Buckinghamshire Council

LIQUIDLOGIC CHILDREN'S SYSTEM (LCS)

LCS Health Assessments Guide

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DOCUMENT HISTORY

Date	Produced By	Document Version	Comments
04.09.2020	Maria Clarke	1.0	Initial Version
18.03.2022	Shineka Hogan	1.1	Update

TABLE OF CONTENTS

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. Health Assessments Overview

This document has been prepared following the requirement to implement an LCS process to accommodate the completion of Initial and Review Health Assessments.

Currently the CLA Health Reviews, both Initial and Review are processed manually with a large number of hand-offs between stakeholder parties.

It was envisaged that a new LCS supported process would reduce the number of manual hand-offs and enable information to be stored within the child's electronic record.

To this end a number of the standard (CORAM BAAF) forms have been created to that they pre-fill with as much information as has been completed on LCS and is relevant to reduce the time taken to prepare the documentation prior to completion by the relevant stakeholders.

Another integral part of this process is the introduction of automated alerts to advise both the Health Alert Group and the child's Social Worker when relevant stages are due and have been completed, where this enables them to complete the next expected stage in arranging an Initial or Review Health Assessment.

List of documents currently implemented in Live are:

- IHA   -   0-9
- IHA   -   10+
- RHA   -   0-9
- RHA   -   10+
- IHA/RHA Enduring Consent Form
- Supplementary Information Form

This process will also bring into play the Health Assessments tab of the CLA pathway. This has been used inconsistently in the past however in the new process this will need to be completed on a regular basis in order to trigger alerts for Review Health Assessments using the previous date of completion.

Starting the IHA following initiation of the BLA process is also now the initial trigger for the IHA process.

3. Adding a Group to the Child's Involvements

Once a child has had the BLA process initiated, an alert will be sent to the GROUP tray that has been added to the child's involvements with the role 'Health Assessment Monitoring Team'. This role should be added in addition to the usual Business Support role however please ensure that the GROUP is searched for and added, NOT the Team. The alerts have been set up to go to the group only.

● Professionals

Role	Professional	Team	Job Title	Start Date	End Date
Business Support Health Monitoring Team	Help & Protection Wycombe BUSINESS SUPPORT			15-Mar-2022	

Under the Involvements tab, select "Add Professional"

In the Address Book, select "All Groups"

Search "All Groups" as shown above and you will see a list of BUSINESS SUPPORT options that are available. Select the relevant one and "Confirm"

| Previous | Bookmark | Confirm | Cancel |

Aylesbury Assessment Team BUSINESS SUPPORT

● **Workgroup Details**

Description   Aylesbury Assessment Team BUSINESS SUPPORT
Category   Children's Social Care
Info
Active Status   Active
Email
Professional Portal Group?   No

● **Professionals in Group**

Professionals in Group		
Anjuma Choudhury	Business Support Administrator	LCS
Carla Robins	Business Support Coordinator	LCS
Jamie Rhodes	Business Support Officer	LCS
Kelly Edwards	Business Support Officer (AR)	LCS
Maria Clarke	ICT Analyst	LCS
Patsy Nash	Business Support Officer	LCS
Shakila Begum	Business Support Administrator	LCS
Stephen Allwright		LCS
Suhail Khan	Unit Co-ordinator	LCS

▸ Tray Publication/Subscriptions

Query Results (36)		
	Description ▲	Category
1	Audit Tray	Children's Social Care
2	Aylesbury Assessment Team BUSINESS SUPPORT ⭐	Children's Social Care
3	C&YA 0-25 Disability Service BUSINESS SUPPORT ⭐	Children's Social Care
4	Care Services Aylesbury BUSINESS SUPPORT ⭐	Children's Social Care
5	Care Services Wycombe BUSINESS SUPPORT ⭐	Children's Social Care
6	Case File Audit Tray	Children's Social Care
7	Children's Direct Payments – Intake	Children's Social Care
8	Chiltern & South Bucks Assessment Team BUSINESS SUPPORT	Children's Social Care

Ensure that the Professional Role selected is 'Business Support Health Monitoring Team' and click "Create". This will then add the involvement to the child's record as shown below.

New LCS Case Worker

● **Create New LCS Worker Role**

Professional Role   Business Support Health Monitoring Team ▼

● **Select Social Services User**

Professional   👥 Aylesbury Assessment Team BUSINESS SUPPORT ✖

● **Other Parameters**

Start Date   15-Mar-2022   📅
End Date   📅
Comments

Reason

● Professionals

Role	Professional	Team	Job Title	Start Date	End Date	Contact Numbers	Core Group Member	Reason
Business Support Health Monitoring Team	Aylesbury Assessment Team BUSINESS SUPPORT			15-Mar-2022		▶ Show Contact Numbers	No	

▶ Add Professional

4. Starting the IHA Process

When a child is progressed to BLA, several alerts are triggered.

- Start relevant IHA (either 0-9 or 10+) This alert will go to the Business Support GROUP tray as set up in 3. above.
- The child has become BLA – alert sent to the Health Tray
- Request for Placement form – alert sent to Placements Team

In order to commence the process, the allocated Business Support team should start the relevant IHA and save it.

Go to the forms tab that's located in the Basic Demographics and use the drop-down menu under "Start New Form" to select the correct form.

Start New Form

| Initial Health Assessment - 10+ Years ∨ | Start |

🖨 Print 📌

| Health Assessment... |
| LAC Health Comme... |
| Attachments (0) |
| ▸ Export Document |

Health Assessment Form - 10+ Years

This form is used to populate part A of the following BAAF health assessment forms before they are sent to the examining health professional:

IHA-C (Initial Health Assessment for children aged 9 and under)
IHA-YP (Initial Health Assessment for young people aged 10 and over)
RHA-C (Review Health Assessment for children aged 9 and under)
RHA-YP (Review Health Assessment for young people aged 10 and over)

How to use this form
Most of the details in the BAAF forms are populated from information already held in the child/young person's demographics or the demographi questions below.

Next, use the 'export' button on the left, pick the relevant form type and download the form to your PC. Check the details to ensure they are ac version. For further detail on how to do this, please click here to view a demonstration (skip to the 'create document' section).

| 🖫 Save | Finalise Assessment | Cancel | ReAssign | Close |

This should then be reassigned to the child's Social Worker for completion and any remaining alert in the Business Support tray should be completed. The act of starting the IHA will trigger an alert to the Allocated Case Worker to start the Supplementary Information Form and the Universal Consent forms.

These can be found in the Forms tab.

Start New Form

| IHA/RHA Consent Form ∨ | Start |

Start New Form

| Supplementary Information - Universal ∨ | Start |

5. Completing the IHA

At this stage, the Social Worker should ensure that as much detail as possible has been added to the child's Demographics as this will pull forward into the forms where needed. He/She should then complete the [IHA, Supplementary Information and Consent] forms as much as possible and export and print them off to obtain signatures – PLEASE ENSURE MULTIPLE SIGNATURES ARE OBTAINED IF NEEDED ON THE SAME FORM. *If they don't need a signature, complete as fully as possible and then finalise.*

On getting these back, the signature sheet should be saved into Content Server for future reference and the form should be finalised on LCS.

Once the forms have been finalised, a notification will be sent to the Business Support Group Tray to advise that these have been completed. The Social Worker can then email the completed forms, together with the scanned signature sheet and send to Business Support, who will, in turn complete the sections on LCS detailed below and send to Health to enable them to prepare for the Health Professional. These can be sent electronically via email using the secure email addresses (as existing process).

6. Exporting the Required Forms

To export the forms from LCS you will need to open the document and look for ***Export Document***. This can be found under all the left-hand side headings Once clicked you will be taken to this screen:

You will need to enter a date (current), if not already pre-filled, and select the relevant document from the drop-down option. Once you have selected the Type, you will be taken to this screen:

You can use the notes to add any useful information you think you may need to refer to at a later stage.

Once completed, click "Create"

This next screen gives you many options. The main one you need to be aware of, at this stage, is *Download Document*.

Under the heading shown below, click on *Download Document*.

This will process the information you have entered into LCS on the form, together with any Demographic data that is relevant to the child and the Health Assessment into an editable Word document.

You will see a notification at the bottom of your screen which asks is you want to save or open the generated form. Firstly, just open this.

Have a quick look to see if the details have pulled through correctly – if an IHA, it is usually in Part A. The child's name and NHS number should also have pulled into the form header. In the case of the Supplementary Information Form, all of the information completed by the Allocated Case Worker in the mandatory fields will also have pulled through.

The document at this stage asks if you want this to be editable (at the top of the screen). Say 'yes' because in order to send to Health you will need to save it as a Word document. When first opened it is in the form of an RTF or *Rich Text File*.

Once you have saved the document as a word form and attached it to an email for Health, both the original download AND the word version can be deleted. You do NOT need to hold these as the information is in LCS and this document can be exported as many times as is needed. The Health Practitioner will also have the word version which will be sent back to you for scanning so there is no need to retain multiple copies.

At this stage it is imperative that the Health Tab is completed as shown below:

7.   Completing the Health Assessment Tab in LCS

This section can be found when clicking on the "Child Looked After" section of the pathway as shown below.

There are several drop downs in this area which should be completed fully.

The **Examination Date** should be the ACTUAL date that the Assessment took place. Please also use this date for the **Result date.**

The Status options are:
Cancelled; Completed; Planned; Refused

Sending forms to Health

When you send the forms to Health, add the Status as "Planned" and complete the Requested date as the date sent to Health. This will enable reports to be completed pulling out the date requested to enable tracking.

You can also complete the following as the Consent will have been obtained in order to request the Health Assessment. Obviously only complete the *Seen Report* dropdown as 'yes' if you have.

8. On Completion of the Assessment

Once the Health Assessment has been received, you will need to complete the Health Assessment Tab as below:

The *Examination Date* and *Result Date* are **vital** as these then set up the 16-week alert for the Review Health Assessment (RHA). Another suggestion would be to add 'IHA' into the Description Field to differentiate between this or any other

When you look on the CLA Health Assessment Tab it will now look like this:

You will also need to complete the Health Assessment. To do this please navigate to the Forms Tab.

You will need to click on the specific form under documents on the right of the screen and this will take you back to the same screen you saw when exporting the document.

In this instance you will need to click ***Complete Document.***

This will finalise the attached Health Assessment/Supplementary Information/Consent form and it will no longer be editable. It completes the record correctly and enables accurate reporting to take place.

You will also see that the form is now showing as completed. You can still view the document and, if necessary, you can copy the completed information into a new draft document, but this is unlikely to be needed.

On the forms tab you will now see that this document has been completed.

Date ▼	Type	Status	Editor	Notes
16-Mar-2022	Review Health Assessment - 10+ Years	Completed	Shineka Hogan - WORKFORCE DEVELOPMENT TEAM	

9.   The Review Health Assessment Process

In the first instance, an alert will be received into the relevant Business Support Health Monitoring Group Tray to advise that there are 16 weeks until a Review health Assessment (RHA) is due on a child.

CLA Alert - Health Assessment Due within 16 Weeks

At this stage the process will commence again, this time with Business Support starting, saving, and reassigning the correct RHA form (0-9 or 10+) to the Allocated Case Worker. The information also needs to be completed in the Health Assessment Tab located in the CLA Pathway, and then updated when the RHA has been completed and received (which perpetuates the trigger for the next one).

● **Event Details**

Health Examination	Health Assessment
Examination Date	
Status	Planned
Requested Date	15-Mar-2022
Required Date	
Result Date	
Description	Review Health Assessment (RHA)
	☐ Parent / Carer Present?
Consent Given?	Yes
Seen Report?	

The child's Social Worker will also receive alerts form them to obtain both the Supplementary Information and Consent (if required). These are processed in the same way as before and once finalised the Business Support Group tray will be notified that they are complete.

The Health documents should then be exported as before and sent to Health for processing.

On receipt of the Completed HA, the LCS Health Tab should be updated to ensure that the details and set in the system for subsequent Health Assessment Reminder alerts.

Examination Date	Description	Status	Parent / Carer Present?
17-Mar-2022	Review Health Asse...	Completed	No