



LCS / Foster Carer Recruitment Guide

Liquidlogic Children's Systems (LCS)

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1. 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

2. Foster Carer Recruitment OVERVIEW

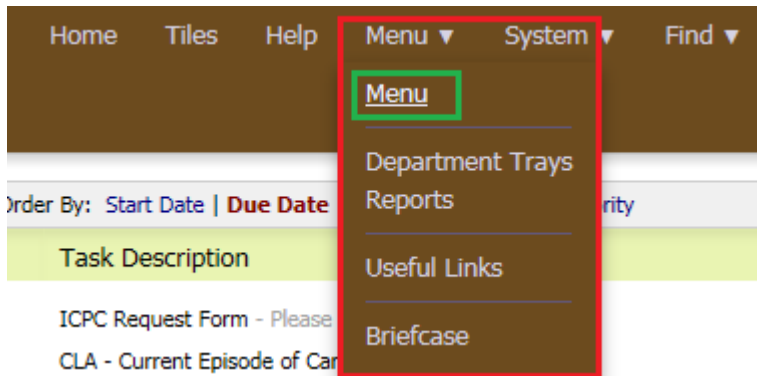
This guide will detail the Foster Carer Recruitment process, how the tasks are completed, and who is responsible for completing each task.

This guide only covers the Foster Carer Recruitment Process. There will be separate guides for Private Fostering, Friends and Family and Special Guardianship Orders when those pathways are implemented into the system.

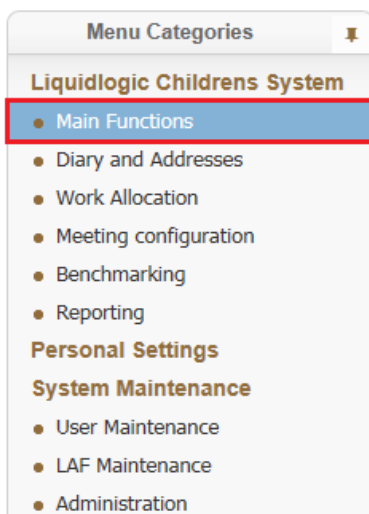
3. Configure Foster Carer Functionality

This section will detail how to search for Foster Carer's using the additional Foster Carer Search screen found in the Menu.

- Hover the mouse pointer over the word *Menu* at the top of the screen, and select *Menu* from the drop-down list



- From the *Menu Categories* section select the *Main Functions* category



- On the menu on the right hand side select *Configure Foster Carers*

- **Main Functions**
 - ▶ Find Adult or Child
 - ▶ Find Child and School
 - ▶ Run 903 Data Warehouse Service
 - ▶ EDM Queue
 - ▶ **Configure Foster Carers**
 - ▶ Configure Adopters

- If you want to search for Foster Carers click on the *Find or Create a Carer* button

Persons in the LCS system

There are **902** sets of persons approved as foster carers providing services

Find or Create a Carer

- If you want to search for Care Providers click on the *Find or Create a Care Provider* button (used by Access to Resources)

Care Providers

There are **1** professionals approved as foster carers

There are **535** agencies approved as foster carers

Find or Create a Care Provider

3.1. Find or Create a Carer

- Click on the *Find or Create a Carer* button, this will display the Foster Carer Search Screen

● Details

Local Authority

Case Number

Surname

Forename

Include records that sound similar

● Age / Date of Birth / Gender

Date of Birth

Age

Foster Carer Gender

● Address

House No. or Name

Street

Area

Town

Post Code

Search Previous Addresses?

● Registered

Registered

● Allowed Children

Age From

Age To

Gender

Allowed Number of Children

● Carer Services

Valid On Date

Placement Code

Placement Provider

3.1.1. Details Section

● Details

Local Authority	<input type="text"/>
Case Number	<input type="text"/>
Surname	<input type="text"/>
Forename	<input type="text"/>
	<input type="checkbox"/> Include records that sound similar

- Local Authority – Use this drop-down list to select a specific LA.
- Case Number – If System ID is known for the Foster Carer it can be entered here
- Surname / Forename – Use this to carry out a name search

3.1.2. Age / Date of Birth / Gender Section

● Age / Date of Birth / Gender

Date of Birth	<input type="text"/>
Age	<input type="text"/>
Foster Carer Gender	<input type="text"/>

- Date of Birth – Use this to search using the Foster Carer's Date of Birth
- Age – If know the age can be entered to narrow down the search. (Please note if the age is incorrect no results will be returned)
- Foster Carer Gender – Use this to search for a specific gender. (Please note if the gender is incorrect no results will be returned)

3.1.3. Address Section

● Address

House No. or Name	<input type="text"/>
Street	<input type="text"/>
Area	<input type="text"/>
Town	<input type="text"/>
Post Code	<input type="text"/>
	<input type="checkbox"/> Search Previous Addresses?

- Use this section to search using a specific address. (Please note that the more sections filled in the greater the change that no results will be returned. If one section is incorrect it will return no results)
- For best results use the *House No.* and *Post Code* sections for searching

3.1.4. Registered Section

● Registered

Registered

- There are several types of Registered Category that can be used

● Registered

Registered

Registered

● Allowed

Age From

Age To

Gender

Allowed Number of Children

Registered

Registered

De-Registered

Enquiry / Application Stage

Application Rejected

All

- If known select the Registration Category for the search, if you are unsure of the category they are registered as, use the *All* type. This will list everyone no matter what stage they are currently at in the process

3.1.5. Allowed Children Section

● Allowed Children

Age From

Age To

Gender

Allowed Number of Children

- Age From – Use this to select the youngest age that the Foster Carer can care for
- Age To – Use this to select the maximum age that the Foster Carer can care for
- Gender – Use to select the gender of child that the Foster Carer can care for
- Allowed Number of Children – The maximum allowed number of children the Foster Carer is allowed to have

3.1.6. Carer Services Section

● Carer Services

Valid On Date	<input type="text"/>
Placement Code	<input type="text"/>
Placement Provider	<input type="text"/>

- Valid on Date – This will limit the search to those Foster Carer's that can provide a service based on the date given
- Placement Code – The Type of Placement the Foster Carer can provide
- Placement Provider – Whether the Foster Carer is In-House, Private or Voluntary

4. Creating a Foster Carer Enquiry

- Click on the *Carer/Adopter* tab

The screenshot shows a sidebar menu on the left with the following items: Personal, Additional, Identity, Photos, Risks, Parental Factors, Carer/Adopter (highlighted with a blue arrow and a red box), and Relationships. The main content area on the right has three sections:

- This Adult is not currently an Approved Foster Carer**
 - ▶ New Foster Carer Enquiry (highlighted with a red box)
- This Adult is not currently an Approved Adopter**
 - ▶ New Adopter Enquiry
- Private Fostering Arrangements**
 - No Private Fostering Arrangements

- Click on New Foster Carer Enquiry
 - Select the *Responsible Authority* for the Main Foster Carer. If there is a second applicant either use the *Link to an existing foster carer* or *Link to another person* to link them to this Enquiry

The screenshot shows the 'New Foster Carer' form with the following sections:

- Details of Foster Carer Enquiry**
 - Carer Details Person: Foster Carer Recruitment
 - Responsible Authority Current Local Authority (highlighted with a red box)
- First Linked Foster Carer**
 - Linked Carer Details Person: Foster Carer Partner Recruitment
 - ▶ Link to an existing foster carer (highlighted with a red box)
 - ▶ Link to another person (highlighted with a red box)
 - ▶ Remove this link
- Second Linked Foster Carer**
 - ▶ Link to an existing foster carer
 - ▶ Link to another person
 - ▶ Remove this link

- Click on the *Create* button

The screenshot shows a button labeled 'Create' (highlighted with a red box) next to a 'Cancel' button, followed by the text '- Create New Foster Enquiry Record'.

5. Foster Carer Recruitment Pathway – Fostering Team

This section will detail the current process for the Foster Carer Recruitment Pathway.

5.1. Expression of Interest Form

- Click on Create a new Expression of Interest Form button

The Expression of Interest Form has not been created.

[Create a new Expression of Interest Form](#)

- Click on Start Blank to create the Expression of Interest Form

i Copy Forward - Before starting the Form you have the option to copy forward the answers from the listed previous Form. copy forward any answers) click 'Start Blank' to begin the Form afresh.

[Start Blank](#)

- Complete all relevant sections to the *Expression of Interest* Form.

Print

Expression of Interest

- Personal Information ^M
- Household Details
- Personal History and Checks
- Accommodation
- Health
- Employment
- The Children the Applicant(s) Feel they could ...
- Motivation and Experience
- Follow Up - Recommendation of Duty Worker
- 📎 Attachments (0)

- Make sure all Mandatory Fields are completed

Expression of Interest

- **Enquiry Dates**

Date Expression of Interest Received

Date Expression of Interest form completed
- **Enquiry Details**

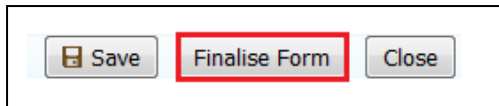
Method of Enquiry

How did the enquirer hear about us

Prospective carer(s) told that preliminary ICS and a manual file check will be a phone call must be made explaining the above.

This information has been passed to the Prospective Carer(s) Yes No

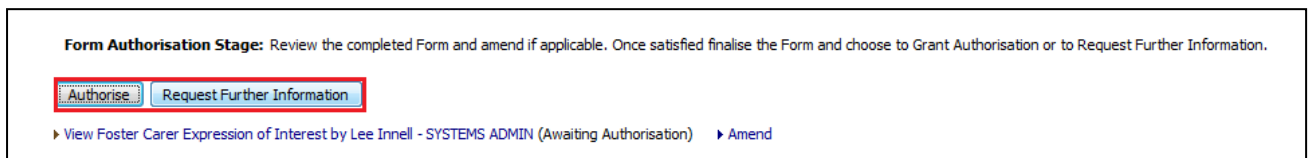
- Once completed click the *Finalise* button



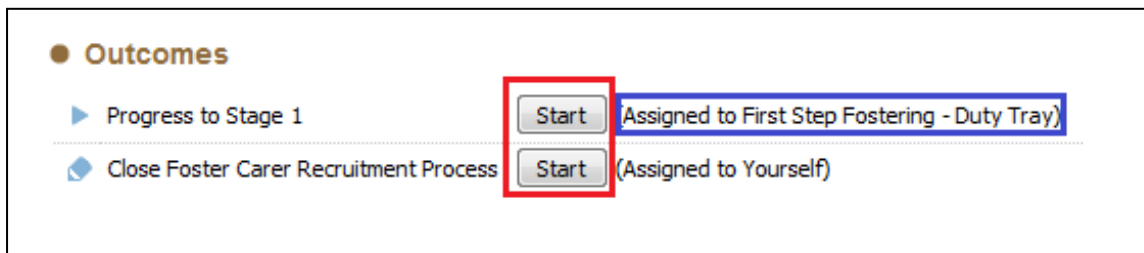
- The form automatically goes to the *First Step Fostering – Manager’s Tray* to be authorised. A First Step Manager will need to pick the task up to authorise it.

Tomorrow	Person	Task Description
05-Mar-2015	Recruitment, Foster Carer	Foster Carer Recruitment - Authorise Expression of Interest Pickup

- After the Manager has Finalised the Form, it can either be *Authorised* or *Further Information* can be requested which returns.



- Once *Authorised* the process can either proceed to the next stage or it can be terminated



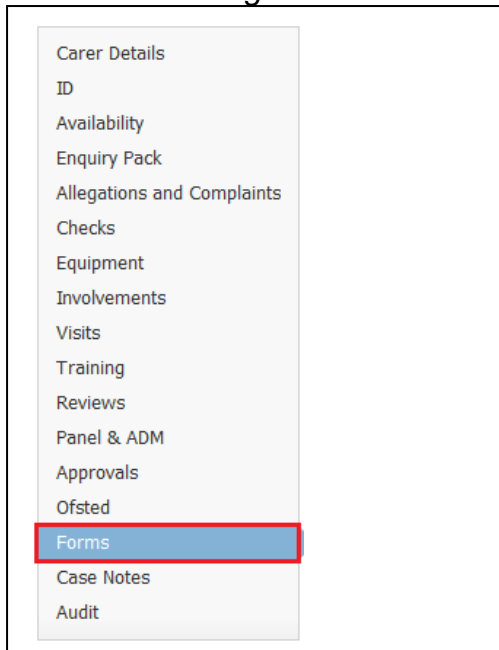
Note that the *Progress to Stage 1* is automatically assigned to the *First Step Fostering – Duty Tray*.

5.2. Stage 1 Information Gathering Task

- Any Person on *Duty* can pick the task up from the *Duty Tray*.

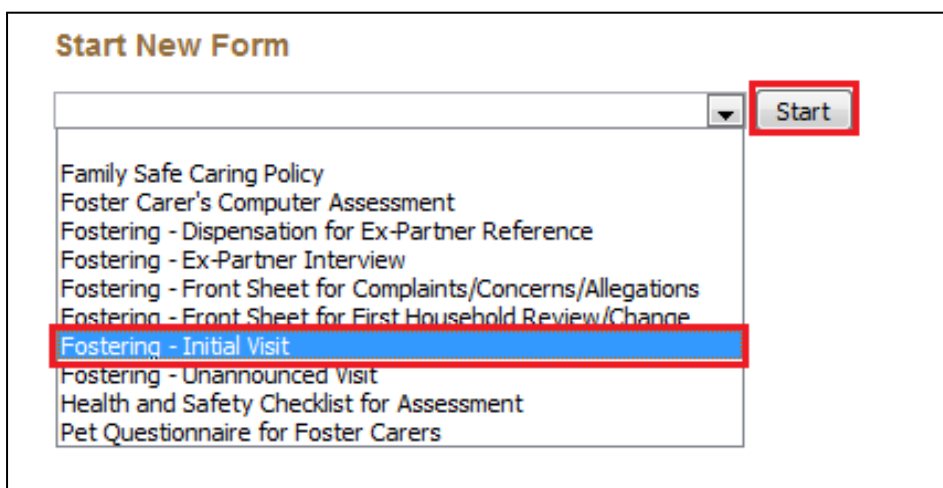
15-Jan-2015	Recruitment, Foster Carer	Foster Carer Recruitment - Stage 1 - Information Gathering	Pickup
-------------	---------------------------	--	--------

- At the *Stage 1 Information Gathering Stage* click on the *Forms* tab



A screenshot of a web application menu. The menu is a vertical list of items: Carer Details, ID, Availability, Enquiry Pack, Allegations and Complaints, Checks, Equipment, Involvements, Visits, Training, Reviews, Panel & ADM, Approvals, Ofsted, Forms, Case Notes, and Audit. The 'Forms' item is highlighted with a blue background and a red border.

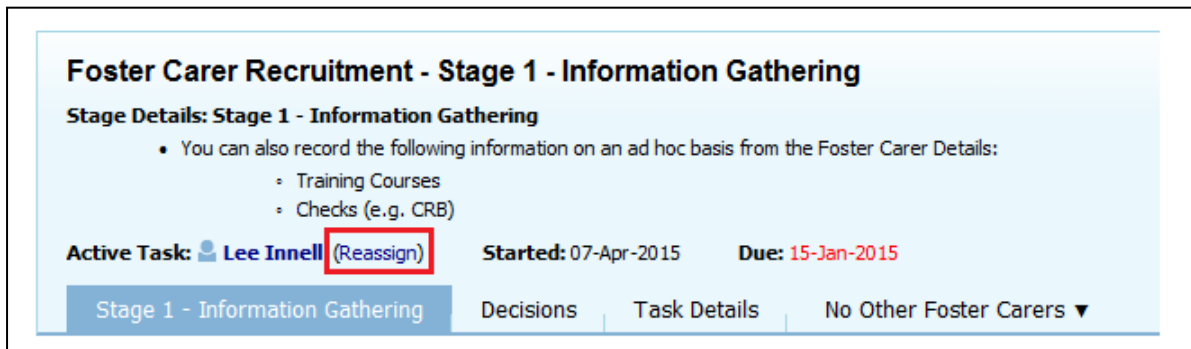
- Select the *Fostering – Initial Visit* form from the drop down list, click on the *Start* button



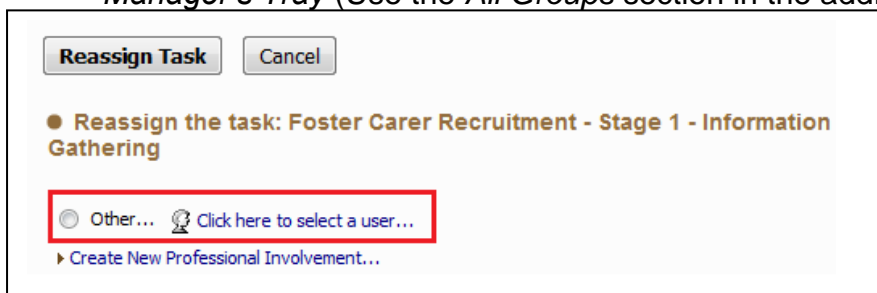
A screenshot of a 'Start New Form' dialog box. The dialog has a title bar with the text 'Start New Form'. Below the title bar is a dropdown menu with a downward arrow. To the right of the dropdown is a 'Start' button. The dropdown menu is open, showing a list of forms: Family Safe Caring Policy, Foster Carer's Computer Assessment, Fostering - Dispensation for Ex-Partner Reference, Fostering - Ex-Partner Interview, Fostering - Front Sheet for Complaints/Concerns/Allegations, Fostering - Front Sheet for First Household Review/Change, Fostering - Initial Visit, Fostering - Unannounced Visit, Health and Safety Checklist for Assessment, and Pet Questionnaire for Foster Carers. The 'Fostering - Initial Visit' item is highlighted with a blue background and a red border.

- This will start the *Initial Visit form*.
- Once the *Initial Visit* form has been completed then complete the rest of the relevant information in this section.

- Once all information Completed/Updated Click on the *Reassign* from the top section of the screen.



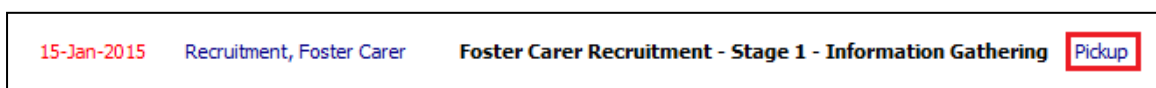
- Click on *Select Other User* and search for the *First Step Fostering – Manager’s Tray* (Use the *All Groups* section in the address book)



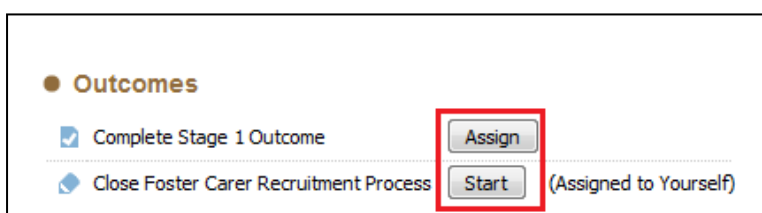
- Once done click on the *Reassign Task* button to reassign this task to the *Manager’s Tray*



- A Manager will then pick the task up from the *Manager’s Tray*



- Click on the *Decisions* Tab, Select an option.



Note that the Manager will need to assign the *Stage 1 Outcome* task, in doing so this will make that person the *Allocated Case Worker* for this Applicant.

- Once the task has been assigned, click on the *Start* button. Please note you will need to either select *Today's Date* or *Other Date* to say when this task is being completed and the next one started.

● **Outcomes**

Complete Stage 1 Outcome (Assigned to Yourself)

Close Foster Carer Recruitment Process (Assigned to Yourself)

Date of Initiation or Completion:

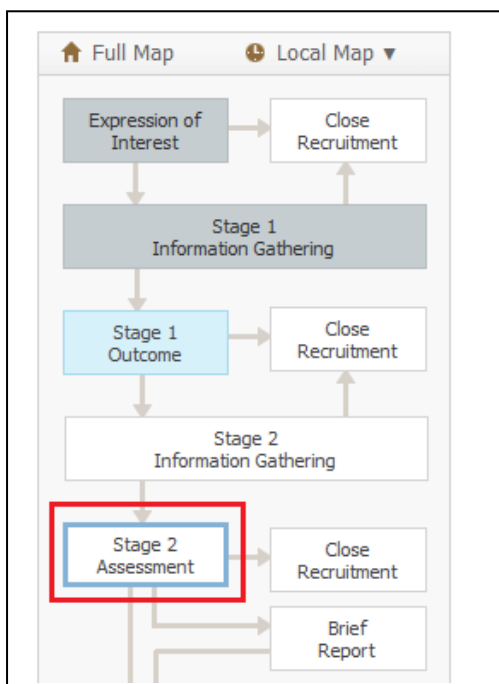
Today's Date

Other Date:

5.3. Stage 1 Outcome

Please note that it is possible to start the *Stage 2 Assessment* once the *Stage 1 Outcome* form is active.

To manually start the *Stage 2 Assessment*, click on the *Stage 2 Assessment* task in the pathway



- Enter the *Start Date* for the task and click on the *Start Button*

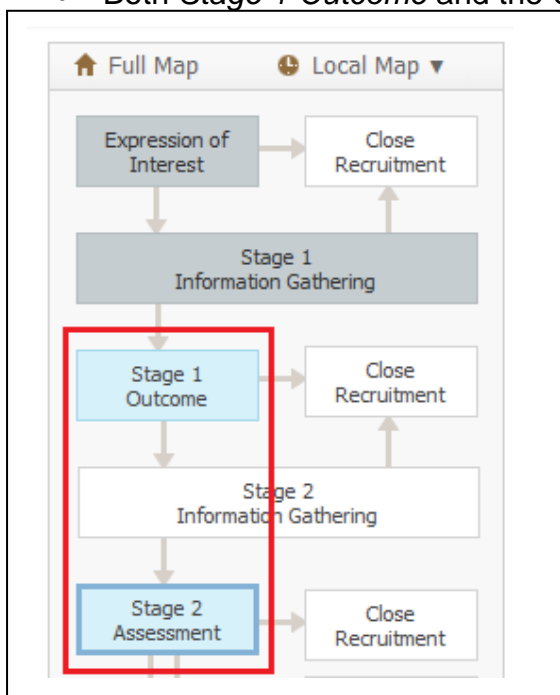
Foster Carer Recruitment - Stage 2 Assessment

This step has not been initiated.

Please provide date of initiation:

[Go to Foster Carer Recruitment - Expression of Interest...](#)

- Both *Stage 1 Outcome* and the *Stage 2 Assessment* forms are now active



- Click on *Stage 1 Outcome* link to start the assessment

Stage 1 Outcome

The Outcome Assigned to Assessor

Stage 1 Outcome [Copy Forward](#) [\[Print \]](#)

Lee Innell (01-Jan-2015)

- Either click *Start Blank* or *Copy Forward Selected* buttons (If using Copy Forward, you must select the relevant form(s) to copy form)
- The *Initial Visit* form will copy the *Household Information* forward

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

Copy Forward - Copy answers forward from previous assessments

Created	Outcome	Started By
Recruitment, Foster Carer		
<input type="checkbox"/> Today	Fostering - Initial Visit (Tuesday, 7 April 2015, 21:08)	Lee Innell
<input type="checkbox"/> 3 months ago	Foster Carer Expression of Interest (Thursday, 1 January 2015)	Lee Innell

- Complete all relevant sections of the form

Prospective Foster Carer Report (Form F) England

- Section A (STAGE 1)
 - Applicant Details
 - Household Details
 - Further Details
 - Application to Foster, Adopt or Child-mind
 - Documentation and Checks
 - Household Accommodation
 - Personal References (Required)
 - Stage 1 Decision Sheet
- Attachments (0)

- From the *Decision Sheet* Select the relevant outcome

Stage 1 Decision Sheet

Suggested Outcomes

The above applicant(s) should progress to Stage 2 of the assessment

The above applicant(s) should not progress to Stage 2 of the assessment

Social Worker Comments

Social Worker Comments.....

- If the process should be closed selecting the option to *Not Progress to Stage 2* will start the *Case Closure* task

- The form automatically goes to the *First Step Fostering – Manager’s Tray* to be authorised. A First Step Manager will need to pick the task up to authorise it.

Two Months Ago	Person	Task Description	
15-Jan-2015	Recruitment, Foster Carer	Foster Carer Recruitment - Authorise Stage 1 Outcome	Pickup

- After the Manager has Finalised the Form, it can either be *Authorised* or *Further Information* can be requested which returns.

Outcome Authorisation Stage: Review the completed Outcome and amend if applicable.

[Authorise](#) [Request Further Information](#)

▶ [View Stage 1 Outcome by Lee Innell - SYSTEMS ADMIN \(Awaiting Authorisation\)](#) ▶ [Amend](#)

- Once *Authorised* the *Stage 2 Information Gathering* task will be started

5.4. Stage 2 Information Gathering Task

- Complete/Update all necessary information

Carer Details

- ID
- Availability
- Enquiry Pack
- Allegations and Complaints
- Checks
- Equipment
- Involvements
- Visits
- Training
- Reviews
- Panel & ADM
- Approvals
- Forms
- Case Notes

- Once all information Completed/Updated Click on the *Decisions* Tab, Select an option.

- Depending on whether *Stage 2 Assessment* was started at the same time as *Stage 1 Outcome* will determine the outcomes available.

5.4.1. Stage 2 Information Gathering Outcome – Stage 2 Assessment not started

- If *Stage 2 Assessment* wasn't started at the same time as the *Stage 1 Outcome* then the following options will be available. Click *Complete Stage 2 Assessment* to continue.

Outcomes

- Complete Stage 2 Assessment **Start** (Assigned to Yourself)
- Continue with Stage 2 Assessment
- Close Foster Carer Recruitment Process **Start** (Assigned to Yourself)

5.4.2. Stage 2 Information Gathering Outcome – Stage 2 Assessment started

- If *Stage 2 Assessment* was started at the same time as the *Stage 1 Outcome* then the following options will be available. Click *Continue with Stage 2 Assessment* to continue.

Outcomes

- Complete Stage 2 Assessment **Active**
- Continue with Stage 2 Assessment **Start** (Completes Automatically)
- Close Foster Carer Recruitment Process **Start** (Assigned to Yourself)

5.5. Stage 2 Assessment

- Click on *Stage 2 Assessment* link to start the assessment

Stage 2 Assessment

The Assessment **Stage 2 Assessment** (Copy Forward) [Print]
Assigned to Assessor **Lee Innell (01-Jan-2015)**

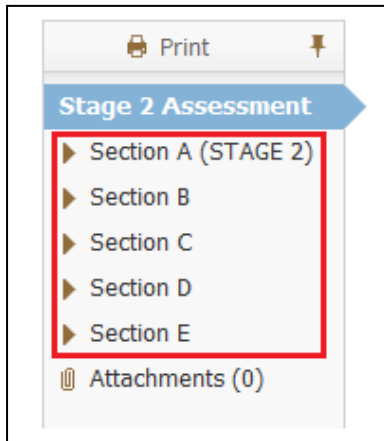
- Either click *Start Blank* or *Copy Forward Selected* buttons (If using Copy Forward, you must select the relevant form(s) to copy form)

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

Copy Forward - Copy answers forward from previous assessments

<input checked="" type="checkbox"/>	Created	Assessment	Started By
<input checked="" type="checkbox"/>	2 months ago	Stage 1 Outcome (Thursday, 1 January 2015)	Lee Innell
<input checked="" type="checkbox"/>	2 months ago	Foster Carer Expression of Interest (Thursday, 1 January 2015)	Lee Innell

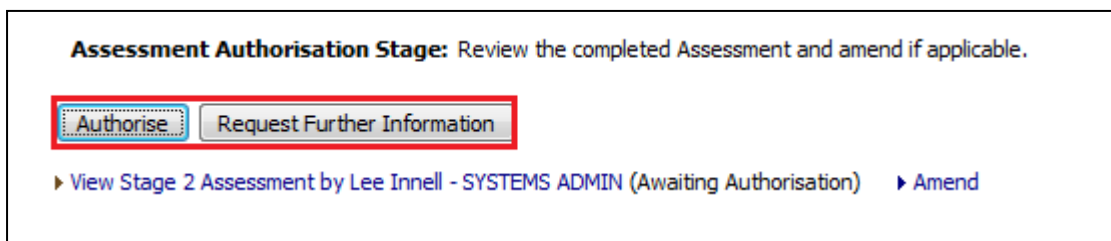
- Complete all relevant sections of the form



- The form automatically goes to the *First Step Fostering – Manager’s Tray* to be authorised. A First Step Manager will need to pick the task up to authorise it.

Two Months Ago	Person	Task Description	
01-Jan-2015	Recruitment, Foster Carer	Foster Carer Recruitment - Authorise Stage 2 Assessment	Pickup

- After the Manager has Finalised the Form, it can either be *Authorised* or *Further Information* can be requested which returns.



- Once Authorised, select the appropriate outcome

Outcomes		
<input type="checkbox"/>	Applicant Suitable Proceed to Panel	Start (Assigned to Yourself)
<input checked="" type="checkbox"/>	Applicant not Suitable produce Brief Report	Start (Assigned to Yourself)
<input type="checkbox"/>	Close Foster Carer Recruitment Process	Start (Assigned to Yourself)

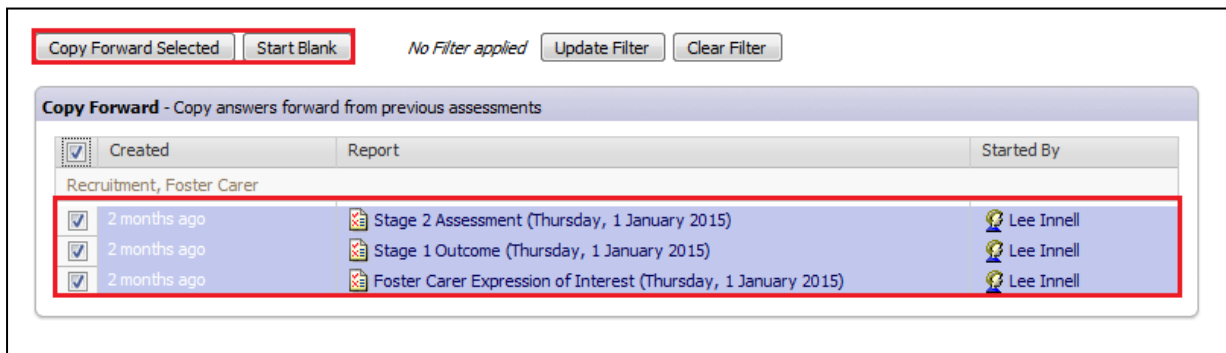
- Selecting *Applicant not Suitable produce Brief Report*, will start the Brief Report Process

5.6. Brief Report

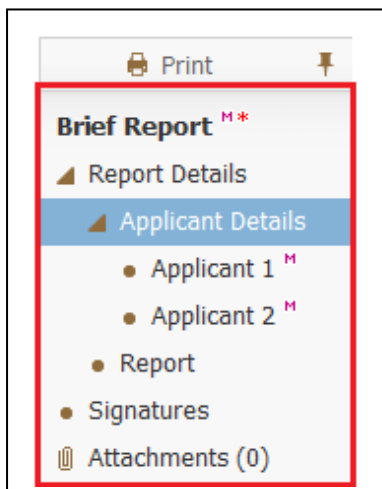
- Click on *Foster Carer Brief Report* link to start the assessment



- Either click *Start Blank* or *Copy Forward Selected* buttons (If using Copy Forward, you must select the relevant form(s) to copy form)



- Complete all relevant sections of the form



- The form automatically goes to the *Your Manager* to be authorised. A First Step Manager will need to pick the task up to authorise it.

- After the Manager has Finalised the Form, it can either be *Authorised* or *Further Information* can be requested which returns.

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

▶ [View Foster Carer Brief Report by Lee Innell - SYSTEMS ADMIN \(Awaiting Authorisation\)](#) ▶ [Amend](#)

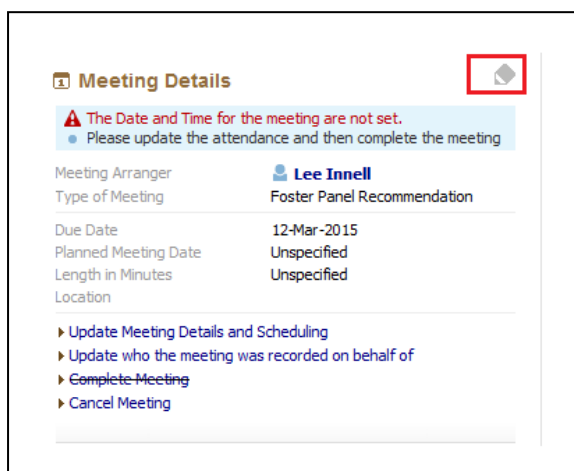
- Once Authorised this will start the *Panel Recommendation* process
- Selecting Applicant Suitable Proceed to Panel will start the Panel Recommendation Process


6. Foster Carer Recruitment Pathway – Panel Administrators

- This section will detail the current process for the Panel Administrators within the Foster Carer Recruitment Pathway.


6.1. Panel Recommendation

- A *Planned Meeting Date* must be recorded. Click the Pencil in the top right to enter the date



Meeting Details 

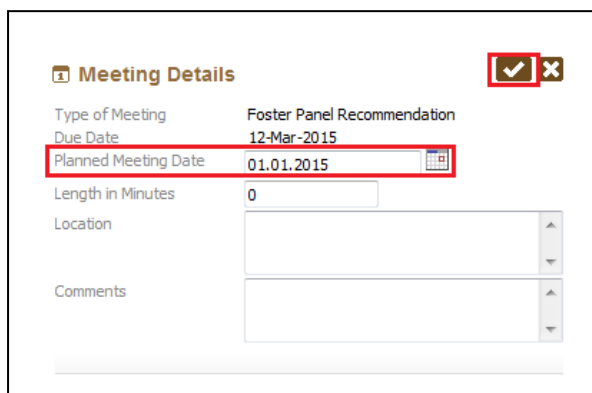
⚠ The Date and Time for the meeting are not set.
 • Please update the attendance and then complete the meeting


Meeting Arranger  **Lee Innell**
 Type of Meeting Foster Panel Recommendation


Due Date 12-Mar-2015
 Planned Meeting Date Unspecified
 Length in Minutes Unspecified
 Location

[▶ Update Meeting Details and Scheduling](#)
[▶ Update who the meeting was recorded on behalf of](#)
[▶ Complete Meeting](#)
[▶ Cancel Meeting](#)

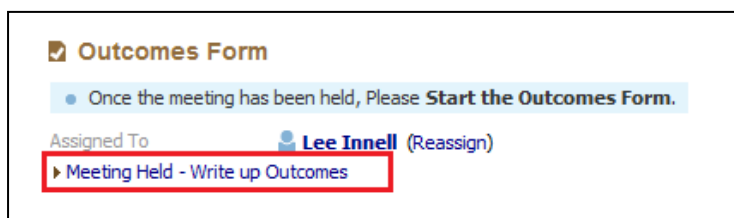
- Enter the *Planned Meeting Date* then click the *Tick* to save the changes



Meeting Details 


Type of Meeting Foster Panel Recommendation
 Due Date 12-Mar-2015
 Planned Meeting Date 01.01.2015 
 Length in Minutes 0
 Location
 Comments

- Click on the Meeting Held – Write Up Outcomes link



Outcomes Form

• Once the meeting has been held, Please **Start the Outcomes Form.**

Assigned To  **Lee Innell** (Reassign)
[▶ Meeting Held - Write up Outcomes](#)

Note – There are no Pre-meeting reports or Minutes for the Panel Recommendation task

- Record the *Actual Meeting Date* then click on the *Update* button

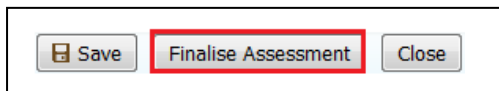
- Click on *Foster Panel Outcomes* link to start the assessment

- Complete all relevant sections of the form

- A *Recommendation* must be entered before the form can be completed

Note – The final decision is made by the ADM

- Once completed click the *Finalise* button



- Click on *Complete Meeting* link to complete the task

Meeting Details

⚠ This meeting occurs in the past
 • Please update the attendance and then complete the meeting

Meeting Arranger: **Lee Innell**
 Type of Meeting: Foster Panel Recommendation

Due Date: 12-Mar-2015
 Planned Meeting Date: 01-Jan-2015
 Length in Minutes: Unspecified
 Location:

Actual Meeting Date: 01-Jan-2015

▶ Update who the meeting was recorded on behalf of
 ▶ **Complete Meeting**

6.2. ADM Decision Task

- The *ADM Decision* task is automatically assigned to the *Panel Administration Tray*, a *Panel Admin* will pick the task up from this tray.

Later this Year	Person	Task Description	
01-Sep-2015	Recruitment, Foster Carer	Foster Carer Recruitment - ADM Decision	Pickup

- Click Start ADM Decision

The ADM Decision has not been started.

Start ADM Decision

Back to: Foster Carer Recruitment - Foster Panel Recommendation

- Complete/Update all relevant sections of the form

Print


Foster Carer Recruitment ADM Decisions

- Foster Panels
- Recommendations
- **ADM Decision**

Attachments (0)

- ADM must complete the *Recommendations* section

ADM Decision

Date of Decision	<input type="text"/> 
Suggested Outcomes	<input type="radio"/> Approve applicant as suitable to be Foster Carer <input type="radio"/> Foster Carer Not Approved <input type="radio"/> Defer Decision - go back to Panel
Reasons for this Decision	<input type="text"/>

- Once completed click the *Finalise* button

Depending on the outcome selected will determine what happens next in the recruitment process

7. Foster Carer Recruitment Pathway – Fostering Team

This section will detail the current process for when a Foster Carer is Approved or Not Approved.

7.1. Foster Carer Not Approved

- ADM Not Approved task started
- Complete the Date fields and click the Update button

The screenshot shows a web form titled 'Update Record' with buttons for 'Update Record', 'Reset', and 'Cancel'. Below the title is a subtitle 'Update Communication for ADM Decision on 01-Jan-2015'. A section titled 'Important Dates following ADM Decision' contains the following fields:

ADM Decision Date	01-Jan-2015
Date foster carer verbally informed of ADM Decision	<input type="text"/>
Date Letter Sent	<input type="text"/>

- This will open the *Decisions* Tab, select the appropriate Outcome

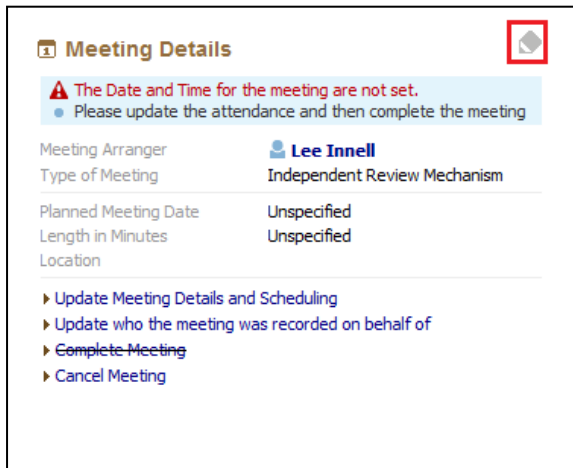
The screenshot shows the 'Outcomes' section with three options, each with a 'Start' button and a note:


Foster appeals to Independent Review Mechanism	Start	(Assigned to Yourself)
Ask Agency to Reconsider (restart Foster Panel)	Restart	(Assigned to Yourself)
Foster Not Approved	Start	(Completes Automatically)

- If *Foster Not Approved* selected, the *Foster Carer Recruitment* process will be ended and the Applicants not approved.
- If *Ask Agency to Reconsider* selected, this will restart the *Panel Recommendation* Process
- If *Foster appeals to Independent Review Mechanism* selected, this will start the IRM Process

7.2. Independent Review Mechanism

- A *Planned Meeting Date* must be recorded. Click the Pencil in the top right to enter the date



Meeting Details 

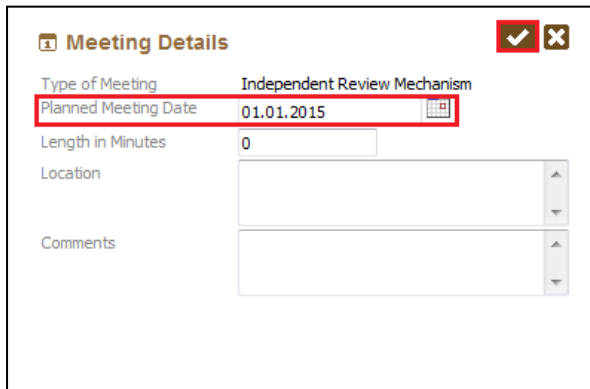
⚠ The Date and Time for the meeting are not set.
 • Please update the attendance and then complete the meeting



Meeting Arranger **Lee Innell**
 Type of Meeting Independent Review Mechanism

Planned Meeting Date Unspecified
 Length in Minutes Unspecified
 Location


[▶ Update Meeting Details and Scheduling](#)
[▶ Update who the meeting was recorded on behalf of](#)
[▶ Complete Meeting](#)
[▶ Cancel Meeting](#)

- Enter the *Planned Meeting Date* then click the *Tick* to save the changes



Meeting Details  

Type of Meeting Independent Review Mechanism

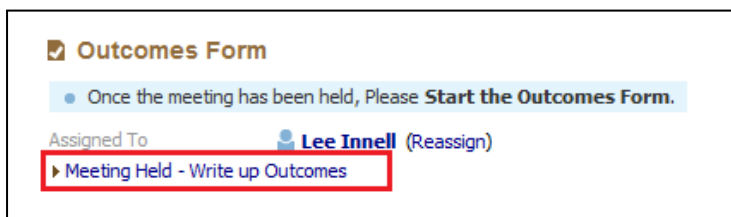
Planned Meeting Date 01.01.2015 

Length in Minutes 0

Location

Comments

- Click on the Meeting Held – Write Up Outcomes link



Outcomes Form

• Once the meeting has been held, Please **Start the Outcomes Form.**

Assigned To **Lee Innell** (Reassign)

▶ Meeting Held - Write up Outcomes

Note – There are no Pre-meeting reports or Minutes for the *Independent Review Mechanism* task


- Record the *Actual Meeting Date* then click on the *Update* button

Update Independent Review Mechanism planned for 01-Jan-2015

● **Planned Meeting Details**

Planned Meeting Date 01-Jan-2015

● **Actual Meeting Details**


Actual Meeting Date 

Delay Reason

- Click on Foster Independent Review Mechanism Outcomes link to start the assessment



Outcomes Form

● Write the Outcomes Form.

Active Writer  **Lee Innell** (Reassign)

The Assessment **Foster Independent Review Mechanism Outcomes** (Assigned to You) [Print]

- Complete all relevant sections of the form

 Print 

Outcome of Independent Review Mechanism meeting ^M

● Further Action

 Attachments (0)

- A *Further Action* must be entered before the form can be completed

Further Action

What was the outcome of the IRM meeting?

Suggested Outcomes


Recommend Review Decision

Uphold Decision (Do Not Approve)

Reasons for these Suggested Outcomes

Note – The final decision is made by the ADM

- Once completed click the *Finalise* button

 Save

- Click on *Complete Meeting* link to complete the task

Meeting Details

⚠ This meeting occurs in the past
 • Please update the attendance and then complete the meeting

Meeting Arranger	Lee Innell
Type of Meeting	Independent Review Mechanism
Planned Meeting Date	01-Jan-2015
Length in Minutes	Unspecified
Location	
Actual Meeting Date	01-Jan-2015

▶ Update who the meeting was recorded on behalf of

▶ **Complete Meeting**

- Selecting Uphold Decision (Do Not Approve) will end the Foster Carer Recruitment process
- Selecting Recommend Review Decision will reopen the ADM Decision task

7.3. Approve Foster Carer

- If ADM Decision was Approve applicant as suitable to be Foster Carer the Approve Foster Carer(s) task is started

Update Record

Update Communication for ADM Decision on 01-Jan-2015

● **Important Dates following ADM Decision**

ADM Decision Date	01-Jan-2015
Date foster carer verbally informed of ADM Decision	<input type="text"/>
Date Letter Sent	<input type="text"/>

7.4. Ongoing Work Task

- This start the *Ongoing Work* task, Complete all sections as necessary

A vertical sidebar menu titled 'Carer Details' with a blue header. The menu items are: ID, Availability, Enquiry Pack, Allegations and Complaints, Checks, Equipment, Involvements, Visits, Training, Reviews, Panel & ADM, Approvals, Forms, and Case Notes.

- Once all work has been completed click on the *Decisions* Tab

Header for 'Foster Carer Recruitment - Ongoing Work'. It shows 'Active Task: Lee Innell (Reassign)', 'Started: 05-Mar-2015', and 'Due: unspecified'. Below this are tabs: 'Foster Carer Recruitment - Ongoing Work', 'Decisions' (highlighted with a red box), 'Task Details', and 'All Foster Carers (2) ▼'.

- Enter *Date* and then click on the *Start* button to close the process

'Outcomes' section with a 'Date of Initiation or Completion:' label. It includes a 'Close Process' button with a 'Start' sub-button (highlighted with a red box) and '(Completes Automatically)'. To the right, there are radio buttons for 'Today's Date' and 'Other Date: 01.01.2015' (highlighted with a red box), with a calendar icon and a '(reset)' link.

- *Foster Carer Recruitment* process is now complete

8. Foster Carer Demographics

This section will provide information on how to complete each of the sections available in the Foster Carer's Demographics. This should be completed by the current Fostering Social Worker / Business Support / Team Manager

8.1. Carer Details Section

- The Left hand side of the section shows the current Foster Carer Registration status / details and Allowances

● Carer Record Status

Status Registered
Date Registered 01-Mar-2016

● Carer Details

Local Authority Current Local Authority
Other Agency
Carer Details [Person: Foster Carer2](#)
Type of Carer
Address 1 The Square
Brill
Aylesbury
BUCKINGHAMSHIRE
Postcode HP18 9RP
Default Placement Provider
Default Placement Location
Services From 01-Mar-2016
Services Until

● Allowed Children

Age From
Age To
Gender
Allowed Number of Children
[▶ Update Carer Details](#)
[▶ De-register](#)

- To make any changes click on the *Update Carer Details* link

Update Foster Carer: Foster Carer2

● Carer Details

Carer Details Person: Foster Carer2

Type of Carer	▼
Address	1 The Square Brill Aylesbury BUCKINGHAMSHIRE
Postcode	HP18 9RP
Training Email	▼
Responsible Authority	Current Local Authority ▼
Default Placement Provider	▼
Default Placement Location	▼

● Registered

Date Registered	01-Mar-2016	📅
-----------------	-------------	---

● Allowed Children

Age From	▼
Age To	▼
Gender	▼
Allowed Number of Children	▼

Please note that the Foster Carer's Address can't be updated, and will need to be updated from the Personal Tab in the main LCS Demographics.

- Once all necessary information has been updated click on the *Update* button to save the changes.

Update
Cancel
- Update: Foster Carer: Foster Carer2

- The Right hand side of the Carer Details section shows information regarding current and ended placements the Foster Carer has and the types of service they can provide.

● **Linked Foster Carers**

No foster carers have been linked
 ▶ [Update linked foster carers...](#)

LiveLink EDRM

 [Link to LiveLink EDRM record](#)

- Clicking on the *Update Linked Foster Carers...* link will allow you to link this Foster carer to another person on the system or another *Approved Foster Carer*.
- Clicking on the *Link to LiveLink EDRM record* will take you to the Foster Carer's LiveLink record.
- The next section details the Placement information for the Foster Carer.

● **Placements with this Carer and linked Carers (current Local Authority)**

Started On	Ended On	!	Child	DOB	Type
10-Mar-2016	20-Mar-2016		Child: CLASB Test01	04-Mar-2011	Q2 - Placement with other foster carer
24-Mar-2016			Child: RI Test01	15-Apr-2003	Q2 - Placement with other foster carer

● **Short-Break Placements with this Carer and linked Carers**

Started On	Ended On	!	Child	DOB	Type
08-Mar-2016	01-Apr-2016		Child: CINSB Test01	01-Mar-2010	Q2 - Placement with other foster carer

● **Other Local Authority Placements with this Carer and linked Carers**

No children have been placed with this carer or linked carers on another Local Authority

Please note that changes cannot be made to this section, all placements are created via the CLA pathway, or from the CLA Tab in the child's demographics.

- The *Services Provided....* must be filled in before the Foster Carer can provide a placement

● **Services provided by this Carer and Linked Carers**

From	Until	Type	Provided By
01-Mar-2016		Q2 - Placement with other foster carer	Foster Carer2

▶ [Add provided services](#)

- To update the Services, click on the *Add provided services* link

● Service Details

Placement Type	U6 - Foster Placement with Other Foster Carer - Not Long Term or FFA or Concurrent Planning
Default Placement Provider	PR1 - Own provision by LA
Default Placement Location	Inside LA Boundary
Valid From	01.01.2017
Valid Until	
End Reason	

- The *Placement Type* and *Valid From* sections must be filled in.
- The *Agency* section allows is where the Foster Carers Associated URN is recorded. If the Foster Carer is an in-house Foster Carer, then BCC will be marked as the agency.

● Agency

No agencies recorded

[▶ Add Agency](#)

- Click on the *Add Agency* link
- Click on *Find Agency*

● Agency

Agency

[▶ Find Agency](#)

● Dates

Start Date 01.01.2017

End Date

● Further Details

Notes

- Enter the Name of the Agency and click *Search*

Find Care Provider

Details

Local Authority

Professional Surname

Professional Forename

Department

ID

Include records that sound similar

Address

Address

Post Code

Carer Services

Valid on Date

Placement Code

Placement Provider

- Click on the Agency to select it, and then click the *Select* button

Find Care Provider

Query Results (1)

•	DOH Code	ID	Agency ▲	Professional	Address	Postcode	S.	From	Until
1			BCC - In House Foster Carers		County Hall, Walton Street, Aylesbury, BUCKINGHAMSHIRE	HP20 1YU	0		

- This will list the Agency

New Parent Agency - BCC - In House Foster Carers

Agency

Agency [BCC - In House Foster Carers](#)

[Find Agency](#)

Dates

Start Date

End Date

Further Details

Notes

- Fill in the *Start Date* and then click the *Create* button

- **New Parent Agency**

- The Agency's URN code will now be associated to the Foster Carer

● **Agency**

Agency	Ofsted URN	Start Date	End Date
BCC - In House Foster Carers	SC058771	01-Jan-2017	

▶ Add Agency

8.2. ID Section

- Click on the *Add Identification* link

● **Identification**

No Identification Recorded

▶ Add Identification

- Select the *Identification Type* that has been supplied and complete all necessary details

● **Identification**

Identification Type: Utilities Bill

Date Seen:

Reference Number(s):

Full Name on ID:

Valid From/Issue Date:

Renewal/Expiry Date:

● **Notes**

Notes:

- Once all necessary information has been recorded click on the *Create* button

- Add Identification

- The recorded ID will then be listed

● Identification				
Identification Type	Status	Reference Number(s)	Valid From/Issue Date	Date Seen
Utilities Bill		AS46811ASWED4546	01-Jan-2010	01-Jan-2017



▶ Add Identification

8.3. Availability Section

- Click on the *Record new availability* link

● Foster Availability
No availability restrictions exist for this foster
▶ Record new availability

- Record all relevant details

● Availability	
Foster Carer	Foster Carer: Foster Carer2
From Date	<input type="text"/> 
Until Date	<input type="text"/> 
Reasons	<input type="text"/>
Details	<input type="text"/>
Modified By	
Modified On	

- Once completed click on the *Create* button

<input type="button" value="Create"/>	<input type="button" value="Cancel"/>	- New Availability Record
---------------------------------------	---------------------------------------	---------------------------

- This information will now be displayed in the tab

● Foster Availability		
From Date	Until Date	Reasons
01-Jan-2017	01-Feb-2017	Family Holiday

▶ Record new availability

Please note this is to record when the Foster Carer will be unavailable.

8.4. Enquiry Pack Section

- Click on the *Record new enquiry pack* link


● Enquiry Packs sent to Foster


No Enquiry Packs have been sent to this foster carer

[▶ Record new enquiry pack](#)

- Record all relevant details


● Enquiry Pack Details

Date Enquiry Pack sent 

Enquiry Pack sent by 


Details of Information Sent

● Response

Date Response Received 

Response Details

● Follow-Up

Follow-up Date 

- Click on the *Create* button

- **New Enquiry Pack**

- The information will now be displayed in the tab

● Enquiry Packs sent to Foster

Enquiry Pack follow-up date 20-Mar-2016

Date Enquiry Pack sent	Pack Type	Enquiry Pack sent by	Date Response Received	Follow-up Date
01-Mar-2016		Lee Innell - SYSTEMS ADMIN	10-Mar-2016	20-Mar-2016

[▶ Record new enquiry pack](#)

- If changes need to be made to the information, click on the *Date* of the enquiry pack sent, and then click on the *Update Enquiry Pack Details* to make changes.

● Enquiry Pack Details

Date Enquiry Pack sent 01-Mar-2016
Pack Type
Enquiry Pack sent by [Lee Innell - SYSTEMS ADMIN](#)
Details of Information Sent Enquiry Pack Sent

● Response

Date Response Received 10-Mar-2016
Response Details Enquiry Pack Returned

● Follow-Up

Follow-up Date 20-Mar-2016
[▶ Update Enquiry Pack Details](#)

8.5. Allegations and Complaints Section


- To record an Allegation against a Foster Carer please contact the LADO's, do not record it against the Foster Carer's Record.
- To record a Complaint against a Foster Carer, click on the *Record a Complaint* link

● Complaints against Foster Carer

No Complaints have been recorded
[▶ Record a Complaint](#)

- The only available Complaint Type is *Complaint*, complete all necessary details.

● Complaint

Complaint Date 


Complaint Type

Complaint By

Complainant Organisation

Complaint Details

● Outcome

Decision Date 

Outcome

Details of Actions

- Click on the *Create* button

Create Cancel - **New Foster Carer Complaint Record**

- The Complaint will then show in the Demographics.

● Complaints against Foster Carer

Complaint Date	Complaint Type	Complaint By	Decision Date
01-Jan-2017	Complaint	Teacher	

[▶ Record a Complaint](#)

8.6. Checks Section

- Within the *Checks* section, it is possible to record Checks against both the Foster Carer and Other Household Members
- To record a *Check* click on the *Record new foster carer check* or *Record new check for other household member*

● Checks for Foster Carer

No checks have been recorded for this foster carer

[▶ Record new foster carer check](#)

● Checks for other household members

No Checks recorded for Other Household Members

[▶ Record new check for other household member](#)

- Select the *Type of Check* from the drop down list, and complete all other necessary details.

● Check

Check Type Personal References 1

Date Requested

Date of Check

Date Seen By Agency

Next Check Due

Result

Reference

Notes

File Location

- Once all relevant details have been recorded, click on the *Create* button

[Create](#) [Cancel](#) - **New Foster Carer Check**

- The Relevant check details will now display in the demographics

● Checks for Foster Carer

Check Type	Date Requested ▼	Date of Check	Date Seen By Agency	Result
Personal References 1	01-Jan-2017	10-Jan-2017	11-Jan-2017	Passed

[▶ Record new foster carer check](#)

8.7. Equipment Section

- To record any equipment the Foster Carer may have been given, click on the *Record new equipment* link

▶ Record new equipment

- From the dropdown list select the piece of equipment that the Foster Carer has been provided. If multiple items have been given the process will need to be completed for each one.

● **Equipment**

Item

Notes

Date Issued

Date Returned

- Record all relevant details and click on the *Create* button

- **New Equipment for Foster Carer**

- The provided equipment will display in the demographics

Item	Date Issued	Date Returned	Carer
Buggy	01-Jan-2017		Foster Carer2

▶ Record new equipment

- To update the information, click on the item of equipment provided and then click on the *Update Equipment Record* link

● **Equipment**

Item Buggy

Notes Double buggy porivded

Date Issued 01-Jan-2017

Date Returned

▶ Update Equipment Record

- Once the details have been updated, click on the *Update* button to save the changes

- **Update:** Equipment Item: Double buggy porivded - From 01-Jan-2017

8.8. Involvements Section

- The Involvements section will allow for any professionals to be added to the record. Please note they need to be relevant to the Foster Carer.
- Click on the *Add Involved Professional* link

● **Professionals (within the context of this Foster Carer)**

None

▶ Add Involved Professional

● **Other Involved Professionals**

None

- From the *Address Book* search for the professional to be added and click on the *Confirm* button

Create New Professional Involvement For Foster and linked Foster Carers

Previous Bookmark Confirm Cancel

- Record the *Professional Role* type, and the *Start Date* of the involvement

This will create the involvement for this foster carer as well as all linked foster carers.

● **Create New LCS Worker Role**

Professional Role Allocated Case Worker ▼

● **Select Social Services User**

Professional Lee Innell ✕

● **Other Parameters**

Start Date 25-Jan-2017

End Date

Comments

Reason

- Then click on the *Create* button

Create Cancel - **Create New Professional Involvement For Foster and linked Foster Carers**

- The Professional will now be displayed

● Professionals (within the context of this Foster Carer)								
Role	Professional	Team	Job Title	Start Date	End Date	Contact Numbers	Core Group Member	Reason
Allocated Case Worker	Lee Innell	SYSTEMS ADMIN	ICT Analyst	25-Jan-2017		▶ Show Contact Numbers	No	
▶ Add Involved Professional								

8.9. Visits Section

- To record a visit, both Announced and Unannounced, click on the *Record new Visit* link

● Visits to Foster Carer

No Visits recorded

▶ Record new visit

- Record all relevant details, to mark the visit as *unannounced* make sure the *Unannounced* tick box is ticked at the bottom

● Visit

Date Visited

Visit By Lee Innell ✕

Visit By (Additional)

Comments

Unannounced

- The information will be displayed in the demographics, including whether this was an unannounced visit or not.

● Visits to Foster Carer			
Date Visited	Visit By	Additional Visitor	Unannounced
01-Jan-2017	Lee Innell - SYSTEMS ADMIN		<input checked="" type="checkbox"/> Yes
▶ Record new visit			

- The details can be amended by click on the Visit and clicking on the *Update Visit Record* link

● Visit

Date Visited 01-Jan-2017

Visit By [Lee Innell - SYSTEMS ADMIN](#)

Visit By (Additional)

Unannounced

Comments

[▶ Update Visit Record](#)

8.10. Training Section

- To record any *Training* courses the Foster Carer may have been on, click on the *Add new training course* link

● Training for Foster Carer

No training recorded for foster carer

[▶ Add new training course](#)

- Select the type of training course from the Drop down list. Please note to record multiple training courses, then process will need to be followed several times.

● Training

Name of Course

Date of Course

Date Invitation Sent

Place Booked Yes No

Attended Yes No

Course Provider

External Course Details

Additional Notes

Cancelled?

Cancellation Reason

- Complete all relevant details, then click on the *Create* button

[Create](#) [Cancel](#) - **New Foster Carer Training Course**

- The training course will then be displayed in demographics.

● Training for Foster Carer

Name of Course	Date of Course ▼	Date Invitation Sent	Place Booked	Attended	Cancelled?	Reason
B.A.A.F Course	01-Jan-2017				No	

▶ [Add new training course](#)

- To make changes or update the details, click on the training course, and then click on the *Update Training Course Details* link.

● Training

Name of Course B.A.A.F Course
Date of Course 01-Jan-2017
Date Invitation Sent
Place Booked
Attended
Course Provider
External Course Details
Additional Notes
Cancelled? No
Cancellation Reason
▶ [Update Training Course Details](#)

8.11. Reviews Section (Household Review)

- To start a *Review* click on the *Manually start Foster Carer Review* link

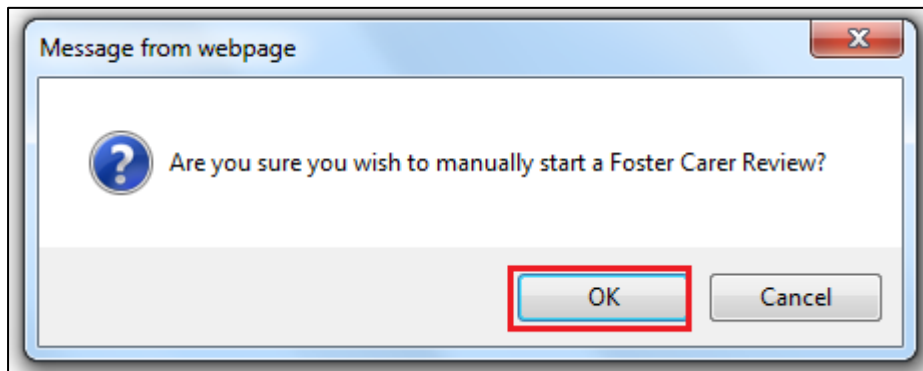
● Details of Next Review

Date of next Review
Review Administrator
▶ [Manually Start Foster Carer Review](#)

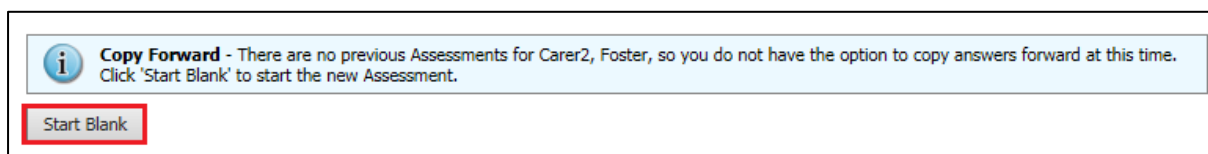
● Current / Previous Reviews

None

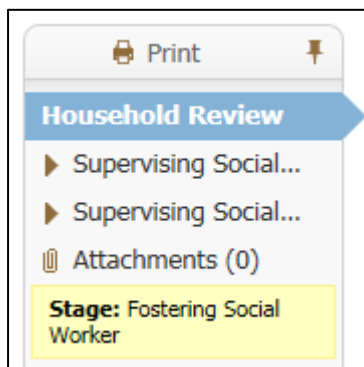
- A pop up box will appear asking you to confirm you wish to start a Review, click on the *Ok* button



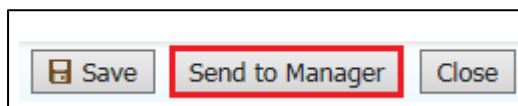
- Click the *Start Blank* button to initiate the Review. If there had been previous Reviews it would be possible to copy forward from the last Review.



- Complete all relevant sections to the review



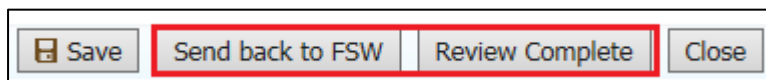
Note the yellow box at the bottom of the Index. The Household Review form is split into stages, the first stage is completed by the Fostering Social worker, once it's written click the *Send to Manager* button, and the form will be sent to the Team Manager recorded in the Review.



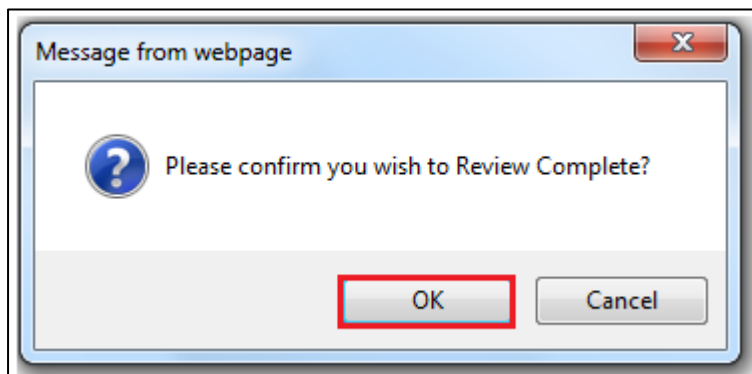
- The Form is now with the nominated Team Manager



- If further information is required the Team Manager can send the task back to the Social worker, if there are no amendments needed then the Team Manager can Complete the Review.



- A pop-up box will appear asking you to confirm that you want to complete the Review, click *Ok*

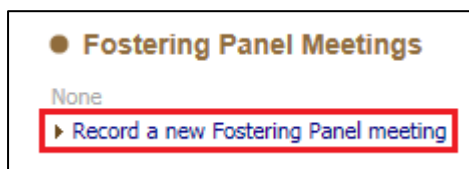


- The Review is now complete, and will show in the *Current/Previous Reviews* section of the *Reviews* tab



8.12. Panel & ADM Section


- Click on the *Record a new Fostering Panel Meeting*



Please note – this is not the same as the Panel Admin and ADM tasks that form part of the Foster Carer Recruitment Pathway, it is for recoding when a Panel & ADM meeting has taken place.

- Enter all relevant details into each of the the sections


● Fostering Panel Meeting

Date of Panel Meeting: 

Outcome of Panel Meeting:

Additional Notes:

● ADM Meeting


Date of ADM Decision: 

Outcome of ADM Meeting:

Additional Notes:

● Letter


28 Days to make written representation

Date Letter Sent: 

Additional Notes:

- Select the relevant outcome for each of the meeting types being recorded.

● Fostering Panel Meeting


Date of Panel Meeting: 

Outcome of Panel Meeting:

- Deferred
- Recommendation to Approve
- Recommendation to Deny

Additional Notes:

● ADM Meeting

Date of ADM Decision: 

Outcome of ADM Meeting:

- Application Approved
- Application Deferred
- Application Denied

Additional Notes:

- Once all relevant details have been recorded, click on the *Create* button to save the information

Create	Cancel	- New Fostering Panel Meeting
---------------	--------	--------------------------------------

- The information will now be displayed in the *Panel & ADM* section

● Fostering Panel Meetings				
Panel Date	Panel Outcome	ADM Date	ADM Outcome	Letter Sent
26-Jan-2017	Recommendation to Approve	26-Jan-2017	Application Approved	29-Jan-2017
▶ Record a new Fostering Panel meeting				

- If any changes or updates need to be made to an already created record, click on the Meeting to select it.

● Panel Meeting Subject(s)	
Foster Carer	Foster Carer: Foster Carer2
● Fostering Panel Meeting	
Date of Panel Meeting	26-Jan-2017
Outcome of Panel Meeting	Recommendation to Approve
Additional Notes	Panel Meeting
● ADM Meeting	
Date of ADM Decision	26-Jan-2017
Outcome of ADM Meeting	Application Approved
Additional Notes	ADM Meeting
● Letter	
28 Days to make written representation	Yes
Date Letter Sent	29-Jan-2017
Additional Notes	
● Actions	
▶ Update Fostering Panel Details	

8.13. Approvals Section

- To add an *Approval* or *Exemption* click on the *Approvals* Tab



● **Foster Approvals**

None

▶ Record a new Foster Approval

- Then click on the Record a new Foster Approval link
- Select the appropriate *Type of Approval* from the drop down list



Approval Details

● **Approval Details**

Type of Approval

Start Date

End Date

Additional Notes

Children Details

Age From

Age To

Gender

Allowed Number of Children

Continuing Care

Emergency Care

Exemption

Family and Friends Care

Foster Care Respite

Intensive Fostering

Long Term Care

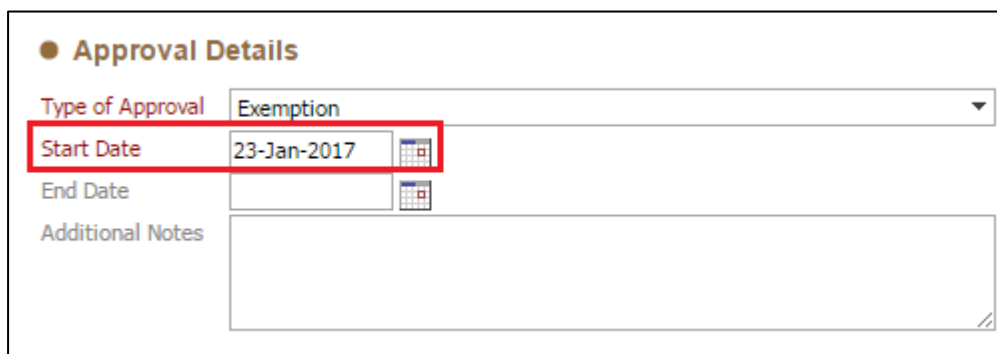
Parent and Baby Care

Permanent Care

Remand Care

Short Break Care for Disabled Children

- The *Start Date* of the *Approval* defaults to 'Today's' date, please record the actual start date of the *Approval*



● **Approval Details**

Type of Approval Exemption

Start Date 23-Jan-2017

End Date

Additional Notes

- Record the *End Date* when the *Approval* or *Exemption* is to be ended
- Add any notes in the *Additional Notes* section to record

- Use the *Children's Details* section to record changes to the allowances

● Children Details

Age From

Age To

Gender

Allowed Number of Children

- Please note that changes made do not overwrite the current *Allowances* set against the Foster Carer, and the same *Allowances* will need to be updated in the *Carer's Details* section.
- Click on the *Create* button to save the *Approval / Exemption* information

- **New Foster Approval**

- The information will then be displayed on the main *Approval* tab. If amendments are needed, then you can click on the Approval to make changes.

● Foster Approvals

Type	Start Date	End Date	Age From	Age To	Gender	Allowed Number
Exemption	23-Jan-2017	20-Feb-2017	Less than 1 years old	7 years old	Both	1

[▶ Record a new Foster Approval](#)

- To make changes, click on the *Update Approval Details* link

● Approval Details

Type of Approval Exemption
 Start Date 23-Jan-2017
 End Date 20-Feb-2017
 Additional Notes Exemption

● Children Details

Age From Less than 1 years old
 Age To 7 years old
 Gender Both
 Allowed Number of Children 1

- Once all changes have been made, click on the *Update* button to save the details

- **Update: Approval: Exemption, started on: 23-Jan-2017**

8.14. Ofsted Section

- This section is used to record the outcome of any Ofsted inspection that has taken place.
- To record an Ofsted inspection please click on the *Add Inspection* link



- Record the *Start* and *End* dates the inspection took place and the *Inspection Type* must be recorded

New Ofsted Inspection [X]

Create Cancel

● **Inspection Details**

Start Date [] [Calendar Icon]

End Date [] [Calendar Icon]

Inspection Type [Dropdown Menu: Carer Inspection, Different Inspection]

Ofsted Rating []

Create Cancel

- If known the *Ofsted Rating* can also be recorded

New Ofsted Inspection [X]

Create Cancel

● **Inspection Details**

Start Date [] [Calendar Icon]

End Date [] [Calendar Icon]

Inspection Type [Dropdown Menu]

Ofsted Rating [Dropdown Menu: 1 - Outstanding, 2 - Good, 3 - Requires Improvement, 4 - Inadequate]

Create Cancel

- Click on the *Create* button to save the details. Please note, that Inspection details are recorded in a pop-up window, if you click anywhere outside of the widow, it will close and any unsaved information will need to be re-recorded.

- The *Ofsted* tab will show a summary of the Inspection.

● **Ofsted Inspections**

Start Date	End Date	Inspection Type	Ofsted Rating
01-Jan-2017	05-Jan-2017	Carer Inspection	2 - Good

▶ [Add Inspection](#)

- To make changes or update the information, click on the Inspection and then click on *Update Inspection Details*.

● **Inspection Details**

Start Date 01-Jan-2017
 End Date 05-Jan-2017
 Inspection Type Carer Inspection
 Ofsted Rating 2 - Good

● **Modifications**

Modified On 26-Jan-2017 14:28
 Modified By linnell

● **Actions**

▶ [Update Inspection Details](#)

- Once all amendments have been made click on the *Update* button to save the changes

[Update](#) [Cancel](#) - **Update Inspection Details**

8.15. Forms Section

- The Forms tab shows all Draft / Completed and Cancelled Form. Clicking on a Form will allow you to read the information written in the form. Please Note that only draft forms can be amended, completed and cancelled forms cannot be changed. Draft forms also can only be changed by the person it is currently assigned to.

● Forms

Free Text Filter

● Draft Forms

None

● Completed Forms

Assessment Date	Assessment Type	User	Status
26-Jan-2017 11:04	Foster Carer Review Form	Lee Innell - SYSTEMS ADMIN	Completed

● Cancelled Forms

None

Start New Form

- The Forms Tab is split into three main sections.
 - Draft Forms* this will show all Forms that are currently being worked on
 - Completed Forms* this shows all Forms that have been completed and have also been authorised
 - Cancelled Forms* this section shows all Forms that have been cancelled.

- The *Start New Form* section allows you to start a Stand Alone Form. To access these, click on the drop down list, and select a Form.

Start New Form

- Family Safe Caring Policy
- Foster Carer's Computer Assessment
- Fostering - Dispensation for Ex-Partner Reference
- Fostering - Ex-Partner Interview
- Fostering - Front Sheet for Complaints/Concerns/Allegations
- Fostering - Front Sheet for First Household Review/Change
- Fostering - Front Sheet for New Fostering Approval
- Fostering - Initial Visit
- Fostering - Transfer Summary
- Fostering - Unannounced Visit
- Health and Safety Checklist for Assessment
- Pet Questionnaire for Foster Carers

Start

Please note only the forms pre-fixed “*Fostering –*” are currently being used.

- Once a form has been selected click on the *Start* button to open the Form.

8.16. Case Notes Section

- The *Case Note* section has two parts, *Case Note Summary* and *Case Notes*
 - *Case Note Summary* allows for a summary of all the Case Notes listed to be recorded, and can be updated with important information to do with the Foster Carer’s and the progress of their application
 - *Case Notes* section allows for detailed case notes to be recorded, as well as additional information gathered from professionals

● **Case Summary**

Case Summary No case summary has been recorded

▶ Update Case Summary

No foster carer case notes found

▶ Add case note

- Click on *Update Case Summary* to record a Summary Record.

Create Cancel - Case Summary

New Case Summary for Foster Carer2

● **Summary**

Summary

- Record the summary in the *Summary* text box, and once complete, click on the *Create* button to save the information.
- The Summary will be displayed on the main *Case Notes* tab

● Case Summary

Case Summary Case Note Summary

Last Updated On 26-Jan-2017 15:03

Last Updated By Lee Innell

▶ Update Case Summary

- To update the *Summary* click on the *Update Case Summary* link to make changes. Once all changes/Updates have been made click on the *Update* button to save them.

Update Cancel - **Update:** Case Summary for Foster Carer2 , last updated on 26-Jan-2017 15:03

- To record a *Case Note* click on the *Add Case Note* link, this will open the *Case Note* screen
- In the *Part 1- Contact* section record the date of the Case Note and the type of Case Note

● Part 1 - Contact

From Context Of Carer2, Foster

Contact Date

Type of Contact

Follow-Up Date

Significant Event

Add to Chronology

Method of Contact

- In the *Contact Regarding* section record all the details around the people that were spoken to, seen or interviewed at the time of the Case Note. Please Note that only people listed in the Relationships Tab will be able to be added here.

Contact Regarding	Relation	Name	Age	At Contact	Interviewed?	Seen?	Alone?	Bedroom?	Regarding Assessment
Subject of Case Note									
	▶ Self	Foster Carer2	≈ 33 years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		None
Adults also present / interviewed									
No Adults recorded...									
Other relations you can add to this case note									
	■ CARED FOR PERSON	RI Test01	≈ 13 years						+
Other relations you cannot add to this case note									
No other relations recorded...									

- To add someone to the Case Note, click on the green Cross icon.

- To say whether someone has been seen or interview, click on the white squares underneath that section.
- Use the Free Text boxes to record all of the details about the Case Note. Please note that the *Reason for Contact* box should be kept brief and the detailed account should be recorded in the *Detailed Notes* box.

Reason for Contact	<input type="text"/>
Detailed Notes	<input type="text"/>
Analysis of information	<input type="text"/>
Action	<input type="text"/>

- Once all information has been recorded there are several options for saving it.

<input type="button" value="Finalise"/>	<input type="button" value="Create"/>	<input type="button" value="Create and Close"/>	<input type="button" value="Close"/>	- Update: Case Note for Carer2, Foster
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- *Finalise* – will save the Case Note, but no updates or amendments will be able to be made afterwards
 - *Create* – will save the Case Note but leave the Case Note screen open so that further amendments can be made
 - *Create and Close* – will save the Case Note and then closed it. You will be able to come back into the Case Note and make further amendments or updates.
 - *Close* – will close the Case Note without saving, any information recorded will be lost.
- The Case Note will now be displayed in the Case Note Screen.

▶ Add Case Note							
Finalised?	Significant Event	Contact Date	Type of Contact	Contact Regarding	Reason for Contact	Att.	Created By
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	10-Jan-2017	Foster Carer Case Note	Foster Carer2	test		Lee Innell - SYSTEMS ADMIN
▶ Add case note							