



LCS / Pathway Plan and Leaving Care Guide

Liquidlogic Children's Systems (LCS)

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1. Shortcuts

Keystrokes	Action
Ctrl A	Select All
Ctrl B	Bold
Ctrl C	Copies to the clipboard
Ctrl F	Find dialog box
Ctrl I	Italics
Ctrl P	Print
Ctrl T	Creates a New Tab
Ctrl U	Underlining
Ctrl V	Pastes from the clipboard
Ctrl X	Cuts to the clipboard
Ctrl Z	Undo last command
Ctrl Delete	Delete next word
Ctrl Backspace	Delete previous word
Mouse click 3 times	Selects whole paragraph
Ctrl +	Increases zoom by 25%
Ctrl -	Decreases zoom by 25%
Ctrl 0	Returns zoom to normal
Shift F3	Highlight text then toggle between caps, title case and lowercase
F5	Refresh screen

2. Pathway Plan OVERVIEW

This guide will detail the Pathway Plan process, how the tasks are completed, and who is responsible for completing each task.

The guide will detail the different processes used to start a Pathway Plan for both Children / Young People aged under 18 and for Returning Care Leavers over 18

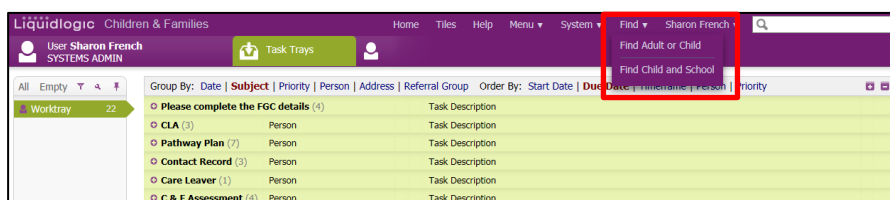
Please note that the guide does not include completing the CLA Pathway, it has been assumed that the CLA Pathway has already been started for the Child / Young People eligible for a Pathway Plan. If a Pathway Plan is needed on a Child / Young Person please refer to the CLA Reference Guide.

3. Searching on LCS

On receipt of the referral form, Business Support check to ensure that all relevant information is **included on the Referral Form**

3.1. Searching

- Select **Find Adult or Child** from the **Find** drop down menu on the toolbar at the top of the screen



- Within the search screen there are a number of different search fields that can be used. Do not put data into every field – *'less is more'* (the less you put in the more likely you are to find a person on the system). Search on each field separately.
- The fields available to use for searching are:
 - Surname & First Name
 - Date of Birth
 - First line of the Address
 - Post Code

Find Adult or Child [Reset] [Search] Query Types: Basic Default Simple Error Tolerance Advanced Error Tolerance

Personal Details

Surname:
Forename:
 Include Similar
Gender:
Date of Birth:
Age:
Type:

Address

House No. or Name:
Street:
Town:
Post Code:
 Search Previous Addresses?

References

Identifier:
Identifier Type:

Child's Case

CP Status:
CLA Status:
Referral Status:
Child In Need Code:
Legal Status:

Involvements

Case Worker: <Click here to select a user>
Designated Manager: <Click here to select a user>
Case Worker's Team: <Click here to select a department>

- **Enter your search criteria:**

When searching there may be some names/addresses that you are unsure of the spelling. For example if you were searching for Linda Smith, using the wild card at the end of the forename will also capture anyone on the system that also has a middle name

- **Forename: Linda%**
- **Surname Sm%**
- Click on **Search**

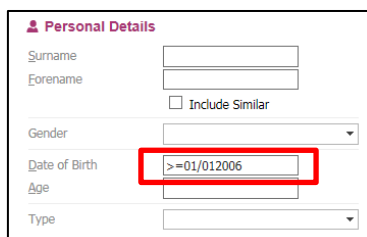
Once a search has been carried out a new page will appear called **Results**. A maximum of 100 results will be retrieved at any one time, therefore if the person you have searched for does not appear on the list you will need to refine for query and amend your search criteria

3.2. Wild Cards

A wild card can be used to represent one or many characters. It can be added at the beginning, middle or end of your search criteria and is represented by either an asterisk * or a percentage sign %

- **Searches using names:** Searching for a person's forename Linda – this could have been entered into LCS as Lynda, Linda, Lin, Lyn, Lynne or Lindsay
- To make the search easier, you could enter the following: *L*n*
- It is recommended that **'wild cards' (* or %)** always be used to improve the success of a search
- **Searches using Dates of Birth:** There may be times when you want to set parameters for the date of birth. For example you know the person was born sometime during 2006 but you are unsure of the exact date
- The DOB search allows you to search for a date greater than the specified date and/or less than a specified date as shown below:

<Less than
>Great than
= Equals



The image shows a screenshot of a search form titled "Personal Details". The form contains several input fields: Surname, Forename, Gender (a dropdown menu), Date of Birth, Age, and Type (a dropdown menu). There is a checkbox labeled "Include Similar" between the Forename and Gender fields. The "Date of Birth" field contains the text ">=01/012006" and is highlighted with a red rectangular box.

4. Creating a Person Record on LCS

You are only able to create a person after you have carried out a search.

- Select Find Adult or Child from the Home Page
- Enter the search criteria for the person you want to create
- Once the search has been carried out and no matching persons have been found, click on **Create New**

The screenshot shows the 'Find Adult or Child' search interface. At the top, there are buttons for 'Reset', 'Search', and 'Create New'. The 'Create New' button is highlighted with a red box. Below the buttons, there is a message: 'No Results - please try a different query'. The main area is divided into two sections: 'Personal Details' and 'References'. In the 'Personal Details' section, the 'Surname' field contains 'After' and the 'Forename' field contains 'Carol'. Both fields are highlighted with a red box. There is also an 'Include Similar' link below the fields.

- You will be taken to the following screen

The screenshot shows the 'Find Adult or Child' 'Create' screen. At the top, there are buttons for 'Cancel' and 'Create'. The main area is divided into several sections: 'Personal Details', 'Additional Identity', 'Primary Address', 'Secondary Address', and 'Current Address'. The 'Additional Identity' tab is highlighted in green. The 'Primary Address' section is highlighted in red. The 'Personal Details' section contains fields for 'Case Number', 'Title', 'Surname', 'Forename', 'Preferred Name', 'Gender', 'Date of Birth / Expected DOB', 'OR', 'Approximate Age', 'Date of Death', 'Education / Work Status', and 'Marital Status'. The 'Primary Address' section contains fields for 'Address' and 'Valid since'. The 'Secondary Address' and 'Current Address' sections also contain fields for 'Address' and 'Valid since'.

- Any fields in **Red** are mandatory and data must be entered in order to create the person record
- Recording a DOB, death or a valid address can either be typed in using the format dd/mm/yyyy or be selecting the calendar icon
- Complete any details on the **Additional** and **Identity Tabs**
- **Address Lookup** – click on the **Lookup Address** Link – you will be taken to the following screen where you are able to search for an address:

The screenshot shows the 'Gazetteer / Address Lookup' screen. At the top, there are buttons for 'Search for Address' and 'Reset'. The 'Search for Address' button is highlighted in green. Below the buttons, there is a 'Help' section. The main area is divided into two sections: 'Address' and 'Help'. The 'Address' section is highlighted in red. It contains fields for 'House No / Name', 'Street', 'Area', 'Town / City', 'County', 'Post Code', and 'Country'. The 'Help' section contains text explaining how to use the address lookup feature and provides examples of how to enter address details.

- Enter some search criteria (The wild card can be used in any of the fields to replace one or more characters)
- Click **Search for Address**, this will bring back a list of results
- To select one of the addresses from the list, click on the Address
- If the address is not on the list you may need to refine your search criteria

4.1. Basic Demographics

Record the Young Person's ethnicity, religion and whether they require an interpreter, all of which should be on the referral form. The Young Person's date of birth and address will already be there because they were recorded when the record was created.

- **Identity Tab - Language**

To add Language / preferred method of communication click on the link **Add Language**

Complete all mandatory fields; then click on **Create**

Once the Language has been added you are then able to record if an interpreter is required by clicking on the **Pencil Icon**; then placing a tick in the box next to Interpreter Required?

Language	Fluency	Understanding	Primary?	Notes
ENGLISH	FLUENT	ALWAYS	<input checked="" type="checkbox"/> Yes	

- **Identity Tab – Ethnicity & Nationality**

To add/update Ethnicity click on the pencil icon;



Complete all mandatory fields; then click on the tick to save the information

The screenshot shows a form titled "Ethnicity & Nationality" with a checkmark and a close button in the top right corner. The form contains the following fields: "Ethnicity" is a dropdown menu with "Gypsy / Roma" selected; "Ethnicity Notes" is a text area with up and down arrow controls; "Place of Birth" is an empty text input field; and "Nationality" is a dropdown menu with "BRITISH" selected.

- **Identity Tab - Religion**

To add/update Religion click on the pencil icon;



Complete all mandatory fields and any additional notes as required; then click on the tick to save the information

5. Creating a Contact (Over 18)

5.1. Starting a Contact

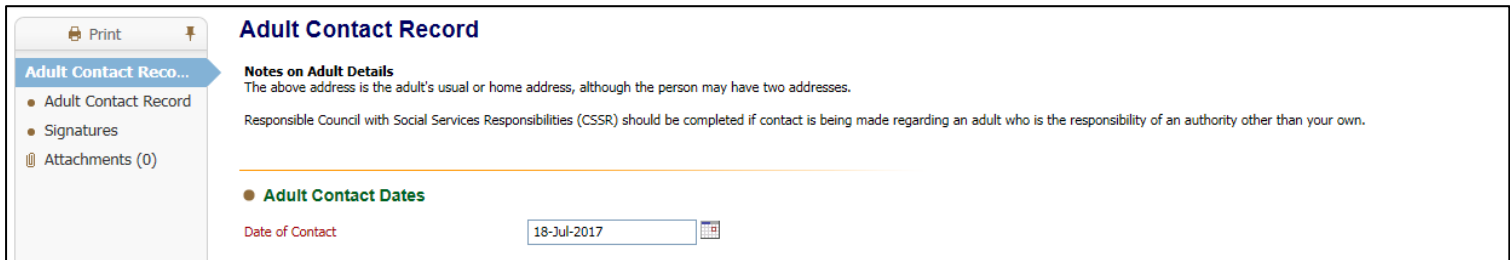
To start a contact record, open the **Personal tab** of the young person's Demographics; then click **Create a New Contact** link

Please note this starts an **Adult Contact** in LCS, which is different to the Child/Young Person one.

5.2. Completing the Contact

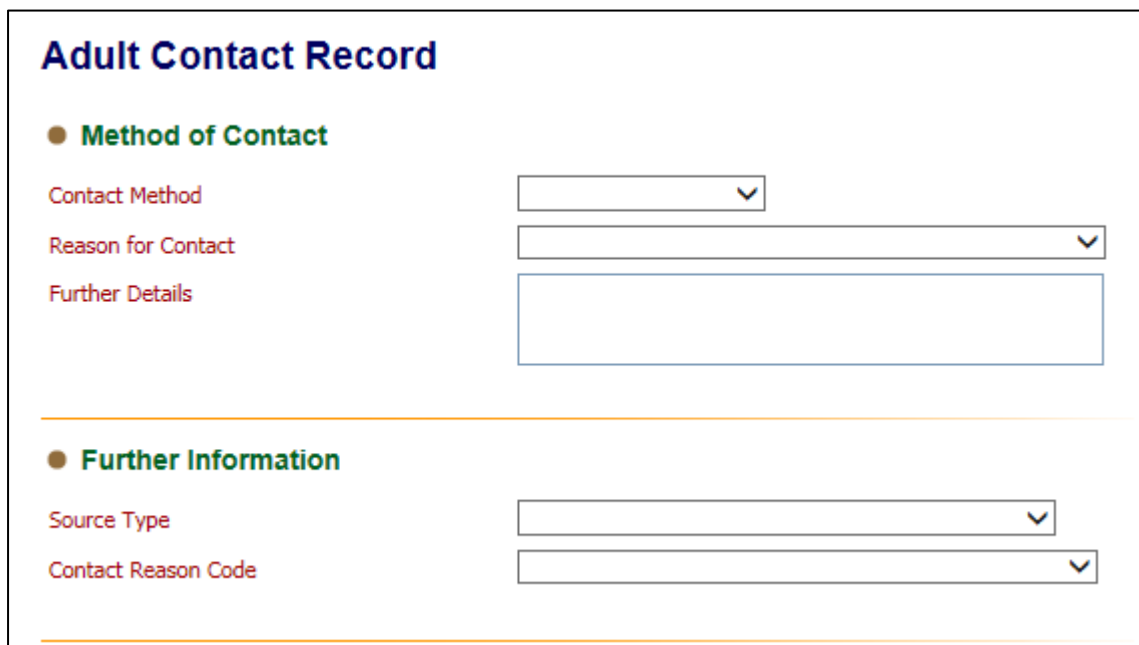
Click on the **Start Contact** button and the following screen displays. On the left is a navigator panel to move through the Contact sections; move to any section by clicking on the **Section Name**

On the first section **Adult Contact Record** enter the **Date Information Received** (this will be the date on which the case was referred to the Aftercare Team).



The screenshot shows the 'Adult Contact Record' form. On the left is a navigator panel with the following items: 'Adult Contact Reco...', 'Adult Contact Record', 'Signatures', and 'Attachments (0)'. The main content area has a title 'Adult Contact Record' and a 'Print' button. Below the title are two sections: 'Notes on Adult Details' with explanatory text, and 'Adult Contact Dates' with a 'Date of Contact' field containing '18-Jul-2017' and a calendar icon.

On the next section **Adult Contact Record** all fields are mandatory and will need to be completed.



The screenshot shows the 'Adult Contact Record' form with two sections: 'Method of Contact' and 'Further Information'. The 'Method of Contact' section includes 'Contact Method', 'Reason for Contact', and 'Further Details' fields. The 'Further Information' section includes 'Source Type' and 'Contact Reason Code' fields. All fields are currently empty.

5.3. Decision and Further Action

You can only select one suggested outcome

Further Action

Suggested Outcomes

No Further Action

Access to Adoption File

Provide Intermediary Service

Returning Care Leaver - Open Referral

Reasons for these Suggested Outcomes

Contact Decision Date

If this **Contact** is being completed on a *Returning Care Leaver* and a **Pathway Plan** is needed select the **Returning Care Leaver – Open Referral** outcome.

5.4. Saving and Finalising the Contact


When you have checked and completed the contact, and you have nothing further to add to it, you must **Finalise** the contact (before it can be authorised by a manager).


- Click on the **Finalise Record** button at the top of the screen
- Choose **OK** to confirm you wish to Finalise the record
- You will then be asked to **select a user** to authorise the contact (as shown over)

5.5. Authorising the Contact

Assign

● **Please select a user to authorise this Contact Record:**

After Care Team  Aftercare

Assign to me  Lee Innell

▶ [Create New Professional Involvement...](#)

Comments:

Once you have selected the user to authorise the contact record a task will appear in their worktray

08-Dec-2016	Aftercare, Carol 15 yrs	Contact - Authorise
-------------	-------------------------	----------------------------

The Manager selects the task, and then checks the content, including the **outcome**, before selecting **Finalise the Contact**

The Manager will then click **Finalise the Record** and **Authorise**


6. Progressing to Referral (Over 18)


6.1. Starting the Referral


Once the Manager has authorised the **Contact Record** with an outcome of **Returning Care Leaver – Open Referral**, the following screen will display


Assign


● Please select a user to record the Referral Details:

Aftercare  Aftercare

First Response  MASH & First Response

Out of Hours Tray  Out of Hours Work Tray

Assign to me  Lee Innell

Other... 

▶ Create New Professional Involvement...

Comments:

The Manager selects themselves as they will complete the Referral by clicking on the radio button next to their name and then clicking the assign button. The task will then appear in their Worktray

08-Dec-2016	Aftercare, Carol 15 yrs	Referral Record - Please do Referral Record for Child
-------------	-------------------------	---

6.2. Completing the Referral

The task **Referral Record – Please do Referral Record for Child** will appear in the assigned worker's Worktray – the worker will select the task and complete the Referral

The sections for the Referral are similar to that of the Contact Record and a lot of the answers are pre-populated from the Contact Record. All mandatory fields must be completed before the form can be finalised

Decision & Further Action

Further Action
Select only one outcome
Record key factors in your decision to choose this outcome;
Record next steps & any action that needs to be taken as a result

Suggested Outcomes

<input type="checkbox"/> C & F Assessment	<input type="checkbox"/> CP Transfer In - Ensure there is an Allocated Case Worker
<input type="checkbox"/> Referral to Other Agency	<input type="checkbox"/> Returning Care Leaver - Start Pathway Plan
<input type="checkbox"/> No Further Action	<input type="checkbox"/> Section 7 - Court Welfare Report
<input type="checkbox"/> Child Becomes Looked After	<input type="checkbox"/> Section 37 - Court Welfare Report
<input type="checkbox"/> Other Action (please specify)	<input type="checkbox"/> Start-a-SGO-Support-Plan-Request
<input type="checkbox"/> Non-Agency Adoption - Ensure there is an Allocated Case Worker	<input type="checkbox"/> Telephone Screening Assessment
<input type="checkbox"/> Private Fostering Agreement	

Reasons for these Suggested Outcomes

Category of Need for Referral
Select one category of need
If multiple factors see guidance on which category applies

Primary Concern

Referral Decision Date
If a decision on the referral/request for services was not made within one working day, please explain why in 'Reason for these suggested outcomes' above

There are only **Two** outcomes that can be used for an **Over 18 Referral**.


- **No Further Action** – Use if the case will not progress to a Pathway Plan
- **Returning Care Leaver – Start Pathway Plan** – Use if a Pathway Plan will be written

After completing the Referral;


- **Finalise** the Referral
- **Assign** it to the yourself to authorise

6.3. Authorising the Referral

Once the Referral Record has been authorised, if the outcome of **Returning Care Leave – Start Pathway Plan** was chosen, then you will be asked to assign the task to a worker.

● Decisions relating to Referral		Date of Initiation or Completion:
 Returning Care Leaver Start Pathway Plan	<input type="button" value="Assign"/>	10-Jun-2017 Reason for Decision:

Assigning the task will set that person as the **Allocated Case Worker**. The **Assign** button will then change to a **Start** button

● Decisions relating to Referral		Date of Initiation or Completion:
 Returning Care Leaver Start Pathway Plan	<input type="button" value="Start"/> (Assigned to Yourself)	10-Jun-2017 Reason for Decision:

Click the **Start** button, to start the **Pathway Plan** task.

Please see chapter 12.1 for further details

7. C&F Assessment and CLA Pathway

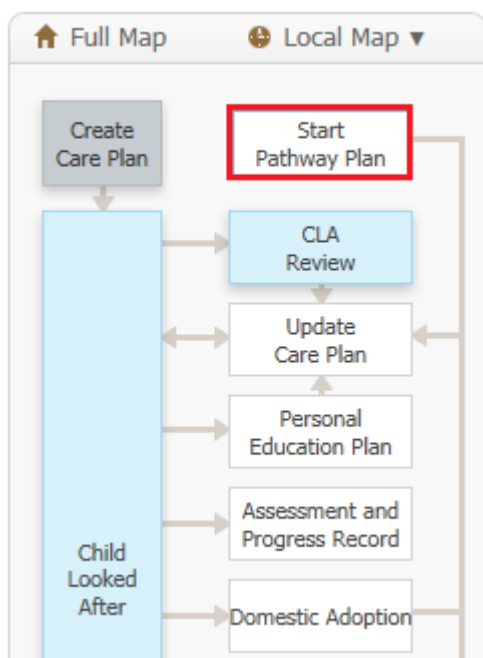
Please refer to the **CLA Reference Guide** on how to complete the **C&F Assessment** and the **CLA Pathway**.

Please note that a Child/Young Person must have a **CLA Plan** before they can have a **Pathway Plan**.

8. Starting the Pathway Plan

The Pathway Plan can be started on any CLA child that has reach 15 and 9 months. Once a child has reached the required age, and new task will become active in the CLA Pathway

- From the CLA Pathway, click on the Start Pathway Plan task



- Enter the Date the Pathway Plan Part 1 (Needs Assessment) is to be started form

The screenshot shows the 'Start Pathway Plan' form. At the top, it says 'Start Pathway Plan' in bold. Below that, it states 'This step has not been initiated.' There is a red-bordered button labeled 'Start Pathway Plan'. Underneath, it says 'Please provide date of initiation:' followed by a red-bordered text input field and a calendar icon. At the bottom, there is a link that says 'Go to Referral & Information Record...'

- Then click on the *Start Pathway Plan* button, to initiate the Pathway Plan Part 1

9. Pathway Plan Part 1

- Click on the *Pathway Plan (Part 1)* link or

Start Pathway Plan

Active Task: Lee Innell (Reassign) Started: 19-Jun-2017 Due: 15-Nov-2017

[Start Pathway Plan](#) Task Details No Other Children ▼

Needs Assessment (Pathway Plan Part 1)

The Record [Pathway Plan \(part 1\) \(Copy Forward\) \[Print \]](#)

Assigned to Assessor Lee Innell (01-Jun-2017)

- Click on the *CLA – Complete Needs Assessment (Pathway Plan Part 1)* link in your worktray

15-Nov-2017 **CLA - Complete Needs Assessment (Pathway Plan Part 1)**

- On the Copy Forward Screen click the *Start Blank* button, as there is no information that copies forward from other forms into this assessment

Copy Forward Selected Start Blank No Filter applied Update Filter Clear Filter

Copy Forward - Copy answers forward from previous assessments

<input type="checkbox"/>	Created	Record	Started By
	Test, Pathway CLA (15 years)		
<input type="checkbox"/>	5 years 5 months ago	Child Looked After/Young Person's Care Plan (part 1) (Wednesday, 4 January 2012)	Lee Innell

- There is only one tick box that needs to be completed as part of the *Pathway Plan Part 1*

Print

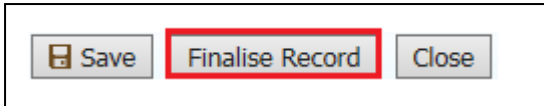
Pathway Plan Part One - Assessment

Needs Assessment Completed Completed

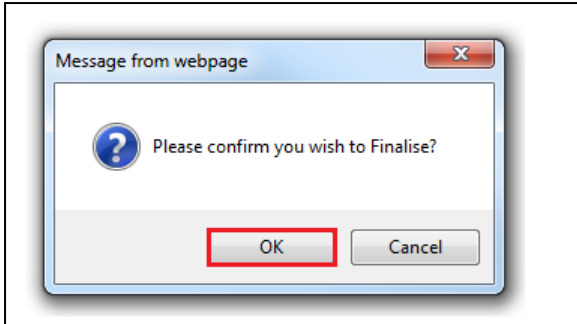
[Pathway Plan Part...](#)

Attachments (0)

- Next click on the *Finalise Record* button



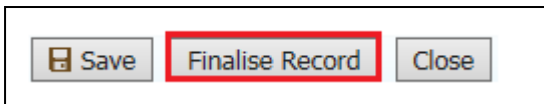
- Click on the *Ok* button on the message box that appears



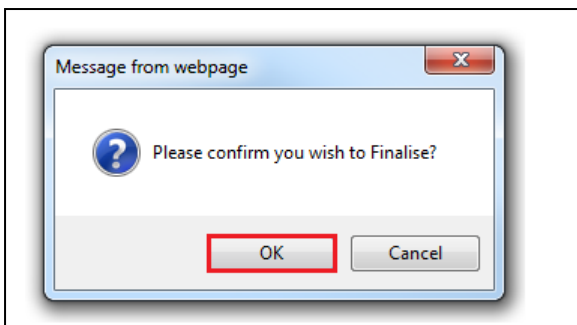
- The *Pathway Plan Part 1* does need to be authorised, and the task will stay assigned to the *Allocated Case Worker*. After it has been finalised click on the *Update Pathway Plan (Part 1)* link



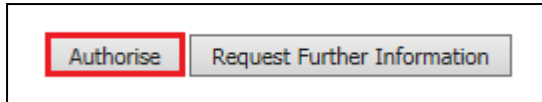
- Next click on the *Finalise Record* button



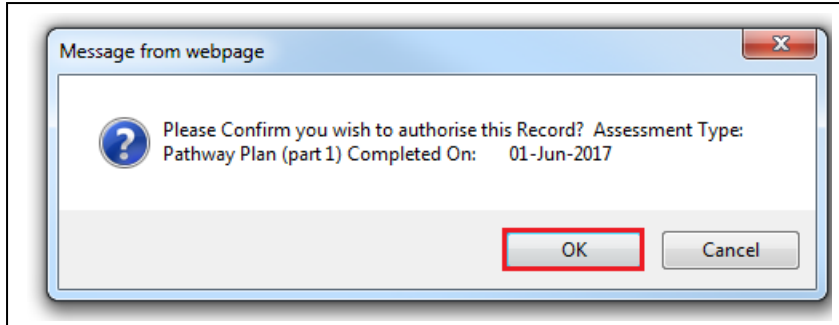
- Click on the *Ok* button on the message box that appears



- Click on the *Authorise* button to complete the *Pathway Plan Part 1*



- Click on the *Ok* button on the message box that appears



- The *Pathway Plan Part 1* has now been fully completed. The *Pathway Plan Part 2* cannot be started until the child/young person has reached 16

10. Pathway Plan Part 2

- If the child/young person is under 16, it will not be possible to start the *Pathway Plan Part 2* and the option will be greyed out.

Start Pathway Plan
Active Task: Lee Innell (Reassign) Started: 20-Jun-2017 Due: 16-Nov-2017

Start Pathway Plan Decisions Task Details No Other Children ▼

● **Pathway Plan Part 2:**

◆ Proceed to Update Care Plan

▶ Pathway Plan Not Required (Completes Automatically)

Date of Initiation or Completion:
01-Jun-2017

Reason for Decision: (reset)

- **Only** click on the *Start* button for the *Pathway Plan Not Required* option, if the record will not proceed to *Pathway Plan Part 2*
- If the child/young person is 16 or over, then the *Pathway Plan Part 2* can be started.
- Click on the *Start* button for *Proceed to Update Care Plan* option

Start Pathway Plan
Active Task: Lee Innell (Reassign) Started: 20-Jun-2017 Due: 16-Nov-2017

Start Pathway Plan Decisions Task Details No Other Children ▼

● **Pathway Plan Part 2:**

◆ Proceed to Update Care Plan (Assigned to Yourself)

▶ Pathway Plan Not Required (Completes Automatically)

Date of Initiation or Completion:
01-Jun-2017

Reason for Decision: (reset)

- Click on the *Confirm* button to start the *Plan Update*.

This screenshot shows a confirmation dialog box. At the top, there are two buttons: 'Confirm' (highlighted with a red border) and 'Cancel'. Below the buttons is a yellow highlighted instruction: 'Proceed to Update Care Plan - You must confirm the following Date & Reason are correct before continuing with this action.' Underneath, there is a checked checkbox next to the text 'Pathway CLA Test Proceed to Update Care Plan (Assigned to Yourself)'. The 'Date of Initiation or Completion:' is set to '01-Jun-2017'. The 'Reason for Decision:' is '(reset)'. At the bottom, there is an empty text input field with a vertical scrollbar.

- Click on the *Outcomes Completed* button

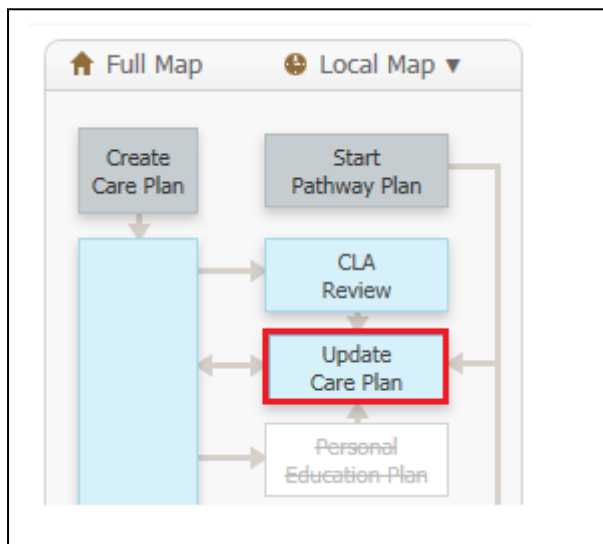
This screenshot shows a task interface for 'Pathway Plan Part 2'. On the left, there are two task options: 'Proceed to Update Care Plan' (with a blue icon) and 'Pathway Plan Not Required' (with a blue icon). The 'Proceed to Update Care Plan' option is selected, and its text is highlighted in yellow. Below it, there is a 'Start' button with the text '(Completes Automatically)'. Under the heading 'Decisions Completed:', the 'Outcomes Completed' button is highlighted with a red border. On the right side, the 'Date of Initiation or Completion:' is '01-Jun-2017' and the 'Reason for Decision:' is '(reset)'. At the bottom right, there is an empty text input field with a vertical scrollbar.

- Click the *Ok* button

This screenshot shows a 'Message from webpage' dialog box. The title bar says 'Message from webpage' and there is a close button (X) in the top right corner. The main area contains a question mark icon and the text 'Please confirm - have you finished with the outcomes?'. At the bottom, there are two buttons: 'OK' (highlighted with a red border) and 'Cancel'.

10.1. Updating Pathway Plan Part 2

- While the child/young person is under a *CLA Plan*, the *Pathway Plan Part 2* is update within the *CLA Section*. The *Update Care Plan* task should now be active



- Click on the *Update Part Two Form* to open the *Pathway Plan Part 2*

The screenshot shows the 'Plan Details' page for a 'CLA Care Plan v1.1'. The page is divided into two main sections: 'Plan Summary' on the left and 'Plan Details' on the right. The 'Plan Details' section contains the following information:

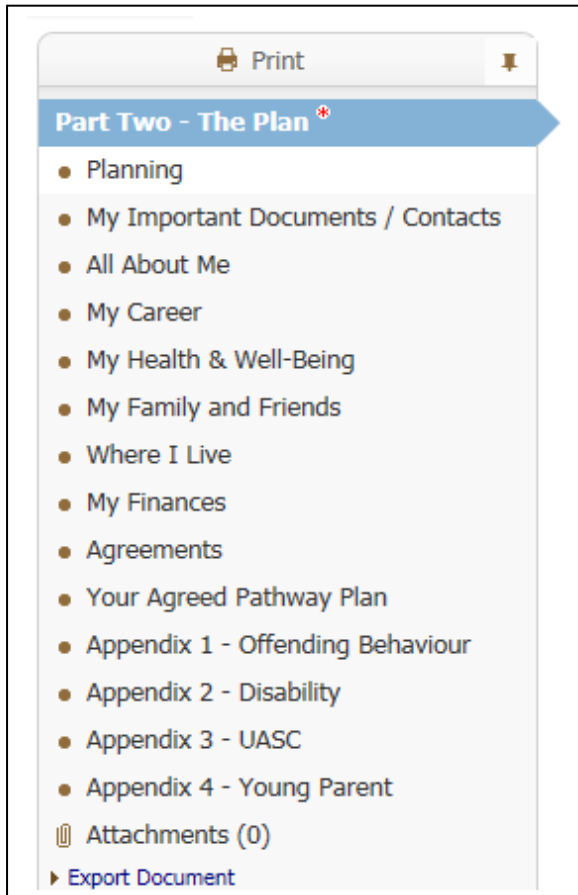
Plan Revision	CLA Care Plan v1.1
Key Worker	Lee Innell
Status	Draft
Effective From	01-Jun-2017
Effective To	
Created By	Lee Innell - Top Tier
Creation Date	07-Jun-2017 10:37

Below the table, there are two sections for forms:

- Forms: CLA Care Plan v1.1**
 - ▶ View Part One Form (finalised)
- Forms: Pathway Plan v1.1**
 - ▶ View Part One Form (finalised)
 - ▶ Update Part Two Form

The 'Update Part Two Form' link is highlighted with a red border.

- The *Pathway Plan Part 2* should be completed based on the information provided by the child/young person



Please note that the Appendices will only show if the relevant question is answered in the **Part Two – The Plan** section of the form

Part Two - The Plan

Please review previous Plans for information.

Please select any Appendices that are required

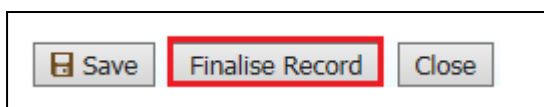
Appendix 1 - Offending Behaviour

Appendix 2 - Disability

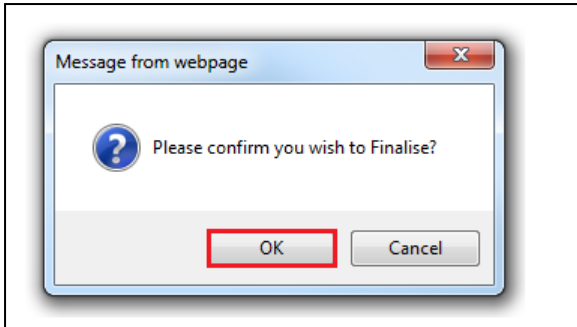
Appendix 3 - UASC

Appendix 4 - Young Parent

- Once all the relevant sections have been completed click on the *Finalise Record* button



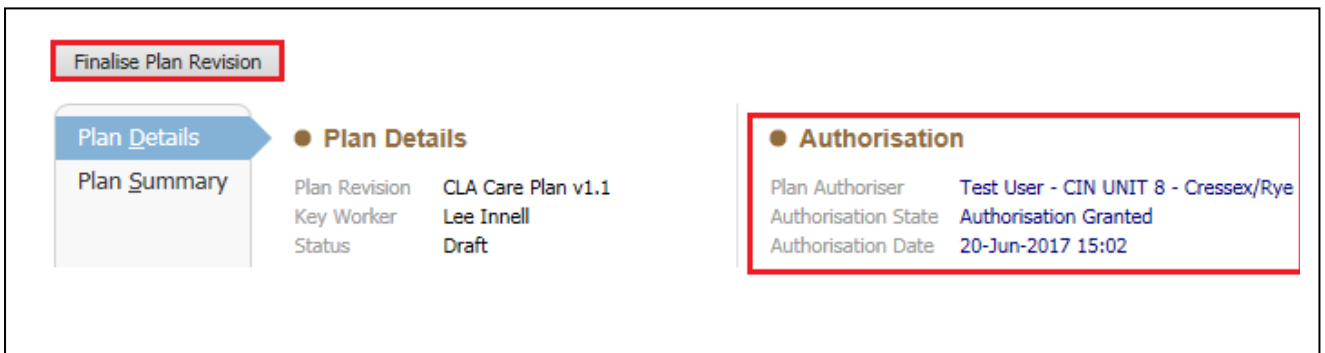
- Click on the *Ok* button on the message box that appears



- Once *Finalised* click on the *Send for Authorisation* button to send the *Pathway Plan Part 2* to be authorised by your manager.



- Once the *Plan* has been authorised, you will then need to go back into the task and click on the *Finalise Plan Revision* button



- The *Pathway Plan* has now been finalised.

11. Leaving CLA and Continuing with a Pathway Plan

- From the *CLA Hub* click on the *Decisions* Tab and select *Leaving CLA (Finalise CLA Care Plan)*

Child Looked After
Active Task: Lee Innell (Reassign) Started: 07-Jun-2017 Due: unspecified

Looked After Details | **Decisions** | Task Details | No Other Children ▼

● **Outcomes**

Task	Status	Assigned to
Organise Next CLA Review Meeting	Active	
Update CLA Care Plan	<input type="button" value="Restart"/>	(Assigned to Yourself)
Assessment and Progress Record		
Personal Education Plan Review	<input type="button" value="Start"/>	(Assigned to Yourself)
Leaving CLA (Finalise CLA Care Plan)	<input type="button" value="Start"/>	(Assigned to Yourself)
Strengths and Difficulties Questionnaire	<input type="button" value="Start"/>	(Assigned to Yourself)
Create Childs Permanence Report (CPR)	<input type="button" value="Start"/>	(Assigned to Yourself)
Start Pathway Plan		

Date of Initiation or Completion:

Today's Date
 Other Date: (reset)

Reason for Decision: (reset)

- Either select *Today's Date* or *Other Date* to record when the *Leaving Care Process* is to start from, and then click on the *Confirm* button

Child Looked After
Active Task: Lee Innell (Reassign) Started: 07-Jun-2017 Due: unspecified

Looked After Details | **Decisions** | Task Details | No Other Children ▼

Leaving CLA (Finalise CLA Care Plan) - You must confirm the following Date & Reason are correct before continuing with this action.

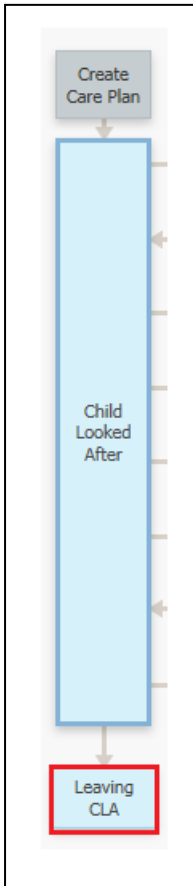
Pathway CLA Test Leaving CLA (Finalise CLA Care Plan) (Assigned to Yourself)

Date of Initiation or Completion:

Today's Date
 Other Date: (reset)

Reason for Decision: (reset)

- The *Leaving Care* task will now be active



- Record the *Reason Episode Ceased* from the drop-down box, and complete any other relevant information.

Leaving CLA (Finalise CLA Care Plan)

Active Task: Lee Innell (Reassign) Started: 20-Jun-2017 Due: 15-Jun-2017


Leaving CLA (Finalise CLA Care Plan)

 Task Details No Other Children ▼


Update Record Reset Cancel

Update CLA Care Plan v1.1 for Child: Pathway CLA Test (Completed)

● Complete Plan



Plan Revision CLA Care Plan v1.1

CLA and Plan End Date 01-Jun-2017 

Reason Episode Ceased ▼

Notes

After Care Accommodation

If Other, please specify

After Care Support

After Care Duration

Completed By Lee Innell ✕

- Click on *Update Record* button

- The task will then go to your team manager to select the *Outcome*

Leaving CLA (Finalise CLA Care Plan)
 Active Task: Lee Innell (Reassign) Started: 20-Jun-2017 Due: 16-Jun-2017
 Leaving CLA (Finalise CLA Care Plan) Decisions Task Details No Other Children ▼

Outcomes

Provision of Services		
Return to Family (Provision of Short Break Care (s17))		
<input checked="" type="checkbox"/> No Further Action	Start	(Assigned to Yourself)
<input type="checkbox"/> Adoption Order Granted	Start	(Completes Automatically)
<input type="checkbox"/> Care taken over by Other Local Authority	Start	(Completes Automatically)

Date of Initiation or Completion:
 Today's Date
 Other Date: [] [] (reset)
Reason for Decision: (reset) []

- Select the *Outcome* and either select *Today's Date* or *Other Date* to record the *Outcome* decision

Leaving CLA (Finalise CLA Care Plan)
 Active Task: Lee Innell (Reassign) Started: 20-Jun-2017 Due: 16-Jun-2017
 Leaving CLA (Finalise CLA Care Plan) Decisions Task Details No Other Children ▼

Confirm Cancel

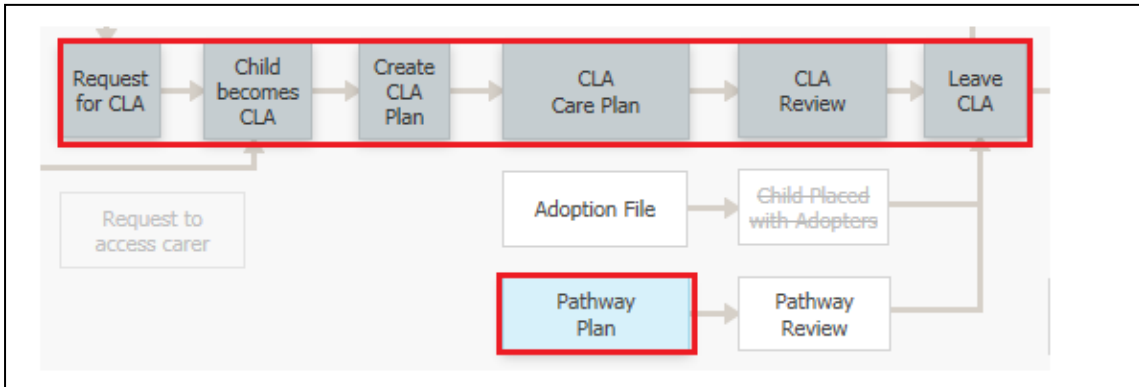
No Further Action - You must confirm the following Date & Reason are correct before continuing with this action.

Pathway CLA Test No Further Action (Assigned to Yourself)

Date of Initiation or Completion:
 Today's Date
 Other Date: [] [] (reset)
Reason for Decision: (reset) []

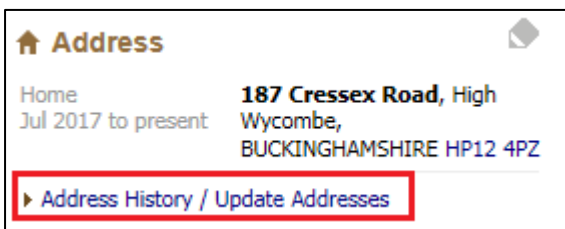
- Click on *Confirm* button to complete the task

- The *CLA Pathway* has now ended, and the *Pathway Plan Pathway* has now become active.



11.1. Leaving CLA – Continuing to live with Foster Carers (Staying Put)

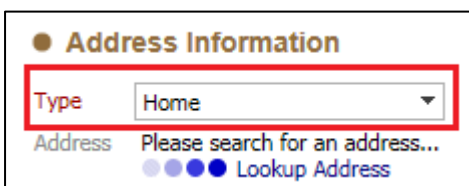
- If the Child/Young Person decides that they wish to carry on living with the current Foster Carer following the end of their CLA Plan, the *Home* address of the Child/Young Person must be updated.
- Click on the *Address History / Update Addresses* link in the *Personal Tab*



- Click on the *Ass New Address* link



- Select *Home* from the *Type* drop-down list under the *Address Information* section



- Click on *Lookup Address* to search for the Carers Address

● **Address Information**

Type

Address

Lookup Address

- Fill in the relevant sections and then click the *Search for Address* button

● **Address**

House No / Name

Street

Area

Town / City

County

Post Code

Country

- Click on the correct address to select it

Address	Town	County	PostCode	Country
22 Test Street, Example	Toy Town	Playshire	DO11 8EA	
43 Test Street, Example	Toy Town	Playshire	DO11 8EA	

- This will enter the details into the *Address Information* section

● **Address Information**

Type

Address

Lookup Address

- Enter the *From* date under the *Effective Date* section

● **Effective Date**

From

To

This address is confidential

- Click on the *Create* button to add the new address to the record

Create

Cancel

- **Add Address**

- The Child/Young Person's Home address will now be changed

🏠 **Address History**

Type	From	To	Address	Area	Town	County	Post Code	Country	Notes	Confidential
Home	01-Jan-2018	Present	43 Test Street	Example	Toy Town	Playshire	DO11 8EA			No
Home	17-Jul-2017	01-Jan-2018	187 Cressex Road		High Wycombe	BUCKINGHAMSHIRE	HP12 4PZ			No
Home	23-Nov-2005	17-Jul-2017	8 Baring Road		High Wycombe	BUCKINGHAMSHIRE	HP13 7SH			No

12. Pathway Plan Pathway

- From the *Decision* Tab in the *Current Pathway Plan* task select the *Outcome* to be started

Active Pathway Plan
Active Task: Lee Innell (Reassign) Started: 20-Jun-2017 Due: unspecified

Pathway Plan Decisions Task Details No Other Children ▼

● **Outcomes** **Date of Initiation or Completion:**

Update Pathway Plan	Start	(Assigned to Yourself)
Finalise Pathway Plan	Start	(Assigned to Yourself)

Today's Date
 Other Date: (reset)

Reason for Decision: (reset)

12.1. Updating Pathway Plan

- From the *Decision* Tab in the *Current Pathway Plan* task select the *Update Pathway Plan* option

Active Pathway Plan
Active Task: Lee Innell (Reassign) Started: 20-Jun-2017 Due: unspecified

Pathway Plan Decisions Task Details No Other Children ▼

● **Outcomes** **Date of Initiation or Completion:**

Update Pathway Plan	Start	(Assigned to Yourself)
Finalise Pathway Plan	Start	(Assigned to Yourself)

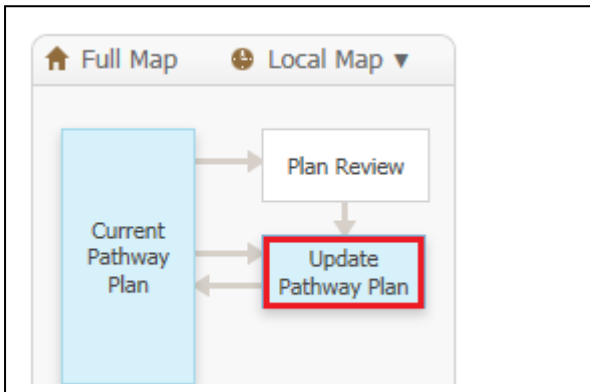
Today's Date
 Other Date: (reset)

Reason for Decision: (reset)

- Select either *Today's Date* or *Other Date* option to record the date of the *Pathway Plan* update
- Click the *Start* button

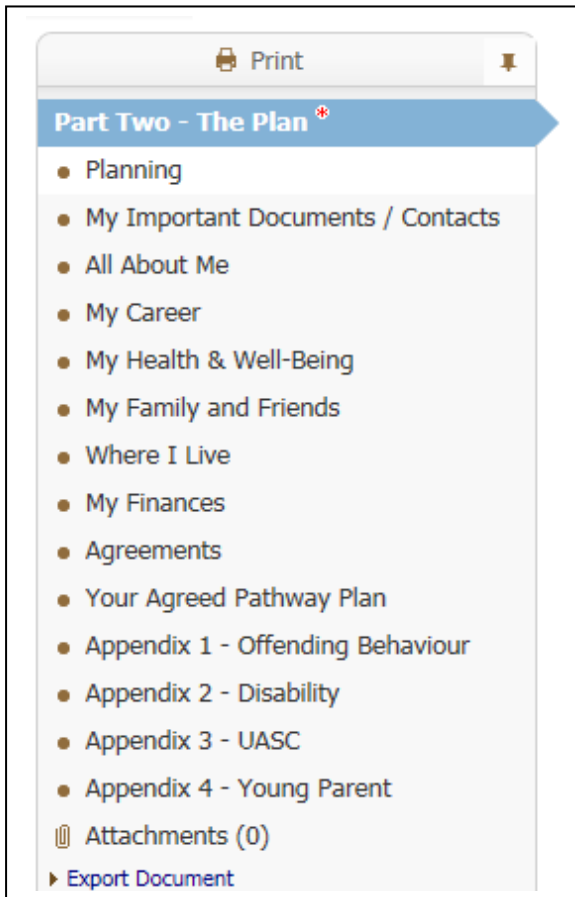
- Click the *Confirm* button

- The *Update Pathway Plan* task is now active



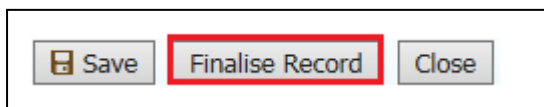
- Click on the *Update Part Two Form* to open the *Pathway Plan Part 2*

- The *Pathway Plan Part 2* should be completed based on the information provided by the child/young person, any previously recorded *Pathway Plans* will automatically be copied forward.

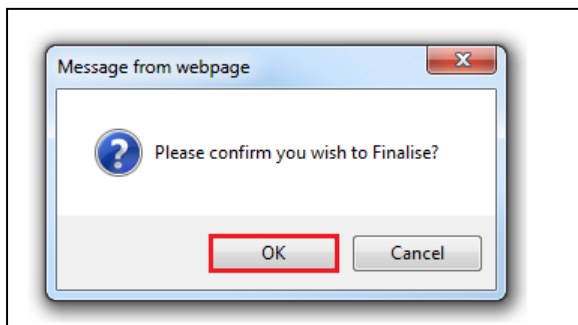


Please note that the Appendices will only show if the relevant question is answered in the **Part Two – The Plan** section of the form

- Once all the relevant sections have been completed click on the *Finalise Record* button



- Click on the *Ok* button on the message box that appears



- Once *Finalised* click on the *Send for Authorisation* button to send the *Pathway Plan Part 2* to be authorised by your manager.



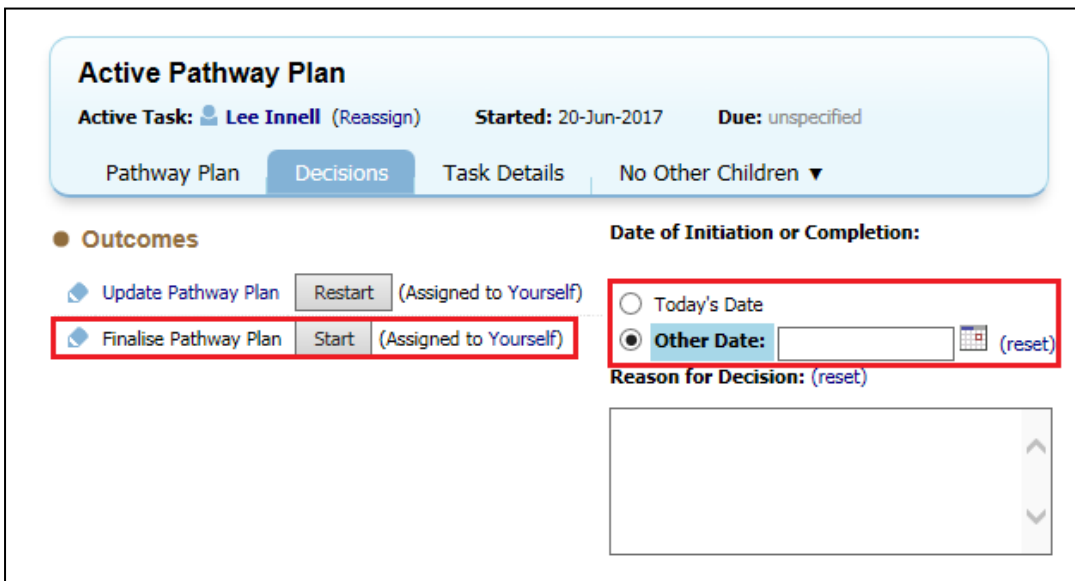
- Once the *Plan* has been authorised, you will then need to go back into the task and click on the *Finalise Plan Revision* button



- The *Pathway Plan* has now been finalised.

12.2. Finalising the Pathway Plan

- From the *Decision* Tab in the *Current Pathway Plan* task select the *Finalise Pathway Plan* option

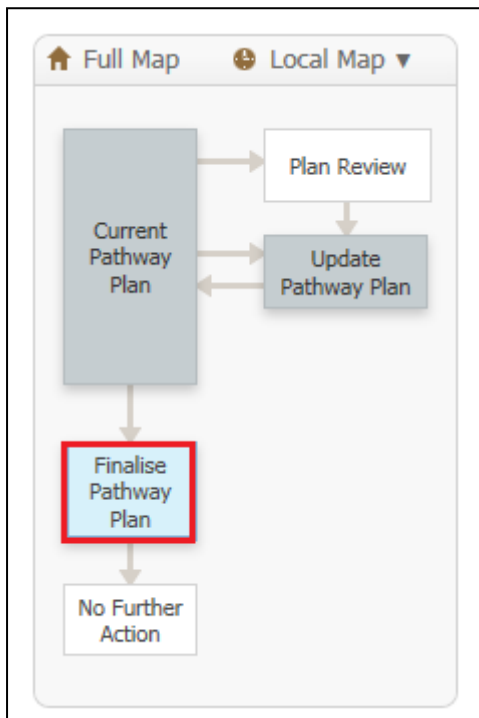


- Select either *Today's Date* or *Other Date* option to record the date of the *Pathway Plan* update
- Click the *Start* button

- Click the *Confirm* button

The screenshot shows a web interface for an 'Active Pathway Plan'. At the top, it displays 'Active Task: Lee Innell (Reassign)', 'Started: 20-Jun-2017', and 'Due: unspecified'. Below this are tabs for 'Pathway Plan', 'Decisions', 'Task Details', and 'No Other Children'. A 'Confirm' button is highlighted with a red box, next to a 'Cancel' button. A yellow warning banner reads: 'Finalise Pathway Plan - You must confirm the following Date & Reason are correct before continuing with this action.' Below the banner, there is a checked checkbox for 'Pathway CLA Test Finalise Pathway Plan (Assigned to Yourself)'. The 'Date of Initiation or Completion:' section has two radio buttons: 'Today's Date' and 'Other Date: [input field] (reset)'. The 'Other Date' option is selected. Below this is a 'Reason for Decision: (reset)' label and a large empty text area with scroll arrows.

- The *Finalise Pathway Plan* task is now active



- Complete all the Mandatory fields

Finalise Pathway Plan


Active Task: Lee Innell (Reassign) **Started:** 20-Jun-2017 **Due:** unspecified

Finalise Pathway Plan Task Details No Other Children ▼

Update Record Reset Cancel

Update Pathway Plan v1.4 for Child: Pathway CLA Test (Current)

● **Complete Plan**



Plan Revision Pathway Plan v1.2

Plan End Date

Completion Notes

Completed By

- Click on the *Update Record* button

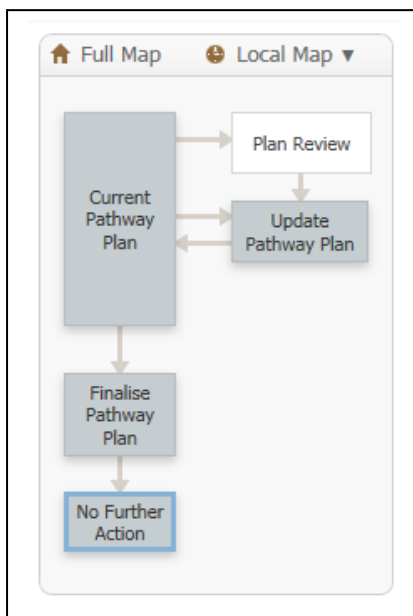
Finalise Pathway Plan

Active Task: Lee Innell (Reassign) **Started:** 20-Jun-2017 **Due:** unspecified

Finalise Pathway Plan Task Details No Other Children ▼

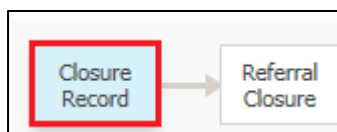
Update Record Reset Cancel

- The *No Further Action* Task is automatically completed, the *Pathway Plan* has now been finalised, and no more changes can be made.



13. Referral Closure

- The *Closure Record* Task is now active.



- Click on the *Create Closure Record* button.

Referral Closure Record
Active Task: Lee Innell (Reassign) Started: 20-Jun-2017 Due: unspecified

Referral Closure Record | Task Details | No Other Children ▼

The Closure Record has not been started.

Create Closure Record

- Complete the Mandatory question in the *Closure Information* Section.

Closure information

Date Case Closed (Closure Record)

Summary of reason(s) for social services involvement since date of most recent referral

Closure Record

- Closure information
- ▶ Child/Young Person's Development Needs *
- ▶ Parental Capacity (Birth Family) *
- ▶ Parental Capacity (Corporate Parenting) *
- ▶ Family and Environmental Factors (Birth Family) *
- ▶ Environmental Factors (Corporate Parenting)
- Overall Summary
- 📎 Attachments (0)

- Also complete the Mandatory question in the *Overall Summary* Section

Overall Summary

Overall Summary of progress achieved, reasons for successful outcomes or for non or partial achievement of planned outcomes

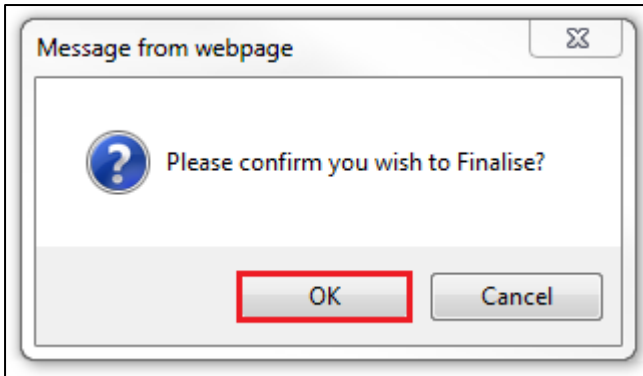
Closure Record

- Closure information
- ▶ Child/Young Person's Development Needs *
- ▶ Parental Capacity (Birth Family) *
- ▶ Parental Capacity (Corporate Parenting) *
- ▶ Family and Environmental Factors (Birth Family) *
- ▶ Environmental Factors (Corporate Parenting)
- Overall Summary
- 📎 Attachments (0)

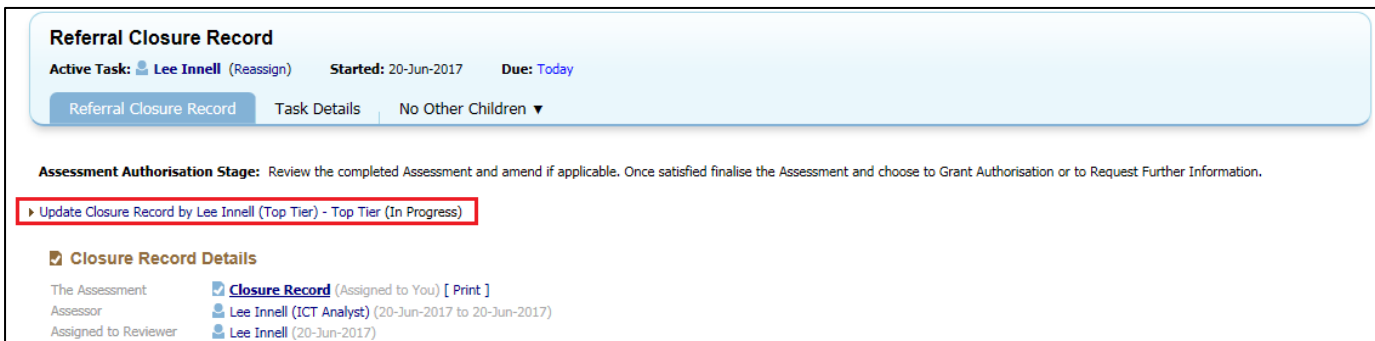
- Once both questions have been answered, click on the *Finalise Assessment* button.

Save Finalise Assessment Close

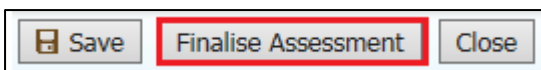
- Click on the *Ok* button



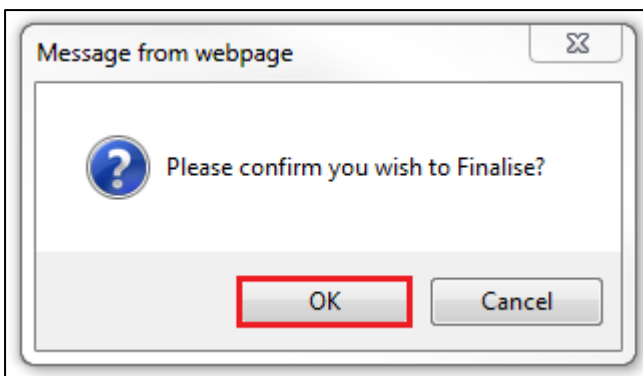
- The *Closure Record* task will now be sent to your *Team Manager* for authorisation
- To *Authorise* the *Closure Record* click on the *Update Closure Record* link



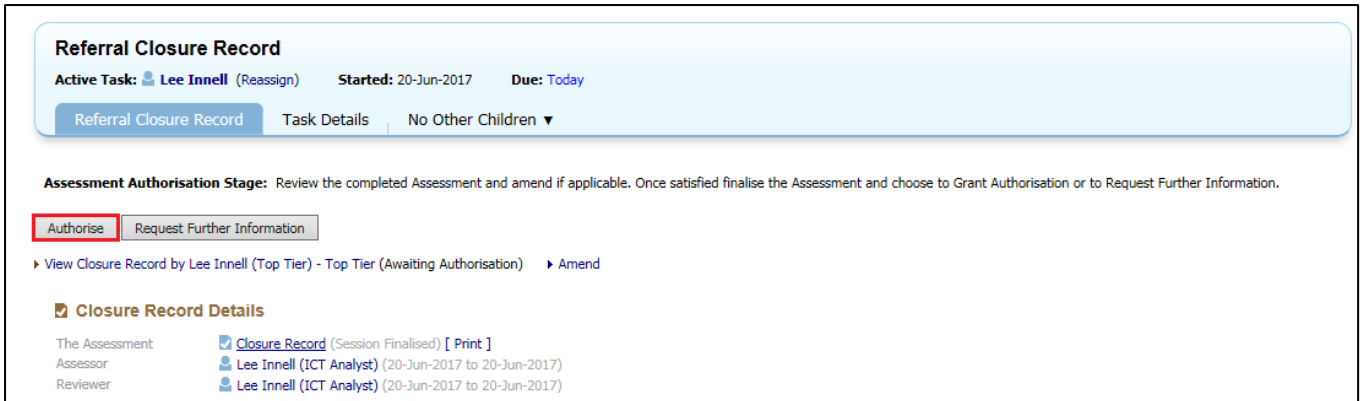
- Read through the form, and then click on the *Finalise Assessment* button.



- Click on the *Ok* button



- Click on the *Authorise* button, to authorise the assessment



Referral Closure Record
 Active Task: Lee Innell (Reassign) Started: 20-Jun-2017 Due: Today

Referral Closure Record Task Details No Other Children ▼

Assessment Authorisation Stage: Review the completed Assessment and amend if applicable. Once satisfied finalise the Assessment and choose to Grant Authorisation or to Request Further Information.

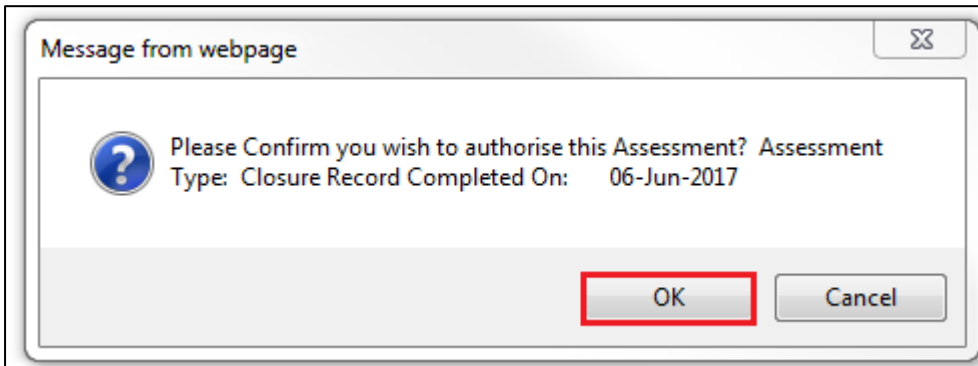
Authorise Request Further Information

View Closure Record by Lee Innell (Top Tier) - Top Tier (Awaiting Authorisation) Amend

Closure Record Details

The Assessment: Closure Record (Session Finalised) [Print]
 Assessor: Lee Innell (ICT Analyst) (20-Jun-2017 to 20-Jun-2017)
 Reviewer: Lee Innell (ICT Analyst) (20-Jun-2017 to 20-Jun-2017)

- Click on the *Ok* button to agree to authorise the assessment.

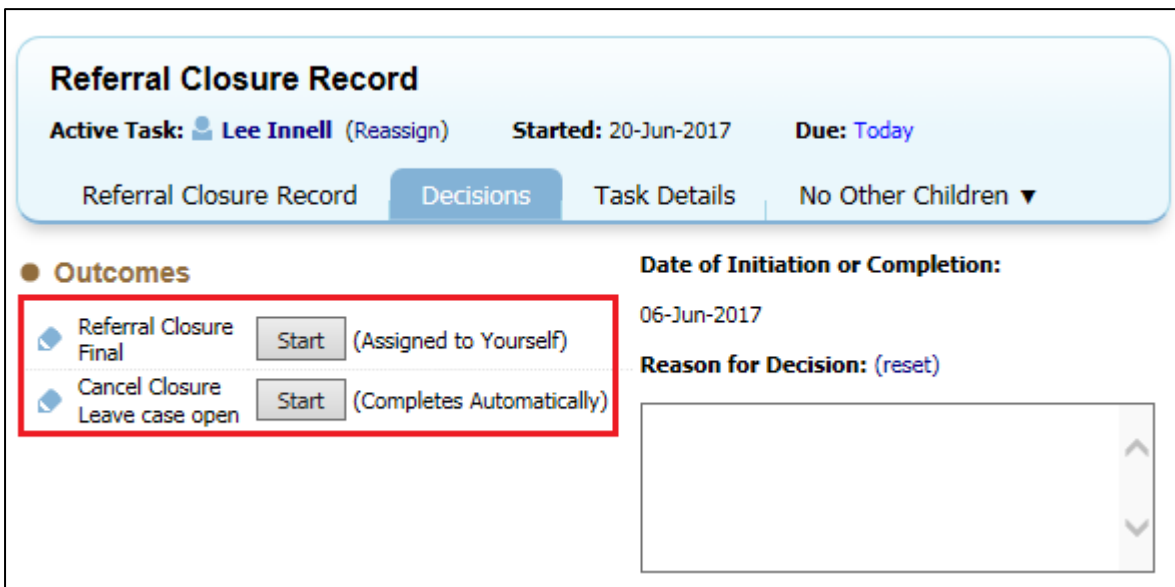


Message from webpage

Please Confirm you wish to authorise this Assessment? Assessment Type: Closure Record Completed On: 06-Jun-2017

OK Cancel

- The *Decisions* Tab will now be active, select whether to closure the Referral or Cancel the Referral Closure process



Referral Closure Record
 Active Task: Lee Innell (Reassign) Started: 20-Jun-2017 Due: Today

Referral Closure Record Decisions Task Details No Other Children ▼

Outcomes

Referral Closure Final Start (Assigned to Yourself)
 Cancel Closure Leave case open Start (Completes Automatically)

Date of Initiation or Completion: 06-Jun-2017
Reason for Decision: (reset)

- To close the *Referral* click on the *Referral Closure Final Start* button

- The click on the *Confirm* button

Referral Closure Record

Active Task: Lee Innell (Reassign) **Started:** 20-Jun-2017 **Due:** Today

Referral Closure Record **Decisions** Task Details No Other Children ▼

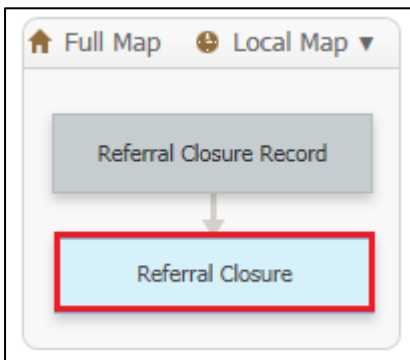
Referral Closure Final - You must confirm the following Date & Reason are correct before continuing with this action.

Pathway CLA Test Referral Closure Final (Assigned to Yourself)

Date of Initiation or Completion:
06-Jun-2017

Reason for Decision: (reset)

- The *Referral Closure* task will now be active



- Select the *End Reason* from the drop-down list

Referral Closure - Final

Active Task: Lee Innell (Reassign) **Started:** 20-Jun-2017 **Due:** unspecified

Referral Closure - Final Task Details No Other Children ▼

Close Referral Reset Cancel

Update Referral

● Referral Details

Referral Started 01-Jan-2012
 Category of Need for Referral N7 LOW INCOME
 ReReferral No

● End Reason

Referral Closed 06-Jun-2017

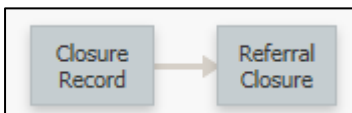
End Reason ▼

Reason for Referral Test

- Then click on the *Close Referral* button to close the *Referral*

Close Referral Reset Cancel

- The *Referral* and *Case Pathway* are now closed



Appendix 1

-

Demographics


14. Demographics

This section will take you through the various demographic sections that can be used.

Please note that throughout the demographic section the  icon can be used to quickly edit the sections.


14.1. Personal Tab

- **Personal Details** – use this section to update the Name, DoB and Gender of the client

Personal Details 	
Case Number	556606
Full Name	Pathway CLA Test
Gender	FEMALE
Actual DOB	15-May-1999
Age	18 years

Please note – if the name is changed it will create an alias in the system.

- **Status Details** – use this to record current work and marital status

Status Details 
Education / Work Status
Marital Status

- **Identifiers** – Additional ID numbers can be recorded here, such as NHS Number, UPN, NI Number etc.

Identifiers 

- **Address** – Use this section to change the address information for the client, you can also update linked relationships at the same time.

Address 	
HOME	192 Whaddon Way,
May 2002 to present	Bletchley, Milton Keynes,
	BUCKINGHAMSHIRE MK3 7DG
▶ Address History / Update Addresses	

- **Contact Methods** – Record contact phone numbers for the Child / Young Person, click on the *Show Relevant Contact Methods* will also show phone numbers for people related to the Child / Young Person

Contact Methods

- ▶ Add/Update Contact Methods...
- ▶ Show Relevant Contact Methods

- **Email** –Record the Child / Young Person’s email address

E-Mail

E-Mail

14.2. Additional Tab

- **Disability & Disabilities-** Use these sections to record if the Child / Young Person has a disability and if so what that disability is

Disability

Is Disabled?

Is on a Disability Register?

Disabilities

No Disabilities Recorded

▶ Add a Disability

- **Category of Need** – This is normally set in the *Referral* Form, a new Category can be added is necessary, although the previously recorded one cannot be changed or amended

Categories of Need

Started On	Ended On	Category of Need
10-Jun-2017	-	N9 OTHER
01-Jan-2012	06-Jun-2017	N7 LOW INCOME

▶ Add a Category of Need record

- **Legal Statuses** – This section will show both Legal (CLA) and Non-Legal statuses, only the Non-Legal statuses can be changed in this section, the Legal ones are changed via the CLA Pathway.

Legal Statuses

Started On	Legal Status	Expiry Date	Actual End Date	Court
04-Jan-2012	C2 FULL CARE ORDER		01-Jun-2017	

▶ Add Legal Status

- **Missing Person Records** – If the Child / Young Person goes missing, this section can be used to record the details.

● **Missing Person records**

This person has not been reported missing

▶ [Add Missing Person Record](#)

- **Archived / Paper Files** – Use to record to location of any paper files being kept on the Child / Young Person

● **Archived / Paper File**

No paper files found.

▶ [Add Paper File Record](#)

14.3. Identity Tab

- **Language / Preferred method of communication** – Record any languages the Child / Young person speaks and if there are any interpreter requirements

● **Language / Preferred method of communication**

? Interpreter Required?

▶ [Add Language](#)

- **Ethnicity & Nationality** – Record all details to do with the Child / Young Person’s Ethnicity and Nationality details, including Place of Birth

● **Ethnicity & Nationality**

Ethnicity Other Ethnic Group

Ethnicity Notes

Place of Birth

Nationality

- **Immigration** – Record immigration details, such as ARC, Home Office and Port Numbers

● **Immigration**

No immigration statuses recorded

▶ [Add an Immigration Status record](#)

Home Office Registration

- **Religion** – Update the Child / Young Person’s religion and whether they are practising that religion or not.

● **Religion**

Religion ROMAN CATHOLIC

Practising?

- **Identification** – If the Child / Young Person has any ID documents they can be recorded in this section. This section should also be used to record the following references:
 - Housing Reference Number
 - Custody Number
 - Creditor Reference Number

Please Note that currently Passport and Driving License numbers are not to be recorded

- Click on the *Add Identification* link

● **Identification**


No Identification Recorded

▶ [Add Identification](#)

- Select the *ID or Reference Type* from the *Identification* drop down list


● **Identification**


Identification Type ▼

Date Seen 

Reference Number(s)

Full Name on ID


Valid From/Issue Date 

Renewal/Expiry Date 

- Use the *Reference Number(s)* section to record the Reference Number


● **Identification**


Identification Type ▼

Date Seen 

Reference Number(s)

Full Name on ID

Valid From/Issue Date 

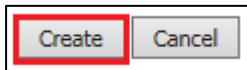
Renewal/Expiry Date 

- Use the *Notes* section to record any additional details or comments if needed

● **Notes**

Notes

- Once all necessary sections have been recorded click on the *Create* button to save the record



- The *ID / Reference* will now be displayed on the *Identity Tab* screen

● **Identification**

Identification Type	Date Seen
Housing Reference Number	

▶ Add Identification

14.4. Risks Tab

- Hazards** – Use this section to record any associated hazards.

Please note this section should no longer be used to record **pregnancies**.

● **Hazards**

No Hazards Recorded

▶ Add a Hazard

There are only three categories used for recording a hazard

● **Hazard Details**

Hazard Type

ADULT POSES RISK OF VIOLENCE (WITH OR WITHOUT WEAPONS)

INDIVIDUAL WHO POSES A RISK TO CHILDREN

RISK TO WORKER.

14.5. Relationships Tab

This section shows all the people related to the Child / Young Person, including their Carer's. The relationships can be updated, but only people currently within LCS can be used. If the person you can trying to add is not on the LCS system, then you will need to following the **Creating a Person on LCS** section in this guide.

👤 **Family & Other Relationships**

Flags	Relationship	Case No	Name	Age	Date of Birth	Gender	Alerts	Start Date	End Date
HOME: 192 Whaddon Way, Bletchley, Milton Keynes, BUCKINGHAMSHIRE, MK3 7DG									
	Self	556606	Pathway CLA Test	18 years	15-May-1999	FEMALE			
HOME: Corberley, Lycrome Road, Chesham, BUCKINGHAMSHIRE, HP5 3LA									
	CARER	219261	CATHERINE DRIVER	63 years	02-Nov-1953	FEMALE		04-Jan-2012	01-Jun-2017

▶ Edit Relationships

14.6. Involvements Tab

- **Professionals** – This section is used to record internal worker and team involvements with the Child / Young Person, you can also initiate the **Case Transfer** process, for transferring a case between teams.

Please Note – External professionals should not be recorded in this section.

● Professionals								
Role	Professional	Team	Job Title	Start Date	End Date	Contact Numbers	Core Group Member	Reason
Allocated Case Worker	Lee Innell	Top Tier	ICT Analyst	10-Jun-2017		▶ Show Contact Numbers	No	
Allocated Case Worker	Lee Innell	Top Tier	ICT Analyst	02-Jan-2012	06-Jun-2017	▶ Show Contact Numbers	No	

[▶ Add Professional](#)
[▶ Initiate case transfer process](#)

- **Key Agencies** – Use this section to record external agencies/organisations that are involved with the Child / Young Person, named people from those agencies/organisations can also be added.

● Key Agencies
No Key Agencies have been defined.
▶ Add Key Agency

- **Current Tasks for this child/adult** – This will show all active tasks currently for this Child/Young Person (depending on their age it will either say Child or Adult)

● Current Tasks for this adult				
Assigned	Subject	Date Started	Due Date	From
Lee Innell	Pathway Plan - Update Pathway Plan	19-Jul-2017 08:54		Lee Innell

14.7. CLA Tab (also Care Leaver Details)

- **Child Looked After** – This shows the current CLA dates, it also shows the Child / Young Person's current eligibility status, this can be overridden if it is considered to be incorrect.

● Child Looked After	
CLA Start Date	04-Jan-2012
CLA End Date	01-Jun-2017
Eligibility Status	Former Relevant
▶ Override Eligibility Status	

- **Periods of Care** – All of the current and previous periods of care are displayed here, you can click on them for further details.

● Periods of Care			
Started On	Ended On	Recent Placement	Recent Legal Status
04-Jan-2012	01-Jun-2017	U6 - Foster Placement with Other Foster Carer - Not Long Term or FFA or Concurrent Planning	C2 FULL CARE ORDER

- **Adopter Details** – Shows current adopter details if relevant

● **Adopter Details**

Child adopted by Former Carer No

No of Adopters

Gender Code

Legal Status Code

Date of decision child should be placed for adoption

Date of matching child and prospective adopters

- **Care Leaver Details** – All care leaver details are recorded here.

● **Care Leaver Details**

No Leaver Information Available

▶ [Record Care Leaver Details](#)

- Click on the **Record Care Leaver Details** link to open the section
- **In Touch Details** – Use the drop down lists to select the relevant in touch details. Note that the **Date of Contact** is a mandatory field and must be recorded

● **In Touch Details**

Was the local council in touch with this young person?

Date of contact

Method of Contact

- **Main Activity** – Select the appropriate category for the Young Person from the drop down list

● **Main Activity**

Main Activity

F1 - Young person engaged full time in higher education (i.e. studies beyond A level)

F2 - Young person engaged full time in education other than higher education

F3 - Young person engaged full time in training or employment

G4 - Young person not in education, employment or training because of illness or disability

G5 - Young person not in education, employment or training: other circumstances

G6 - Young person not in education, employment or training due to pregnancy or parenting

P1 - Young person engaged part time in higher education (i.e. studies beyond A level)

P2 - Young person engaged part time in education other than higher education

P3 - Young person engaged part time in training or employment

- **Accommodation** – From the accommodation section, select the accommodation type, whether it's suitable and if there is multiple occupancy.

● Accommodation

Accommodation Type

Is accommodation Suitable?

Multiple Occupancy

Select the appropriate **Accommodation Type** from the drop down list.

● Accommodation

Accommodation Type

B - With parents or relatives

C - Community home or other form of residential care

D - Semi-independent, transitional accommodation

E - Supported lodgings

G - Gone abroad

H - Deported

K - Ordinary lodgings

R - Residence not known

S - No fixed abode / homeless

T - Foyers

Select whether the **Accommodation Is Suitable** from the drop down list

● Accommodation

Accommodation Type

Is accommodation Suitable?

1 - Accommodation is considered Suitable

2 - Accommodation is considered Unsuitable

Tick whether the accommodation is **Multiple Occupancy** or not

● Accommodation

Accommodation Type

Is accommodation Suitable?

Multiple Occupancy

- **Use in SSDA 903** – Tick the appropriate categories for the 903

● **Use in SSDA 903**

SSDA 903 - 17th Birthday

SSDA 903 - 18th Birthday

SSDA 903 - 19th Birthday

SSDA 903 - 20th Birthday

SSDA 903 - 21st Birthday

- **Family & Other Relationships** – This shows the same details as the **Relationship Tab** and can also be updated in the same way. Any changes made to this section will also appear in the **Relationships Tab**

● **Family & Other Relationships**

Flags	Relationship	Case No	Name	Age	Date of Birth	Gender	Alerts	Start Date	End Date
HOME: 192 Whaddon Way, Bletchley, Milton Keynes, BUCKINGHAMSHIRE, MK3 7DG									
	Self	556606	Pathway CLA Test	18 years	15-May-1999	FEMALE			
HOME: Corberley, Lycrome Road, Chesham, BUCKINGHAMSHIRE, HP5 3LA									
	CARER	219261	CATHERINE DRIVER	63 years	02-Nov-1953	FEMALE		04-Jan-2012	01-Jun-2017

▶ [Edit Relationships](#)

- After all changes and updates have been made click on the **Create** button at the top of the screen

- **Record Keeping In Touch Details**

- If you are updating the information the button will change to an **Update** button

- **Update Care Leaver details**

- **Other Local Authority CLA Details** – If the Child / Young Person is known at another LA, the details will be recorded here

● **Other Local Authority CLA Details**

No Other Local Authority CLA Periods

▶ [Add a CLA period under another Local Authority](#)

- **Other Local Authority Pathway Plans** – If the Child / Young Person has had a Pathway Plan from another LA, the details can be recorded here

● **Other Local Authority Pathway Plans**

No Other Local Authority Pathway Plans

▶ [Add a Pathway Plan under another Local Authority](#)

- **CLA Agreed Exceptions** – if the Child / Young Person is eligible for a Pathway Plan but does not meet the current criteria, an exception can be recorded that will allow the Pathway Plan to be started.

● **CLA Agreed Exceptions**

No agreed exceptions have been recorded

▶ [Add an agreed exception](#)

- Click on the **Add an agreed exception** link
- Complete the mandatory fields, selecting the appropriate exception

● **Agreed Exception**

Date Recorded

Date Revoked

Agreed Exception Type

Children hospitalised or in custody who would otherwise have been accommodated by the LA and would have therefore met the criteria to be eligible or relevant are entitled to a Pathway Plan although they will not have the required period of care recorded.

Children who received services including accommodation under s17 of the Act are entitled to a Pathway Plan although they will not have the required period of care recorded.

For some Care Leaving young people services have ended as they have turned 21. They then present again and request education and/or training and the LA has a duty to complete an assessment with a Pathway Plan.

Notes

- Once all the details have been recorded click on the **Create** button

- Create a new Agreed Exception

14.8. Forms Tab

- **Start New Form** – This is used to start Standalone forms. These are forms that are used as part of the Child / Young Person’s pathway, although they are not a core pathway form.

For Aftercare, the only Standalone form currently available is the **Aftercare – Care Leave Move On** form.

Start New Form

Adoption - PPM Feedback
Aftercare - Care Leaver Move On
 Assessment of Suitability - Placements with Parents
 Carer Assessment
 Case File Audit Tool
 Subsequent Request for Placement
 TO Contact/Referral Form
 ICS Transfer Form

Select the form from the drop down list and click on the **Start** button to initiate the form.

- **Draft Forms** – This shows all forms that are currently active, that have not yet been completed

● **Draft Forms**

Form Date	Form Type	User
10-Jun-2017	Pathway Plan (part 2)	Lee Innell, ICT Analyst
10-Jun-2017	Pathway Plan (part 1)	Lee Innell, ICT Analyst

- **Completed Forms** – This shows all the forms and assessments that have been completed and finalised. You can click on them to see what was written, although no further changes can be made to these forms.

● Completed Forms		
Form Date	Form Type	User
10-Jun-2017	Referral Record	Lee Innell - Top Tier
10-Jun-2017	Adult Contact	Lee Innell - Top Tier
06-Jun-2017	Closure Record	Lee Innell - Top Tier
04-Jun-2017	Pathway Plan (part 2)	Lee Innell - Top Tier
03-Jun-2017	Pathway Plan (part 2)	Lee Innell - Top Tier
03-Jun-2017	Pathway Plan (part 2)	Lee Innell - Top Tier
01-Jun-2017	Pathway Plan (part 2)	Lee Innell - Top Tier
01-Jun-2017	Pathway Plan (part 1)	Lee Innell - Top Tier
04-Jan-2012	Child Looked After/Young Person's Care Plan (part 2)	Lee Innell, ICT Analyst
04-Jan-2012	Child Looked After/Young Person's Care Plan (part 1)	Lee Innell, ICT Analyst
04-Jan-2012	Essential Information Record	Lee Innell, ICT Analyst
04-Jan-2012	Initial Request for Placement	Lee Innell, ICT Analyst
03-Jan-2012	C & F Assessment	Lee Innell, ICT Analyst
02-Jan-2012	Referral Record	Lee Innell, ICT Analyst
01-Jan-2012	Contact Record	Lee Innell, ICT Analyst

- **Cancelled Forms** – This sections contains any forms that have been cancelled. They cannot be used to copy into new forms.

● Cancelled Forms
None

- **Documents** – This section shows any documents that have been attached or exported from LCS

● Documents
<p>▶ Create/Attach Document</p> <p><i>There are no documents.</i></p>

14.9. Case Notes Tab

- **Case Note Summary** – This allows for a Case Note Summary to be recorded, as much detail as necessary can be recorded, along with any key information that needs to be seen.

● **Case Summary**

Case Summary No case summary has been recorded

▶ [Update Case Summary](#)

- **Case Notes** – Record your case notes in this section.
 - Click on the **Add Case Note** link to record a new case note

● **Case Notes**

Free Text Filter

▶ [Case Note Report](#)

▶ [Add Case Note](#)

List is empty

▶ [Add Case Note](#)

- **Part 1 – Contact** – The Contact Date and Type of Contact are mandatory and must be filled in. Select the most appropriate Case Note Type from the drop-down list

● **Part 1 - Contact**

From Context Of Test, Pathway CLA (18 years)

Contact Date

Type of Contact

Follow-Up Date

Significant Event

Add to Chronology

- **Contact Regarding** – Record all people involved with the case note, if other people were spoken to or see at the same time they can be included. They must be in the Child / Young Person's Relationships in order to be included

Contact Regarding	Relation	Name	Age	At Contact	Interviewed?	Seen?	Alone?	Bedroom?	Regarding Assessment
Subject of Case Note									
	▶ Self	Pathway CLA Test	18 years		<input type="checkbox"/>	<input type="checkbox"/>	<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									

Please note you will need to select whether the Child / Young Person has been seen.

- **Reason for Contact** – This notes section should be kept brief, as it's displayed in the case note screen. Too much information recorded here can make it difficult to see the case notes within the case notes tab.

Reason for Contact	
--------------------	--

- **Detailed Notes** – Record the detailed information about the case note within this section

Detailed Notes	
----------------	--

- **Analysis of information** – Any analysis carried out can be recorded within this section

Analysis of information	
-------------------------	--

- **Action** – Record any actions taken, or actions to be taken

Action	
--------	--

14.10. Health Tab

14.10.1. Health

- **Identifiers** – If the NHS Number has been recorded in the **Personal Tab** it will be displayed here

<p>● Identifiers</p> <p>NHS Number</p>

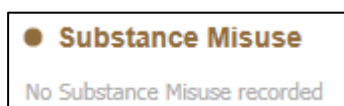
- **Health Conditions** – Use this section to record any health issues

<p>● Health Conditions</p> <p>No Health Conditions recorded</p> <p>▶ Add a Health Condition</p>
--

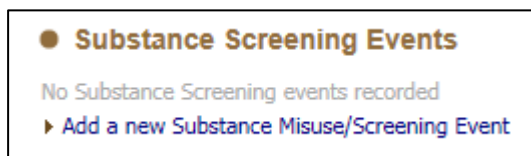
- **Other Significant Health Events** – Record other events such as hospital visits, pregnancy etc. in this section

<p>● Other Significant Health Events</p> <p>No Other Health Events recorded</p> <p>▶ Add Other Health Event</p>
--

- **Substance Misuse** – This will display any recorded **Substance Screening Events**



- **Substance Screening Events** – Record any instances of substance misuse

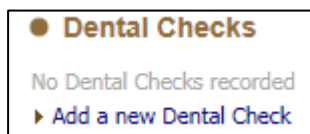


14.10.2. Treatments

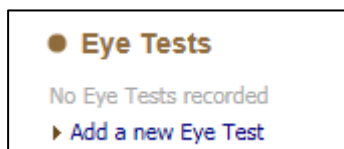
- **Health Development Checks** – Record the any health checks that have been undertaken.



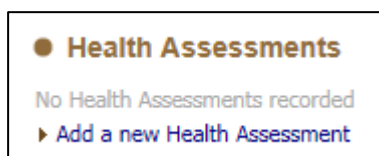
- **Dental Checks** – Record the dental checks that have been undertaken



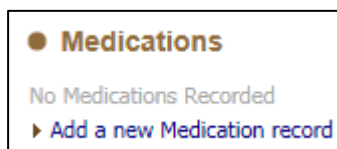
- **Eye Tests** – Record any eye tests that have been undertaken



- **Health Assessments** – Record any health assessments that have been taken.




- **Medications** – Record any medications that are currently or previously have been taken



14.10.3. Immunisations

- **Immunisations** – Use the table to record any immunisations that have been given.

● Immunisations						
Immunisation Due Date	Code	Immunisation Against	Method	Administered?	Actual Date	Actual Age
2 months	DTaP/IPV/Hib	Diphtheria, Tetanus, Acellular Pertussis, Polio, Hib	Injection	Overdue...		
2 months	MENC	Meningitis C	Injection	Overdue...		
3 months	DTaP/IPV/Hib	Diphtheria, Tetanus, Acellular Pertussis, Polio, Hib	Injection	Overdue...		
3 months	MENC	Meningitis C	Injection	Overdue...		
4 months	DTaP/IPV/Hib	Diphtheria, Tetanus, Acellular Pertussis, Polio, Hib	Injection	Overdue...		
4 months	MENC	Meningitis C	Injection	Overdue...		
Around 13 months	MMR	Measles, Mumps, Rubella	Injection	Overdue...		
3 years 4 months to 5 years	DTaP/IPV	Diphtheria, Tetanus, Polio	Injection	Overdue...		
3 years 4 months to 5 years	MMR	Measles, Mumps, Rubella	Injection	Overdue...		
13 to 18 years	Td/IPV	Diphtheria, Tetanus, Polio	Injection	Overdue...		

 Routine Immunisations are **NOT Up To Date**

[▶ Add a new Immunisation record](#)

- **Dates Marked Up to Date** – If you don't know when an immunisation was carried out, but have been told that all immunisations are up-to-date then use this section to mark all immunisations as taken.

● Dates Marked Up to Date

No dates recorded

Attention: Immunisations not explicitly recorded and due before the most recent date recorded will be hidden

[▶ Mark all Immunisations as Up to Date](#)

14.11. Education Tab

14.11.1. Education

- **Education Establishments** – Record any schools that the Child / Young Person currently or has previously attended

● Educational Establishments

No School Records Recorded

[▶ Add a new School Record](#)

- **SEN Statements / EHCPs** – If the Child / Young Person has a SEN or EHCP the details can be recorded in this section

● SEN Statements / EHCPs

No SEN / EHCP Recorded

[▶ Add a new SEN / EHCP](#)

- **No Qualifications** – Record why there are no qualifications for the Child / Young Person

● No Qualifications

▶ Provide reason for no qualifications if the person is over 16 and a Care Leaver

14.11.2. Foundation & SATs

- **Foundation & SATs** – use this section to record the grades obtained for the Child / Young Person

● Foundation & SATs

Subject	Full/Short	Grade/Details	Date
○ Foundation			
Communication, language and literacy		Overdue...	
Creative Development		Overdue...	
Knowledge and understanding of the world		Overdue...	
C - MATHS		Overdue...	
Personal, social and emotional development		Overdue...	
Physical Development		Overdue...	
○ Key Stage 1 - Due at age 7			
C - MATHS		Overdue...	
C - WRITING		Overdue...	
○ Key Stage 2 - Due at age 11			
C - ENGLISH LANGUAGE		Overdue...	
C - MATHS		Overdue...	
C - SCIENCE		Overdue...	
○ Key Stage 3 - Due at age 14			
C - ENGLISH LANGUAGE		Overdue...	
C - MATHS		Overdue...	
C - SCIENCE		Overdue...	

14.11.3. Qualifications

- **GCSE & A-Levels and Other Qualifications** – Use this section to record any qualifications the Child / Young Person has achieved

● GCSE & A-Levels and Other Qualifications

Subject	Full/Short	Grade/Details	Date
▶ Add a new Examination Record			

14.11.4. PEPs

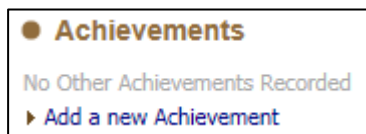
- **PEPs** – If any PEPs have been recorded they will be listed here

● PEPs

No PEPs found

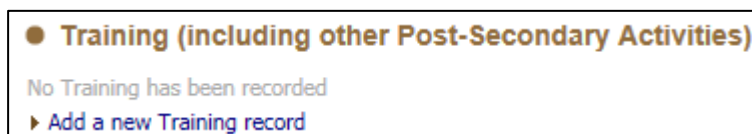
14.11.5. Achievements

- **Achievements** – Record any achievements that the Child / Young Person has obtained



14.11.6. Training

- **Training (including other Post-Secondary Activities)** – Record any training that the Child / Young Person has undertaken, and at what level



14.11.7. Employment

- **Employment Records** – Record any current or previous employment details for the Child / Young Person

