

LIQUIDLOGIC CHILDREN'S SYSTEM (LCS)

FGC Update Document task Training Manual for Children's Services

Trainer: Shineka Hogan

DOCUMENT HISTORY

DATE	PRODUCED BY	DOCUMENT VERSION	Comments
15.02.2022	Shineka Hogan	1.0	DRAFT VERSION

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

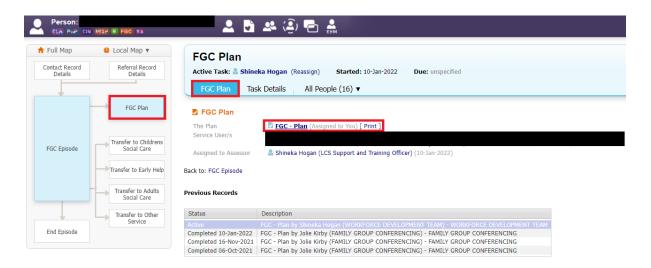
1.1. Completing the Update Document task

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.

quidlogic LCS			
User Shineka Hogan WORKFORCE DEVELOPI	MENT TEAM Task Trays	С С	
ll Empty 🍳 🖡 📤	Group By: Date Task Priority Person	Address Referral Group Order I	By: Start Date Due Date Timeframe Subject Priority
Shineka H 21	O No Due Date (12)	Person	Task Description
ADOPTION 2	No Due Date 📴 EGC 💷	Hussain, 12 yrs	Please do the FGC Plan
Aishah Khan 67	No Due Date		Please complete the FGC details
Alison Munt 11	No Due Date CP FGC 🖙	Hussain, 17 yrs	Please do the FGC Plan
Andrew Tu 24	No Due Date		Please complete the FGC details
Beauty Mu 75	No Due Date FGG	HUSSAIN, 50 yrs	Please do the FGC Plan
Bongiwe M 50	No Due Date		Please complete the FGC details
Brinda Singh 2	No Due Date FGG	Mahmood, 37 yrs	Please do the FGC Plan
Carole Atki 50	No Due Date		Please complete the FGC details
Carolyn Ko 15	No Due Date CP FGC 💷	Sabir, 5 mths	Please do the FGC Plan
Catherine 51	No Due Date		Please complete the FGC details
Charles Nd 84	No Due Date FGG	Sabir, 39 yrs	Please complete the FGC details
Charlotte S 32	No Due Date		Please do the FGC Plan
Cheryl Nich 1	• 2005 to 2009 (1)	Person	Task Description
Clare-Louis 32	0 2019 (1)	Person	Task Description
Collett Small 8			
Daniela Lun 6	0 2020 (2)	Person	Task Description
David Wa 107	0 2021 (3)	Person	Task Description
Delroy Po 93	Last Week (2)	Person	Task Description
Devesh Dutta 1	16-Feb-2022 11:44 🛛 💷 💷	Junaid, 4 yrs	Update Document - FGC - Plan
Diana Wrig 10	17-Feb-2022 10:42	Tapping, 14 yrs	Referral Record - Please do Referral Record for Child - Duplicate record- to be deleted IT aware
Dionne Ja 36			

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



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

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".

Liquidlogic LCS		Home	e (1) ▼ Tiles Hel
Child:	2.5) 🕰 (3) 🖻 🍰 📄 FGC-Plan, 15-	
Information Plan	Delegate Revisions		
😝 Print 🕴	Consolidated Section for:		
Family Group Conf Summary of Risks Attachments (4) Export Document	Family Group Confer Is this an Initial or Review Plan?	ence Plan/Mediation Agreement	
	• Meeting		
	LCS Number		
	Full Name		
	Date of Meeting		
	Venue	Virtual via MS Teams	
	Attendees		
		Invited Attanded	
		Yes Yes Yes Yes	
		Yes Yes	
		Yes Ves	
		Yes Yes Yes	
		Yes Yes Yes Yes	
	Date when informed consent for Family Group Conference/Mediation Service w provided	γ /	
	If there any partial consent restrictions	No. Dad not living in family home but no legal restrictions on contact	
	Date of FGC Review		
	Monitor of EGC Plan	04Apr-2022	
	riverson VI FUG Fidti		
	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".

lew Document			
Document D	etails		
Date 15-Feb	-2022		
Category FGC V			
Type Notes	~		
FGC -	Plan		
TOC -			
		1.	
	Create New Document for FGC - Plan by Farin Rob		Y GROUP CONFERE
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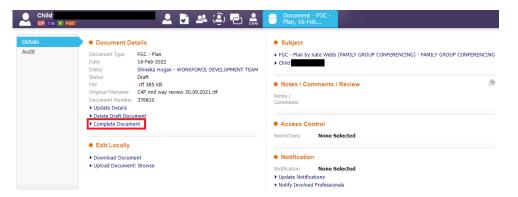
After you've completed the above, there will be an "Update Document" task in your work tray – please click into it.

iquidlogic LCS			Home
User Shineka Hogan WORKFORCE DEVELOPME	ENT TEAM	- <u>-</u>	
ll Empty 🔌 🖡 🔔	Group By: Date Task Priority Perso	n Address Referral Group Order I	By: Start Date Due Date Timeframe Subject Priority
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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.

Child:	· 🕹 🖻 🚨 🔔	Plan, 16-Feb	
Details Audit	Document Details Document Type FGC - Plan Date 16-Feb-2022 Editor Shineka Hogan - WORKFORCE DEVELOPMENT TEAM Status Draft File	Subject FGC - Plan by Kate Webb (FAMILY GROUP CONFERENCING) - FAMILY GROUP CONFERENCIN Child:	
	Original Filename C4P mid way review 30.09.2021.rtf Document Number 376810 > Update Details > Delete Draft Document > Complete Document	Notes / Comments Access Control Restrictions None Selected	
	Edit Locally Download Document Upload Document: Browse	Notification Notification None Selected Update Notifications Notify Involved Professionals	



Once the above has been completed, please "Complete Document"

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