



LCS / Case Transfer Quick Guide

Liquidlogic Children's Systems (LCS)

Author: Stuart O'Connor

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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:

Child: X Kid 10 years (Ref: 556279) CLA R CWD **Basic Demographics**

Personal

- Personal
- Additional
- Identity
- Photos
- Risks
- Parental Factors
- Relationships
- Involvements**
- Case Status
- CP

Personal Details

Case Number 556279

Full Name X Kid

Gender MALE

Actual DOB 22-Mar-2006

Age 10 years

Status Details

Education / Work Status

Marital Status

- From here you will see the current Allocated Case Worker and any Additional Workers.
- Click Initiate Transfer Process to begin the Case Transfer

Child: X Kid 10 years (Ref: 556279) CLA R CWD **Basic Demographics**

Professionals

Role	Professional	Start Date	End Date	Contact Numbers	Core Group Member	Reason
Allocated Case Worker	Stuart O'Connor	19-Apr-2016		▶ Show Contact Numbers	No	Caseload Capacity
Allocated Case Worker	Penelope Baker	14-Mar-2012	19-Apr-2016	▶ Show Contact Numbers	No	

▶ Add Professional

Initiate case transfer process

Key Agencies

No Key Agencies have been defined.

▶ Add Key Agency

- 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

Child: X Kid 10 years (Ref: 556279) CLA R CWD Case Transfer, 06-Jun-2016 09...

Information Case Transfer Consolidation Revisions

Print

LCS Case Transfer

- 1. Transfer Summary
- Child Protection
- Legal
- Child in Need
- 2. Audit Paper & El...
- 3. Point of Transfer
- 4. Record new key...
- Attachments (0)

1. Transfer Summary

The purpose of this section is to ensure that the new allocated worker and team are aware of all key information about the case.

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.

Child: X Kid 10 years (Ref: 556279) CLA R CWD Case Transfer, 06-Jun-2016 09...

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LCS Case Transfer

- 1. Transfer Summary
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Stage: Transfer Summary

Prepare a case summary to ensure the receiving worker/team are aware of all key information about the case.

Then click 'Send for Audit' to send the summary on to your immediate manager for auditing.

Child Protection

Have Child Protection concerns arisen on this case? Yes No

If Yes...

Was a Strategy Discussion held? Yes No

Were S47 Enquiries carried out? Yes No

Was a Child Protection Conference convened? Already held Planned No

Date of Initial Child Protection Conference

If CP conference already held...

Was the child's name ever placed on the CPR or was the child ever made subject to a CP Plan? Yes No

If yes, under which category? Physical Injury Emotional Abuse Sexual Abuse Neglect

If yes, when is the scheduled review?

- 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.

The screenshot shows the 'Legal' section of the LCS Case Transfer form. The form is titled 'Legal' and contains the following questions and fields:

- Is the child subject of any legal proceedings? Yes No
- If Yes...**
 - What is the child's legal status?
 - Is the child currently looked after? Yes No
 - If yes, date of next CLA review
 - Date of next court hearing
 - Date by which statements required
 - Are the child's current placement details up-to-date on Protocol? Yes No

The 'Legal' section is highlighted with a red border. The left sidebar shows the 'LCS Case Transfer' menu with 'Legal' selected. The top navigation bar includes 'Information', 'Case Transfer', 'Consolidation', and 'Revisions'. The top right corner shows 'Case Transfer, 06-Jun-2016 09...'.

- 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:

The screenshot shows the LCS Case Transfer interface. The top navigation bar includes a user profile, child information (Child: X Kid 10 years (Ref: 556279)), and a document icon. The sidebar on the left lists the steps: 1. Transfer Summa..., 2. Audit Paper & El..., 3. Point of Transfer, and 4. Record new key... The main content area is titled '2. Audit Paper & Electronic Files' and contains the following checklist items:

2. Audit Paper & Electronic Files
The Deputy Team Manager or Team Manager of the transferring team must audit electronic and paper records prior to transfer. The audit should cover the following

- Electronic Record**
 - Demographic data is complete and up-to-date? Yes No
 - Record of professional involvements is complete and up-to-date? Yes No
 - An up-to-date core assessment is recorded on Protocol? Yes No
 - All initial and core assessments have been completed (closed)? Yes No
- Case Files**
 - The paper file contains hard copies of an up-to-date assessment and plan? Yes No
 - A new case file has been made up if required? Yes No
- Child Protection**
 - The conference report has been completed on Protocol? Yes No
- Looked After Children**
 - The following have been recorded on Protocol and are up-to-date
 - Current placement details? Yes No
 - Placement Information Record? Yes No
 - Care Plan Parts 1 and 2? Yes No
 - Medical Information? Yes No
 - Personal Education Plan? Yes No

- 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.

Child: X Kid 10 years (Ref: 556279) CLA R CWD Case Transfer, 06-Jun-2016 09..

Information Case Transfer Consolidation Revisions

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LCS Case Transfer

- ▶ 1. Transfer Summa...
- 2. Audit Paper & El...
- 3. Point of Transfer
- 4. Record new key...

Attachments (0)

Stage: Audit Paper Records

The Deputy Team Manager or Team Manager of the transferring team must audit electronic and paper records prior to transfer.

Finally proceed on to the Point of Transfer and select the worker / team who will receive the case.

3. Point of Transfer

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.

Proposed Date For Transfer Of Case

Now reassign this form to the appropriate Manager or Deputy Team Manager of the receiving team.

Receiving Team or Deputy Team Manager [Click here to select a user...](#)

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

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- The CIN Planning Meeting
- The Initial CP Conference
- At birth for children made subject to a CP Plan prior to birth
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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:

Save Reject - Requires Further Information Send to Receiving Team Cancel Close

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.

The screenshot shows the 'Case Transfer' tab in the LCS system. The left sidebar lists the steps: 1. Transfer Summary, 2. Audit Paper & Electronic Files, 3. Point of Transfer, and 4. Record new key worker and team. Step 4 is highlighted with a red box and a blue arrow. The main content area shows the title '4. Record new key worker and team' and instructions. A red box highlights the 'Record new Key Worker' field, which is set to 'Stuart O'Connor', and the 'Reassign Role Reason?' dropdown menu, which is set to 'Caseload Capacity'. Below these are radio buttons for 'Professional Role' with options: 'No Role', 'C & F Assessment - Please do...', 'No Role', 'CLA Alert (Started: 24-Mar-20...', 'Allocated Case Worker', 'CLA - Current Episode of Care', 'Case Notes (Started: 11-May...', 'CLA - Update CLA Care Plan (...', 'No Role', and 'CLA - Arrange CLA Review Me...'. At the bottom, a red box highlights the 'Complete Case Transfer' button in the navigation bar, along with 'Save', 'Reject - Requires Further Information', 'Cancel', and 'Close' buttons.

You have now successfully completed your Case Transfer.