



LCS / Special Guardianship Order User Guide

Liquidlogic Children's Systems (LCS)

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1. What is a Legal Episode

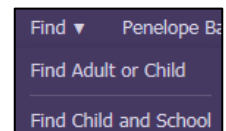
Social Workers will be able to create separate episodes for a Legal Episode if the Local Authority has multiple Legal involvements with the Child / Young Person.

This will allow for the Social Worker to record and report on the work carried out on a Legal episode that has been started on LCS.

NB LPM Part A cannot be found in the workspace. This is the LPM request that is completed before a legal episode is started. This will be found with the standalone forms in the main part of the system.

2. Searching for Children

Clicking on 'Find' or hovering over Find and then clicking 'Find Adult or Child' will allow you to search the system for adults and children – see screenshot below.



- Your most recent search result will be displayed unless this is your first time using this function.

- If this is not your first time searching click 'Back' to return to the Default Search Screen.



- You can then also click 'Reset' to clear all search fields.

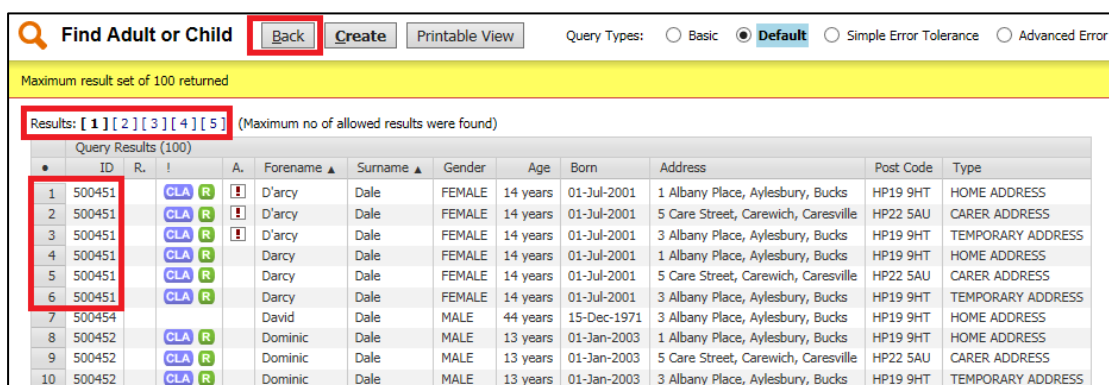


- The search function is automatically set to the 'Default' Query Type.
- Search for a person by typing in known information such as surname, forename, date of birth, address etc.

- If you are unsure of spelling then you can use Wildcards - % or * - as seen below. Both symbols have the same effect.

Search Entered	Results
SM*TH*	SMITH, SMITHE, SMYTHE
PHIL%P%	PHILLIPS, PHILIPS
M%DONALD	MACDONALD, MCDONALD
SAR%JA%N%	SARAH JANE, SARAH-JANE, SARAH-JAYNE, SARAH JAYNE

- Wildcards do not work when searching for ages or dates of birth.
- Tick the box that states 'Include Similar' to widen your search further.
 - This can sometimes bring back too many responses if you search with limited information.
- Click the 'Search' button to begin your search.
- Searching will bring back a maximum of 100 results, displayed 20 per page:



Find Adult or Child Query Types: Basic Default Simple Error Tolerance Advanced Error Tolerance

Maximum result set of 100 returned

Results: [1][2][3][4][5] (Maximum no of allowed results were found)

ID	R.	A.	Forename	Surname	Gender	Age	Born	Address	Post Code	Type
1	500451	CLA R	D'arcy	Dale	FEMALE	14 years	01-Jul-2001	1 Albany Place, Aylesbury, Bucks	HP19 9HT	HOME ADDRESS
2	500451	CLA R	D'arcy	Dale	FEMALE	14 years	01-Jul-2001	5 Care Street, Carewich, Caresville	HP22 5AU	CARER ADDRESS
3	500451	CLA R	D'arcy	Dale	FEMALE	14 years	01-Jul-2001	3 Albany Place, Aylesbury, Bucks	HP19 9HT	TEMPORARY ADDRESS
4	500451	CLA R	Darcy	Dale	FEMALE	14 years	01-Jul-2001	1 Albany Place, Aylesbury, Bucks	HP19 9HT	HOME ADDRESS
5	500451	CLA R	Darcy	Dale	FEMALE	14 years	01-Jul-2001	5 Care Street, Carewich, Caresville	HP22 5AU	CARER ADDRESS
6	500451	CLA R	Darcy	Dale	FEMALE	14 years	01-Jul-2001	3 Albany Place, Aylesbury, Bucks	HP19 9HT	TEMPORARY ADDRESS
7	500454		David	Dale	MALE	44 years	15-Dec-1971	3 Albany Place, Aylesbury, Bucks	HP19 9HT	HOME ADDRESS
8	500452	CLA R	Dominic	Dale	MALE	13 years	01-Jan-2003	1 Albany Place, Aylesbury, Bucks	HP19 9HT	HOME ADDRESS
9	500452	CLA R	Dominic	Dale	MALE	13 years	01-Jan-2003	5 Care Street, Carewich, Caresville	HP22 5AU	CARER ADDRESS
10	500452	CLA R	Dominic	Dale	MALE	13 years	01-Jan-2003	3 Albany Place, Aylesbury, Bucks	HP19 9HT	TEMPORARY ADDRESS

- You can use the page numbers at the top to navigate through the pages.
- You may return several results for the same person dependent on address and alias recordings.
- This can be checked by referring to the ID Number on the left hand side – if the ID numbers match then the results relate to the same child.
- If your search has been unsuccessful, click the 'Back' button to return to the search screen and try again.

Try searching using a variety of information, such as Postcode and Date of Birth, as this may bring back different results.

2.1. Basic Query Type

The 'Basic' Query Type allows you to search using a small selection of fields.

The screenshot shows the 'Find Adult or Child' search interface. At the top, there are buttons for 'Reset' and 'Search', and a 'Query Types' section with radio buttons for 'Basic' (selected), 'Default', 'Simple Error Tolerance', and 'Advanced Error Tolerance'. Below this, there are three sections for search criteria: 'Name' with 'Surname' and 'Forename' fields; 'Age / Date of Birth' with 'Date of Birth' and 'Age' fields; and 'Address' with a 'Post Code' field.

- Wildcards can also be used in the Basic Query Type search function.

2.1. Simple and Advanced Error Tolerance

Both the Simple and Advance Error Tolerance search functions do not require the use of wildcards. In the Simple Error Tolerance, type in the information you know in the search bar and the results returned will be in order of percentage of accuracy.

The Advanced Error Tolerance allows you to search using specific fields. This is return results in the same way as the Simple Error Tolerance search.

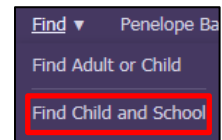
The screenshot shows the 'Find Adult or Child' search interface with 'Simple Error Tolerance' selected. The results table displays 29 entries. The table has the following columns: Match, R., ID, A., Forename, Surname, G., Age, Born, Address, Post Code, and Type. The results are sorted by Match percentage in descending order.

Match	R.	ID	A.	Forename	Surname	G.	Age	Born	Address	Post Code	Type
87 %		ICS-6	CLA R	Amy	Ascot	F	17 years	15-Dec-1999	Tree Tops London Road, Chalfont St Giles, Bucks	HP8 4NN	CARER ADDRESS
87 %		ICS-6	CLA R	Amy	Ascot	F	17 years	15-Dec-1999	21 Victoria Street, Aylesbury, Buckinghamshire	HP20 1LZ	HOME ADDRESS
87 %		ICS-6	CLA R	Amy	Ascot	F	17 years	15-Dec-1999	21 Victoria Street, Aylesbury, Buckinghamshire	HP20 1LZ	HOME ADDRESS
87 %		ICS-6	CLA R	Amy	Ascot	F	17 years	15-Dec-1999	Tree Tops London Road, Chalfont St Giles, Bucks	HP8 4NN	CARER ADDRESS
70 %		ICS-6	CLA R	Amee	Ascot	F	17 years	15-Dec-1999	21 Victoria Street, Aylesbury, Buckinghamshire	HP20 1LZ	HOME ADDRESS
70 %		ICS-6	CLA R	Amee	Ascot	F	17 years	15-Dec-1999	Tree Tops London Road, Chalfont St Giles, Bucks	HP8 4NN	CARER ADDRESS
60 %		ICS-7		Alice	Ascot	F	≈ 43 years	15-Dec-1973	21 Victoria Street, Aylesbury, Buckinghamshire	HP20 1LZ	HOME ADDRESS
59 %		ICS-8		Arthur	Ascot	M	≈ 45 years	15-Dec-1971	21 Victoria Street, Aylesbury, Buckinghamshire	HP20 1LZ	HOME ADDRESS
59 %		ICS-8		Arthur	Ascot	M	≈ 45 years	15-Dec-1971	21 Victoria Street, Aylesbury, Buckinghamshire	HP20 1LZ	HOME ADDRESS
58 %		ICS-9	CLA R	Alistair	Ascot	M	13 years	15-Feb-2004	5 Roberts Road, High Wycombe, Bucks	HP13 6XA	CARER ADDRESS
58 %		ICS-9	CLA R	Alistair	Ascot	M	13 years	15-Feb-2004	5 Roberts Road, High Wycombe, Bucks	HP13 6XA	CARER ADDRESS
58 %		ICS-9	CLA R	Alistair	Ascot	M	13 years	15-Feb-2004	21 Victoria Street, Aylesbury, Buckinghamshire	HP20 1LZ	HOME ADDRESS
58 %		ICS-9	CLA R	Alistair	Ascot	M	13 years	15-Feb-2004	21 Victoria Street, Aylesbury, Buckinghamshire	HP20 1LZ	HOME ADDRESS
47 %		ICS-290		Amy	Astaire	F	≈ 37 years	15-Feb-1980	101 Desborough Park Road, High Wycombe, Buckinghamshire	HP11 2PU	HOME ADDRESS
46 %		500073		Amy	Asos	F	17 years	01-Jan-2000	24 Priory Crescent, Aylesbury, Bucks	HP19 9NU	HOME ADDRESS
41 %		398		Amy	Agassi	F	≈ 50 years	15-Apr-1966	15 Anderson Close, Stokenchurch, High Wycombe, Buckinghamshire	HP14 3QN	HOME ADDRESS
35 %		790		Amy	Daniels	F	17 years	01-Jan-2000	23 Vale Road, Aylesbury, Bucks	HP21 1QU	HOME ADDRESS
35 %		421		Amy	Winehouse	F	14 years	18-May-2002	17 King Edward Avenue, Aylesbury, Bucks	HP20 2AN	HOME ADDRESS
30 %		ICS-119		Scott	Sampras	M	19 years	15-Feb-1998	10 Castleview Gardens, High Wycombe, Buckinghamshire	HP12 3DU	HOME ADDRESS

2.2. Useful Tips

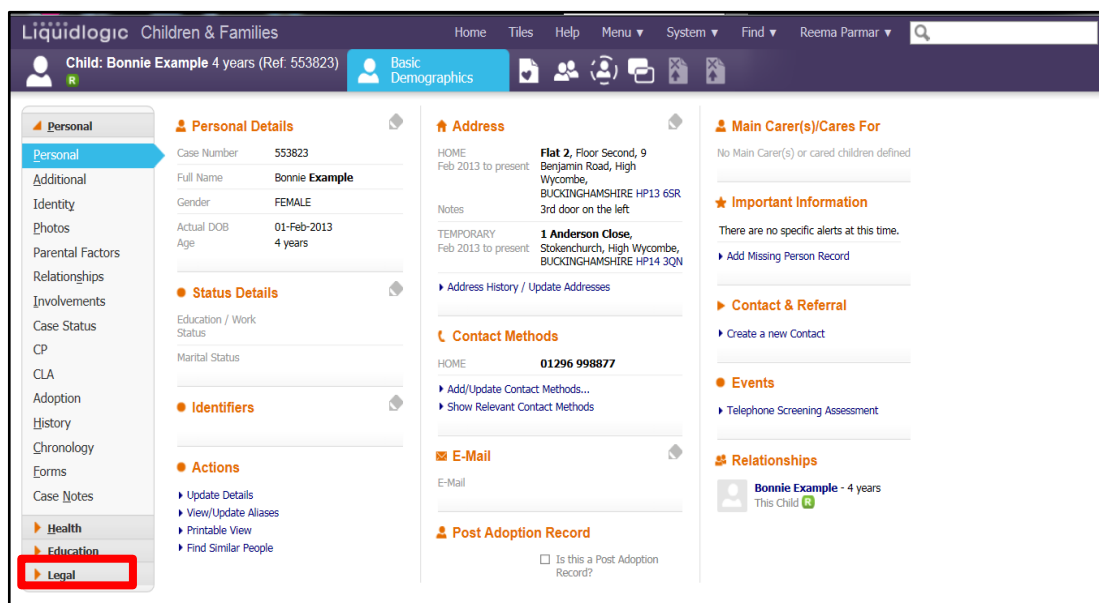
- If searching using a Post Code and House Number and one is incorrect then you may receive no search results – try just the Post Code.

- If you know the child’s school but not their address then use the ‘Find Child and School’ search function instead.
- It is Buckinghamshire County Council’s Policy to complete at least 3 searches on the system before creating a child. This is to reduce the risk of creating duplicate records.

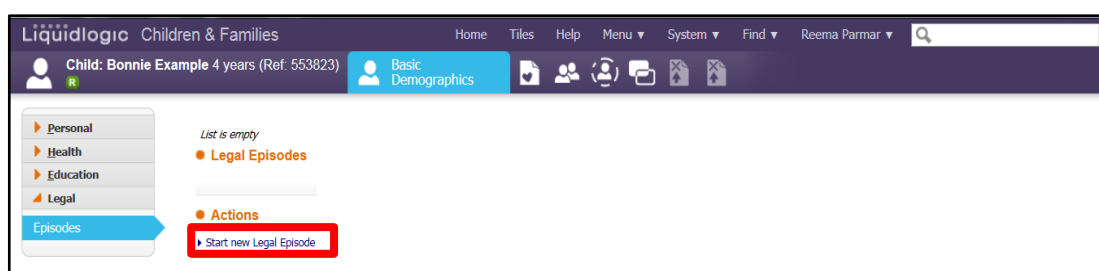


3. Creating and Starting a Legal Episode

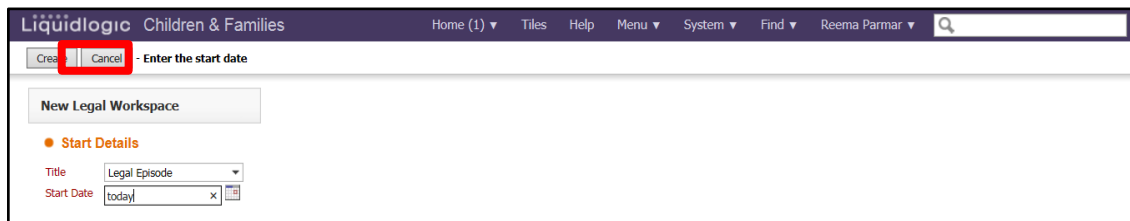
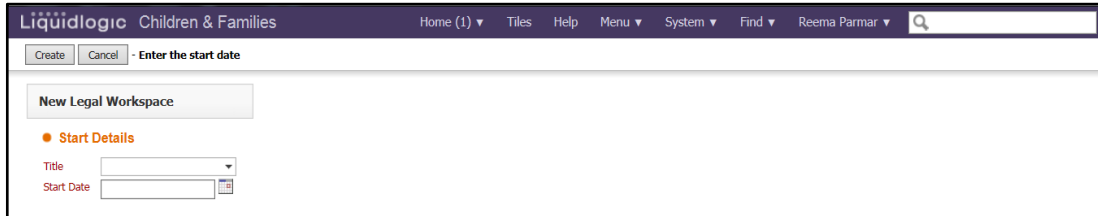
- To create the Legal episode, scroll to the left hand side menu, and click on ‘Legal’.



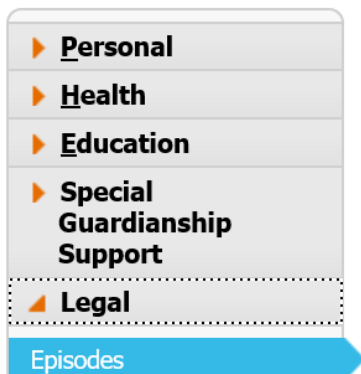
- Click on ‘Start Legal Episode’.
- NB The Legal Episode is started by a PIM (Practice Improvement Manager), First Response Team complete Legal Episode for Section 7&37. If child is not known to us, Contact & Referral is to be completed by First Response Team.



- The PIM is to select the Title, and enter the Start Date of the Legal Episode, which is the Approved date from the PIM of starting the Legal Planning Meeting.
- Then Click on ‘Create’.



4. Consolidate Sibling Groups



● Legal Episodes

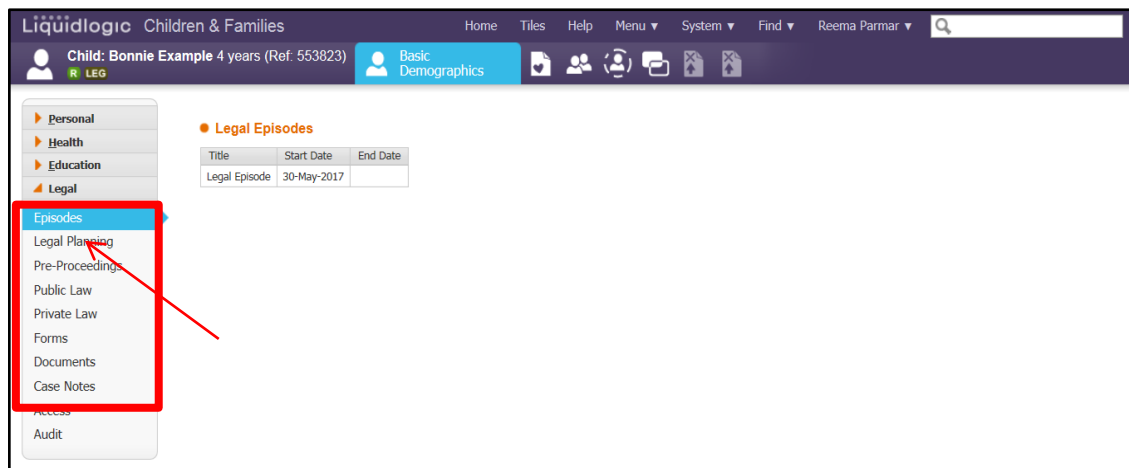
Title	Start Date	End Date
Legal Episode	27-Apr-2022	

The screenshot shows the Liqüidlogic LCS user interface. At the top, there is a dark purple header with the text 'Liqüidlogic LCS' on the left and navigation links 'Home', 'Tiles', 'Help', and 'Menu' on the right. Below the header, a light blue bar contains a profile icon, the text 'Child: Ernest Epsom ≈ 11 years', and a 'Basic Demographics' button. To the right of this bar are several icons representing different data sources or actions. Below the header, a vertical sidebar on the left lists categories: Personal, Health, Education, Special Guardianship Support, Legal, and Episodes. The 'Legal' category is highlighted with a dotted border, and the 'Episodes' sub-tab is highlighted with a blue arrow. The main content area on the right shows a section titled 'Legal Episodes' with a sub-section 'List is empty' and an 'Actions' section containing a link 'Start new Legal Episode'.

5. Legal Tabs

The Legal functionality will have several tabs where information and work completed can be recorded:

- Legal Episodes
- Legal Planning
- Pre-Proceedings
- Public Law
- Private Law
- Forms
- Documents
- Case Notes
- Access





NB Once the Legal Episode has been created and started by a PIM, it is then the responsibility of the Allocated Case Worker to update this Legal tab as and when stages occur to complete the relevant fields.

6. Entering Legal Planning Information

- To continue to enter information in the Legal Episode, Click on 'Legal Planning' from the left hand panel.



- Click on the  icon to edit the information in this section.
- Enter the date of the 'Initial Legal Planning Meeting'.
- Specify if the 'Legal Planning Meeting Minutes' have been uploaded by clicking on the check box.
- Click on the drop down pick list to specify whether the 'Threshold has been Met'.
- Select the 'Outcome'.
- To save the changes, Click on the  icon.

6.1. Entering Immediate Issue of Proceedings Information

- If Immediate Issue of Proceedings is required, specify in the Outcome check box, and then click onto the hyperlink on the right hand side 'New Immediate Issue of Proceedings'.
- Enter the 'Target Date to have the Proceedings'
- Select the 'Actions from Immediate Issue of Proceedings'.
- To specify more information, enter this information in 'Further Details' text box.
- To include this information in the History tab, select the check box 'Include Entry in History'.

- Once complete, click on the 'Create' button.

7. Entering Pre- Proceedings Information

- If Pre- Proceedings is required, specify in the Outcome check box, and then click onto the hyperlink on the right hand side 'New Commence Pre- Proceedings'.

- Enter the 'Target due for Completion of Letter Before Proceedings' date.
- Enter 'Target Due for Pre-Proceedings Meeting' date.
- Enter Follow up Legal Meeting Planning Meeting' date.
- Select 'Actions from Follow Up Legal Planning Meeting' by click on the check box.
- Enter further information if required in 'Further Details' text box.
- To include this information in the History tab, select the check box 'Include Entry in History'.

- Once complete, click on the 'Create' button.

Legal Planning

- Pre-Proceedings
- Public Law
- Private Law
- Forms
- Documents
- Case Notes
- Access
- Audit

Legal Episode

Title: Legal Episode
Start Date: 05-Jun-2017
End Date: 05-Jun-2017

Initial Legal Planning Meeting: 05-Jun-2017
Legal Planning Meeting Minutes Uploaded: Yes

Threshold Met: Yes
Outcome: Commence Pre-Proceedings

▶ End Legal Episode
▶ Printable View

Immediate Issue of Proceedings

List is empty
▶ New Immediate Issue of Proceedings

Commence Pre-Proceedings

Letter Target Date	Meeting Date	Follow Up Meeting	Minutes	Actions	Further
<input type="checkbox"/> 09-Jun-2017	12-Jun-2017	12-Jun-2017	No	Specialist Assessment, Viability Assessment	Enter d

▶ New Commence Pre-Proceedings

7.1. To enter information for Pre Proceedings,

- click on 'Pre- Proceedings' from the left hand side menu, and then click on

the  icon:

Pre-Proceedings

Outline

Summary of Concerns: Substance and Alcohol misuse

Local Authority Solicitor: Legal Department

Parents' Solicitor(s): Duncan Lewis Solicitors

3rd Party Involvements: Grandmother

Continuing Pre-Proceedings

List is empty
▶ New Continuing Pre-Proceedings

Immediate Issue of Proceedings


List is empty
▶ New Immediate Issue of Proceedings

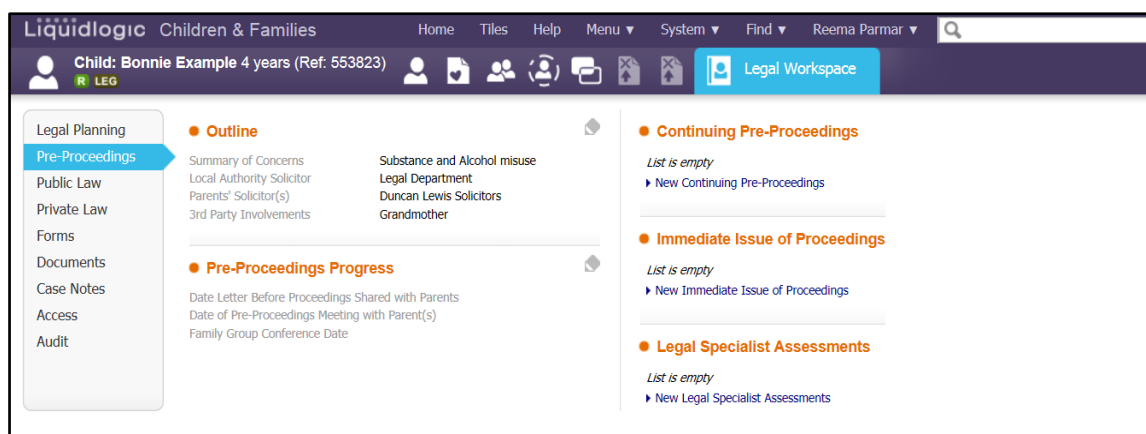
Legal Specialist Assessments

List is empty
▶ New Legal Specialist Assessments


Pre-Proceedings Progress

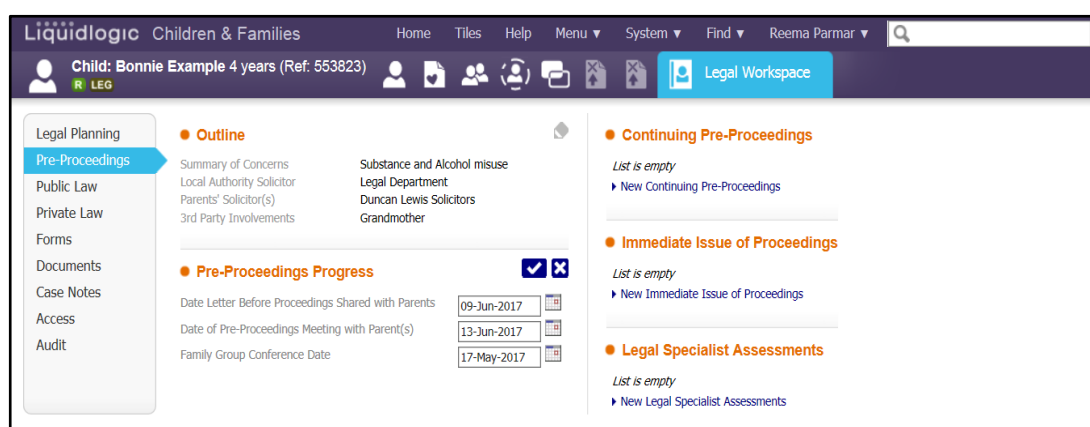
Date Letter Before Proceedings Shared with Parents
Date of Pre-Proceedings Meeting with Parent(s)
Family Group Conference Date

- Enter 'Summary of Concerns' in the text box.
- Enter Name 'Local Authority Solicitor' in the text box.
- Enter 'Parents' Solicitor(s) in the text box
- Enter 3rd Party Involvement in the text box.
- To save the changes, Click on the  icon.



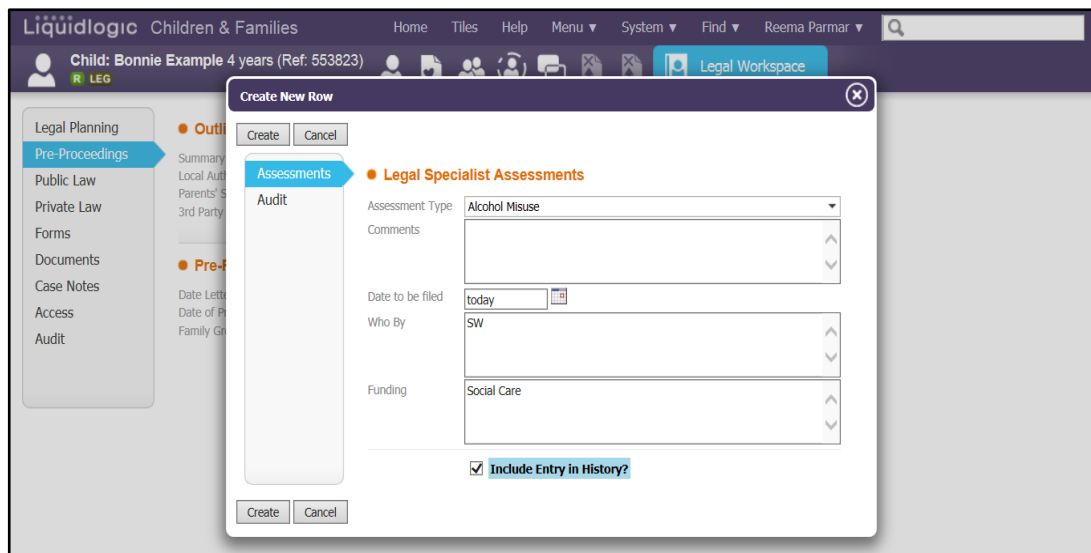
7.2. Recording Pre-Proceedings Progress

- Enter 'Date Letter before Proceedings Shared with Parents.'
- Enter 'Date of the 'Pre- Proceedings Meeting with Parent(s).'
- Enter 'Family Group Conference' date.
- To save the changes, Click on the  icon.

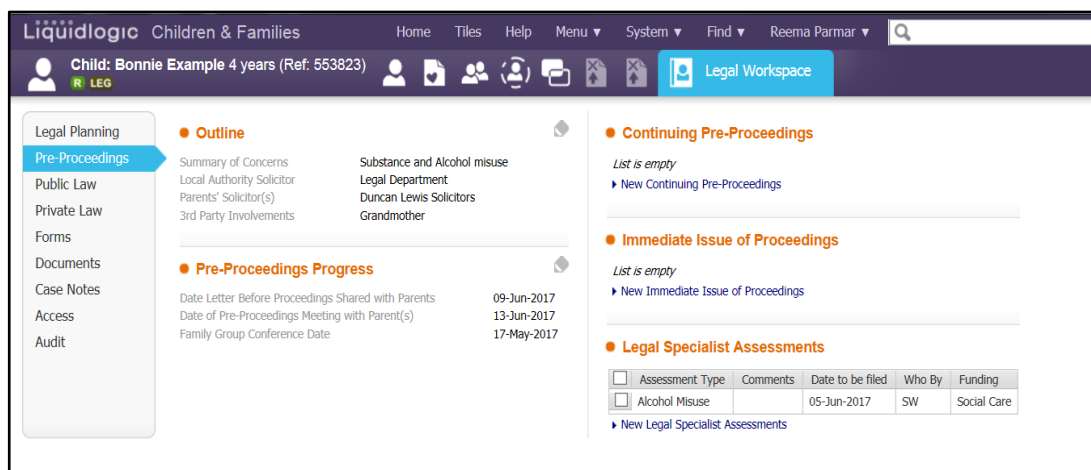


8. Creating a Legal Specialist Assessment

- Click onto 'New Legal Specialist Assessments' from the right hand side.
- Select 'Assessment Type' from the drop down picklist.
- Enter 'Comments' if required.
- Enter 'Dare to be Filed'
- Enter name of 'Who by' the assessment will be filed by.
- Enter by whom this will be 'Funded' by.



- To save the changes, click on 'Create'.




9. Entering Information under Public Law

- click on 'Public Law' from the left hand side menu, and then click on the



icon:

- Enter name of 'Local Authority Solicitor'.
- Enter name of Parents' Solicitor(s)
- Enter 3rd Part Involvements
- To save the changes, Click on the  icon.

10. Entering Information when Issuing an Application

- Enter 'Date of Issue'.
- Specify by clicking on the dropdown picklist 'Is court likely to complete within 26 Weeks'.
- Enter 'Estimated End Date of 26 Weeks'.
- Enter 'Actual End Date'.
- Specify in 'Reason for Delay/ Response Hearing' by clicking on the check box

Child: Bonnie Example 4 years (Ref. 553823)

Issue Application

Date of Issue: 20-Jun-2017

Is case Likely to Complete Within 26 Weeks: Yes

Estimated End Date of 26 Weeks: 17-Oct-2017


Actual End Date: 20-Jun-2017

Reason for Delay/Repeat Hearing:

- Case management: no key issues analysis
- Case management: no threshold
- Case management: no timetable for child
- Case management: non-compliance with directions
- Case management: OS not instructed/ready
- Evidence: medical records from agency
- Evidence: new expert report/assessment
- Evidence: new social work report/assessment
- Evidence: no expert instructed by LA

Final Outcome

10.1. Final Outcome

- Enter 'Orders Granted- Please update demographics' of which orders have been granted by the Court.
- Enter 'Date' of Orders granted.
- To save the changes, Click on the  icon.

Child: Bonnie Example 4 years (Ref. 553823)

Final Outcome

Orders Granted - Please update demographics: Interim Care Order

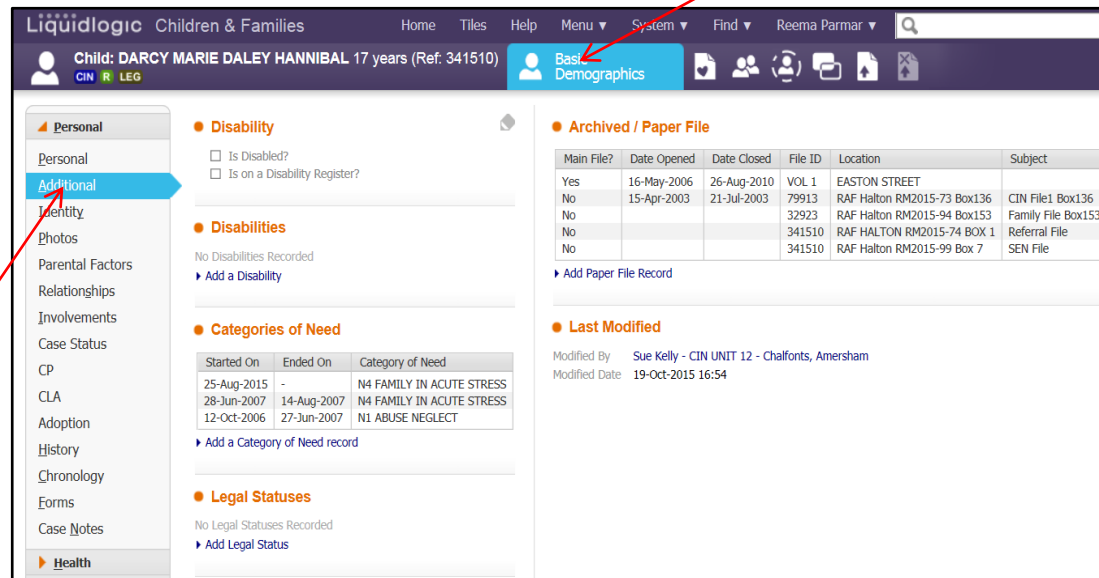
Date: 27-Jun-2017

Child's Legal Status

No Legal Status Recorded

10.2. Entering Child's Legal Status

- Return to 'Basic Demographics', and click on 'Additional' tab on the left hand side menu.



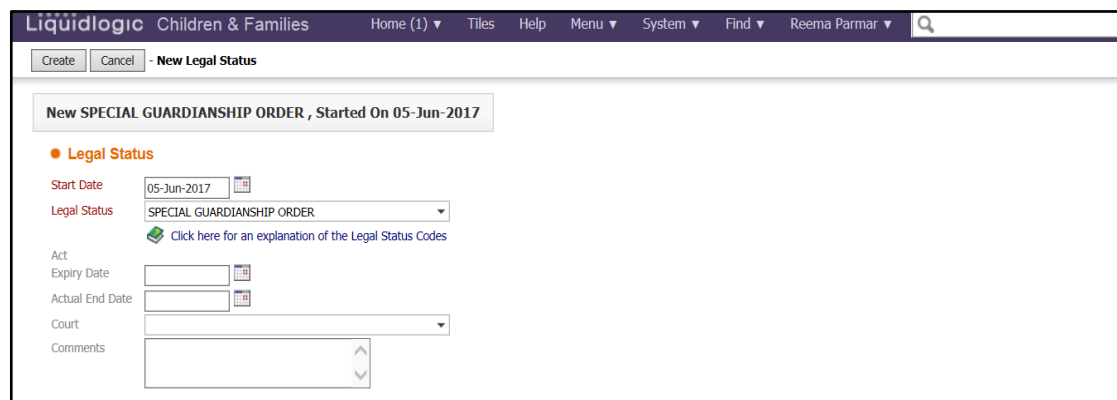
The screenshot shows the 'Basic Demographics' page for a child named Darcy Marie Daley Hannibal (17 years, Ref: 341510). The 'Additional' tab is selected in the left-hand menu. The page displays several sections:

- Disability:** Includes checkboxes for 'Is Disabled?' and 'Is on a Disability Register?'.
- Disabilities:** Shows 'No Disabilities Recorded' and a link to 'Add a Disability'.
- Categories of Need:** A table with columns 'Started On', 'Ended On', and 'Category of Need'.

Started On	Ended On	Category of Need
25-Aug-2015	-	N4 FAMILY IN ACUTE STRESS
28-Jun-2007	14-Aug-2007	N4 FAMILY IN ACUTE STRESS
12-Oct-2006	27-Jun-2007	N1 ABUSE NEGLECT
- Legal Statuses:** Shows 'No Legal Statuses Recorded' and a link to 'Add Legal Status'.
- Archived / Paper File:** A table with columns 'Main File?', 'Date Opened', 'Date Closed', 'File ID', 'Location', and 'Subject'.

Main File?	Date Opened	Date Closed	File ID	Location	Subject
Yes	16-May-2006	26-Aug-2010	VOL 1	EASTON STREET	
No	15-Apr-2003	21-Jul-2003	79913	RAF Halton RM2015-73 Box136	CIN File1 Box136
No			32923	RAF Halton RM2015-94 Box153	Family File Box153
No			341510	RAF HALTON RM2015-74 BOX 1	Referral File
No			341510	RAF Halton RM2015-99 Box 7	SEN File
- Last Modified:** Shows 'Modified By: Sue Kelly - CIN UNIT 12 - Chalfonts, Amersham' and 'Modified Date: 19-Oct-2015 16:54'.

- Click onto the hyperlink under the section 'Legal Statuses', 'Add Legal Status'.



The screenshot shows the 'New Legal Status' form. The form is titled 'New SPECIAL GUARDIANSHIP ORDER, Started On 05-Jun-2017'. It includes the following fields:

- Legal Status:** Start Date: 05-Jun-2017
- Legal Status:** SPECIAL GUARDIANSHIP ORDER
- Act:** Expiry Date: [Field]
- Actual End Date:** [Field]
- Court:** [Dropdown]
- Comments:** [Text Area]

A link 'Click here for an explanation of the Legal Status Codes' is also visible.

- Enter 'Start Date' of Legal Status.
- Specify the Legal Status by clicking on the dropdown picklist.
- Click 'Create' to save changes.

The screenshot displays the Liquidlogic Children & Families system interface. The top navigation bar includes 'Home', 'Tiles', 'Help', 'Menu', 'System', 'Find', and the user name 'Reema Parmar'. The main header shows 'Child: Bonnie Example 4 years (Ref: 553823)' and 'Basic Demographics'. The left sidebar menu is expanded to 'Public Law'. The main content area is divided into several sections:

- Legal**: Includes 'Guardian's Solicitor' (Grandmother) and '3rd Party Involvements'.
- Issue Application**:
 - Date of Issue: 20-Jun-2017
 - Is case Likely to Complete Within 26 Weeks: Yes
 - If the Case is Unable to Complete Within 26 Weeks Please Give Reason: Evidence: medical records from agency
 - Estimated End Date of 26 Weeks: 17-Oct-2017
 - Actual End Date: 20-Jun-2017
 - Reason for Delay/Repeat Hearing: Evidence: medical records from agency
- Final Outcome**:
 - Orders Granted - Please update demographics: Interim Care Order
 - Date: 27-Jun-2017
- Child's Legal Status**: INTERIM SECTION 8 ORDER, Started On 27-Jun-2017

On the right side, there are three sections, each with a 'List is empty' message and a 'New' button:

- Court Statements**: New Court Statements
- Court Documents**: New Court Documents
- Hearings Timetable**: New Hearings Timetable

11. Entering Information under Private Law

- click on 'Public Law' from the left hand side menu, and then click on the



icon:


The screenshot displays the 'Private Law Outline' form in the Liquidlogic system. The form is organized into several sections:

- Summary of Concerns:** A text box containing bullet points: 'parental disputes over the upbringing of children', 'local authority intervention to protect children', and 'adoption'.
- Parents' Solicitor(s):** A text box containing 'Duncan & Lewis Solicitors'.
- Guardian:** A text box that is currently empty.
- 3rd Party Involvements:** A text box containing 'Grandmother'.
- Legal Advice Sought By Social Worker:** A dropdown menu with 'Yes' selected.
- Name of Local Authority Solicitor:** A text box containing 'Legal Department'.

On the right-hand side of the form, there are three main sections:

- Private Law:** A section with a 'List is empty' message and a 'New Private Law' link.
- Legal Specialist Assessments:** A section with a 'List is empty' message and a 'New Legal Specialist Assessments' link.
- Dates of Reports:** A section with a 'List is empty' message and a 'New Date of Reports' link.

The top navigation bar includes 'Home', 'Tiles', 'Help', 'Menu', 'System', 'Find', and the user name 'Reema Parmar'. The left-hand side menu shows various categories like 'Personal', 'Health', 'Education', 'Legal', 'Episodes', 'Legal Planning', 'Pre-Proceedings', 'Public Law', 'Private Law' (highlighted), 'Forms', 'Documents', 'Case Notes', 'Access', and 'Audit'.

- Enter 'Summary of Concerns' in the text box.
- Enter 'Parents' Solicitor(s) in the text box
- Enter 3rd Party Involvement in the text box.
- Specify if 'Legal Advise has been Sought by 'Social Worker' by clicking on dropdown picklist.
- Enter 'Name of Local Authority Solicitor.
- To save the changes, Click on the  icon.

11.1. To Enter further information for Private Law

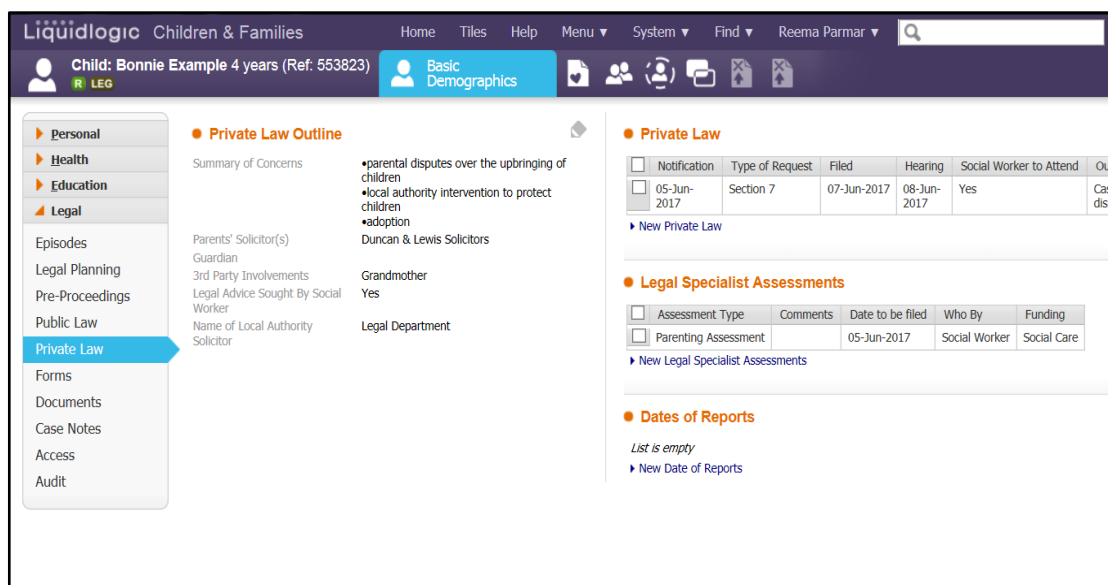
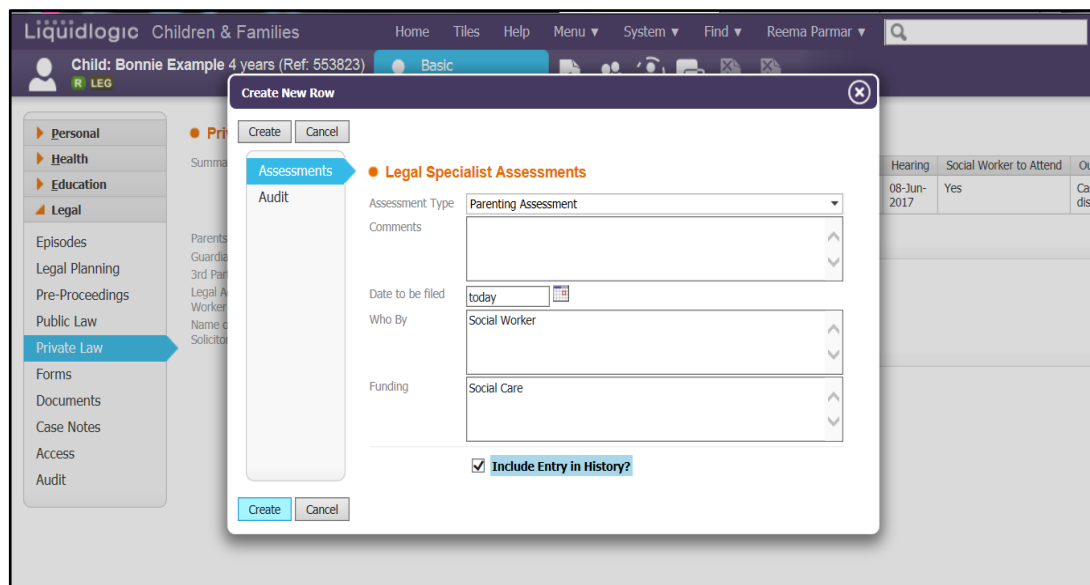
- Click on 'New Private Law' on right hand side
- Enter date of 'Notification from Court'.
- Enter 'Name of Court'.
- Specify 'Type of Request' by clicking on the dropdown picklist.
- Enter 'Date to be Filed'.
- Enter 'Actions Taken' in the text box.
- Specify if 'Social Worker is to Attend'.
- Enter 'Outcome' in text box.
- Enter 'Date' of Outcome.
- 'Enter 'Further Details' if required
- To include this information in the History tab, select the check box 'Include Entry in History'.

- Click 'Create' to save changes.


Notification	Type of Request	Filed	Hearing	Social Worker to Attend	Out
<input type="checkbox"/>	Section 7	07-Jun-2017	08-Jun-2017	Yes	Cas disn

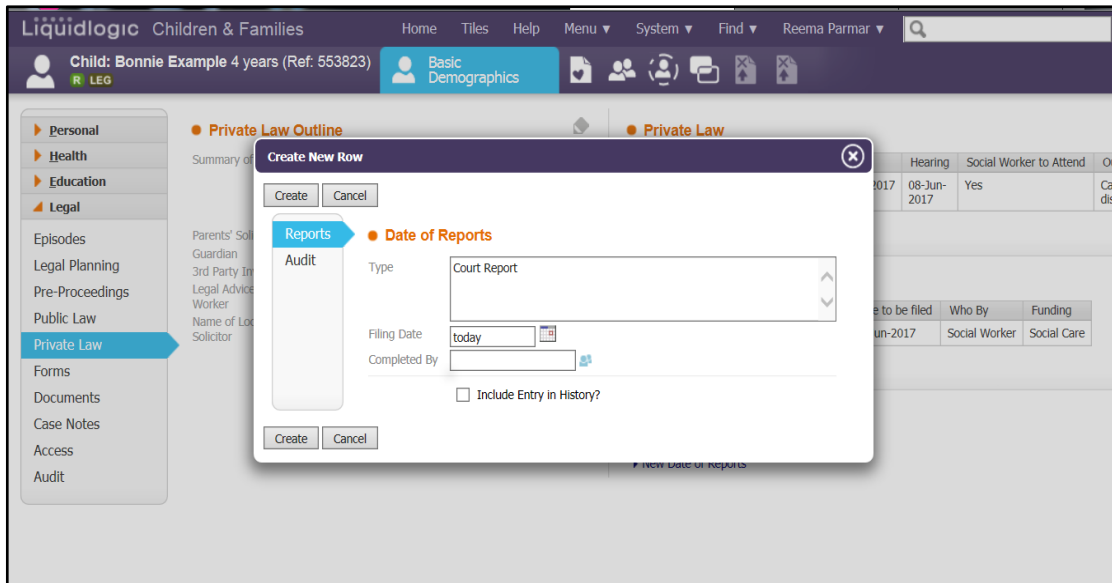
11.2. Create Legal Specialist Assessments under Private Law

- Click onto 'New Legal Specialist Assessments' from the right hand side.
- Select 'Assessment Type' from the drop down picklist.
- Enter 'Comments' if required.
- Enter 'Dare to be Filed'
- Enter name of 'Who by' the assessment will be filed by.
- Enter by whom this will be 'Funded' by.
- Click 'Create' to save changes.
- To include this information in the History tab, select the check box 'Include Entry in History'.

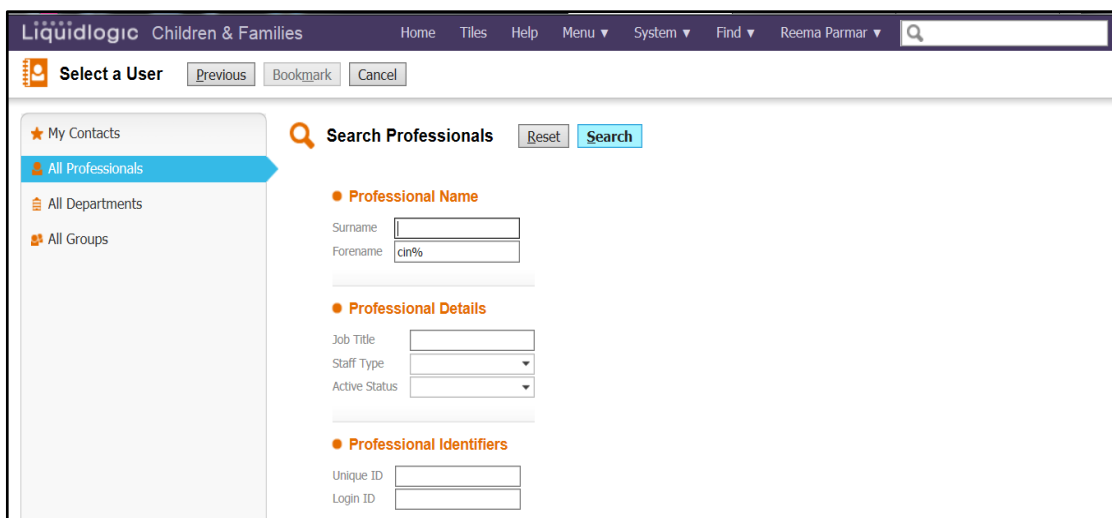


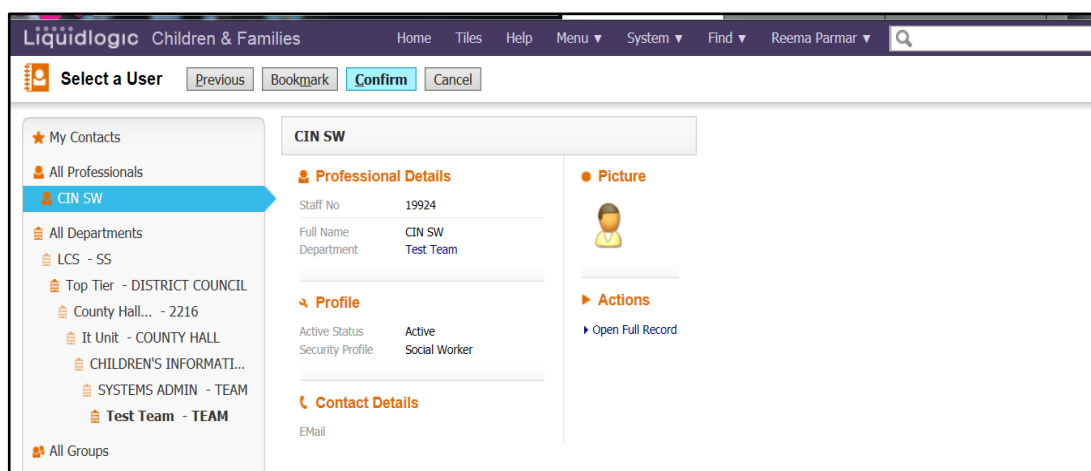
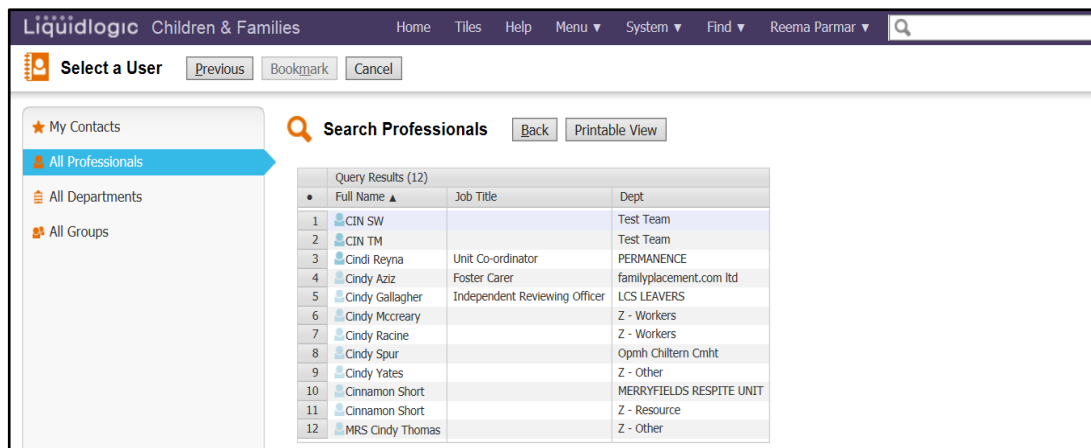
11.3. Enter Date of Report

- Click on the Hyperlink on the right hand side 'New Date of Reports'.
- Enter 'Type' of reports.
- Enter 'Filing Date'.
- Enter 'Completed By', by clicking onto  icon.

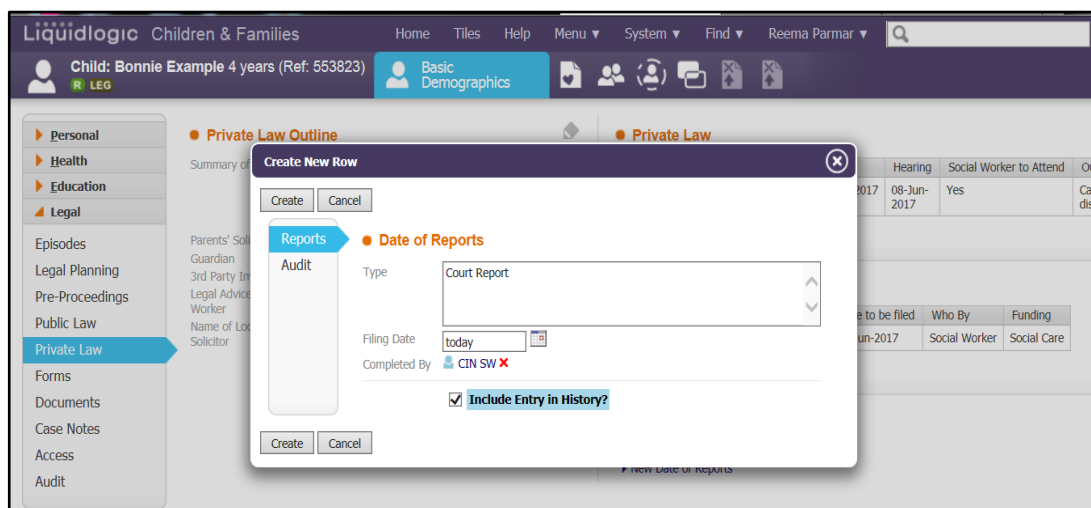


- Click on 'All Professionals' on left hand side menu, and enter details of worker.
- Click 'Search', then click on the workers name and then click 'Confirm'.





- Click 'Create' to save changes.



The screenshot shows the 'Private Law Outline' section in the Liqidlogic system. The left sidebar is expanded to 'Private Law'. The main content area displays a 'Summary of Concerns' with a list of bullet points: 'parental disputes over the upbringing of children', 'local authority intervention to protect children', and 'adoption'. Below this, there are sections for 'Parents' Solicitor(s)' (Guardian, 3rd Party Involvements, Legal Advice Sought By Social Worker, Name of Local Authority Solicitor) and 'Legal Department' (Grandmother, Yes). On the right, there are three tables: 'Private Law' with columns for Notification, Type of Request, Filed, Hearing, Social Worker to Attend, and Out; 'Legal Specialist Assessments' with columns for Assessment Type, Comments, Date to be filed, Who By, and Funding; and 'Dates of Reports' with columns for Type, Filing Date, and Completed By.

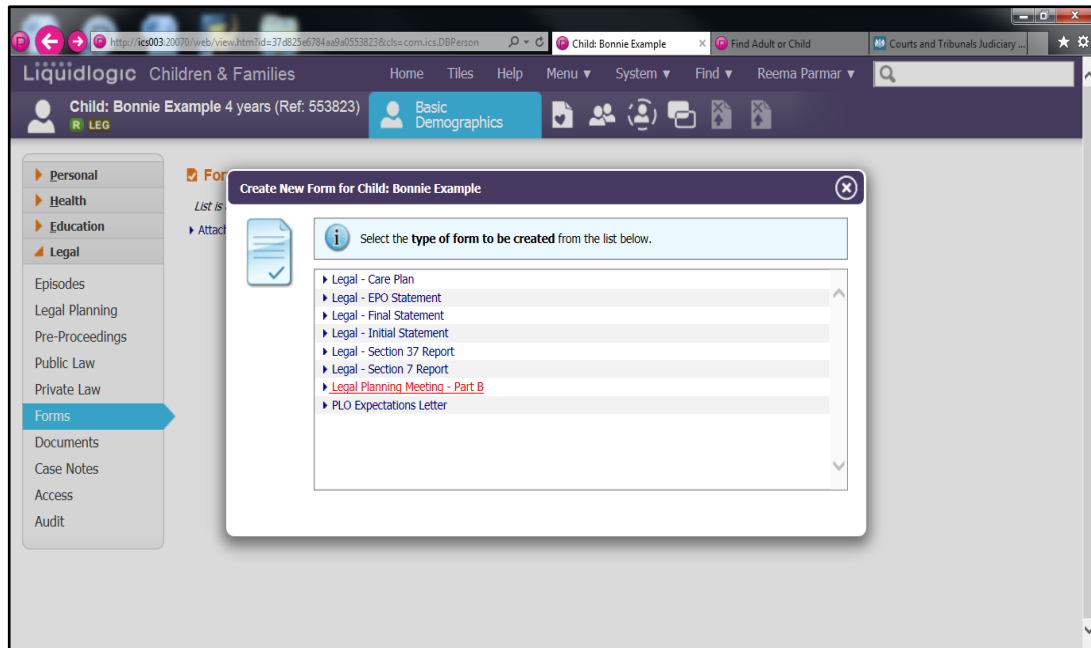
12. Creating Forms

The forms tab contains a list of all the forms specific to the Legal functionality.

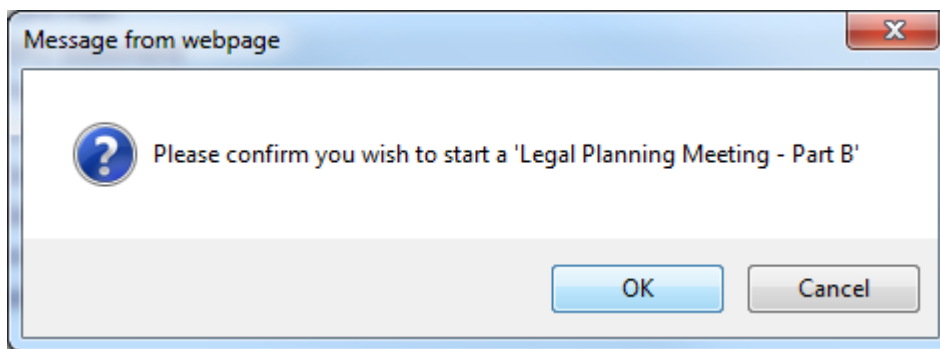
- Once an episode has been started, to create a new form by clicking on the link “Attach a New Form”.

The screenshot shows the 'Forms' section in the Liqidlogic system. The left sidebar is expanded to 'Forms'. The main content area displays the text 'List is empty' and a red link 'Attach a New Form'.

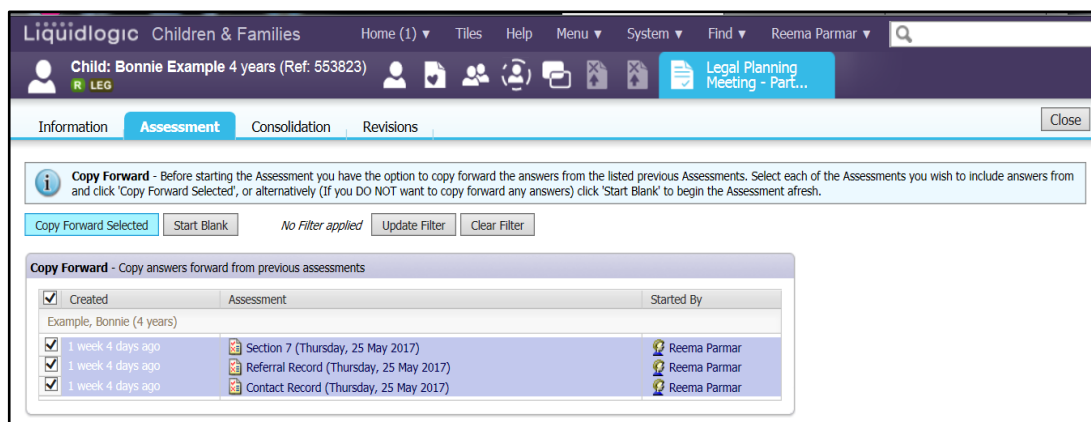
- This will bring up pop up screen displaying the forms relevant to the Legal functionality for the worker to start.
- Click on the name of the form you wish to complete



- Click 'OK' to enter the form.



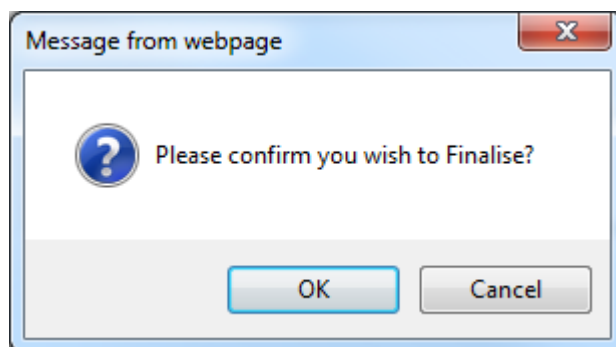
- Select o which forms you would like to copy forward answers into by clicking on the check boxes on left hand side, or click 'Start Blank'.



- Complete the form

The screenshot shows the 'Legal Planning Meeting - Part B' form. The 'Finalise Assessment' button is highlighted with a red box. The form includes fields for 'Date of Meeting', 'Present', 'BRIEF SUMMARY OF MEETING:', and 'THRESHOLD CRITERIA:'. The 'THRESHOLD CRITERIA' section has sub-sections for 'Physical' and 'Sexual'.

- Once the form is completed, click on 'Finalise Assessment'.



- Confirm if you would like to 'Finalise' by clicking on 'OK'.

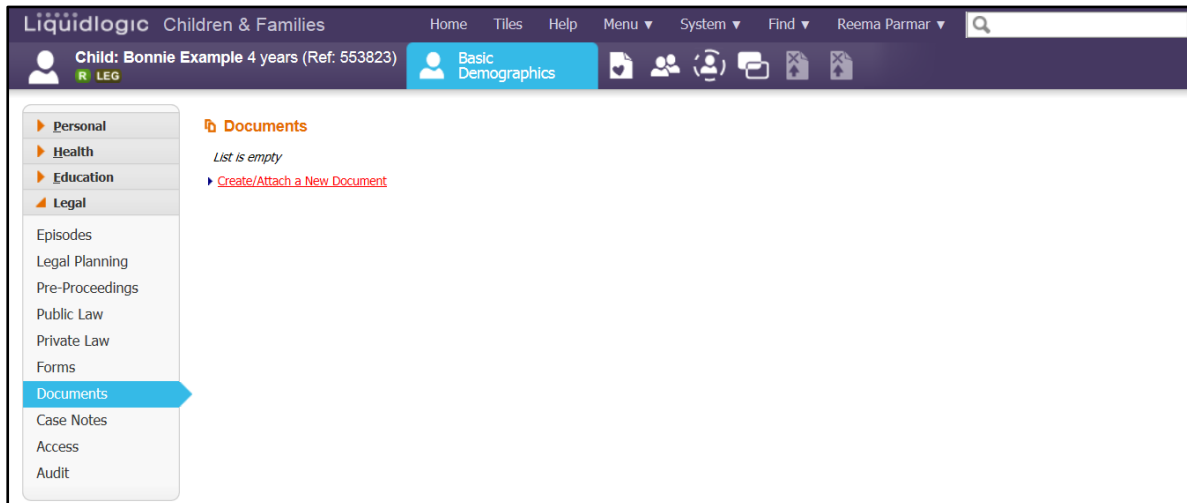
The screenshot shows the 'Forms' section in the Liquidlogic system. The table below lists the forms:

<input type="checkbox"/>	Form Date	Form Type	Form Status	Created By	Status
<input type="checkbox"/>	05-Jun-2017 10:10	Legal Planning Meeting - Part B	Completed	Reema Parmar, LCS Trainer	Private

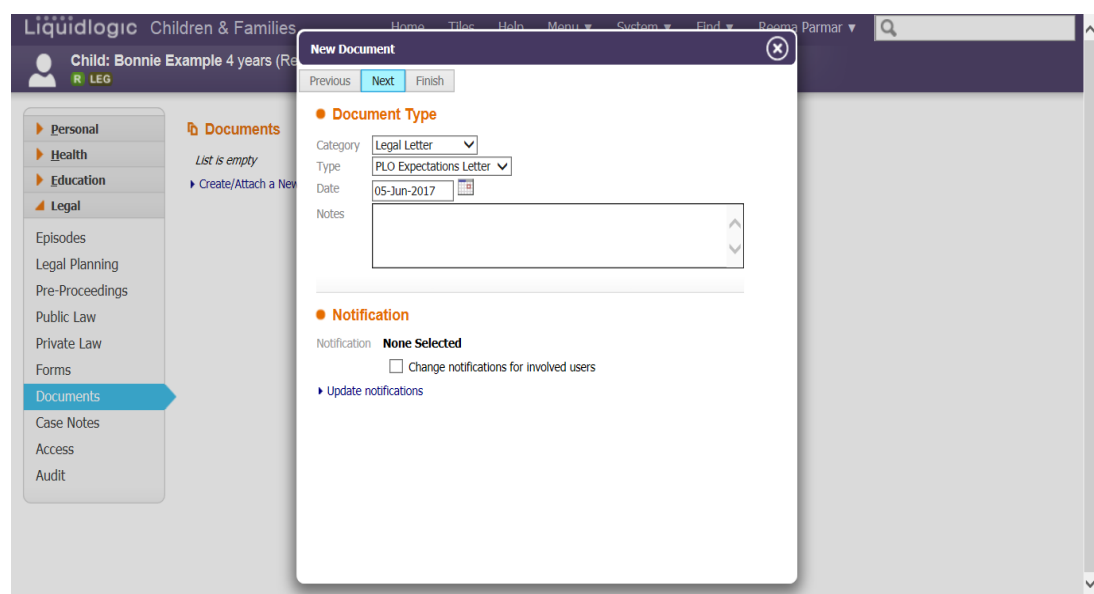
Below the table, there is a link: 'Attach a New Form'.

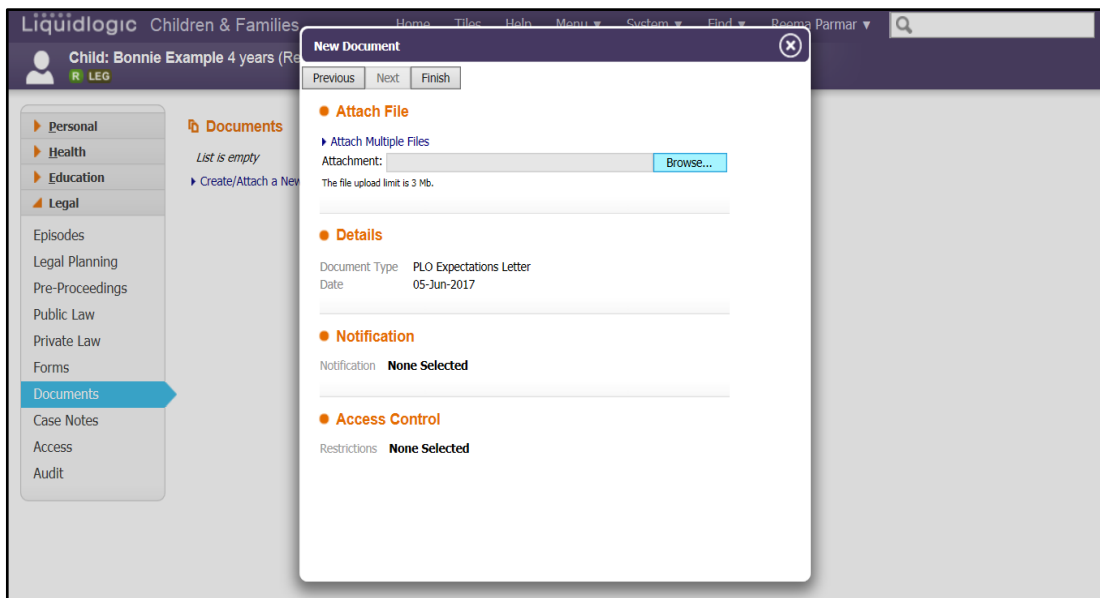
13. Attaching Documents

The documents tab contains a list of all the documents created that are specific to Legal. Once an episode has been started, to create or attach a new document, click on either the link 'Attach a New Document'.

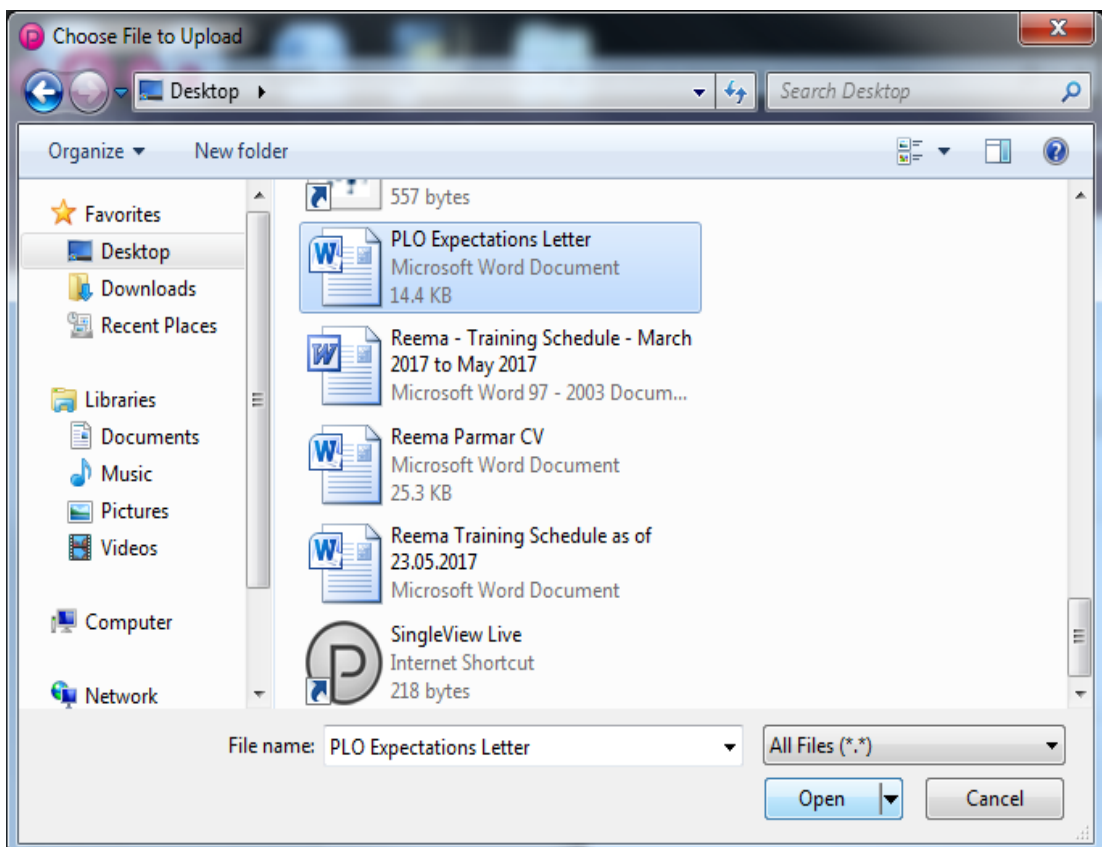


- Specify the 'Category Type', by clicking on the drop down picklist.
- Specify the 'Type', by clicking on the dropdown picklist.
- Enter 'Date'.
- Add 'Notes' if required.
- Click 'Next' button

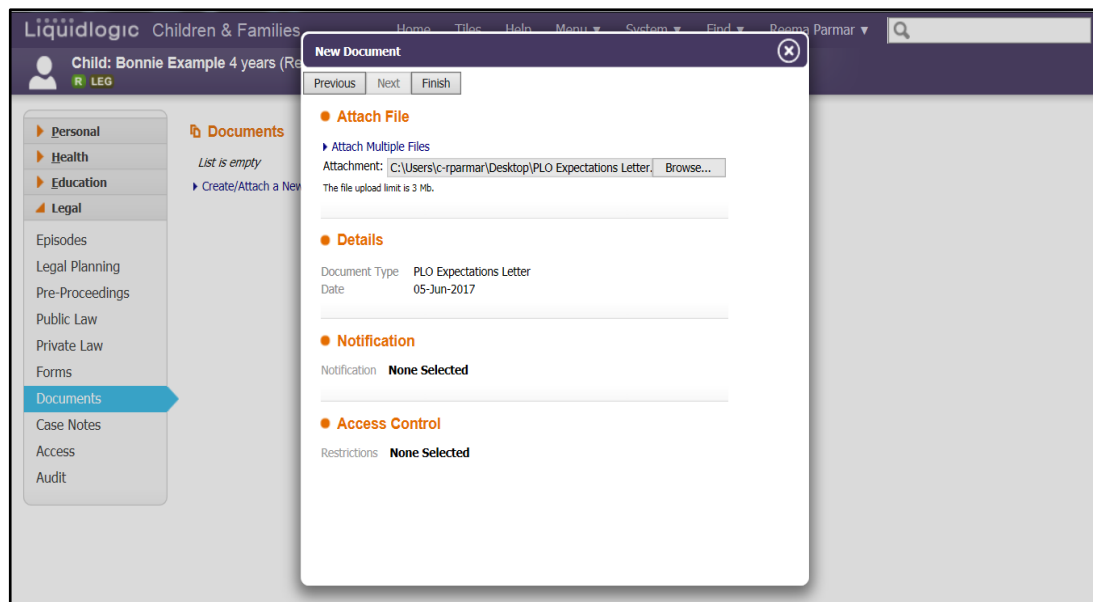




- Click 'Browse' to search for the document

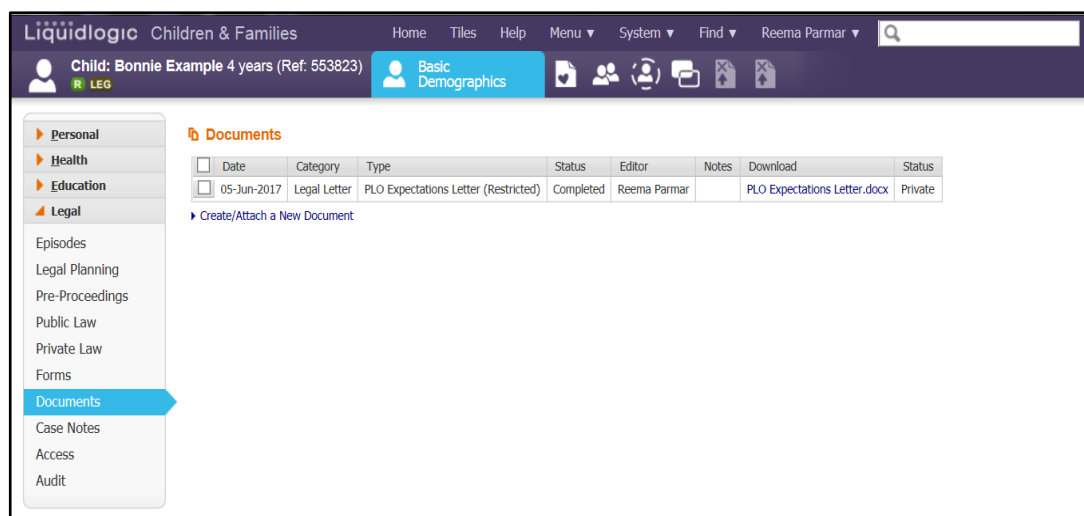


- Click on the document you wish to attach and click 'Open'.

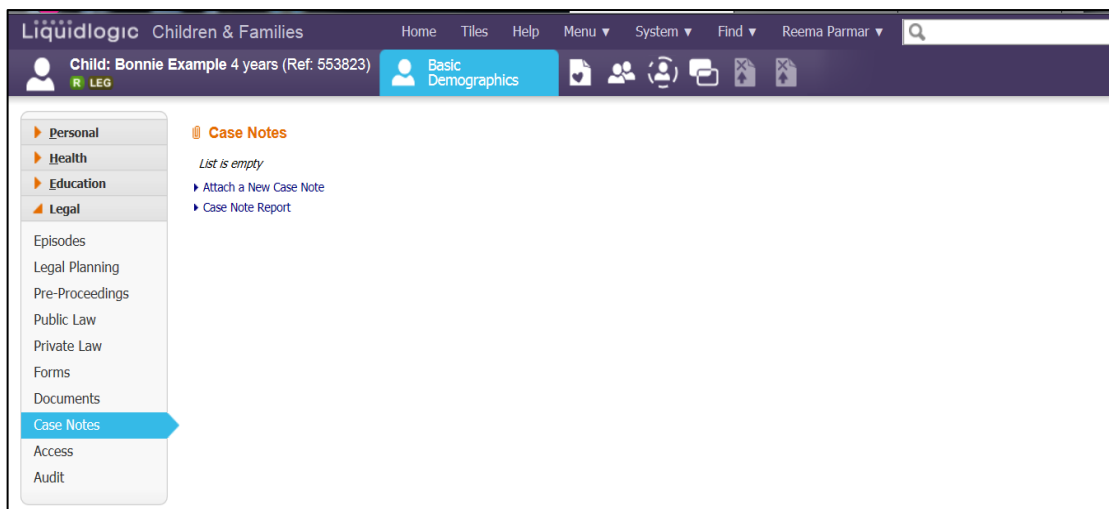


14. Creating Case Notes

As with Case Notes, this section allows for case notes to be added to the Legal Episode specifically.



- To add a case note click on 'Add Case Note'.



- Enter the 'Contact Date'
- Specify the 'Type of Contact' by clicking on the dropdown picklist.
- Specify 'Method of Contact' by clicking on the dropdown picklist.
- Specify if 'Child/Young Person has been seen' by clicking on the checkbox.
- Enter 'Reason for Contact'.
- Enter information in 'Detailed Notes'.
- Click 'Create'.

New Case Note for Example, Bonnie (4 years), on 05-Jun-2017, of type Legal Case Note

Part 1 - Contact

From Context Of: Example, Bonnie (4 years)

Contact Date: today

Type of Contact: Legal Case Note

Follow-Up Date: tomorrow

Significant Event

Add to Chronology

Method of Contact: Email (In)

Contact Regarding	Relation	Name	Age	At Contact	Interviewed?	Seen?	Alone?	Bedroom?	Regarding Assessment
Children / Young People involved in this Case Note									
	Self	Bonnie Example	4 years	4 years	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>	None

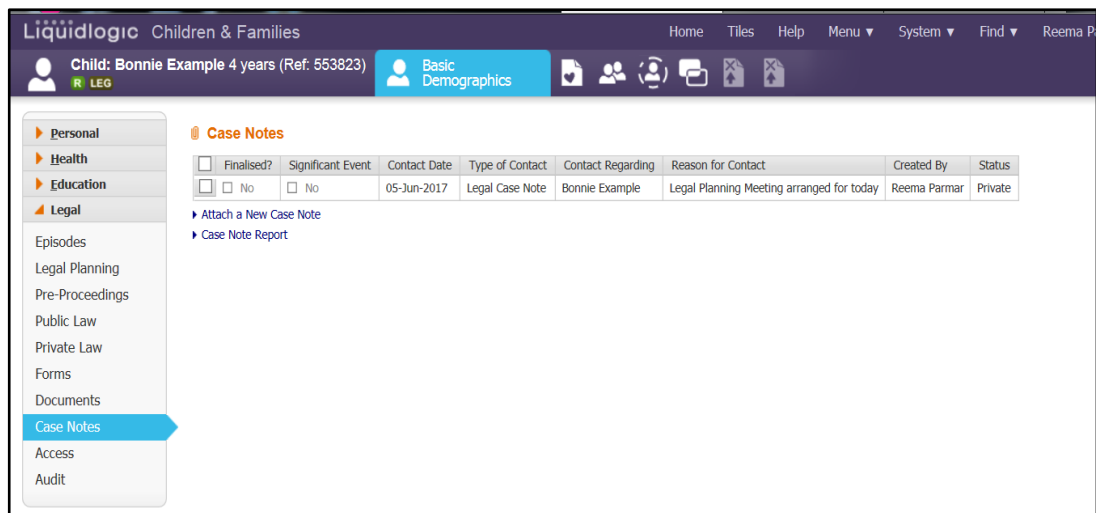
Adults also present / interviewed
No Adults recorded...

Other relations you can add to this case note
No other relations can be linked to the case note...

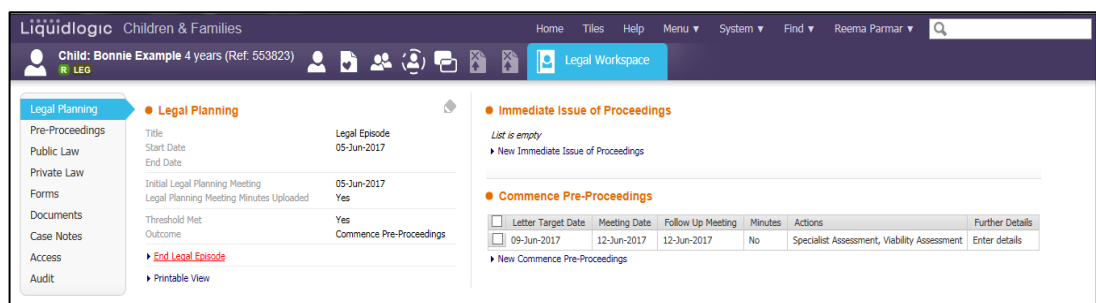
Other relations you cannot add to this case note
No other relations recorded...

Reason for Contact: Legal Planning Meeting arranged for today

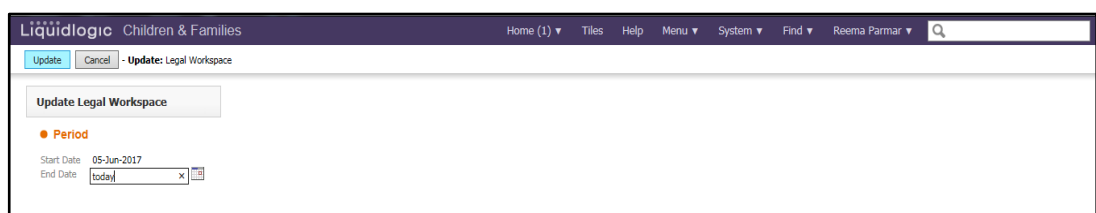
Detailed Notes: All invitations have been sent to attendees of date, time and venue.



15. Ending Legal Episode



- To end Legal Episode, click on 'Legal Planning' on left hand menu.
- Click on 'End Legal Episode'
- Enter 'End Date'.
- Click on 'Update'



The Episode will then be read only, and amendments cannot be made on this episode.

The screenshot shows the Liquidlogic Children & Families interface. At the top, the user is logged in as Reema Parmar. The main header displays the child's name, Bonnie Example, aged 4 years, with a reference number of 553823. A 'Legal Workspace' button is visible in the top right.

The interface is divided into several sections:

- Legal Planning:** A sidebar menu on the left includes options for Pre-Proceedings, Public Law, Private Law, Forms, Documents, Case Notes, Access, and Audit.
- Legal Planning Details:** A central panel shows the following information:
 - Title: Legal Episode
 - Start Date: 05-Jun-2017
 - End Date: 15-Jun-2017
 - Initial Legal Planning Meeting: 05-Jun-2017
 - Legal Planning Meeting Minutes Uploaded: Yes
 - Threshold Met: Yes
 - Outcome: Commence Pre-Proceedings
- Immediate Issue of Proceedings:** A section on the right that is currently empty, indicated by the text 'List is empty'.
- Commence Pre-Proceedings:** A table below this section tracks the progress of proceedings.

Letter	Target Date	Meeting Date	Follow Up Meeting	Minutes	Actions	Further Details
1	09-Jun-2017	12-Jun-2017	12-Jun-2017	No	Specialist Assessment, Viability Assessment	Enter details