



LCS / Family & Friends/Connected Persons Process Guide

Liquidlogic Children's Systems (LCS)

Author: M Clarke

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Family & Friends/Connected Persons - Process Guide

DOCUMENT APPROVAL

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ICS Improvement Lead – Childrens Workstream	Gill Steckiewicz		
ICT Service Manager	Paul Hobart		
ICT Analyst	Maria Clarke		

VERSION HISTORY

DATE	VERSION	AUTHOR	COMMENTS
10.05.2017	V0.1	M Clarke	First Draft
01.03.2022	V.0.2	S Webb	Redesign

Document Information

Authors: Maria Clarke

File Location:

Review: Business Models must be reviewed annually and at upgrade. The review date for this Business Model is 10.05.2018 and will be carried out by the ICT Support Team.

Family & Friends/Connected Persons - Process Guide

ACKNOWLEDGEMENTS

With thanks to those listed below who participated in Protocol Business Process Modelling.

Name	Role
Yoni Ejo	First Steps Team Manager
Natalie Mitchener	First Steps – Assistant Team Manager
Paul Hobart	ICT Service Manager
Gill Steckiewicz	ICS Improvement Lead – Childrens Workstream
Maria Clarke	ICT Analyst

Family & Friends/Connected Persons - Process Guide

In the initial stages, the process carried out by the First Steps team to satisfy a Family and Friends case and an SGO is the same.

This process deals with Family & Friends/Connected Persons applications using LCS only.

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Process Guide – Search and Create

When looking to enter a new prospective carer onto LCS, first make a search to check that this person is not already added to the system. Please check by entering the full name then partial name, then DOB, then postcode etc.

If the person is not already available following the above checks you should see the screen below:

The screenshot shows a search interface with a magnifying glass icon and the text "Find Adult or Child". To the right are buttons for "Reset", "Search", and "Create New". Below this is a yellow banner with a red border containing the text "No Results - please try a different query". Underneath, there are two columns of search filters. The left column, titled "Personal Details", includes fields for Surname (Slughorn), Forename (Horace), a checkbox for "Include Similar", Gender (dropdown), Date of Birth, and Age. The right column, titled "Refer...", includes fields for Identifier and Identifier Ty.

In this instance, you can click on the **Create New** button to take you through to the next stage.

Please fully complete the details requested:

The screenshot shows a "Create" form with a sidebar on the left containing "Personal Details", "Additional", and "Identity". The main form is divided into three sections: "Personal Details", "Primary Address", and "Secondary Address". The "Personal Details" section includes fields for Case Number, Title, Surname (Slughorn), Forename (Horace), Preferred Name, Gender (MALE), Date of Birth / Expected DOB (07.09.1970), OR Approximate Age, Date of Death, Education / Work Status, and Marital Status. The "Primary Address" section includes an address field (572 Spooky Street, Halloween Villas, Ghost Hill, Screamerley, AA00 00A) and a "Valid since" field. The "Secondary Address" section also includes an address field and a "Valid since" field. The "Current Address" section includes an address field and a "Valid since" field. Each address field has a "Lookup Address" button.

Then click on **Create**

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A vertical navigation menu with the following items: Personal (highlighted in blue), Additional, Identity, Photos, Risks, Parental Factors, and Carer/Adopter (highlighted with a red rectangular box).

You will then need to define this person as a carer and to do this you need to select the Carer/Adopter tab from the menu on the left of the screen.

This part of the process is exactly the same as the one being followed currently. Please then select 'New Foster Carer Enquiry'.

- This Adult is *not currently* an Approved Foster Carer
 - ▶ New Foster Carer Enquiry

- Create New Foster Enquiry Record

New Foster Carer

● Details of Foster Carer Enquiry

Carer Details Person: Horace Slughorn
Responsible Authority ▼

● First Linked Foster Carer

- ▶ [Link to an existing foster carer](#)
- ▶ [Link to another person](#)
- ▶ [Remove this link](#)

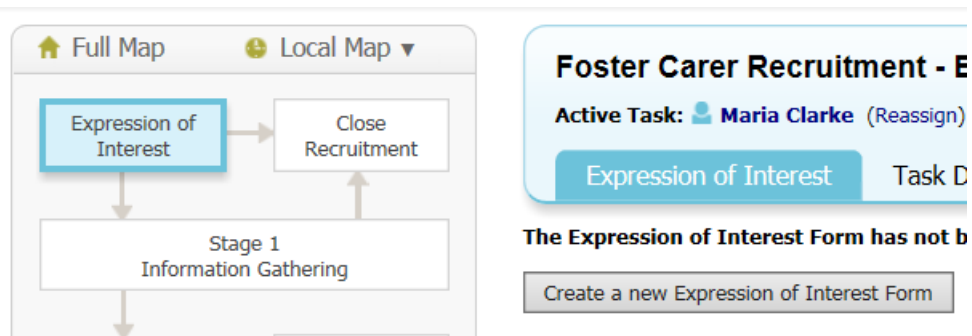
The Responsible Authority will generally be 'Current Local Authority' as above. Leave any linked carer for the moment – we will be coming back to this.

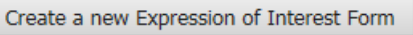
Click 'Create'.

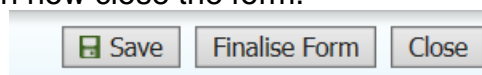
You will now see the Foster Carer Recruitment Pathway. In the main, this will not be used in the process as a new set of stand-alone forms have been made available.

However, you will need to activate the Expression of Interest in order to generate the Content Server (Livelihood) folders for use with the carer.

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


Therefore, please click on  and 'start blank' which will open up the pathway. At this stage, you will not need to complete any further parts of the form, but PLEASE SAVE it as this is the trigger to create the Content Server (Livelihood) folders. You can now close the form.



You will then notice that there is a task in your tray to complete the expression of interest

A task card with a person icon, text: 'Person: **Horace Slughorn** 46 years (Ref: 556593)', and title: 'Foster Carer Recruitment - Expression of Interest'.

. If you hover to the far right of the line where the task is, you will see a pale spanner appear  click on this and a screen will pop up to allow you to transfer the task.

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Slughorn, Horace

Save Cancel

Reassign Task

Task Details

Reference Person: Horace Slughorn
Subject Foster Carer Recruitment - Expression of Interest

Task Dates

Date Started 10-May-2017 09:13
Due Date 11-May-2017

Assignment

From Maria Clarke - SYSTEMS ADMIN
Reassign Task To ICS Support/Fostering X
changed from...
Maria Clarke

Priority High Normal Low Not Given

Comments

Save Cancel

Please Reassign the task to '**ICS Support/Fostering**' and click 'Save' at the top of the screen. This will then remove the task from your tray and you will not need to do anything else to complete this.

Add Linked Carer

Now go back to the carer record and if applicable add the linked carer. You can start by adding the person as a relationship in Demographics. You can then click on 'Update Linked Foster Carers' as shown below in the Carer Adopter screen.

Carer Details

Carer Record Status

Status Enquiry / Application Stage
Enquiry Started On 10-May-2017
Date Registered

Linked Foster Carers

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

Update Cancel - Link Carers

Update Carers linked to Horace Slughorn

Warning Modifying the linked foster carers may end

Carer Details Foster Carer: Horace Slughorn

First Linked Foster Carer

[Link to another foster carer](#)
[Link to another person](#)

At this stage the relationship you have added is NOT a foster carer and you will therefore need to 'Link to another person'.

Enter the person's name and click 'Search'

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Personal Details

Surname

Forename

Include Similar

The relationship you have just added will come up and you need to highlight this and click on 'Select'.

 **Find Carer**

Query Results (1)							
	ID	!	A.	Forename ▲	Surname ▲	Gender	Age
1	556594			Doris	Slughorn	FEMALE	44 years

Then click on the button to add this person to your first carer's record as a linked carer. Please note that there will only be one

set of Content Server (Livelink) folders which will be in the name of the First Carer.

You will now see that the second carer is named as a Linked Foster Carer on the main carer's record.

Linked Foster Carers

Main Foster Carer Foster Carer: Horace Slughorn
Linked Foster Carer Foster Carer: Doris Slughorn
[Update linked foster carers...](#)

Within the Carer Details, go to the Forms tab and click the down arrow to the right of the Start New Forms box.

Start New Form

You will see that there are now three new Stand Alone Forms available for use.

Approvals
Ofsted
Forms
Case Notes

Start New Form

F&F - Carer Initial Screening (PART 1)
F&F - Carer Viability Assessment (PART 2)
F&F - Full Assessment of a Prospective Carer connected to a Child

F&F - Carer Initial Screening Form (PART 1)

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Please select the first in the List – **Carer Initial Screening (Part 1)** and click Start. As this is the first form you will initially Start Blank.

Please complete the details as above.

Initial Screening:

On the next Screen please select the type of approval sought – both can be ticked if necessary.

Please complete as much of the information that you can – the child's ICS ID will copy forward where necessary.

Initial Screening for

Type of Approval sought

Temporary Approval of a Connected Person

Assessment - In advance of placement - Public Law Outline/Court Proceedings

Child's ICS ID:

Details of Child(ren) proposed to be placed:

Child's Name	Relationship to Applicant	Current Address	Ethnicity	Date of Birth	Current Legal Status	ICS ID	
Jacob Portman	Nephew	123 Spooky Street Ghost Hill Scarenety A00 00A	White British	03.09.2012	C1 INTERIM CARE ORDER	326785	✕ +

Birth Parents

Mother's Name	Date of Birth	Ethnicity	Address	
Doreen Portman	14.09.1968	White Irish	78 Halloween Gardens Skellington HALL OWE	✕ +
Father's Name	Date of Birth	Ethnicity	Address	
Charles Portman	23.06.1969	White British	78 Halloween Gardens Skellington HALL OWE	✕ +

Reason for the proposed placement

Please be aware that this information will be shared with the applicants and could potentially be referred to in a court document

Testing water

Proposed Start Date of Placement:

If exact date is not known, the earliest date on which the placement is required

On the next screen you will be asked to select whether there is one applicant or whether there are two. Depending on your answer, one or two sets of information will drop down. These details will pre-fill from the carer and linked carer demographics. You will need to complete the 'Applicant's relationship with the child' and 'Contact' boxes.

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Applicant(s) Details

How many applicants are there? 1 2

Applicant Name: Horace Slughorn

Date of Birth: 07-Sep-1970

Address: 572 Spooky Street
Halloween Villas
Ghost Hill
Screamerley

Postcode: AA00 00A

Telephone (Primary Contact): 07890 456789

E-mail: hslughorn@hogwarts.co.uk

Applicant's relationship with the child

Applicant Name: Doris Slughorn

Date of Birth: 27-Jun-1972

Address: 572 Spooky Street
Halloween Villas
Ghost Hill
Screamerley

Postcode: AA00 00A

Telephone (Primary Contact): 07890 789456

E-mail: dslughorn@hogwarts.co.uk

Applicant's relationship with the child

The Household Members table will update with the data you have entered in the demographics.

● Relationships

Household members

Full Name	Forename	Surname	Relationship	DOB	Gender	Address	Ethnicity	Primary Language	School
George Slughorn	George	Slughorn	SON	22-Aug-1999	MALE	572 Spooky Street Halloween Villas Ghost Hill Screamerley AA00 00A	White British	ENGLISH	
Doris Slughorn	Doris	Slughorn	WIFE	27-Jun-1972	FEMALE	572 Spooky Street Halloween Villas Ghost Hill Screamerley AA00 00A	White British		

Contact (or attempts to contact) the applicant:

You will next be asked about checks that have been requested or you may have asked for, and further information regarding the applicant's connection to the child and or their parent(s).

Further Details:

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The number of cells to complete will again be determined by whether you have selected one or two applicants:

Further Details:

Additional Information about the Applicants

Nationality / Ethnicity / Immigration status / Marital status / current employment and working hours - who will be the main carer?

Applicant 1:

Ethnicity

Religion

Immigration Status

Applicant 2:

Ethnicity

Religion

Immigration Status

Please use the drop down lists to complete the additional Information.

Please complete the remainder of this section with as much information as possible.

Smoking & Alcohol

Does anyone in the household smoke?
(including e-cigarettes / Chewing Tobacco)

Yes No

How many units of alcohol do they consume a week?

Drugs

Does anyone in the family use illegal or misuse prescription drugs?

Medical

Medicals

	1st Applicant	2nd Applicant
Any mental health issues past or present? (eg. Eating Disorders / Anxiety / Depression / Emotional Health Problems / Other)	<input type="checkbox"/>	<input type="checkbox"/>
Any physical health issues past or present? (eg. Serious Illness / Morbidities)	<input type="checkbox"/>	<input type="checkbox"/>

Practical considerations for the placement

Provide details of the accommodation and sleeping arrangements for the child/ren such as transport to school, contact, medical appointments and attending meetings

Parenting experience

Please provide details of their parenting style to include how they have managed challenging/unwanted behaviour

Outcomes

This is where the worker should summarise the details of the screening and also name the manager (Mandatory Question) that the Authorisation is to go to.

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Outcomes:

Analysis of strengths, vulnerabilities and concerns:


Is there evidence that further assessment is required or should it be concluded at this point

Decision following Part 1 Screening

Continue with Joint Viability Assessment End process

Reason for Decision

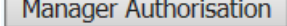
Manager Name

 [Click here to select a user...](#)


Date of decision

Select the outcome and also assign to current worker.

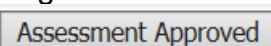
Please also enter the date of the decision and then click  at the top of the screen.

The manager will receive a task in their tray as shown below.

 **Person: Horace Slughorn** 46 years (Ref: 556593)

No Due Date **F&F - Carer Initial Screening (PART 1)** - Please complete the Outcomes

The manager should click on the task and check through the details the worker has completed. Any missing details can be added by the manager and corrections can be made if necessary. The Manager should complete the Reason for Decision to support the worker's findings.

If the Manager agrees that the Viability Assessment should go ahead, he/she should now click the  button at the top of the page. If not, or there are queries, the form can be **Returned to the Worker** for the worker to complete more detail.

The Allocated Case Worker (added within the Carer module) will then receive the following **ALERT IN THEIR WORKTRAY:**

Today  Initial Screening Complete - Please schedule completion of Carer Viability Assessment (Part 2)

The worker can then click the alert and select 'Start the Carer Viability Assessment 'Part 2' which will take them straight through to the Copy Forward stage of the form.

F&F – Carer Viability Assessment (PART 2)

Information **Assessment** Consolidation Delegate Revisions

Print

F&F - Carer Viabilit...

- Life Experiences
- Home
- Needs of the Child(...
- Recommendations
- Approval
- Attachments (0)

Stage: Assessment Writing

Life Experiences

APPLICANTS SHOULD BE ADVISED THAT THIS REPORT WILL BE OR COULD POTENTIALLY BE SHARED WITH TP

For each applicant provide a brief chronology of significant life events
Childhood and upbringing including relationships with parents and siblings. Current and previous relationships, including ex-p

Details of the Applicant's experience of parenting their own or other people's children:
Provide details of contact with any professional support you have accessed in relation to your children including any current/;

Explore Support Networks

ADVISE APPLICANTS THEY WILL BE REQUIRED TO PROVIDE REFEREES: BIRTH FAMILY MEMBER AND FRIEND

Explore both applicants' working hours and what arrangements would be required to meet this indi

Would the applicant be available to:

Support Contact Yes No Not Applicable

Take child to school Yes No Not Applicable

Attend Meetings as required Yes No Not Applicable

Would the applicant need any further support in order to fulfill the above requirements?

Print

F&F - Carer Viabilit...

- Life Experiences
- Home
- Needs of the Child(...
- Recommendations
- Approval
- Attachments (0)

Stage: Assessment Writing

F&F - Carer Viab

Date of Visit

People Interviewed

Name

Please complete the date of visit.

Please complete the Life Experiences section as fully as possible. The sections will expand as required.

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Print

F&F - Carer Viabilit...

- Life Experiences
- Home
- Needs of the Child(...)
- Recommendations
- Approval
- Attachments (0)

Stage: Assessment Writing

Home

Details of Accommodation and Neighbourhood

Complete a visual Initial Health & Safety review of potential issues within the property. Provide details of the neighbourhood and loca

Please provide details of any pets in the home

Do they keep any pets or animals? Yes No Not Applicable

What type of Pet or Animal do they own?

Type	How Many		
Cat	25	✖	+
Dog	6	✖	+

Any further information regarding breeds, temperament
Advise a full pet assessment may be required

Explore the Applicants understanding of the financial arrangements and ability to provide for their child:

Have you advised the applicants they will be required to attend a friends and family preparation training course? Yes No Not Applicable

Provide details of forthcoming dates

Any further information regarding the training course

Have the Applicants and household members agreed to fully participate in further assessments?
 Yes No Not Applicable

Again, please complete as fully as possible. There are a number of questions where your answer will determine whether further questions are available, such as the Pet Question. If 'no' is selected then the Type Table will not appear.

Print

F&F - Carer Viabilit...

- Life Experiences
- Home
- Needs of the Child(...)
- Recommendations
- Approval
- Attachments (0)

Stage: Assessment Writing

Needs of the Child(ren)

- With input from the Social Worker, how will the Applicants meet the identified needs of (Give examples and pay attention to individual needs when there is more than one child)

Education, Leisure & Stimulation / Play

Contact with Birth Family and potential conflicts

Keeping Child/ren safe from harm and teaching them how to keep themselves safe

Emotional and Behavioural Development and how they will manage challenges

Wishes and Feelings of the child(ren) ascertained by the child's social worker about this placement

This section requires input from the child's social

AssuranceW D Team\Gill

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worker, however, as the Fostering Allocated case worker makes the decision to conclude the Assessment at this point or not, the onus to complete this alongside the child's social worker remains with the Fostering Allocated Case Worker.

- Is there evidence that further analysis is required? Yes **No** Not Applicable
- Should the assessment be concluded at this point? Yes **No** Not Applicable

Recommendations

If this Viability Assessment is for Temporary Approval, is it recommended? **Yes** No Not Applicable

Please provide reason

Please provide details

First Step Manager

Name: Yoni Ejo

Recommending Temporary Approval? **Yes** No Not Applicable

Recommending Further Assessment **Yes** No Not Applicable

Reasons/Comments

Date: 10-May-2017

At the Recommendation stage the worker completes a full summary of their findings and whether the Assessment should be recommended or not. It is a Mandatory Field for the Manager to be completed and this must be done BEFORE you

[Send to Manager](#)

for authorisation.

The Manager will then see the following in their worktray:

F&F - Carer Viability Assessment (PART 2) - Please complete the Manager Authorisation

Pickup

Click on 'Please complete the Manager Authorisation' and this will take the manager through to the form itself.

First Step Manager

Name: Yoni Ejo

Recommending Temporary Approval? **Yes** No Not Applicable

Recommending Further Assessment **Yes** No Not Applicable

Reasons/Comments

Date: 10-May-2017

The manager then completes their authorisation of the Assessment and saves the form.

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On the Approval Tab, the Manager needs to complete the name of the nominated officer and save again.

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Approval

Nominated Officer

Name: Simon Brown X

Decision: Agree Do not agree

to the placement of:

Child's Name	Date of Birth	Ethnicity	Current Legal Status
Jacob Portman		White British	C2 FULL CARE ORDER

With

For a period of no more than 16 weeks, ending on:

Decision Date:

Send to Nominated Officer

Then click on **Send to Nominated Officer** which will send the last part of the form onto the selected person to finalise the Assessment.

The Nominated Officer will receive the following Task in their worktray:

[Slughorn, Horace](#)

F&F - Carer Viability Assessment (PART 2) - Please complete the Complete Recommendation

He/she will need to click on the 'Please complete' task to access the form.

They will then select Yes or No for the decision and complete the outstanding fields including the date of the decision.

If no, or there are queries, the form can be **Return to First Steps Manager** for the manager to reassess.

Then. If there are no queries, the Nominated Officer can click on **Authorise**. The Allocated case worker will then see the following message in their work tray.

Today



Finalise Part 2 Viability Assessment - This Form has been finalised by the Nominated Officer

At this stage if the worker clicks on the alert they can select to start the ' **Full Assessment of a Prospective Carer Connected to a Child**'.

This will open the form up immediately:

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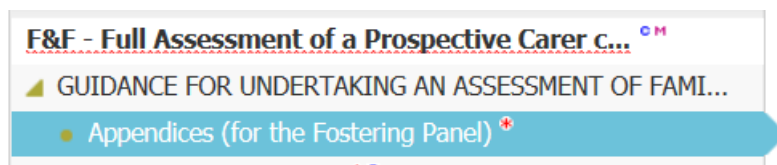
F&F - Full Assessment of a Prospective Carer Connected to a Child

This form can be selected for either a Family and Friends case or an SGO so if they type of placement should change, the same information will still be relevant.

Some information pertaining to the carer(s) will pull through from the carer demographics but in the main, the details in this form are text and therefore will need to be completed by the worker.

The Guidance that was originally found in the WORD version of the form can be found under '**GUIDANCE FOR UNDERTAKING AN ASSESSMENT OF FAMILY, FRIENDS AND OTHER PEOPLE CONNECTED TO THE CHILD**'

Underneath this can be found the Appendices (for the Fostering Panel) which are set with drop-down answers of 'Yes, No, and Not Applicable'

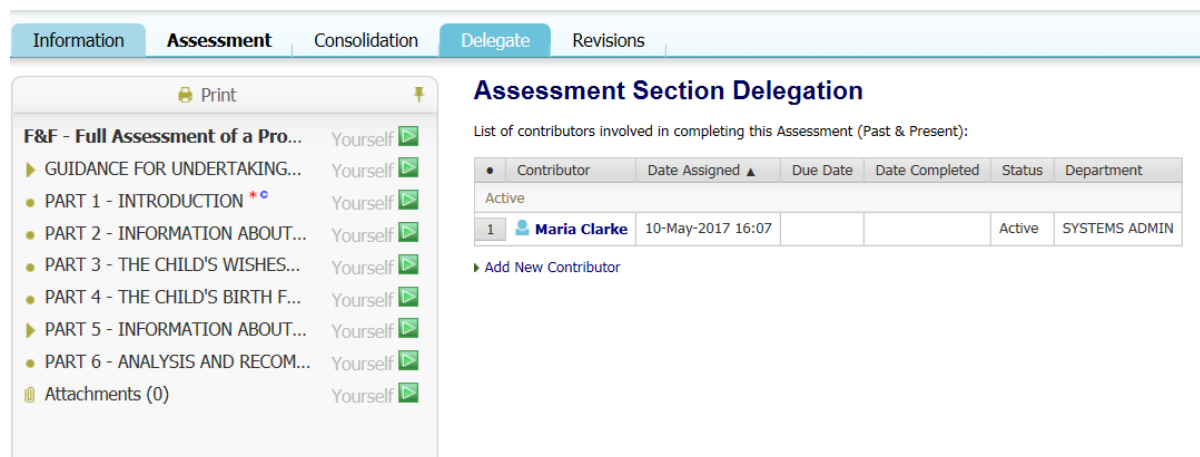


Delegation

Please complete Part 1 to the best of your knowledge as parts of the form will now need to be Delegated to the Child's social worker to complete. To do this, click on

Delegate

in the menu bar. This will take you through to the following screen:



Contributor	Date Assigned	Due Date	Date Completed	Status	Department
1 Maria Clarke	10-May-2017 16:07			Active	SYSTEMS ADMIN

To select the sections you wish to delegate to the child's social worker, first click on the green arrows of the relevant parts, and then click on 'Add New Contributor'.

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The screenshot shows a list of assessment parts on the left and a user selection interface on the right. The parts are:

- PART 1 - INTRODUCTION Yourself [checkmark]
- PART 2 - INFORMATION ABOUT... Yourself [checkmark]
- PART 3 - THE CHILD'S WISHES... Yourself [checkmark]
- PART 4 - THE CHILD'S BIRTH F... Yourself [checkmark]

The user selection interface shows a dropdown menu with the number '1' and the name 'Maria Clarke'. Below it is a button labeled 'Add New Contributor' which is highlighted with a red box.

In this section, you will select the **name** of the person you wish to delegate to sections to for completion. You will also be able to set a **due date** and **notes** that will be sent when the task is sent to this person's tray.

Assessment Section Delegation

What to do: First select the Assessment sections that you wish to delegate. Then select the user, department or workgroup to whom you want to delegate the sections you have selected. Provide a 'Due Date' if you wish and then add any comments into the 'Notes for Operator' box. Click the 'Confirm' button when you are finished.

The screenshot shows the 'Assessment Section Delegation' form. At the top are three buttons: 'Confirm', 'Retract from Operator', and 'Cancel'. Below them is a header: 'New 10-May-2017 16:42 by Active'. The form fields are:

- Assessor: Yoni Ejo [red X icon]
- Due Date: 11.05.2017
- Notes for Assessor: Please complete for imminent Court Date

Below the form is a yellow warning box: 'There is at least one answer populated in the new sections to be delegated. Please confirm that it is acceptable to show this information to the delegated user.' Below the warning box is a checkbox: 'I confirm that the delegated user is allowed to see the current answers.' A red arrow points to this checkbox.

You will also need to agree that the delegated person can see the answers you have already completed. If you have only completed to Section 1 this will be minimal information. If, however you need the worker to see more in depth information please complete sections 5 and 6 before you send sections 2,3 and 4 to be completed.

Once you are happy with this, click on 'Confirm'. If at any stage you 'Retract from Operator' (the person delegated sections 2, 3 and 4) this will clear what they have filled in so be very sure that this is what you want to do beforehand. Please also note that once delegated you will remove the ability for you to make any changes to the delegated sections.

This is what the selected person will see in their work tray.

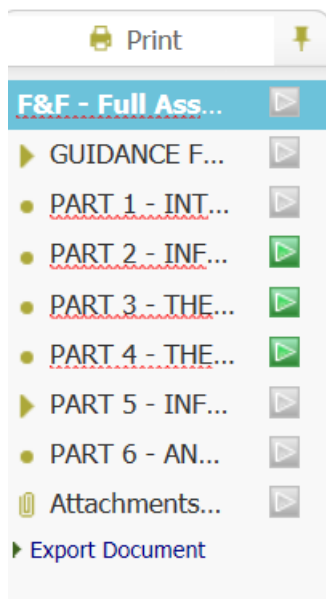
Assessment - Please do the Delegated Assessment: F&F - Full Assessment of a Prospective Carer connected to a Child - Please complete for imminent Court Date

They will also have a due date, which if not adhered to, will show as an overdue task.

Tomorrow (1)

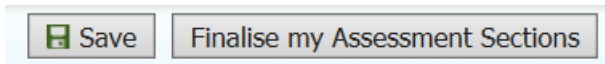
11-May-2017

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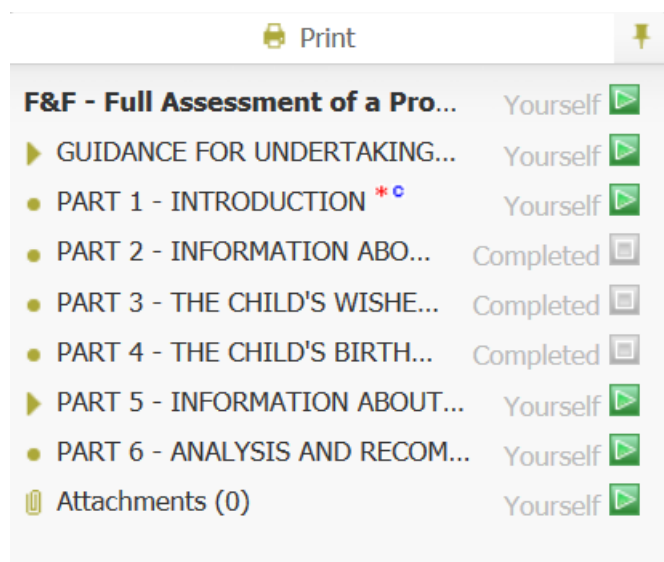
Once the delegated person clicks on the task in their tray, the form will open. However, the only sections that will be 'Active' will be those which have been delegated to them.

They will then complete as needed, then save and finalise their assessment sections.



This will then make the form available to you again, however, there is no alert at this stage to say that this has been completed.

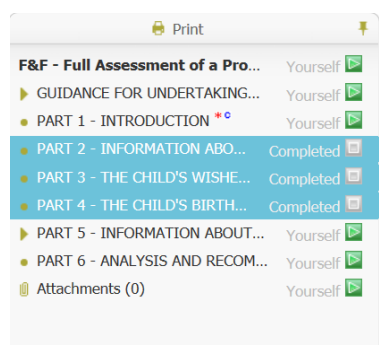
Once the form sections have been completed, you will see this screen:



You still cannot edit the sections, although you can see what has been completed.

In order to edit the sections, should you need to make amendments to spelling etc, go to the Delegate tab of the form then click on the due date of the completed form you wish to change.

individually.



Assessment Section Delegation

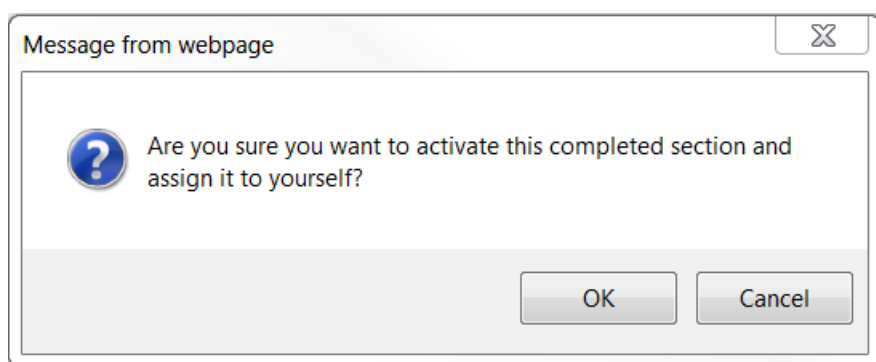
List of contributors involved in completing this Assessment (Past & Present):

Contributor	Date Assigned	Due Date	Date Completed	Status	Department
Active					
1	Maria Clarke	10-May-2017 16:07		Active	SYSTEMS ADMIN
Completed					
2	Yoni Ejo	10-May-2017 16:42	10-May-2017 17:11	Completed	FAMILY PLACEMENTS FIRST STEP
4	Yoni Ejo	11-May-2017 09:18	11-May-2017 09:20	Completed	FAMILY PLACEMENTS FIRST STEP
Retracted					
3	Yoni Ejo	11-May-2017 09:01	11-May-2017 09:18	Retracted	FAMILY PLACEMENTS FIRST STEP

▶ Add New Contributor

Family & Friends/Connected Persons - Process Guide

You can now click on **Activate Completed Sections**. You will see the pop up box below:



This has now opened up the previously delegated sections and you can edit as required.

There will still, however be a record of who completed the delegated sections and when.

Completed						
2	Yoni Ejo	10-May-2017 16:42	11-May-2017	10-May-2017 17:11	Completed	FAMILY PLACEMENTS FIRST STEP
4	Yoni Ejo	11-May-2017 09:18	12-May-2017	11-May-2017 09:20	Completed	FAMILY PLACEMENTS FIRST STEP

Family & Friends/Connected Persons - Process Guide

Once completely finished and the form has been completed, the Assessing Social Worker should Complete the sign off at the end of Section 6.

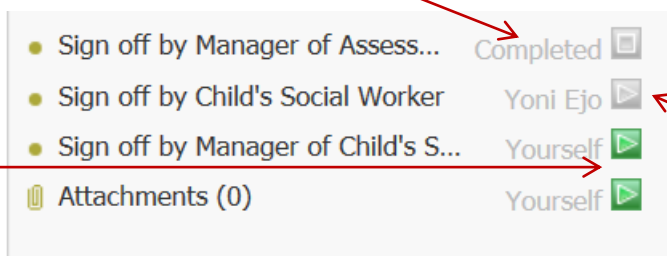
Please go back to Delegation and select the '**Sign off by Manager of Assessing Social Worker**'. This should be delegated to your line manager in the same way as the sections before.

When this has been completed, continue to delegate the Sign off by Child's Social Worker' in the same way.

Again when returned, delegate the final Sign off by Manager of Child's Social Worker'.

You will not need to pick these sections up again and they will remain greyed out.

As each part is completed you will see this under the Delegated Sections Tab.



If the section is still with the delegated person, it will show with their name to the left. If you have yet to delegate it, the section will show as green and assigned to you.

Once all sign-offs have been received, you can [Finalise Assessment](#) at the top left of the screen. This will close the document for editing purposes.

Family & Friends/Connected Persons - Process Guide

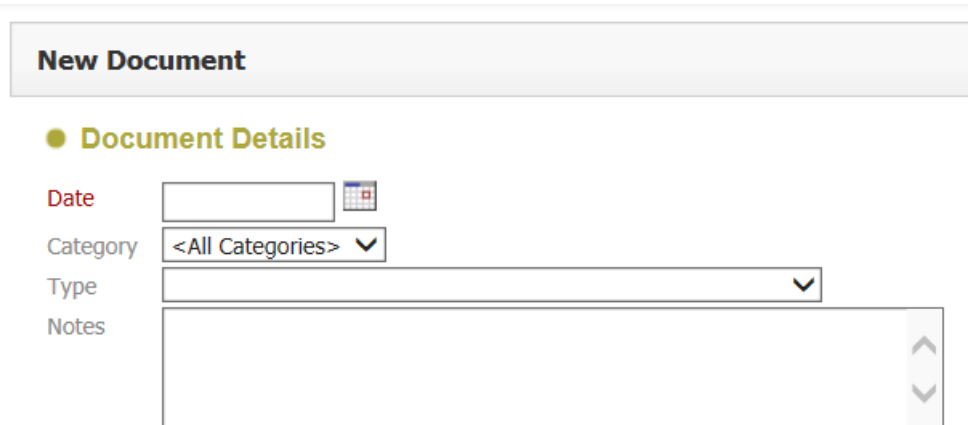
Printing the Form



A screenshot of a sidebar menu. At the top, there is a 'Print' button with a printer icon and a pin icon. Below it is a section titled 'F&F - Full Ass...' with a square icon. The menu items are: GUIDANCE F..., PART 1 - INT..., PART 2 - INF..., PART 3 - THE..., PART 4 - THE..., PART 5 - INF..., PART 6 - AN..., Sign off by M..., Sign off by C..., Sign off by M..., Attachments..., and Export Document. The 'Export Document' item is highlighted with a red rectangular box.

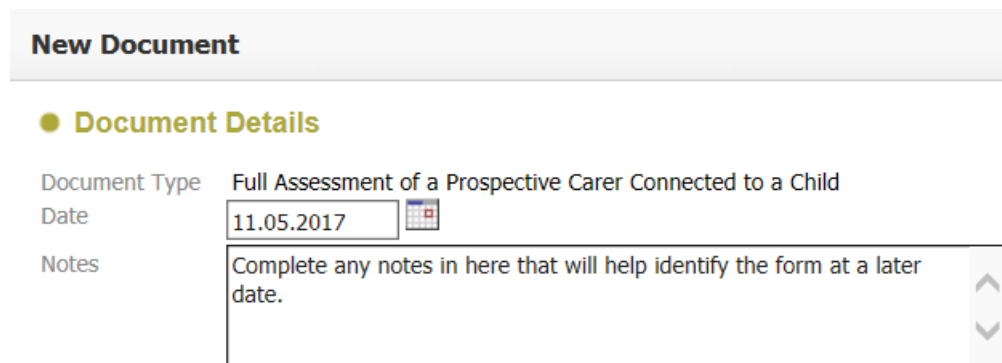
You will want to print the form so to do this, go back to the now completed Form and click on 'Export Document' on the bottom left of the section menu.

You will then see this screen:



A screenshot of the 'New Document' form. The title is 'New Document'. Below it is a section titled 'Document Details'. The form fields are: Date (with a calendar icon), Category (with a dropdown arrow and '<All Categories>'), Type (with a dropdown arrow), and Notes (with a text area and scroll arrows).

Please complete as below with the date of the document and select the appropriate drop-down from the selection available.



A screenshot of the 'New Document' form with fields filled. The title is 'New Document'. Below it is a section titled 'Document Details'. The form fields are: Document Type (Full Assessment of a Prospective Carer Connected to a Child), Date (11.05.2017, with a calendar icon), and Notes (Complete any notes in here that will help identify the form at a later date. with a text area and scroll arrows).

Once done, click [Create](#) at the top left of the screen.

Family & Friends/Connected Persons - Process Guide

You will then see this screen:

Document Details

Document Type: Full Assessment of a Prospective Carer Connected to a Child
Date: 11-May-2017
Editor: Maria Clarke
Status: Draft
File: .rtf 756 KB
Document Number: 72960

- Update Details
- Delete Draft Document
- Delete
- Complete Document

Edit Locally

- Download Document
- Upload Document: Browse

Subject

- F&F - Full Assessment of a Prospective Carer connected to a Child
- Person: Horace Slughorn

Notes / Comments

Notes: Complete any notes in here that will help identify the form at

Access Control

Restrictions: **None Selected**

- Specify Access and Restrictions
- Administrative Actions

Notification

Notification: **None Selected**

- Update Notifications
- Notify Involved Professionals

Click on **'Download Document'** and this will pop up at the bottom of your screen.

Do you want to open or save **72960.rtf** (756 KB) from **ics003**?

Open Save Cancel

Select **'Open'** as this will give you the ability to make the document Editable for printing. You can save it afterwards.

Protected View This file originated from an Internet location and might be unsafe. Click for more details.

Enable Editing

To upload the completed document to LCS click on **'Upload Document: Browse'**

Find the document and click OK, You will now see

Document Uploaded OK!

Print

- F&F - Full Ass...
- GUIDANCE F...
- PART 1 - INT...
- PART 2 - INF...
- PART 3 - THE...
- PART 4 - THE...
- PART 5 - INF...
- PART 6 - AN...
- Sign off by M...
- Sign off by C...
- Sign off by M...
- Attachments...**
- Export Document

If you now go back to the form and click on **'Attachments'** you will see that there is one document showing

Attachments (1)

Date	Category	Type
11-May-2017	F&F	Full Assessment of a Prospective Carer Connected to a Child

It is not essential that you do this as all the information you need is available in the form itself.

Family & Friends/Connected Persons - Process Guide

At this stage it is showing as a DRAFT.

Attachments (1)

Date	Category	Type	Status	Editor	Notes	Download
11-May-2017	F&F	Full Assessment of a Prospective Carer Connected to a Child	Draft	Maria Clarke - SYSTEMS ADMIN	Complete any notes in here that will help identi..	TEST 72960.rtf

In order to change this click on the **Type** above and select '**Complete Document**'.

● Document Details

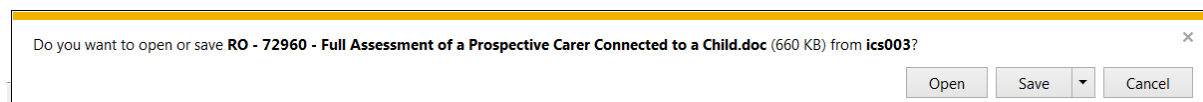
Document Type	Full Assessment of a Prospective Carer Connected to a Child
Date	11-May-2017
Editor	Maria Clarke - SYSTEMS ADMIN
Status	Draft
File	.rtf 660 KB
Original Filename	TEST 72960.rtf
Document Number	72960
	▶ Update Details
	▶ Delete Draft Document
	▶ Delete
	▶ Complete Document

If needed you can also delete the document as an attachment from here. Once this has been done you can view the document as a Read Only and not make any further amendments to it.

Attachments (1)

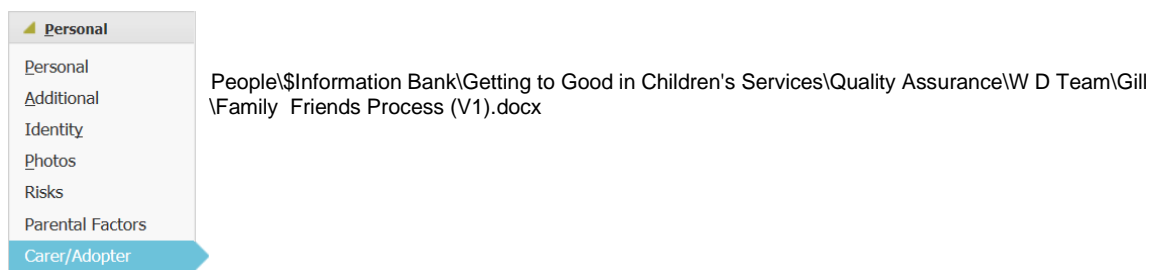
Date	Category	Type	Status	Editor	Notes	Download
11-May-2017	F&F	Full Assessment of a Prospective Carer Connected to a Child	Completed	Maria Clarke - SYSTEMS ADMIN	Complete any notes in here that will help identi..	TEST 72960.rtf

The document will now show as Completed. If you wish to open it click on the document name to the far right under '**Download**'. You can then open or save it again.



Making the Carer Available for Placement

Please note that a Family & Friends Carer must be approved before a child can be placed by the Local Authority. In an emergency a temporary placement can be approved by the Head of Service through the Regulation 24 process. In other circumstances the assessment must be considered by the Fostering Panel and approval must be agreed by the Agency Decision Maker.



Family & Friends/Connected Persons - Process Guide

In order for the child to be linked with the carer on LCS, albeit an emergency placement or a planned placement, you will need to Register the carer(s) on LCS.

● Foster Carer Recruitment

Status Enquiry / Application Stage

Date of Application 10-May-2017

[View Full Foster Carer Details](#)

To do this, Click on the Carer/Adopter Tab. Then click on View Full Foster Carer Details.

As you can see, at this stage the carer is still at the **Enquiry/Application stage**. This renders them invisible when a child's social worker is searching for the carer when completing an EIR for the child being placed.

In order to make the carer 'available' there are a number of steps that need to be completed:

1. Register the Carer

● Allowed Children

Age From

Age To

Gender

Allowed Number of Children

▶ [Update Carer Details](#)

▶ [De-register](#)

▶ [Administrative Actions](#)

▶ [View foster carer recruitment process map](#)

▶ [Register the Carer \(urgent cases only\)](#)

2. Complete the next screen as appropriate

Update Foster Carer: Horace Slughorn

● Carer Details

Local Authority

Current Local Authority

Carer Details

Person: Horace Slughorn

Type of Carer

Family & Friends

Address

572 Spooky Street
Halloween Villas
Ghost Hill
Screamerley

Postcode

AA00 00A

Default Placement Provider

PR1 - Own provision by LA

Default Placement Location

Inside LA Boundary

● Allowed Children

Age From

Less than 1 years old

Age To

18 years old

Gender

Both

Allowed Number of Children

2

● Registration Details

Date Registered

11.05.2017

[Update](#)

The type of carer can be selected as a Family & Friends. You do not need to complete the Allowed Children section unless the carer latterly becomes an in-house carer as they are not likely to be linked to any child other than the specific ones being considered for placement now.

Once complete click [Update](#). The carer is now registered from the date given. Please ensure that this matches the date of placement as if it is set too late the child's social worker will not be able to select the carer.

Family & Friends/Connected Persons - Process Guide

● Carer Record Status

Status	Registered
Enquiry Started On	10-May-2017
Date Registered	11-May-2017

3. **Add the Service Provision**

● Services provided by this Carer and Linked Carers

No services provided by this Foster Carer or the Linked Carers

▶ [Add provided services](#)

It is essential that this is completed correctly in order to aid the Child's Social Worker when completing the EIR.

New ICSFosterService

● Foster Carer
Carer Details [Foster Carer: Horace Slughorn](#)

● Service Details
Placement Type
Default Placement Provider
Default Placement Location
Valid From
Valid Until
End Reason

The Placement Type will generally be a U1 or a U3 depending on the placement agreed for the child and what is being taken to Panel for agreement.

The default Placement provider will always be PR1 – Own Provision by LA as we are taking the carer to panel for approval.

Default Placement Location can be Inside or Outside the LA Boundary.

Valid From date should be the same as the registration date. You can leave the remainder. Click 'Create' at the top left of the screen.

4. **Add the Agency**

This is essential for reporting purposes.

● Agency

No agencies recorded

▶ [Add Agency](#)

This will always be BCC – In House Foster Carers. This also adds the Ofsted URN to the foster carer record which is a reportable field.

Once this has been done, the creation of the record is complete and the carer is Live.