



LCS / MAPPA User Guide

Liquidlogic Children's Systems (LCS)

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1. MAPPA – A Basic Guide

The Criminal Justice Act 2003 (“CJA 2003”) provides for the establishment of Multi-Agency Public Protection Arrangements (“MAPPA”) in each of the 42 criminal justice areas in England and Wales. These are designed to protect the public, including previous victims of crime, from serious harm by sexual and violent offenders. They require the local criminal justice agencies and other bodies dealing with offenders to work together in partnership in dealing with these offenders.

The MAPPA agencies must be free from discrimination and committed to equal access to services for all groups, particularly in relation to race, gender, gender identity, age, religious belief, sexuality, sexual orientation and disability. This means that all actions undertaken or recommended by the MAPPA agencies, and all policies and procedures, will be based on assessments of risks and needs. They will not draw on stereotypical assumptions about groups that will be discriminatory in outcome.

The operation of MAPPA relies on **component bodies** working through an agreed process with MAPPA offenders.

2. Component Bodies

2.1. Responsible Authority

The Responsible Authority is the primary agency for MAPPA. This is the **Police, Prison and Probation Trust** in each area, working together. The Responsible Authority has a duty to ensure that the risks posed by specified sexual and violent offenders are assessed and managed appropriately.

2.2. Duty to co-operate agencies (DTC)

Other bodies have a duty to co-operate with the Responsible Authority in this task. These duty to co-operate agencies (“DTC agencies”) will need to work with the Responsible Authority on particular aspects of an offender’s life. These are:-

- The local social services authority.
- Youth offending teams (“YOTs”)
- Ministers of the Crown exercising functions in relation to social security, child support, war pensions, employment and training (in practice, Jobcentre Plus).
- The local education authority.
- The local housing authority.
- Registered social landlords providing or managing residential accommodation in which MAPPA offenders may reside.

- The Health Authority or Strategic Health Authority.
- The Primary Care Trust or Local Health Board.
- The NHS Trust.
- Providers of electronic monitoring services.
- The UK Border Agency

2.3. Strategic Management Board (SMB)

The supervision of this work is carried out by the Strategic Management Board (“SMB”) in each area. It has a range of governance-related functions, including monitoring performance, ensuring anti-discriminatory practice, measuring compliance with the MAPPA Key Performance Indicators (“KPIs”), and producing the annual MAPPA report.

2.3.1. MAPPA - Serious Case Review

MAPPA is designed to reduce the risk of further serious violent or sexual offending, but from time to time offenders do go on to commit such offences.

When the most serious offences are committed, the Strategic Management Board must consider commissioning a MAPPA Serious Case Review to examine whether the MAPP arrangements were applied properly, and whether the agencies worked together to do all they reasonably could to prevent the further offending. There may be lessons for the future, or good practice to disseminate

2.4. Lay Advisers

The Criminal Justice Act 2003 also provides for an independent perspective on the work of these groups by means of Lay Advisers, who are members of the public. The Secretary of State has a statutory duty to appoint two Lay Advisers to each area.

2.5. MAPPA Coordinator

One person has an important role in co-ordinating the work of the MAPPA agencies in each area. This is the MAPPA Co-ordinator. He or she works on behalf of the Responsible Authority and is accountable to the Strategic Management Board. Most areas have a MAPPA Co-ordinator, although it is not a statutory role

3. Process

3.1. Identification and Notification

The first stages of the process are to identify offenders who may be liable to management under MAPPA as a consequence of their caution or conviction and sentence, and later to notify the MAPPA Co-ordinator of their impending release into the community, or the commencement of a community order or suspended sentence, as appropriate.

This responsibility falls to the agency that has the leading statutory responsibility for each offender. Offenders are placed into one of three MAPPA categories according to their offence and sentence.

3.2. Levels of management

MAPPA offenders are managed at one of three levels according to the extent of agency involvement needed and the number of different agencies involved.

The great majority are managed at **level 1** (ordinary agency management). This involves the sharing of information but does not require multi-agency meetings.

Level 2 if an active multi-agency approach is required (MAPP meetings).

Level 3 if senior representatives of the relevant agencies with the authority to commit resources are also needed.

3.3. ViSOR

The storing and sharing of information about offenders is essential to the multi-agency approach. Information is stored in a central database known as ViSOR.

4. Risk assessment

Once offenders have been identified as MAPPA offenders, the next stage is to assess the risk they pose. This could be the risk of reconviction, the risk of reoffending, or the risk of serious harm. A range of assessment tools are available for this purpose.

The Responsible Authority agencies and the MAPPA Co-ordinator are permanent members of these meetings (although it may not be possible for the MAPPA Co-ordinator to attend every meeting).

DTC agencies are invited to attend for any offender in respect of whom they can provide additional support and management. The frequency of meetings depends on the level of management deemed appropriate for each offender.

5. Recording A MAPPA Discussion Within LCS

- Click on the “Risks” sidebar.
- Click on “Add a new MAPPA discussion”



- Enter in the “Date of Discussion” (this is the date of the MAPPA discussion).
- Enter either a “Review Date” (this is the date of the next agreed MAPPA meeting) or
- Alternatively, add in the “Date Ended” (if there are no further MAPPA discussed planned).
- Enter details about the discussion into the “Brief Details” field. (The Action Plan from the MAPPA Meeting should be recorded.

PIM’s need to be careful what they record and have agreed what is being recorded with the chair due to the strict confidentiality of the information).

- Click on “Create”

The screenshot shows the 'Create new MAPPA discussion' form. At the top, there are 'Create' and 'Cancel' buttons. The form title is 'New MAPPA Discussion on: 29-Jul-2016'. Below this, it says 'Relating To: Child: Bonnie Example'. The form is divided into two main sections: 'MAPPAs Dates' and 'MAPPAs Details'. In the 'MAPPAs Dates' section, there are three date fields: 'Date of Discussion' (01.01.2016), 'Review Date' (01.06.2016), and 'Date Ended'. In the 'MAPPAs Details' section, there is a text area for 'Brief Details' containing the instruction: 'Enter details about the discussion into the Brief Details box (The Action Plan from the MAPPA Meeting should be recorded. PIM’s need to be careful what they record and agreed what is being recorded with the chair due to the strict confidentiality of the information)'. The 'Create' button is highlighted with a red box.

- The entry will display as below.

The screenshot shows the Liquidlogic interface for a child named Bonnie Example, 13 years old (Ref. 500369). The interface includes a top navigation bar with 'Home', 'Basic Demographics', and a sidebar with 'Personal', 'Additional', 'Identity', 'Photos', 'Risks', 'Parental Factors', and 'Relationships'. The 'Risks' sidebar is highlighted with a red box. The main content area shows 'Risk to Children' (not recorded) and 'MAPPAs Discussions' with a table:

Discussion Date	Ended On	Details
01-Jan-2016		Enter details about the discussion into the "Brief Details" fi...

The 'MAPPAs Discussions' table row is highlighted with a red box. Below the table is a link to 'Add a new MAPPAs discussion'.

- The “MPA” flag appears.

5.1. Updating The MAPPAs Discussion

- If you need to update a MAPPAs entry, click on the MAPPAs Discussions row entry within the “Risks” sidebar (see above).

The screenshot shows the 'MAPPAs Discussion' details page for a discussion on 01-Jan-2016. The page includes a warning: 'Warning: This MAPPAs Discussion's Review Date is now past.' The page is divided into several sections:

- MAPPAs Dates:** Date of Discussion: 01-Jan-2016, Review Date: 01-Jun-2016, Date Ended.
- MAPPAs Details:** Brief Details: Enter details about the discussion into the "Brief Details" field. (The Action Plan from the MAPPAs Meeting should be recorded. PIM's need to be careful what they record and have agreed what is being recorded with the chair due to the strict confidentiality of the information).
- Audit:** Modified By: Bea Campbell - LCS, Modified On: 29-Jul-2016 14:12.
- Actions:** Update MAPPAs Record (highlighted with a red box), Administrative Actions.
- Those Notified of Discussion:** No-one notified, Add professional notification, Add person notification.

- Click on “Update MAPPAs Record”.
- Make any necessary changes to the text/fields.

5.2. Sending A Professional Notification

- Whilst in update mode, If you wish to send a notification, click on “Add professional notification” (this will display the LCS Address Book).
- Select who you wish to notify (e.g. another PIM).

- Their name appears in the “Record New Notification” screen.
- Enter in the “Date Notified”
- Ensure that the checkbox for “Send Alert to this person?” is ticked.
- Click on “Create”

Liqúidlogic Children and Families

Create **Cancel** - Record New Notification

New Notification **Bea Campbell**

Notification

Notified Person Bea Campbell

Dates

Date Notified

Date Acknowledged

Alert

Send Alert to this person?

- Those notified are displayed in the top right hand corner.

Liqúidlogic Children and Families

Home (2) Tiles Help Menu System Find Bea Campbell

Child: **Bonnie Example** 13 years (Ref: 500369) MAPP Discussion

MAPP Discussion on: 01-Jan-2016

Warning: This MAPP Discussion's Review Date is now past.

MAPP Dates

Date of Discussion 01-Jan-2016
Review Date 01-Jun-2016
Date Ended

Those Notified of Discussion

Bea Campbell (01-Jan-2016 by Bea Campbell)

▶ Add professional notification
▶ Add person notification

5.3. Viewing The MAPP Notification From Your Worktray

- From your worktray, click on the task.

Liqúidlogic Children and Families

Home (1) Tiles Help Menu System Find Bea Campbell

User **Bea Campbell** LCS

All Empty

Group By: **Date** | Subject | Priority | Person | Address | Referral Group Order By: Start Date | **Due Date** | Timeframe | Person | Priority

Worktray 6

No Due Date (3) Person Task Description

No Due Date **CLA CWD** Example, Bonnie 13 yrs **New or Updated MAPP Discussion** - Enter details about the discussion into the "Brief Details" fi...
CLA - Current Episode of Care

5.4. Acknowledging The Notification

- Click on “Notification: <name>”

Liúúidlogic Children and Families

Child: **Bonnie Example** 13 years (Ref: 500369)
 CLA R MPA CWD

Alert for Child, created 29-Jul-2016 14:56

● **Alert Details**

Date Issued 29-Jul-2016 14:56
 Assigned Bea Campbell
 Subject New or Updated MAPPA Discussion
 Description Enter details about the discussion into the "Brief Details" fi...

▶ **Notification: Bea Campbell**
 ▶ Alert Completed
 ▶ All Alerts Completed
 ▶ Reassign Alert

- Click on “Acknowledge notification” in the top left hand corner.

Liúúidlogic Children and Families

Notification: Bea Campbell

Notification: Bea Campbell

● **Notification Acknowledgement**

Date Notified 01-Jan-2016

▶ **Acknowledge notification**

- You can then click “Alert Completed” to remove from the worktray.

5.5. Viewing The Notification Acknowledgement

- If you view the MAPPA record again, if an acknowledgement has been sent, a tick will appear to the right of the person’s name.

Liúúidlogic Children and Families

Home Tiles Help Menu System Find Bea Campbell

Child: **Bonnie Example** 13 years (Ref: 500369)
 CLA R MPA CWD

MAPPÁ Discussion

MAPPÁ Discussion on: 01-Jan-2016

Warning: This MAPPÁ Discussion's Review Date is now past.

● **MAPPÁ Dates**

Date of Discussion 01-Jan-2016
 Review Date 01-Jun-2016
 Date Ended

● **Those Notified of Discussion**

Bea Campbell (01-Jan-2016 by Bea Campbell)
 ▶ Add professional notification
 ▶ Add person notification

6. Creating A Subsequent MAPPA

6.1. End Dating The Previous MAPPA

- Click on the MAPPA Discussions row entry within the “Risks” sidebar.

The screenshot shows the Liqúidlogic Children and Families interface. The top navigation bar includes the logo, child name 'Bonnie Example 13 years (Ref. 500369)', and tabs for 'Basic Demographics', 'Home', and other icons. A sidebar on the left lists categories: Personal, Additional, Identity, Photos, Risks (highlighted in blue), Parental Factors, and Relationships. The main content area shows 'Risk to Children' (not recorded) and 'MAPPA Discussions'. A table lists a discussion on 01-Jan-2015 with details: 'The Action Plan from the MAPPA Meeting should be recorded. PIM...'. A red box highlights the 'Risks' sidebar item and the table row.

Discussion Date	Ended On	Details
01-Jan-2015		The Action Plan from the MAPPA Meeting should be recorded. PIM...

- Click on “Update MAPPA Record”

The screenshot shows the 'MAPPA Discussion' record page for 01-Jan-2016. The page includes a warning: 'Warning: This MAPPA Discussion's Review Date is now past.' The record details are as follows:

- MAPPA Dates:** Date of Discussion: 01-Jan-2016, Review Date: 01-Jun-2016, Date Ended.
- MAPPA Details:** Brief Details: Enter details about the discussion into the "Brief Details" field. (The Action Plan from the MAPPA Meeting should be recorded. PIM's need to be careful what they record and have agreed what is being recorded with the chair due to the strict confidentiality of the information).
- Audit:** Modified By: Bea Campbell - LCS, Modified On: 29-Jul-2016 14:12.
- Actions:** Update MAPPA Record (highlighted in red), Administrative Actions.
- Those Notified of Discussion:** No-one notified, Add professional notification, Add person notification.

- Enter in the “Date Ended” as the day before the next MAPPA meeting.

Liquidlogic Children and Families

Update **Cancel** - Update: MAPPA Discussion on: 01-Jan-2015

Update MAPPA Discussion on: 01-Jan-2015

Warning: This MAPPA Discussion's Review Date is now past.
 Relating To: **Child: Bonnie Example**

MAPPA Dates

Date of Discussion: 01-Jan-2015
 Review Date: 01-Jun-2015
 Date Ended: 31.05.2015

MAPPA Details

Brief Details: The Action Plan from the MAPPA Meeting should be recorded. PIM's need to be careful what they record and agreed what is being recorded with the chair due to the strict confidentiality of the information

- Click on “Update”.
- The screen will appear as below with the “MPA” flag struck through.

Liquidlogic Children and Families

Child: Bonnie Example 13 years (Ref. 500369) **MPA** **CWD**

MAPPA Discussion on: 01-Jan-2015

MAPPA Dates

Date of Discussion: 01-Jan-2015
 Review Date: 01-Jun-2015
 Date Ended: 31-May-2015

MAPPA Details

Brief Details: The Action Plan from the MAPPA Meeting should be recorded. PIM's need to be careful what they record and agreed what is being recorded with the chair due to the strict confidentiality of the information

Audit

Modified By: Bea Campbell - LCS
 Modified On: 02-Aug-2016 11:47

Those Notified of Discussion

No-one notified
 Add professional notification
 Add person notification

- Click on the “Demographics” icons. The following screen will appear showing the MAPPA discussion has ended.

Child: Bonnie Example 13 years (Ref. 500369) **Basic Demographics**

Personal

Personal
 Additional
 Identity
 Photos
Risks
 Parental Factors
 Relationships

Risk to Children

This person is not recorded as a risk to children
 Add a new Risk to Children Record

MAPPA Discussions

Discussion Date	Ended On	Details
01-Jan-2015	31-May-2015	The Action Plan from the MAPPA Meeting should be recorded. PIM...

Add a new MAPPA discussion

- Click on “Add a new MAPPA discussion” and repeat the process for a new entry – entering the new MAPPA discussion date.
- Either enter in another “Review Date” or if this is the last MAPPA Discussion, enter the “Date Ended”
- Update the “Brief Details” section with an update on the Action Plan.
- Click on “Create”

Liqidlogic Children and Families

Create Cancel - Create new MAPPA discussion

New MAPPA Discussion on: 02-Aug-2016

Relating To: Child: Bonnie Example

● **MAPPA Dates**

Date of Discussion 01.06.2015

Review Date

Date Ended 01.06.2016

● **MAPPA Details**

Brief Details Enter in update on the Action Plan

- The screen appears as follows

Liqidlogic Children and Families Home

Child: Bonnie Example 13 years (Ref: 500369)

CLA R MPA CWD

MPPA Discussion

MAPPA Discussion on: 01-Jun-2015

● **MAPPA Dates**

Date of Discussion 01-Jun-2015

Date Ended 01-Jun-2016

● **MAPPA Details**

Brief Details Enter in update on the Action Plan

● **Audit**

Modified By Bea Campbell - LCS

Modified On 02-Aug-2016 12:05

● **Those Notified of Discussion**

No-one notified

▶ Add professional notification

▶ Add person notification

- Click on the “Demographics” icon.

- The “Risks” tab will now display as below.

Liquidlogic Children and Families Home

Child: **Bonnie Example** 13 years (Ref: 500369) Basic Demographics

CLA R MPA CWD

Personal

- Personal
- Additional
- Identity
- Photos
- Risks**
- Parental Factors
- Relationships

Risk to Children

This person is not recorded as a risk to children

▶ Add a new Risk to Children Record

MAPPA Discussions

Discussion Date	Ended On	Details
01-Jun-2015	01-Jun-2015	Enter in update on the Action Plan
01-Jan-2015	31-May-2015	The Action Plan from the MAPPA Meeting should be recorded. PIM...

▶ Add a new MAPPA discussion