person's Development Needs: Fan     What needs To Be Done     Child/Young Person's Development Needs: Fan     What needs To Be Done     Child/Young Person's Development Needs: Fan     What needs To Be Done     Child/Young Person's Development Needs: Fan     What needs To Be Done     Child/Young Person's Development Needs: Fan     What needs To Be Done     Tore Sump Debatos's care needs	otional and Behavioural Developmen Outcome * Mother is able to respond to and n Dakota's emotional needs to ensur develops well socially and emotion	meet Starting: Ending:	

• Click on "Collapse All" to reduce the sections.

• Click on the individual + to open one section.

Liquidlogic Children and Families		Home Help Menu <b>v</b> Sys	tem 🔻 🛛 Find 🔻 CIN Worker 1 🔻	Q,
Child: Darcy Dale 14 years (Ref. 5004	51) 🚨 🗟 🕰 🔁			
Create Start Care Plan Pathway-Flan	hild Looked After tive Task: CIN Worker 1 (Reassign) Started: 06-Jan-2016 Looked After Details Decisions Task Details All ( rrent Episode of Care Plan Summary	Due: unspecified Children (2) ¥		
Update Care Plan Personal Education Plan Assessment and Hea	Ps What needs To Be Done alth Assessments iod of Care What needs To Be Done	Outcome	By Whom and When By Whom an By Whom an By Whom an	d When

# 16. Viewing Period Of Care

- Click on the Child Looked After hub.
- Click on "Period of Care"
- You can view the Reportable Episodes of Care, Placements and Legal Status.

Li	quidlo	gic Children and Fam						ip Menu	r▼ Sys	stem 🔻 🛛 Find 🔻	CIN Worke	r1v Q	L.	
	Chile CLA	d: Darcy Dale 14 years (Ref. )	500451) 🚨 🛃 🕰	-										
1	Full Map Create Care Plan	Start	Child Looked After Active Task: S CIN Worker 1	(Reassign)	Started: (	06-Jan-2016	Due: unspecified							
		Pathway-Plan CLA Review Update	Looked After Details Current Episode of Care Active Care Plan		Task Det		ldren (2) ▼	CIN Code		Placement Code		Ended On	End Reason	Ofsted URN
		Care Plan Personal Education Plan	Plan Summary Visits PEPs		25-Feb-2015	S - Started to be CLA	C1 INTERIM CARE ORDER	N5 FAMIL DYSFUNC	Y	U4 - Foster Placeme foster carer - long te				50127743
		Assessment and Progress Record	Health Assessments Period of Care	Placer										
	Child Looked After	Domestic Adoption		Started O 25-Feb-20		Carer Alison Bishop	Address 5 Care Street, Carev Caresville		Postcode HP22 5AU	Type U4 - Foster Placeme long term	nt with other fos	ter carer -	Placement Ch	ange Reason
		Stop Adoption		• Legal	Statuses									
		Strengths and Difficulties		Started 0 25-Feb-20		us M CARE ORDER	Expiry Date Actu	al End Date	Court					

# **17.** Changing the Legal Status

- If the Legal Status needs to be changed, access the Child Looked After hub.
- Click on the "Change Legal Status (will end previous one) link.

Liċ	ģuidlo	ogic Children and Far	milies		Home Help	Menu 🔻	System 🔻	Find <b>v</b>	CIN Worker
2		Id: Darcy Dale 14 years (Ref	: 500451) 🚨 🛃 🐣	-					
	Full Maj Create Care Plan	p Start Pathway-Plan	Child Looked After Active Task: CIN Worker J Looked After Details	t (Reassign) <b>Started:</b> 06-Jan-2016 <b>Due</b> Decisions Task Details All Children	unspecified				
		CLA Review Update Care Plan	Current Episode of Care Active Care Plan Plan Summary	Active Period of Care Started On 25-Feb-2015 Notes Enter any relevant notes	<ul> <li>Placement</li> <li>Started On</li> <li>Type of Placement</li> <li>Provider</li> </ul>	25-Feb-2 U4 - Fost			er carer - long tern
	Child Looked	Personal Education Plan Assessment and Progress Record	Visits PEPs Health Assessments Period of Care	Update Notes  CLA Legal Status Start Date 25-Feb-2015	Location Carer Name Address Postcode	Inside LA Boundary Foster Carer: Alison Bishop 5 Care Street Carewich Caresville HP27 5411			
	After	Domestic Adoption		Legal Status C1 INTERIM CARE ORDER	Placement Plan	Placemer	nt Plan (Complet	ed)	
		Stop Adoption Strengths and Difficulties		<ul> <li>Vew Full Details</li> <li>Change Legal Status (will end previous one)</li> </ul>	<ul> <li>View Full Details</li> <li>Update Placeme</li> <li>Add/View Statut</li> <li>Create New Rev</li> </ul>	nt ory Visit Ru			

- Change the "Start Date" and select the new "Legal Status" from the drop down menu.
- Click on "Create"

Liquidlog	IC Children and Families
Create Cano	el - Create new Legal Status
New C2 FU	LL CARE ORDER , Started On 25-Feb-2015
This will end t	he previous Legal Status
Legal St	atus
Start Date	01.05.2015
Legal Status	C2 FULL CARE ORDER
	Icick here for an explanation of the Legal Status Codes
Act	Children Act 1989, section 31 (1) (a)
Expiry Date	
Court	<b></b>
Comments	~
	~

• The new Legal Status is displayed below.

iquidlo	<b>gic</b> Children and F	amilies		Home Help	Menu 🔻	System 🔻	Find 🔻	CIN Worker
Child:	Darcy Dale 14 years (R	uef: 500451) 🚨 🛃 🙎	- 6					
🕈 Full Map	🔮 Local Map 🔻	Child Looked After Active Task:		e: unspecified				
Create Care Plan	<del>Start</del> Pathway Plan	Looked After Details	Decisions Task Details All Childr					
	CLA Review Update	Current Episode of Care Active Care Plan	Active Period of Care     Started On 25-Feb-2015	Placement     Started On	25-Feb-20			
	Care Plan Personal Education Plan	Plan Summary Visits PEPs	Notes Enter any relevant notes Update Notes	Type of Placement Provider Location Carer Name	nt U4 - Foster Placement with other foster carer - Ion PR1 - Own provision by LA Inside LA Boundary Foster Carer: Alison Bishop			
Child	Assessment and Progress Record	Health Assessments Period of Care	CLA Legal Status     Start Date 01-May-2015	Address	5 Care St Carewich Caresville HP22 5AL	ψ		
After	Domestic Adoption		Legal Status C2 FULL CARE ORDER	Placement Plan		t Plan (Complet	ed)	
*	Stop Adoption		<ul> <li>View Full Details</li> <li>Change Legal Status (will end previous one)</li> </ul>	<ul> <li>View Full Details</li> <li>Update Placemer</li> <li>Add/View Statute</li> <li>Create New Revision</li> </ul>	ory Visit Rul			
-	Child's Permanence		Create a Placement Plan for a new Placement     Create a Placement Plan for a new Temporary	Placement				

• The "Period of Care" section will show the new changes.

Create Care Plan	<u>Start</u> Pathway Plan		L (Reassign)	Started:	06-Jan-2016	Due: unspecified						
		Looked After Details	Decisions	Task Det	tails All Ch	ildren (2) 🔻						
	CLA Review	Current Episode of Care Active Care Plan	Repor	table Episo	des of Care							
	Update		ID	Started On	Reason Code	Legal Status	CIN Code		Placement Code	Ended On	End Reason	Ofsted UI
	Care Plan	Plan Summary Visits	500451		S - Started to be CLA	C1 INTERIM CARE ORDER	N5 FAMILY DYSFUNCT		U4 - Foster Placement with othe foster carer - long term	r 01-May-2015	X1 - New Episode	50127743
	Personal     Education Plan	PEPs	500451	01-May-2015	LF	C2 FULL CARE ORDER	N5 FAMILY DYSFUNCT		U4 - Foster Placement with othe foster carer - long term	ſ		50127743
Child	Assessment and Progress Record	Health Assessments Period of Care	<ul> <li>Placer</li> </ul>	nents								
After	Domestic Adoption		Started O	n Ended Or	Carer	Address		Postcode	Туре		Placement C	Change Reas
	Stop Adoption		25-Feb-20	15	Alison Bishop	5 Care Street, Care Caresville	wich,	HP22 5AU	U4 - Foster Placement with oth long term	ner foster carer -		
-	Strengths and Difficulties		Legal Started O		tus	Expiry Date Actor	ual End Date	Court				
	Child's Permanence			15 C1 INTER 015 C2 FULL 0	IM CARE ORDER	01-M	lay-2015					

# **18.** Viewing A Placement Record (Essential Information Record)

- If you wish to view the existing EIR, click on Child Looked After hub.
- Click on "Current Episode of Care"
- Click on "View Full Details"

Liquidlog	IC Children and Far	nilies		Home Help I	Menu 🔻	System 🔻	Find <b>v</b>	CIN Worker 1
	Darcy Dale 14 years (Ref:	: 500451) 🚨 📑 🕰	. 🔁					
♣ Full Map Create Care Plan	♦ Local Map ▼       Start       Pathway-Plan	Child Looked After Active Task: CIN Worker Looked After Details	1 (Reassign) <b>Started:</b> 06-Jan-2016 <b>Du</b> Decisions Task Details All Childr	Je: unspecified ren (2) ▼				
Child Looked After	CLA Review Update Care Plan Personal Education Plan Assessment and Progress Record Domestic Adoption	Current Episode of Care Active Care Plan Plan Summary Visits PEPs Health Assessments Period of Care	Active Period of Care Started On 25-Feb-2015 Notes Enter any relevant notes Update Notes      CLA Legal Status Start Date 01-May-2015 Legal Status 22 FULL CARE ORDER View Full Details Change Legal Status (will end previous one)	Placement Started On Type of Placement Provider Location Carer Name Address Postcode Placement Plan View Full Detalls Update Placement	PR1 - Own p Inside LA Bo Foster Cares 5 Care Stree Carewich Caresville HP22 5AU Placement P	Placement wit provision by L oundary r: Alison Bisho	A P	er carer - long term
-	Strengths and Difficulties Child's Permanence Report		<ul> <li>Create a Placement Plan for a new Placement</li> <li>Create a Placement Plan for a new Temporary</li> </ul>	Add/View Statuto     Create New Revis  Placement				

- This screen is used primarily as a view only screen.
- The "Basic Details" displays the following screen.

Liquidlogic 🤇	Children and Families	
Child: Darcy	Dale 14 years (Ref: 5004	51) 🚨 🗟 🕰 🔁 🎅 Placement Record, 25-Feb-
Basic Details	Details	
Further Details	Date Placement began Period covered (in months)	25-Feb-2015
	Type of Placement Placement Provider Placement Location	U4 - Foster Placement with other foster carer - long term PR1 - Own provision by LA Inside LA Boundary
	Placement Location	Click here for an explanation of the Placement Codes
	Carer Details	
	Carer Name	Foster Carer: Alison Bishop
	Address	5 Care Street Carewich Caresville HP22 5AU
	Distance from Home (miles)	2.4
	Click here to work out dist	tances based on post code
	Update Placement details	
	Placement Plan	
	23-Feb-2015, Placement	Plan by CIN Worker 1 - CIN Team (Completed) [ Print ]
	Create New Revision of Pl	

• The "Further Details" screen shows the following.

Liquidlogic Ch	ildren and Famili	es					
Child: Darcy	ale 14 years (Ref: 50	0451) 🚨	•	<b>*</b> 🔁	Placement Record, 25-Feb-		
Basic Details Further Details	• Caution Is there anyone who sho If yes, Name of this pers Address (if known) Relationship to Child		e address?	?Yes Mr David Dale Father			
	Out of Hours Contact     Name OOH Emergency Social Work Team     Telephone 080099997677						
	Statutory Visit F Rule Permanent Placement Choose a new rule for	From 25-Feb-2015	Until	placement			

• Click on the "Link to Pathway" icon to return to the previous screen.

# **19. Updating Current Placement**

- If you wish to make minor changes to the existing placement e.g. adding the OOH telephone number, entering the distance between postcodes, and the name of somebody who isn't to know the placement address.
- Click on the Child Looked After hub then "Current Episode of Care"
- Click on "Update Placement

Liquidle	ogic Children and Fa	amilies		Home Help I	Menu 🔻 System 🔻 Find 🔻 CIN Worker 1			
	d: Darcy Dale 14 years (Re	ef: 500451) 🔎 🍃 🐣	- <b>-</b>					
CLA	R CWD							
🔒 Full Map	o 🕒 Local Map 🔻	Child Looked After						
		Active Task: 💄 CIN Worker	1 (Reassign) Started: 06-Jan-2016 Due	e: unspecified				
Create Care Plan	Start Pathway Plan	Looked After Details	Decisions Task Details All Childre	en (2) 🔻				
	CLA Review	Current Episode of Care	Active Period of Care	Placement				
	Update	Active Care Plan	Started On 25-Feb-2015	Started On	25-Feb-2015			
	Care Plan	Plan Summary	Notes Enter any relevant notes	Provider	U4 - Foster Placement with other foster carer - long term PR1 - Own provision by LA			
	Personal Education Plan	Visits	► Update Notes	Location	Inside LA Boundary			
	Education Plan	PEPs Health Assessments		Carer Name Address	Foster Carer: Alison Bishop 5 Care Street			
	Assessment and Progress Record	Period of Care	CLA Legal Status		Carewich Caresville			
Child Looked		Fellod of Care	Start Date 01-May-2015	Postcode	HP22 SAU			
After	Domestic Adoption		Legal Status C2 FULL CARE ORDER	Placement Plan	Placement Plan (Completed)			
	Stop Adoption		<ul> <li>View Full Details</li> <li>Change Legal Status (will end previous one)</li> </ul>		ory Visit Rules for Placement 👔			
	Strengths and Difficulties			Create New Revis	sion of Placement Plan for Placement			
	Child's Permanence Report		<ul> <li>Create a Placement Plan for a new Placement</li> <li>Create a Placement Plan for a new Temporary F</li> </ul>	Placement				

• Make the necessary changes in the screen below.

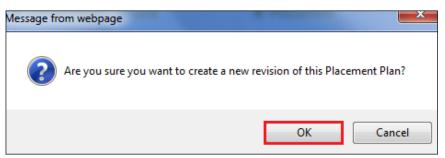
Liquidlog	iquidlogic Children and Families						
Update Ca	ancel - Updat	te: Placement of: 25-Feb-2015					
Update Pla	cement of:	25-Feb-2015					
Details							
Date Placeme Period covere Type of Place Placement Pr Placement Lo	ed (in months) ement ovider	25-Feb-2015 0 U4 - Foster Placement with other foster carer - long term PR1 - Own provision by LA Inside LA Boundary Click here for an explanation of the Placement Codes					
• Carer D	etails						
Carer Name Address		Foster Carer: Alison Bishop 5 Care Street Carewidh Careswille HP22 5AL					
	n Home (miles) to work out dist						
<ul> <li>Cautior</li> </ul>	1						
If yes, Name Address (if kr Relationship t		Is there anyone who should not know the address?         Mr David Dale         Father					
Name	Hours Cont OOH Emergend 080099997677						
lone							

# 20. Creating New Revision of Placement Plan for Placement

- If you wish to make minor changes to the existing Essential Information Record :-
- Click on the Child Looked After hub then "Current Episode of Care"
- Click on "Create New Revision of Placement Plan for Placement"

Children and Child: Darcy Dale 14 years		<b>* 7</b>	Home Help I	Menu ▼ System v	r Find ▼	CIN Worker :
tell Map    ↓ Local Map Create    5tart Care Plan	Child Looked After Active Task: S CIN Work Looked After Details		e: unspecified en (2) ▼			
Child Child Child Choked	Current Episode of Care Active Care Plan Plan Summary Visits PEPs Health Assessments Period of Care	Active Period of Care     Started On 25-Feb-2015     Notes Enter any relevant notes     Update Notes      CLA Legal Status     Start Date 01-May-2015	Placement Started On Type of Placement Provider Location Carer Name Address Postcode	25-Feb-2015 U4 - Foster Placement PR1 - Own provision b Inside LA Boundary Foster Carer: Alison Bi 5 Care Street Carewich Careswille HP22 SAU	y LA	er carer - long ter
After Domestic Adoption Stop-Adoption Strengths and Difficulties Child's Permanence		Legal Status C2 FULL CARE ORDER    View Full Details   Change Legal Status (will end previous one)    Create a Placement Plan for a new Placement  Create a Placement Plan for a new Temporary f	Create New Revis		ent 👔	

#### • Click on "OK"



- Make the necessary changes to the EIR.
- Enter in the new date for the revised plan.
- Click on "Finalise"

Liquidlogic Child	ren and Families		Home Help	) Menu 🔻	System 🔻	Find <b>v</b>	CIN Worker 1 🔻	Q,
Child: Darcy Dale	14 years (Ref: 500451) 🚨 📑 🙎	Placement Plan, 23-Jan-2016 1						
Information Assessm	Information Assessment Consolidation Revisions Cossolidation Revisions						Finalise ReAssign Close	
🔒 Print 🕴	Health Information							
Essential Informati	Is Disabled?	Yes						
<ul> <li>Placement Details <sup>o</sup></li> </ul>	Is on a Disability Register?	Yes						
<ul> <li>Professional Involv</li> </ul>	Notification Date Ended On Nature of D	isability Severity						
Previous and Curre	01-Jan-2015 Hearing	3 - Severe						
<ul> <li>Health Information <sup>o</sup></li> </ul>	Add a Disability							
<ul> <li>Education</li> </ul>								
<ul> <li>Contact Details/Arr</li> </ul>	Is the child/young person continent?	🔿 Yes 💿 No						<b>6</b> 3 A
<ul> <li>Child/Young Perso</li> </ul>								
<ul> <li>Risk Assessment <sup>o</sup></li> </ul>								
Agreements for Chi	Agreements for Chi							
Attachments (0)	Health Conditions							

#### 20.1. Viewing Versions of the Placement Plan:

• To view the different versions of the EIR, click on "Full Details"

LIQUIDIOGIC Children and Fam	illies		Home Help M	Menu 🔻 System 🔻	Find V CIN Worke
Child: Darcy Dale 14 years (Ref. :	500451) 🚨 🛃 🕰	-			
♣ Full Map     ♦ Local Map       Create     Start       Care Plan     Pathway-Plan	Child Looked After Active Task: S CIN Worker Looked After Details	1 (Reassign) Started: 06-Jan-2016 Du Decisions Task Details All Childre	e: unspecified en (2) ▼		
Child Review Update Care Plan Education Plan Assessment and Progress Record Domestic Adoption Stop Adoption Stop Adoption Strengths and Difficulties Childs Permanence	Current Episode of Care Active Care Plan Plan Summary Visits PEPs Health Assessments Period of Care	Active Period of Care Started On 25-Feb-2015 Notes Enter any relevant notes     Update Notes      CLA Legal Status     Start Date 01-May-2015 Legal Status C2 FULL CARE ORDER     View Full Details     Change Legal Status (will end previous one)      Create a Placement Plan for a new Placement     Vorate a Placement Plan for a new Placement	Provider Location Carer: Name Address Postcode Placement Plan > View Full Details > Update Placemen > Add/view Statuto > Create New Revis	PR1 - Own provision by LA Inside LA Boundary Foster Carer: Alison Bishop 5 Care Street Carewich Carewich Caresville HP22 SAU Placement Plan (Complete	p d)

• The "Basic Details" section displays the various versions of the Placement Plan.

Liquidlogic Ch	ildren and Families	
Child: Darcy Da	ale 14 years (Ref: 50045	51) 🚨 🗟 🐣 🔁 😑 Placement Record, 25-Feb-
Basic Details	Details	
Further Details	Date Placement began Period covered (in months) Type of Placement Placement Provider Placement Location	25-Feb-2015 U4 - Foster Placement with other foster carer - long term PR1 - Own provision by LA Inside LA Boundary Click here for an explanation of the Placement Codes
	Carer Details Carer Name Address	Foster Carer: Alison Bishop 5 Care Street
	Distance from Home (miles) Click here to work out dista	
	Update Placement details     Placement Plan	
	<ul> <li>Create New Revision of Pla</li> </ul>	
	_	nt Plans for this Placement Plan by CIN Worker 1 - CIN Team (Completed) [ Print ]

• Click on the "Link to Pathway" icon to return to the previous screen.

## 21. Requesting a Subsequent Request for Placement

If a Child/Young Person is to be moved to a different placement (permanent or temporary), a standalone form called "Subsequent Request for Placement (within Demographics) is created prior to the Placement being recorded. This is the same form that is used at the BLA stage.

An alert is generated only when the form is authorised by the Manager, at which point Access To Resources will be notified that a Subsequent Request for Placement form has been completed. This will be to distinguish from the Initial Placement Request that was created as part of the BLA Process.

Please note that the Subsequent Request for Placement form is not <u>instead</u> of the Essential Information Request - they are two different forms and both are required.

#### 21.1. Creating The Subsequent Request For Placement Form

- From the Child's demographics screen, click on "Forms"
- Click on the "Start New Form" drop down and select "Subsequent Request for Placement"

					_								- 0 ->	
	2 20002 ( L ( ) L )													
		(D + C) (D	Child: Charlotte Cameron ×										1 ★	.83
File Edit View Favorite									>> <b>a</b>					,,,
			Social services and your fa 📰 I	BSCB Policies Buckingha	2	PAWS eTimesheets	· Logi	[2] Intranet	9	• 🗟 • 🖃 🖷	§ ▼ Page ▼	Safety 🔻	Tools 🔻 🔞 🔻	
Liquidlogic Ch	hildren and Famili					iome Help Mei		System 🔻	Find 🔻	CIN Worker 1 🔻	Q,			~
Child: Charlotte	e Cameron 14 years	(Ref: 500396	) Basic Demographics	5 🗳 🗗										
Personal	• Forms					Documents								
Personal	Free Text Filter		Go Reset			Create Document								
Additional						There are no docum	ients.							
Identity	Draft Forms													
Photos	Oran Forms     None													
Risks	None													
Parental Factors	Completed For	me												
Relationships														
Involvements	Form Date	Form Type		User CIN Worker 1										
Case Status	23-Jan-2016 15:05 26-Mar-2015		er/Young Person's Care Plan (part 1)	CIN Worker 1 CIN Worker 1										
CP	26-Mar-2015 18-Feb-2015		er/Young Person's Care Plan Child to be Looked After	CIN Worker 1 CIN Worker 1										
CLA	18-Feb-2015	Placement Plan	Child to be Looked Arter	CIN Worker 1										
Adoption	12-Feb-2015 01-Jan-2015	C & F Assessmer Contact Record	nt	CIN Worker 1 First Response Worker 1										
History	01-Jan-2015	Referral Record		First Response Manager 1										
Chronology														
<u>F</u> orms	Cancelled For	ms												
Case <u>N</u> otes	Date Cancelled	Form Type	Cancelled By											
Health			First Response Worker 1											
Education														
	Case File Audit Tool		Start											
	Placement Plan Risk Assessment		Start											~
Done	Step Down to EIS Subsequent Request	for Placement											۹ 100% م	
💿 🚞 🖸	I 🧿 💇		🧟 🧭 🤗	👿 🖪 🚺	. 6		2		ي 🔁	\$ 🖸 🔄 🖲 😣	😚 👒 🔐	all 🚯 🏅	12:37 12/02/2016	

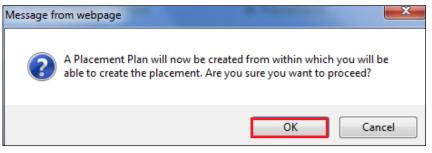
• Complete the rest of the form as per the instructions on page 35.

# 22. Create a Placement Plan For A New Placement

- Click on the Child Looked After hub then "Current Episode of Care"
- Click on "Create A Placement Plan for a new Placement"

CLA R		ef: 500451) 🚨 🛃 🕰					
Full Map	😉 Local Map 🔻	Child Looked After					
Create	Start	Active Task: 💄 CIN Worke	r 1 (Reassign) Started: 06-Jan-2016 Due	: unspecified			
Care Plan	Pathway Plan	Looked After Details	Decisions Task Details All Childre	en (2) 🔻			
<u> </u>	CLA Review	Current Episode of Care	Active Period of Care	Placement			
		Active Care Plan	Started On 25-Feb-2015	Started On	25-Feb-2015		
•	Update Care Plan Plan Summary	Plan Summary	Notes Enter any relevant notes	Type of Placement Provider	t U4 - Foster Placement with other foster carer - long ter		
	Personal	Visits	Update Notes		PR1 - Own provision by LA		
	Education Plan	PEPs		Location Carer Name	Inside LA Boundary Foster Carer: Alison Bishop		
	Assessment and	Health Assessments	CLA Legal Status	Address	5 Care Street Carewich		
Child Looked	Progress Record	Period of Care	Start Date 01-May-2015	Postcode	Caresville HP22 5AU		
After	Domestic Adoption		Legal Status C2 FULL CARE ORDER	Placement Plan	Placement Plan (Completed)		
*	Stop Adoption		<ul> <li>▶ View Full Details</li> <li>▶ Change Legal Status (will end previous one)</li> </ul>				

Click on "OK"



• From the "Copy Forward" screen, click on the checkbox to copy from previously created forms.

• Click on "Copy Forward Selected" (LCS does not copy from any siblings).

quidlogic Ch	Idren and Families	Home H
Child: Darcy Da	le 14 years (Ref. 500451) 💄 🛃 🐣 🔁 📄 Placement F	Plan, 5 1
nformation Asses	sment Consolidation Revisions	
	ore starting the Assessment you have the option to copy forward the answers from the lister copy forward any answers) click 'Start Blank' to begin the Assessment afresh.	d previous Assessments. Select ea
opy Forward Selected	Start Blank No Filter applied Update Filter Clear Filter	
	rs forward from previous assessments	
Created	Assessment	Started By
Dale, Darcy (14 years)		
✓ 2 weeks 2 days ago	Placement Plan (Thursday, 7 January 2016, 15:32)	Ø Foster Recruitment 1
7 months 3 weeks ag		G CIN Worker 1
9 months 2 weeks ag	CLA Review Minutes (Friday, 10 April 2015)	😨 IRO Worker 1
9 months 4 weeks ag	CLA Review Outcomes (Wednesday, 25 March 2015)	😨 IRO Worker 1
🖌 10 months 4 weeks a	10 📓 Placement Plan (Monday, 23 February 2015)	👰 CIN Worker 1
🖌 11 months ago	CLA Request for Child to be Looked After (Wednesday, 18 February 2015)	GIN Worker 1
🖌 11 months 1 week ag	C & F Assessment (Thursday, 12 February 2015)	👰 Assessment AYS Worker 4
🗹 2 weeks 2 days ago	🔀 Referral Record (Thursday, 7 January 2016, 15:21)	👰 Bea Campbell
🖌 2 weeks 2 days ago	Contact Record (Thursday, 7 January 2016, 15:09)	👰 Bea Campbell
_		
py Sideways - Copy ansv	vers across from related service users	
	Assessment	Started By
Created		

• Within the "Placement Details" section, enter in the "Date Placement Required"

Liquidlogic Childi	ren and Families	Home Help Menu 🔻 System 🔻 Find 🔻 CIN Worker 1 💌 🔍			
👱 Child: Darcy Dale 14 years (Ref. 500451) 🚨 📑 🚨 📄 📄 Placement Plan,					
Information Assessment Consolidation Revisions Easign Co					
🖶 Print 👎	Placement Details				
Essential Informati					
<ul> <li>Placement Details <sup>OM</sup></li> </ul>	Date Placement Required	01.07.2015	° 🗐 🔒		
<ul> <li>Professional Involv</li> </ul>	Reason child needs to come into care	Extended family were considered but due to ill health, the grandmother cannot care for the children	° 😼 🔒 🧇		
Previous and Curre	including other placement options considered and why they are not appropriate				
<ul> <li>Health Information °</li> </ul>	Please see Help Text for further guidance		1		
<ul> <li>Education</li> </ul>	Placement Type	A3 - Placed for Adoption (with current foster carer)	° 😼 🔒		
Contact Details/Arr		A4 - Placed for Adoption - With Consent (not current foster carer)			

• At the bottom of the screen, click on the "Update This Placement Record" link.

Liquidlogic Child	Home	Help	Menu 🔻	System 🔻	Find 🔻	CIN Worker 1 🔻	Q,				
Child: Darcy Dale	🚨 Child: Darcy Dale 14 years (Ref. 500451) 🚨 🛅 🕰 🔁 📄 Placement Plan,										
Information Assessm	ent Consolidation Revisions							B Save	Finalise	ReAssign	Close
🖶 Print 🕴	Address	5 Care Street Carewich Caresville HP22 SAU									
Placement Details	Distance from Home (miles)	2.4									
Professional Involv	ShortBreak										
Previous and Curre	Caution										
Health Information <sup>e</sup>											
Education	Is there anyone who should not know the address?	Yes									
Contact Details/Arr	If yes, Name of this person	Mr David Dale									
Child/Young Perso	Address (if known)	enter address									
<ul> <li>Risk Assessment °</li> </ul>	Relationship to Child										
Agreements for Chi	Relationship to Child	Father									
	Out of Hours Contact										
Attachments (0)	Name	OOH Emergency Social Work Team									
Stage: Complete the Assessment	Telephone	080099997677									
		Update this Placement Record									
	Reason for Placement										<b>9</b> 6
											_
	Reason for Change of Placement	O Planned O Unplanned									<b>9</b> ₿

- Within the "Update LCS Placement" screen, enter the "Date Placement Began"
- Change the "Type of Placement" if necessary.
- Select a "Placement Change Reason"
- Select the new Carer using "Select a Person as a Carer" or "Select Care Provider"

Liquidlogic Child	quidlogic Children and Families						
Update Cancel - Updat	Update Cancel - Update:						
Update LCS Placement	Update LCS Placement						
Details	Details						
Date Placement began	01.07.2015						
Period covered (in months)	0						
Type of Placement	U4 - Foster Placement with other foster carer - long term 🔹 📌						
Placement Provider	PR1 - Own provision by LA 🔹						
Placement Location	Inside LA Boundary 👻						
Placement Change Reason	Carer requests placement end other than due to child's behaviour 💌						
Update Placement Provider	Click here for an explanation of the Placement Codes and Placement Location based on Carer and Type of Placement						
5 Care Street	Carer Details Foster Carer: Alison Bishop 5 Care Street						
Caresville HP22 5AU Select a Person as the Care Select Care Provider	HP22 5AU  Select a Person as the Carer  Select Care Provider						
Clear Carer details							

• LCS will display the current Carer. Click on "Back"

.iqi	iquidlogic Children and Families										lp Menu v	<b>y</b> S
Generation     Back     Select     Printable View												
Query Results (1)												
	Query Results (1)											
•	Query Results (1) Local Authority / Agency	ID	1	A. Forename	Surname	G.	Age	Address	Post Code	5.	From	Until

- "Select" the relevant Carer.
- Click on "Update" when the form is complete (showing the new Carer).

Liquidlogic Children and Families								
Update Cancel - Update: Update LCS Placement								
								Details
Date Placement began Period covered (in months) Type of Placement Placement Provider Placement Location Placement Change Reason • Update Placement Provider	01.07.2015         0         U4 - Foster Placement with other foster carer - long term •         PR1 - Own provision by LA         Inside LA Boundary         Carer requests placement end due to child's behaviour         Image: Click here for an explanation of the Placement Codes and Placement Location based on Carer and Type of Placement							
<ul> <li>Carer Details</li> <li>Carer Details Foster Carer: Belle Leo         <ul> <li>16 Care Street</li> <li>Carewich</li> <li>Caresville</li> <li>HP22 5AU</li> </ul> </li> <li>Select a Person as the Carer</li> <li>Select Care Provider</li> <li>Clear Carer details</li> </ul>								
<ul> <li>Distance from Home</li> <li>Distance from Home (miles) 2.4</li> <li>Click here to work out distances based on post code</li> </ul>								

• Complete the section at the bottom of the "Placement Details" screen explaining the reason for the placement and if it was planned or unplanned.

Reason for Placement		
Reason for Change of Placement	O Planned	🔘 Unplanned

• Make any changes to the Placement Plan.

• Enter in the "Placement Plan Completed" date then "Finalise"

Liquidlogic Chile	dren and Families		Home Help	Menu 🔻	System 🔻	Find 🔻	CIN Worker 1 🔻	Q,
Child: Darcy Dale	ə 14 years (Ref: 500451) 🚨 📑 🚨	Placement Plan, 23-Jan-2016 1						
Information Assess	ment Consolidation Revisions						🖬 Save	Finalise ReAssign Close
e Print	Is young person in agreement to becoming looked after? If no, please give details	○ Yes ○ No						<b>9</b> E
• Placement Details CH								
<ul> <li>Professional Involv</li> <li>Previous and Curre</li> </ul>	Has funding for this placement been agreed by a Head of Service or above?	Yes O No						° 🖏 🔓
Health Information	If Yes, how was agreement made?	At Resource Panel      By Email	By Telephone					° 🗐 🔓
<ul> <li>Education</li> </ul>	Local Authority Solicitor (if applicable)							59 🔒
<ul> <li>Contact Details/Arr</li> </ul>	Guardian (if applicable)							59 🔓
<ul> <li>Child/Young Perso</li> </ul>	Any known Court dates?	○ Yes ○ No						<b>69</b> 🔒
<ul> <li>Risk Assessment <sup>o</sup></li> </ul>								
<ul> <li>Agreements for Chi</li> </ul>								
<ol> <li>Attachments (0)</li> </ol>								
Stage: Complete the Assessment	Placement Plan Dates							
	Date Referral Received	01-Jan-2015						н
	Placement Plan Completed	01.07.2015						6
	Child / Young Person's Current Legal Status	C2 FULL CARE ORDER						н

#### 22.1. To Make The Placement Live

- At this point, the placement is still in "Draft" form.
- From the Child Looked After hub, click on "Current Episode of Care"
- Click on the link "Make Placement Live" (you can at this stage click "Cancel Draft Placement" if you wish the Child to remain at present placement).

UICIOGIC Children and Fa Child: Darcy Dale 14 years (Re CLA R CWD Full Map OLocal Map V		• <b>6</b>		e Help Menu <b>∀</b> System <b>∀</b>		er1▼ Q
reate Start re Plan Pathway-Plan	Active Task: CIN Worker	1 (Reassign) Started: 06-Jan Decisions Task Details	-2016 Due: unsp All Children (2)			
Cad Review Update Care Plan Personal Education Plan Accessment and Progress Record oblied	Current Episode of Care Active Care Plan Plan Summary Visits PEPs Health Assessments Period of Care	Active Period of Care Started on 25-Feb-2015 Notes     Enter any relevant notes Update Notes      CLA Legal Status	Placement Statuto On 25-Feb-2015 Type of Placement with other foster arer - long term Provider PR1 - Own provision by LA Location Inside LA Boundary Carer Name Foster Carer: Alson Biolog Address S Care Street Carevita Provide		Placement (Draft)      Stored On 0.3-Ja-2015      Type of Placement with other foote     carer - long term     Provider PR0-1000 Provider PR1 - On providen by LA      Location Inside LA Boundary     Carer Name Foster Carer: Belle Leo     Address     Is Care Street     Carenda     Carenda     Provider HP22-541	
Step Adoption Step Adoption Difficultes Permanece Report		Start Date 01-May-2015 Legal Status C2 FULL CARE ORDER > View Full Details > Change Legal Status (will end previous one)		Placement Plan (Completed) t ry Visit Rules for Placement [] ion of Placement Plan for Placement	Create New Revis     Cancel Draft Place	it iry Visit Rules for Placement sion of Placement Plan for Placement

• At the pop up menu click on "OK"

Message from webpage	
This Placement will b	ecome live, are you sure you wish to proceed?
	OK Cancel

- Complete the "New Placement Visit Rule" for the new placement.
- Click on "Create"

iquidlogi	Children and Families								
Create Cancel - Statutory Visit Frequency Rules									
New Placeme	New Placement Visit Rule for Darcy Dale								
Rule Detai	Is								
Rule	Permanent Placement								
Rule Details	3.158 The child should be visited within one week of the start of the child's first place tol ast until the child is 18; the intervals between visits in the second and subsequent								
Applicable From	01-Jul-2015								
Applicable Until									
Other Rule	Other Rules for Placement								
No statutory visit	rules applied to this placement								

• The "Current Episode of Care" will now reflect the new placement.

Liquidlogic Children a	nd Families		Home Help I	Menu 🔻 System 🔻	Find 🔻	CIN Worker 1 🔻		
Child: Darcy Dale 14 yea	ars (Ref: 500451) 🚨 📑 🕰							
🕈 Full Map 🛛 🤤 Local Map 🔻	Child Looked After							
Create Start	Active Task: 🚨 CIN Worker	1 (Reassign) Started: 06-Jan-2016 Due	e: unspecified					
Create Start Care Plan Pathway Plan	Looked After Details	Decisions Task Details All Childre	en (2) 🔻					
CLA								
Review	Current Episode of Care	Active Period of Care	Placement					
Update	Active Care Plan	Started On 25-Feb-2015	Started On Type of Placement	01-Jul-2015 t U4 - Foster Placement with other foster carer - long te				
Care Plan	Plan Summary	Notes Enter any relevant notes	Provider	PR1 - Own provision by LA				
Personal Education Plan	Visits PEPs	Update Notes	Location	Inside LA Boundary				
	Health Assessments		Carer Name Address	Foster Carer: Belle Leo 16 Care Street				
Child Assessment and Progress Record	Period of Care	<ul> <li>CLA Legal Status</li> </ul>		Carewich Caresville				
Looked	rendu or care	Start Date 01-May-2015	Postcode	HP22 5AU				
After Domestic Adoption	-	Legal Status C2 FULL CARE ORDER	Placement Plan	Placement Plan (Complet	ed)			
		<ul> <li>View Full Details</li> <li>Change Legal Status (will end previous one)</li> </ul>	View Full Details					
Stop Adoption		Change Legal Status (will end previous one)	<ul> <li>Update Placement</li> <li>Add/View Statute</li> </ul>	nt orv Visit Rules for Placemen	• 🗉			
Strengths and			· · · · · · · · · · · · · · · · · · ·	sion of Placement Plan for I				
Difficulties								
Child's		Create a Placement Plan for a new Placement						
Permanence Report		Create a Placement Plan for a new Temporary F	Placement					

• Access "Period of Care" to view the different "Reportable Episodes of Care" and "Placements"

quidlo	gic Children and Fa	milies				Home Help	Menu 🔻	System 🔻 🛛 Find 🔻	CIN Wo	orker 1 🔻	Q,	
	: Darcy Dale 14 years (Re	f: 500451) 🚨 🕞 🐣	2									
Full Map Create Care Plan	♦ Local Map ▼ Start Pothway-Plan	Child Looked After Active Task: A CIN Worker : Looked After Details	1 (Reassign) Decisions			ue: unspecified ren (2) ▼						
	CLA Review	Current Episode of Care	• Repo	rtable Episod	es of Care							
	Update		ID	Started On	Reason Code	Legal Status	CIN Code	Placement Code		Ended On	End Reason	Ofsted UR
	Care Plan	Plan Summary	500451	25-Feb-2015 9	- Started to be CL		N5 FAMIL			01-May-2015		50127743
	Personal	Visits	500451	01-May-2015 L	F	CARE ORDER C2 FULL CARE	DYSFUNCT N5 FAMIL			01-Jul-2015	Episode X1 - New	50127743
	Education Plan	PEPs				ORDER	DYSFUNCT	FION other foster carer -	long term	01 501 2015	Episode	
Child	Assessment and Progress Record	Health Assessments Period of Care	500451	F	「 - Change of Placement (same :arer)	C2 FULL CARE ORDER	N5 FAMIL					5012774
Looked After	Domestic Adoption		• Place	ments								
	Stop Adoption		Started	On Ended On	Carer	Address	Postcode	Туре	Placem	ent Change Rea	ison	
			25-Feb-2	2015 01-Jul-2015	5 Alison Bishop	5 Care Street, Carewich, Caresville	HP22 5AU	U4 - Foster Placement with other foster carer - long term	n			
	Strengths and Difficulties		01-Jul-20	015	Abigale Knight	9 Care Street, Carewich, Caresville	HP22 5AU	U4 - Foster Placement with other foster carer - long term		equests placeme	ent end due to c	hild's behavi
	Child's					Carewich, Caresville		other foster carer - long terr	n			_

• If you look at the "Personal" demographics, you will notice the Carer address has been updated and there is a "Placement Alert" in "Important Information"

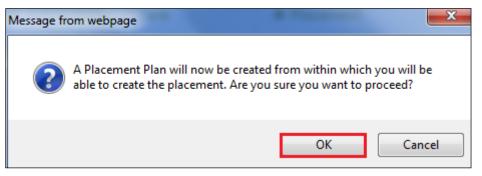
Child: Darcy	Dale 14 years (Re	f: 500451)	Basic Demogra	phics 💽 🚨	<b>-</b>					
Personal	💄 Personal	Details	۲	Address	٢	<b>&amp;</b> Main Carer(s)/Cares For				
ersonal	Case Number	500451		CARER ADDRESS	9 Care Street,	Relationship FullName				
dditional	Full Name	MISS Darcy D	Dale	Jul 2015 to present	Carewich, Caresville HP22 5AU	MOTHER Lily Dale				
lentity	Gender	FEMALE		HOME ADDRESS	1 Albany Place,					
hotos	Aliases	ALIAS: D'arcy Dale		Jul 2013 to present	Aylesbury, Bucks HP19 9HT	+ Important Information				
sks	Actual DOB	01-Jul-2001		TEMPORARY ADDRESS		* Case Notes				
arental Factors	Age	14 years		Jul 2013 to present	Aylesbury, Bucks HP19 9HT	Recement Alert				
Intionching										
elation <u>s</u> hips				Address History / Up	date Addresses	Add Missing Person Record				
f you clic quidlog Child: I	JIC Child Darcy Dale	Placem ren and	Familie	ert" it will ap s						
f you clic	k on the " JIC Child Darcy Dale	Placem ren and	nent Ale Familie	ert" it will ap s	pear as bel					
f you clic quidlog Child: I CLA (R)	k on the " JIC Child Darcy Dale	Placem ren and 14 years	nent Ale Familie (Ref: 5004	ert" it will ap s <sup>451)</sup> 🚨 [	pear as bel	low.				
f you clic quidlog Child: I CLA (R)	k on the " JIC Child Darcy Dale cwd	Placem ren and 14 years	nent Ale Familie (Ref: 5004	ert" it will ap s <sup>451)</sup> 🚨 [	pear as bel	low.				
Alert for Ch	k on the " JIC Child Darcy Dale cwd	Placem ren and 14 years ( 10-Jan-2	nent Ale Familie (Ref: 5004	ert" it will ap s <sup>451)</sup> 🚨 [	pear as bel	low.				
Alert for Ch	k on the " JIC Child Darcy Dale cwo nild, created	Placem ren and 14 years ( 10-Jan-2	nent Ale Familie (Ref: 5004	ert" it will ap s <sup>451)</sup> 🚨 [	pear as bel	low.				
Alert for Ch Date Issued Assigned	k on the " JIC Child Darcy Dale cwd nild, created tails 10-Jan-2016 20	Placem ren and 14 years ( 10-Jan-2 0:00	nent Ale Familie (Ref: 5004	ert" it will ap s <sup>451)</sup> 🚨 [	pear as bel	low.				
Alert for Ch Date Issued Assigned Subject	k on the " JIC Child Darcy Dale cwd iild, created tails 10-Jan-2016 20 Task Placement Aler	Placem ren and 14 years ( 10-Jan-2 0:00 t	nent Ale Familie: (Ref: 5004	ert" it will ap s <sup>451)</sup> 🚨 [	pear as bel	low.				

## 23. Create a Placement Plan For A New Temporary Placement

- Click on the Child Looked After hub then "Current Episode of Care"
- Click on "Create A Placement Plan for a new Temporary Placement"

Li	quidle	ogic Children and Far	nilies		Home Help I	Menu 🔻 S	ystem 🔻	Find <b>v</b>	CIN Worker 1 🔻
		Id: Darcy Dale 14 years (Ref:	500451) 🚨 📑 🕰	P					
	Full Ma		Child Looked After						
	Create Care Plan	Start Pathway Plan	Active Task: CIN Worker	1 (Reassign) Started: 06-Jan-2016 Du Decisions Task Details All Childro	e: unspecified en (2) ▼				
		CLA Review	Current Episode of Care	Active Period of Care	Placement				
		Update Care Plan	Active Care Plan Plan Summary	Started On 25-Feb-2015 Notes Enter any relevant notes	Started On Type of Placement Provider	01-Jul-2015 t U4 - Foster Placement with other foster carer - long term PR1 - Own provision by LA Inside LA Boundary Foster Carer: Abigale Knight			
		Personal Education Plan	Visits PEPs	▶ Update Notes	Location Carer Name				
	Child Looked	Assessment and Progress Record	Health Assessments Period of Care	CLA Legal Status Start Date 01-May-2015	Address	9 Care Street Carewich Caresville HP22 5AU			
	After	Domestic Adoption		Legal Status C2 FULL CARE ORDER	Placement Plan	Placement Pla	in (Complete	:d)	
		Stop Adoption		View Full Details     Change Legal Status (will end previous one)	<ul> <li>View Full Details</li> <li>Update Placemen</li> <li>Add/View Statuto</li> <li>Create New Revis</li> </ul>	nt ory Visit Rules fo			
		Child's Permanence Report		Create a Placement Plan for a new Placement     Create a Placement Plan for a new Temporary	Placement				

#### • Click on "OK"



• Click on "Copy Forward Selected" (LCS does not copy from any siblings).

<b>iquidlogic</b> Childre	en and Families	Home Help
Child: Darcy Dale 14	4 years (Ref. 500451) 💄 🏮 🐣 🔁 📄 Placement Pl	lan, 1
Information Assessme	nt Consolidation Revisions	
	tarting the Assessment you have the option to copy forward the answers from the listed forward any answers) click 'Start Blank' to begin the Assessment afresh.	previous Assessments. Select each
Copy Forward Selected Start B	Blank No Filter applied Update Filter Clear Filter	
Copy Forward - Copy answers for	ward from previous assessments	
Created	Assessment	Started By
Dale, Darcy (14 years)		
✓ 2 weeks 2 days ago	Placement Plan (Thursday, 7 January 2016, 15:32)	Foster Recruitment 1
✓ 7 months 3 weeks ago	Placement Plan (Monday, 1 June 2015)	GIN Worker 1
9 months 2 weeks ago	CLA Review Minutes (Friday, 10 April 2015)	😨 IRO Worker 1
9 months 4 weeks ago	CLA Review Outcomes (Wednesday, 25 March 2015)	😨 IRO Worker 1
✓ 10 months 4 weeks ago	Placement Plan (Monday, 23 February 2015)	GIN Worker 1
✓ 11 months ago	CLA Request for Child to be Looked After (Wednesday, 18 February 2015)	GIN Worker 1
✓ 11 months 1 week ago	C & F Assessment (Thursday, 12 February 2015)	G Assessment AYS Worker 4
2 weeks 2 days ago	Referral Record (Thursday, 7 January 2016, 15:21)	😨 Bea Campbell
2 weeks 2 days ago	Contact Record (Thursday, 7 January 2016, 15:09)	👰 Bea Campbell
Copy Sideways - Copy answers a	cross from related service users	
Created	Assessment	Started By
Dale, Dominic (14 years)		

• Within the "Placement Details" section, enter in the "Date Placement Required"

Liquidlogic Children and Families	Hom	e Help Menu 🔻	System 🔻	Find 🔻	CIN Worker 1 🔻	Q,		
Child: Darcy Dale 14 years (Ref. 500451)	Placement Plan, 23-Jan-2016 1							
Information Assessment Consolidation Revisions					🖬 Save	Finalise	ReAssign Close	
Print Flacement Details								
Essential Informati								
Placement Details OM     Date Placement Required	01.07.2015						° 🚯 🔒	
Professional Involv     Reason child needs to come into care	Extended family were considered but due to ill health, the grandmother cannot care for the children						° 😼 🔓 🧇	
<ul> <li>Previous and Curre including other placement options considered and why they are not appropriate</li> </ul>								
Health Information     Please see Help Text for further guidance								
Education Placement Type	<ul> <li>A3 - Placed for Adoption (with current foster carer)</li> </ul>						° 😼 🔒	
Contact Details/Arr	🔿 A4 - Placed for Adoption - With Consent (not current fos	er carer)						

• At the bottom of the screen, click on the "Update This Placement Record" link.

Liquidlogic Childr	ren and Families		Home	Help	Menu 🔻	System 🔻	Find 🔻	CIN Worker 1 🔻	Q,		
Child: Darcy Dale	14 years (Ref. 500451) 🚨 📑 🕯	Placement Plan, 23-Jan-2016 1									
Information Assessm	ent Consolidation Revisions							B Save	Finalise	ReAssign	Close
Print Fessential Informati	Address	S Care Street Carewich Caresville HP22 SAU									
Placement Details CH	Distance from Home (miles)	2.4									
Professional Involv	ShortBreak										
Previous and Curre	Caution										
Health Information     Generation	Is there anyone who should not know the address?	Yes									
Contact Details/Arr	If yes, Name of this person	Mr David Dale									
Child/Young Perso	Address (if known)	enter address									
Risk Assessment	Relationship to Child	Father									
Agreements for Chi	Out of Hours Contact										
Attachments (0)											
Stage: Complete the	Name	OOH Emergency Social Work Team									
Assessment	Telephone	080099997677									
	Reason for Placement	Update this Placement Record									86
	Reason for Change of Placement	O Planned O Unplanned									58€

- Within the "Update LCS Placement" screen, enter the "Date Placement Began"
- Change the "Type of Placement" if necessary from a list of 4 Temporary codes.

iquidlogic Children and Families								
Update Cancel - Update: Placement of: 24-Jan-2016								
Update Placement of: 24-Jan-2016								
Details								
Date Placement began	01.08.2015 ×							
Period covered (in months)	0							
Type of Placement	T3 - Temporary accommodation (carer on holiday) 🔹 💠							
Placement Location	▼							
Update Placement Provider	Click here for an explanation of the Placement Codes and Placement Location based on Carer and Type of Placement							
Carer Details								
<ul> <li>Select a Person as the Care</li> <li>Select Care Provider</li> <li>Clear Carer details</li> </ul>	r							

- Select either "Select a Person as the Carer" or "Select Care Provider".
- Search for "Placement Code" using the same T code.
- Click on "Search"

	Liquidlogıc	Children and Families		Home
	<b>Q</b> Find Carer	Reset Search		
© Buckin	• Details Local Authority Case Number <u>S</u> urname <u>F</u> orename	Include records that sound similar	Carer Service     Valid On Date     Placement Code     Placement Provider	ES T3 - Temporary accommodation (carer on holiday)

- From the listing, click on the Temporary Carer.
- Click on "Select"

<u>.</u>	Find Carer			Printable Vie	N			Home H	elp M	enu 🔻	System 🔻	Fin
	Query Results (15)											
•	Local Authority / Agency	ID	1	A. Forename	Surname	G.	Age	Address	Post Cod	e S.	From	Until
1	Current Local Authority	500392		Blake	Aquarius	FEMALE	46 years	22 Care Street, Carewich, Caresville	HP22 5A	J 5	01-Jan-2000	
2	Current Local Authority	500374		Belinda	Aries	FEMALE	46 years	12 Care Street, Carewich, Caresville	HP22 5A	J 5	01-Jan-2000	
3	Current Local Authority	500380		Beth	Cancer	FEMALE	46 years	15 Care Street, Carewich, Caresville	HP22 5A	J 5	01-Jan-2000	
4	Current Local Authority	500390		Bailey	Capricorn	FEMALE	46 years	21 Care Street, Carewich, Caresville	HP22 5A	J 5	01-Jan-2000	
5	Current Local Authority	500378		Barbara	Gemini	FEMALE	46 years	14 Care Street, Carewich, Caresville	HP22 5A	J 5	01-Jan-2000	
6	Current Local Authority	500382		Belle	Leo	FEMALE	46 years	16 Care Street, Carewich, Caresville	HP22 5A	J 5	01-Jan-2000	
7	Current Local Authority	500386		Beverley	Libra	FEMALE	46 years	18 Care Street, Carewich, Caresville	HP22 5A	J 5	01-Jan-2000	
8	Current Local Authority			Sandra	Lyle	FEMALE	41 years	28 Regent Road, Aylesbury, Bucks	HP21 7A	8 8	01-Jan-2005	
9	Current Local Authority			Patricia	Nicklaus	FEMALE	45 years	Tree Tops London Road, Chalfont St Giles, Bucks	HP8 4NN	8	01-Jan-2005	
LO	Current Local Authority			Anne	Palmer	FEMALE	47 years	37 Boddington Road, Wendover, Aylesbury, Bucks	HP22 6H	r 8	01-Jan-2005	
11	Current Local Authority	500389		Bridget	Sagittarius	FEMALE	46 years	20 Care Street, Carewich, Caresville	HP22 5A	J 5	01-Jan-2000	
12	Current Local Authority	500387		Bea	Scorpio	FEMALE	46 years	19 Care Street, Carewich, Caresville	HP22 5A	J 5	01-Jan-2000	
13	Current Local Authority	500376		Beatrice	Taurus	FEMALE	46 years	13 Care Street, Carewich, Caresville	HP22 5A	J 5	01-Jan-2000	
4	Current Local Authority	500384		Bonnie	Virgo	FEMALE	46 years	17 Care Street, Carewich, Caresville	HP22 5A	J 5	01-Jan-2000	
5	Current Local Authority			Tanya	Woods	FEMALE	46 years	5 Roberts Road, High Wycombe, Bucks	HP13 6X/	8	01-Jan-2005	

• The new Carer is shown as below. Click on "Update"

Liquidlogic Chil	dren and Families								
Update Cancel - Upd	Update Cancel - Update: Placement of: 24-Jan-2016								
Update Placement of	Update Placement of: 24-Jan-2016								
Details									
Date Placement began Period covered (in months)	01.08.2015								
Type of Placement	T3 - Temporary accommodation (carer on holiday) 🔹 🛟								
Placement Location	Inside LA Boundary 🔻								
	Click here for an explanation of the Placement Codes ler and Placement Location based on Carer and Type of Placement								
Carer Details									
Carer Details Foster Care 13 Care Stru Carewich Caresville HP22 5AU	r: Beatrice Taurus eet								
Select a Person as the Ca	arer								
<ul> <li>Select Care Provider</li> <li>Clear Carer details</li> </ul>									

• Complete the section at the bottom of the "Placement Details" screen explaining the reason for the placement and if it was planned or unplanned.

Reason for Placement		
Reason for Change of Placement	O Planned	O Unplanned

- Make any changes to the Placement Plan.
- Enter in the "Placement Plan Completed" date then "Finalise"

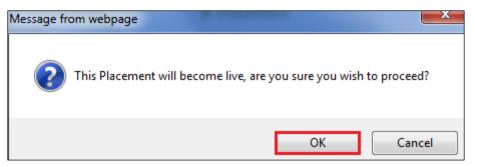
Liquidlogıc Childr	en and Families	Home Help Menu 🔻 System 🔻 Find 🔻 CIN Worker 1 🔻 🔍	
Child: Darcy Dale	14 years (Ref: 500451) 💄 📑 🛓	Placement Plan, 23-Jan-2016 1	
Information Assessm	ent Consolidation Revisions	Save Finalise ReAs	sign Close
🖶 Print 🛛 🖡	Is young person in agreement to becoming looked after?	○ Yes ○ No	58 🗗
Essential Informati	If no, please give details		
● Placement Details <sup>©</sup>			
<ul> <li>Professional Involv</li> </ul>	Has funding for this placement been agreed	● Yes ○ No	° 😼 🔒
Previous and Curre	by a Head of Service or above?		0
Health Information °	If Yes, how was agreement made?	At Resource Panel O By Email O By Telephone	° 😏 🔓
Education	Local Authority Solicitor (if applicable)		😼 🔓
<ul> <li>Contact Details/Arr</li> </ul>	Guardian (if applicable)		👧 🔂
<ul> <li>Child/Young Perso</li> </ul>	Any known Court dates?	Yes No	58 🔂
Risk Assessment °			
Agreements for Chi			
Attachments (0)			
Stage: Complete the Assessment	Placement Plan Dates		
	Date Referral Received	01-Jan-2015	н
	Placement Plan Completed	01.07.2015	6
	Child / Young Person's Current Legal Status	C2 FULL CARE ORDER	н

#### 23.1. To Make The Temporary Placement Live

- At this point, the placement is still in "Draft" form.
- From the Child Looked After hub, click on "Current Episode of Care"
- Click on "Make Placement Live" (you can click on "Cancel Draft Placement if you wish the child to remain at the present placement).

Liquidle	ogic Children and Fa			Home	Help Menu 🔻 System 🔻 F	ind 🔻 🛛 CIN Worker	1 v Q,
	d: Darcy Dale 14 years (Re	f: 500451) 🚨 📑 🐣	-				
♣ Full Map Create Care Plan		Child Looked After Active Task: CIN Worker 1 Looked After Details	L (Reassign) Started: 06-Jan-2 Decisions Task Details	016 Due: unspec All Children (2) ▼	ified		
	CLA Review Update Care Plan	Current Episode of Care Active Care Plan Plan Summary Visits	Active Period of Care Started On 25-Feb-2015 Notes Enter any relevant notes	• Placement Started On Type of Placement Provider	01-Jul-2015 U4 - Foster Placement with other foster carer - long term PR1 - Own provision by LA	• Temporary Started On Type of Placement Provider	Placement (Draft) 01-Aug-2015 T3 - Temporary accommodation (carer on holiday) PR1 - Own provision by LA
Child Looked After	Education Plan Assessment and Progress Record	PEPs Health Assessments Period of Care		Location Carer Name Address Postcode	Inside LA Boundary Foster Carer: Abigale Knight 9 Care Street Carewich Caresville HP22 SAU	Location Carer Name Address Postcode	Inside LA Boundary Foster Carer: Beatrice Taurus 13 Care Street Carewich Caresville HP22 SAU
			Legal Status C2 FULL CARE ORDER	Placement Plan	Placement Plan (Completed)	Placement Plan	Placement Plan (Completed)
	Stop Adoption Strengths and Difficulties		<ul> <li>View Full Details</li> <li>Change Legal Status (will end previous one)</li> </ul>	<ul> <li>Update Placemen</li> <li>Add/View Statuto</li> </ul>	t ry Visit Rules for Placement 👔 ion of Placement Plan for Placement	<ul> <li>Make Placement</li> <li>Update Placement</li> </ul>	it sion of Placement Plan for Placement
	Child's Permanence Report	Back to: Child Becomes Looked Afte	r				

• Click on "OK"



• The "Current Episode of Care" will appear as below.

	Darcy Dale 14 years (Re wo	f: 500451) 🚨 💽 🕰		Home	Help Menu <b>▼</b> Syste	em ▼ Find ▼ CIN Wo	rker 1 ¥ Q,
		Child Looked After Active Task: S CIN Worke	r 1 (Reassion) Started: 06-Jan-	2016 Due: unspec	ified		
Create Care Plan	Start Pathway Plan	Looked After Details	Decisions Task Details	All Children (2) 🔻			
	CLA Review Update Care Plan	Current Episode of Care Active Care Plan Plan Summary Visits	Active Period of Care Started On 25-Feb-2015 Notes Enter any relevant notes	<ul> <li>Placement</li> <li>Started On</li> <li>Type of Placement</li> <li>Provider</li> </ul>	01-Jul-2015 U4 - Foster Placement with other carer - long term PR1 - Own provision by LA	Started On	01-Aug-2015 01-Aug-2015 01 Famporary accommodation (ca on holiday) PR1 - Own provision by LA
Child	Personal Education Plan Assessment and Progress Record Period of Care	Health Assessments	Update Notes      CLA Legal Status	Location Carer Name Address	Inside LA Boundary Foster Carer: Abigale Knight 9 Care Street Carewich Caresville	Location Carer Name Address	Inside LA Boundary Foster Carer: Beatrice Taurus 13 Care Street Carewidh Caresville
After	Domestic Adoption		Start Date 01-May-2015	Postcode	HP22 5AU	Postcode	HP22 5AU
	Stop Adoption		Legal Status C2 FULL CARE ORDER	Placement Plan	Placement Plan (Completed)	Placement Pla	
-	Strengths and Difficulties		<ul> <li>View Full Details</li> <li>Change Legal Status (will end previous one)</li> </ul>	Update Placement     Add/View Statute	nt ory Visit Rules for Placement 🔳 sion of Placement Plan for Placeme	Update Plac     Create New	

• If you look at the "Personal" demographics, you will notice the Temporary Carer address has been updated and there is a "Placement Alert" in "Important Information"

	Children and Fa Dale 14 years (Rei	f: 500451)	Basic Demograj	phics		Home Help	Menu ▼ System		
Personal	💄 Personal I	Details	۲	Address	۲	💄 Main Care	er(s)/Cares For		
<u>P</u> ersonal	Case Number	500451		Temporary Placement	13 Care Street,	Relationship	FullName		
Additional	Full Name	MISS Darcy Dale		Aug 2015 to present	Carewich, Caresville HP22 5AU	MOTHER	Lily Dale		
Identity	Gender	FEMALE		CARER ADDRESS Jul 2015 to present	9 Care Street, Carewich,				
<u>P</u> hotos	Aliases	ALIAS:		Sur Lozo to present	Caresville HP22 5AU	Timportant Information			
Risks		D'arcy Dale		HOME ADDRESS	1 Albany Place,				
Parental Factors	Actual DOB Age	01-Jul-2001 14 years		Jul 2013 to present	Aylesbury, Bucks HP19 9HT	Case Notes			
Relation <u>s</u> hips				TEMPORARY ADDRESS	3 Albany Place,				
Involvements	Status Details			Jul 2013 to present	Aylesbury, Bucks HP19 9HT	Add Missing P	erson Record		
Case Status	Education / Work			Address History / Upd	ate Addresses	Contact 8			

• If you click on the "Placement Alert" it will appear as below.

ģuidlog	gic Children and Families					
Child:	Darcy Dale 14 years (Ref: 500451)	Q 🗗	<u>_</u>	-	9	Alert, 10-Jan- 2016 20:00
Alert for C	hild, created 10-Jan-2016 20:00					
Alert D	etails					
Date Issued	10-Jan-2016 20:00					
Assigned	Task					
Subject	Placement Alert					
Description	This Child has had 2 or more Placements within	the last 12 mo	onths			

#### 23.2. Ending The Temporary Placement

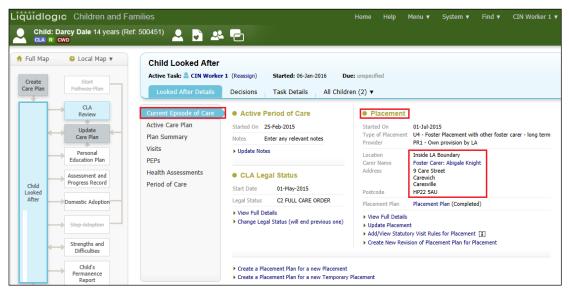
- Click on the Child Looked After hub then "Current Episode of Care"
- Click on "Update Placement"

CLA R		ef: 500451) 🚨 <table-cell> 🕰</table-cell>	• <b>•</b>				
Full Map	🔮 Local Map 🔻	Child Looked After					
Create	Start	Active Task: 🚨 CIN Worker	1 (Reassign) Started: 06-Jan-2	016 Due: unspec	ified		
Care Plan	Pathway Plan	Looked After Details	Decisions Task Details	All Children (2) 🔻			
Ť	CLA Review Update Care Plan	Current Episode of Care Active Care Plan Plan Summary	Active Period of Care Started On 25-Feb-2015	• Placement Started On Type of Placement	01-Jul-2015 U4 - Foster Placement with other foster carer - long term	Temporary     Started On     Type of Placement	Placement 01-Aug-2015 t T3 - Temporary accommodation (ca on holiday)
	Personal	Visits	Notes Enter any relevant notes	Provider	PR1 - Own provision by LA	Provider	PR1 - Own provision by LA
	Education Plan		Update Notes	Location Carer Name Address	Inside LA Boundary Foster Carer: Abigale Knight 9 Care Street	Location Carer Name Address	Inside LA Boundary Foster Carer: Beatrice Taurus 13 Care Street
Child Looked After	Domestic Adoption	Period of Care	CLA Legal Status     Start Date 01-May-2015	Postcode	Carewich Caresville HP22 SAU	Postcode	Carewich Caresville HP22 SAU
			Legal Status C2 FULL CARE	Placement Plan	Placement Plan (Completed)	Placement Plan	Placement Plan (Completed)
	Stop Adoption		ORDER	View Full Details		View Full Details	·
-	Strengths and Difficulties		<ul> <li>View Full Details</li> <li>Change Legal Status (will end previous one)</li> </ul>		t ry Visit Rules for Placement 👔 ion of Placement Plan for Placement	Update Placeme     Create New Rev	ision of Placement Plan for Placement

- Enter in the "Date Ended"
- Click on "Update"

<b>iquidlogic</b> Ch	ildren and Families
Update Cancel - Up	date: Placement of: 01-Aug-2015
Update Placement o	of: 01-Aug-2015
Details	
Date Placement began	01-Aug-2015
Date Ended	10.08.2015 × 📖
	T3 - Temporary accommodation (carer on holiday) Ø Click here for an explanation of the Placement Codes
Carer Details	
Carer Name	Foster Carer: Beatrice Taurus
Address	13 Care Street Carewich Caresville HP22 5AU
Distance from Home (mile	
Click here to work out a	distances based on post code

• The Child/Young Person reverts back to their original placement.



Liquidlogic Chi	ldren and Far	nilies				Home	Help	Menu 🔻	System 🔻
Child: Darcy Da	le 14 years (Ref:	500451)	Basic Demograp	hics 💽 🐣	. 6				
A Personal	💄 Personal D	etails	۲	Address	٢		Main Ca	rer(s)/Care	s For
<u>P</u> ersonal	Case Number	500451		CARER ADDRESS Jul 2015 to present	9 Care Street, Carewich,		Relationship	FullName	
<u>A</u> dditional	Full Name	MISS Darcy Dale		Sur 2015 to present	Caresville HP22 5AU	1	MOTHER	Lily Dale	
Identity	Gender	FEMALE		HOME ADDRESS Jul 2013 to present	1 Albany Place, Aylesbury,				
<u>P</u> hotos	Aliases	ALIAS: D'arcy Dale		Jul 2013 to present	Bucks HP19 9HT	*	Importa	nt Informat	ion
Risks Parental Factors	Actual DOB Age	01-Jul-2001 14 years		TEMPORARY ADDRESS Jul 2013 to present	3 Albany Place, Aylesbury, Bucks HP19 9HT		Case Note		
Relation <u>s</u> hips				Address History / Upd	ate Addresses	E.	Add Missing	Person Record	
Involvements	Status Deta	ails							
Case Status CP	Education / Work Status			C Telephones	1296 888999			& Referral	
CLA	Marital Status			-			Create a nev	/ Contact	
Adoption				<ul> <li>Update Contact Numb</li> <li>Show Relevant Contact</li> </ul>					
<u>H</u> istory	Identifiers					2	Relation	ships	

# 24. Ending A CLA Episode Of Care

A Child/Young Person cannot be marked as leaving Care if the CLA Review has been started.

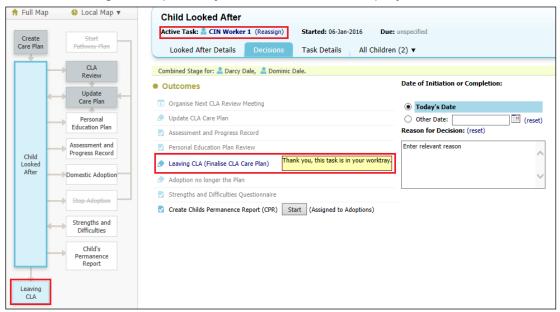
- If a Child/Young Person is to leave Care, click on the "Current Episode of Care"
- Click on the "Decisions" tab.
- Click on "Start" next to "Leaving CLA (Finalise CLA Care Plan).
- Enter the "Date of Initiation or Completion" choose the relevant radio button then enter the "Reason for Decision" within the text box.

	Id: Darcy Dale 14 years (Re	f: 500451) 🚨 🕞 🕰 🔁		
Create Care Plan	Start Pathway Plan	Active Task: CIN Worker 1 (Reassign Looked After Details Decision		Due: unspecified Idren (2) ▼
	CLA Review Update Care Plan	Combined Stage for: 2 Darcy Dale, 2 Dom Outcomes		Date of Initiation or Completion:
	Personal Education Plan	Organise Next CLA Review Meeting     Update CLA Care Plan     Assessment and Progress Record	Active           Restart         (Assigned to Yourself)           Start         (Assigned to Yourself)	Today's Date     Other Date: (reset)
Child Looked After	Assessment and Progress Record	Personal Education Plan Review     Leaving CLA (Finalise CLA Care Plan)     Adoption no longer the Plan	Start (Assigned to Yourself) Start (Assigned to Yourself)	<u> </u>
	Stop Adoption	<ul> <li>Strengths and Difficulties Questionnaire</li> <li>Create Childs Permanence Report (CPR)</li> </ul>	Start     (Assigned to Yourself)       Start     (Assigned to Adoptions)	
	Strengths and Difficulties			
Leaving	Permanence Report			

- If there are siblings (and both at the same stage), you can either select all siblings or remove by clicking on the checkbox.
- Click on "Confirm"

	IC Children and F Darcy Dale 14 years (R SWD	
Full Map	🔮 Local Map 🔻	Child Looked After
Create Care Plan	Start Pathway Plan	Active Task:       CIN Worker 1 (Reassign)       Started:       06-Jan-2016       Due:       unspecified         Looked After Details       Decisions       Task Details       All Children (2) ▼
Child	CLA Review Update Care Plan Personal Education Plan Assessment and Progress Record	Combined Stage for: Darcy Dale, Dominic Dale.  Confirm Cancel  Leaving CLA (Finalise CLA Care Plan) - You must confirm the following Date & Reason are correct  Comparison of the state of
Looked After	Domestic Adoption	Today's Date     Other Date: (reset) Reason for Decision: (reset)  Enter relevant reason
-	<ul> <li>Strengths and Difficulties</li> </ul>	

- The screen will display as below.
- The "Leaving Care" pathway is now active and displayed in blue.



#### 24.1. Starting Leaving Care Process

• Either click on the "Leaving Care" pathway (shown above) or click on the task in the Worktray -

Liquidlogic Childre	n and Families		Home Help	Menu 🔻	System 🔻	Find 🔻	CIN Worker 1 🔻
User CIN Worker 1 CIN Team	Task Trays	2					
All Empty 🔍 🖡	Group By: Date   Task   Person   Addr	ess   Referral Group Order By: Sta	rt Date   Due Date   Timeframe   Person				
Second Worktray 12	O No Due Date	Person	Task Description				
- /	O Last Year	Person	Task Description				
	Next Month	Person	Task Description				
	05-Feb-2016 🔥 🔂 🕅 🖓 🖓 🖓 🗛	Dale, Darcy 14 yrs	CLA - Finalise CLA Care Plan				
	05-Feb-2016 CLA	Dale, Dominic 14 yrs	CLA - Finalise CLA Care Plan				

- Complete the following screen entering the "CLA and Plan End Date"
- Select the reason for the "Episode Ceasing"
- Complete any relevant non mandatory field.
- Click on "Update Record"

Liquidlogic Children and Families		Home	Help	Menu 🔻	System 🔻	Find 🔻	CIN Worker 1 🔻 🔍
Child: Dominic Dale 14 years (Ref. 500452 CLA R	' 🚨 🗟 🐣 🔁						
Leaving CLA - Finalise Care Plan Reason: En	CLA (Finalise CLA Ca ter relevant reason : CIN Worker 1 (Reassign)	re Plan) Started: 24-Jan-2016 Due: 05-Feb-2010	5				
(Provision of Services) Update Record	CLA (Finalise CLA Care Plan)	Task Details All Children (2) ▼					
Return to Family (No Further Action) Update CL	A Care Plan v2.0 for Child	: Dominic Dale (Completed)					
Adoption Order Granted   Comp	lete Plan						
Other Local Authority		CLA Care Plan v2.0 24-Jan-2016 13:12 E4 - Returned to parents/relatives - No Order					To complete the plan, enter the end date Please note - once completed you will not be able to update or modify the plan
	Notes	Enter relevant notes					
	After Care Accommodation	Family/Extended family home				,	•
	If Other, please specify				]		
	After Care Support	No Further Action					
	After Care Duration						
	Completed By	CIN Worker 1 ×					

• The next task is automatically assigned to the Manager.

#### 24.2. Manager Selects Outcome For Child/Young Person Leaving Care

• The Manager clicks on the task "Leaving CLA (Finalise CLA Care Plan) - Outcomes

Liquidlogic Childre	n and Families			Home	Help	Menu 🔻	System 🔻	Find 🔻	CIN Manager 1 🔻
User CIN Manager 1 CIN Team	Task T	rays							
All Empty 🍳 🖡	Group By: Date   Task   Pers	on   Address   Referral Group Order By:	Start Date   [	ue Date   Timeframe	Person				
💄 Worktray 2	No Due Date	Person		Task Description					
Manager Tray	No Due Date	CWD Example, Bonnie 12 yrs	A	Case Notes - This chi	ild has bee	en added to a	IRO Case Note (	Case Note by	IRO Worker 1 on 25-Mar
	Next Month	Person		Task Description					
	08-Feb-2016	Dale, Dominic 14 yrs		Leaving CLA (Finalis	se CLA Ca	ire Plan) - O	utcomes		

- The Manager selects the relevant "Start" button next to the chosen Outcome.
- They enter the "Date of Initiation or Completion" and their "Reason for Decision"

Liquidlogic Children and	Families	Home	Help	Menu 🔻	System 🔻	Find 🔻	CIN Manager 1 🔻
Child: Dominic Dale 14 yea	rs (Ref: 500452) 🚨 📑 🐣 🔁						
★ Full Map Succal Map  Local Map  Leaving CLA - Finalise Care Plan	Leaving CLA (Finalise CLA Care Plan) Reason: Enter relevant reason Active Task: a CIN Manager 1 (Reassign) Started: 24-Jan-2016	Due: 08-Feb-	2016				
Return to Family (Provision of Services)	Leaving CLA (Finalise CLA Care Plan) Decisions Task D	Details All	Children	(2) 🔻			
Return to Family (No Further Action)	Outcomes     Provision of Services     Start (Assigned	to CIN Worker 1)		f Initiation of Initiatioo of Initiatioo of Initiatioo of	or Completion:		-
Adoption Order Granted		to CIN Worker 1) to Yourself)	• •	ther Date:	n: (reset)	🔲 🔳 (res	et)
Other Local Authority		s Automatically) s Automatically)				,	^
			1				-

- The Child/Young Person's CLA flag will now appear struck through. Hoover the mouse over the flag to see the start and end dates.
- Depending on the Outcome chosen the task will either be automatically allocated to the Manager or to the ACW. E.g. below is a task to the worker to close the Referral Record.

Liquidlogic Childre	en and Families		Home Help Me	ienu 🔻 System 🔻	▼ Find ▼ CIN Worker 1 ▼
User CIN Worker 1 CIN Team	Task Tra	ays			
All Empty 🔍 🖡	Group By: Date   Task   Person	Address   Referral Group Order By: Star	t Date   Due Date   Timeframe   Person		
💄 Worktray 9	No Due Date	Person	Task Description		
	No Due Date CLA	CWD Cameron, Charlotte 14 yrs	CLA - Current Episode of Care		
	No Due Date	CLA Cameron, Christian 13 yrs	CLA - Current Episode of Care		
	No Due Date 🔺 🔀	CWD Dale, Darcy 14 yrs	Referral - Referral Closure Record		

#### 25. Viewing The Historic Care Plans

• When the Manager authorises the end of the CLA process, you can click on the "Care Planning" icon to view the historic CLA plans.

Liquidlogic Children and Fan						Ielp Menu 🔻	System 🔻	Find <b>v</b>	CIN Manager 1 🔻
Child: Darcy Dale 14 years (Ref:	500451) 🔍 📘	Care Pla	nning 🔍	- Pi					
Referrals	Plans for F	Referral sta	rting on 01-Jar	-2015					
Active Referral: 01-Jan-2015 for Da							-		
	CLA Care	Plan Revis	on Effective From	Effective To	Modified Date	Update Summa	ry		
Open Selected Referral		0	2.0 25-Mar-2015	24-Jan-2016	23-Jan-2016				
		0	L.0 25-Feb-2015	25-Mar-2015	07-Jan-2016				

• Click on the CLA Care Plan you wish to view.

• Click on "Care Plan" to view the finalised Part One and Part Two or click on "Plan Summary" to view the Needs, Outcomes, By Whom and When sections.

Full Map	😫 Local Map 🔻				
Create Care Plan	Start Pathway Plan	Child Looked Aft	1 Started: 25-Feb	b-2015 Completed: 2	24-Jan-2016
Ţ	CLA Review Update	Period of Care Care Plan	Plan Details     Plan Revision     Key Worker	CLA Care Plan v2.0 CIN Worker 1	Forms: CLA Care Plan v2.0 View Part One Form (finalised) View Part Two Form (finalised)
	Care Plan	Plan Summary Visits Health Assessments	Status Effective From Effective To	Completed 25-Mar-2015 24-Jan-2016 13:12	view rait (wo roin (maised)
Child	Assessment and Progress Record		Created By Creation Date	CIN Worker 1 06-Jan-2016 17:39	
After	Domestic Adoption		Authorisatio	n	
	Stop Adoption		Plan Authoriser Authorisation State Authorisation Date	CIN Manager 1 Authorisation Granted 23-Jan-2016 18:30	

## 26. Viewing Historic CLA Period of Care

- Click on the grey Child Looked After hub.
- Click on the "Period of Care"
- The screen will display as below showing the "Ended On" date.
- The pathway shows everything in grey as the Child/Young Person is no longer CLA.

quidle	ogic Children and Far	milies				Home Hel	lp Menu	▼ System ▼ Find ▼	CIN Worker 1	, Q	
	d: Darcy Dale 14 years (Ref	: 500451) 🚨 💽 🗸	<u>.</u>								
Create	Start	Initiator: 🚨 CIN Worker	1 Starte	d: 25-Feb-201	Completed: 24	-Jan-2016			777	/////	///
Care Plan	Pathway Plan	Looked After Details	s Histor	y All Chi	ldren (2) 🔻						
	CLA Review	Period of Care	• Active	Period of	Care						
	*	Care Plan		25-Feb-2015							
	Care Plan	Plan Summary	Ended On	24-Jan-2016							
	Personal	Visits	Notes	Enter any rel	evant notes						
	Education Plan	Health Assessments	Report	table Enis	des of Care						
	Assessment-and										
Child Looked	Progress Record		ID 500451	Started On	Reason Code S - Started to be CLA	Legal Status C1 INTERIM	CIN Code	Placement Code U4 - Foster Placement with	Ended On 01-May-2015	End Reason X1 - New Episode	Ofsted URN 50127743
After	Domestic Adoption					CARE ORDER	DYSFUNCTIO	IN other foster carer - long terr	n		
			500451	01-May-2015	LF		N5 FAMILY DYSFUNCTIO	U4 - Foster Placement with N other foster carer - long terr	01-Jul-2015	X1 - New Episode	50127743
	Stop-Adoption		500451	01-Jul-2015	T - Change of Placement (same carer)		N5 FAMILY DYSFUNCTIO	U4 - Foster Placement with other foster carer - long terr	24-Jan-2016	E8 - CLA ceased for any other reason	50127743
	Strengths-and Difficulties		500451	24-Jan-2016	EF		N5 FAMILY DYSFUNCTIO	U4 - Foster Placement with other foster carer - long terr	n		50127743
	Child's										
	Permanence Report		Place	ments							
+			Started C			Address	Postcode	Туре	Placement Chan	ge Reason	
Leaving			25-Feb-2	015 01-Jul-20	15 Alison Bishop	5 Care Street, Carewich, Caresville		U4 - Foster Placement with other foster carer - long term			
CLA			01-Jul-20	15 24-Jan-2	016 Abigale Knight	9 Care Street, Carewich, Caresville	HP22 5AU	U4 - Foster Placement with other foster carer - long term	Carer requests pl	lacement end due to ch	hild's behaviour
			01-Aug-2	015 10-Aug-3	015 Beatrice Taurus			T3 - Temporary accommodation			

## 27. Viewing Historic CLA Demographics Screen

- From the Child/Young Person's basic demographics screen, click on the CLA sidebar.
- The "Child Looked After" start and end dates are displayed and the last "Periods of Care" is shown.

Liquidlogic Ch	ildren and Fai	milies				Home	Help	Menu 🔻	System 🔻	Find 🔻	CIN Worker 1 🔻
Child: Darcy Da	ile 14 years (Ref	f: 500451)	Basic Demographic								
<u>Personal</u>	Child Look	ked After									
Personal Additional Identity	CLA Start Date CLA End Date										
Photos	Periods of										
Risks		Ended On	Recent Placement			ecent Legal Status					
Parental Factors	25-Feb-2015	24-Jan-2016	U4 - Foster Placement wit	h other foster carer - lo	ong term C	2 FULL CARE ORDER					
Relationships											
Involvements	Care Leave	er Details									
Case Status	No Leaver Inform	nation Available									
CP	Record Care Le	aver Details									
CLA	•										
Adoption	Other Loca	al Authorit	y CLA Details								
<u>H</u> istory	No Other Local Au	uthority CLA P	eriods								
Chronology	Add a CLA period	od under anot	ner Local Authority								
Eorms											
Case <u>N</u> otes	Other Loca	al Authorit	y Pathway Plans								
▶ <u>H</u> ealth	No Other Local A ► Add a Pathway		ay Plans other Local Authority								

#### 28. Viewing Historic Addresses

• From the Child/Young Person's basic demographics screen, click on the "Personal" sidebar.

	Children and Far	_	Basic Demograp	hics 💽 🚨		Home Help Menu▼ System▼ Find▼ C	IN Worker 1
Personal	💄 Personal D	etails	۲	Address		Amain Carer(s)/Cares For	
<u>P</u> ersonal	Case Number	500451		CARER ADDRESS	9 Care Street,	Relationship FullName	
Additional	Full Name	MISS Darcy Dale		Jul 2015 to Today	Carewich, Caresville HP22 5AU	MOTHER Lily Dale	
Identity	Gender	FEMALE		HOME ADDRESS	1 Albany Place,		
<u>P</u> hotos	Aliases	ALIAS:		Jul 2013 to present	Aylesbury, Bucks HP19 9HT	★ Important Information	
Risks		D'arcy Dale		TEMPORARY ADDRESS	3 Albany Place,	Case Notes	
Parental Factors	Actual DOB Age	01-Jul-2001 14 years		Jul 2013 to present	Aylesbury, Bucks HP19 9HT	<ul> <li>Blacement Alert</li> </ul>	
Relation <u>s</u> hips				Address History / Upd	ate Addresses	Add Missing Person Record	

• Click on the "pencil" icon to edit the addreses.

ūidlog	gıc Chil	ldren and	Families							Hor	ne Help	Menu 🔻	System 🔻	Find 🔻	CIN Worker
Child:	Darcy Dai	e 14 years	(Ref: 50045	1) 🚨 🗸	<b>.</b>	2	е но	ME ADDRES	ss						
OME ADE	ORESS for	Child: Darc	y Dale												
Addres	s Informat	tion 🔒	Effective D	Date					(	Telep	hones				
уре н	HOME ADDRES	SS Fr	om	01-Ju	ul-2013					Add Cont	act Number				
4 E	1 Albany Place Aylesbury Bucks			Prese		ress invalid (	e.g. enter	ed by mistake	?						
H	HP19 9HT		Update this Add Add New Addre												
	s History	_	-			-									
Туре		From	To	Address	Area	Town	County	Post Code	Country	Notes	Confidential				
CARER ADD		01-Jul-2015			Carewich	Caresville		HP22 5AU			No				
CARER ADD			01-Jul-2015	5 Care Street	Carewich	Caresville		HP22 5AU			No				
HOME ADD	RESS	01-Jul-2013	Present	1 Albany Place		Aylesbury	Bucks	HP19 9HT			No				
			Present	3 Albany Place		Aylesbury		HP19 9HT							

• The Carer's address is automatically end dated.

## 29. Viewing Historic Relationships

- From the Child/Young Person's basic demographics screen, click on the "Relationships" sidebar.
- The Carer's "Start Date" and "End Date" is show in the last 2 columsn.

Child: Darcy	Dale 14 years (Ref: 5004	51) 👱 Ba	asic emograpl	hics 💽	<u>.</u>	3					
<u>Personal</u>	Samily & Other	Relationships									
Personal	Flags	Relationship	Case No	Name	Age	Date of Birth	Gender	Alerts	Start Date	End Date	
Additional	CARER ADDRESS: 9 Ca	re Street, Carewic	h, Caresville	e, HP22 5AU							
Identity		Self	500451	Darcy Dale	14 years	01-Jul-2001	FEMALE	🚧 R CWD			
Photos	HOME ADDRESS: 1 Alb	any Place, Aylesbu	iry, Bucks, I	HP19 9HT							
Risks	MC PR NK EC Prit	MOTHER	500453	Lily Dale	39 years	15-Dec-1976	FEMALE		05-Jan-2016		
Parental Factors	HOME ADDRESS: 3 Alb	any Place, Aylesbu	iry, Bucks, I	HP19 9HT							
Relationships	PR NK EC Print EC Print	FATHER GRANDPARENT	500454 500455	David Dale Annie Dale	44 years ≈ 77 years	15-Dec-1971 15-Dec-1938	MALE FEMALE		05-Jan-2016 05-Jan-2016		
Involvements	CARER ADDRESS: 5 Ca	re Street, Carewic	h, Caresville	e, HP22 5AU							
Case Status	NK Print	BROTHER	500452	Dominic Dale	14 years	01-Jan-2002	MALE	🚧 R	05-Jan-2016		
CP	HOME ADDRESS: 13 C	are Street, Carewic	ch, Caresvill	e, HP22 5AU							
CLA	Print	CARER	500376	Beatrice Taurus	46 years	01-Jan-1970	FEMALE		01-Aug-2015	10-Aug-2015	
Adoption	HOME ADDRESS: 5 Ca	re Street, Carewich	n, Caresville	, HP22 5AU							
History	Print	CARER	500383	Alison Bishop	46 years	01-Jan-1970	FEMALE		25-Feb-2015	01-Jul-2015	
Chronology	HOME ADDRESS: 9 Ca	re Street, Carewich	n, Caresville	HP22 5AU							
2	Prit	CARER	500393	Abigale Knight	46 years	01-Jan-1970	FEMALE		01-Jul-2015	24-Jan-2016	

## **30. Viewing Historic Forms**

- From the Child/Young Person's basic demographics screen, click on the "Forms" sidebar.
- You can click on any of the "Completed Forms" to view.

iquidlogic (	Children and Famili	es		Home He	elp Me	nu 🔻 🛛 S	System 🔻	Find 🔻 👘	CIN Worker 1
Child: Darcy	Dale 14 years (Ref: 50	0451) Basic Demographics	<b>*</b> •						
Personal	• Forms			• Doc	uments				
Personal	Free Text Filter	Go Reset		Create	Document				
A didness and	<u>.</u>			Date v	r Ty	pe	Status	Editor	Notes
Additional				20-Mar	2015 Ma	eting Invite	Completed	CLA Admin 1	
Identity	Draft Forms			10-Mar		eting Invite		CLA Admin 1 CLA Admin 1	
Photos									
-	None								
Risks									
Parental Factors	Completed For			-					
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	Form Date	Form Type	User						
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## 31. Shortcuts

Keystrokes	Action
Ctrl A	Select All
Ctrl B	Bold
Ctrl C	Copies to the clipboard
Ctrl F	Find dialog box
Ctrl I	Italics
Ctrl P	Print
Ctrl T	Creates a New Tab
Ctrl U	Underlining
Ctrl V	Pastes from the clipboard
Ctrl X	Cuts to the clipboard
Ctrl Z	Undo last command
Ctrl Delete	Delete next word
Ctrl Backspace	Delete previous word
Mouse click 3 times	Selects whole paragraph
Ctrl +	Increases zoom by 25%
Ctrl -	Decreases zoom by 25%
Ctrl 0	Returns zoom to normal
Shift F3	Highlight text then toggle between caps,
	title case and lowercase
F5	Refresh screen

# 32. Notifying IRO's of Significant Changes/Events In The Child/Young Person's Life

- The Social Worker must inform the IRO of significant changes/events in the child's life including:
- 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?).