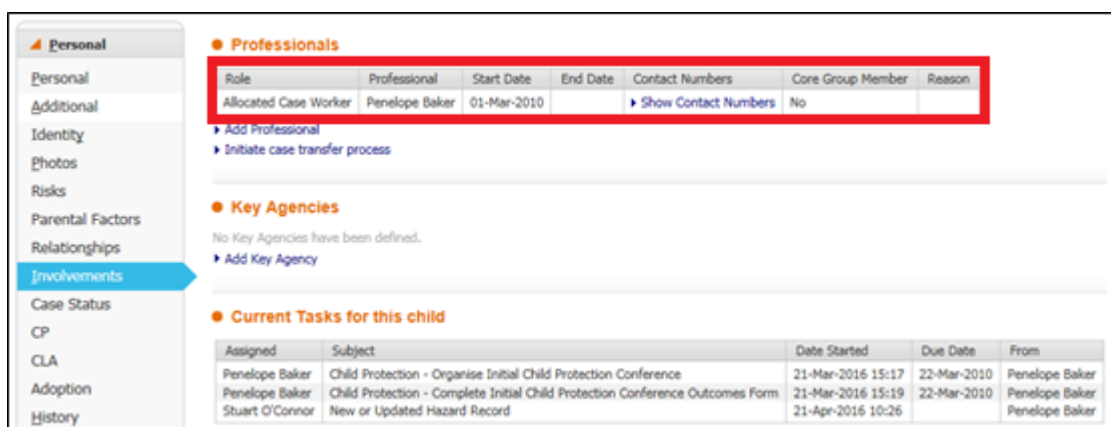# LCS / Involvements

Liquidlogic Children's Systems (LCS)

Author:

Date:

1. Involvements

The next tab on the left hand side is Involvements. Here you can find tables of Professionals and Key Agencies that are involved with the child as well as a table of Current Tasks that shows who they are assigned to, when they were started and when they are due.

The table under the heading Professionals lists professionals such as the Allocated Case Worker, Unit Co-ordinator, Consultant Social Work Manager, CP Chair, Independent Reviewing Officer etc. Previous involvements that have ended will also show so that the history of involvements can be viewed.

1.1. Editing current Professional Involvements

- To edit an involvement click on their name in the table highlighted above:

Details of the involvement are shown on the left. 'Tasks for this LCS User relating to this person' will display tasks you have for the child you are viewing. 'Other People for this LCS User' will show a list of other children that you have involvements with.

- To edit the involvement click the link on the left, Update Professional Involvement.

- You have the option to add an end date and comments to the Involvement. Be aware that if the child has an open Referral then there needs to be an Allocated Case Worker recorded under the Involvements and therefore you will be unable to end the involvement; you will need to Reassign the role, as discussed below.

- On the right hand side you will have the option to copy these changes to any siblings. Remember to only copy this information to children that are open on LCS and not to adults. Only copy the information if this is relevant.

- Click Update or Cancel when finished editing to return to the previous screen.
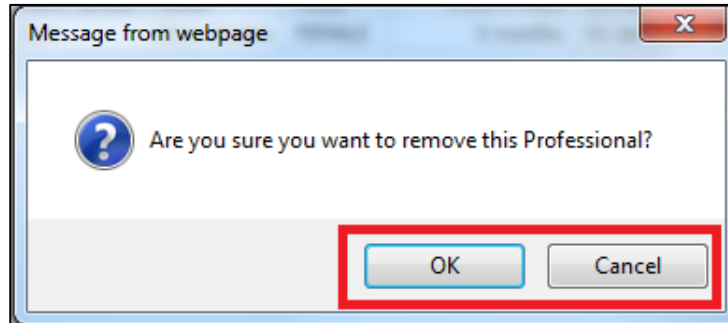
The Remove Professional Involvement link should only be used where Involvements were added in error. Involvements should either be reassigned or ended instead. This ensures an accurate audit trail of involvements can be maintained.

- A pop up box will appear asking if you are sure you wish to remove the Professional:

- Clicking on the Reassign Role link will allow you to end the current involvement and add a new professional to take the role.

Reassigning roles should be done this way within teams, however if a child is moving from one team to another then the Case Transfer option should be used instead – discussed later.

- To change the professional click on the red cross next to the current professionals name. This will then bring up a blank box for you to type the full name of the new professional; alternatively you can click on the head and shoulders icon to the right and use the Address Book to search for them.

- Select the Start Date as the date the new professional took over the role and select a reason from the drop down menu as to why the role is being reassigned. Add comments in the box if you wish to expand on this. On the right hand side you have the option to also reassign the role for siblings and other relations – only tick these boxes in they are relevant.

- Click on Update and it will take you back to the previous screen. Click the 'back' button in your browser to return to the Involvements tab.

As you can see, the previous Allocated Case Worker role has ended on the same day as the new professional has taken on the role.

1.2. Adding New Professional Involvements

- To add a new involvement click on the link to Add Professional and you will be taken to the Address Book.

Individual professionals are listed under the All Professionals heading. Key Teams can be found under All Departments.
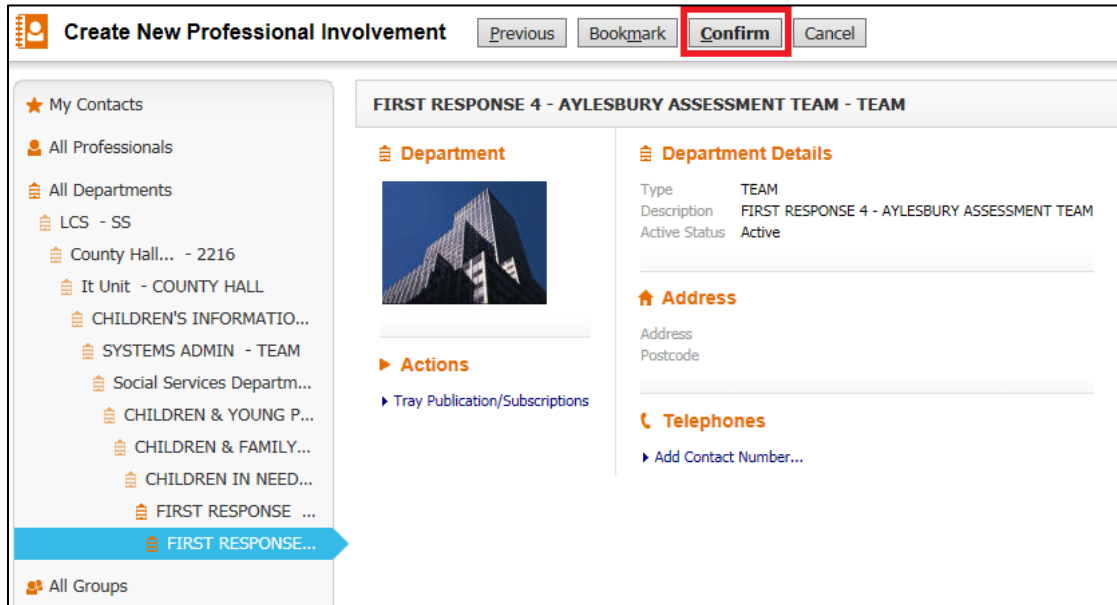
- To add, for example, First Response Team 4 as a Key Team search for '**First Response 4***' in the Description and click 'Search'.
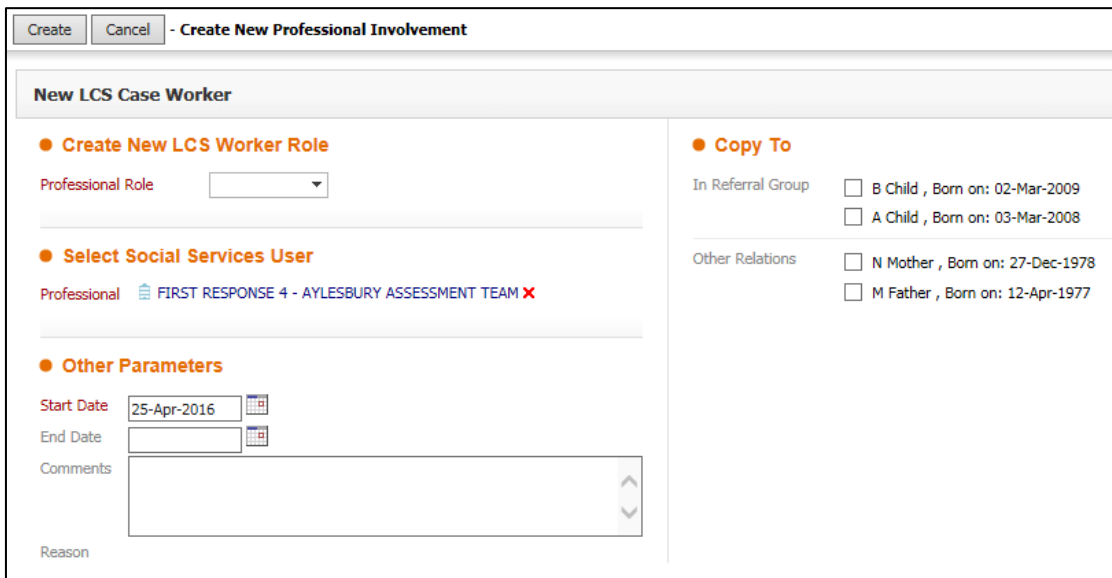
This will bring up two results:

- Always make sure you select the option **without** EHM in brackets at the end.

- Select the Team and then click 'Confirm' at the top of the page.

- From the pick list next to Professional Role select 'KEY TEAM'. Add comments if relevant and copy to other relations on the right if this new Involvement also applies to them. Click Create once you have completed all the information.

The Key Team Involvement is now listed under the Professionals heading.