



**LIQUIDLOGIC CHILDREN'S SYSTEM (LCS)**

**FGC Update Document task  
Training Manual for Children's  
Services**

**Trainer: Shineka Hogan**

**DOCUMENT HISTORY**

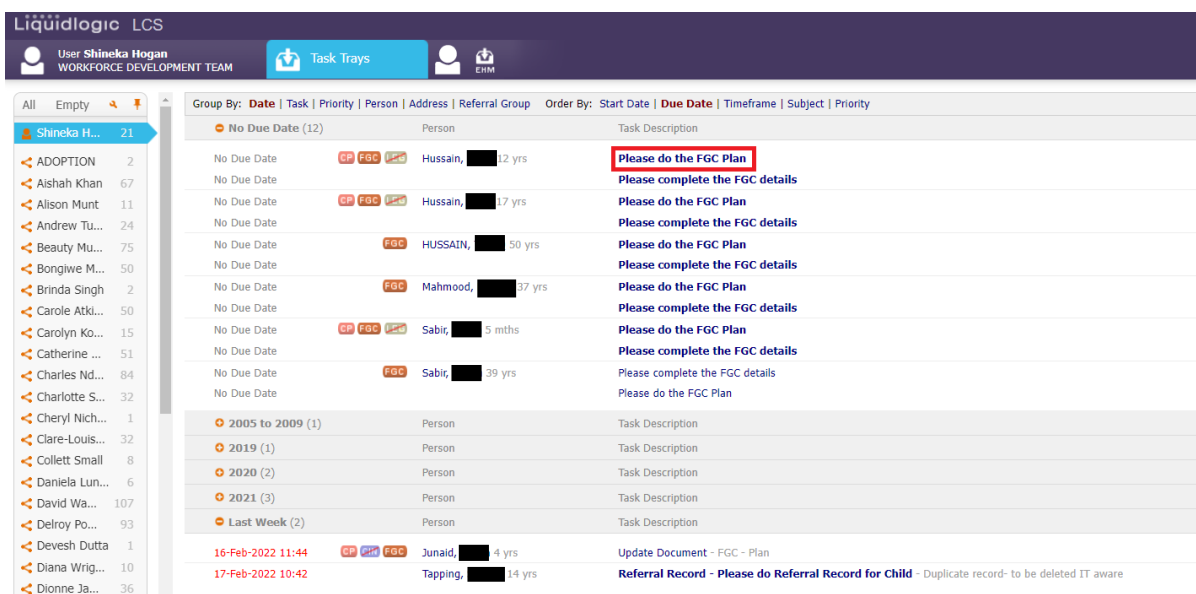
<b>DATE</b>	<b>PRODUCED BY</b>	<b>DOCUMENT VERSION</b>	<b>COMMENTS</b>
<b>15.02.2022</b>	<b>SHINEKA HOGAN</b>	<b>1.0</b>	<b>DRAFT VERSION</b>

***PLEASE NOTE THAT IF THE FGC PLAN IS CONSOLIDATED, YOU WILL HAVE TO COMPLETE THE "UPDATE DOCUMENT TASK" FOR EACH PERSON.***

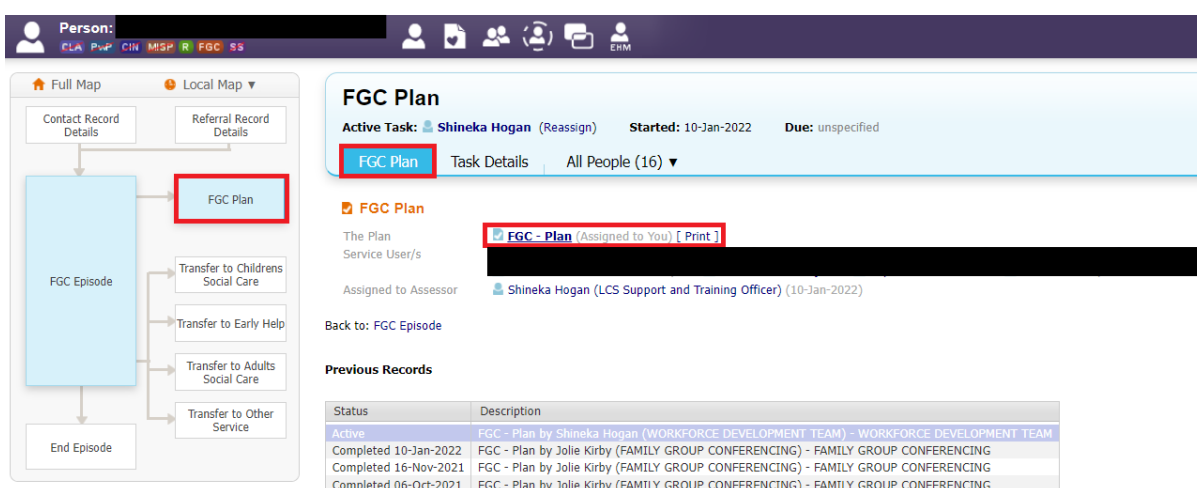
### 1.1. Completing the Update Document task

This user guide will show you how to complete the “Update Document” task.

Click onto “Home” which is located on the top right-hand side of LCS and this will automatically take you to your LCS work tray. Within your work tray, you will see the “Please do the FGC Plan” task – please click on it.



This will take you to the FGC Plan which is located within the FGC Pathway. Please click onto the “FGC Plan”



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Now that you’re in the form, you will need to ensure that the family have agreed to work with the plan you have written. Once this has been done, you can “Export Document”.

The screenshot shows a web-based form titled "Family Group Conference Plan/Mediation Agreement". The form is divided into several sections:

- Meeting:** Includes fields for "LCS Number", "Full Name", "Date of Meeting", and "Venue".
- Attendees:** A table with columns for "Attendee", "Invited", and "Attended".
- Plan Details:** Includes fields for "Date when informed consent for Family Group Conference/Mediation Service was provided", "If there are any partial consent restrictions", "Date of FGC Review", "Monitor of FGC Plan", and "Plan Details".

Once you’ve clicked onto “Export Document” you will see the page below. Please add the date, select the category, the type, add any notes and “Create”.

The screenshots show the "Create New Document" form in the LCS system. The form is titled "Create New Document for FGC - Plan by Farin Roberts-Mudie (FAMILY GROUP CONFERENCING)".

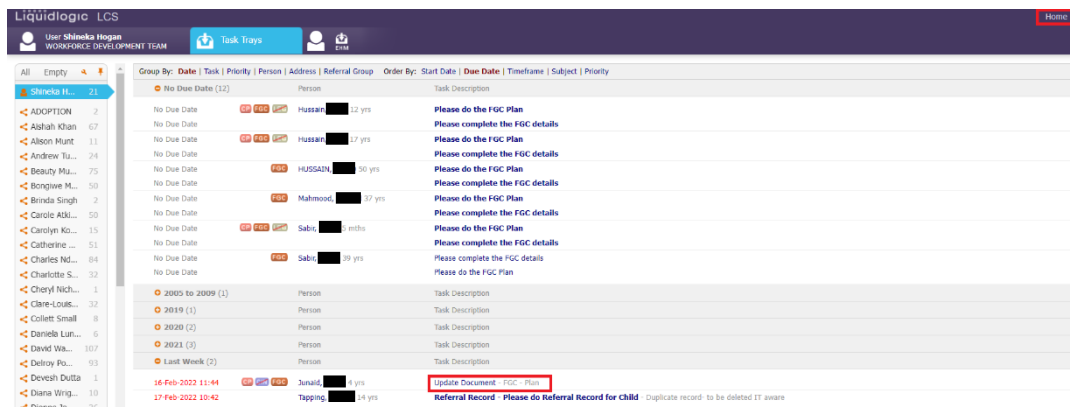
The first screenshot shows the "Document Details" section with the following fields:

- Date:** 15-Feb-2022
- Category:** FGC
- Type:** FGC - Plan
- Notes:** (Empty text area)

The second screenshot shows the same form with the "Document Type" field set to "FGC - Plan".

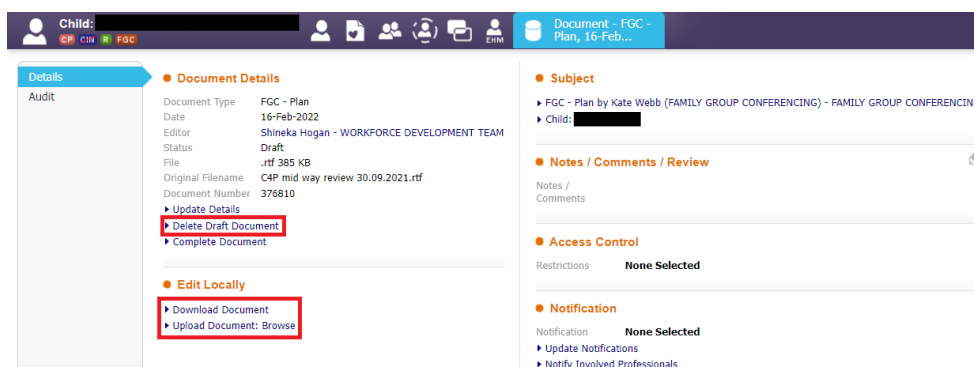
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After you’ve completed the above, there will be an “Update Document” task in your work tray – please click into it.

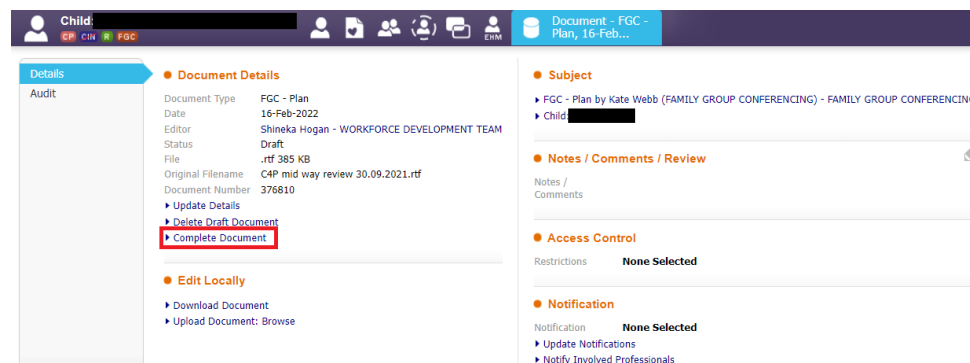


If the family don’t agree with the plan after you’ve completed it, you do have the option to amend this.

Firstly, “Download Document” and open on Word, you will then be able to update the plan and save to your laptop. “Delete Draft Document” to remove the previous version “Upload Document: Browse” and attach the revised plan.



Once the above has been completed, please “Complete Document”



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