



# **LCS / MARAC User Guide**

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

Author: B. Campbell

Date: 02.08.2016

**DOCUMENT HISTORY**

<b>DATE</b>	<b>PRODUCED BY</b>	<b>DOCUMENT VERSION</b>	<b>COMMENTS</b>
02.08.2016	B. CAMPBELL	1.0	INITIAL VERSION
24.08.2016	B. CAMPBELL	1.1	MINOR EDITING OF TEXT
25.08.2016	B. CAMPBELL	1.2	MINOR EDITING OF TEXT
28.02.2022	S. WEBB	1.3	REDESIGN

## TABLE OF CONTENTS

<b>1. MARAC – A BASIC GUIDE .....</b>	<b>1</b>
<b>2. RECORDING A MARAC WITHIN LCS.....</b>	<b>1</b>
2.1.    UPDATING THE MARAC DISCUSSION.....	3
2.2.    SENDING A PROFESSIONAL NOTIFICATION .....	3
2.3.    VIEWING THE MARAC NOTIFICATION FROM YOUR WORKTRAY.....	4
2.4.    ACKNOWLEDGING THE NOTIFICATION.....	4
2.5.    VIEWING THE NOTIFICATION ACKNOWLEDGEMENT .....	5
<b>3. CREATING A SUBSEQUENT MARAC.....</b>	<b>6</b>
3.1.    END DATING THE PREVIOUS MARAC .....	6

## 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”

The screenshot shows the Liquidlogic Children and Families interface. At the top, it displays 'Child: Clyde Example 13 years (Ref: 500370)' and 'Basic Demographics'. The left sidebar is expanded to show 'Risks', which is highlighted with a blue arrow. The main content area shows three sections: 'Risk to Children', 'MAPPA Discussions', and 'MARAC'. Each section has a status message and a link to 'Add a new' record. The 'Add a new MARAC' link is highlighted with a red box.

- Enter in the “Date of Discussion” (this is the date of the MARAC).
- Enter either a “Review Date” (this is the date of the next 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).

**Liüidlogic Children and Families**

Create Cancel - Add new MARAC

**New MARAC on: 02-Aug-2016**

Relating To: Child: Clyde Example

**MARAC Dates**

Date of Discussion: 01.01.2015

Review Date: 01.06.2015

Date Hazard Ended:

**MARAC Details**

Brief Details: The Action Plan from the MARAC Meeting should be recorded. PIM's need to be careful what they record

- Click on “Create” then click the “Demographics” icon.
- The entry will display as below.

Child: Clyde Example 13 years (Ref: 500370)

CLA R MRC Basic Demographics

**Personal**

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

**Risk to Children**

This person is not recorded as a risk to children

▶ Add a new Risk to Children Record

**MAPPA Discussions**

This person is not subject to MAPPA discussion

▶ Add a new MAPPA discussion

**MARAC**

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

▶ Add a new MARAC

- The “MRC” flag appears.

## 2.1. Updating The MARAC Discussion

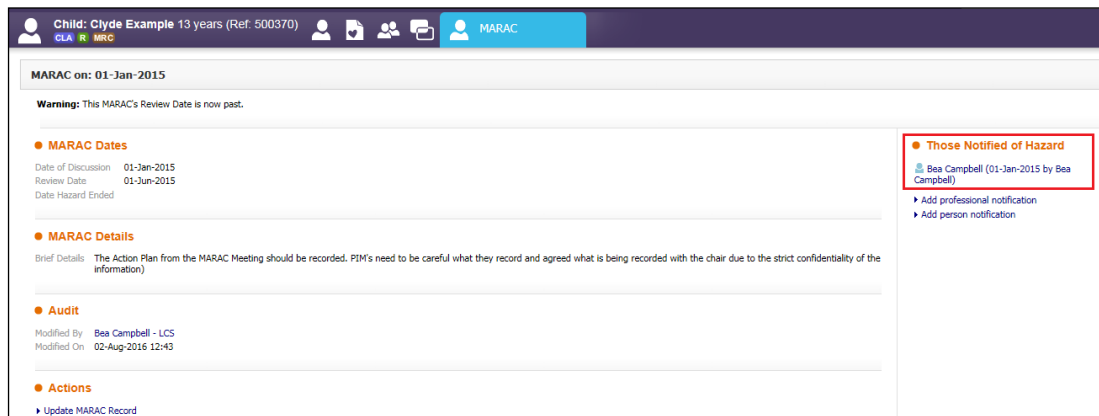
- If you need to update a MARAC entry, click on the MARAC row entry within the “Risks” sidebar (see above).

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

## 2.2. Sending A Professional Notification

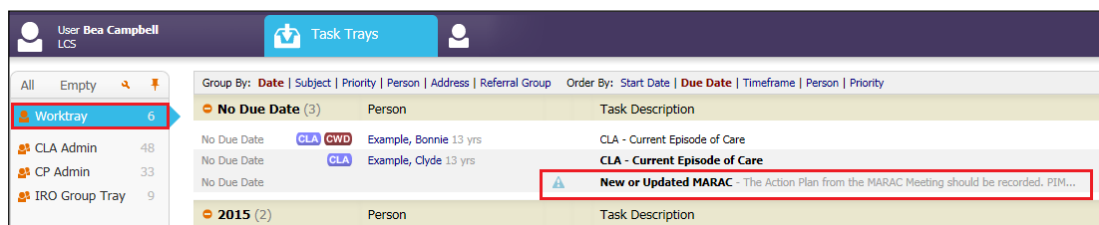
- Whilst in update mode, If you wish to send a notification, click on “Add professional notification” (this will display the LCS Address Book).
- Select who you wish to notify.
- Their name appears in the “Record New Notification” screen.
- Enter in the “Date Notified”
- Ensure that the checkbox for “Send Alert to this person?” is ticked.
- Click on “Create”

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



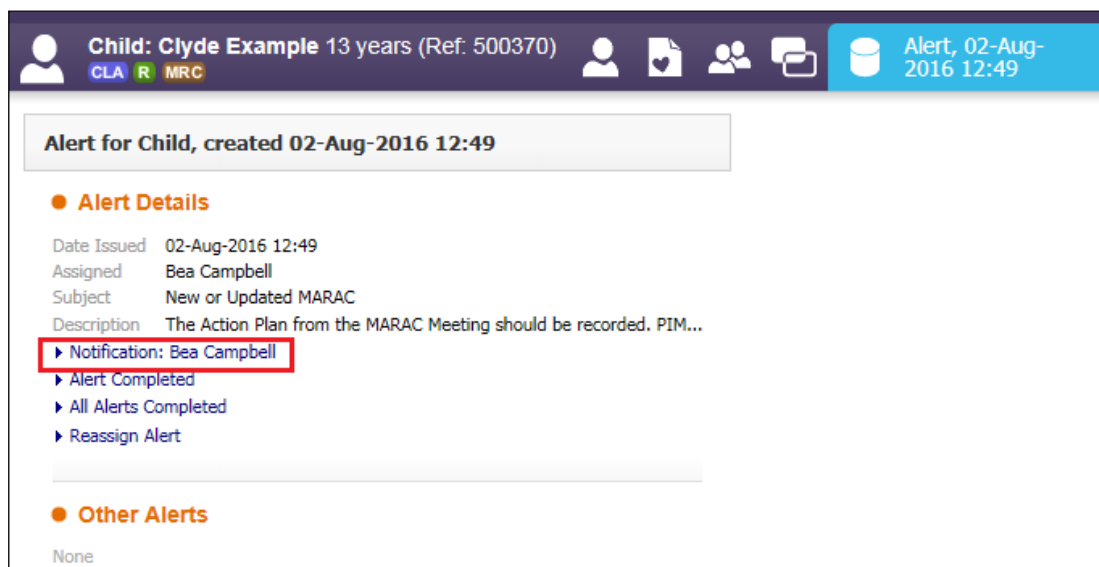
### 2.3. Viewing The MARAC Notification From Your Worktray

- From your worktray, click on the task.

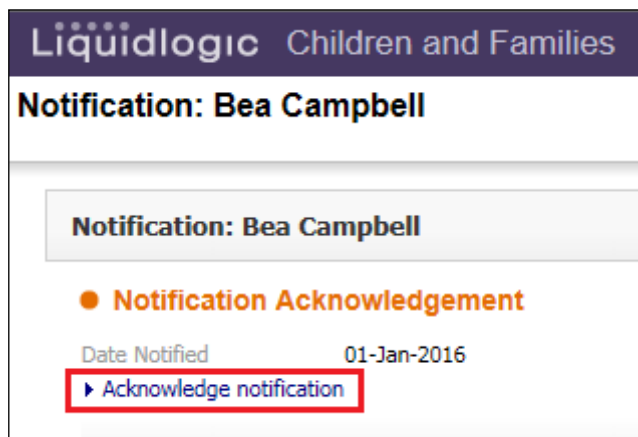


### 2.4. Acknowledging The Notification

- Click on “Notification: <name>



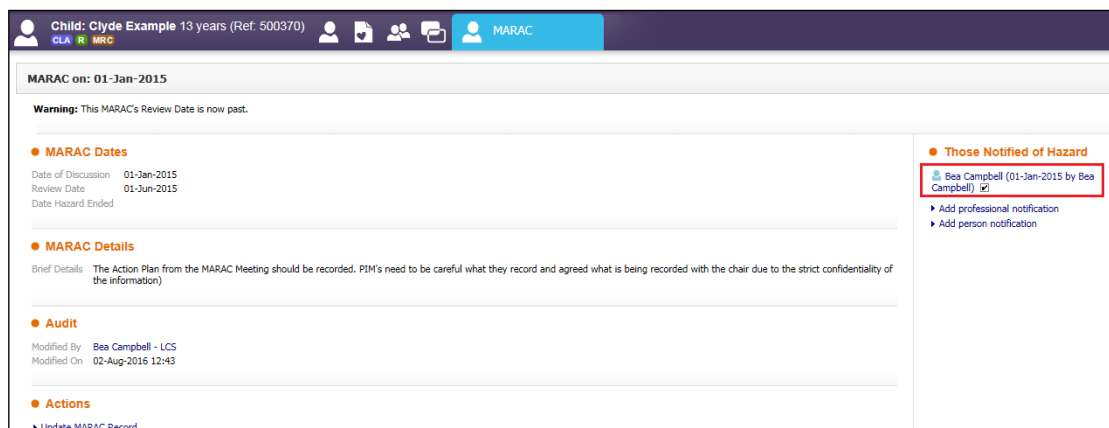
- Click on “Acknowledge notification” in the top left hand corner.



- 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.

The screenshot shows the LCS system interface for a child named Clyde Example, 13 years old (Ref: 500370). The interface is divided into a sidebar on the left and a main content area on the right. The sidebar has a 'Risks' section highlighted with a red box. The main content area shows three sections: 'Risk to Children', 'MAPPA Discussions', and 'MARAC'. The 'MARAC' section contains a table with one row highlighted in red:

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

Below the table is a link to 'Add a new MARAC'.

- Click on “Update MARAC Record”

The screenshot shows the LCS system interface for a child named Clyde Example, 13 years old (Ref: 500370). The interface is divided into a sidebar on the left and a main content area on the right. The sidebar has a 'MARAC' section highlighted with a red box. The main content area shows the details for a MARAC record on 01-Jan-2015. The record is titled 'MARAC on: 01-Jan-2015' and includes a warning: 'Warning: This MARAC's Review Date is now past.' The record details are as follows:

- MARAC Dates:** Date of Discussion: 01-Jan-2015, Review Date: 01-Jun-2015, Date Hazard Ended: (blank)
- MARAC Details:** Brief Details: The Action Plan from the MARAC 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 12:43
- Actions:** Update MARAC Record (highlighted with a red box)

On the right side of the interface, there is a section titled 'Those Notified of Hazard' with a list of users and a checkbox for 'Bea Campbell (01-Jan-2015 by Bea Campbell)' which is checked. Below this list are links for 'Add professional notification' and 'Add person notification'.

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

**Liquidlogic Children and Families**

Update Cancel - Update: MARAC on: 01-Jan-2015

**Update MARAC on: 01-Jan-2015**

**Warning:** This MARAC's Review Date is now past.  
 Relating To: [Child: Clyde Example](#)

● **MARAC Dates**

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

● **MARAC Details**

Brief Details: The Action Plan from the MARAC Meeting should be recorded. PIM's need to be careful what they record

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

Child: Clyde Example 13 years (Ref: 500370)

MARAC on: 01-Jan-2015

● **MARAC Dates**

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

● **MARAC Details**

Brief Details: The Action Plan from the MARAC 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 13:50

● **Those Notified of Hazard**

Bea Campbell (01-Jan-2015 by Bea Campbell) ✓

▶ Add professional notification  
 ▶ Add person notification

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

Child: Clyde Example 13 years (Ref: 500370)

Basic Demographics

Personal

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

● **Risk to Children**

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

● **MAPPA Discussions**

This person is not subject to MAPPA discussion  
 ▶ Add a new MAPPA discussion

● **MARAC**

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

▶ Add a new MARAC

- 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”

**Liquidlogic Children and Families**

Create Cancel - Add new MARAC

**New MARAC on: 02-Aug-2016**

Relating To: Child: Clyde Example

● **MARAC Dates**

Date of Discussion 01.06.2015

Review Date

Date Hazard Ended 01.06.2015

● **MARAC Details**

Brief Details Enter in update on the Action Plan

- The screen appears as follows

**Liquidlogic Children and Families** Home

Child: Clyde Example 13 years (Ref: 500370) MARAC

**MARAC on: 01-Jun-2015**

● **MARAC Dates**

Date of Discussion 01-Jun-2015

Date Hazard Ended 01-Jun-2015

● **MARAC Details**

Brief Details Enter in update on the Action Plan

● **Audit**

Modified By Bea Campbell - LCS

Modified On 02-Aug-2016 13:57

● **Actions**

Update MARAC Record

● **Those Notified of Hazard**

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: **Clyde Example** 13 years (Ref: 500370) Basic Demographics

**Personal**

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

**Risk to Children**

This person is not recorded as a risk to children

▶ Add a new Risk to Children Record

**MAPPA Discussions**

This person is not subject to MAPPA discussion

▶ Add a new MAPPA discussion

**MARAC**

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 MARAC Meeting should be recorded. PIM...

▶ Add a new MARAC