LCS / Case Transfer Quick Guide

Liquidlogic Children's Systems (LCS)

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DOCUMENT HISTORY

DATE	PRODUCED BY	DOCUMENT VERSION	COMMENTS
10.06.2016	S. O'CONNOR	1.0	INITIAL VERSION
05.07.2016	S. O'CONNOR	1.1	CHANGING TERMINGOLOGY "CASE" TO "CHILD"
28.02.2022	S. WEBB	1.2	REDESIGN

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1.   Case Transfer Introduction

This process has been designed to facilitate the smooth and safe transfer of case-holding responsibilities between teams within the Children and Families Division of Children's Services. In order to transfer a case all steps must be completed in the correct sequence shown.

Further guidance on transferring cases can be found in Standard 18 of the Quality Assurance Framework.

The decision to initiate case transfer will typically be taken at one of the following points:

- When a decision is made to convene a Child In Need Meeting
- When a decision is made to convene an initial Child Protection Conference
- When a child becomes Looked After

However, the appropriate time to transfer a case will depend on individual circumstances and should be negotiated between Team Managers.

Part 1 Transfer Summary is to be completed by the Allocated Worker.
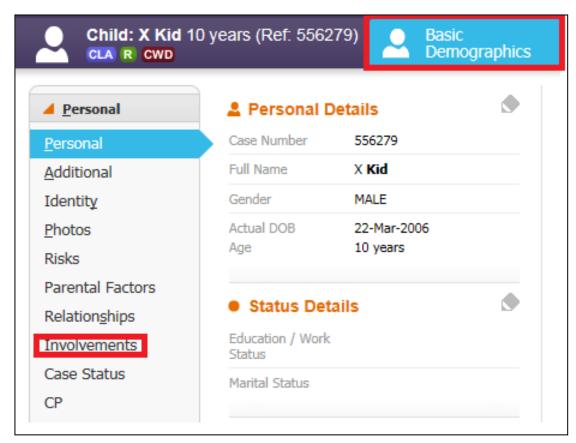
Part 2 Audit Paper & Electronic Records and Part 3 Point of Transfer are to be completed by the Outgoing Team Manager or Deputy Manager.

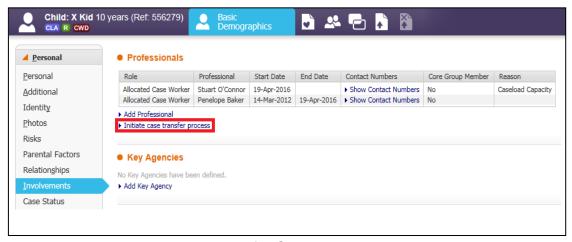Part 4 Record New Key Worker is to be completed by the Incoming Team Manager or Deputy Manager.

2. Outgoing Case Transfer

2.1. Initiating a Case Transfer

- To start a Case Transfer select Involvements under the Record's Demographics:

- From here you will see the current Allocated Case Worker and any Additional Workers.

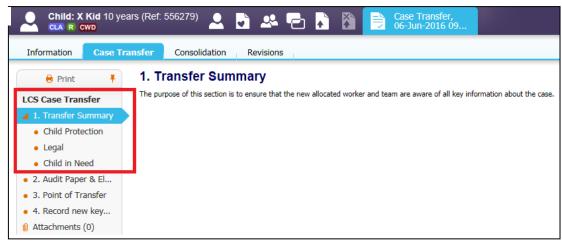- Click Initiate Transfer Process to begin the Case Transfer

- This will bring you to the Transfer Summary.
- Prepare a Case Summary to ensure the receiving Worker/Team are aware of all key information regarding the Child.

3.   Transfer Summary

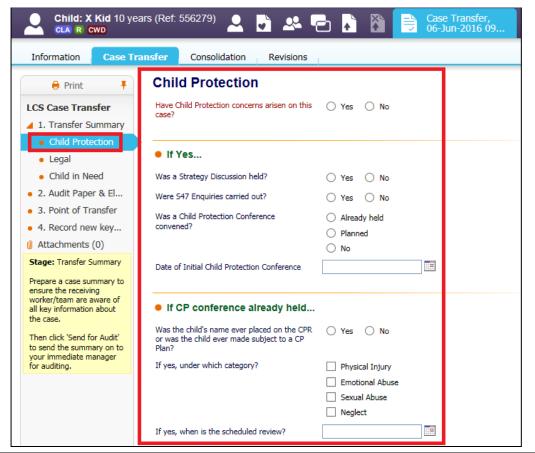There are three sections pertaining to the Child's record:

- Child Protection
- Legal
- Child In Need

3.1.   Child Protection

The first section to complete is Child Protection.

- Click on the Child Protection link on the left hand side and you will be presented with the following questions.
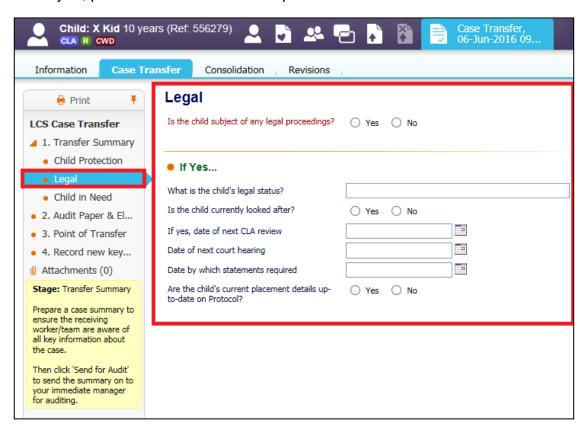- Question 1 is mandatory.

- If no Child Protection concerns have been raised, continue to part 2, Legal. If there have been Child Protection concerns, you are required to complete the rest of the questions.

- Once completed, please Save and proceed to the next section, Legal.

3.2.   Legal

The first question is mandatory; Is the Child subject of any legal proceedings?

- If No, please select No and continue to Child In Need

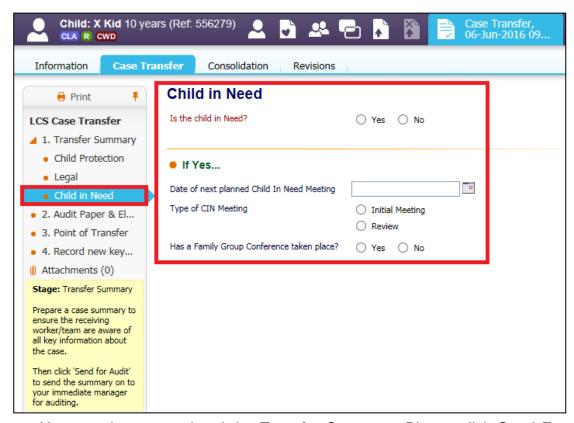- If yes, please select Yes and complete the fields.

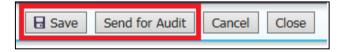- Once completed, please Save and proceed to the next section, Child In Need.

3.3.   Child In Need

This is the final Task to be completed by the Social Worker, and is again mandatory.

- If the Child is considered a Child In Need, please select Yes and complete the required fields.

- If No, please select No.

- Now you have completed the Transfer Summary, Please click Send For Audit to send to your Team Manager/Assistant Team Manager.

4.   Audit Paper and Electronic Files

The Deputy Team Manager or Team Manager of the transferring team must audit electronic and paper records prior to transfer.
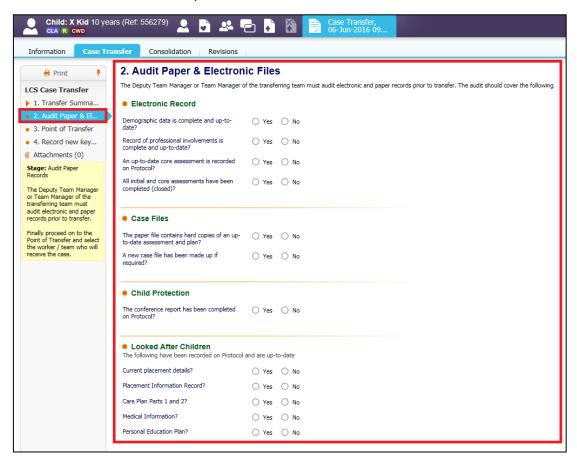
The task will appear in the Manager's worktray as Case Transfer – Please complete the Audit Paper Records

The Deputy or Team Manager will have the option to send the Transfer Summary back to the Allocated Social Worker who initiated the Case Transfer if they feel there has been information omitted from the Transfer Summary. This can be done by selecting Reject – Requires Further Information in the top right had corner:
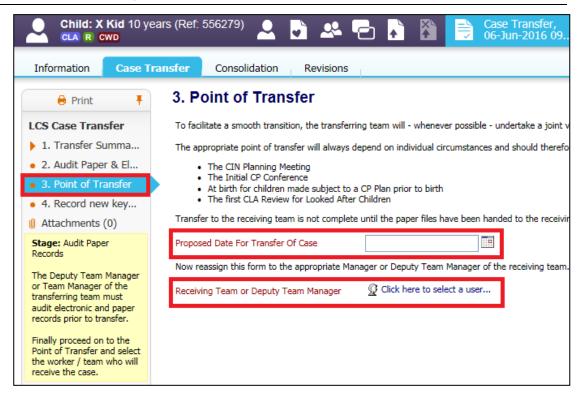
If the Manager is happy with the Summary, they must audit the Electronic Records to ensure that the Child's Record is up to date. Under LCS is a checklist of the Forms required:

- Once completed, please select section 3, Point of Transfer.

5. Point of Transfer

Point Of Transfer is the section to be completed by the Team Manager or Deputy Manager of the outgoing team which determines which Team and Worker will be receiving the Case.

- Under Point Of Transfer, please enter the Proposed Date for Transfer of Case and the Receiving Team Manager or Deputy Manager.

To facilitate a smooth transition, the transferring team will - whenever possible - undertake a joint visit with the newly allocated keyworker and attend the first Core Group Meeting in the case of Children whose are subject to a CP Plan.

The appropriate point of transfer will always depend on individual circumstances and should therefore be negotiated between the Managers of the Transferring and Receiving teams. However, Transfer will typically take place at:

- The CIN Planning Meeting

- The Initial CP Conference

- At birth for children made subject to a CP Plan prior to birth

- The first CLA Review for Looked After Children

Transfer to the Receiving Team is not complete until the paper files have been handed to the receiving team and the Transfer Process in Protocol has been completed by the Manager of the Receiving Team.

Once you have agreed these terms and completed the relevant paperwork, click Send to Receiving Team:
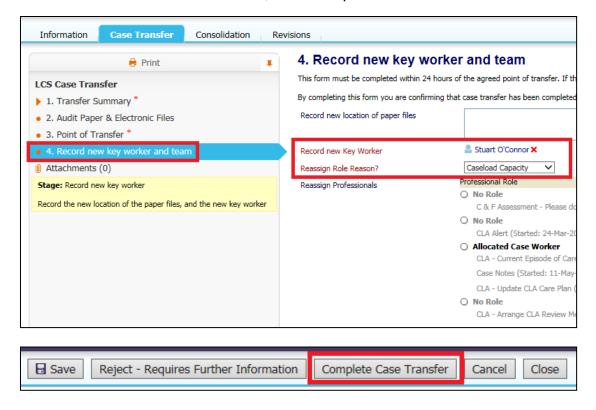
6.   Record New Key Worker & Team

This form must be completed within 24 hours of the agreed Point of Transfer. If the Transfer does not go ahead as planned you must return to Part 2 Audit Paper & Electronic Files and record the revised date of transfer.

By completing this form you are confirming that the Case Transfer has been completed successfully. For a checklist of the actions that should have taken place as part of this transfer, please refer back to Part 2 Audit Paper & Electronic Files.

The receiving team will now need to enter the details of the Allocated Key Worker and the reason for transfer, then Complete Case Transfer.

You have now successfully completed your Case Transfer.