



# **LCS / CLA CIN/CWD Manual**

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

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Date: 12.01.2016

## DOCUMENT HISTORY

<b>DATE</b>	<b>PRODUCED BY</b>	<b>DOCUMENT VERSION</b>	<b>COMMENTS</b>
12.01.2016	B. CAMPBELL	1.0	INITIAL VERSION
01.03.2016	B. CAMPBELL	1.1	AMENDMENT TO SUBSEQUENT REQUEST FOR PLACMENT
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


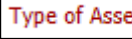






This 1 day session will raise awareness of the recording of the CLA process within LCS. For the purpose of the course, we will use 2 siblings to incorporate the Family Working principle.

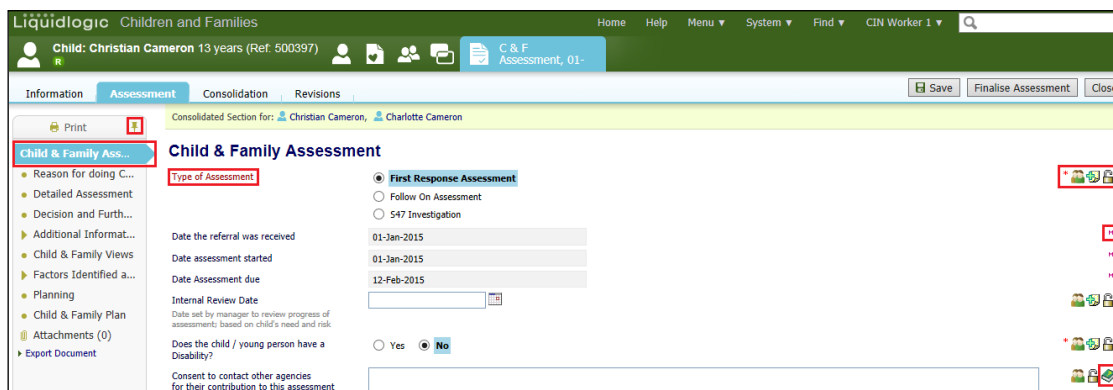
- Initiating the CLA process from the C&F Assessment
- Completing the Initial Request for Placement form
  - Authorisation/Rejection by CSWM
- Creating the Proposed Legal Status and Placement
- Creating the Draft Essential Information Record (formerly Placement Plan)
- Creating a Statutory Visit Rule
- 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.

## 2. Navigating Around Forms/Icons On Display

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



The screenshot shows the 'Child & Family Assessment' form in the Liquidlogic system. The sidebar on the left is titled 'Child & Family Ass...' and contains a list of options including 'Reason for doing C...', 'Detailed Assessment', 'Decision and Furth...', 'Additional Informat...', 'Child & Family Views', 'Factors Identified a...', 'Planning', 'Child & Family Plan', 'Attachments (0)', and 'Export Document'. The main form area is titled 'Child & Family Assessment' and includes a 'Type of Assessment' dropdown set to 'First Response Assessment'. Below this are fields for 'Date the referral was received' (01-Jan-2015), 'Date assessment started' (01-Jan-2015), and 'Date Assessment due' (12-Feb-2015). There is also an 'Internal Review Date' field and a question 'Does the child / young person have a Disability?' with 'Yes' and 'No' radio buttons. At the bottom, there is a consent checkbox: 'Consent to contact other agencies for their contribution to this assessment'. On the right side of the form, several icons are visible: a pin icon, a red asterisk icon, a family working icon, an 'M' icon, a post-it note icon, a green manual icon, and an open lock icon.

## 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).

Liquidlogic Children and Families

User: CIN Worker 1  
CIN Team

Task Trays

Group By:	Date	Task	Person	Address	Referral Group	Order By:	Start Date	Due Date	Timeframe	Person
<b>CLA</b>										
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
25-Mar-2015		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
<b>Case Notes</b>										
No Due Date		CLA	CWD	Dale, Darcy	14 yrs					Case Notes - This child has been added to a IRO Case Note Case Note by IRO Worker 1 on 25-Mar-2015
No Due Date		CLA		Dale, Dominic	14 yrs					Case Notes - This child has been added to a IRO Case Note Case Note by IRO Worker 1 on 25-Mar-2015
<b>C &amp; F Assessment</b>										
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

Child: Christian Cameron 13 years (Ref. 500397)

Full Map | Local Map

### C & F Assessment

**Reason:** Paternal grandmother has emailed with concerns that her daughter in law is terminally ill 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 Worker 1 (Reassign)    **Started:** 12-Jan-2016    **Due:** 12-Feb-2015

C & F Assessment | Task Details | All Children (2)

**Record Details:**

C & F Assessment (Copy Forward) [Print]

Service User/s: Christian Cameron 13 yrs, Charlotte Cameron 14 yrs

Assigned to Assessor: CIN Worker 1 (01-Jan-2015)

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

Liquidlogic Children and Families

Child: Christian Cameron 13 years (Ref. 500397)

Information | **Assessment** | Consolidation | Revisions

C & F Assessment, 01-

**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 Children and Families

Child: Christian Cameron 13 years (Ref. 500397)

Information | **Assessment** | Consolidation | Revisions

C & F Assessment, 01-

Save | Finalise Assessment | Close

Consolidated Section for: Christian Cameron, Charlotte Cameron

### Planning

Christian Cameron

**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.

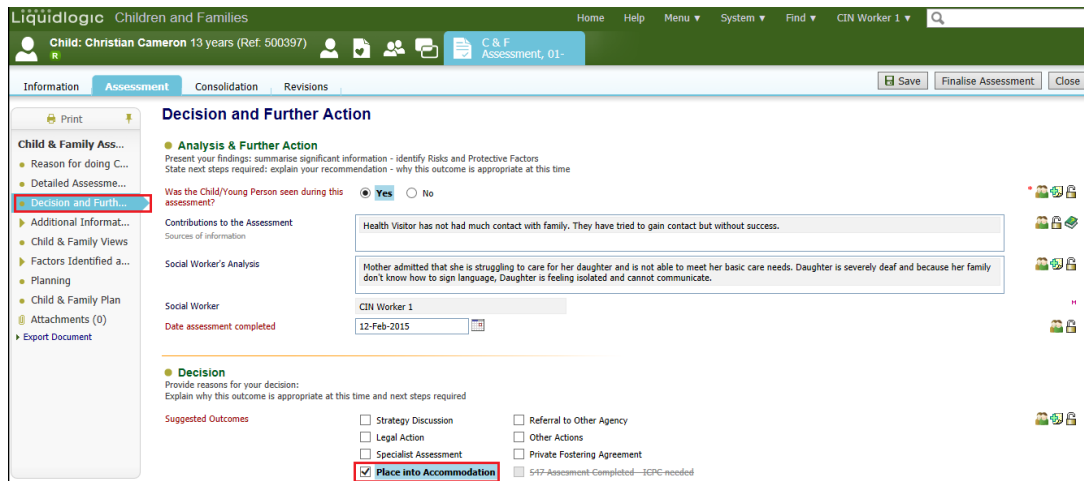
Create C & F Plan

Charlotte Cameron

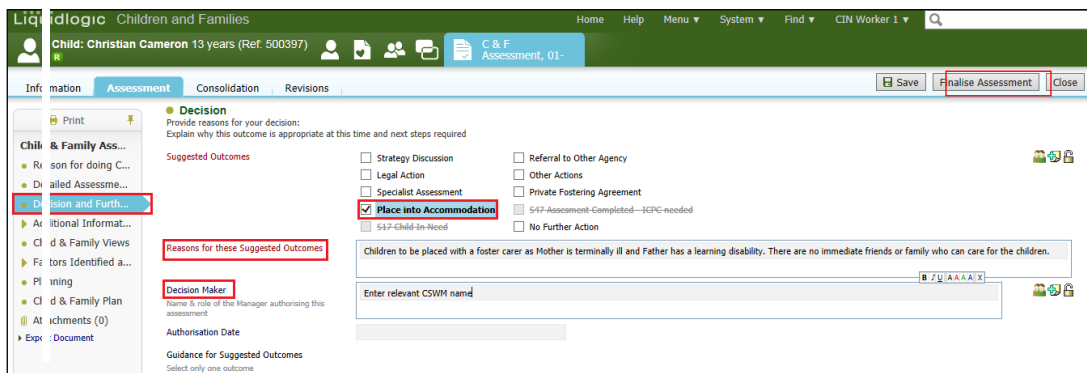
**To add What Needs To Be Done to this form,** you must first create the C & F Plan to accommodate them. You may do this by clicking on the 'create plan' button below.

Create C & F Plan

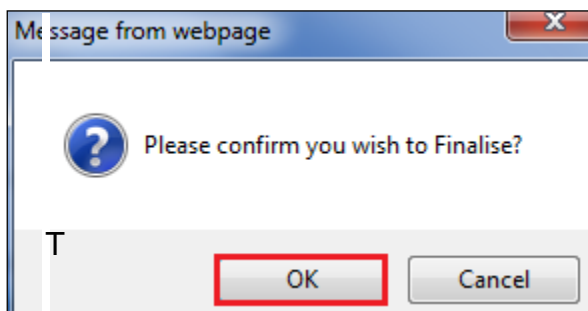
- Once the C&F Assessment has been completed, access the “Decision and Further Action” Sidebar.
- Select the checkbox “Place into Accommodation”



- 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 Families** Home

Child: **Christian Cameron** 13 years (Ref: 500397)

**C & F Assessment**

Reason: Paternal grandmother has emailed with concerns that her daughter in law is terminally ill and 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

Combined Stage for: Christian Cameron, Charlotte Cameron.

**This Assessment has been sent to CIN Manager 1 for authorisation.**

**Record Details:**

The Assessment: **C & F Assessment** (Assigned to CIN Manager 1) [ Print ]

Service User/s: **Christian Cameron** 13 yrs **Charlotte Cameron** 14 yrs

Assessor: **CIN Worker 1** (01-Jan-2015 to 22-Jan-2016)

Assigned to Reviewer: **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 Children and Families** Home Help

User: **CIN Manager 1**  
CIN Team

Task Trays

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

No Due Date	Person	Task Description
No Due Date	Example, Bonnie 12 yrs	Case Notes - This child has been
12-Feb-2015	Cameron, Charlotte 14 yrs	<b>C &amp; F Assessment - Authorise</b>
12-Feb-2015	Cameron, Christian 13 yrs	<b>C &amp; F Assessment - Authorise</b>

- Click on the “Update C&F Assessment by <workername> (In Progress)”

**Liquidlogic Children and Families** Home

Child: **Charlotte Cameron** 14 years (Ref: 500396)

**C & F Assessment**

Reason: Paternal grandmother has emailed with concerns that her daughter in law is terminally ill and 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

Combined Stage for: Charlotte Cameron, Christian Cameron.

**Assessment Authorisation Stage:** Review the completed Assessment and amend if applicable. Once

**Update C & F Assessment by CIN Worker 1 - CIN Team (In Progress)**

**Record Details:**

The Assessment: **C & F Assessment** (Assigned to You) [ Print ]

Service User/s: **Charlotte Cameron** 14 yrs **Christian Cameron** 13 yrs

Assessor: **CIN Worker 1** (01-Jan-2015 to 22-Jan-2016)

Assigned to Reviewer: **CIN Manager 1** (22-Jan-2016)

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

Liquidlogic Children and Families

Child: Charlotte Cameron 14 years (Ref: 500396) R CWD

C & F Assessment, 01-

Information Assessment Consolidation Revisions

Print

Social Worker's Analysis: Mother admitted that she is struggling to care for her daughter and is not able to meet her basic care needs. Daughter is severely deaf and because her family don't know how to sign language, Daughter is feeling isolated and cannot communicate.

Social Worker: CIN Worker 1

Date assessment completed: 12-Feb-2015

Decision and Further Action

Decision: Provide reasons for your decision: Explain why this outcome is appropriate at this time and next steps required

Suggested Outcomes:

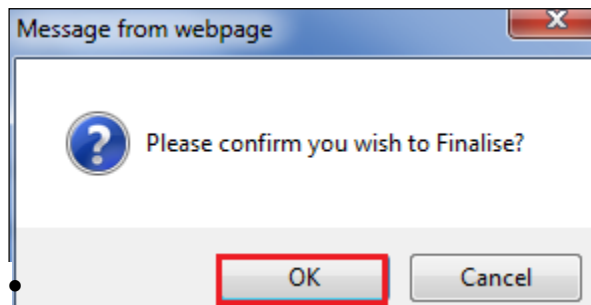
- Strategy Discussion
- Legal Action
- Specialist Assessment
- Place into Accommodation
- Referral to Other Agency
- Other Actions
- Private Fostering Agreement
- 547-Assessment-Completed—IEPC-needed
- 547-Child-In-Need
- No Further Action

Reasons for these Suggested Outcomes: 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.

Decision Maker: Enter relevant CSWM name

Authorisation Date: 12.02.2015

- Click on “OK”



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

Liquidlogic Children and Families

Child: Charlotte Cameron 14 years (Ref: 500396) R CWD

Full Map Local Map

C & F Assessment

Strategy Discussion

Legal Action

Specialist Assessment

Place into

C & F Assessment

Reason: Paternal grandmother has emailed with concerns that her daughter in law is terminally ill and 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

C & F Assessment Task Details All Children (2)

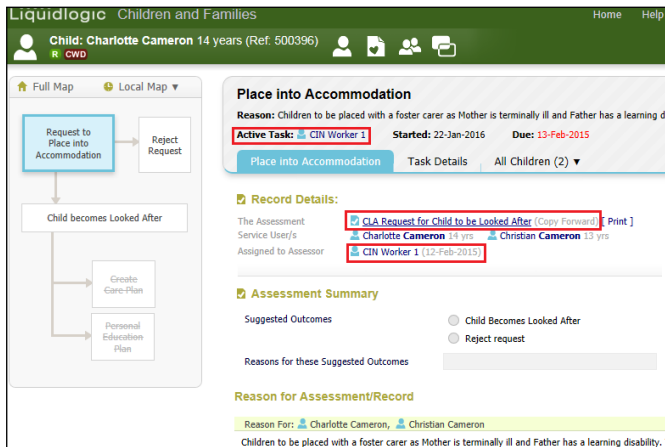
Combined Stage for: Charlotte Cameron, Christian Cameron.

Assessment Authorisation Stage: Review the completed Assessment and amend if applicable. Once

Authorise Request Further Information

View C & F Assessment by CIN Worker 1 - CIN Team (Awaiting Authorisation) Amend

- The screen looks as below.



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

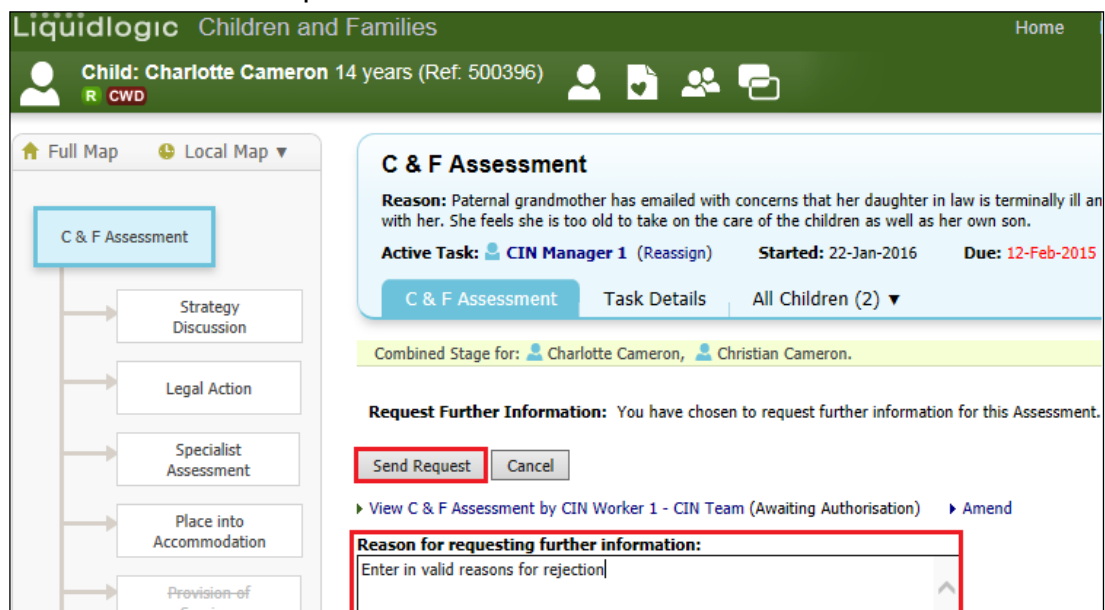


### 3.2. Rejection of An Assessment

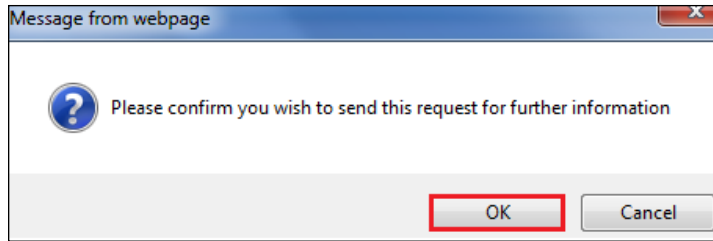
- If you wish to return the C&F Assessment back to the worker, click on “Request Further Information”.



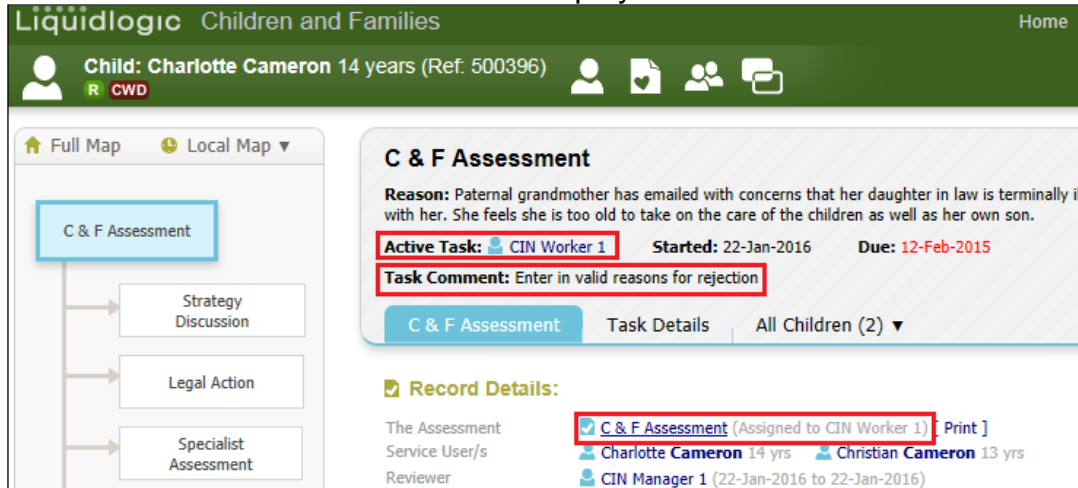
- Enter in a valid reason for the rejection.
- Click on “Send Request”



- Click on “OK”



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



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

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.



- The screen will display as below.



- 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”

- The majority of the “Child/Young Person Details” section is auto populated.

## 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.

The screenshot shows the 'Dietary Requirements' question in the Liqidlogic system. The question is currently consolidated for both siblings, Christian Cameron and Charlotte Cameron. The interface includes a sidebar with navigation options, a top navigation bar, and a main content area with a question title and a text input field.

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

This close-up screenshot shows the top of the 'Dietary Requirements' question. The names of the siblings, 'Christian Cameron, Charlotte Cameron', are displayed in a red-bordered box at the top of the question area.

- 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.

This screenshot shows the 'Dietary Requirements' question with the 'Include' button for Charlotte Cameron highlighted in a red box. This indicates the process of splitting the question for individual answers.

### 4.1.1. To Rejoin A Split Question

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

This screenshot shows the 'Dietary Requirements' question with the 'Include' button for Charlotte Cameron highlighted in a red box. Below the question, a list of siblings is displayed, including 'Christian Cameron' and 'Charlotte Cameron', with 'Charlotte Cameron' also highlighted in a red box.

## 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’.

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”, neither the “Date Placement Required” or the “Placement Risk Assessment” questions need to be answered

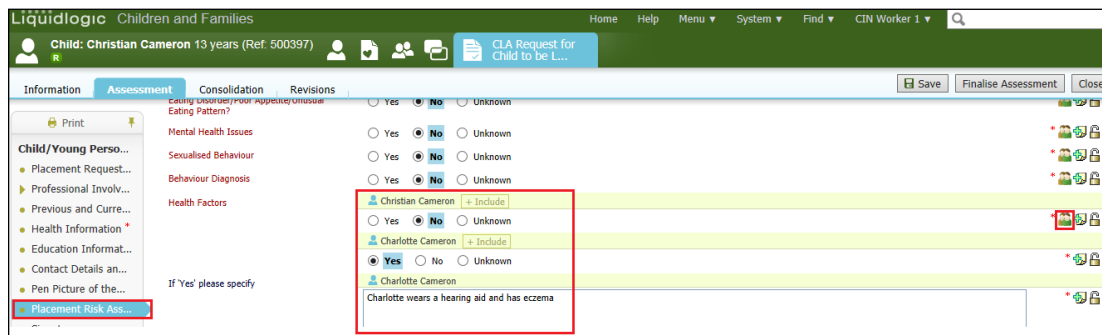
- Choose the relevant radio button for the “Placement Type” (an example of some shown below).

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.

### 4.3. Placement Risk Assessment

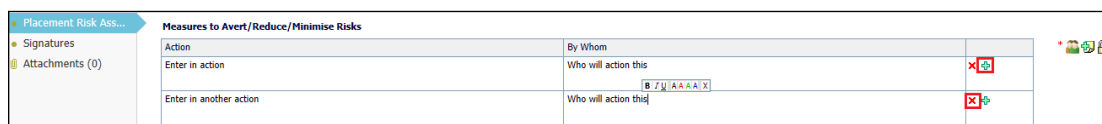
- Each of the Placement Risk Assessment questions are mandatory (if the Outcome has been set to “Child Becomes Looked After”).
- Below is an example of a split answer using the Family Working icon.



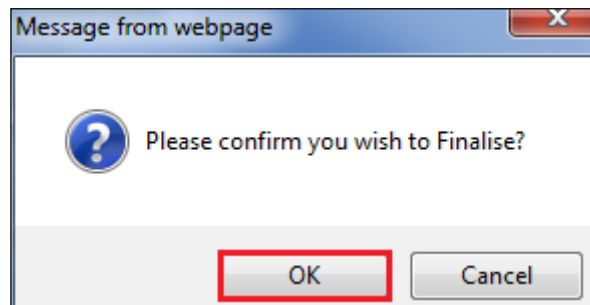
- If any of the mandatory questions are set to “Yes” – you will need to specify why in the text box.

### 4.4. Table Entry Fields

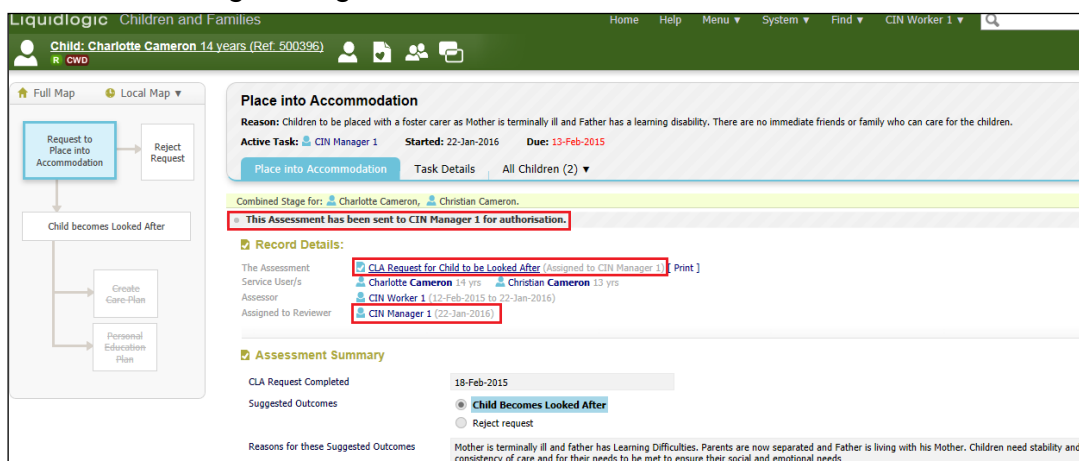
- To input data into a table field, use freestyle text to type the entry. To generate another row, click on the green “+”. To remove a row, click on the red “x”



- Once complete, click “Finalise Assessment” then “OK”



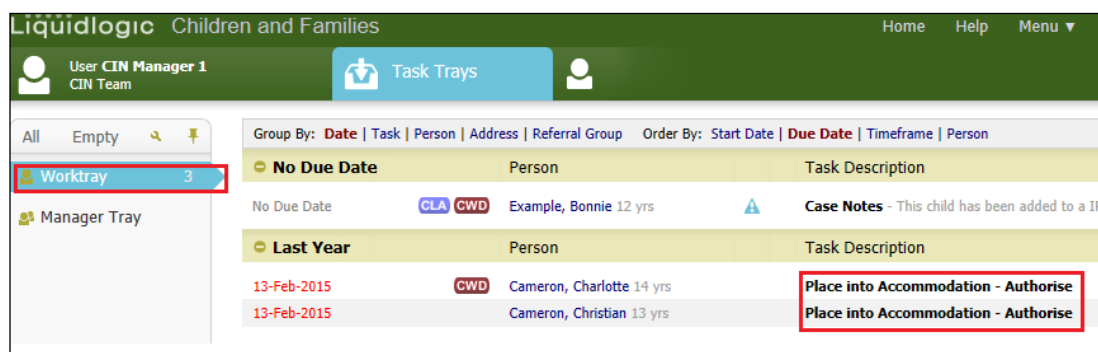
- The following screen will display showing the task to authorise has gone to the authorising Manager.



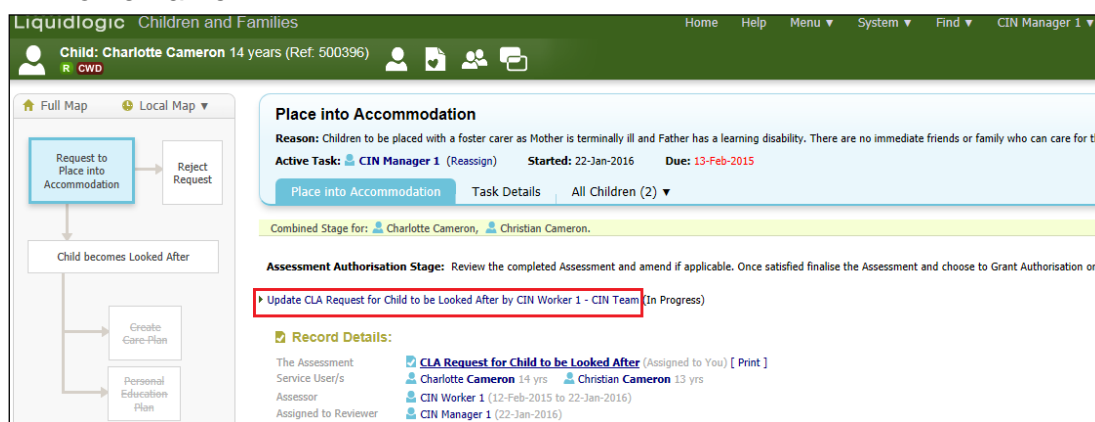


#### 4.5. Manager Authorises “Place Into Accommodation – Authorise” Task

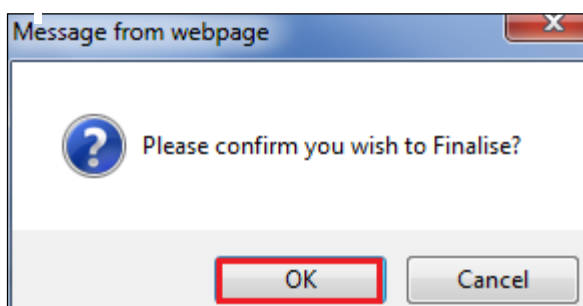
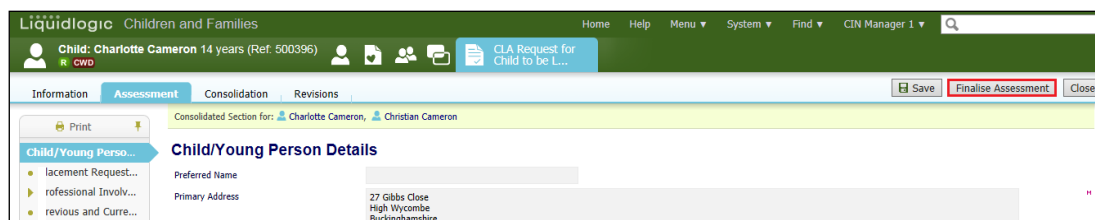
- From the Manager’s Worktray, click on the “Place into Accommodation – Authorise” task.



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



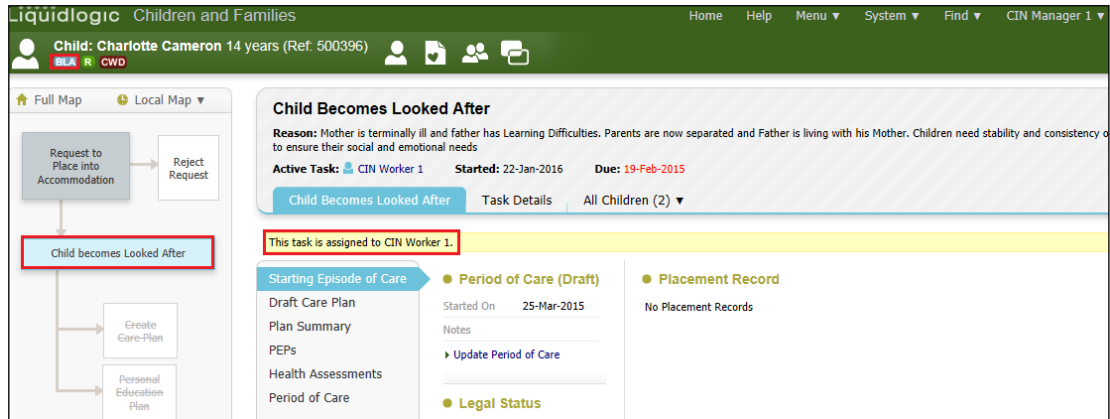
- Read through the Assessment then click on “Finalise Assessment” then “OK”



#### 4.6. Authorising/Rejecting the Assessment

- Follow the instructions on page 5-8

- 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.



Note:

Even if the previous stages were completed as consolidated forms – the “Create Legal Status and Placement” is created individually 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.

The screenshot shows the Liquidlogic Worktray interface. The user is 'CIN Worker 1' from the 'CIN Team'. The 'Worktray' tab is selected, showing 12 tasks. A table lists CLA tasks with columns for 'Person' and 'Task Description'. Two tasks are highlighted with red boxes: 'CLA - Create Legal Status and Placement' for Cameron, Charlotte (14 yrs) and Cameron, Christian (13 yrs), both with a due date of 19-Feb-2015.

Group By:	Date	Task	Person	Address	Referral Group	Order By:	Start Date	Due Date	Timeframe	Person
CLA			Dale, Darcy 14 yrs							CLA - Current Episode of Care
CLA			Dale, Dominic 14 yrs							CLA - Current Episode of Care
CLA			Example, Bonnie 12 yrs							CLA - Current Episode of Care
CLA			Example, Clyde 13 yrs							CLA - Current Episode of Care
BLA	19-Feb-2015		Cameron, Charlotte 14 yrs							CLA - Create Legal Status and Placement
BLA	19-Feb-2015		Cameron, Christian 13 yrs							CLA - Create Legal Status and Placement

- The screen will look as below.

The screenshot shows the 'Child Becomes Looked After' screen for Christian Cameron (13 years, Ref: 500397). The 'Reason' is: 'Mother is terminally ill and father has Learning Difficulties. Parents are now separated and Father is living to ensure their social and emotional needs'. The 'Active Task' is 'CIN Worker 1 (Reassign)', 'Started' on 23-Jan-2016, and 'Due' on 19-Feb-2015. The screen is divided into sections: 'Starting Episode of Care' (Draft Care Plan, Plan Summary, PEPs, Health Assessments, Period of Care), 'Period of Care (Draft)' (Started On: 25-Mar-2015, Notes, Update Period of Care), and 'Placement Record' (No Placement Records). A red box highlights the 'Update Period of Care' link.

### 5.1. Creating A Draft Period of Care

- Click on the “Update Period of Care” link.

This screenshot is identical to the previous one, but with a red box highlighting the 'Update Period of Care' link in the 'Period of Care (Draft)' section.

- Enter any relevant notes in the “Notes” section.

- Click on “Update”

- The screen will look as below – indicating the draft Period of Care.

## 5.2. Creating A Proposed Legal Status

- Click on the “Create a Proposed Legal Status” link.

- Click on the “Legal Status” drop down to select the relevant legal status.

- Click on “Create”

Note:

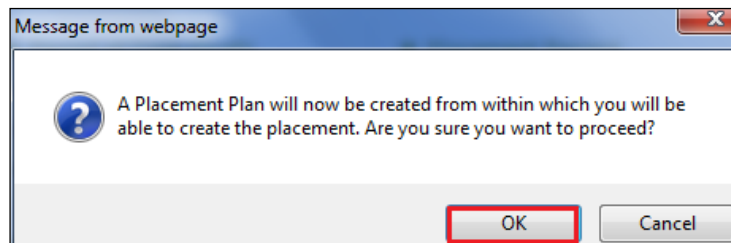
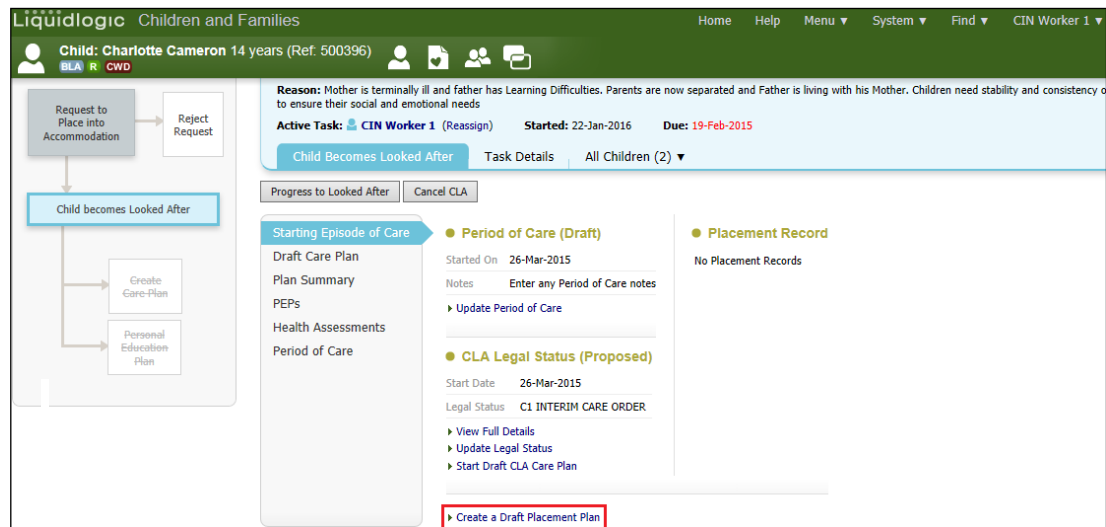
Use the “Click here for an explanation of the Legal Status Codes” for an explanation of each code.

- The screen will display as below – indicating the Proposed Legal Status.

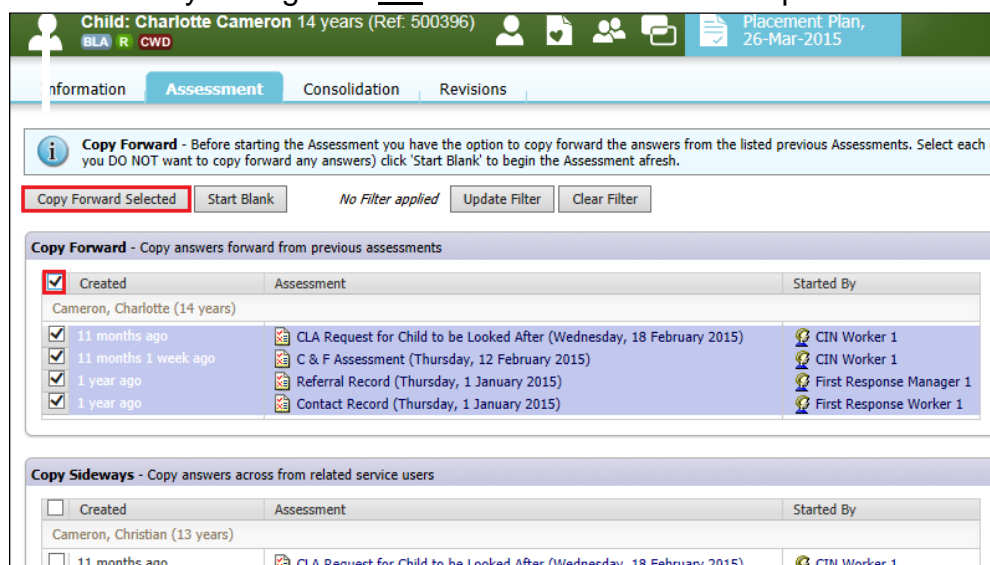
### 5.3. Creating a Draft Placement Plan (to be renamed Essential Information Record)

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.

- 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 not have their information copied forward.



- 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.

**Essential Information Record**

A Placement Plan should be completed for all children and young people looked after away from home, including those receiving short break care. It may also be used for children and young people receiving regular day care services and support foster care which does not include overnight stays.

The Placement Plan details the arrangements for meeting a child or young person's needs where responsibilities are divided between a number of people.

**A SEPARATE FORM MUST BE COMPLETED FOR EACH CHILD**

Preferred Name: [Redacted]

Primary Address: 27 Gibbs Close, High Wycombe, Buckinghamshire

Postcode: HP13 5YB

Please state if address is:  Home Address  Placement Address  Other

Gender: FEMALE

DOB: 01-Jul-2001

Age: 14 years

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.

**Placement Details**

Carer Name: [Redacted]

Address: [Redacted]

Distance from Home (miles): [Redacted]

ShortBreak: [Redacted]

**Caution**

Is there anyone who should not know the address? No

If yes, Name of this person: [Redacted]

Address (if known): [Redacted]

Relationship to Child: [Redacted]

**Out of Hours Contact**

Name: [Redacted]

Telephone: [Redacted]

Reason for Placement: [Redacted]

[Update this Placement Record](#)

- Click on the “Type of Placement” and select the relevant placement code.

**Update Placement of: 26-Mar-2015**

**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: [Redacted]

Placement Location: [Redacted]

[Click here for an explanation of the Placement Codes](#)

[Update Placement Provider and Placement Location based on Carer and Type of Placement](#)

**Carer Details**

[Select a Person as the Carer](#)

[Select Care Provider](#)

[Clear Carer details](#)

- 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.

**Liquidlogic Children and Families** Home Help

Find Carer

**Details**

Local Authority

Case Number

Surname

Forename

Include records that sound similar

**Age / Date of Birth / Gender**

Date of Birth

Age

Foster Carer Gender

**Carer Services**

Valid On Date

Placement Code **U4 - Foster Placement with other foster carer - long term**

Placement Provider

- Click on the Carer to be selected then “Select”

**Liquidlogic Children and Families** Home Help Menu System

Find Carer

Results: [ 1 ] [ 2 ]

	Query Results (22)	ID	A.	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”.

**Liquidlogic Children and Families**

- Update: Placement of: 26-Mar-2015

**Update Placement of: 26-Mar-2015**

**Details**

Date Placement began

Period covered (in months)

Type of Placement

Placement Provider **PR1 - Own provision by LA**

Placement Location **Inside LA Boundary**

[Click here for an explanation of the Placement Codes](#)

[Update Placement Provider and Placement Location based on Carer and Type of Placement](#)

**Carer Details**

Carer Details Foster Carer: Alison Bishop  
5 Care Street  
Carewich  
Caresville  
HP22 5AU

[Select a Person as the Carer](#)

[Select Care Provider](#)

[Clear Carer details](#)

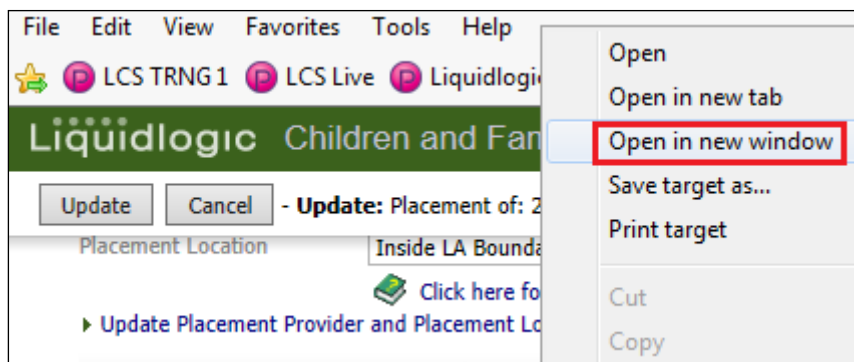


Note:

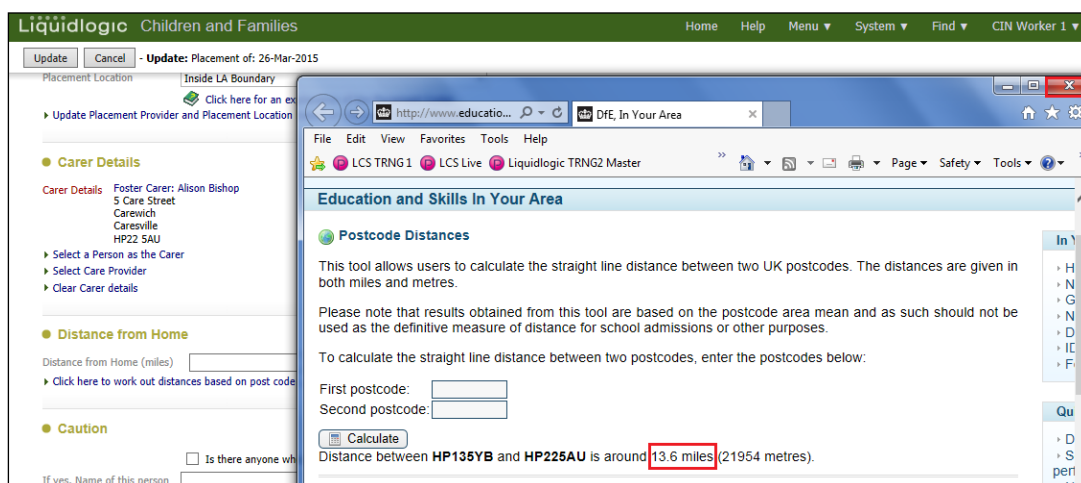
If you have selected the wrong Carer in error, click on “Clear Carer Details” and reselect using the link.

### 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.



- 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”

- 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.

- Enter in the relevant information then click on “Create”

- 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.

**Contact Details/Arrangements**

Person	Frequency	Type	Arrangements	Support from Contact	Additional costs be met?
MOTHER: Lily Cameron	once a week	supervised	Transport, location, arrangements for supervision and financial arrangements	How will contact support the plan?	How will additional costs be met.
FATHER: David Cameron					
BROTHER: Christian Cameron					
GRANDPARENT: Annie Cameron					

Will Contact Need to be Facilitated?  Yes  No

Contact Arrangements	With Who	When	Where	Role of Provider in contact
	Mrs Lily Cameron	Every Monday at 1 p.m. - 3 p.m.	Enter the location	Enter the role of the provider

- Once the form is complete and the agreements are entered, select “Finalise”

**Agreements for Child/Young Person to be accommodated by Parent/Person with Parental Responsibility**

I/we agree to (child/young person)

Being accommodated by (local authority/other agency)

Name (please print)

Signature

Date

Name (please print)

Signature

Date

Note:

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

**Placement Plan Dates**

Date Referral Received

**! This Question is mandatory.**

Placement Plan Completed

- Click on “OK”

**Message from webpage**

**? Please confirm you wish to Finalise?**

- The screen will now appear as below.

**Child Becomes Looked After**

**Reason:** 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 to ensure their social and emotional needs

**Active Task:** CIN Worker 1 (Reassign) **Started:** 22-Jan-2016 **Due:** 19-Feb-2015

**Starting Episode 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 (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
  - Foster Carer Name: Foster Carer: Alison Bishop
  - Address: 5 Care Street, Carewiche, Caresville, HP22 5AU
  - Postcode: HP22 5AU
  - Placement Plan: Placement Plan (Completed)
  - View Full Details
  - Update Placement
  - Add/View 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”

**Child Becomes Looked After**

**Reason:** 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 to ensure their social and emotional needs

**Active Task:** CIN Worker 1 (Reassign) **Started:** 22-Jan-2016 **Due:** 19-Feb-2015

**Starting Episode 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 (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
  - Foster Carer Name: Foster Carer: Alison Bishop
  - Address: 5 Care Street, Carewiche, Caresville, HP22 5AU
  - Postcode: HP22 5AU
  - Placement Plan: Placement Plan (Completed)
  - View Full Details
  - Update Placement
  - Add/View Statutory Visit Rules for Placement
  - Cancel Draft Placement

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

**Create** **Cancel** - New Rule for Placement

**New Placement Visit Rule for Charlotte Cameron**

● **Rule Details**

**Rule:** Interim Placement - not permanent

**Rule Details:** 3.159 The child should be visited within one week of the start of the child's first placement and within one week of the start of any subsequent placement [req28(2)(a)] Thereafter, the child must be visited at intervals of not more than six weeks for the first year [req28(2)(b)] Visits during subsequent years must also take place at intervals of not more than six weeks [req28(2)(c)(i)]

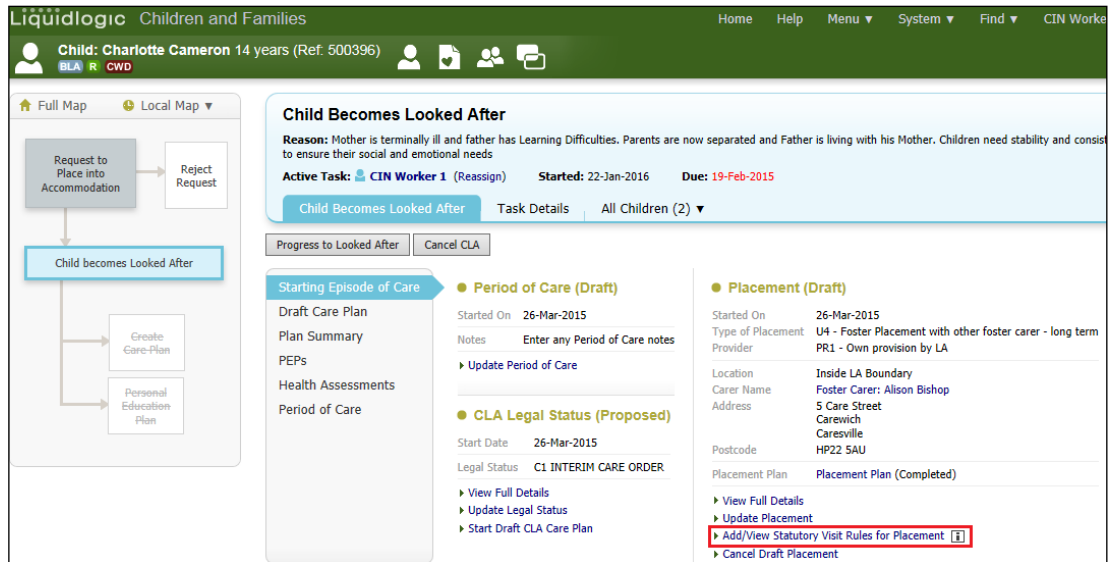
**Applicable From:** 26.03.2015

**Applicable Until:**

● **Other Rules for Placement**

No statutory visit rules applied to this placement

- The screen will look as below

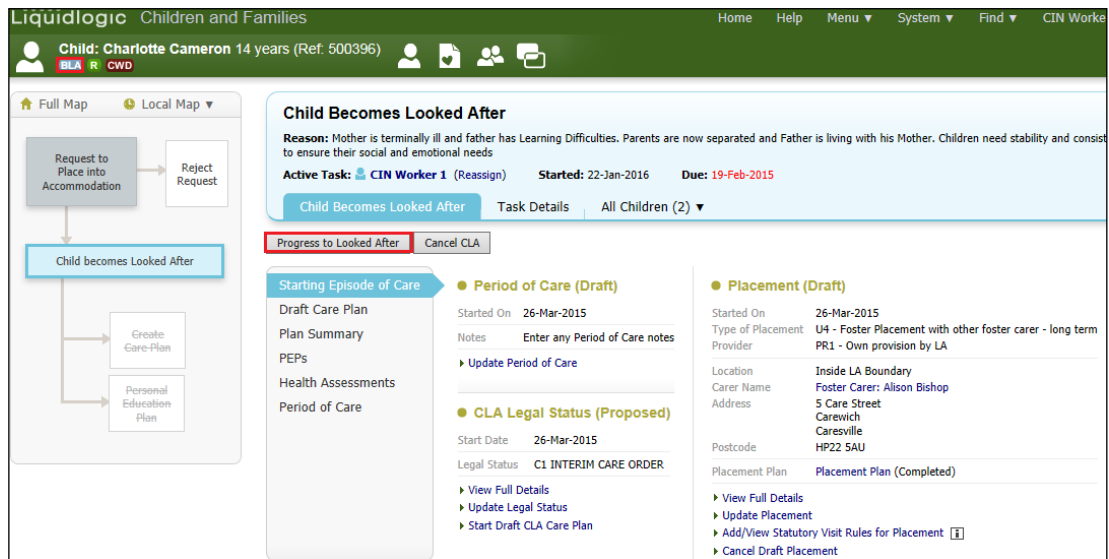


**Note:**

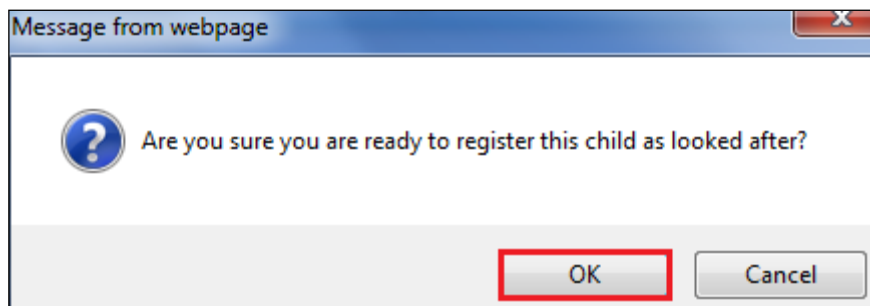
If you wish to cancel the Placement Plan, click on “Cancel Draft Placement”

## 6. Progress To Looked After

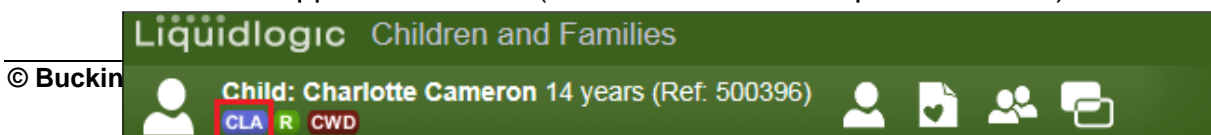
- Once the “Child Becomes Looked After Screen” is complete and the Child is placed, click on “Progress to Looked After”



- 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).

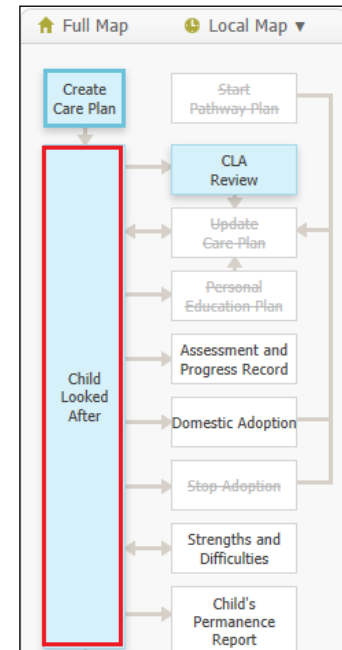


## 6.1. Printing Out The Placement Plan For The Carers

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

The screenshot shows the 'Child Looked After' hub for Charlotte Cameron. The left-hand navigation menu has 'Child Looked After' selected. The main content area is divided into sections: 'Current Episode of Care', 'Active Period of Care', and 'Placement'. The 'Placement' section shows details for a placement started on 26-Mar-2015, with a status of 'Placement Plan (Completed)'. A red box highlights the 'Placement Plan (Completed)' link in the 'Placement' section.

- Click on the “Placement Plan (completed)” link.



This screenshot shows the 'Child Looked After' page with the 'Placement Plan (Completed)' link highlighted in red. The page displays detailed information about the placement, including the start date (26-Mar-2015), type of placement (U4 - Foster Placement with other foster carer - long term), and carer details (Foster Carer: Alison Bishop, 5 Care Street, Caresville, HP22 5AU). The 'Placement Plan' is listed as 'Placement Plan (Completed)'.

- Click on the “Print” button at the top of the sidebar.

The screenshot shows the top navigation bar with the Liquidlogic logo and 'Children and Families'. Below this, a header identifies the child as 'Charlotte Cameron, 14 years (Ref: 500396)' with status indicators 'CLA', 'R', and 'CWD'. A document icon indicates a 'Placement Plan, 18-Feb-2015'. The main content area has tabs for 'Information', 'Assessment', and 'Revisions'. On the left sidebar, a 'Print' button is highlighted with a red box. The main content area displays the title 'Essential Information Record' and introductory text about placement plans.

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

The screenshot shows a print settings dialog box. At the top, it asks 'ARE YOU PRINTING CONFIDENTIAL OR SENSITIVE INFORMATION?' and includes a warning: 'If so check that those to whom you will provide copies of the document are entitled to see the information.' Below this, it asks 'Which of the following Printable Views do you want to print?' with two radio button options: 'Print the entire assessment' (selected) and 'Don't print the placement address'. The next section is 'Configure Printable Style of Assessment' with three checkboxes: 'Use Large Font', 'Print Landscape' (with a note to manually change printer orientation), and 'Print For Paper Form Fill'. The final section is 'Configure What to Print' with several checkboxes: 'Print Service User Details' (checked), 'Reduce Service User Details' (checked), 'Hide Address from Service User Details', 'Print Guidance Notes', 'Print Answered Questions Only', and 'Print Multi line answers beneath the Question'.

### 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”

The screenshot shows the 'Configure Sections to Print' dialog box. It starts with a checkbox for 'Print Current Heading Only' and a checked checkbox for 'Select Headings to Print', which is highlighted with a red box. Below this is a 'Heading selection options:' dropdown menu. A list of sections follows, each with an unchecked checkbox: 'Essential Information Record', 'Placement Details', 'Professional Involvements', 'Previous and Current Status', 'Health Information', 'Education', 'Contact Details/Arrangements', 'Child/Young Person Information', and 'Risk Assessment'. The section 'Agreements for Child/Young Person to be accommodated by Parent/Person with Parental Responsibility' is checked and highlighted with a blue box. Below this is an unchecked checkbox for 'Attachments'. At the bottom, there are 'Cancel' and 'Print Assessment' buttons, with the latter highlighted by a red box.

- 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.

<span>X Close Printable View</span>   <span>Portrait</span> Landscape   Small Medium <span>Large</span> Largest   <span>Print page now</span>			
<b>WARNING - The form contains the child's placement address</b>			
<p align="center"><b>ARE YOU PRINTING CONFIDENTIAL OR SENSITIVE INFORMATION?</b>  <b>If so check that those to whom you will provide copies of the document are entitled to see the information.</b></p> <p>The information contained in printed documentation and the distribution of that documentation is solely the responsibility of the user of this system. The software and / or system provider cannot in anyway be held liable for the distribution of confidential information to any entity, legal or personal, having no entitlement to be privy to the information contained in forms and documents that the user has produced using this system.</p>			
<b>Buckinghamshire County Council</b> <b>CIN Team</b>			
<b>Tel:</b> <b>Fax:</b>			
<b>Essential Information Record</b>			
<b>Details of Child: Charlotte Cameron (Ref: 500396)</b>			
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).

The screenshot shows the Liquidlogic interface for 'Children and Families'. The user is 'CIN Worker 1' from the 'CIN Team'. The 'Task Trays' section shows a group of tasks for 'Cameron, Charlotte (14 years), Cameron, Christian (13 years) [Referral Group]'. The tasks are:

No Due Date	Flags	Child Name	Age	Description
19-Feb-2015	CLA CWD	Cameron, Charlotte	14 yrs	CLA - Current Episode of Care
15-Apr-2015	BLA	Cameron, Christian	13 yrs	CLA - Create Legal Status and Placement
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 Families** Home Help

Child: **Christian Cameron** 13 years (Ref: 500397) BLA R

Full Map Local Map

**Child Becomes Looked After**

**Reason:** Mother is terminally ill and father has Learning Difficulties. Parents are now separated and Father is living to ensure their social and emotional needs

**Active Task:** CIN Worker 1 (Reassign) **Started:** 22-Jan-2016 **Due:** 19-Feb-2015

Child Becomes Looked After Task Details All Children (2)

Progress to Looked After Cancel CLA

**Starting Episode of Care**

- Draft Care Plan
- Plan Summary
- PEPs
- Health Assessments
- Period of Care

**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

Request to Place into Accommodation → Reject Request

Child becomes Looked After

Create Care-Plan

Personal Education Plan

- Once completed, click on the “Create a Draft Placement Plan”

**Liquidlogic Children and Families** Home Help

Child: **Christian Cameron** 13 years (Ref: 500397) BLA R

Full Map Local Map

**Child Becomes Looked After**

**Reason:** Mother is terminally ill and father has Learning Difficulties. Parents are now separated and Father is living to ensure their social and emotional needs

**Active Task:** CIN Worker 1 (Reassign) **Started:** 22-Jan-2016 **Due:** 19-Feb-2015

Child Becomes Looked After Task Details All Children (2)

Progress to Looked After Cancel CLA

**Starting Episode of Care**

- Draft Care Plan
- Plan Summary
- PEPs
- Health Assessments
- Period of Care

**Period of Care (Draft)**

Started On 25-Mar-2015

Notes Enter relevant notes

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

Start Draft CLA Care Plan

**Placement Record**

No Placement Records

Request to Place into Accommodation → Reject Request

Child becomes Looked After


Create Care-Plan

Personal Education Plan

Create a Draft Placement Plan

- Click on “OK”

Message from webpage


 A Placement Plan will now be created from within which you will be able to create the placement. Are you sure you want to proceed?

OK Cancel

- In the “Copy Forward” screen, click on the relevant checkbox for the siblings Placement Plan then “Copy Forward Selected”

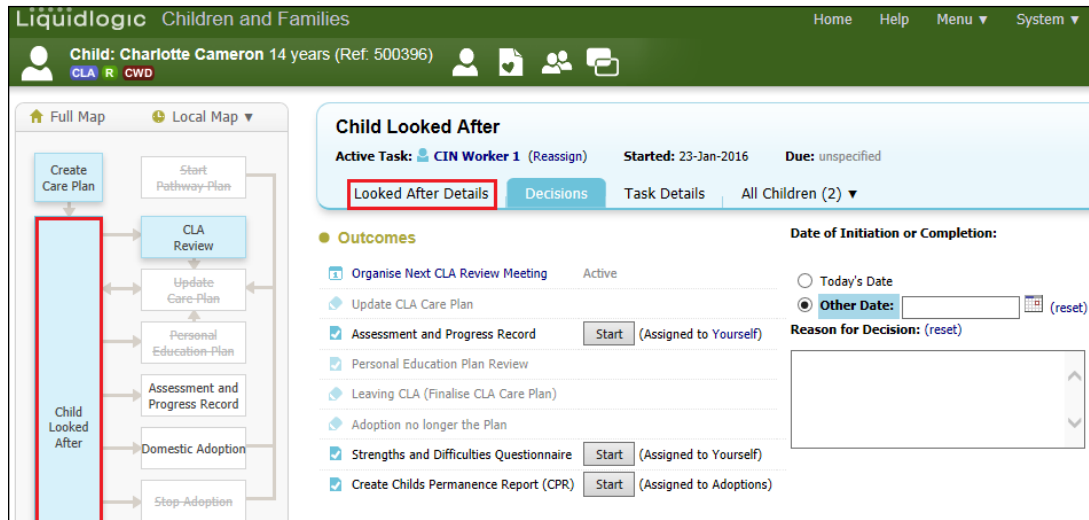
- The Essential Information Record will appear on screen with the copied information.
- You will need to ensure that any mention of the previous child is replaced with the relevant information for the current child.
- Enter in the “Update This Placement Record” and “Placement Plan Completed” date within 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”

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

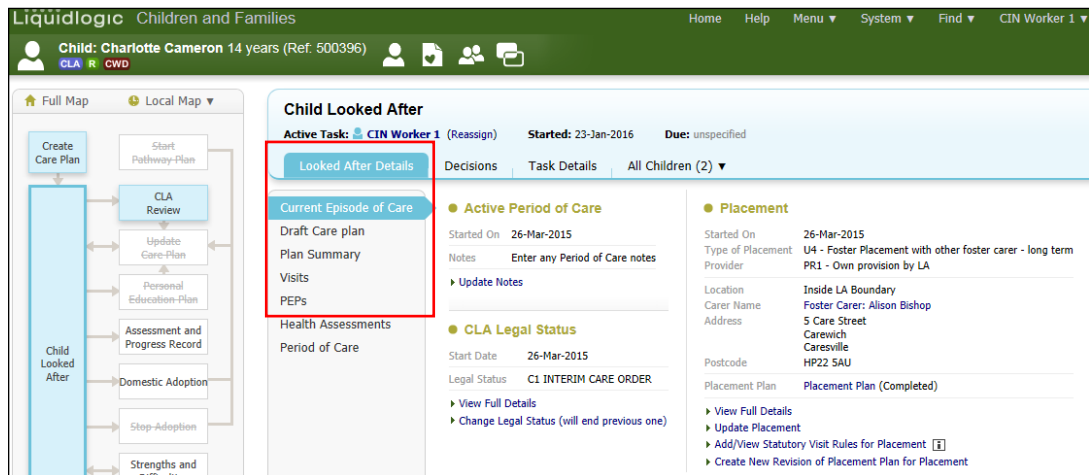
- Click on the “Looked After Details” tab.



Note:

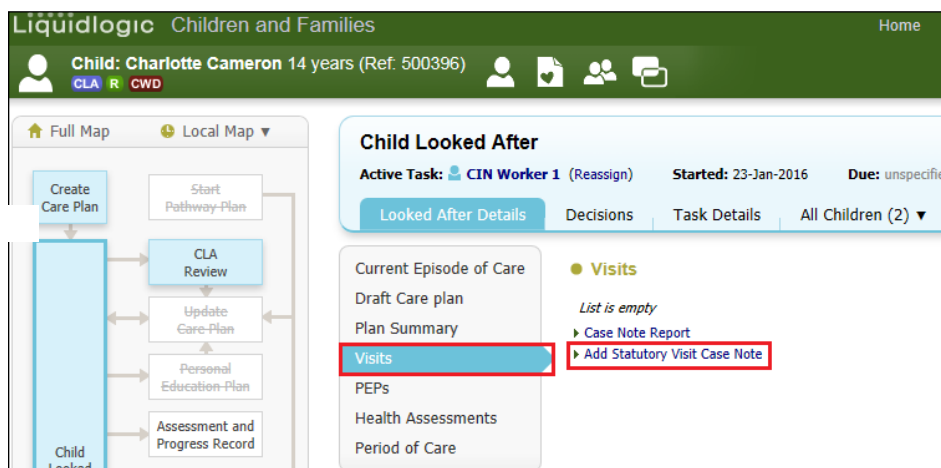
If you are in a screen that shows the pathway – click on the “Child Looked After” hub to return to this screen.

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



## 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 Menu

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

**New Case Note for Cameron, Charlotte (14 years)**

● **Part 1 - Contact**

From Context Of: Cameron, Charlotte (14 years)

Contact Date: 30.03.2015

Type of Contact: Statutory Announced Visit - CLA

Significant Event

Add to Chronology

Method of Contact: [Dropdown]

Contact Regarding	Relation	Name	Age	At Contact	Interviewed?	Seen?	Alone?	Bedroom?	Regarding Assessment
Children / Young People involved in this Case Note									
	Self	Charlotte Cameron	14 years		<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	None
Adults also present / interviewed									
No Adults recorded...									
Other relations you can add to this case note									
	BROTHER	Christian Cameron	13 years						

- The screen will display as below.

Contact Regarding	Relation	Name	Age	At Contact	Interviewed?	Seen?	Alone?	Bedroom?	Regarding Assessment
Children / Young People involved in this Case Note									
	Self	Charlotte Cameron	14 years		<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	None
	BROTHER	Christian Cameron	13 years		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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).

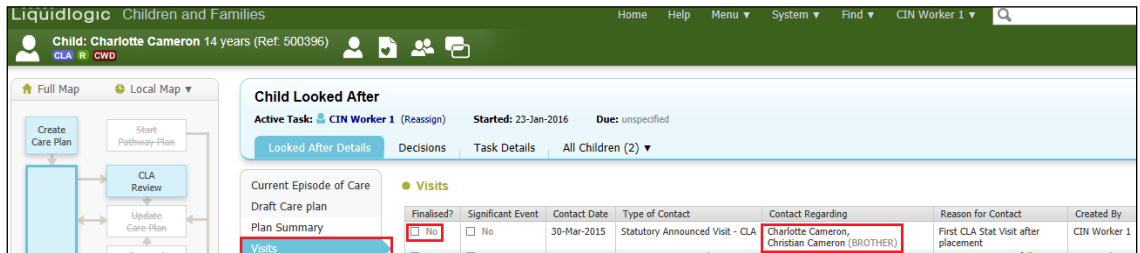
<b>Reason for Contact</b>	First CLA Stat Visit after placement
<b>Detailed Notes</b>	Enter in detailed notes about the visit
<b>Analysis of information</b>	
<b>Action</b>	



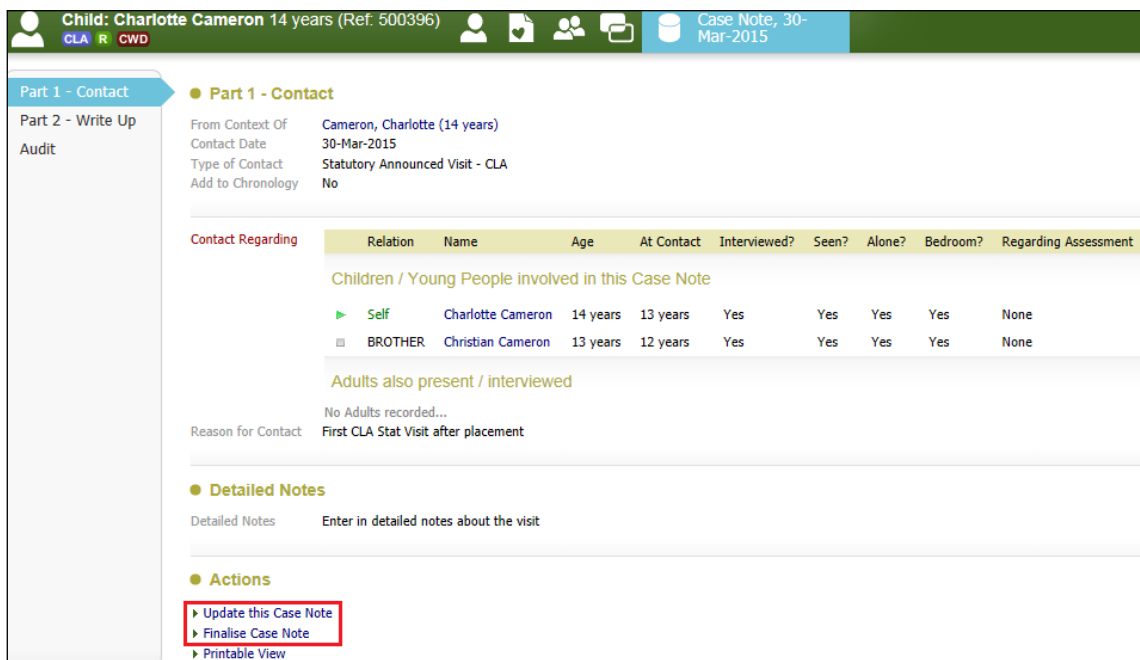
- Click on “Create” to save and continue (Create then becomes Save).
- Click on “Create and Exit” to save and exit the casenote. This can be edited at a later date.
- Click on “Finalise” if you wish to lock the casenote against further edits.
- Click on “Close” to exit the casenote.

### 9.1. To Edit An Unfinalised Casenote

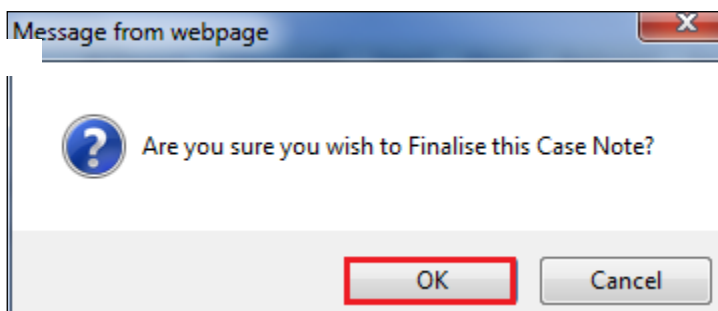
- From the CLA sidebar, click on “Visits” then anywhere on the row that displays as unfinalised (no tick in the checkbox).



- Either “Update the Case Note” and make any changes or “Finalise Case Note” to lock against further edits.



- When finalising, click on “OK”



- Once finalised, the casenote appears as below.

Finalised?	Significant Event	Contact Date	Type of Contact	Contact Regarding	Reason for Contact	Created By
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	30-Mar-2015	Statutory Announced Visit - CLA	Charlotte Cameron, Christian Cameron (BROTHER)	First CLA Stat Visit after placement	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"

**Forms**

Free Text Filter

**Draft Forms**

Form Date	Form Type	User
26-Mar-2015	Child Looked After/Young Person's Care Plan	CIN Worker 1
26-Mar-2015	Child Looked After/Young Person's Care Plan (part 1)	CIN Worker 1

**Completed Forms**

Form Date	Form Type	User
18-Feb-2015	Placement Plan	CIN Worker 1
18-Feb-2015	CLA Request for Child to be Looked After	CIN Worker 1
12-Feb-2015	C & F Assessment	CIN Worker 1
01-Jan-2015	Referral Record	First Response Manager 1
01-Jan-2015	Contact Record	First Response Worker 1

**Cancelled Forms**

Date Cancelled	Form Type	Cancelled By
12-Jan-2016 10:52	Contact Record	First Response Worker 1

**Start New Form**

Placement Plan

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

## 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.

Invited	Designation/Relationship to Child/Young Person	Attended	Apologies Received	
Mrs Lily Cameron	Mother	Yes	No	x
Mr David Cameron	Father	Yes	No	x
Mrs Alison Bishop	Foster Carer	Yes	No	x

- 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.

**PART 1 - Child Information**

This part of the placement plan should detail 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.

**Placement Information**  
 Confirm whether the carer/residential unit has received the Essential Information Record  
 Yes  
 No

If no, please describe why not, and when it will be provided

**Reason for Placement**  
 Paternal grandmother has emailed with concerns that her daughter in law is terminally ill and is no longer coping looking after her children. The children's father has a Learning Disability and now lives with her. She feels she is too old to take on the care of the children as well as her own son.  
 Include brief details of events leading to the child/young person being accommodated or changing placement, any significant events in the child/young person's life, if the child/young person was subject to a child protection plan and reasons, wishes and feelings of the child/young person and family in relation to them being accommodated.

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

**PART 2 - Consent**

**Health**

Arranging and giving verbal or signed consent for statutory health assessments (initials and reviews)  
 Yes  No  N/A

Arranging and accompanying child to appointments with GP  
 Yes  No  N/A

Arranging and giving over the counter medication  
 Yes  No  N/A

Arranging and giving prescribed medication  
 Yes  No  N/A

- 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”

**PART 2 - Consent**

**Health**

Arranging and giving verbal or signed consent for statutory health assessments (initials and reviews)  
 Yes  No  N/A

Arranging and accompanying child to appointments with GP  
 Yes  No  N/A

**Finalise Assessment**

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.

The screenshot shows the Liquidlogic interface for a child named Charlotte Cameron. The 'Forms' sidebar is highlighted in red. The 'Completed Forms' table is also highlighted in red, showing a 'Placement Plan' form dated 23-Jan-2016 15:05, completed by CIN Worker 1.

Form Date	Form Type	User
23-Jan-2016 15:05	Placement Plan	CIN Worker 1
18-Feb-2015	Placement Plan	CIN Worker 1
18-Feb-2015	CLA Request for Child to be Looked After	CIN Worker 1
12-Feb-2015	C & F Assessment	CIN Worker 1
01-Jan-2015	Referral Record	First Response Manager 1
01-Jan-2015	Contact Record	First Response Worker 1

- 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 screenshot shows the 'Task Trays' section of the Liquidlogic interface. The 'Worktray' is highlighted in red, showing 14 tasks. A task titled 'CLA - Create CLA Care Plan' is also highlighted in red, with a due date of 15-Apr-2015.

Date	Task
15-Apr-2015	CLA - Create CLA Care Plan

- 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 not consolidated (although they can manually be consolidated using the “Consolidation” tab).

### 11.1. Consolidating the Part One Form

- Click on “Update Part One Form”

The screenshot shows the 'Create CLA Care Plan' interface for Charlotte Cameron (14 years, Ref: 500396). The interface includes a navigation menu on the left with 'Create Care Plan' highlighted. The main content area shows task details for 'CIN Worker 1' (Reassign), started on 23-Jan-2016 and due on 15-Apr-2015. A 'Combined Stage for: Charlotte Cameron, Christian Cameron.' is indicated. The 'What to do' section states: 'This CLA Care Plan is a draft revision that requires you to complete and finalise its part'. Below this are buttons for 'Finalise Plan Revision' and 'Send for Authorisation'. The 'Plan Details' section includes a 'Plan Summary' and 'Plan Details' table:

Plan Revision	CLA Care Plan v1.0
Key Worker	CIN Worker 1
Status	Draft
Effective From	26-Mar-2015
Effective To	
Created By	CIN Worker 1
Creation Date	23-Jan-2016 13:16

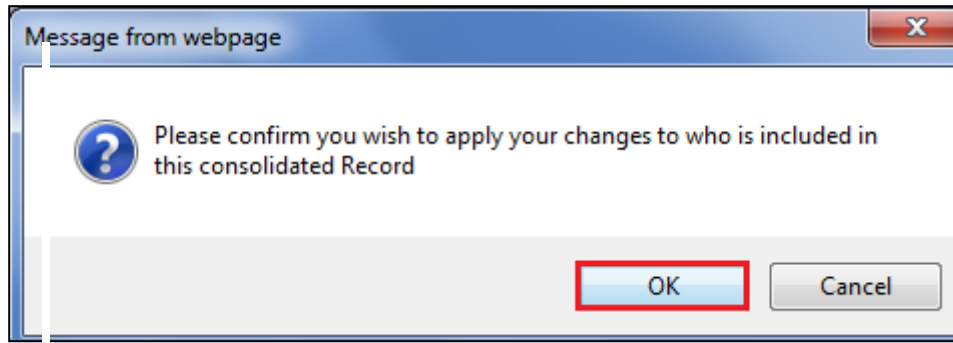
The 'Forms' section shows 'Forms: CLA Care Plan v1.0' with two links: 'Update Part One Form' (highlighted) and 'Update Part Two Form'.

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

The screenshot shows the 'Consolidation' tab for Danika Dolland (14 years, Ref: 500501). The interface includes a navigation menu with 'Consolidation' highlighted. The main content area shows a 'Subjects of this Consolidated Record' section. A message states: 'Consolidated Record - You may use the following table of persons (who are members of the same pathway group) to add or remove m. Make sure those selected are those that you wish to be in this group then click 'Apply Consolidation''. Below this are buttons for 'Apply Consolidation' (highlighted) and 'Reset'. A table lists the subjects for consolidation:

<input checked="" type="checkbox"/>	Subjects of Grouped Record	Comment
<input checked="" type="checkbox"/>	Dolland, Danika (14 years)	
<input type="checkbox"/>	Dolland, Dino (13 years)	

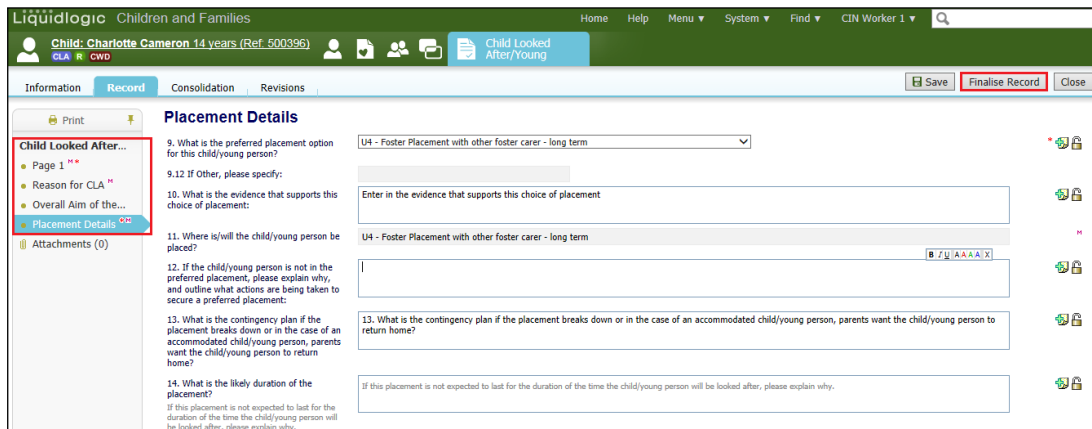
- Click on “OK”



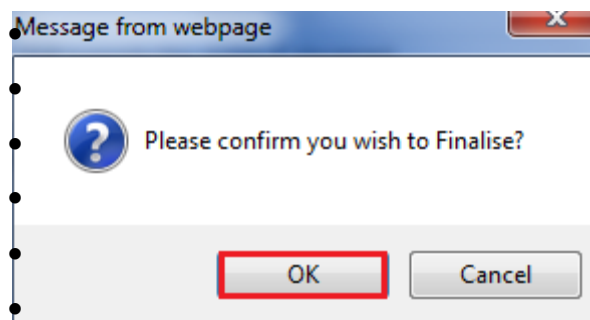
- The “Consolidation” yellow bar will now appear at the top of the page.



- Complete each of the sidebar sections then click on “Finalise Record”.



- Click on “OK”



- 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.

**Child: Charlotte Cameron** 14 years (Ref: 500396)  
 CLA R CWD

**Create CLA Care Plan**  
 Active Task: CIN Worker 1 (Reassign) Started: 23-Jan-2016 Due: 15-Apr-2015

Combined Stage for: Charlotte Cameron, Christian Cameron.

**What to do:** This CLA Care Plan is a **draft revision** that requires you to complete and finalise its part on

Finalise Plan Revision Send for Authorisation

**Plan Details**

Plan Summary

Plan Revision	CLA Care Plan v1.0
Key Worker	CIN Worker 1
Status	Draft
Effective From	26-Mar-2015
Effective To	
Created By	CIN Worker 1
Creation Date	23-Jan-2016 13:16

**Forms: CLA Care Plan v1.0**

View Part One Form (finalised) Amend

## 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”

**Child: Danika Dolland** 14 years (Ref: 500501)  
 CLA R CWD

**Create CLA Care Plan**  
 Active Task: CIN Worker 11 (Reassign) Started: 11-Jan-2016 Due: 17-Mar-2015

Combined Stage for: Danika Dolland, Dino Dolland.

**What to do:** This CLA Care Plan is a **draft revision** that requires you to complete and finalise its part one

Finalise Plan Revision Send for Authorisation

**Plan Details**

Plan Summary

Plan Revision	CLA Care Plan v1.0
Key Worker	CIN Worker 11
Status	Draft
Effective From	25-Feb-2015
Effective To	
Created By	CIN Worker 11
Creation Date	11-Jan-2016 21:35

**Forms: CLA Care Plan v1.0**

View Part One Form (finalised) Update Part Two Form Amend

Back to: Child Becomes Looked After

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

Liquidlogic Children and Families

Child: Danika Dolland 14 years (Ref: 500501) CLA R CWD

Information Record **Consolidation** Revisions

**Subjects of this Consolidated Record**

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

Apply Consolidation Reset

<input checked="" type="checkbox"/>	Subjects of Grouped Record	Comment
<input checked="" type="checkbox"/>	Dolland, Danika (14 years)	
<input checked="" type="checkbox"/>	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.

Liquidlogic Children and Families

Child: Danika Dolland 14 years (Ref: 500501) CLA R CWD

Information Record Feedback Consolidation Revisions

Consolidated Section for: Danika Dolland, Dino Dolland

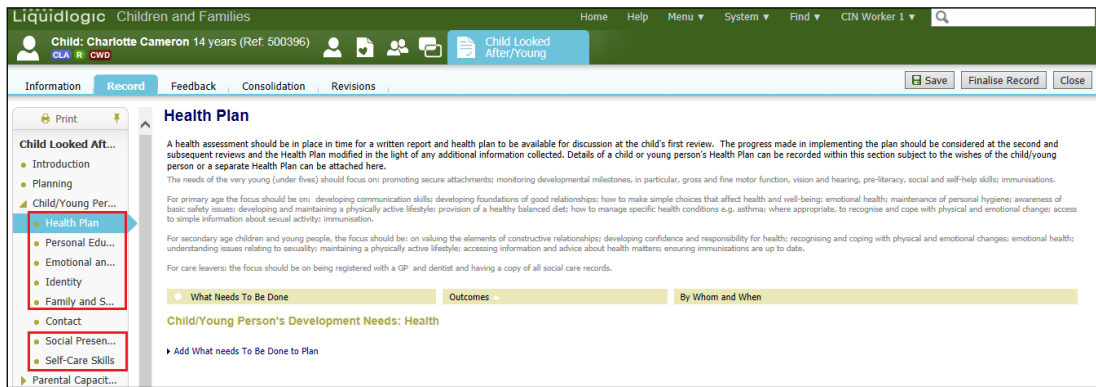
Print

**Child Looked After/Young Person's Care Plan (part 2)**

Part Two of the Care Plan sets out how the child/young person's needs will be met during the period they are in the care of the Local Authority. Part Two of the plan can also act as a co-ordinated inter-agency plan for the child/young person. If the child/young person is receiving a planned series of short breaks, it may be appropriate to replace Part Two of the Care Plan with a Short Breaks Plan.

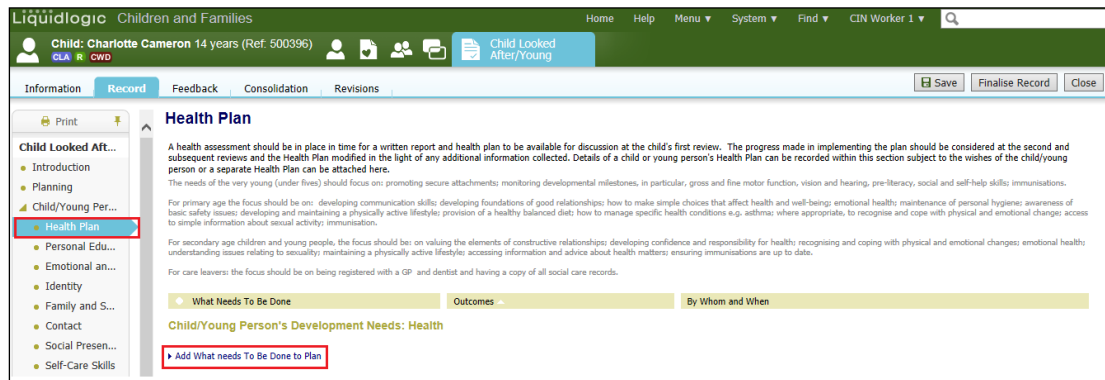
- Introduction
- Planning
- Child/Young Person's...
- Parental Capacity (...)
- Family and Environ...
- Parental Capacity (...)
- Environmental Fact...
- Views
- Attachments (0)
- Export Document

- Each Child/Young Person’s Developmental Needs are mandatory (except “Contact” and must have at least one entry per sub dimension).

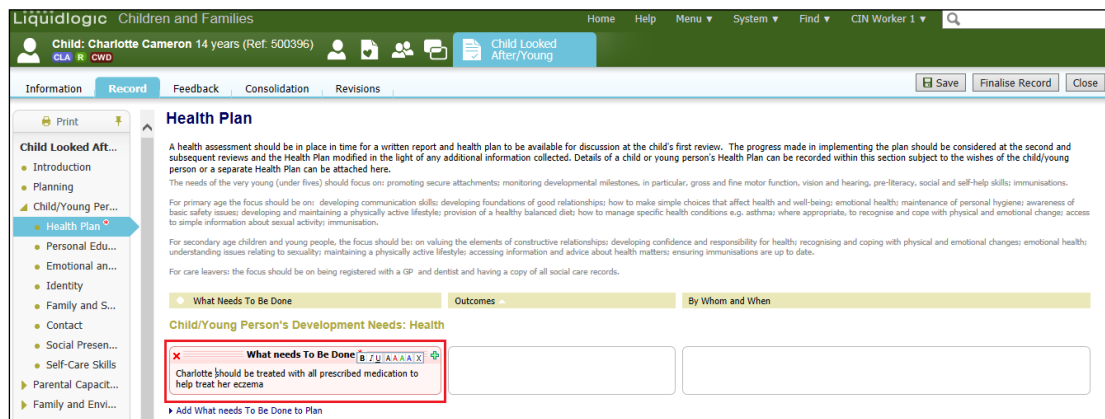


### 11.3. Creating a Need

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



- Type in the “need” in the pink text box.



## 11.4. Adding The Outcome

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

The screenshot shows the 'Health Plan' section in the Liquidlogic system. The 'What Needs To Be Done' field contains the text: 'Charlotte should be treated with all prescribed medication to help treat her eczema'. A green '+' icon is visible to the right of this field, indicating where to click to add an outcome.

- Enter the outcome text into the green text box.

The screenshot shows the 'Health Plan' section with the 'Outcome' field highlighted in green and containing the text: 'Charlotte's eczema to be under control and not causing her distress'. The 'What Needs To Be Done' field remains the same.

## 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.

The screenshot shows the 'Health Plan' section with the 'By Whom and When' field highlighted in blue and containing the text: 'Foster Carer on a daily basis until Charlotte's eczema is under control'. The 'Outcome' field remains the same.

## 11.6. To Add Another Need

- Click on the “Add What Needs To Be Done To Plan” link

The screenshot shows the 'Health Plan' interface for Charlotte Cameron, 14 years old. The table below summarizes the current items:

What Needs To Be Done	Outcomes	By Whom and When
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

### 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.

The screenshot shows the 'Health Plan' interface after merging. The table below summarizes the current items:

What Needs To Be Done	Outcomes	By Whom and When
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
Medication is to be applied before bed every night to help treat 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.

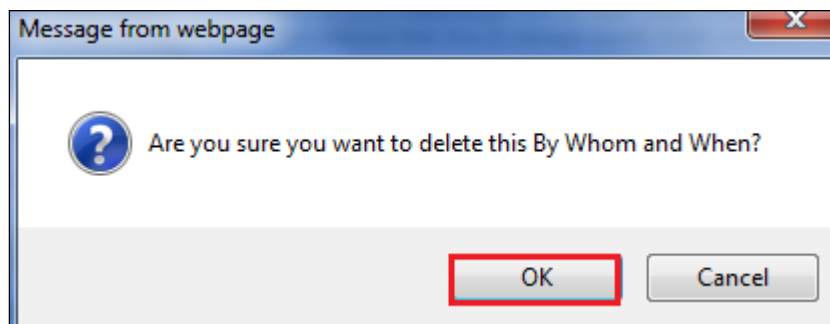
The screenshot shows the 'Health Plan' interface after creating multiple 'By Whom and When' entries. The table below summarizes the current items:

What Needs To Be Done	Outcomes	By Whom and When
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
Medication is to be applied before bed every night to help treat Charlotte's eczema		Mother to apply medication when Charlotte visits once a week



### 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”



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.

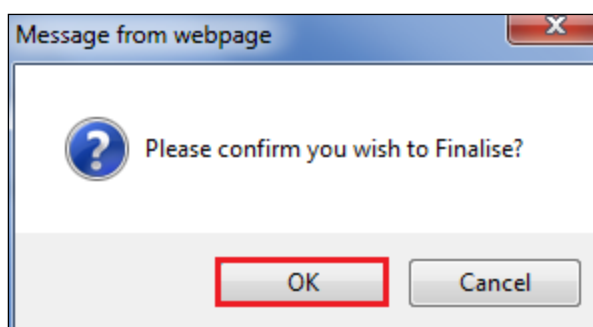
If you wish to delete a “What Needs to Be Done” – you will need to delete the By Whom and When” section first, then the “Outcome” before clicking the red X in the “What Needs to Be Done” section.

## 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”

The screenshot shows the Liquidlogic software interface for recording views. The 'Views' sidebar is highlighted with a red box. The main area shows a list of people who have recorded their views, with the 'Agree' radio button selected for each entry. The 'Finalise Record' button is highlighted with a red box.

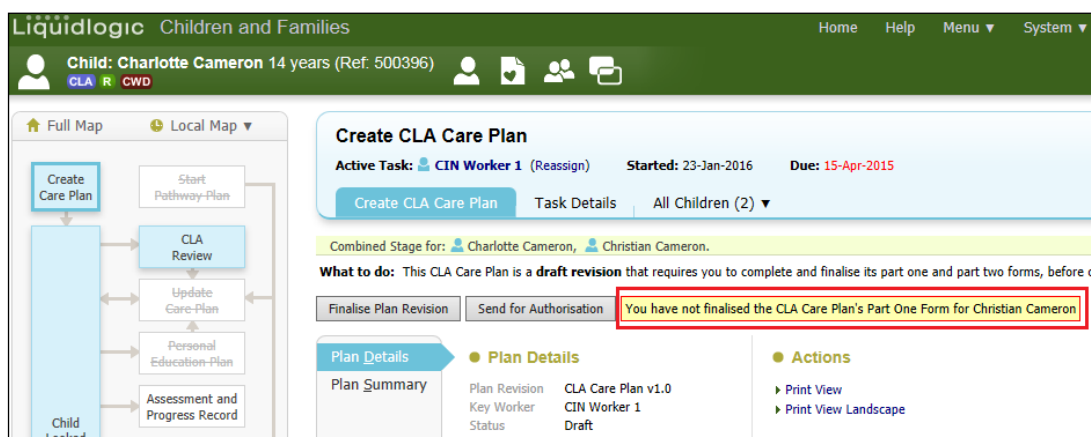
- Click on “OK”



- 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.

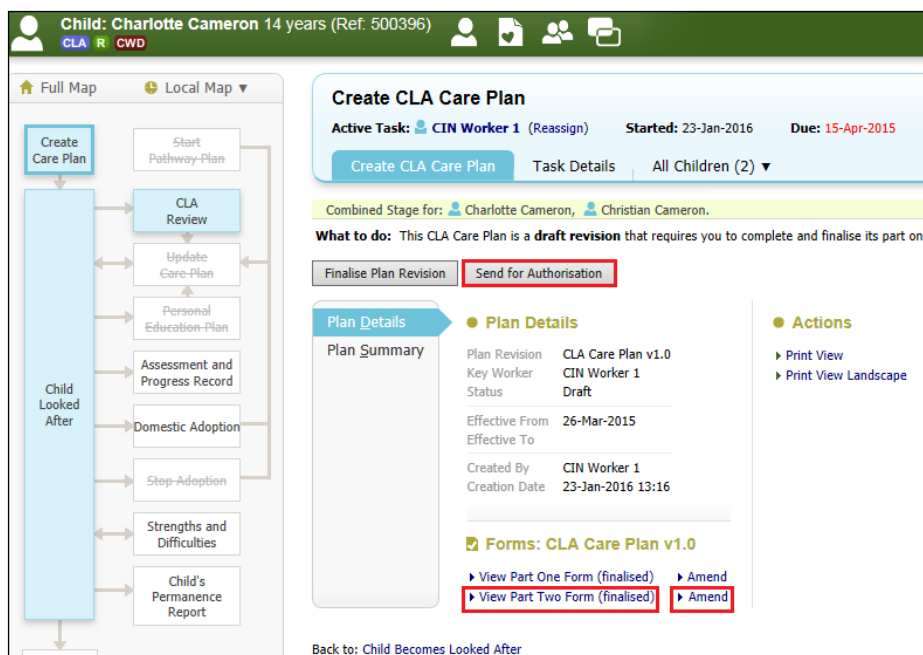
Note:

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.



## 11.9. Send CLA Care Plan for Authorisation

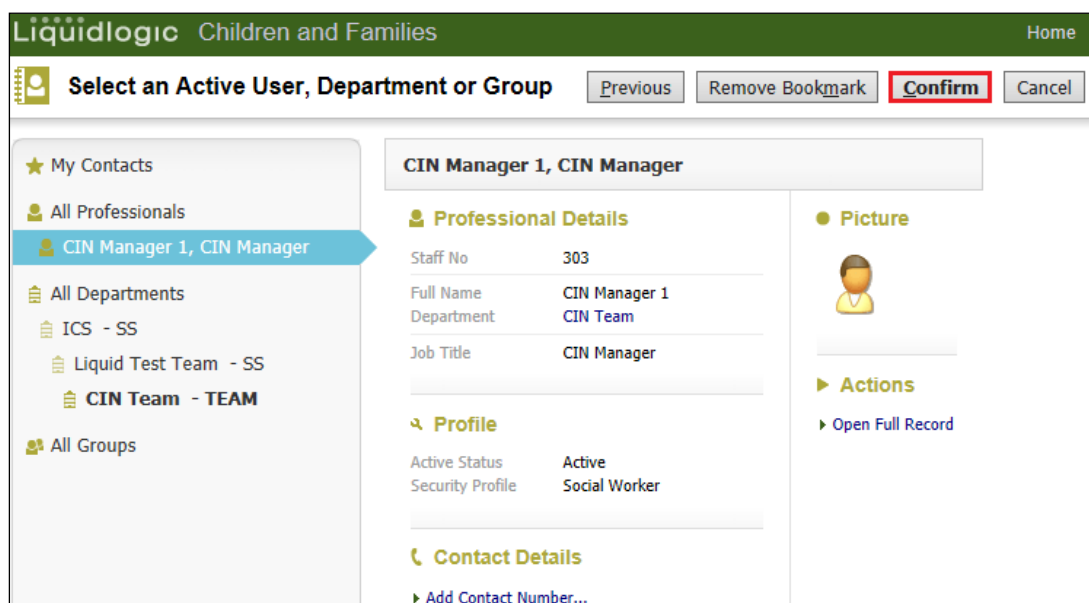
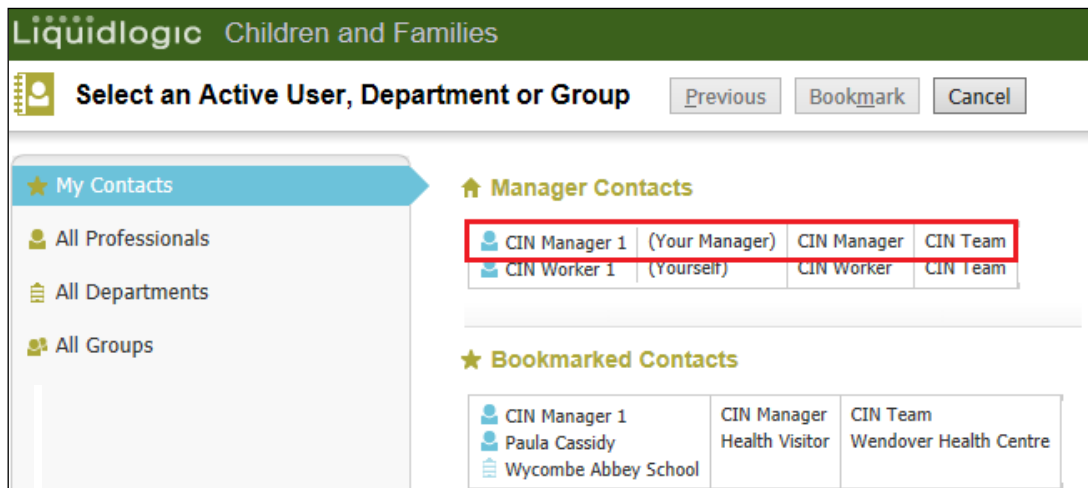
- Once all siblings are at the same stage, click on “Send for Authorisation”



- Click on “Click here to select a user”.



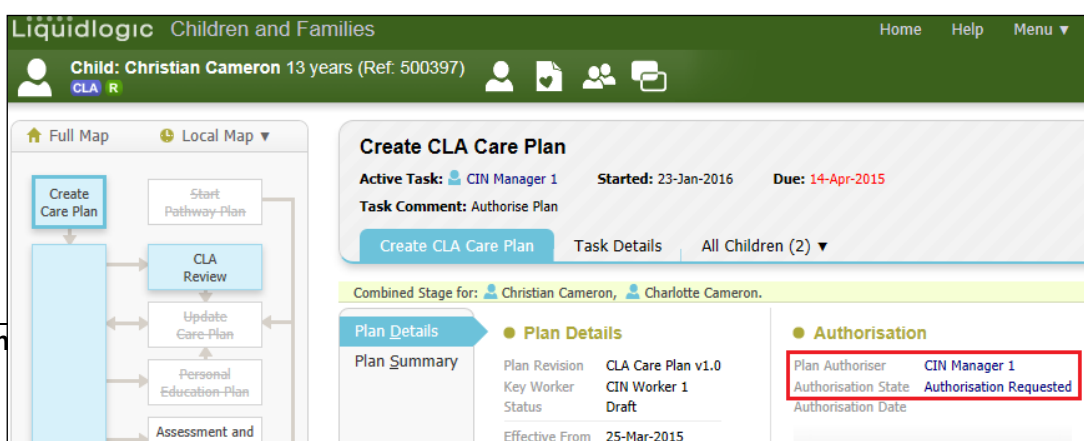
- From the Address Book, choose the authorising Manager then click on “Confirm”



- Click on “Update”



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



## 12. Manager Authorises/Rejects CLA Care Plan

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

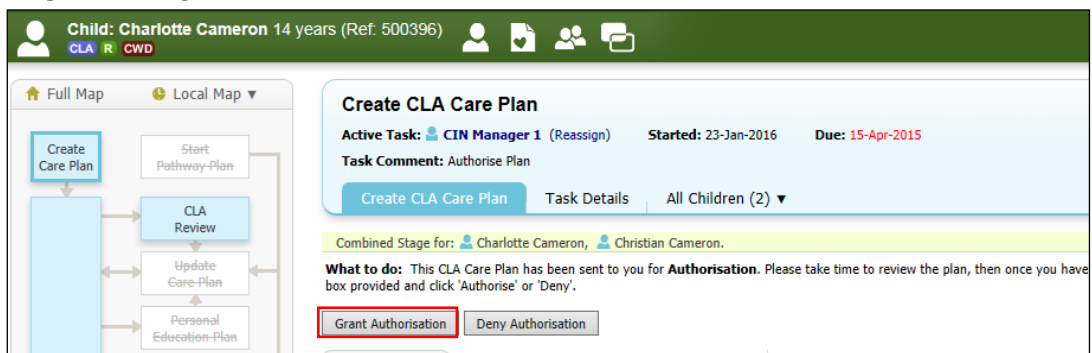
The screenshot shows the 'Task Trays' interface for 'User CIN Manager 1'. The task list is organized into 'No Due Date' and 'Last Year' sections. The 'Last Year' section contains two tasks: one for 'Cameron, Christian 13 yrs' due on 14-Apr-2015, and another for 'Cameron, Charlotte 14 yrs' due on 15-Apr-2015. The task for Charlotte Cameron is highlighted with a red box, indicating it is the selected task.

- 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"

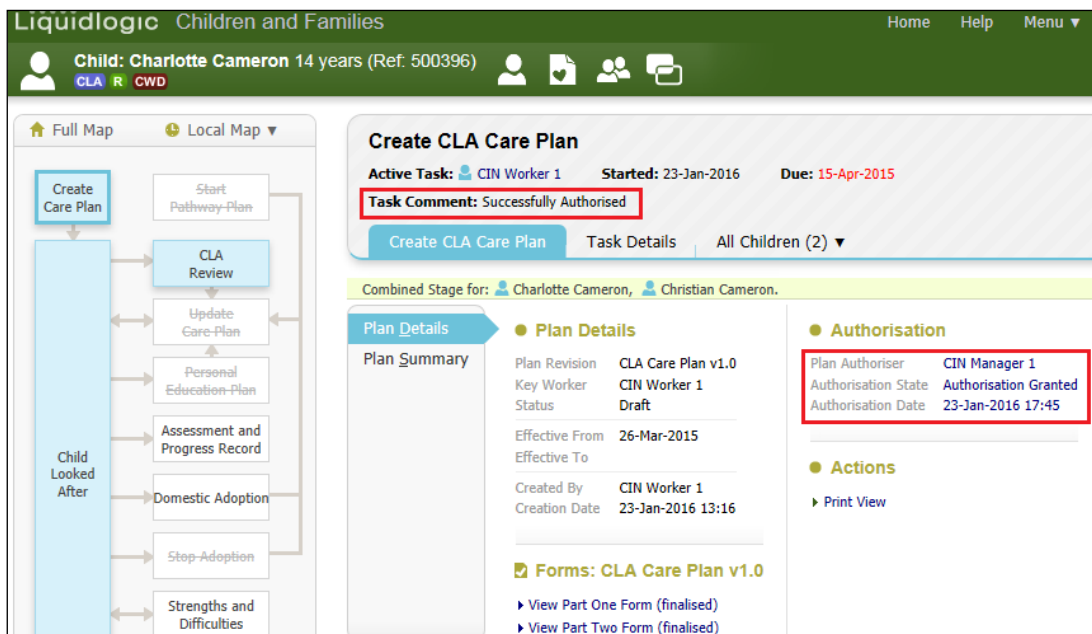
The screenshot displays the 'Create CLA Care Plan' form for 'Child: Charlotte Cameron 14 years (Ref: 500396)'. The form includes a navigation menu on the left, a task overview section, and a 'Plan Details' section. The 'Plan Details' section shows the plan revision 'CLA Care Plan v1.0' in 'Draft' status, created by 'CIN Worker 1' on 23-Jan-2016. The 'Authorization' section shows the plan authoriser as 'CIN Manager 1' and the state as 'Authorisation Requested'. At the bottom, the 'Forms' section lists 'CLA Care Plan v1.0' with two links: 'View Part One Form (finalised)' and 'View Part Two Form (finalised)', both of which are highlighted with red boxes.

## 12.1. Grant Authorisation

- Click on “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”

Child: Charlotte Cameron 14 years (Ref: 500396) CLA R CWD

Full Map Local Map

Create Care Plan Start Pathway-Plan

CLA Review Update Care-Plan Personal Education-Plan

### Create CLA Care Plan

Active Task: CIN Manager 1 (Reassign) Started: 23-Jan-2016 Due: 15-Apr-2015

Task Comment: Authorise Plan

Create CLA Care Plan Task Details All Children (2)

Combined Stage for: Charlotte Cameron, Christian Cameron.

**What to do:** This CLA Care Plan has been sent to you for **Authorisation**. Please take time to review the plan, then once you have box provided and click 'Authorise' or 'Deny'.

Grant Authorisation Deny Authorisation

Screenshot needed

## 12.3. Finalising The Plan Revision

- Click on the task “CLA – Create CLA Care Plan – Successfully Authorised”

The screenshot shows the Liquidlogic interface for 'Children and Families'. The user is 'CIN Worker 1' from the 'CIN Team'. A task tray on the left shows 14 items. The main view displays a task for 'Child: Charlotte Cameron 14 years (Ref: 500396)'. The task is 'CLA - Create CLA Care Plan - Successfully Authorised' with a due date of '15-Apr-2015'. A red box highlights the task name.

- Click on “Finalise Plan Revision”

The screenshot shows the 'Create CLA Care Plan' task details for Charlotte Cameron. The task is 'Successfully Authorised' and the 'Finalise Plan Revision' button is highlighted. The interface includes a flowchart on the left, task details on the right, and a 'Plan Details' section at the bottom.

**Finalise Plan Revision**

**Plan Details**

Plan Revision	CLA Care Plan v1.0
Key Worker	CIN Worker 1
Status	Draft
Effective From	26-Mar-2015
Effective To	
Created By	CIN Worker 1
Creation Date	23-Jan-2016 13:16

**Authorisation**

Plan Authoriser	CIN Manager 1
Authorisation State	Authorisation Granted
Authorisation Date	23-Jan-2016 17:45

**Actions**

- ▶ Print View
- ▶ Print View Landscape

- Click on “OK”

The screenshot shows a 'Message from webpage' dialog box with a question mark icon and the text: 'Are you sure you are ready to finalise this revision of the CLA Care Plan'. The 'OK' button is highlighted with a red box.



## 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.

The screenshot shows the Liquidlogic Worktray interface. At the top, it says 'Liquidlogic Children and Families' with 'Home', 'Help', and 'Menu' options. The user is identified as 'User: CIN Worker 1' from the 'CIN Team'. A 'Task Trays' button is visible. On the left, there's a 'Worktray' section with a '12' indicator. The main area shows a task for 'Child: Darcy Dale 14 years (Ref: 500451)' with 'CLA' and 'CWD' tags. Below this, it says 'No Due Date' and 'CLA - Current Episode of Care'. A 'Case Notes' section indicates the child was added to a IRO Case Note Case Note by IRO Worker 1 on 25-Mar-2015. A red box highlights the task 'CLA - Update CLA Care Plan' with a due date of '25-Mar-2015'.

### 13.1. Updating Part One

- Click on "Update Part One Form"

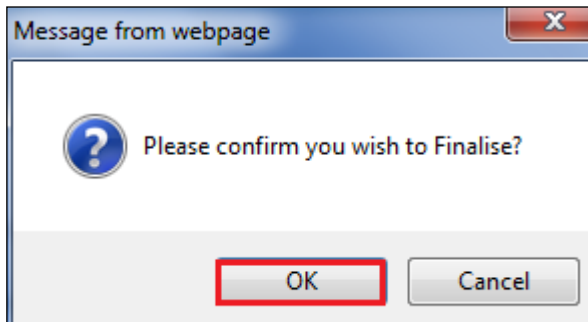
The screenshot shows the 'Update CLA Care Plan' form in Liquidlogic. At the top, it says 'Liquidlogic Children and Families' with 'Home' and 'Help' options. The user is identified as 'Child: Darcy Dale 14 years (Ref: 500451)' with 'CLA', 'R', and 'CWD' tags. On the left, there's a 'Full Map' section with a 'Local Map' dropdown. The main area shows a flowchart with steps: 'Create Care Plan', 'Start Pathway-Plan', 'CLA Review', 'Update Care Plan', 'Personal Education-Plan', 'Assessment and Progress Record', 'Domestic Adoption', 'Stop-Adoption', 'Strengths and Difficulties', and 'Child's Permanence'. The 'Update Care Plan' step is highlighted. To the right, there's a 'Update CLA Care Plan' section with 'Active Task: CIN Worker 1 (Reassign)', 'Started: 21-Jan-2016', and 'Due: 25-Mar-2015'. Below this, there's a 'What to do' section stating 'This CLA Care Plan is a draft revision that requires you to complete and finalise its part one'. There are buttons for 'Finalise Plan Revision', 'No Changes to Plan', and 'Send for Authorisation'. The 'Plan Details' section shows 'Plan Revision: CLA Care Plan v2.0', 'Key Worker: CIN Worker 1', 'Status: Draft', 'Effective From: 25-Mar-2015', 'Created By: CIN Worker 1', and 'Creation Date: 06-Jan-2016 17:39'. There are also 'Forms: CLA Care Plan v2.0' and buttons for 'Update Part One Form' and 'Update Part Two Form'. The 'Update Part One Form' button is highlighted with a red box.

- 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.

The screenshot shows the 'Child Looked After...' form. At the top, there's a 'Print' button. The form is divided into sections. The 'Child Looked After...' section has a 'Page 1' tab highlighted with a red box. Below this, there are sections for 'Reason for CLA', 'Overall Aim of the...', 'Placement Details', and 'Attachments (0)'. The 'Plan Details' section shows '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', and 'Date of Next Review: 25-Jun-2015'. The 'Date of Next Review' field is highlighted with a red box.

- When Part 1 has been edited (if relevant) click on “Finalise Record”

- Click on “OK”



## 13.2. Updating Part Two

- Click on the “Update Part Two Form.”

**Update CLA Care Plan**  
 Active Task: CIN Worker 1 (Reassign) Started: 21-Jan-2016 Due: 25-Mar-2015

Update CLA Care Plan Task Details All Children (2)

Combined Stage for: Darcy Dale, Dominic Dale.

**What to do:** This CLA Care Plan is a **draft revision** that requires you to complete and finalise its part one

Finalise Plan Revision Send for Authorisation

**Plan Details**

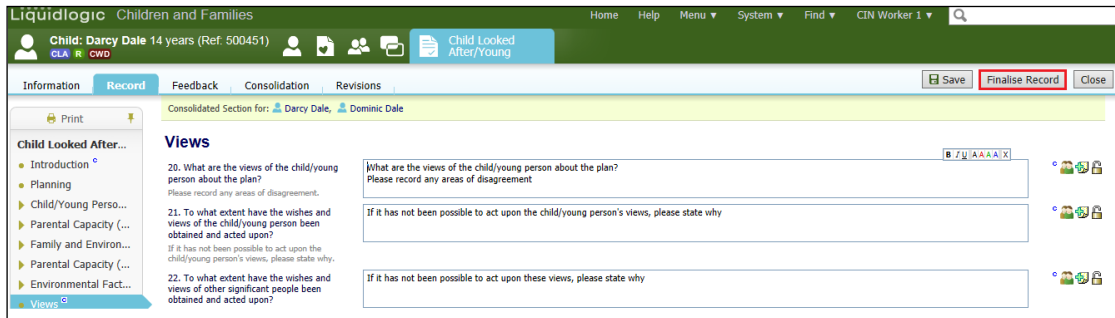
Plan Summary

Plan Revision	CLA Care Plan v2.0
Key Worker	CIN Worker 1
Status	Draft
Effective From	25-Mar-2015
Effective To	
Created By	CIN Worker 1
Creation Date	06-Jan-2016 17:39

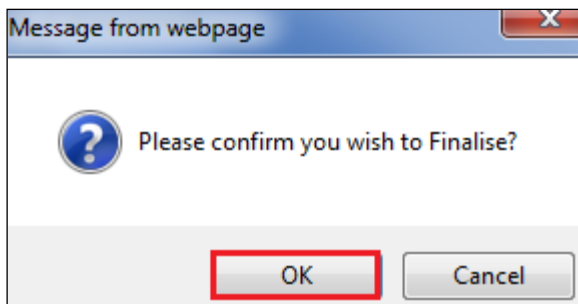
**Forms: CLA Care Plan v2.0**

View Part One Form (finalised) Amend  
 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”



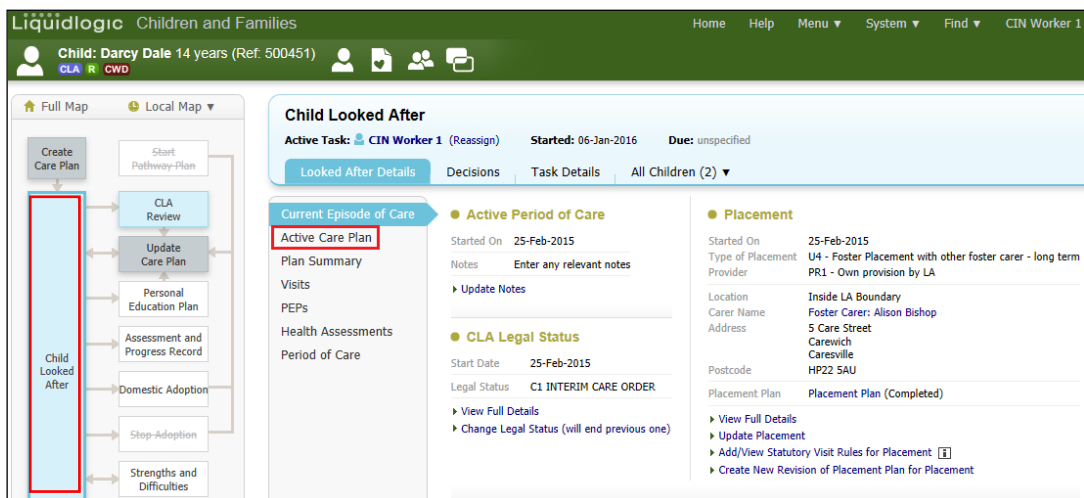
- Click on “OK”



- 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”



- 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.

The screenshot displays the 'Child Looked After' interface for Darcy Dale (14 years, Ref: 500451). The 'Active Care Plan' is highlighted in red. The 'Plan Details' section shows 'CLA Care Plan v2.0' with 'View Part One Form (finalised)' and 'View Part Two Form (finalised)' links highlighted in red. The 'Actions' section has 'Print View' and 'Print View Landscape' links highlighted in red.

## 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.

The screenshot displays the 'Child Looked After' interface for Dakota Dresden (14 years, Ref: 500471). The 'Plan Summary' is highlighted in red. The 'Expand All' button is highlighted in red.

- Click on “Collapse All” to reduce the sections.

- Click on the individual + to open one section.

## 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.

ID	Started On	Reason Code	Legal Status	CIN Code	Placement Code	Ended On	End Reason	Ofsted URN
500451	25-Feb-2015	S - Started to be CLA	C1 INTERIM CARE ORDER	N5 FAMILY DYSFUNCTION	U4 - Foster Placement with other foster carer - long term			S0127743

Started On	Ended On	Carer	Address	Postcode	Type	Placement Change Reason
25-Feb-2015		Alison Bishop	5 Care Street, Carewiche, Carewiche	HP22 5AU	U4 - Foster Placement with other foster carer - long term	

Started On	Legal Status	Expiry Date	Actual End Date	Court
25-Feb-2015	C1 INTERIM CARE ORDER			

## 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.

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

**LIQUIDLOGIC Children and Families**

Create Cancel - Create new Legal Status

**New C2 FULL CARE ORDER, Started On 25-Feb-2015**

This will end the previous Legal Status

**Legal Status**

Start Date: 01.05.2015

Legal Status: C2 FULL CARE ORDER

Click here for an explanation of the Legal Status Codes

Act: Children Act 1989, section 31 (1) (a)

Expiry Date: [ ]

Court: [ ]

Comments: [ ]

- The new Legal Status is displayed below.

**LIQUIDLOGIC Children and Families**

Child: Darcy Dale 14 years (Ref: 500451)

Child Looked After

Active Task: CIN Worker 1 (Reassign) Started: 06-Jan-2016 Due: unspecified

Looked After Details Decisions Task Details All Children (2)

**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)

**Placement**

Started On: 25-Feb-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, Carewiche, Carewiche, HP22 5AU

Postcode: HP22 5AU

Placement Plan: Placement Plan (Completed)

View Full Details

Update Placement

Add/View Statutory Visit Rules for Placement

Create New Revision of Placement Plan for Placement

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.

**LIQUIDLOGIC Children and Families**

Child: Darcy Dale 14 years (Ref: 500451)

Child Looked After

Active Task: CIN Worker 1 (Reassign) Started: 06-Jan-2016 Due: unspecified

Looked After Details Decisions Task Details All Children (2)

**Current Episode of Care**

Active Care Plan

Plan Summary

Visits

PEPs

Health Assessments

Period of Care

**Reportable Episodes of Care**

ID	Started On	Reason Code	Legal Status	CIN Code	Placement Code	Ended On	End Reason	Ofsted URN
500451	25-Feb-2015	S - Started to be CLA	C1 INTERIM CARE ORDER	NS FAMILY DYSFUNCTION	U4 - Foster Placement with other foster carer - long term	01-May-2015	X1 - New Episode	50127743
500451	01-May-2015	LF	C2 FULL CARE ORDER	NS FAMILY DYSFUNCTION	U4 - Foster Placement with other foster carer - long term			50127743

**Placements**

Started On	Ended On	Carer	Address	Postcode	Type	Placement Change Reason
25-Feb-2015		Alison Bishop	5 Care Street, Carewiche, Carewiche	HP22 5AU	U4 - Foster Placement with other foster carer - long term	

**Legal Statuses**

Started On	Legal Status	Expiry Date	Actual End Date	Court
25-Feb-2015	C1 INTERIM CARE ORDER		01-May-2015	
01-May-2015	C2 FULL CARE ORDER			

## 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”

The screenshot shows the 'Child Looked After' interface for Darcy Dale (14 years, Ref: 500451). The 'Current Episode of Care' section is highlighted with a red box. Below it, the 'Active Period of Care' and 'Placement' sections are visible. The 'Placement' section includes details such as 'Started On: 25-Feb-2015', 'Type of Placement: U4 - Foster Placement with other foster carer - long term', and 'Placement Provider: PR1 - Own provision by LA'. A red box highlights the 'View Full Details' link in the Placement section.

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

The screenshot shows the 'Basic Details' view for the placement record. The 'Basic Details' tab is highlighted with a red box. The details are as follows:

- Details**
  - Date Placement began: 25-Feb-2015
  - Period covered (in months):
  - Type of Placement: U4 - Foster Placement with other foster carer - long term
  - Placement Provider: PR1 - Own provision by LA
  - Placement Location: Inside LA Boundary
  - [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 distances 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 Placement Plan](#)

- The “Further Details” screen shows the following.

**Child: Darcy Dale** 14 years (Ref: 500451) CLA R CWD Placement Record, 25-Feb-

**Basic Details**

**Further Details**

**Caution**

Is there anyone who should not know the address? **Yes**  
 If yes, Name of this person **Mr David Dale**  
 Address (if known)  
 Relationship to Child **Father**

**Out of Hours Contact**

Name **OOH Emergency Social Work Team**  
 Telephone **080099997677**

**Statutory Visit Rule**

Rule	From	Until
Permanent Placement	25-Feb-2015	

▶ Choose a new rule for the statutory visits of this 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”

**Child Looked After**

Active Task: **CIN Worker 1** (Reassign) **Started:** 06-Jan-2016 **Due:** unspecified

**Looked After Details** | Decisions | Task Details | All Children (2) ▼

**Current Episode 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)

**Placement**

Started On **25-Feb-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  
 Carewich  
 Carewille  
 HP22 5AU**  
 Postcode **HP22 5AU**  
 Placement Plan **Placement Plan (Completed)**  
 ▶ View Full Details  
 ▶ Update Placement  
 ▶ Add/View Statutory Visit Rules for Placement [1]  
 ▶ Create New Revision of Placement Plan for Placement

▶ Create a Placement Plan for a new Placement  
 ▶ Create a Placement Plan for a new Temporary Placement

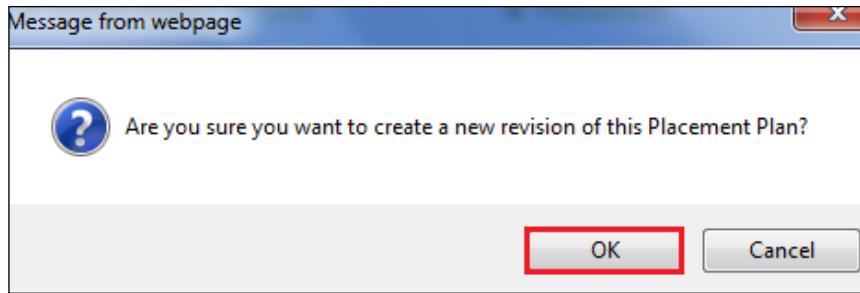


- Make the necessary changes in the screen below.

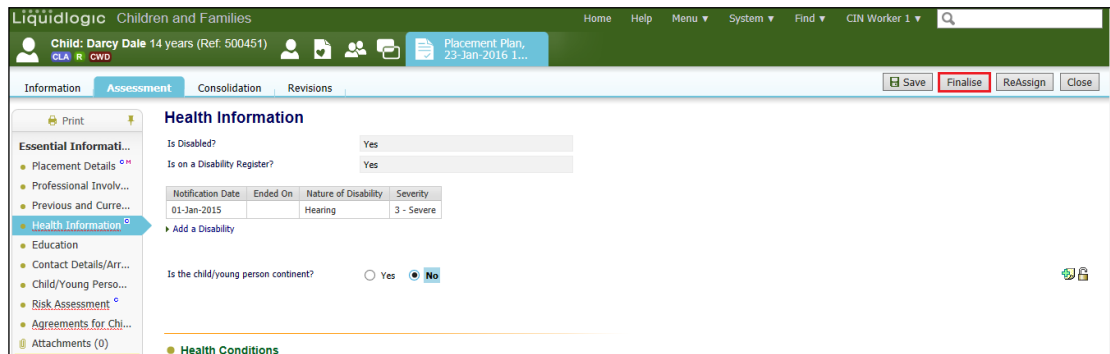
## 20. Creating New Revision of Placement Plan for Placement

- 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”

- Click on “OK”

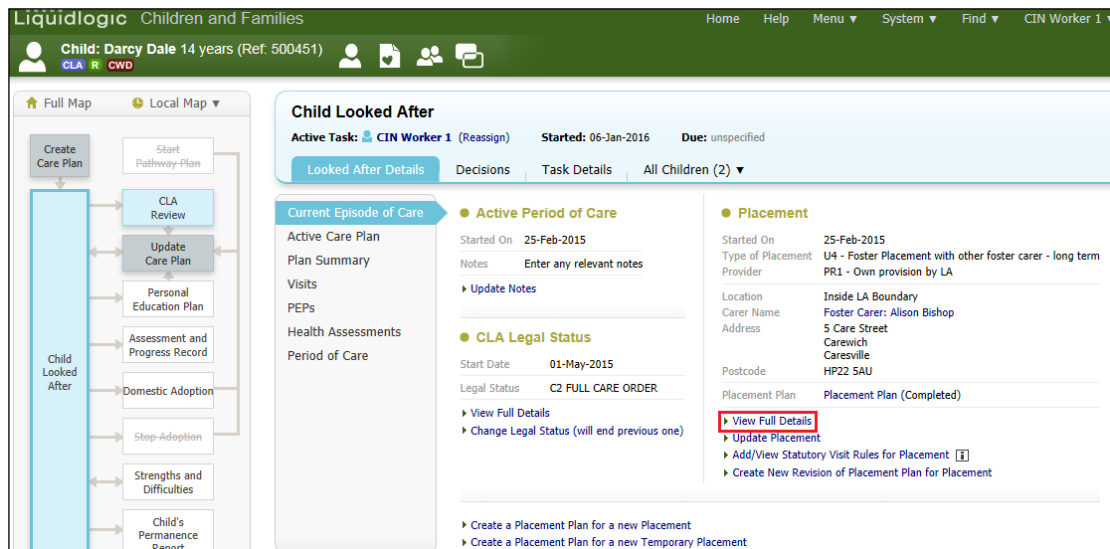


- Make the necessary changes to the EIR.
- Enter in the new date for the revised plan.
- Click on “Finalise”



## 20.1. Viewing Versions of the Placement Plan:

- To view the different versions of the EIR, click on “Full Details”



- The “Basic Details” section displays the various versions of the Placement Plan.

**Liquidlogic Children and Families**

Child: **Darcy Dale** 14 years (Ref: 500451)  
 CLA R CWD

Placement Record, 25-Feb-

**Basic Details**

Further Details

**Details**

Date Placement began 25-Feb-2015  
 Period covered (in months)  
 Type of Placement U4 - Foster Placement with other foster carer - long term  
 Placement Provider PR1 - Own provision by LA  
 Placement Location Inside LA Boundary  
[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 distances based on post code ...](#)  
[Update Placement details](#)

**Placement Plan**

[01-Jun-2015, Placement Plan by CIN Worker 1 - CIN Team](#) (Completed) [ Print ]  
[Create New Revision of Placement Plan](#)

**Previous Placement Plans for this Placement**

[23-Feb-2015, 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

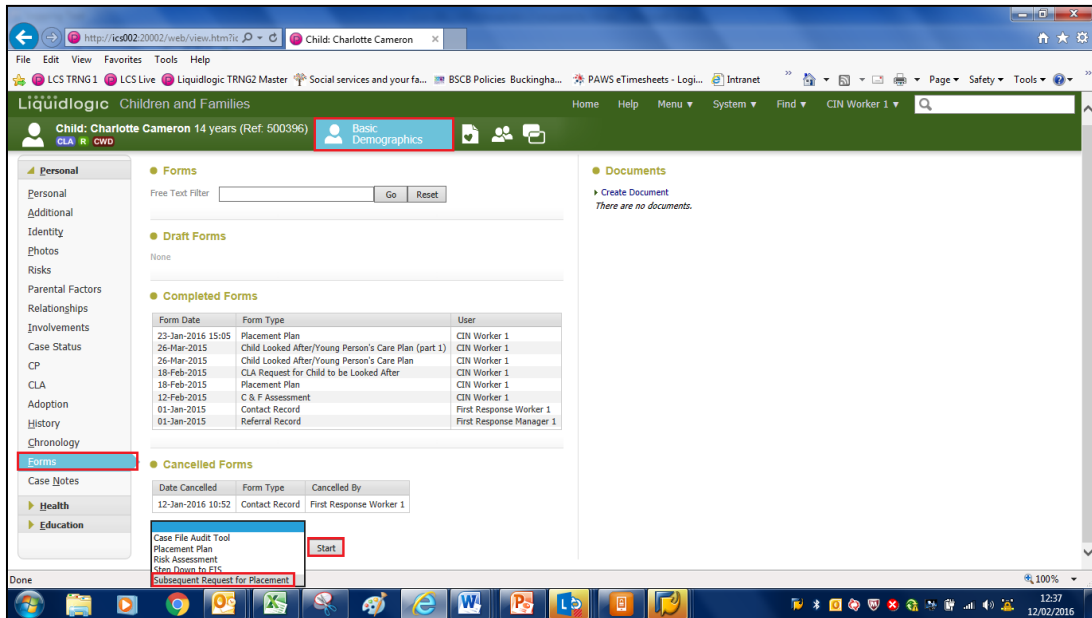
If a Child/Young Person is to be moved to a different placement (permanent or temporary), a standalone form called “Subsequent Request for Placement (within Demographics)” is created prior to the Placement being recorded. This is the same form that is used at the BLA stage.

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 instead of the Essential Information Request - they are two different forms and both are required.

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

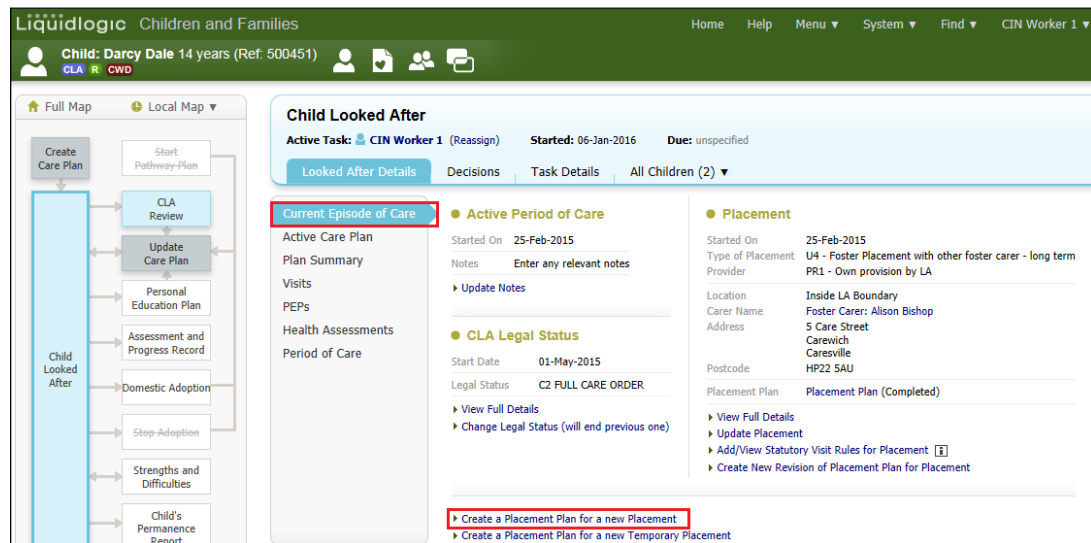
- From the Child’s demographics screen, click on “Forms”
- Click on the “Start New Form” drop down and select “Subsequent Request for Placement”



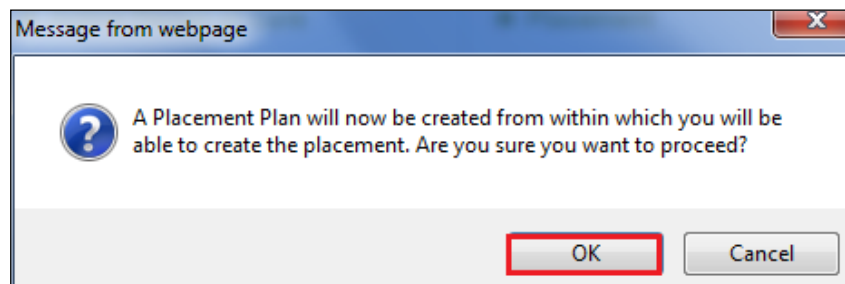
- Complete the rest of the form as per the instructions on page 35.

## 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”



- 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).

**Copy Forward** - Before starting the Assessment you have the option to copy forward the answers from the listed previous Assessments. Select each of you DO NOT want to copy forward any answers) click 'Start Blank' to begin the Assessment afresh.

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

**Copy Forward - Copy answers forward from previous assessments**

Created	Assessment	Started By
Dale, Darcy (14 years)		
<input checked="" type="checkbox"/> 2 weeks 2 days ago	Placement Plan (Thursday, 7 January 2016, 15:32)	Foster Recruitment 1
<input checked="" type="checkbox"/> 7 months 3 weeks ago	Placement Plan (Monday, 1 June 2015)	CIN Worker 1
<input checked="" type="checkbox"/> 9 months 2 weeks ago	CLA Review Minutes (Friday, 10 April 2015)	IRO Worker 1
<input checked="" type="checkbox"/> 9 months 4 weeks ago	CLA Review Outcomes (Wednesday, 25 March 2015)	IRO Worker 1
<input checked="" type="checkbox"/> 10 months 4 weeks ago	Placement Plan (Monday, 23 February 2015)	CIN Worker 1
<input checked="" type="checkbox"/> 11 months ago	CLA Request for Child to be Looked After (Wednesday, 18 February 2015)	CIN Worker 1
<input checked="" type="checkbox"/> 11 months 1 week ago	C & F Assessment (Thursday, 12 February 2015)	Assessment AYS Worker 4
<input checked="" type="checkbox"/> 2 weeks 2 days ago	Referral Record (Thursday, 7 January 2016, 15:21)	Bea Campbell
<input checked="" type="checkbox"/> 2 weeks 2 days ago	Contact Record (Thursday, 7 January 2016, 15:09)	Bea Campbell

**Copy Sideways - Copy answers across from related service users**

Created	Assessment	Started By
Dale, Dominic (14 years)		

- Within the “Placement Details” section, enter in the “Date Placement Required”

**Placement Details**

Date Placement Required: 01.07.2015

Reason child needs to come into care including other placement options considered and why they are not appropriate. Please see Help Text for further guidance.

Extended family were considered but due to ill health, the grandmother cannot care for the children

Placement Type:

- A3 - Placed for Adoption (with current foster carer)
- A4 - Placed for Adoption - With Consent (not current foster carer)

- At the bottom of the screen, click on the “Update This Placement Record” link.

The screenshot shows the 'Assessment' tab for a child named Darcy Dale. The 'Out of Hours Contact' section includes a link labeled 'Update this Placement Record' which is highlighted with a red box. Other fields include Address (5 Care Street, Carewiche, Carewiche, HP22 5AU), Distance from Home (2.4 miles), and Caution (Yes).

- 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”

The screenshot shows the 'Update LCS Placement' screen. The 'Details' section includes the following fields, all highlighted with red boxes:

- 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

Below these fields, there is a link 'Click here for an explanation of the Placement Codes' and a note: 'Update Placement Provider and Placement Location based on Carer and Type of Placement'. The 'Carer Details' section shows 'Foster Carer: Alison Bishop' with address '5 Care Street, Carewiche, Carewiche, HP22 5AU'. At the bottom, there are three links: 'Select a Person as the Carer', 'Select Care Provider', and 'Clear Carer details', with the first two highlighted by a red box.

- LCS will display the current Carer. Click on “Back”

**Liquidlogic Children and Families** Home Help Menu ▾ S

Find Carer

Query Results (1)													
	Local Authority / Agency	ID	I	A.	Forename	Surname	G.	Age	Address	Post Code	S.	From	Until
1	Current Local Authority	500383			Alicon	Bishop	FEMALE	46 years	5 Care Street, Carewich, Caresville	HP22 5AU	2	01-Jan-2000	

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

**Liquidlogic Children and Families**

- **Update:**

### Update LCS Placement

**● Details**

Date Placement began

Period covered (in months)

Type of Placement

Placement Provider

Placement Location

Placement Change Reason

[Click here for an explanation of the Placement Codes](#)

▶ [Update Placement Provider and Placement Location based on Carer and Type of Placement](#)

**● Carer Details**

**Carer Details** Foster Carer: Belle Leo  
16 Care Street  
Carewich  
Caresville  
HP22 5AU

▶ [Select a Person as the Carer](#)

▶ [Select Care Provider](#)

▶ [Clear Carer details](#)

**● Distance from Home**

Distance from Home (miles)

▶ [Click here to work out distances based on post code ...](#)

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

Planned  Unplanned

- Make any changes to the Placement Plan.

- Enter in the “Placement Plan Completed” date then “Finalise”

The screenshot shows the 'Placement Plan Completed' date field set to 01.07.2015. The 'Finalise' button is highlighted in red. The 'Child / Young Person's Current Legal Status' is C2 FULL CARE ORDER.

## 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).

The screenshot shows the 'Child Looked After' hub. The 'Current Episode of Care' section is active, and the 'Make Placement Live' button is highlighted in red. The 'Placement (Draft)' section is also visible.

- At the pop up menu click on “OK”

The dialog box contains the text: "This Placement will become live, are you sure you wish to proceed?". The 'OK' button is highlighted in red.

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



**Liquidlogic Children and Families**

**Create** **Cancel** - **Statutory Visit Frequency Rules**

**New Placement Visit Rule for Darcy Dale**

**● Rule Details**

**Rule** **Permanent Placement**

Rule Details 3.158 The child should be visited within one week of the start of the child's first placement until the child is 18; the intervals between visits in the second and subsequent

**Applicable From** 01-Jul-2015

**Applicable Until**

**● 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 and Families** Home Help Menu System Find CIN Worker 1

**Child: Darcy Dale 14 years (Ref: 500451)** GLA R CWD

**Child Looked After**  
Active Task: CIN Worker 1 (Reassign) Started: 06-Jan-2016 Due: unspecified

Looked After Details Decisions Task Details All Children (2)

**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)

**● Placement**  
Started On 01-Jul-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: Belle Leo  
Address 16 Care Street, Carewiche, Carewiche, HP22 5AU  
Postcode HP22 5AU  
Placement Plan Placement Plan (Completed)  
View Full Details  
Update Placement  
Add/View Statutory Visit Rules for Placement  
Create New Revision of Placement Plan for Placement

Create a Placement Plan for a new Placement  
Create a Placement Plan for a new Temporary Placement

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

**Liquidlogic Children and Families** Home Help Menu System Find CIN Worker 1

**Child: Darcy Dale 14 years (Ref: 500451)** GLA R CWD

**Child Looked After**  
Active Task: CIN Worker 1 (Reassign) Started: 06-Jan-2016 Due: unspecified

Looked After Details Decisions Task Details All Children (2)

**Current Episode of Care**

Active Care Plan  
Plan Summary  
Visits  
PEPs  
Health Assessments  
Period of Care

**● Reportable Episodes of Care**

ID	Started On	Reason Code	Legal Status	CIN Code	Placement Code	Ended On	End Reason	Ofsted URN
500451	25-Feb-2015	S - Started to be CLA	C1 INTERIM CARE ORDER	NS FAMILY DYSFUNCTION	U4 - Foster Placement with other foster carer - long term	01-May-2015	X1 - New Episode	S0127743
500451	01-May-2015	LF	C2 FULL CARE ORDER	NS FAMILY DYSFUNCTION	U4 - Foster Placement with other foster carer - long term	01-Jul-2015	X1 - New Episode	S0127743
500451	01-Jul-2015	T - Change of Placement (same carer)	C2 FULL CARE ORDER	NS FAMILY DYSFUNCTION	U4 - Foster Placement with other foster carer - long term			S0127743

**● Placements**

Started On	Ended On	Carer	Address	Postcode	Type	Placement Change Reason
25-Feb-2015	01-Jul-2015	Alison Bishop	5 Care Street, Carewiche, Carewiche	HP22 5AU	U4 - Foster Placement with other foster carer - long term	
01-Jul-2015		Abigale Knight	16 Care Street, Carewiche, Carewiche	HP22 5AU	U4 - Foster Placement with other foster carer - long term	Carer requests placement end due to child's behaviour

- 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”

**Liquidlogic Children and Families**

Child: Darcy Dale 14 years (Ref: 500451) Basic Demographics

**Personal**

**Personal Details**

Case Number: 500451  
Full Name: MISS Darcy Dale  
Gender: FEMALE  
Aliases: D'arcy Dale  
Actual DOB: 01-Jul-2001  
Age: 14 years

**Address**

CARER ADDRESS: Jul 2015 to present **9 Care Street, Carewich, Caresville HP22 5AU**  
HOME ADDRESS: Jul 2013 to present **1 Albany Place, Aylesbury, Bucks HP19 9HT**  
TEMPORARY ADDRESS: Jul 2013 to present **3 Albany Place, Aylesbury, Bucks HP19 9HT**

**Main Carer(s)/Cares For**

Relationship	FullName
MOTHER	Lily Dale

**Important Information**

- Case Notes
- Placement Alert**
- Add Missing Person Record

- If you click on the “Placement Alert” it will appear as below.

**Liquidlogic Children and Families**

Child: Darcy Dale 14 years (Ref: 500451) Alert, 10-Jan-2016 20:00

**Alert for Child, created 10-Jan-2016 20:00**

**Alert Details**

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 months**

**Other Alerts**

## 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”

**Liquidlogic Children and Families**

Child: Darcy Dale 14 years (Ref: 500451) CIN Worker 1

**Child Looked After**

Active Task: CIN Worker 1 (Reassign) Started: 06-Jan-2016 Due: unspecified

**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**

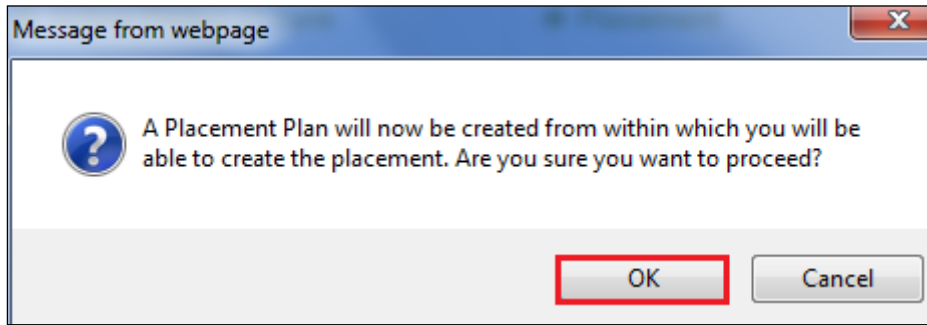
Start Date: 01-May-2015  
Legal Status: C2 FULL CARE ORDER  
View Full Details  
Change Legal Status (will end previous one)

**Placement**

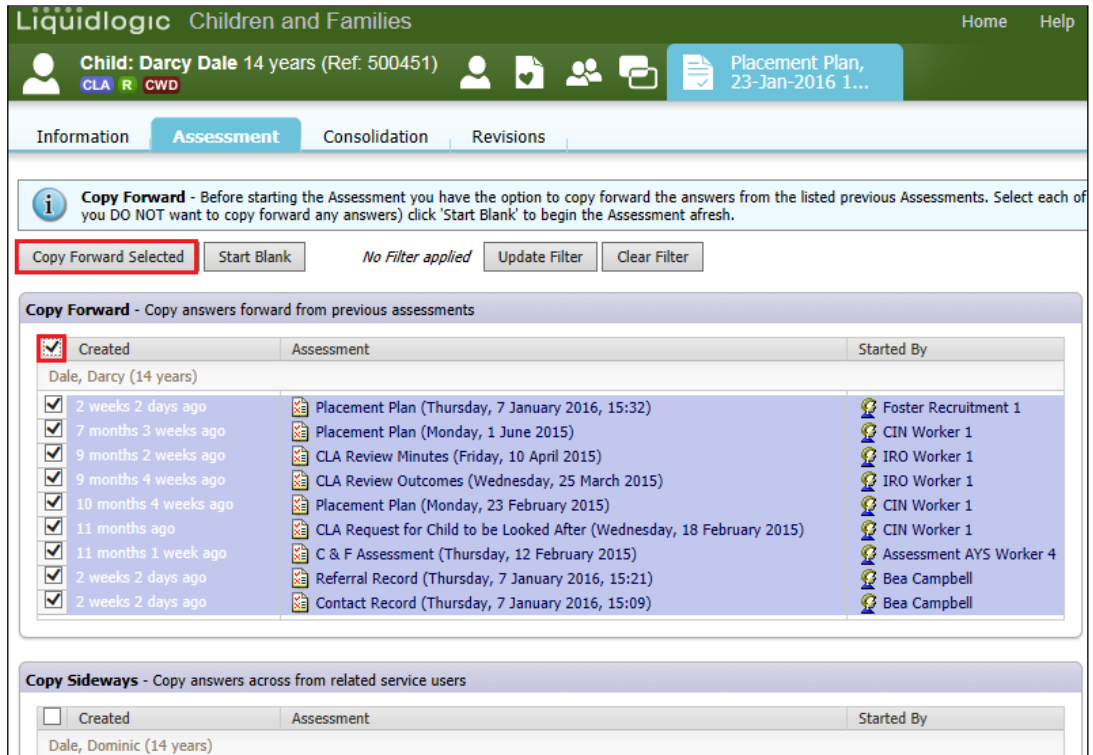
Started On: 01-Jul-2015  
Type of Placement: U4 - Foster Placement with other foster carer - long term  
Provider: PR1 - Own provision by LA  
Location: Inside LA Boundary  
Carer Name: Foster Carer: Abigale Knight  
Address: 9 Care Street, Carewich, Caresville, HP22 5AU  
Postcode: HP22 5AU  
Placement Plan: Placement Plan (Completed)  
View Full Details  
Update Placement  
Add/View Statutory Visit Rules for Placement [1]  
Create New Revision of Placement Plan for Placement

Create a Placement Plan for a new Placement  
**Create a Placement Plan for a new Temporary Placement**

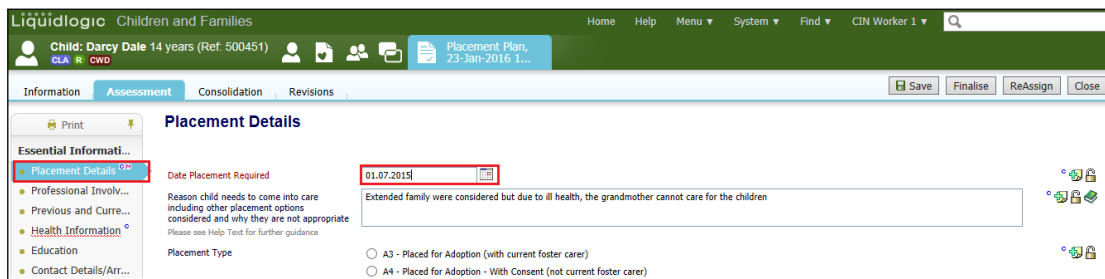
- Click on “OK”



- Click on “Copy Forward Selected” (LCS does not copy from any siblings).



- Within the “Placement Details” section, enter in the “Date Placement Required”



- At the bottom of the screen, click on the “Update This Placement Record” link.

The screenshot shows the 'Update LCS Placement' screen in the Liqidlogic system. The page title is 'Update LCS Placement' and the placement is for 'Darcy Dale' (14 years old, Ref: 500451). The 'Update this Placement Record' link is highlighted with a red box. Other fields include Address (5 Care Street, Carewich, Carewille, HP22 5AU), Distance from Home (2.4 miles), ShortBreak, Caution (Yes), and Out of Hours Contact (OOH Emergency Social Work Team, 08009997677).

- 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.

The screenshot shows the 'Update Placement of: 24-Jan-2016' screen. The 'Update' button is highlighted with a red box. The 'Date Placement began' field is set to '01.08.2015' and is also highlighted with a red box. The 'Type of Placement' is set to 'T3 - Temporary accommodation (carer on holiday)' and is highlighted with a red box. The 'Carer Details' section includes links for 'Select a Person as the Carer', 'Select Care Provider', and 'Clear Carer details', with the first two links highlighted by a red box.

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

The screenshot shows the 'Find Carer' search screen. The 'Search' button is highlighted with a red box. The 'Placement Code' field is set to 'T3 - Temporary accommodation (carer on holiday)' and is highlighted with a red box. Other fields include Local Authority, Case Number, Surname, Forename, and Valid On Date.

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

Liquidlogic Children and Families Home Help Menu System Find

Find Carer

Query Results (15)													
	Local Authority / Agency	ID	I	A.	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	500380			Beth	Cancer	FEMALE	46 years	15 Care Street, Carewich, Caresville	HP22 5AU	5	01-Jan-2000	
4	Current Local Authority	500390			Bailey	Capricorn	FEMALE	46 years	21 Care Street, Carewich, Caresville	HP22 5AU	5	01-Jan-2000	
5	Current Local Authority	500378			Barbara	Gemini	FEMALE	46 years	14 Care Street, Carewich, Caresville	HP22 5AU	5	01-Jan-2000	
6	Current Local Authority	500382			Belle	Leo	FEMALE	46 years	16 Care Street, Carewich, Caresville	HP22 5AU	5	01-Jan-2000	
7	Current Local Authority	500386			Beverley	Libra	FEMALE	46 years	18 Care Street, Carewich, Caresville	HP22 5AU	5	01-Jan-2000	
8	Current Local Authority				Sandra	Lyle	FEMALE	41 years	28 Regent Road, Aylesbury, Bucks	HP21 7AB	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	
10	Current Local Authority				Anne	Palmer	FEMALE	47 years	37 Boddington Road, Wendover, Aylesbury, Bucks	HP22 6HY	8	01-Jan-2005	
11	Current Local Authority	500389			Bridget	Sagittarius	FEMALE	46 years	20 Care Street, Carewich, Caresville	HP22 5AU	5	01-Jan-2000	
12	Current Local Authority	500387			Bea	Scorpio	FEMALE	46 years	19 Care Street, Carewich, Caresville	HP22 5AU	5	01-Jan-2000	
13	Current Local Authority	500376			Beatrice	Taurus	FEMALE	46 years	13 Care Street, Carewich, Caresville	HP22 5AU	5	01-Jan-2000	
14	Current Local Authority	500384			Bonnie	Virgo	FEMALE	46 years	17 Care Street, Carewich, Caresville	HP22 5AU	5	01-Jan-2000	
15	Current Local Authority				Tanya	Woods	FEMALE	46 years	5 Roberts Road, High Wycombe, Bucks	HP13 6XA	8	01-Jan-2005	

- The new Carer is shown as below. Click on “Update”

Liquidlogic Children and Families

- Update: Placement of: 24-Jan-2016

**Update Placement of: 24-Jan-2016**

● **Details**

Date Placement began

Period covered (in months)

Type of Placement

Placement Location

[Click here for an explanation of the Placement Codes](#)

► Update Placement Provider and Placement Location based on Carer and Type of Placement

● **Carer Details**

Carer Details **Foster Carer: Beatrice Taurus**  
 13 Care Street  
 Carewich  
 Caresville  
 HP22 5AU

► Select a Person as the Carer  
 ► Select Care Provider  
 ► Clear Carer details

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

Planned  Unplanned

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

The screenshot shows the 'Placement Plan' form for a child named Darcy Dale (14 years, Ref: 500451). The form is in the 'Assessment' tab. Key fields include:

- Is young person in agreement to becoming looked after?** Yes (selected)
- Has funding for this placement been agreed by a Head of Service or above?** Yes (selected)
- If Yes, how was agreement made?** At Resource Panel (selected)
- Local Authority Solicitor (if applicable)**: [Empty field]
- Guardian (if applicable)**: [Empty field]
- Any known Court dates?** No (selected)
- Placement Plan Dates**:
  - Date Referral Received: 01-Jan-2015
  - Placement Plan Completed: 01.07.2015 (highlighted with a red box)
  - Child / Young Person's Current Legal Status: C2 FULL CARE ORDER

Buttons at the top right include Save, Finalise (highlighted with a red box), ReAssign, and Close.

### 23.1. To Make The Temporary Placement Live

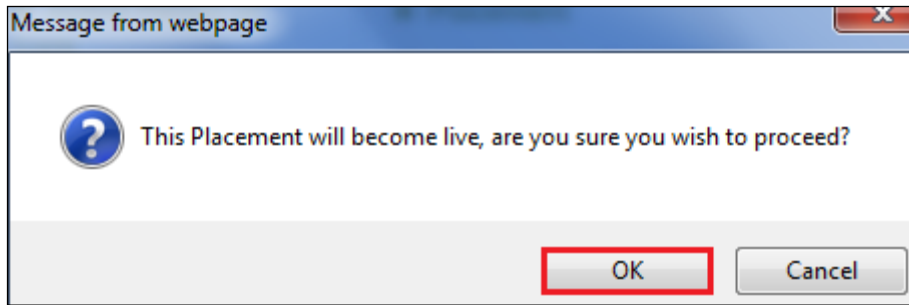
- At this point, the placement is still in “Draft” form.
- From the Child Looked After hub, click on “Current Episode of Care”
- Click on “Make Placement Live” (you can click on “Cancel Draft Placement” if you wish the child to remain at the present placement).

The screenshot shows the 'Child Looked After' hub for Darcy Dale. The 'Current Episode of Care' section is active, showing details for the placement:

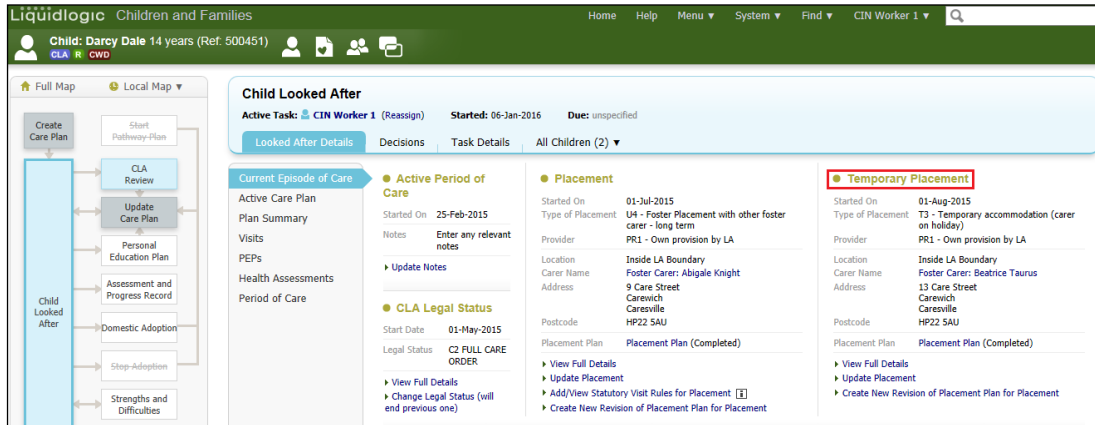
- Active Period of Care**: Started On 25-Feb-2015
- Placement**: Started On 01-Jul-2015, Type of Placement U4 - Foster Placement with other foster carer - long term, Provider PR1 - Own provision by LA, Location Inside LA Boundary, Foster Carer: Abigale Knight, Address 9 Care Street, Carewich, Carewiche, HP22 5AU, Postcode HP22 5AU, Placement Plan Placement Plan (Completed)
- Temporary Placement (Draft)**: Started On 01-Aug-2015, Type of Placement T3 - Temporary accommodation (carer on holiday), Provider PR1 - Own provision by LA, Location Inside LA Boundary, Foster Carer: Beatrice Taurus, Address 13 Care Street, Carewiche, Carewiche, HP22 5AU, Postcode HP22 5AU, Placement Plan Placement Plan (Completed)

Buttons at the bottom right of the 'Temporary Placement (Draft)' section include View Full Details, Make Placement Live (highlighted with a red box), Update Placement, Create New Revision of Placement Plan for Placement, and Cancel Draft Placement (highlighted with a red box).

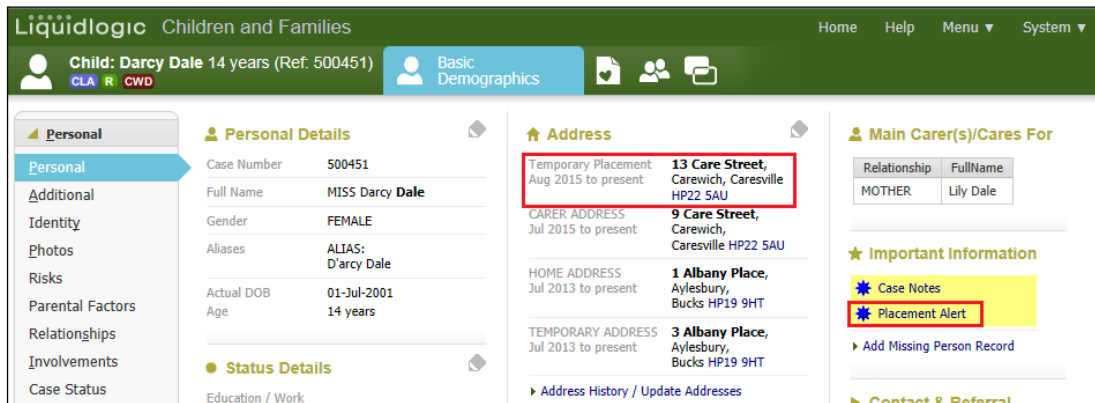
- Click on “OK”



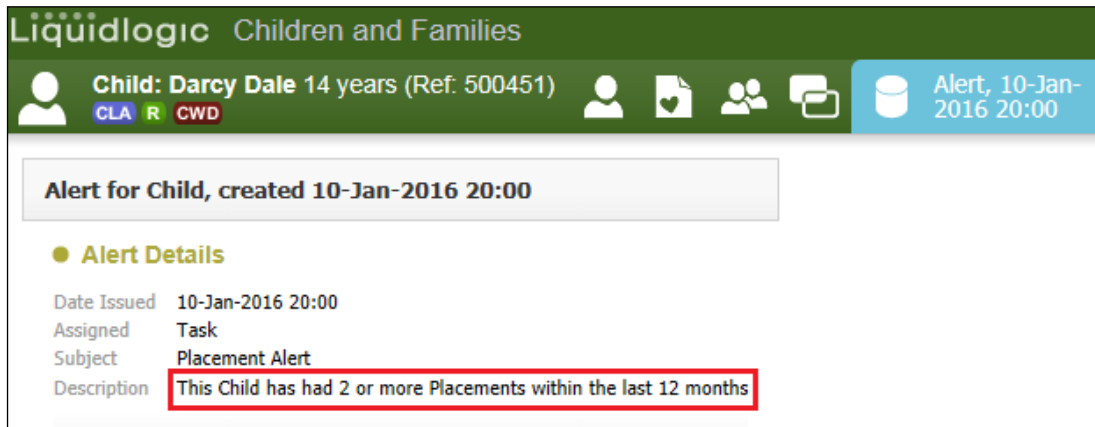
- The “Current Episode of Care” will appear as below.



- 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”



- If you click on the “Placement Alert” it will appear as below.



## 23.2. Ending The Temporary Placement

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

The screenshot shows the Liqidlogic interface for a child named Darcy Dale (14 years, Ref: 500451). The 'Child Looked After' hub is active, with the 'Current Episode of Care' tab selected. The 'Update Placement' button is highlighted in red. The interface displays details for the current placement, including the start date (01-Jul-2015), type (U4 - Foster Placement with other foster carer - long term), and location (Inside LA Boundary). The 'Temporary Placement' tab is also visible, showing details for a previous placement (T3 - Temporary accommodation (carer on holiday) starting 01-Aug-2015).

- Enter in the “Date Ended”
- Click on “Update”

The screenshot shows the 'Update Placement' dialog box for the placement of 01-Aug-2015. The 'Update' button is highlighted in red. The dialog displays the following details:

- Details:**
  - Date Placement began: 01-Aug-2015
  - Date Ended: 10.08.2015 (highlighted in red)
  - Type of Placement: T3 - Temporary accommodation (carer on holiday)
- Carer Details:**
  - Carer Name: Foster Carer: Beatrice Taurus
  - Address: 13 Care Street, Carewich, Caresville, HP22 5AU
  - Distance from Home (miles): [Empty field]



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

Liquidlogic Children and Families

Home Help Menu System Find CIN Worker 1

Child: Darcy Dale 14 years (Ref: 500451)

CLA R CWD

Full Map Local Map

Create Care Plan Start Pathway-Plan

CLA Review Update Care Plan Personal Education Plan Assessment and Progress Record Domestic Adoption Stop-Adoption Strengths and Difficulties Child's Permanence Report

### Child Looked After

Active Task: CIN Worker 1 (Reassign) Started: 06-Jan-2016 Due: unspecified

Looked After Details Decisions Task Details All Children (2)

**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)

**Placement**

Started On 01-Jul-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: Abigale Knight Address 9 Care Street Carewiche Carewiche HP22 5AU Postcode HP22 5AU Placement Plan Placement Plan (Completed) View Full Details Update Placement Add/View Statutory Visit Rules for Placement Create New Revision of Placement Plan for Placement

Create a Placement Plan for a new Placement Create a Placement Plan for a new Temporary Placement

Liquidlogic Children and Families

Home Help Menu System

Child: Darcy Dale 14 years (Ref: 500451)

CLA R CWD Basic Demographics

**Personal**

Additional Identity Photos Risks Parental Factors Relationships Involvements Case Status CP Adoption History

**Personal Details**

Case Number 500451 Full Name MISS Darcy Dale Gender FEMALE Aliases ALIAS: D'arcy Dale Actual DOB 01-Jul-2001 Age 14 years

**Status Details**

Education / Work Status Marital Status

**Identifiers**

**Address**

CARER ADDRESS Jul 2015 to present 9 Care Street, Carewiche, Carewiche HP22 5AU HOME ADDRESS Jul 2013 to present 1 Albany Place, Aylesbury, Bucks HP19 9HT TEMPORARY ADDRESS Jul 2013 to present 3 Albany Place, Aylesbury, Bucks HP19 9HT Address History / Update Addresses

**Telephones**

HOME 01296 888999 Update Contact Numbers... Show Relevant Contact Numbers

**Main Carer(s)/Cares For**

Relationship	FullName
MOTHER	Lily Dale

**Important Information**

- Case Notes
- Placement Alert

Add Missing Person Record

**Contact & Referral**

Create a new Contact

**Relationships**

## 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.

Child: Darcy Dale 14 years (Ref: 500451)  
 CLA R CWD

Child Looked After

Active Task: CIN Worker 1 (Reassign) Started: 06-Jan-2016 Due: unspecified

Looked After Details **Decisions** Task Details All Children (2) ▼

Combined Stage for: Darcy Dale, Dominic Dale.

**Outcomes**

Task	Status	Assigned to
Organise Next CLA Review Meeting	Active	
Update CLA Care Plan	Restart	(Assigned to Yourself)
Assessment and Progress Record	Start	(Assigned to Yourself)
Personal Education Plan Review	Start	(Assigned to Yourself)
Leaving CLA (Finalise CLA Care Plan)	Start	(Assigned to Yourself)
Adoption no longer the Plan		
Strengths and Difficulties Questionnaire	Start	(Assigned to Yourself)
Create Childs Permanence Report (CPR)	Start	(Assigned to Adoptions)

Date of Initiation or Completion:

Today's Date

Other Date: [Date Picker] (reset)

Reason for Decision: (reset)

[Text Input Field]

- 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”

Liquidlogic Children and Families Home Help

Child: Darcy Dale 14 years (Ref: 500451)  
 CLA R CWD

Child Looked After

Active Task: CIN Worker 1 (Reassign) Started: 06-Jan-2016 Due: unspecified

Looked After Details **Decisions** Task Details All Children (2) ▼

Combined Stage for: Darcy Dale, Dominic Dale.

**Confirm** Cancel

**Leaving CLA (Finalise CLA Care Plan)** - You must confirm the following Date & Reason are correct bef

Child	Task	Assigned to
<input checked="" type="checkbox"/> Darcy Dale	Leaving CLA (Finalise CLA Care Plan)	(Assigned to Yourself)
<input checked="" type="checkbox"/> Dominic Dale	Leaving CLA (Finalise CLA Care Plan)	(Assigned to Yourself)

Date of Initiation or Completion:

Today's Date

Other Date: [Date Picker] (reset)

Reason for Decision: (reset)

Enter relevant reason

[Text Input Field]

- 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 -

- 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”

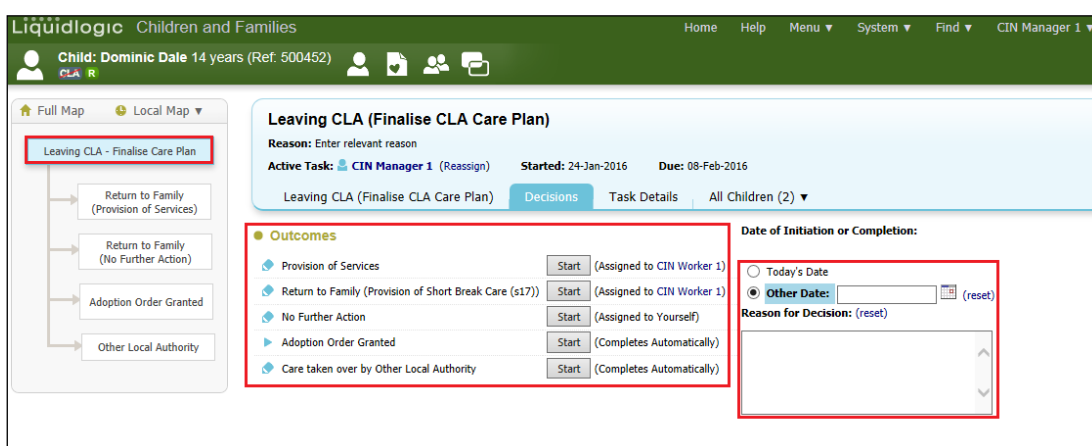
- The next task is automatically assigned to the Manager.

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

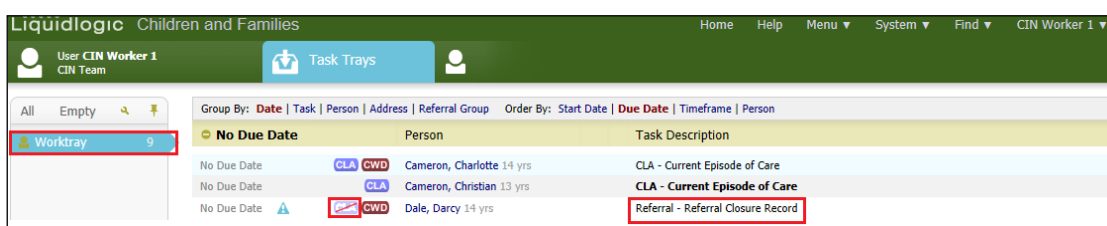
- The Manager clicks on the task “Leaving CLA (Finalise CLA Care Plan) - Outcomes



- 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”

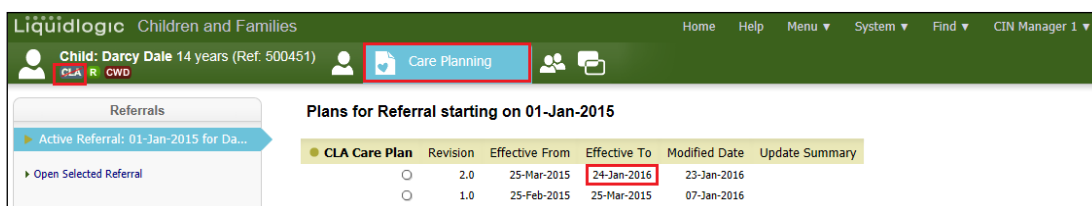


- The Child/Young Person’s CLA flag will now appear struck through. Hoover the mouse over the flag to see the start and end dates.
- Depending on the Outcome chosen – the task will either be automatically allocated to the Manager or to the ACW. E.g. below is a task to the worker to close the Referral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



## 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.



- 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.

**Child Looked After**  
 Initiator: CIN Worker 1    Started: 25-Feb-2015    Completed: 24-Jan-2016

Looked After Details    History    All Children (2)

**Period of Care**

- **Care Plan**
- Plan Summary

**Plan Details**

Plan Revision: CLA Care Plan v2.0  
 Key Worker: CIN Worker 1  
 Status: Completed

Effective From: 25-Mar-2015  
 Effective To: 24-Jan-2016 13:12

Created By: CIN Worker 1  
 Creation Date: 06-Jan-2016 17:39

**Authorisation**

Plan Authoriser: CIN Manager 1  
 Authorisation State: Authorisation Granted  
 Authorisation Date: 23-Jan-2016 18:30

**Forms: CLA Care Plan v2.0**

- ▶ View Part One Form (finalised)
- ▶ View Part Two Form (finalised)

## 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.

**Child Looked After**  
 Initiator: CIN Worker 1    Started: 25-Feb-2015    Completed: 24-Jan-2016

Looked After Details    History    All Children (2)

**Period of Care**

Care Plan  
 Plan Summary  
 Visits  
 Health Assessments

**Active Period of Care**

Started On: 25-Feb-2015  
 Ended On: 24-Jan-2016  
 Notes: Enter any relevant notes

**Reportable Episodes of Care**

ID	Started On	Reason Code	Legal Status	CIN Code	Placement Code	Ended On	End Reason	Ofsted URN
500451	25-Feb-2015	S - Started to be CLA	C1 INTERIM CARE ORDER	N5 FAMILY DYSFUNCTION	U4 - Foster Placement with other foster carer - long term	01-May-2015	X1 - New Episode	50127743
500451	01-May-2015	LF	C2 FULL CARE ORDER	N5 FAMILY DYSFUNCTION	U4 - Foster Placement with other foster carer - long term	01-Jul-2015	X1 - New Episode	50127743
500451	01-Jul-2015	T - Change of Placement (same carer)	C2 FULL CARE ORDER	N5 FAMILY DYSFUNCTION	U4 - Foster Placement with other foster carer - long term	24-Jan-2016	E8 - CLA ceased for any other reason	50127743
500451	24-Jan-2016	EF	C2 FULL CARE ORDER	N5 FAMILY DYSFUNCTION	U4 - Foster Placement with other foster carer - long term			50127743

**Placements**

Started On	Ended On	Carer	Address	Postcode	Type	Placement Change Reason
25-Feb-2015	01-Jul-2015	Alison Bishop	5 Care Street, Carewiche, Carewiche	HP22 5AU	U4 - Foster Placement with other foster carer - long term	
01-Jul-2015	24-Jan-2016	Abigale Knight	9 Care Street, Carewiche, Carewiche	HP22 5AU	U4 - Foster Placement with other foster carer - long term	Carer requests placement end due to child's behaviour
01-Aug-2015	10-Aug-2015	Beatrice Taurus	13 Care Street, Carewiche, Carewiche	HP22 5AU	T3 - Temporary accommodation (Approved by Local Authority)	

## 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.

**Child: Darcy Dale 14 years (Ref: 500451)**

**Child Looked After**

CLA Start Date: 25-Feb-2015  
CLA End Date: 24-Jan-2016

Started On	Ended On	Recent Placement	Recent Legal Status
25-Feb-2015	24-Jan-2016	U4 - Foster Placement with other foster carer - long term	C2 FULL CARE ORDER

## 28. Viewing Historic Addresses

- From the Child/Young Person’s basic demographics screen, click on the “Personal” sidebar.

**Child: Darcy Dale 14 years (Ref: 500451)**

**Personal Details**

Case Number: 500451  
Full Name: MISS Darcy Dale  
Gender: FEMALE  
Aliases: ALIAS: D'arcy Dale  
Actual DOB: 01-Jul-2001  
Age: 14 years

**Address**

CARER ADDRESS: 9 Care Street, Carewich, Caresville HP22 5AU  
HOME ADDRESS: 1 Albany Place, Aylesbury, Bucks HP19 9HT  
TEMPORARY ADDRESS: 3 Albany Place, Aylesbury, Bucks HP19 9HT

- Click on the “pencil” icon to edit the addresses.

**HOME ADDRESS for Child: Darcy Dale**

**Address Information**

Type: HOME ADDRESS  
Address: 1 Albany Place, Aylesbury, Bucks HP19 9HT

**Effective Date**

From: 01-Jul-2013  
To: Present  
This address is confidential: No

Type	From	To	Address	Area	Town	County	Post Code	Country	Notes	Confidential
CARER ADDRESS	01-Jul-2015	24-Jan-2016	9 Care Street	Carewich	Caresville		HP22 5AU			No
CARER ADDRESS	25-Feb-2015	01-Jul-2015	5 Care Street	Carewich	Caresville		HP22 5AU			No
HOME ADDRESS	01-Jul-2013	Present	1 Albany Place		Aylesbury	Bucks	HP19 9HT			No
TEMPORARY ADDRESS	01-Jul-2013	Present	3 Albany Place		Aylesbury	Bucks	HP19 9HT			No

- 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 columns.

Flags	Relationship	Case No	Name	Age	Date of Birth	Gender	Alerts	Start Date	End Date
	Self	500451	Darcy Dale	14 years	01-Jul-2001	FEMALE	CLA R CWD		
	MOTHER	500453	Lily Dale	39 years	15-Dec-1976	FEMALE		05-Jan-2016	
	FATHER	500454	David Dale	44 years	15-Dec-1971	MALE		05-Jan-2016	
	GRANDPARENT	500455	Annie Dale	≈ 77 years	15-Dec-1938	FEMALE		05-Jan-2016	
	BROTHER	500452	Dominic Dale	14 years	01-Jan-2002	MALE	CLA R	05-Jan-2016	
	CARER	500376	Beatrice Taurus	46 years	01-Jan-1970	FEMALE		01-Aug-2015	10-Aug-2015
	CARER	500383	Alison Bishop	46 years	01-Jan-1970	FEMALE		25-Feb-2015	01-Jul-2015
	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.

Form Date	Form Type	User
07-Jan-2016 15:32	Placement Plan	Foster Recruitment 1
01-Aug-2015	Placement Plan	CIN Worker 1
01-Jul-2015	Placement Plan	CIN Worker 1
01-Jun-2015	Placement Plan	CIN Worker 1
10-Apr-2015	CLA Review Minutes	IRO Worker 1
25-Mar-2015	Child Looked After/Young Person's Care Plan (part 1)	CIN Worker 1
25-Mar-2015	Child Looked After/Young Person's Care Plan	CIN Worker 1
25-Mar-2015	CLA Review Outcomes	IRO Worker 1
25-Feb-2015	Child Looked After/Young Person's Care Plan (part 1)	CIN Worker 1
25-Feb-2015	Child Looked After/Young Person's Care Plan	CIN Worker 1
23-Feb-2015	Placement Plan	CIN Worker 1
18-Feb-2015	CLA Request for Child to be Looked After	CIN Worker 1
12-Feb-2015	C & F Assessment	Assessment AYS Worker 4
01-Jan-2015	Contact Record	First Response Worker 1
01-Jan-2015	Referral Record	First Response Manager 1

## 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 made under Section 7 of the 1989 Act ('child protection enquiries') and outcomes of child protection conferences or other meetings that are not attended by the IRO;
- Complaints from or on behalf of the child, parent or carer;
- Unexpected changes in the child's placement provision which may significantly impact on placement stability or safeguarding arrangements;
- Significant changes in birth family circumstances for example births, marriages or deaths which may have a particular impact on the child;
- If the child is charged with any offence leading to referral to youth offending services, pending criminal proceedings and any convictions or sentences as a result of such proceedings;



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