



LCS / Consolidation / Family Working

Liquidlogic Children's Systems (LCS)

Author: S. Allwright

Date: 15.03.2016

DOCUMENT HISTORY

DATE	PRODUCED BY	DOCUMENT VERSION	COMMENTS
15.03.2016	S.ALLWRIGHT	1.0	INITIAL VERSION
02.08.2016	B. CAMPBELL	1.1	CHANGE "CASE" TO "CHILD"
28.02.2022	S. WEBB	1.2	REDESIGN

TABLE OF CONTENTS

1.	COURSE OVERVIEW	1
2.	C&F ASSESSMENT.....	2
2.1.	CONSOLIDATING INTO AN ASSESSMENT	2
2.2.	TOGGLING SIBLINGS ANSWERS.....	4
2.3.	RESTARTING THE C&F ASSESSMENT AND CONSOLIDATING	4
3.	CONSOLIDATING INTO A CIN REVIEW.....	5
4.	CONSOLIDATING UPDATING THE CIN PLAN	8
5.	CONSOLIDATING INTO A STRATEGY DISCUSSION	11
5.1.	CONSOLIDATING A STRATEGY DISCUSSION FROM C&F ASSESSMENT.....	11
5.2.	RESTARTING A STRATEGY DISCUSSION AND CONSOLIDATING	12
6.	CONSOLIDATING THE CLOSURE RECORD	14

1. COURSE OVERVIEW

This guide has been specifically designed for CLA Admin within the Children & Young People Service who are required to record and update CLA Review Meetings.

By the end of this course you will be able to:

- Consolidate into a C&F Assessment
 - Checking the consolidation
 - Toggling siblings
 - Restarting a C&F Assessment and consolidating
- Add a Sibling into a CIN Review
- Consolidate Updating the CIN Plan
- Consolidating into a Strategy Discussion
 - Initiating a Strategy from a C&F Assessment
 - Checking the consolidation
 - Toggling siblings
 - Restarting a Strategy Discussion and consolidating
- Consolidating the Closure Record

COURSE PREREQUISITES

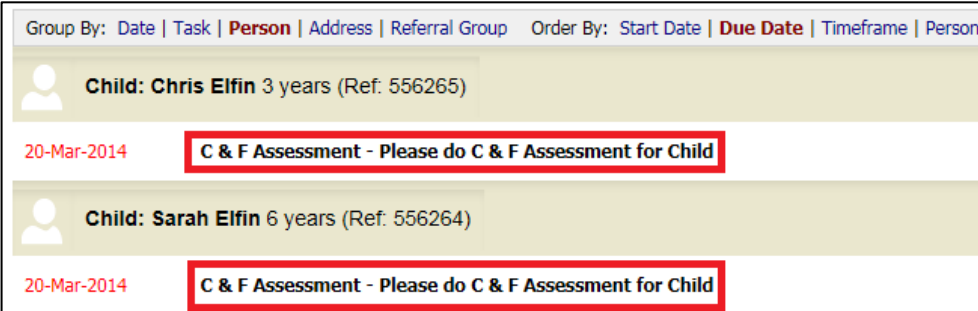
Viewing MeLearning modules.

2. C&F Assessment

Every child that is open to Children Social Care must have a C&F Assessment completed at least every six months. In LCS it is possible to consolidate siblings into forms so that you complete it once and gets put onto al records of the children that are consolidated into the form.

2.1. Consolidating into an Assessment

- In your tray click on the task C&F Assessment – Please do C&F Assessment for Child. On either of the siblings that you are working with.



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

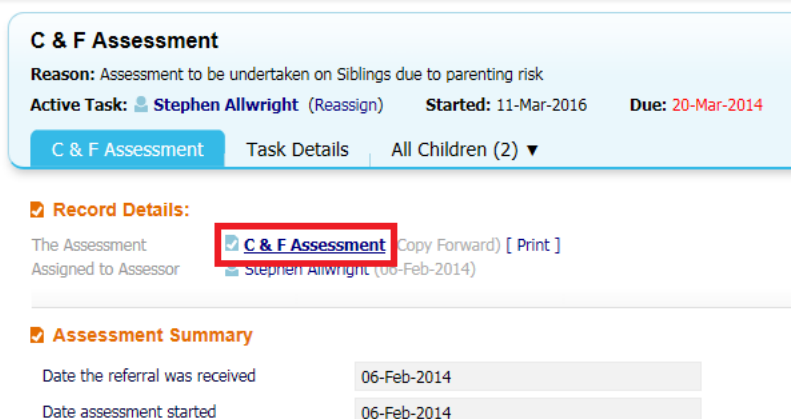
Child: Chris Elfin 3 years (Ref: 556265)

20-Mar-2014 **C & F Assessment - Please do C & F Assessment for Child**

Child: Sarah Elfin 6 years (Ref: 556264)

20-Mar-2014 **C & F Assessment - Please do C & F Assessment for Child**

- On the next screen click on the link C&F Assessment as highlighted below



C & F Assessment

Reason: Assessment to be undertaken on Siblings due to parenting risk

Active Task: **Stephen Allwright** (Reassign) **Started:** 11-Mar-2016 **Due:** 20-Mar-2014

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

Record Details:

The Assessment **C & F Assessment** (Copy Forward) [Print]

Assigned to Assessor Stephen Allwright (06-Feb-2014)

Assessment Summary

Date the referral was received	06-Feb-2014
Date assessment started	06-Feb-2014

- Next click the Consolidation tab and click the box next to the other siblings name so that a tick appears. Then click Apply Consolidation

Information **Assessment** Consolidation

Subjects of this Consolidated Assessment

Consolidated Assessment - You may use the following table of subjects to consolidate into this assessment. Make sure those selected are those that you wish to be in this group.

Apply Consolidation Reset

<input checked="" type="checkbox"/>	Subjects of Grouped Assessment	Comment
<input checked="" type="checkbox"/>	Elfin, Chris (3 years)	
<input type="checkbox"/>	Elfin, Sarah (6 years)	

- When on the screen above if a siblings name does not appear please contact the [LCS Support Mailbox](#) and a LCS Support Officer will assist you.
- Throughout the Assessment you are able to check the siblings are consolidated if the yellow bar appears as shown below

Information **Assessment** Consolidation Revisions

Consolidated Section for: Chris Elfin, Sarah Elfin

Child & Family Assessment

Type of Assessment

First Response Assessment
 Follow On Assessment
 S47 Investigation

Date the referral was received: 06-Feb-2014

Date assessment started: 06-Feb-2014

Date Assessment due: 20-Mar-2014

Internal Review Date: []


Does the child / young person have a Disability? Yes No

Consent to contact other agencies for their contribution to this assessment



Who gave consent?
Details of any restrictions?
If consent was not sought, explain why

2.2. Toggling siblings answers

- While completing a C&F Assessment and other forms on LCS, you have the ability to answer questions separately for each child
- Throughout the Assessment on the right hand side of the screen click on the image below.

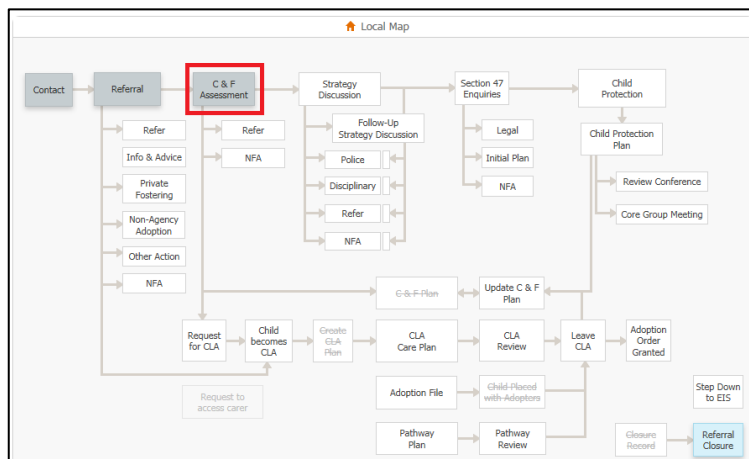
Suggested Outcomes	<input type="checkbox"/> Strategy Discussion <input type="checkbox"/> Legal Action <input type="checkbox"/> Specialist Assessment <input type="checkbox"/> Place into Accommodation <input type="checkbox"/> S17-Child-In-Need	<input type="checkbox"/> Referral to Other Agency <input type="checkbox"/> Other Actions <input type="checkbox"/> Private Fostering Agreement <input type="checkbox"/> S47-Assessment-Completed—ICPC-needed <input type="checkbox"/> No Further Action	
--------------------	--	--	---

- Once clicked the siblings names will appear above the question. Click on one of the names and this will then give the children separate answers.

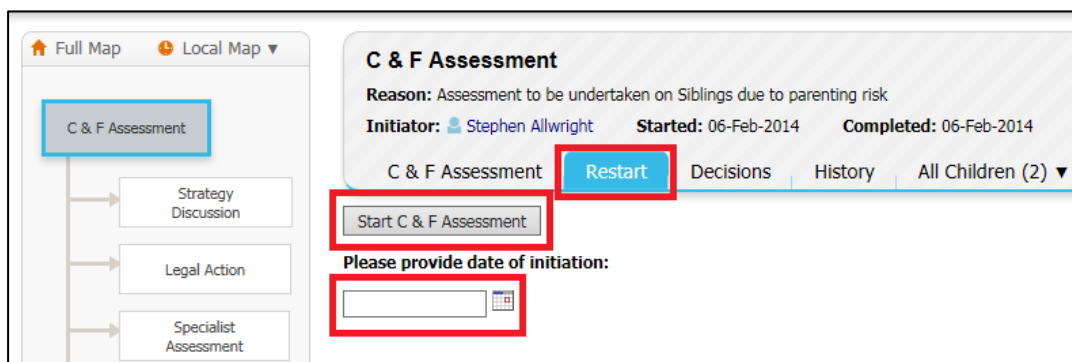
 Chris Elfin + Include		
Suggested Outcomes	<input type="checkbox"/> Strategy Discussion <input type="checkbox"/> Legal Action <input type="checkbox"/> Specialist Assessment <input type="checkbox"/> Place into Accommodation <input type="checkbox"/> S17-Child-In-Need	<input type="checkbox"/> Referral to Other Agency <input type="checkbox"/> Other Actions <input type="checkbox"/> Private Fostering Agreement <input type="checkbox"/> S47-Assessment-Completed—ICPC-needed <input type="checkbox"/> No Further Action
Reasons for these Suggested Outcomes		
 Sarah Elfin + Include		
Suggested Outcomes	<input type="checkbox"/> Strategy Discussion <input type="checkbox"/> Legal Action <input type="checkbox"/> Specialist Assessment <input type="checkbox"/> Place into Accommodation <input type="checkbox"/> S17-Child-In-Need	<input type="checkbox"/> Referral to Other Agency <input type="checkbox"/> Other Actions <input type="checkbox"/> Private Fostering Agreement <input type="checkbox"/> S47-Assessment-Completed—ICPC-needed <input type="checkbox"/> No Further Action

2.3. Restarting the C&F Assessment and consolidating

- A C&F Assessment should be undertaken every six months
- On LCS, to be able to start a C&F Assessment on more than one child you will need to restart them separately.
- Go to the “Full Map” for the child and click C&F Assessment



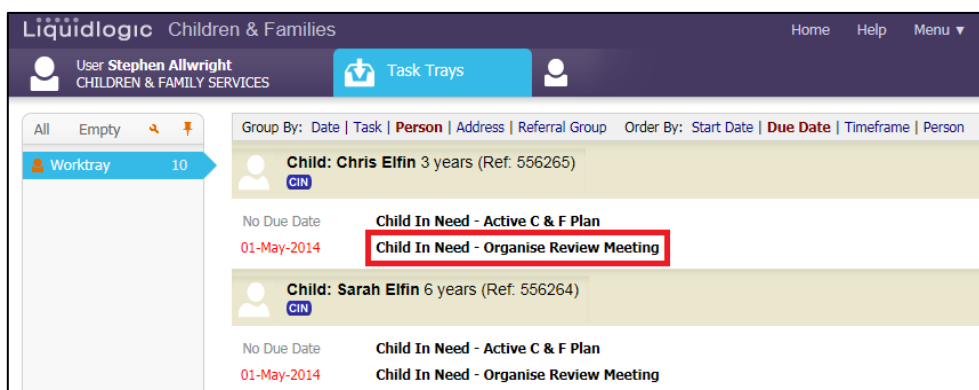
- On the next screen click the “Restart” tab, enter the date that you are starting the C&F Assessment and then click “Start C&F Assessment”.



- For the siblings to be consolidated you must repeat the last two steps on the siblings.

3. Consolidating into a CIN Review

- Click on the “Child In Need – Organise Review Meeting” task in your Worktray.



- The default setting is to have a separate meeting per Child.
- As long as the Siblings are part of a grouped referral and are at the same stage in the process, they can be joined as a consolidated CLA Review meeting.
- If a child is missing from the list contact the [LCS Support Mailbox](#) for advice

- Click on “Add children to this meeting”

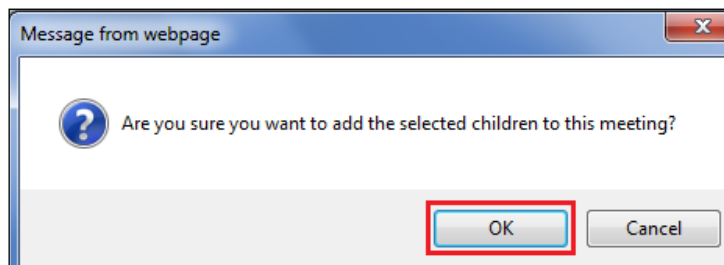
The screenshot shows the LCS system interface for a 'Child In Need - Review' task. The top bar identifies the child as Chris Elfin, 3 years old (Ref. 556265). The task is assigned to Stephen Allwright and is due on 01-May-2014. The 'Meeting Details' section on the right contains a warning that the date and time for the meeting are not set. Below this, there is a table of meeting details and a list of actions. The 'Add children to this meeting' option is highlighted with a red box.

Meeting Details	
Meeting Arranger	Stephen Allwright
Type of Meeting	Child's Plan - Review
Due Date	01-May-2014
Planned Meeting Date	Unspecified
Length in Minutes	Unspecified
Location	

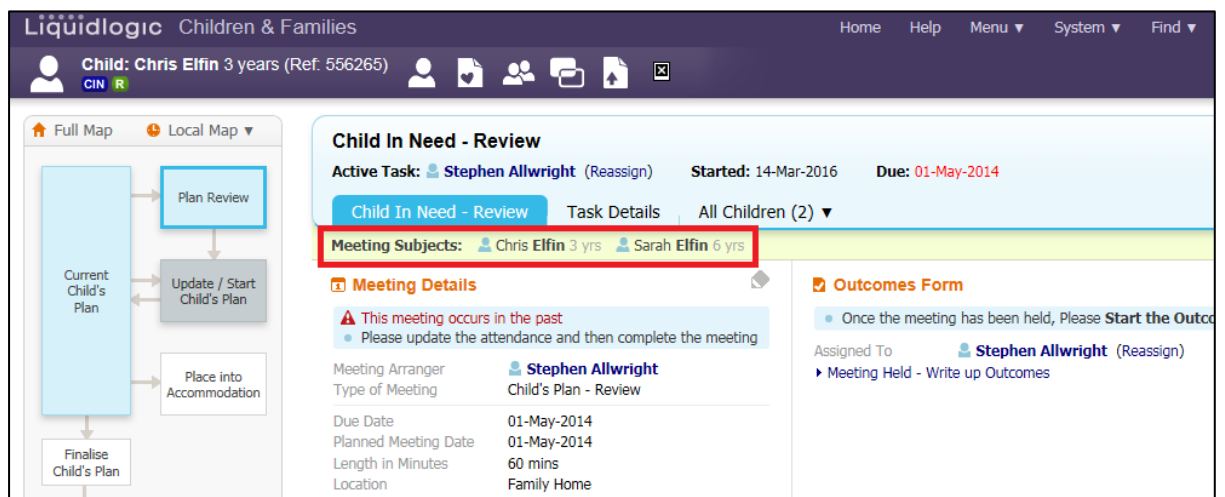
- Select the siblings that are to be consolidated within the CLA Review meeting

The screenshot shows the 'Child's Plan - Review' page for Chris Elfin. The page title is 'Child's Plan - Review planned for 01-May-2014'. Under the 'Add Subjects' section, there is a list of children that can be added to the meeting. The 'Child: Sarah Elfin' option is selected with a checkmark. Below the list, the 'Add Selected to Meeting' button is highlighted with a red box.

- Click “Add Selected to Meeting”
- At the pop prompt click “OK”



- The consolidated siblings will now appear in the yellow consolidated bar



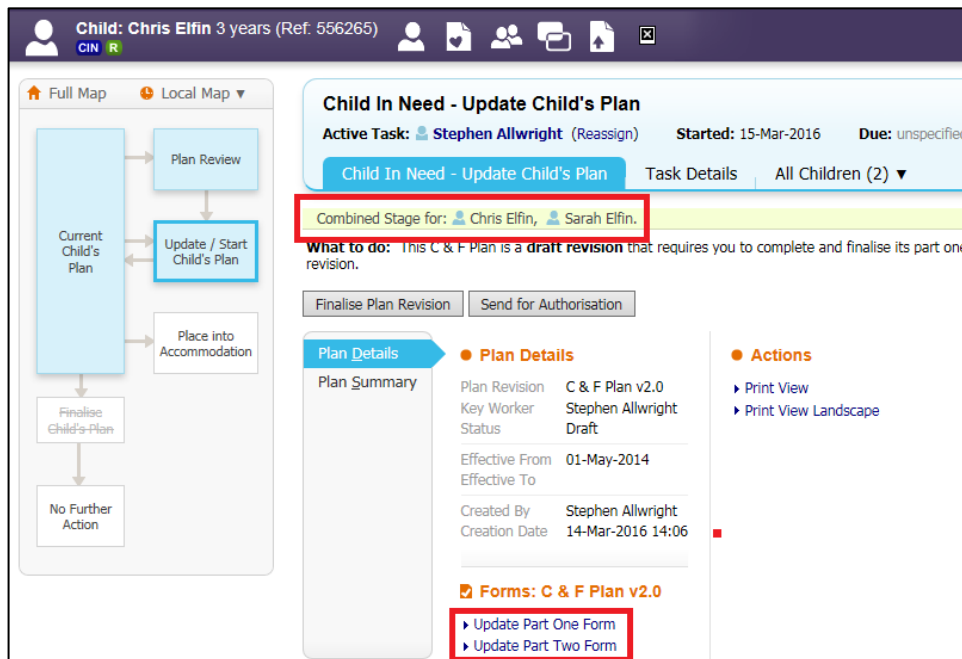
4. Consolidating Updating the CIN Plan

- Once a CIN Review has been completed you will need to Update the CIN Plan.
- In your work tray click the task “Child In Need – Update C&F Plan” on either of the siblings.

The screenshot shows the LCS Worktray interface. On the left, there is a 'Worktray' tab with 11 items. The main area displays a list of tasks for two children. The first child is Chris Elfin, 3 years old (Ref: 556265). The tasks listed are: 'Child In Need - Update C&F Plan' (highlighted with a red box), 'Child In Need - Active C & F Plan', and 'Child In Need - Organise Review Meeting' (with a due date of 12-Jun-2014). The second child is Sarah Elfin, 6 years old (Ref: 556264). The tasks listed are: 'Child In Need - Update C&F Plan' (highlighted with a red box) and 'Child In Need - Active C & F Plan'.

- If one of the siblings does not have the task “Child In Need – Update C&F Plan” task please contact the [LCS Support Mailbox](#) for support.

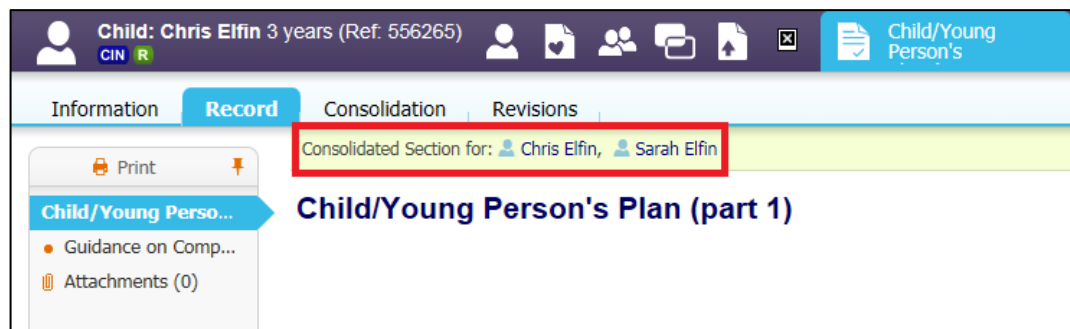
- You will then be taken to the below screen. As default the siblings are consolidated in the stage, which can be seen in the yellow bar “Combined Stage for”.
- The siblings will not be consolidated in the Update Part One Form and Update Two Form.
- First click “Update Part One Form”



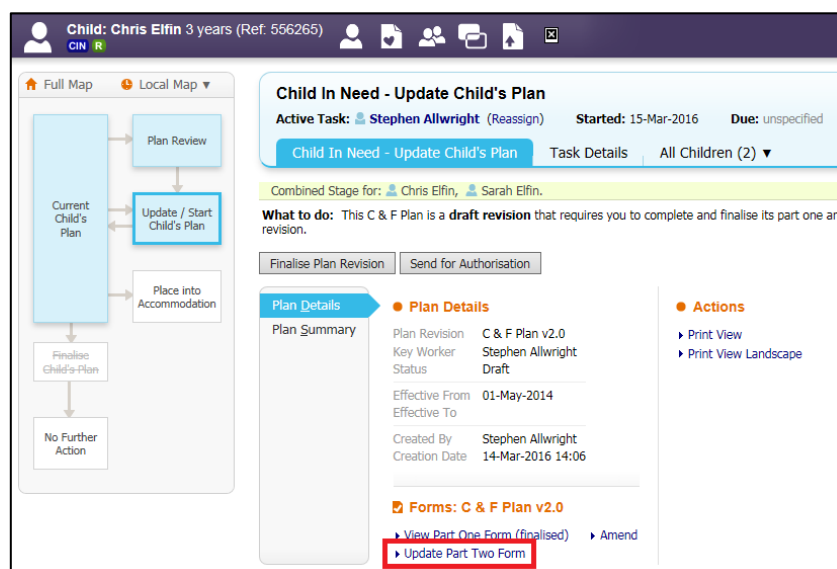
- On the next screen click the “Consolidation” tab and then select the sibling to be consolidated.
- Click “Apply Consolidation”



- The siblings will then show as being consolidated due to the “Consolidated Section for” yellow bar



- Once Part One of the form has been finalised you will need to click “Update Part Two Form”.



- On the next screen click the “Consolidation” tab and then select the sibling to be consolidated.
- Click “Apply Consolidation”

Child: Sarah Elfin 6 years (Ref: 556264)
CIN R

Information Record Feedback Consolidation

Subjects of this Consolidated Record

Consolidated Record - You may use the following table of persons (wh
Make sure those selected are those that you wish to be in this group then

Apply Consolidation Reset

<input checked="" type="checkbox"/>	Subjects of Grouped Record	Comment
<input checked="" type="checkbox"/>	Elfin, Sarah (6 years)	
<input checked="" type="checkbox"/>	Elfin, Chris (3 years)	

- The siblings will then show as being consolidated due to the “Consolidated Section for” yellow bar

Child: Sarah Elfin 6 years (Ref: 556264)
CIN R

Information Record Feedback Consolidation Revisions

Print

Consolidated Section for: Sarah Elfin, Chris Elfin

Child/Young Person's Plan (part 2)

- Planning
- ▶ Child/Young Perso...
- ▶ Parental Capacity
- ▶ Family and Environ...
- View of all Parties
- Comments
- Attachments (0)

5. Consolidating into a Strategy Discussion

- When starting a Strategy Discussion there are a number of ways that sibling groups can consolidated into a Strategy Discussion

5.1. Consolidating a Strategy Discussion from C&F Assessment

- When completing a C&F Assessment for both siblings to go to Strategy Discussion, you will need to select the Outcome of Strategy Discussion.

Child: Chris Elfin 3 years (Ref: 556265)
CIN R

C & F Assessment, 10-

Information **Assessment** Consolidation Revisions

Print

Child & Family Ass...

- Reason for doing C...
- Detailed Assessment
- Decision and Furth...**
- Additional Informat...
- Child & Family Views
- Factors Identified a...
- Planning
- Child & Family Plan
- Attachments (0)

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

Suggested Outcomes

Strategy Discussion

Legal Action

Specialist Assessment

Place into Accommodation

Provision of Services (s17)

Provision of Short Break Care (s17)

Referral to Other Agency

Other Actions

Private Fostering Agreement

547-Assessment-Completed—ICPC-needed

No Further Action

Decision Maker
Name & role of the Manager authorising this assessment

Authorisation Date

- Once the C&F Assessment has been authorised you will be taken to the below screen. You will notice the siblings are consolidated by the yellow bar “Meeting Subjects”

Strategy Discussion

Active Task: Stephen Allwright (Reassign) **Started:** 15-Mar-2016 **Due:** unspecified

Strategy Discussion Task Details All Children (2) ▼

Meeting Subjects: Chris Elfin 3 yrs Sarah Elfin 6 yrs

Meeting Details

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

Meeting Arranger: Stephen Allwright
Type of Meeting: Strategy Discussion

Planned Meeting Date: Unspecified
Length in Minutes: Unspecified
Location:

Update Meeting Details and Scheduling
Create separate meeting for subjects
Complete Meeting
Cancel Meeting

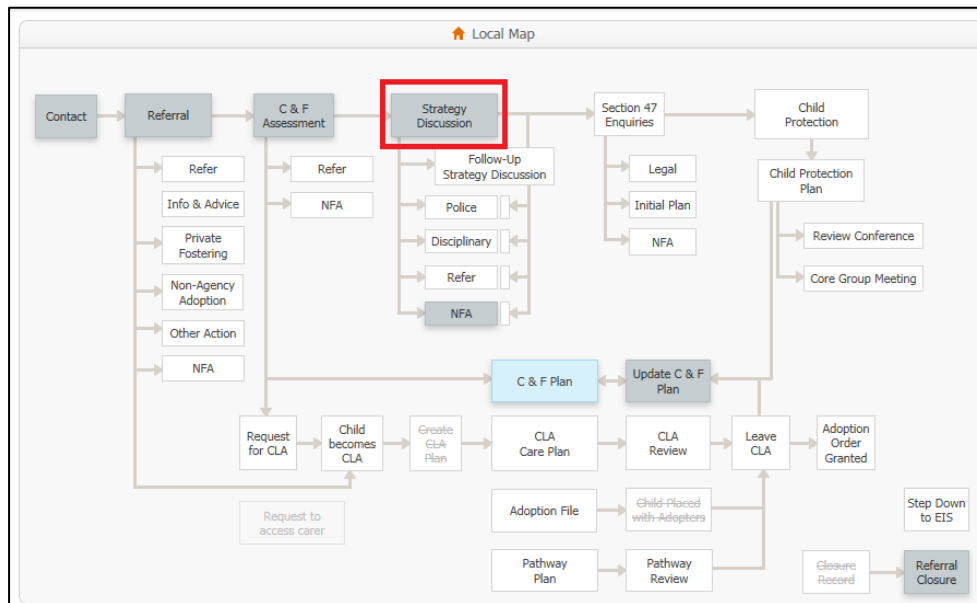
Outcomes Form

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

Assigned To: Stephen Allwright (Reassign)

5.2. Restarting a Strategy Discussion and Consolidating

- When a new Strategy Discussion needs to be initiated on LCS it has to be manually started
- Go to the Full Map for the child and click “Strategy Discussion”



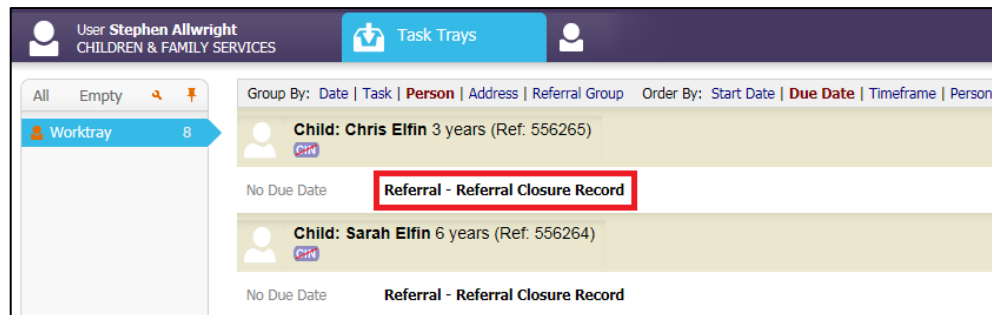
- On the next screen click the “Restart” tab, enter the date that you are starting the Strategy Discussion, enter a reason why the Strategy Discussion is being initiated and then click “Start Strategy Discussion”.

The screenshot shows a software interface for "Strategy Discussion". On the left is a "Full Map" showing a flowchart with "Strategy Discussion" highlighted. On the right is the "Strategy Discussion" form. The form has a header with "Initiator: Stephen Allwright", "Started: 10-Jul-2014", and "Completed: 10-Jul-2014". Below the header are tabs: "Strategy Discussion", "Restart" (highlighted with a red box), "Decisions", "History", and "All Children (2)". A "Start Strategy Discussion" button is also highlighted with a red box. Below the button are two input fields: "Please provide date of initiation:" with a date picker, and "Please provide reason for starting manually:" with a text area. Both input fields are highlighted with red boxes.

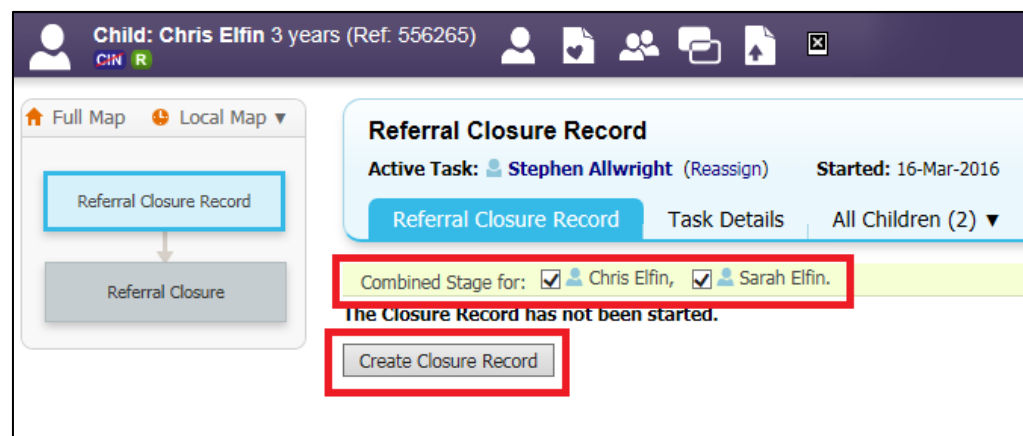
- For the siblings to be consolidated you must repeat the last two steps on the siblings.

6. Consolidating the Closure Record

- Once a child's record is ready to close if a plan has been worked then there will be a task to complete a Closure Record in your tray.
- Click the task in your tray "Referral – Referral Closure Record"



- You will then be taken to the screen below. All the siblings that you are wanting to close should be ticked in the yellow bar "Combined Stage for"
- If a child is missing from the yellow bar please contact the [LCS Support Mailbox](#) for assistance.



- To start the Closure Record click the "Create Closure Record" button