



# **LCS / How to Create a Chronology User Guide**

**Liquidlogic Children's Systems (LCS)**

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Date: 14.06.2016

**DOCUMENT HISTORY**

<b>DATE</b>	<b>PRODUCED BY</b>	<b>DOCUMENT VERSION</b>	<b>COMMENTS</b>
14.06.2016	B. CAMPBELL	1.0	INITIAL VERSION
02.08.2016	B. CAMPBELL	1.1	REMOVE “CASE” AND REPLACE WITH “CHILD”
28.02.2022	S. WEBB	1.2	REDESIGN

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## 1. COURSE OVERVIEW

### Course Outcomes

This 1/2 day session will raise awareness as to how to record a Chronology and a Court Chronology.

For the purpose of the course, we will use 2 siblings to incorporate the Family Working principle.

- What is a Chronology?
- Viewing the History Sidebar
- Configuring the Chronology View with timeframes, templates and sections
- Creating/Editing the Chronology from selected events
- Adding to the Chronology
- Archiving The Chronology
- Retrieving The Archived Chronology
- Manually Adding A New Chronology Item
- Copying Chronology Events To A Sibling
- Printing The Current Chronology
- Creating A Court Chronology
- Viewing The Court Chronology
- Locking The Court Chronology
- Copying The Court Chronology To A New Document
- Linking/Removing The Court Chronology To A Sibling
- Viewing The Audit Tab
- Deleting A Chronology

### COURSE PREREQUISITES

None.

## 2. What is a Chronology?

A chronology is a list of significant events recorded in date order that have occurred in a child or young person's life. They provide a concise record of fact.

## 3. Why do we need chronologies?

Inquiries have often concluded that a child's chronology could have helped towards an earlier identification of risk. Therefore, chronologies are an important tool that can assist social workers in their practice with children and families.

A chronology is not an assessment in itself but it is an ongoing, analytical tool which social workers can use to help them understand what is happening in the child and/or families life.

They enable practitioners to gain a more accurate picture of the child - highlighting patterns that are occurring, showing where there may be gaps in information and areas of the child that may require further assessment and attention. They can also help to examine if there is any delay or drift occurring for the child.

Chronologies, as with all our recordings, should be available to the person they are about, unless there are justifiable legal reasons concerned with risk. The child or parent should be aware that it is part of our recording and should be shown to and discussed with them.

Sharing chronologies in this way can be part of working together with families. It can help those involved to see where they have succeeded; for example in reducing their drug dependency or improving the school attendance of their child.

Sharing chronologies can also be an opportunity to check accuracy; for example, mistakes made with dates that can then easily be repeated in other records and reports.

## 4. History Tab Within Basic Demographics

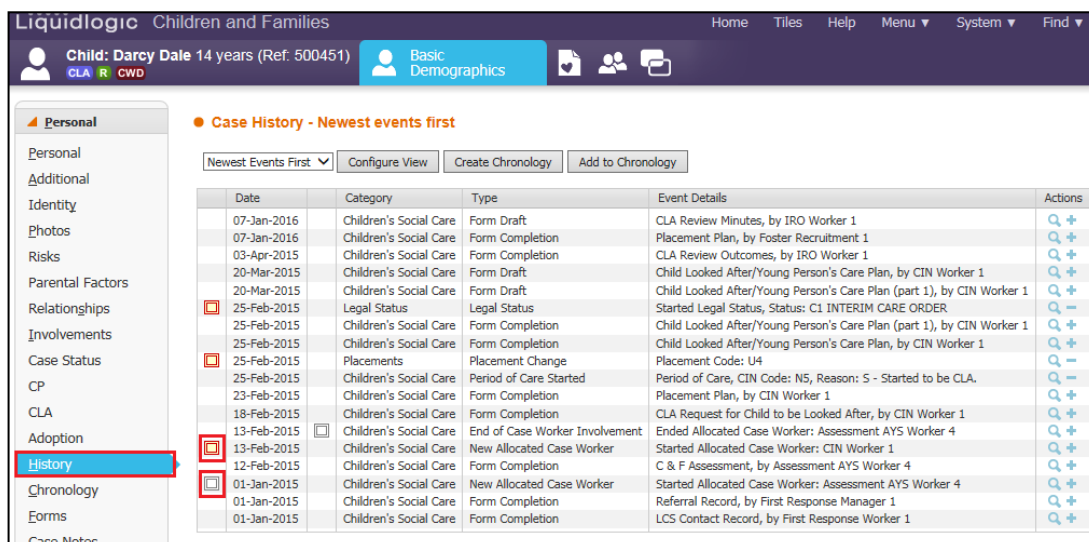
All information recorded against a person's record is listed on their History tab within the Basic Demographics.

The History tab is used to compile chronologies.

The listing can show :-

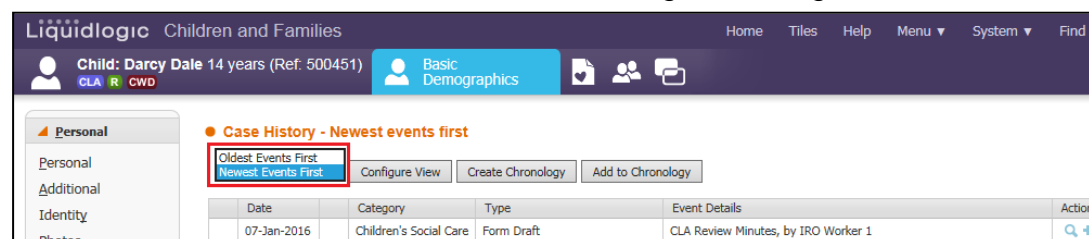
- Assessments
- Changes in relationship
- Key Agency involvement
- Significant activities are highlighted with the following icons – orange depicts the start of the significant event and grey the end of the significant event. E.g. start and end of Allocated Case Worker. (Hover over the icon to view the status).





#### 4.1. Changing The History Chronological Order

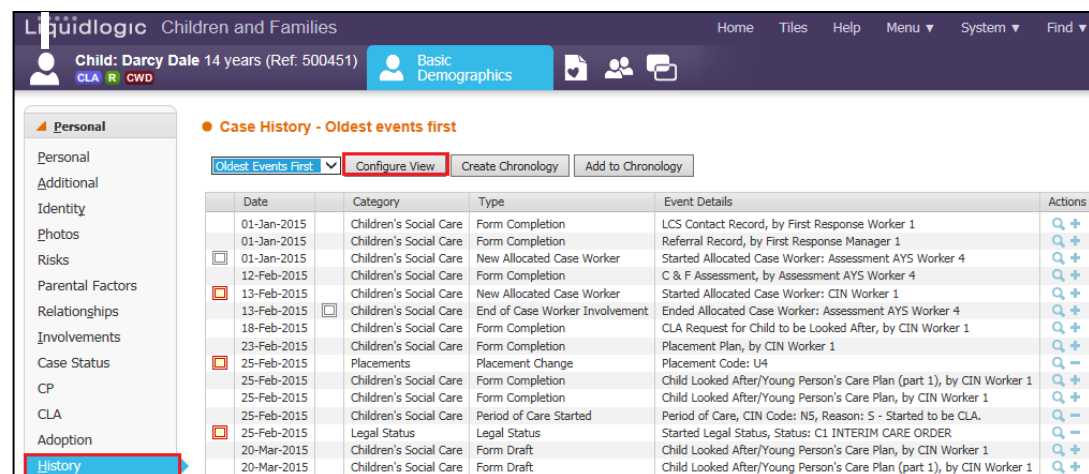
- By default, the History is displayed in chronological order – listing the newest events at the top. To change the order, click on the “History” tab.
- Click on the “Newest Events First” drop down. Choose “Oldest Events First”
- The events will now be listed in descending chronological order.



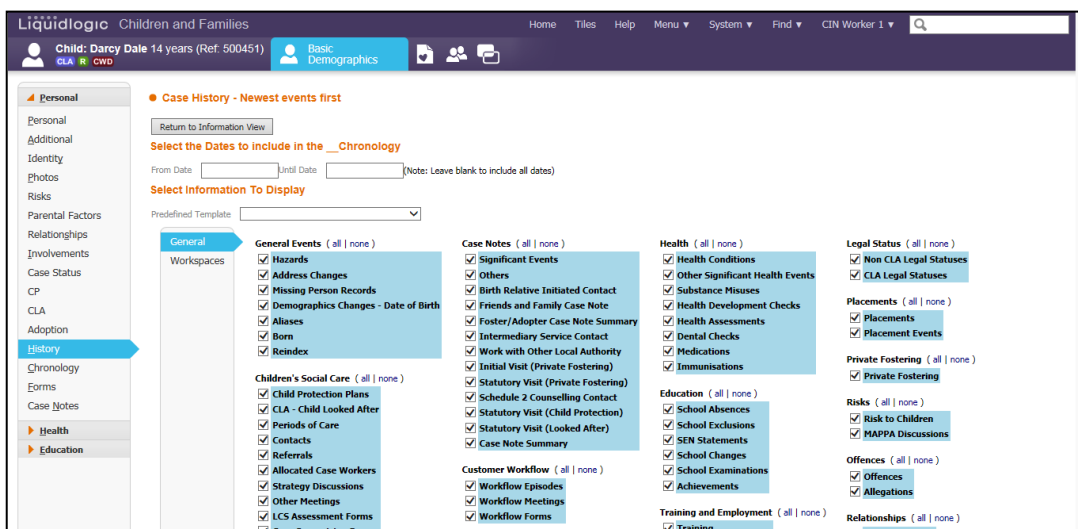
#### 5. Configure Chronology View

If you wish to create a tailored chronology view, either for a specific time period, specific events etc :-

- Click on “Configure View”



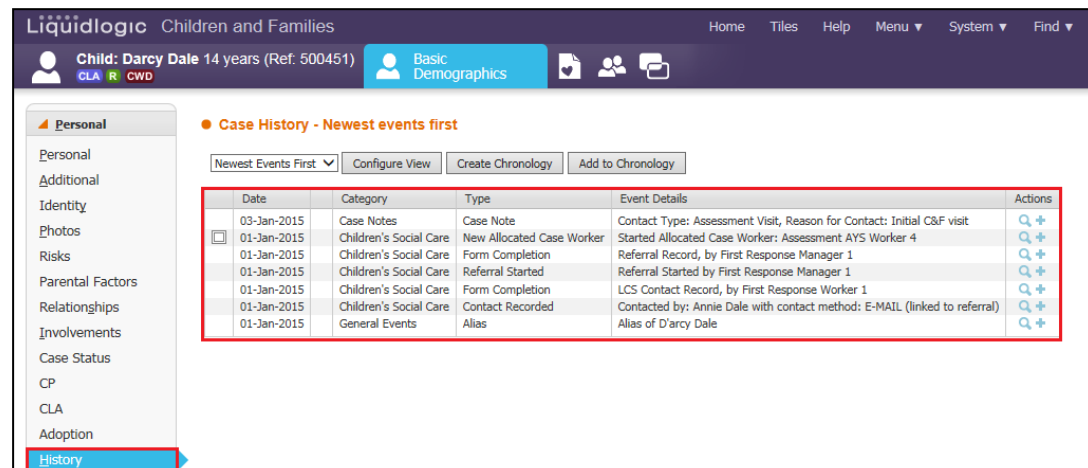
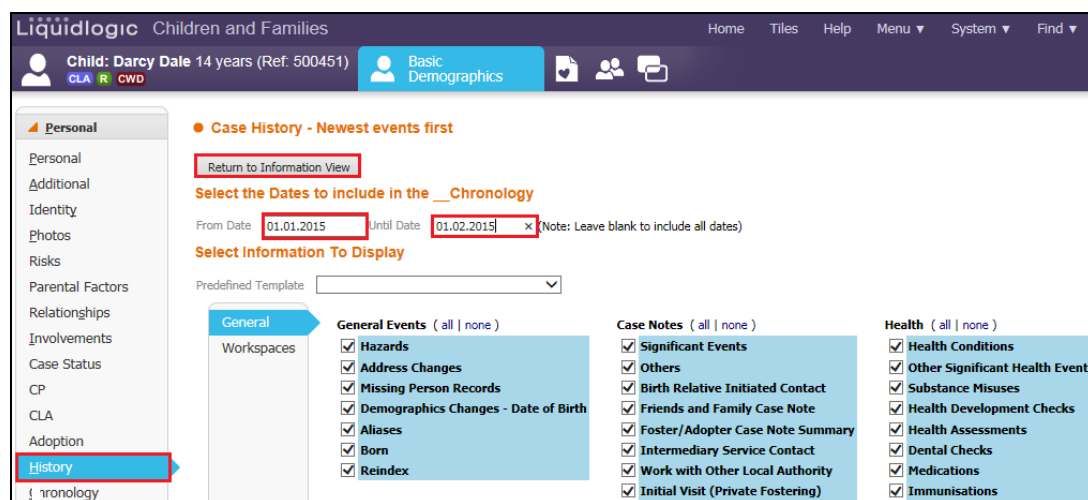
- The screen will appear as below.



### 5.1. Entering a Time Frame For The Chronology

By default, if the time fields are left blank, LCS will assume all time entries are to be used.

- Within the “From Date” and “Until Date” enter the timeframe.
- Click on “Return to Information View”
- Only entries matching the time frame will be displayed.



## 5.2. Predefined Templates

The default setting is that “All Events” within History are displayed. To change this :-

- Click on “Configure View” then click the “Predefined Template” drop down.
- To remove all events so that you can tailor the chronology, select “No Events” or choose from a template setup for parameters often used.

The screenshot shows the 'Configure View' interface for a child's history. The 'Predefined Template' dropdown is set to 'All Events'. The 'Select Information To Display' section shows various categories with checkboxes, including 'General', 'Case Notes', 'Health', and 'Legal Status'. The 'General' category is expanded, showing checkboxes for 'Hazards', 'Address Changes', 'Missing Person Records', 'Demographics Changes - Date of Birth', 'Aliases', 'Born', and 'Reindex'. The 'Case Notes' category is also expanded, showing checkboxes for 'Significant Events', 'Others', 'Birth Relative Initiated Contact', 'Friends and Family Case Note', 'Foster/Adopter Case Note Summary', 'Intermediary Service Contact', 'Work with Other Local Authority', and 'Initial Visit (Private Fostering)'. The 'Health' category is expanded, showing checkboxes for 'Health Conditions', 'Other Significant Health Events', 'Substance Misuses', 'Health Development Checks', 'Health Assessments', 'Dental Checks', 'Medications', and 'Immunisations'. The 'Legal Status' category is expanded, showing checkboxes for 'Non CLA Legal Statuses' and 'CLA Legal Statuses'. The 'Placements' category is expanded, showing checkboxes for 'Placements' and 'Placement Events'. The 'Private Fostering' category is expanded, showing a checkbox for 'Private Fostering'.

### 5.2.1. Selecting/Deselecting Sections

- At the top of each category heading are the “all” and “none” headings. If you click “all” every checkbox is selected.
- If you click “none” all the checkboxes are deselected.
- You can click as many individual checkboxes as you wish within a category. To deselect a checkbox – click it again.

The screenshot shows the 'Configure View' interface for a child's history. The 'Predefined Template' dropdown is set to 'All Events'. The 'Select Information To Display' section shows various categories with checkboxes, including 'General', 'Case Notes', 'Health', and 'Legal Status'. The 'General' category is expanded, showing checkboxes for 'Hazards', 'Address Changes', 'Missing Person Records', 'Demographics Changes - Date of Birth', 'Aliases', 'Born', and 'Reindex'. The 'Case Notes' category is expanded, showing checkboxes for 'Significant Events', 'Others', 'Birth Relative Initiated Contact', 'Friends and Family Case Note', 'Foster/Adopter Case Note Summary', 'Intermediary Service Contact', 'Work with Other Local Authority', 'Initial Visit (Private Fostering)', 'Statutory Visit (Private Fostering)', 'Schedule 2 Counselling Contact', 'Statutory Visit (Child Protection)', and 'Case Note Summary'. The 'Health' category is expanded, showing checkboxes for 'Health Conditions', 'Other Significant Health Events', 'Substance Misuses', 'Health Development Checks', 'Health Assessments', 'Dental Checks', 'Medications', and 'Immunisations'. The 'Legal Status' category is expanded, showing checkboxes for 'Non CLA Legal Statuses' and 'CLA Legal Statuses'. The 'Placements' category is expanded, showing checkboxes for 'Placements' and 'Placement Events'. The 'Private Fostering' category is expanded, showing a checkbox for 'Private Fostering'. The 'Children's Social Care' category is expanded, showing checkboxes for 'Child Protection Plans', 'CLA - Child Looked After', 'Periods of Care', 'Referrals', and 'Allocated Case Workers'. The 'Customer Workflow' category is expanded, showing checkboxes for 'Strategy Discussions', 'Other Meetings', 'Workflow Episodes', and 'Workflow Meetings'. The 'Education' category is expanded, showing checkboxes for 'School Absences', 'School Exclusions', 'SEN Statements', 'School Changes', 'School Examinations', and 'Achievements'. The 'Risks' category is expanded, showing checkboxes for 'Risk to Children' and 'MAPPA Discussions'. The 'Offences' category is expanded, showing checkboxes for 'Offences' and 'Allegations'. The 'Return to Information View' button is highlighted.

- Click on “Return to Information View” to view the results.



## 6. Create Chronology Based On All Selected Events

- Once the “History” tab has been configured to display the items required within the chronology, click on “Create Chronology”.

The screenshot shows the 'Case History - Newest events first' view. The 'Create Chronology' button is highlighted with a red box. Below it is a table of events:

Date	Category	Type	Event Details	Actions
07-Jan-2016	Children's Social Care	Form Draft	CLA Review Minutes, by IRO Worker 1	Q +
07-Jan-2016	Children's Social Care	Form Completion	Placement Plan, by Foster Recruitment 1	Q +
03-Apr-2015	Children's Social Care	Form Completion	CLA Review Outcomes, by IRO Worker 1	Q +
20-Mar-2015	Children's Social Care	Form Draft	Child Looked After/Young Person's Care Plan, by CIN Worker 1	Q +
20-Mar-2015	Children's Social Care	Form Draft	Child Looked After/Young Person's Care Plan (part 1), by CIN Worker 1	Q +
27-Feb-2015	Case Notes	Case Note	Contact Type: Statutory Announced Visit - CLA, Reason for Contact: First stat LAC visit	Q +
25-Feb-2015	Legal Status	Legal Status	Started Legal Status, Status: C1 INTERIM CARE ORDER	Q -
25-Feb-2015	Children's Social Care	Form Completion	Child Looked After/Young Person's Care Plan (part 1), by CIN Worker 1	Q +
25-Feb-2015	Placements	Placement Change	Placement Code: U4	Q -
25-Feb-2015	Children's Social Care	Form Completion	Child Looked After/Young Person's Care Plan, by CIN Worker 1	Q +
25-Feb-2015	Children's Social Care	Period of Care Started	Period of Care, CIN Code: N5, Reason: 5 - Started to be CLA.	Q -
23-Feb-2015	Children's Social Care	Form Completion	Placement Plan, by CIN Worker 1	Q +
18-Feb-2015	Children's Social Care	Form Completion	CLA Request for Child to be Looked After, by CIN Worker 1	Q +
13-Feb-2015	Children's Social Care	End of Case Worker Involvement	Ended Allocated Case Worker: Assessment AYS Worker 4	Q +
13-Feb-2015	Children's Social Care	New Allocated Case Worker	Started Allocated Case Worker: CIN Worker 1	Q +
12-Feb-2015	Children's Social Care	Form Completion	C & F Assessment, by Assessment AYS Worker 4	Q +
01-Jan-2015	Children's Social Care	New Allocated Case Worker	Started Allocated Case Worker: Assessment AYS Worker 4	Q +
01-Jan-2015	Children's Social Care	Form Completion	Referral Record, by First Response Manager 1	Q +
01-Jan-2015	Children's Social Care	Form Completion	LCS Contact Record, by First Response Worker 1	Q +

- Click “OK” to create or “Cancel” to abort.

The dialog box contains the following text: "Are you sure you wish to Create a New Chronology from the history shown below? This will replace any existing draft Chronology items that may be present on the following tab." Below the text are two buttons: "OK" (highlighted with a red box) and "Cancel".

- This will then automatically appear within the “Chronology” tab within the sidebar

The screenshot shows the 'Chronology' view. The 'Chronology' tab is highlighted in the sidebar. Below it is a table of events:

Event Date	Category	Type	Event Details	Outcome	Document Ref
01-Jan-2015	Children's Social Care	New Allocated Case Worker	Started Allocated Case Worker: Assessment AYS Worker 4		
01-Jan-2015	Children's Social Care	Form Completion	LCS Contact Record, by First Response Worker 1		
01-Jan-2015	Children's Social Care	Form Completion	Referral Record, by First Response Manager 1		
12-Feb-2015	Children's Social Care	Form Completion	C & F Assessment, by Assessment AYS Worker 4		
13-Feb-2015	Children's Social Care	End of Case Worker Involvement	Ended Allocated Case Worker: Assessment AYS Worker 4		
13-Feb-2015	Children's Social Care	New Allocated Case Worker	Started Allocated Case Worker: CIN Worker 1		
18-Feb-2015	Children's Social Care	Form Completion	CLA Request for Child to be Looked After, by CIN Worker 1		
23-Feb-2015	Children's Social Care	Form Completion	Placement Plan, by CIN Worker 1		
25-Feb-2015	Children's Social Care	Period of Care Started	Period of Care, CIN Code: N5, Reason: 5 - Started to be CLA.		
25-Feb-2015	Children's Social Care	Form Completion	Child Looked After/Young Person's Care Plan (part 1), by CIN Worker 1		
25-Feb-2015	Children's Social Care	Form Completion	Child Looked After/Young Person's Care Plan, by CIN Worker 1		
25-Feb-2015	Legal Status	Legal Status	Started Legal Status, Status: C1 INTERIM CARE ORDER		
25-Feb-2015	Placements	Placement Change	Placement Code: U4		
27-Feb-2015	Case Notes	Case Note	Contact Type: Statutory Announced Visit - CLA, Reason for Contact: First stat LAC visit		
20-Mar-2015	Children's Social Care	Form Draft	Child Looked After/Young Person's Care Plan (part 1), by CIN Worker 1		
20-Mar-2015	Children's Social Care	Form Draft	Child Looked After/Young Person's Care Plan, by CIN Worker 1		
03-Apr-2015	Children's Social Care	Form Completion	CLA Review Outcomes, by IRO Worker 1		
07-Jan-2016	Children's Social Care	Form Draft	CLA Review Minutes, by IRO Worker 1		
07-Jan-2016	Children's Social Care	Form Completion	Placement Plan, by Foster Recruitment 1		

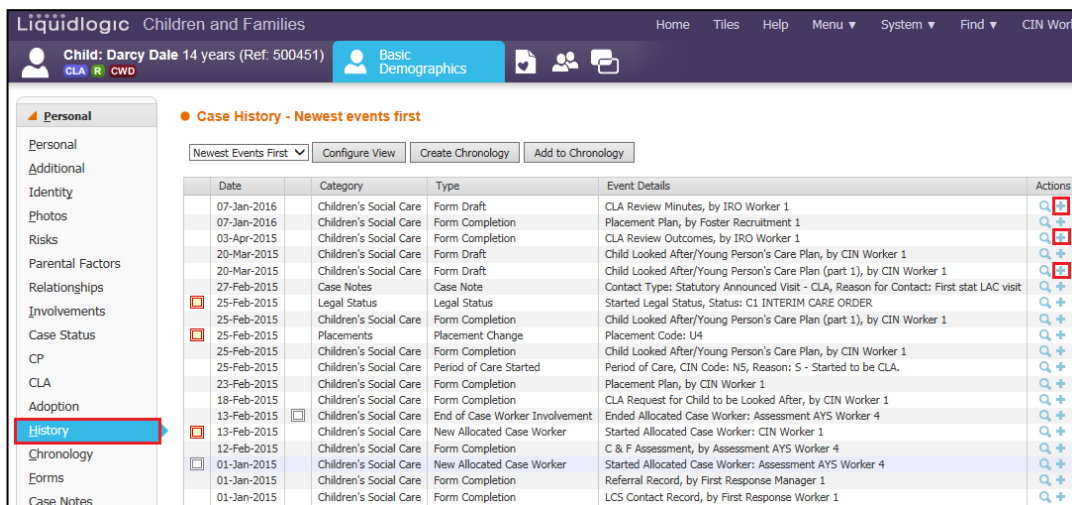
Below the table is a 'Chronology Audit' section:

**Chronology Audit**

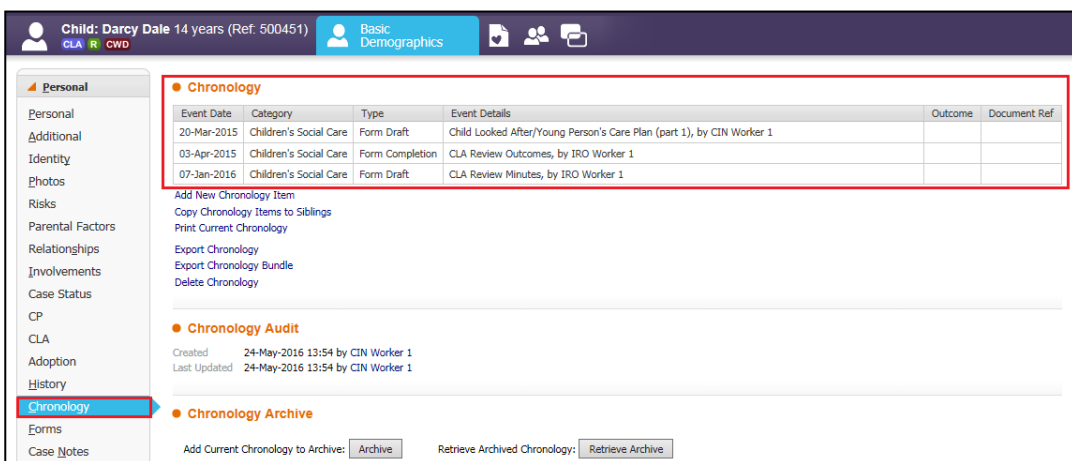
Created: 24-Jan-2016 11:45 by Bea Campbell  
 Last Updated: 24-May-2016 13:41 by CIN Worker 1

### 6.1. Creating A Chronology Based On Selected Events

- Within the “History” sidebar, click on the blue “+” to select each individual events to be added to the chronology.

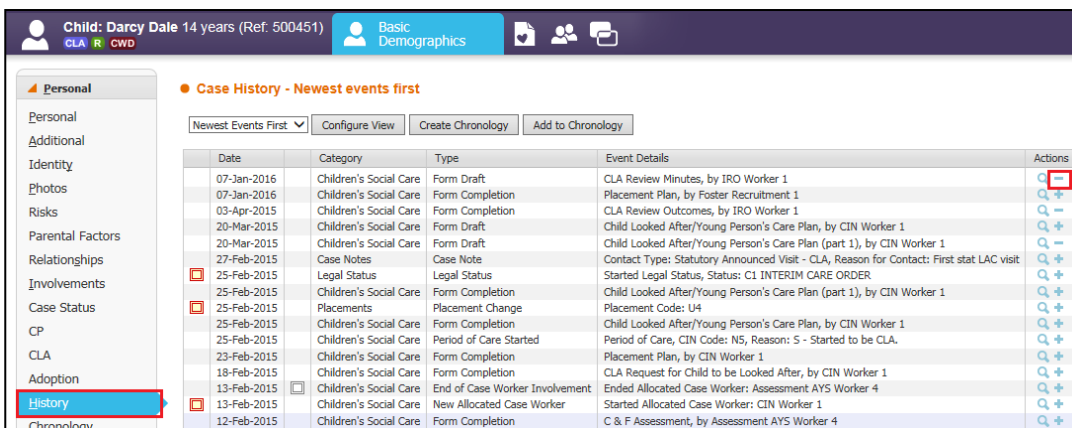


- Click on the “Chronology” sidebar to view the chronology.

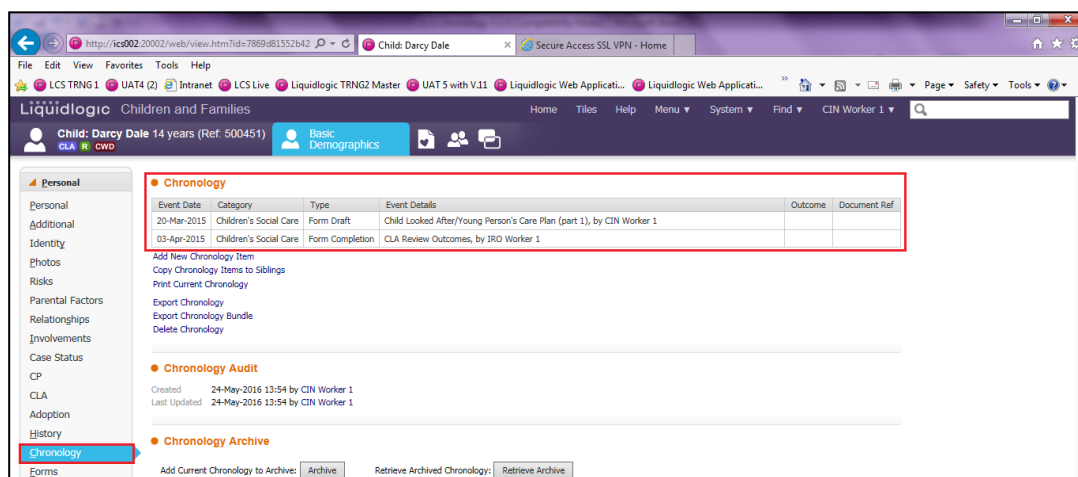


### 6.2. To remove a selection

- Within the “History” sidebar, click on the “-” symbol to remove the event from the chronology.
- Repeat for each item to be removed.
- Click on the “Chronology” sidebar to view the chronology

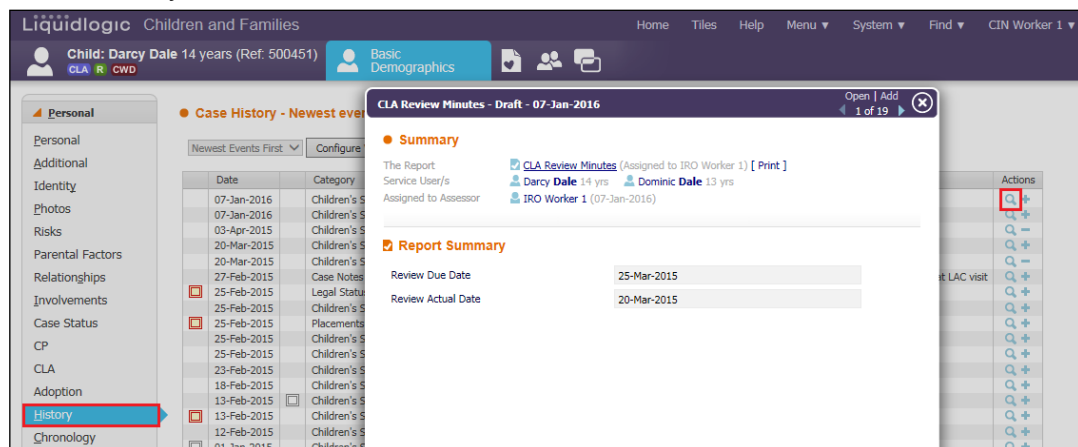


- The deleted items no longer appear within the chronology.

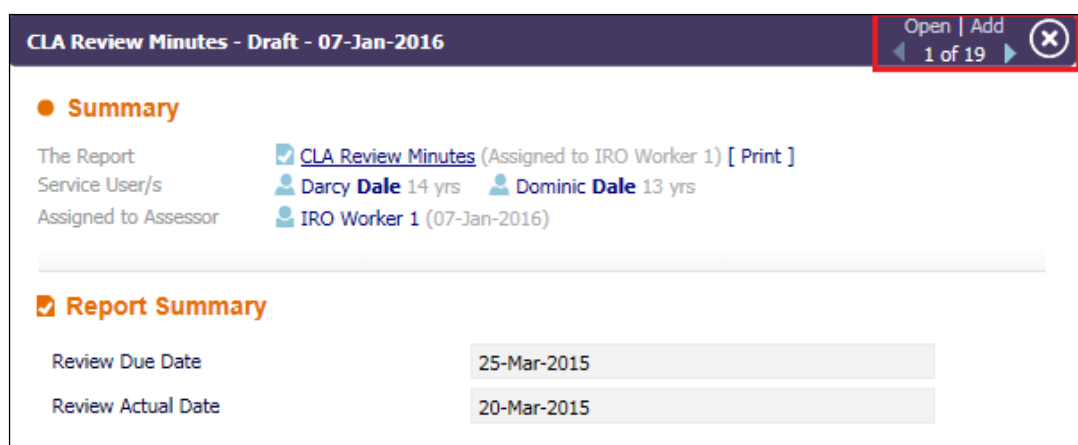


### 6.3. To preview An Event Prior To Selection

- Within the “History” sidebar, click on the magnifying symbol to preview a summary of the event.

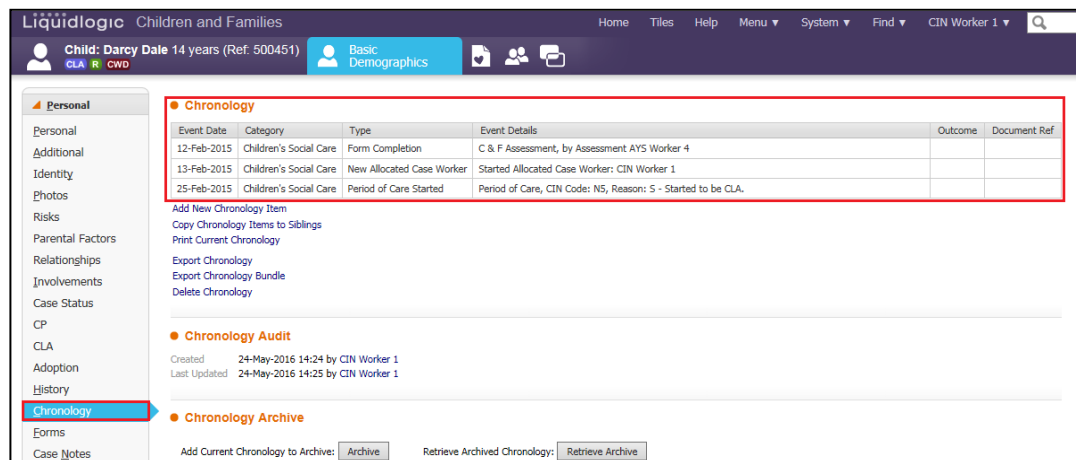


- To open the actual event, click “open”
- To add the event to the chronology, click “Add”
- To move to the next/previous event, click the arrow keys.
- To exit the popup, click the “X”

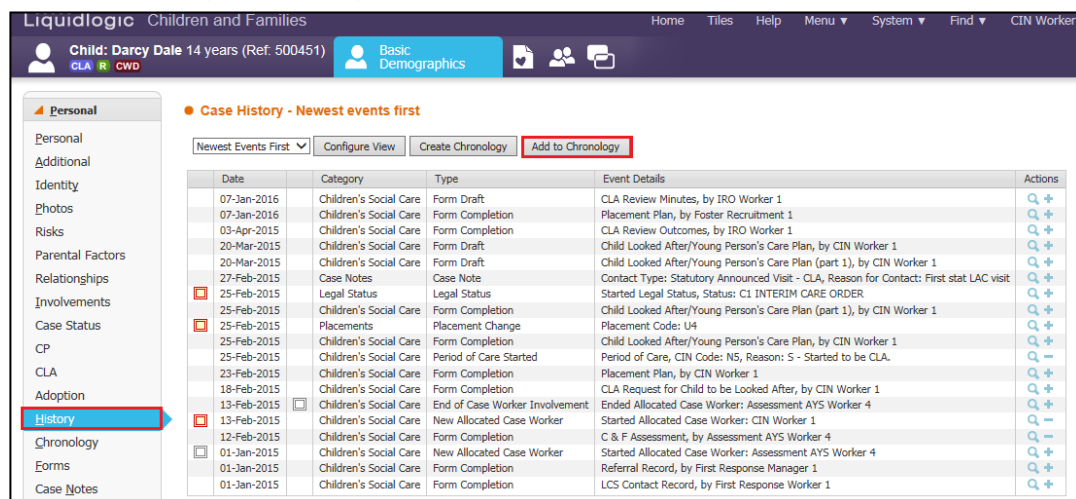


### 6.4. Add To Chronology

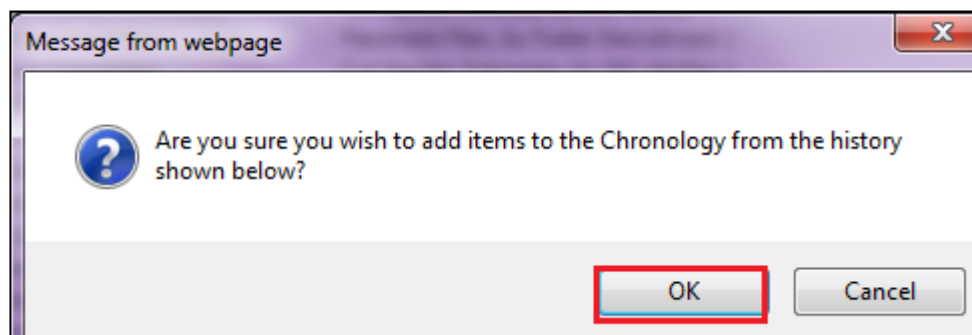
- Within the “History” sidebar, if you wish to add events to an existing chronology (thereby not overwriting the original) – click on the “Add to Chronology” button.



- Anything that had a “+” next to the event is selected to be appended to the existing chronology.



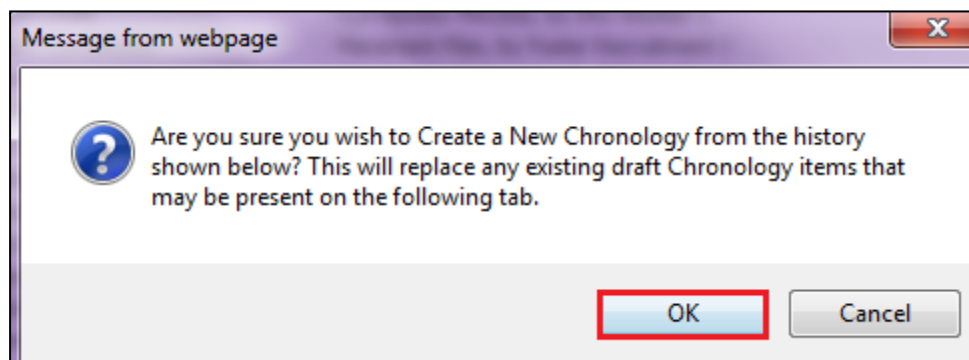
- Click on “OK” to add the events to the existing chronology.



## Archiving A Chronology

Archiving a chronology allows you to save and name the chronology and recall at a later date. If you have an existing chronology and click “Create Chronology” without archiving the original, the following message appears.

- If you select “OK” the original chronology will be overwritten and cannot be retrieved.



### 6.5. Archiving The Chronology

- Click on the Chronology sidebar.
- At the bottom of the chronology, click on “Archive”

Date	Event	Details
25-Feb-2015	Children's Social Care	Period of Care Started
25-Feb-2015	Children's Social Care	Form Completion
25-Feb-2015	Children's Social Care	Form Completion
25-Feb-2015	Legal Status	Legal Status
25-Feb-2015	Placements	Placement Change
27-Feb-2015	Case Notes	Case Note
20-Mar-2015	Children's Social Care	Form Draft
20-Mar-2015	Children's Social Care	Form Draft
03-Apr-2015	Children's Social Care	Form Completion
07-Jan-2016	Children's Social Care	Form Draft
07-Jan-2016	Children's Social Care	Form Completion

**Chronology Audit**  
 Created: 24-May-2016 14:24 by CIN Worker 1  
 Last Updated: 24-May-2016 14:39 by CIN Worker 1

**Chronology Archive**  
 Add Current Chronology to Archive:  Retrieve Archived Chronology:

- The following screen appears.
- Enter in any relevant comments.
- Click on “Create”.

### 6.6. Retrieving A Saved Archive

- From the Chronology sidebar, click on “Retrieve Archive” at the bottom of the screen.

- Click on the archive to be retrieved.

Archive No	Date Archived	Archived By	Comments
11	05-Apr-2015	CIN Worker 1 - CIN Team	Chronology for CLA events from 01.01.2015 to 03.04.2015
12	05-Jun-2015	CIN Worker 1 - CIN Team	Basic demographics
13	10-Jun-2015	CIN Worker 1 - CIN Team	Casenotes relating to Darcy Dale
14	14-Jun-2016 14:47	CIN Worker 1 - CIN Team	Tailored chronology relating to CLA including stat visits, contacts, referrals and placements

- The screen will display as below.

- Click on “Restore Chronology”

Chronology as of Wednesday 10 June, 2015

Chronology as of Wednesday 10 June, 2015

● Chronology

Event Date	Category	Type	Event Details	Outcome	Document Ref
03-Jan-2015	Case Notes	Case Note	Contact Type: Assessment Visit, Reason for Contact: Initial C&F visit		
27-Feb-2015	Case Notes	Case Note	Contact Type: Statutory Announced Visit - CLA, Reason for Contact: First stat LAC visit		
25-Mar-2015	Case Notes	Case Note	Contact Type: IRO Case Note, Reason for Contact: IRO casenote to CSWM advising the CLA Review Outcomes are ready to be viewed		

▶ Restore Chronology

- The chronology will overwrite the existing chronology that is in memory.

Child: Darcy Dale 14 years (Ref: 500451)

● Chronology

Event Date	Category	Type	Event Details	Outcome	Document Ref
03-Jan-2015	Case Notes	Case Note	Contact Type: Assessment Visit, Reason for Contact: Initial C&F visit		
27-Feb-2015	Case Notes	Case Note	Contact Type: Statutory Announced Visit - CLA, Reason for Contact: First stat LAC visit		
25-Mar-2015	Case Notes	Case Note	Contact Type: IRO Case Note, Reason for Contact: IRO casenote to CSWM advising the CLA Review Outcomes are ready to be viewed		

[Add New Chronology Item](#)  
[Copy Chronology Items to Siblings](#)  
[Print Current Chronology](#)  
[Export Chronology](#)  
[Export Chronology Bundle](#)  
[Delete Chronology](#)

● Chronology Audit

Created 24-Jan-2016 11:45 by Bea Campbell  
 Last Updated 14-Jun-2016 15:03 by CIN Worker 1

### 6.7. If Chronology Dates Overlap

- If the dates in the current chronology overlap with the dates you are trying to retrieve, the “Restore Chronology” prompt will appear struck through and you won’t be able to restore the archived chronology.

Chronology as of Tuesday 14 June, 2016

Chronology as of Tuesday 14 June, 2016

● Chronology

Event Date	Category	Type	Event Details	Outcome	Document Ref
01-Jan-2015	Children's Social Care	New Allocated Case Worker	Started Allocated Case Worker: Assessment AYS Worker 4		
01-Jan-2015	Children's Social Care	Form Completion	LCS Contact Record, by First Response Worker 1		
01-Jan-2015	Children's Social Care	Form Completion	Referral Record, by First Response Manager 1		
12-Feb-2015	Children's Social Care	Form Completion	C & F Assessment, by Assessment AYS Worker 4		
13-Feb-2015	Children's Social Care	End of Case Worker Involvement	Ended Allocated Case Worker: Assessment AYS Worker 4		
13-Feb-2015	Children's Social Care	New Allocated Case Worker	Started Allocated Case Worker: CIN Worker 1		
18-Feb-2015	Children's Social Care	Form Completion	CLA Request for Child to be Looked After, by CIN Worker 1		
23-Feb-2015	Children's Social Care	Form Completion	Placement Plan, by CIN Worker 1		
25-Feb-2015	Children's Social Care	Period of Care Started	Period of Care, CIN Code: N5, Reason: S - Started to be CLA.		
25-Feb-2015	Children's Social Care	Form Completion	Child Looked After/Young Person's Care Plan (part 1), by CIN Worker 1		
25-Feb-2015	Children's Social Care	Form Completion	Child Looked After/Young Person's Care Plan, by CIN Worker 1		
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25-Feb-2015	Placements	Placement Change	Placement Code: U4		
27-Feb-2015	Case Notes	Case Note	Contact Type: Statutory Announced Visit - CLA, Reason for Contact: First stat LAC visit		
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07-Jan-2016	Children's Social Care	Form Draft	CLA Review Minutes, by IRO Worker 1		
07-Jan-2016	Children's Social Care	Form Completion	Placement Plan, by Foster Recruitment 1		

▶ Restore Chronology

## 7. Adding a New Chronology Item

When the Chronology is compiled, you can manually add an additional item.

- With the chronology on screen, click on “Add New Chronology Item”

The screenshot shows the LCS interface for Child Darcy Dale (14 years, Ref: 500451). The 'Chronology' tab is active, displaying a table of events. A red box highlights the 'Add New Chronology Item' button located below the table.

Event Date	Category	Type	Event Details	Outcome	Document Ref
01-Jul-2001	General Events	Birth	Born 01-Jul-2001		
01-Jul-2013	General Events	Address Change	TEMPORARY ADDRESS: 3 Albany Place		
01-Jul-2013	General Events	Address Change	HOME ADDRESS: 1 Albany Place		
01-Jan-2015	General Events	Alias	Alias of D'arcy Dale		
03-Jan-2015	Case Notes	Case Note	Contact Type: Assessment Visit, Reason for Contact: Initial C&F visit		
25-Feb-2015	General Events	Address Change	CARER ADDRESS: 5 Care Street		
27-Feb-2015	Case Notes	Case Note	Contact Type: Statutory Announced Visit - CLA, Reason for Contact: First stat LAC visit		
25-Mar-2015	Case Notes	Case Note	Contact Type: IRO Case Note, Reason for Contact: IRO casenote to CSWM advising the CLA Review Outcomes are ready to be viewed		
01-Jun-2015	Enter in category	enter in type	Enter in the relevant details	Enter in the relevant details	enter in if there is a document reference
07-Jan-2016	General Events	Date of Birth change	Date of Birth changed from 01-Jul-2013 to 01-Jul-2001		

- Enter in the “Date of Event” and any of the other non mandatory fields.

The screenshot shows the 'New Chronology Item' form. The 'Date of Event' field is highlighted in red and contains '01.06.2015'. The 'Copy To...' section has the 'Dominic Dale' checkbox checked.

**Copy To...**  
Please select who should have this item copied to their Chronology

All  
 Dominic Dale

- If you wish to copy the new chronology item to a sibling, click the relevant sibling check box in the “Copy To” section.
- Click on either “Create” button to save the item.
- The item will sit within the existing chronology in it's chronological date order.

The screenshot shows the LCS interface for Child Darcy Dale (14 years, Ref: 500451). The 'Chronology' tab is active, displaying a table of events. The new item added on 01-Jun-2015 is highlighted in red.

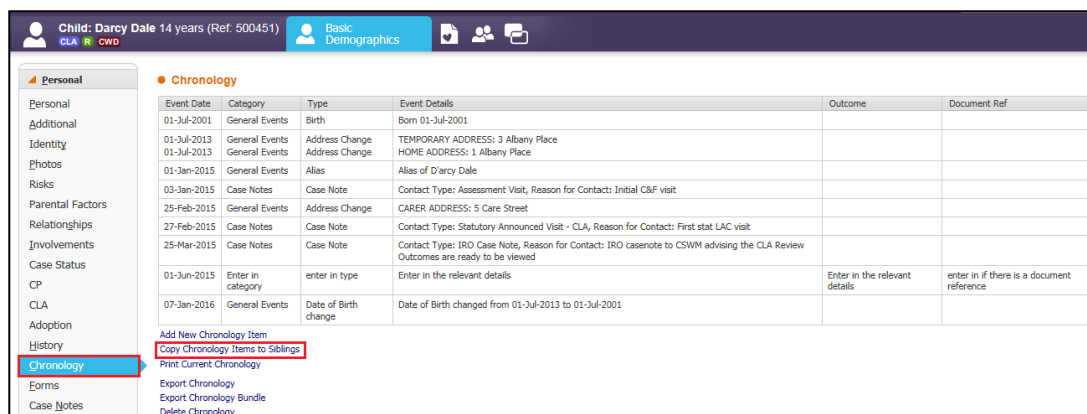
Event Date	Category	Type	Event Details	Outcome	Document Ref
01-Jul-2001	General Events	Birth	Born 01-Jul-2001		
01-Jul-2013	General Events	Address Change	TEMPORARY ADDRESS: 3 Albany Place		
01-Jul-2013	General Events	Address Change	HOME ADDRESS: 1 Albany Place		
01-Jan-2015	General Events	Alias	Alias of D'arcy Dale		
03-Jan-2015	Case Notes	Case Note	Contact Type: Assessment Visit, Reason for Contact: Initial C&F visit		
25-Feb-2015	General Events	Address Change	CARER ADDRESS: 5 Care Street		
27-Feb-2015	Case Notes	Case Note	Contact Type: Statutory Announced Visit - CLA, Reason for Contact: First stat LAC visit		
25-Mar-2015	Case Notes	Case Note	Contact Type: IRO Case Note, Reason for Contact: IRO casenote to CSWM advising the CLA Review Outcomes are ready to be viewed		
01-Jun-2015	Enter in category	enter in type	Enter in the relevant details	Enter in the relevant details	enter in if there is a document reference
07-Jan-2016	General Events	Date of Birth change	Date of Birth changed from 01-Jul-2013 to 01-Jul-2001		



## 8. Copy Chronology Items To Siblings

It is possible to copy entire chronologies or part of the chronology to siblings if they have been created in the **Relationships** section of LCS.

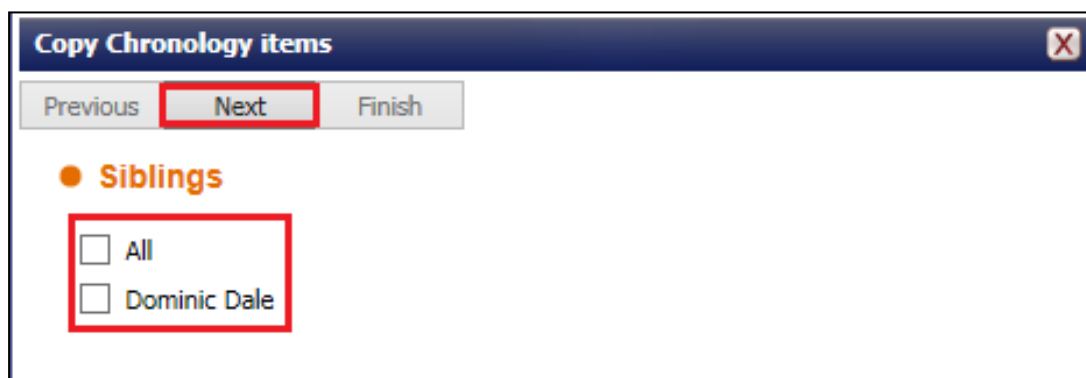
- With the chronology on screen, click on “Copy Chronology Items to Siblings”.



The screenshot shows the LCS interface for a child named Darcy Dale (14 years, Ref: 500451). The 'Chronology' section is active, displaying a table of events. In the left-hand navigation menu, the 'Chronology' option is highlighted, and a sub-menu is visible with 'Copy Chronology Items to Siblings' selected.

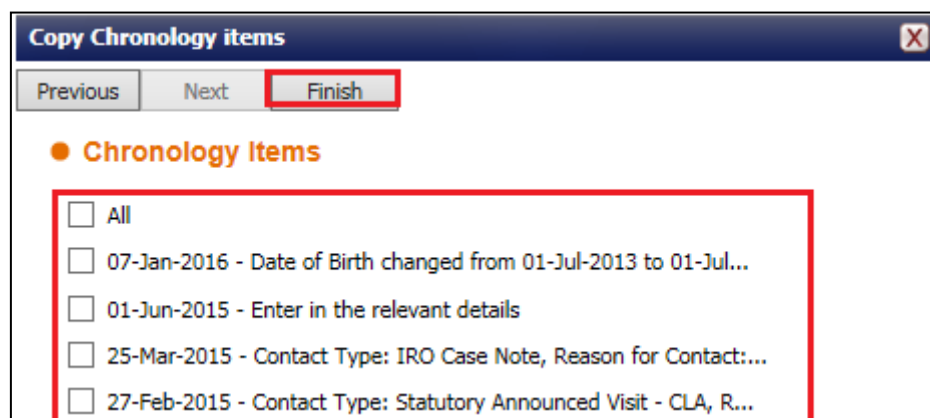
Event Date	Category	Type	Event Details	Outcome	Document Ref
01-Jul-2001	General Events	Birth	Born 01-Jul-2001		
01-Jul-2013	General Events	Address Change	TEMPORARY ADDRESS: 3 Albany Place		
01-Jul-2013	General Events	Address Change	HOME ADDRESS: 1 Albany Place		
01-Jan-2015	General Events	Alias	Alias of D'arcy Dale		
03-Jan-2015	Case Notes	Case Note	Contact Type: Assessment Visit, Reason for Contact: Initial C&F visit		
25-Feb-2015	General Events	Address Change	CARER ADDRESS: 5 Care Street		
27-Feb-2015	Case Notes	Case Note	Contact Type: Statutory Announced Visit - CLA, Reason for Contact: First stat LAC visit		
25-Mar-2015	Case Notes	Case Note	Contact Type: IRO Case Note, Reason for Contact: IRO casenote to CSWM advising the CLA Review Outcomes are ready to be viewed		
01-Jun-2015	Enter in category	enter in type	Enter in the relevant details	Enter in the relevant details	enter in if there is a document reference
07-Jan-2016	General Events	Date of Birth change	Date of Birth changed from 01-Jul-2013 to 01-Jul-2001		

- Click on “All” to copy to all Siblings or click the relevant siblings check box/boxes.



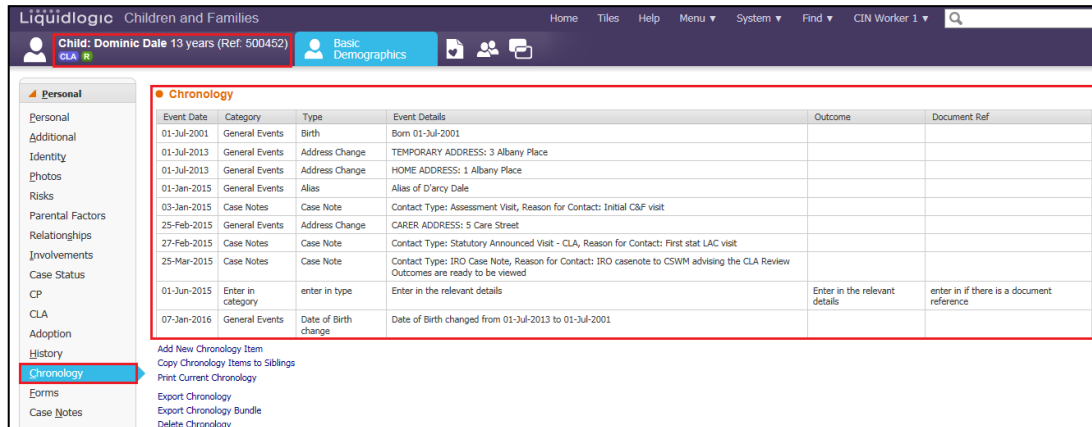
The screenshot shows the 'Copy Chronology items' dialog box. At the top, there are buttons for 'Previous', 'Next', and 'Finish'. The 'Next' button is highlighted with a red box. Below the buttons, the 'Siblings' section is visible, containing two checkboxes: 'All' and 'Dominic Dale'. The 'All' checkbox is highlighted with a red box.

- Click on “Next”
- Click on “All” to select all chronology items or click individual check boxes.
- Click on “Finish”



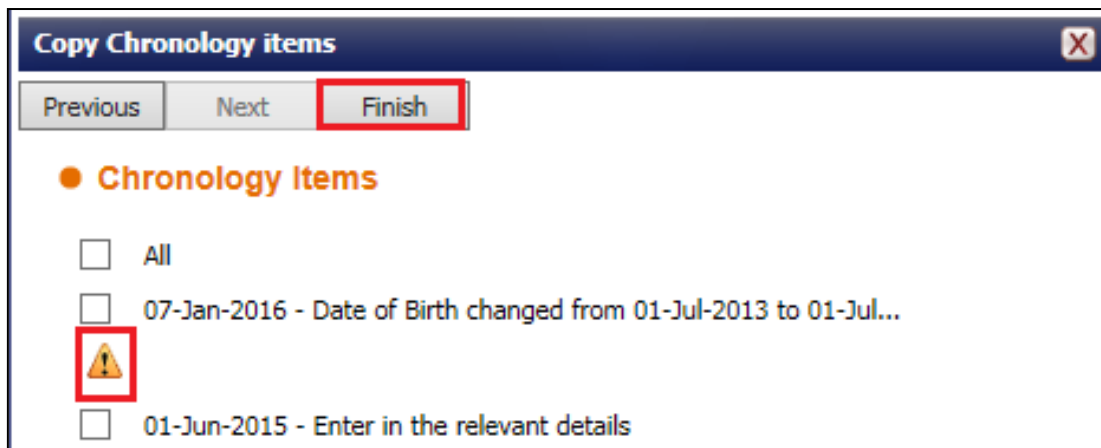
The screenshot shows the 'Copy Chronology items' dialog box. At the top, there are buttons for 'Previous', 'Next', and 'Finish'. The 'Finish' button is highlighted with a red box. Below the buttons, the 'Chronology Items' section is visible, containing a list of items with checkboxes. The 'All' checkbox is highlighted with a red box.

- The chronology is now copied to the sibling/s chronology.



### 8.1. Overlapping Copied Chronology Items

When you copy an item to a sibling – if the item has already been copied, the following screen appears.



- If you hover the mouse on the alert symbol, LCS will display the prompt that the item has already been copied to the sibling.



## 9. Print Current Chronology

- If you wish to print the current chronology, click on “Print Current Chronology”

The screenshot shows a software interface for a child named Darcy Dale (14 years, Ref: 500451). The 'Chronology' section is active, displaying a table of events. In the left-hand navigation menu, the 'Chronology' option is highlighted, and a sub-menu is visible with 'Print Current Chronology' selected.

Event Date	Category	Type	Event Details	Outcome	Document Ref
01-Jul-2001	General Events	Birth	Born 01-Jul-2001		
01-Jul-2013	General Events	Address Change	TEMPORARY ADDRESS: 3 Albany Place		
01-Jul-2013	General Events	Address Change	HOME ADDRESS: 1 Albany Place		
01-Jan-2015	General Events	Alias	Alias of D'arcy Dale		
03-Jan-2015	Case Notes	Case Note	Contact Type: Assessment Visit, Reason for Contact: Initial CSF visit		
25-Feb-2015	General Events	Address Change	CARER ADDRESS: 5 Care Street		
27-Feb-2015	Case Notes	Case Note	Contact Type: Statutory Announced Visit - CLA, Reason for Contact: First stat LAC visit		
25-Mar-2015	Case Notes	Case Note	Contact Type: IRO Case Note, Reason for Contact: IRO casenote to CSWM advising the CLA Review Outcomes are ready to be viewed		
01-Jun-2015	Enter in category	enter in type	Enter in the relevant details	Enter in the relevant details	enter in if there is a document reference
07-Jan-2016	General Events	Date of Birth change	Date of Birth changed from 01-Jul-2013 to 01-Jul-2001		

- The print preview screen appears. Using the top menu bar, adjust the print settings then either “Print page now” or create a pdf file using the last icon.

The print preview screen displays a warning about confidential information, contact details for Buckinghamshire County Council CIN Team, and a table of the child's events. The table is identical to the one in the previous screenshot.

**ARE YOU PRINTING CONFIDENTIAL OR SENSITIVE INFORMATION?**  
 If so check that those to whom you will provide copies of the document are entitled to see the information.

The information contained in printed documentation and the distribution of that documentation is solely the responsibility of the user of this system. The software and / or system provider cannot in anyway be held liable for the distribution of confidential information to any entity, legal or personal, having no entitlement to be privy to the information contained in forms and documents that the user has produced using this system.

**Buckinghamshire County Council  
 CIN Team**

**Tel:**  
**Fax:**

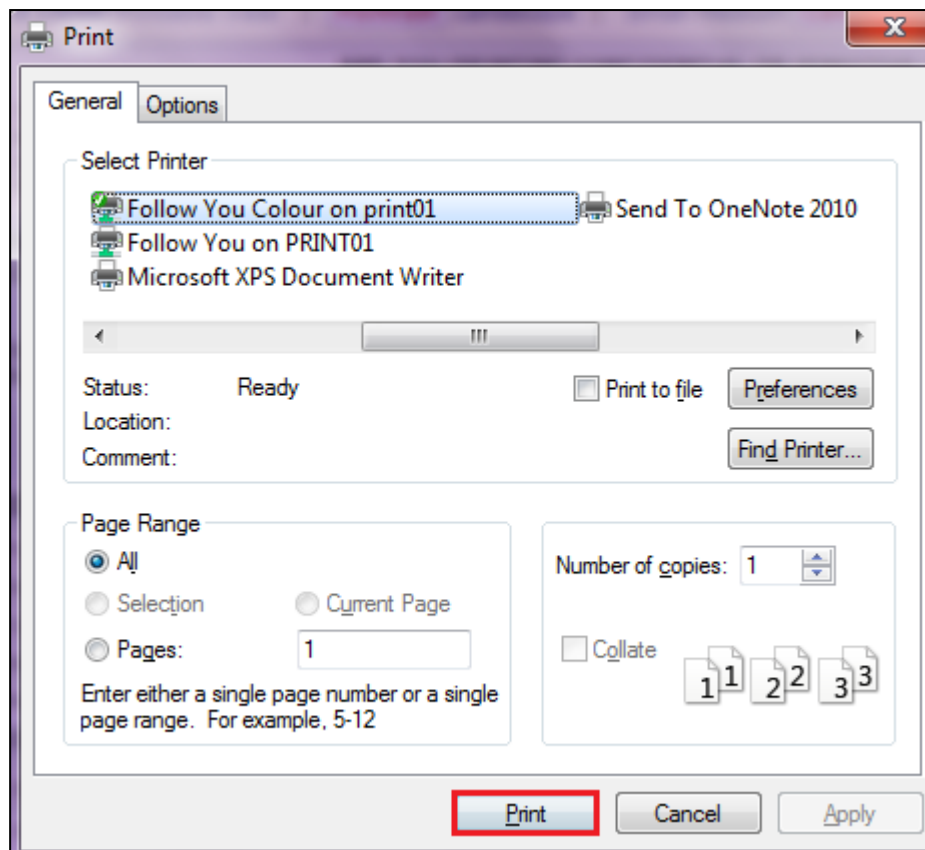
**Child: Darcy Dale**

Full Name	Darcy Dale
Date of Birth	01-Jul-2001
Case Number	500451
Gender	FEMALE
Referral Start Date	01-Jan-2015

**Chronology**

Event Date	Category	Type	Event Details	Outcome	Document Ref
01-Jul-2001	General Events	Birth	Born 01-Jul-2001		
01-Jul-2013	General Events	Address Change	TEMPORARY ADDRESS: 3 Albany Place		
01-Jul-2013	General Events	Address Change	HOME ADDRESS: 1 Albany Place		
01-Jan-2015	General	Alias	Alias of D'arcy Dale		

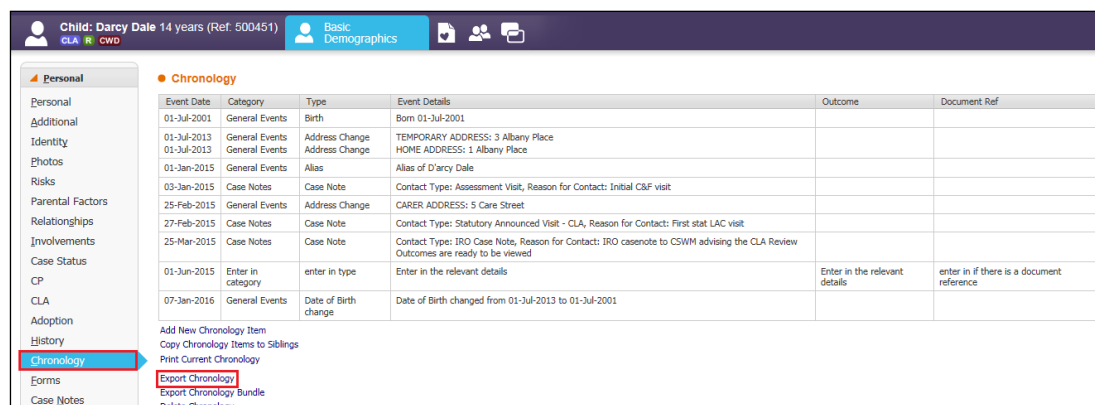
- Adjust the print dialog box as normal.



- Click on “Print”

## 10. Creating A Court Chronology

If you wish to create a Court Chronology, click on the “Export Chronology” link.



- Enter in the date for the Court Chronology.
- Click on the drop down in the “Category” field. Select “Court Document”
- In the “Type” field, select “Court Document version of Chronology”

**Liqidlogic Children and Families**

**Create** **Cancel** - Create New Document for Child: Darcy Dale

**New Document**

● **Document Details**

Date

Category

Type

Notes

- The screen changes to the image below. Enter in any “Notes”.
- Click on “Create”
- The following screen appears.
- Although the fields don’t appear in red (mandatory), the “Court Date”, “Court Name” “Court Case Number” “Applicant” and “First Respondent” are all mandatory fields.

**Liqidlogic Children and Families** Home Tiles

Child: Darcy Dale 14 years (Ref: 500451) CLA R CWD

Document - Court Document ver...

**Details**

**Audit**

● **Document Details**

Document Type Court Document version of Chronology

Date 10-Jan-2016

Editor CIN Worker 1

Status Draft

File File not found.

Document Number 103

▶ Update Details

▶ Delete Draft Document

▶ Complete Document

● **Edit Locally**

▶ Upload Document: Browse

**RTF Generator**

The following information is required in the document  
Once you have entered the information,  
please click on the Create Document Link

Court Date

Court Name

Court Case Number

Applicant

First Respondent

Second Respondent

Third Respondent

Fourth Respondent

● **Subject**

▶ Child: Darcy Dale

● **Notes / Comments**

Notes Court chronology for 10th January 2016

● **Access Control**

Restrictions **None Selected**

● **Notification**

Notification **None Selected**

▶ Update Notifications

▶ Notify Involved Professionals

- Once completed, click on the link “Create Document”

**● Edit Locally**

▶ Upload Document: Browse

**RTF Generator**

The following information is required in the document  
Once you have entered the information,  
please click on the Create Document Link

Court Date	20.01.2016
Court Name	Aylesbury Court
Court Case Number	12345
Applicant	Mr D. Applicant
First Respondent	Mr V. Respondent ×
Second Respondent	
Third Respondent	
Fourth Respondent	
Fifth Respondent	
Sixth Respondent	
Seventh Respondent	
Eighth Respondent	
Ninth Respondent	
Tenth Respondent	

▶ Create Document

## 10.1. Viewing The Court Chronology

- The screen will now adjust to the image shown below.
- Click on “Download Document”

LiquiLogic Children and Families
Home

Child: Darcy Dale 14 years (Ref: 500451)
CLA R CWD
Document - Court Document ver...

Details

Audit

**● Document Details**

Document Type	Court Document version of Chronology
Date	10-Jan-2016
Editor	CIN Worker 1
Status	Draft
File	.rtf 18 KB
Document Number	104

▶ Update Details

▶ Delete Draft Document

▶ Complete Document

**● Subject**

▶ Child: Darcy Dale

---

**● Notes / Comments**

Notes

---

**● Access Control**

Restrictions **None Selected**

---

**● Notification**

Notification **None Selected**

▶ Update Notifications

▶ Notify Involved Professionals

**● Edit Locally**

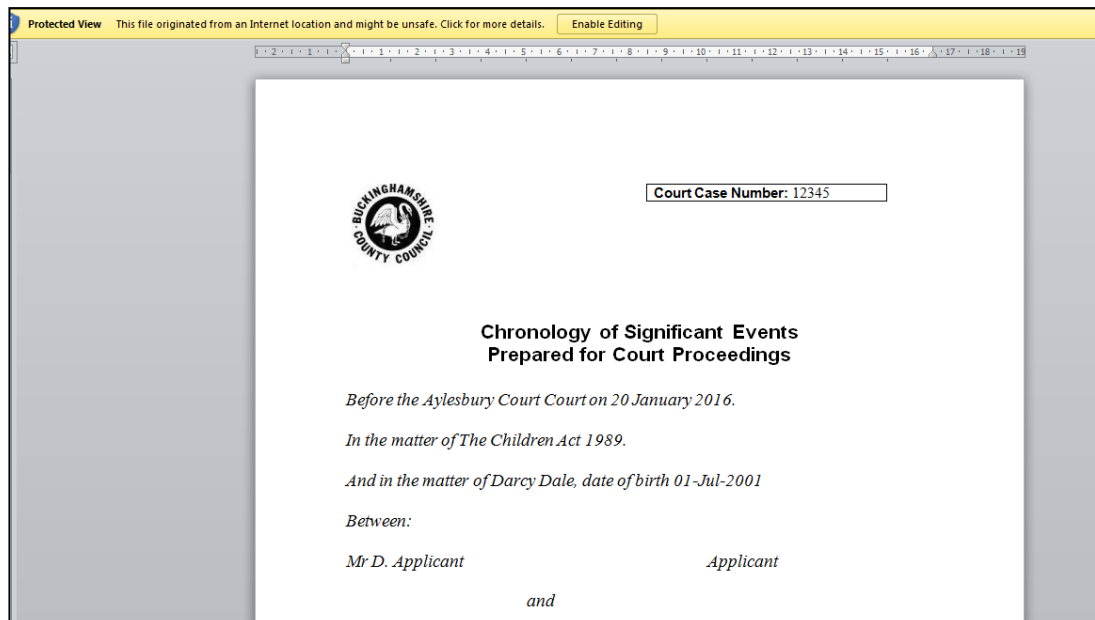
▶ Download Document

▶ Upload Document: Browse

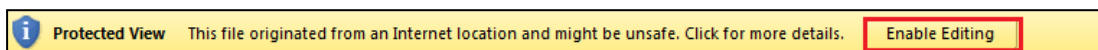
- At the bottom of the screen, click on “Open”



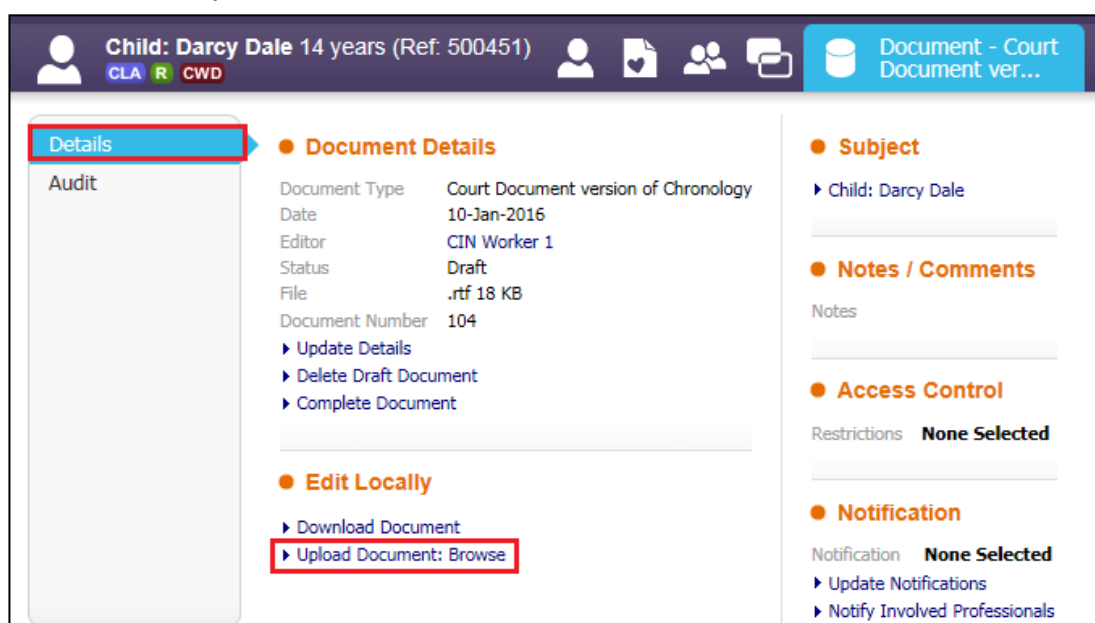
- The court chronology appears within Microsoft Word.



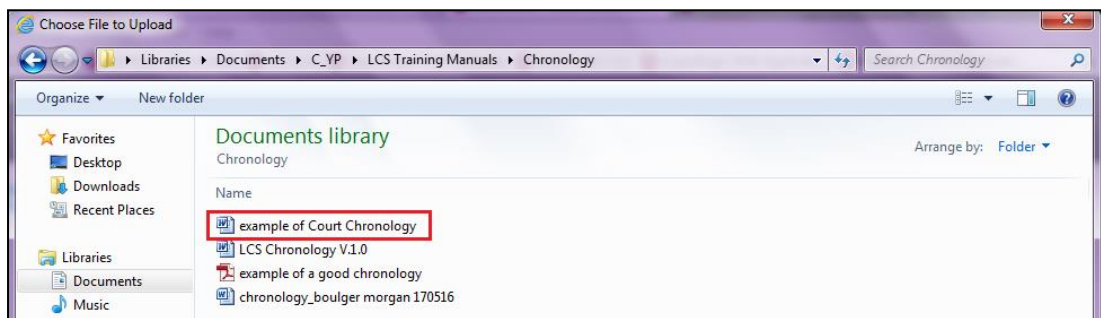
- Click on “Enable Editing” at the top of the screen. Make the necessary editing changes then save the document to the relevant drive/directory.
- Please view the chapter on example Court Chronology for heading and example.



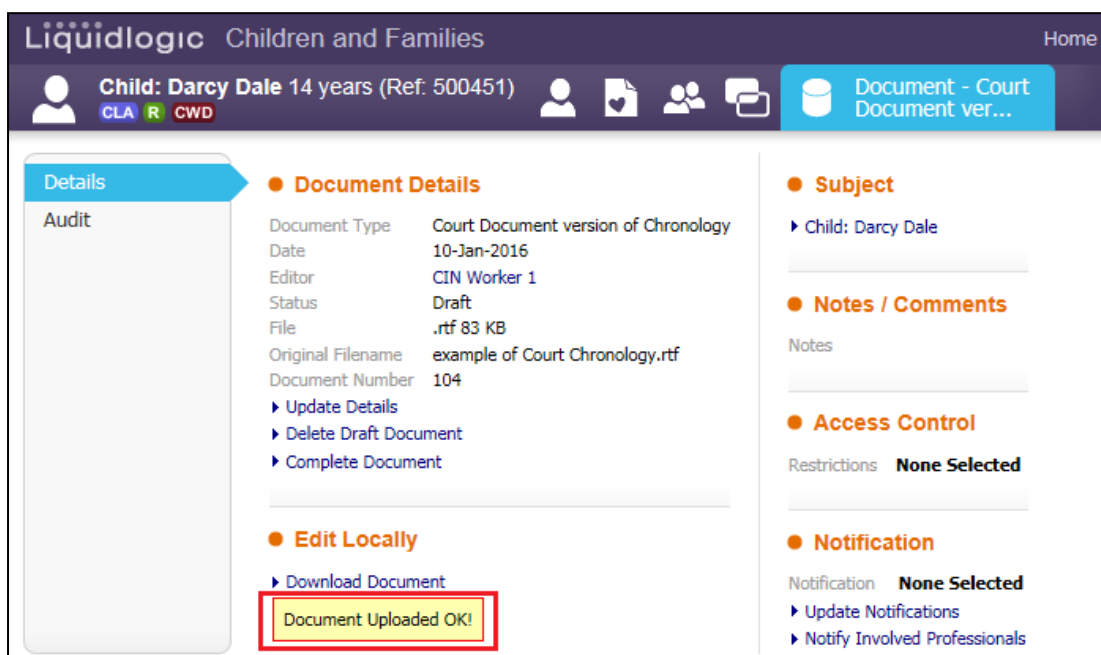
- You can also print the document at this stage from Microsoft Word.
- Exit Microsoft Word. You will return to the following screen.
- Click on “Upload Document: Browse”



- Re-locate where the Court Chronology was stored. Click on “Open”

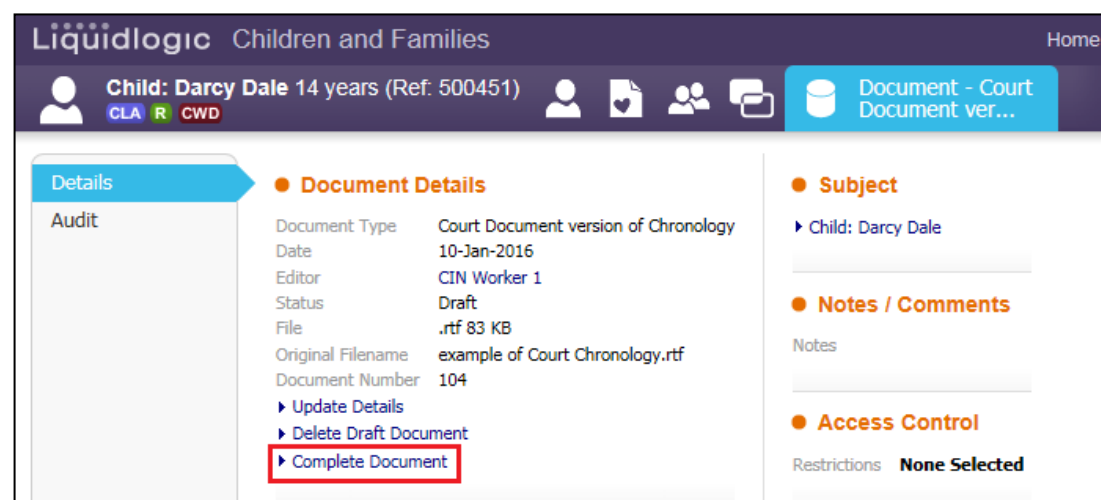


- The screen updates to show “Document Uploaded OK”



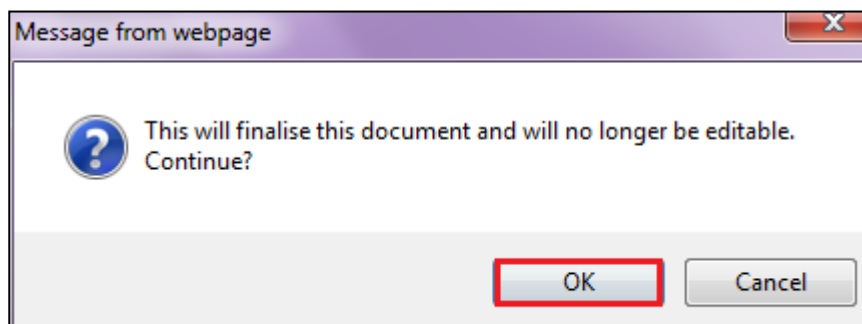
## 10.2. To Lock the Court Chronology

- Once the Court Chronology has been uploaded, click on the “Complete Document” to prevent other users from editing the document.





- Click on “OK”

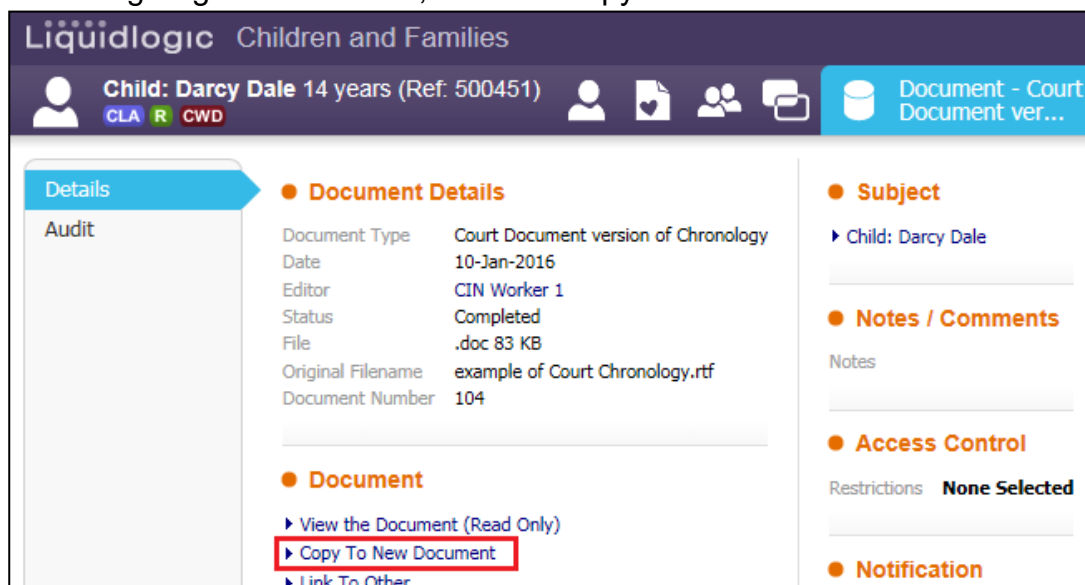


- The screen changes as below. The status is now displayed as “Completed”.
- You can view the completed document by clicking on “View the Document (Read Only)”. Click on Open and it will appear in Microsoft Word.



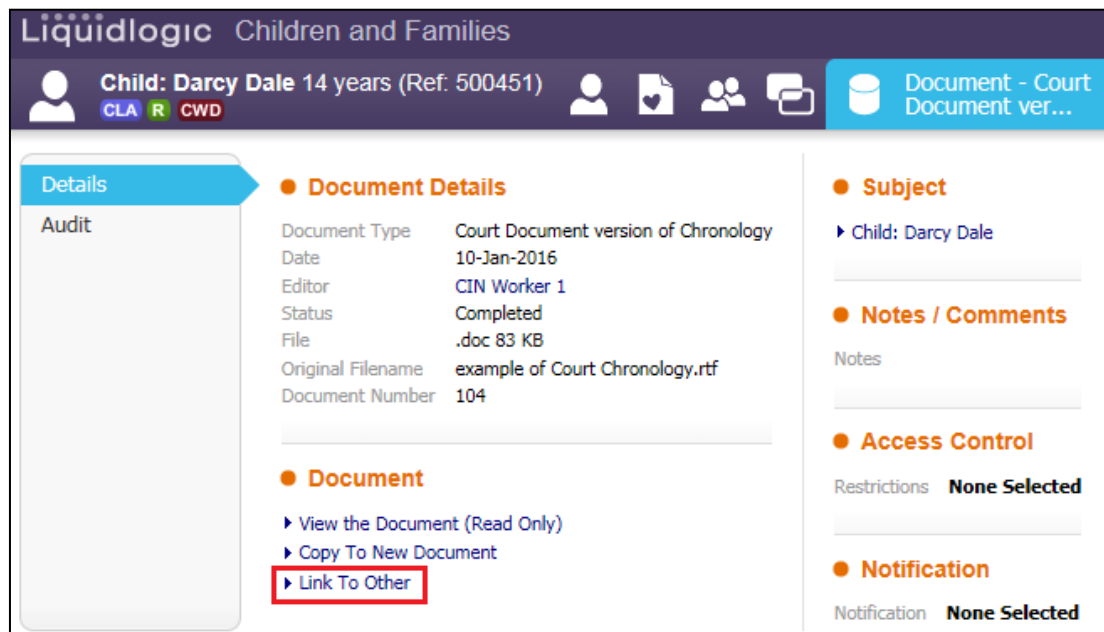
### 10.3. Copy To New Document

- If you wish to create a copy of the existing Court Chronology and edit it – then giving it a new name, use the “Copy to New Document” link.



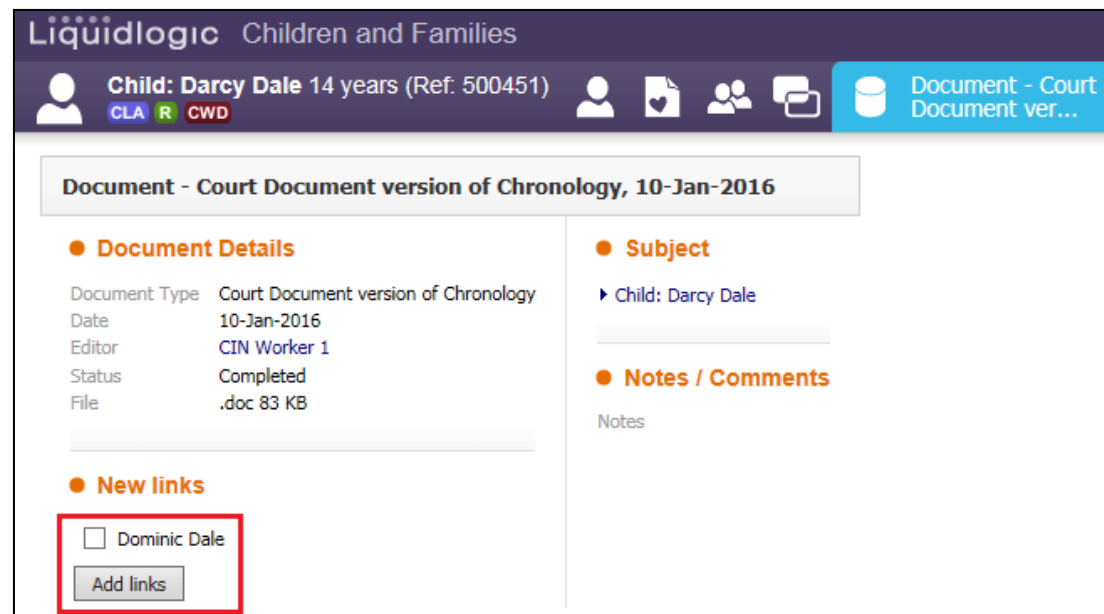
## 10.4. Link The Court Chronology To A Siblings Record

- If you wish to link the Court Chronology to a Siblings record, click on “Link to Other”



The screenshot shows the Liqúidlogic interface for a document titled "Document - Court Document version of Chronology". The child is identified as Darcy Dale, 14 years old (Ref: 500451). The document details include: Document Type: Court Document version of Chronology; Date: 10-Jan-2016; Editor: CIN Worker 1; Status: Completed; File: .doc 83 KB; Original Filename: example of Court Chronology.rtf; Document Number: 104. The "Document" section contains three links: "View the Document (Read Only)", "Copy To New Document", and "Link To Other" (highlighted with a red box). The "Subject" section shows "Child: Darcy Dale". The "Notes / Comments" and "Access Control" sections are also visible.

- Click on the checkbox for the relevant Sibling.
- Click on “Add Links”



The screenshot shows the Liqúidlogic interface for the same document. The title is "Document - Court Document version of Chronology, 10-Jan-2016". The "Document Details" section is repeated. The "New links" section contains a checkbox for "Dominic Dale" (highlighted with a red box) and an "Add links" button. The "Subject" and "Notes / Comments" sections are also visible.

- The Sibling is now added to the “Subject” section.

**Liúidlogic Children and Families**

Child: Darcy Dale 14 years (Ref: 500451) CLA R CWD

Document - Court Document ver...

**Details**

Audit

**Document Details**

Document Type	Court Document version of Chronology
Date	10-Jan-2016
Editor	CIN Worker 1
Status	Completed
File	.doc 83 KB
Original Filename	example of Court Chronology.rtf
Document Number	104

**Document**

- View the Document (Read Only)
- Delete document link
- Copy To New Document

**Subject**

- Child: Darcy Dale
- Child: Dominic Dale

**Notes / Comments**

Notes

**Access Control**

Restrictions **None Selected**

**Notification**

Notification **None Selected**

#### 10.4.1. Delete The Document Link

- Once the Court Chronology has been copied, the Document Link can be removed by clicking on “Delete document link”

**Liúidlogic Children and Families**

Child: Darcy Dale 14 years (Ref: 500451) CLA R CWD

Document - Court Document ver...

**Details**

Audit

**Document Details**

Document Type	Court Document version of Chronology
Date	10-Jan-2016
Editor	CIN Worker 1
Status	Completed
File	.doc 83 KB
Original Filename	example of Court Chronology.rtf
Document Number	104

**Document**

- View the Document (Read Only)
- Delete document link
- Copy To New Document

**Subject**

- Child: Darcy Dale
- Child: Dominic Dale

**Notes / Comments**

Notes

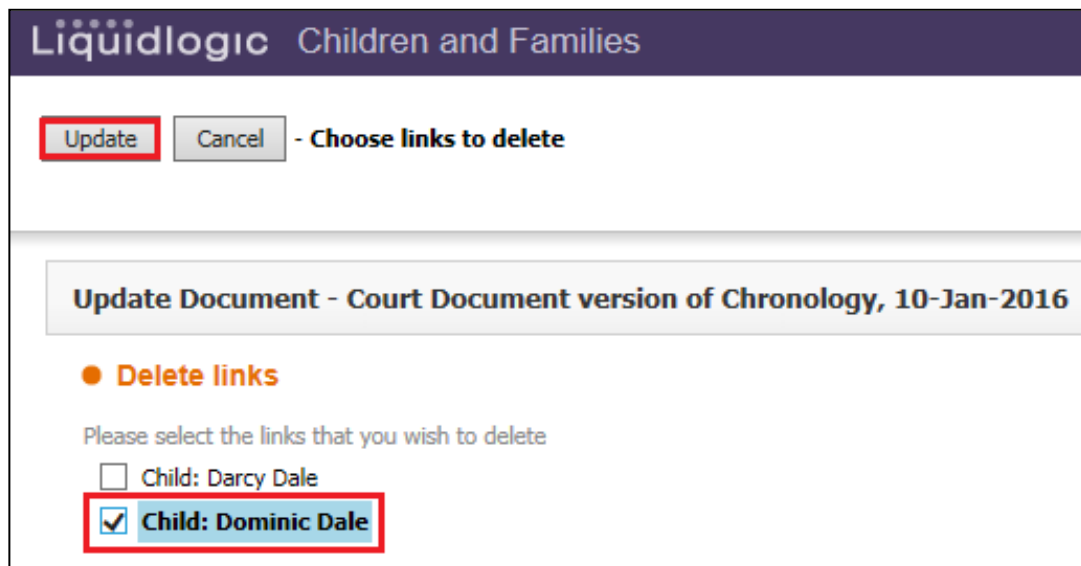
**Access Control**

Restrictions **None Selected**

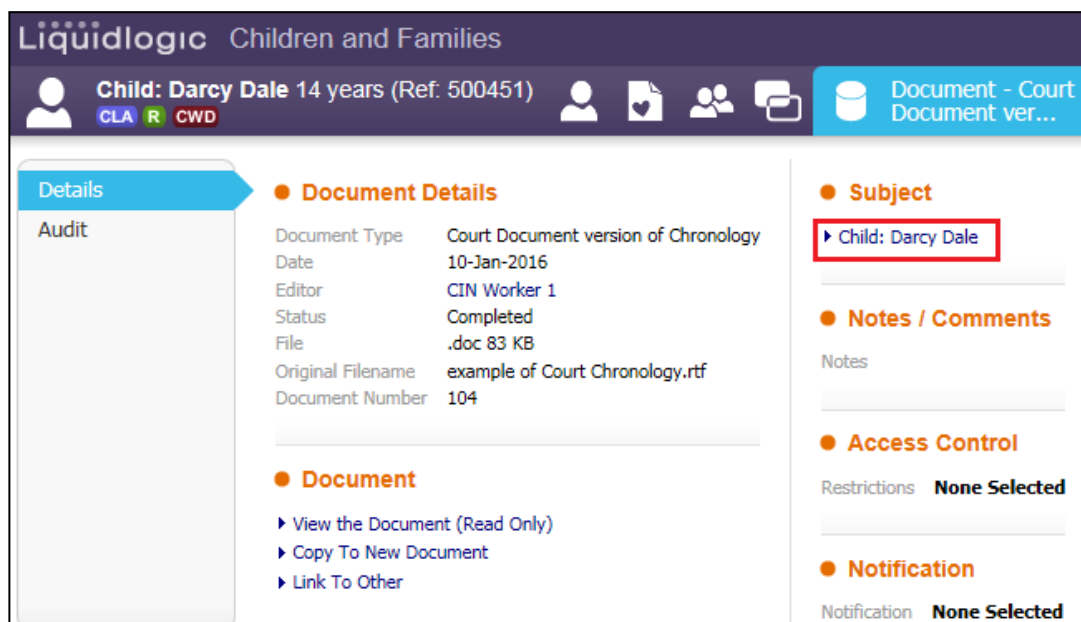
**Notification**

Notification **None Selected**

- Choose who to remove the link from by clicking on the relevant check box.
- Click on “Update”

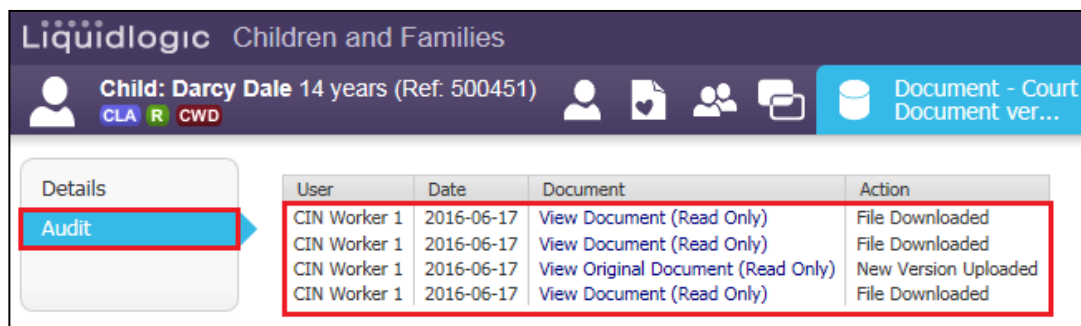


- The Sibling is now removed from the “Subject” section and the Court Chronology is removed from their record.



### 10.5. Audit Tab

- The Audit tab displays the names and dates of those who have viewed the Court Chronology (or the action carried out).



## 10.6. An Example of a Court Chronology

When creating the Court Chronology and editing the Microsoft Word document, use the example below for column headings.

<b>Date</b>	<b>Event</b>	<b>Detail</b>	<b>Source</b>
05.04.2007	Referral	Mr Test had been drinking and physically assaulted Mrs Sample; he was arrested. Injury listed as common assault.	Test Social Care
01.12.2007	Birth	Girl born at Town Hospital.	Test Social Care
August 2008	Hospitalisation	Mrs Sample hospitalised following threats of suicide, taking aspirin tablets and vodka.	Test Social Care
10.11.2008	Hospitalisation	Mrs Sample had cuts on arm and had been drinking; she was taken to hospital by Police.	Test Social Care
11.11.2008	Girl placed under section 20 with Mrs Newname (maternal grandmother)	Mrs Sample discharged herself; Police found her on a bridge threatening to jump off. She made an allegation of rape against a friend's boyfriend.	Test Social Care
13.11.2008	Mrs Sample attends Girl's nursery – Police called.	Mrs Sample ran away, was missing and contacted the nursery asking them to say goodbye to Girl from her.	Test Social Care
28.11.2008	Hospitalisation under Section 136 (MHA)	Mrs Sample attends Girl's nursery under influence of alcohol, Police take her to hospital.	Test Social Care
07.04.2009	Residence Order	Granted to Mrs Jones.	Test Social Care
01.02.2010	Girl returns to Mrs Sample	Girl returned to her mother's full time care.	Test Social Care
01.03.2010	Prohibited Steps Order	Granted to Mrs Sample to prevent Ms Name removing Girl from her care.	Test Social Care
30.03.2010	Residence Order	Residence Order granted to Mrs Sample.	Test Social Care
08.06.2010	Hospitalisation	Mrs Sample self-harmed and needed 18 stitches.	Test Social Care
18.10.2010	Hospitalisation and Girl placed with foster carer	Mrs Sample presents at hospital saying she is suicidal and emotionally disconnected.	Test Social Care
12.11.2010	Overdose	Mrs Sample takes an overdose of anti-depressants.	Test Social Care
15.12.2011	Supervision Order (Interim)	Girl made subject to an interim Supervision Order	Test Social Care

## 11. Delete Chronologies

- If you wish to delete the current chronology, click on the “Delete Chronology” link.

The screenshot shows the 'Chronology' section of the Liquidlogic interface. A table lists various events with columns for Event Date, Category, Type, Event Details, Outcome, and Document Ref. Below the table, there are several action links: 'Add New Chronology Item', 'Copy Chronology Items to Siblings', 'Print Current Chronology', 'Export Chronology', 'Export Chronology Bundle', and 'Delete Chronology'. The 'Delete Chronology' link is highlighted with a red box.

Event Date	Category	Type	Event Details	Outcome	Document Ref
01-Jul-2001	General Events	Birth	Born 01-Jul-2001		
01-Jul-2013	General Events	Address Change	TEMPORARY ADDRESS: 3 Albany Place		
01-Jul-2013	General Events	Address Change	HOME ADDRESS: 1 Albany Place		
01-Jan-2015	General Events	Alias	Alias of D'arcy Dale		
03-Jan-2015	Case Notes	Case Note	Contact Type: Assessment Visit, Reason for Contact: Initial C&F visit		
25-Feb-2015	General Events	Address Change	CARER ADDRESS: 5 Care Street		
27-Feb-2015	Case Notes	Case Note	Contact Type: Statutory Announced Visit - CLA, Reason for Contact: First stat LAC visit		
25-Mar-2015	Case Notes	Case Note	Contact Type: IRO Case Note, Reason for Contact: IRO casenote to CSWM advising the CLA Review Outcomes are ready to be viewed		
01-Jun-2015	Enter in category	enter in type	Enter in the relevant details	Enter in the relevant details	enter in if there is a document reference
07-Jan-2016	General Events	Date of Birth change	Date of Birth changed from 01-Jul-2013 to 01-Jul-2001		

- At the prompt, click on “OK”

The dialog box contains the following text: "Are you sure you want to delete all events out of this Chronology? Warning - An Archive will NOT be automatically generated." There are two buttons at the bottom: "OK" (highlighted with a red box) and "Cancel".

- The current chronology is removed. (Please remember to archive a chronology if it ever needs to be restored).

The screenshot shows the 'Chronology' section after deletion. It displays the message "Chronology Empty - Please add items from the previous 'History' tab." Below this, there are links for "Add New Chronology Item" and "Copy Chronology Items to Siblings". A "Chronology Archive" section is visible with a "Retrieve Archived Chronology:" label and a "Retrieve Archive" button.