LCS / MARAC User Guide

Liquidlogic Children's Systems (LCS)

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DOCUMENT HISTORY

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02.08.2016	B. Campbell	1.0	Initial Version
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1.   MARAC – A Basic Guide

The Multi-Agency Risk Assessment Conference (MARAC) is part of a coordinated community response to domestic abuse, incorporating representatives from statutory, community and voluntary agencies working with victims/survivors, children and the alleged perpetrator. The MARAC aims to:

- Share information to increase the safety, health and well-being of victims/survivors – adults and their children

- Determine whether the alleged perpetrator poses a significant risk to any particular individual or to the general community

- Construct jointly and implement a risk management plan that provides professional support to all those at risk and that reduces the risk of harm

- Reduce repeat victimisation

- Improve agency accountability; and

- Improve support for staff involved in high-risk domestic abuse cases.

2.   Recording A MARAC Within LCS

- Click on the "Risks" sidebar.

- Click on "Add a new MARAC"

- Enter in the "Date of Discussion" (this is the date of the MARAC).

- Enter either a "Review Date" (this is the date of the <u>next</u> agreed MARAC meeting) or

- Alternatively, add in the "Date Ended" (if there are no further MARAC planned).

- Enter details into the "Brief Details" field. (The Action Plan from the MARAC should be recorded.

  You will need to have agreed with the Chair what is to be recorded (due to the strict confidentiality of the information).
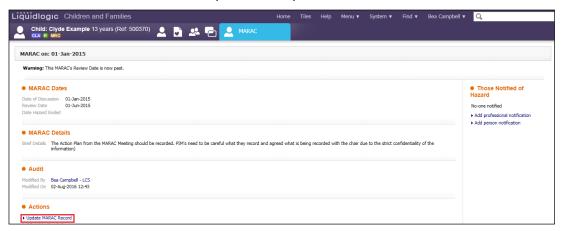

- Click on "Create" then click the "Demographics" icon.

- The entry will display as below.

- The "MRC" flag appears.
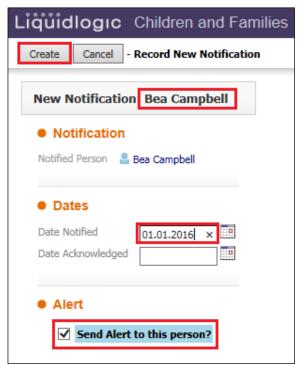
2.1.   Updating The MARAC Discussion

- If you need to update a MARAC entry, click on the MARAC row entry within the "Risks" sidebar (see above).
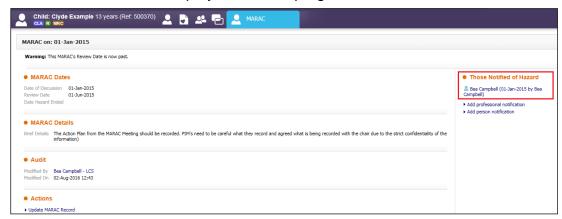

- Click on "Update MARAC Record".
- Make any necessary changes to the text/fields.

2.2.   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.
- 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.
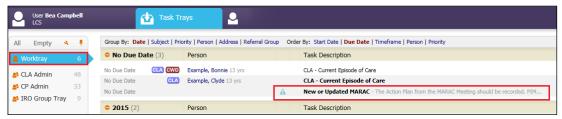- Click on "Create"

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

2.3.   Viewing The MARAC Notification From Your Worktray

- From your worktray, click on the task.

2.4.   Acknowledging The Notification
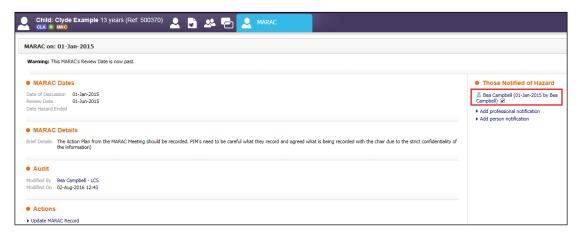
- Click on "Notification: <name>

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

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

2.5. Viewing The Notification Acknowledgement

- If you view the MARAC record again, if an acknowledgement has been sent, a tick will appear to the right of the person's name.
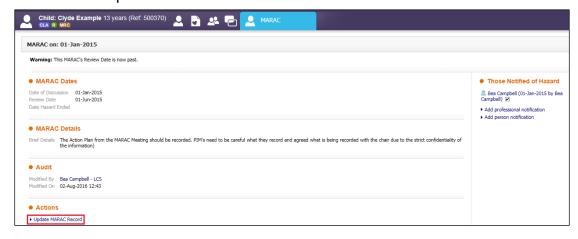
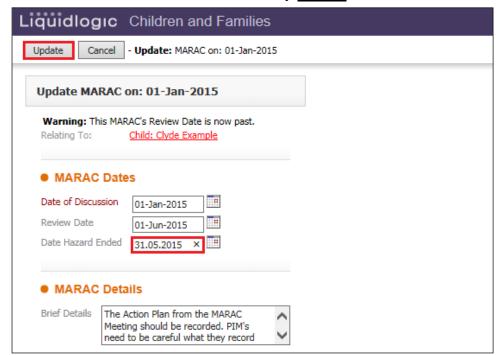## 3.   Creating A Subsequent MARAC

3.1.   End Dating The Previous MARAC

- Click on the MARAC row entry within the "Risks" sidebar.
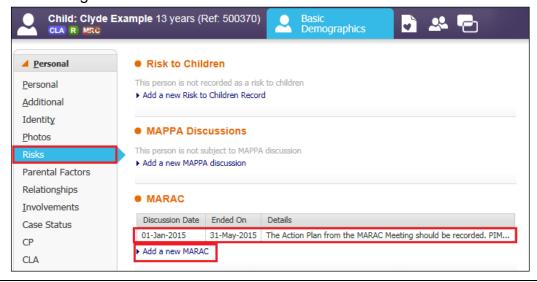

- Click on "Update MARAC Record"

- Enter in the "Date Ended" as the day **before** the next MARAC meeting.
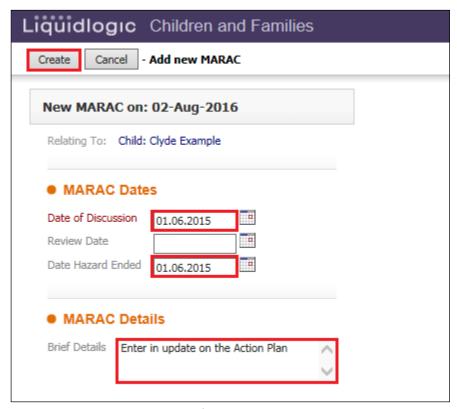

- Click on "Update".
- The screen will appear as below with the "MPA" flag struck through.

- Click on the "Demographics" icon.   The following screen will appear showing the MARAC has ended.

- Click on "Add a new MARAC" and repeat the process for a new entry – entering the new MARAC date.

- Either enter in another "Review Date" or if this is the last MARAC, enter the "Date Ended"

- Update the "Brief Details" section with an update on the Action Plan.

- Click on "Create"

- The screen appears as follows

- Click on the "Demographics" icon.
- The "Risks" tab will now display as below.