



LCS / Special Guardianship Order User Guide

Liquidlogic Children's Systems (LCS)

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What is a Special Guardianship Order?

Special Guardianship is an order made by the Family Court that places a child or young person to live with someone other than their parent(s) on a long-term basis. The person(s) with whom a child is placed will become the child's Special Guardian.

1.

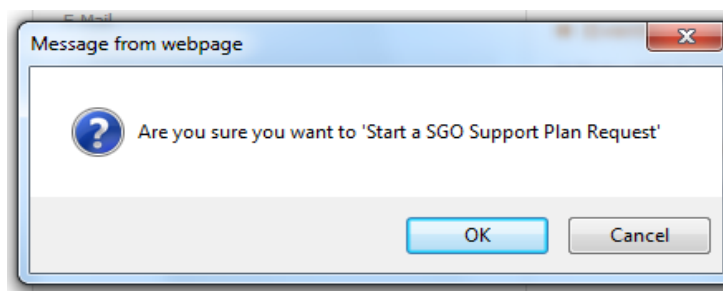
How To Initiate a Special Guardianship Order

From the Child's Main Demographics page, select "Start an SGO Support Referral" located under Events (below Contact & Referral)

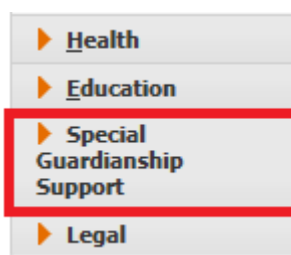
2.

The screenshot shows the 'Basic Demographics' page for a child named Linus Van Pelt. The page is divided into several sections: Personal Details, Address, Contact Methods, E-Mail, Post Adoption Record, Main Carer(s)/Cares For, Important Information, Contact & Referral, Events, and Relationships. The 'Events' section is highlighted with a red box, and the option 'Start a SGO Support Plan Request' is also highlighted with a red box.

You will be prompted before you can open the SGO. Select OK to continue, or Cancel to end.



This will open the Special Guardianship Order Pathway on the left-hand side, under Demographics



You will be asked for a start date for the SGO:

Select the date and click Start to proceed.

Assign a Worker

- Now that you have the SGO Pathway open, you will have to assign to a Worker. You can assign to yourself or use the free text box to type in the name of a Worker on LCS.
- 3.

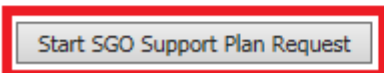
Start SGO Support Plan

4.1. Start Support Plan

Once a Worker is assigned, clicking Start SGO Support Plan Request opens the form to complete

4.

The SGO Support Plan Request has not been started.



Enter the form and select Start Blank if it is a first Support Plan or Copy Forward if you wish to include previous information

Enter the information requested; Religion, Ethnicity, Language and the Reason for Referral

4.2. Support Plan - Child's Information

Continue to enter the Child's information

Child's Placing Local Authority / Agency
Please confirm the child was looked after by a Local Authority - if not please inform the family they are entitled to request an assessment of need but unfortunately they cannot currently access ASF for services

Child's Date of Placement with Family

Date of Order

Special Guardianship Approving Local Authority/Agency

Local Authority where Family Resident

Relationships for Child: Amanda Schultz, age 4 years

Save Reset

MC	YC	PR	NK	EC	Defined Relationships	Name	Age/Gender	Address	Start/End Date
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SISTER	Jane Schultz	6 years FEMALE	Home 11a Queens Park, Aylesbury, HP21 7RS	18-Apr-2018 Update
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BROTHER	Charles Schultz	8 years MALE	Home 11a Queens Park, Aylesbury, HP21 7RS	18-Apr-2018 Update

▶ Search and Create - Search for related people or create a new person in the LCS system
 ▶ Suggest - Suggest other relationships based on existing relationships

4.3. Support Plan – Referrer Details

Enter the Referrer Details

Details of Referrer

Source

Name

Address

Telephone

Email

Method of Contact

Have SGs consented to this referral?

Receiving Worker

Date

Referred Via

Allocated to

4.4. Support Plan – Other Involvement

If there are further Professional Involvements to include, list them here

Other Involvement

Other Professionals Involved

- GP
- Drug & Alcohol Service
- Probation
- Housing
- Other Counselling Services
- Community Mental Health
- Any Other Social Work Teams
- CAMHS
- Education
- Take-A-Break
- Community Child Minding



Other Professional Involvement - Further Information



Action Taken by Receiving Worker

- Contact Arrangements Set Up
- Internal - Advice and Guidance Given
- Internal - Assessment of Need
- No Further Actions Required
- Provision of Services
- Referral to Contracted Agency
- Signpost to Other Services
- Support Plan Approval



Action Taken by Receiving Worker - Further Information
Please expand on the above choice



4.5. Support Plan – Signatures

Please enter the Worker’s name and Manager Comments under Signatures

Signatures

Name of worker completing this Referral



Position



Date



Manager’s Comments



Name of Authorising Manager



Date



4.6. Support Plan – Finalise

Once complete, select Finalise to close and send for Authorisation. The Assistant Team Manager will select an Outcome, if further information is required the ATM can send it back to the Social Worker.

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.

If the Outcome is to proceed to Special Guardianship Support Episode, proceed to 5. If the Outcome is No Further Action, directions are below

4.7. Support Plan – No Further Action

If NFA is selected, you must confirm a date and reason

SGO Support Plan Request

Active Task: Stu O'Connor (Reassign) Started: 27-Feb-2018 Due: 01-Mar-2018

SGO Support Plan Request **Decisions** Task Details No Other People ▼

Confirm Cancel

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

Linus Van Pelt No Further Action (Assigned to Yourself)

Date of Initiation or Completion:

27-Feb-2018

Reason for Decision: (reset)

This will initiate the No Further Action form

Liquidlogic Children & Families Home Tiles Help Menu ▼ System ▼

Child: Linus Van Pelt 8 years (Ref: 579513)

Full Map
Local Map ▼

SGO Support Plan Request

SGO Support Plan Request - No Further Action

SGO Support Plan - Assessment & Plan

SGO Support Plan Review

SGO Support Plan Request - No Further Action

Active Task: Stu O'Connor (Reassign) Started: 27-Feb-2018 Due: Today

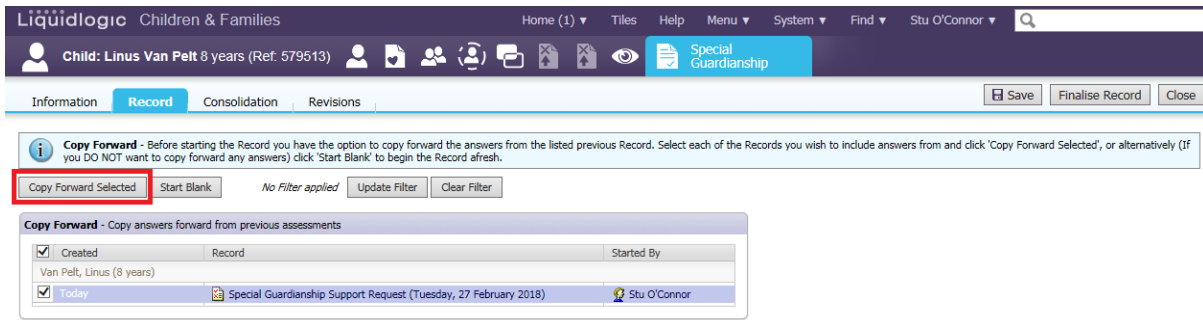
SGO Support Plan Request - No Further ... Task Details No Other People ▼

SGO Support Plan Request - No Further Action

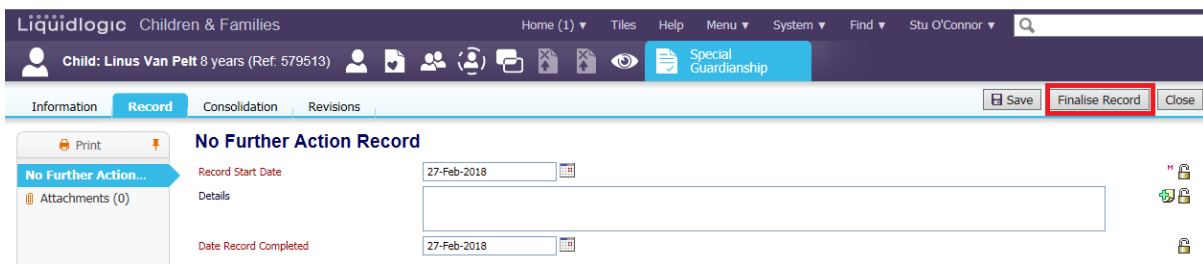
Create Form

[Back to: SGO Support Plan Request](#)

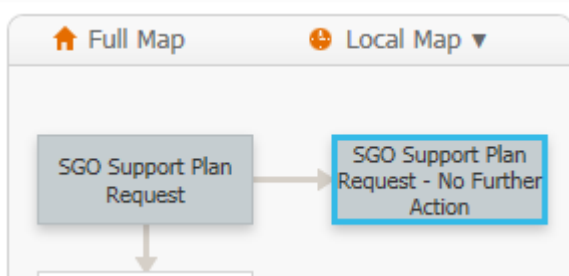
Select Copy Forward to enter information from the Support Plan automatically



Enter a reason for No Further Action and detail any work carried out then finalise the record



SGO Pathway is now closed



Special Guardianship Support Episode

If the Outcome is to proceed to Special Guardianship Support Episode, the ATM will assign the Episode to the Worker after selecting Outcomes Complete.

5.

The screenshot shows the 'SGO Support Plan Request' task page. On the left, a map view shows a flowchart where 'Special Guardianship Support Episode' is highlighted with a red box. The main content area shows the task details: 'Active Task: Stu O'Connor (Reassign)', 'Started: 27-Feb-2018', and 'Due: 01-Mar-2018'. The 'Decisions' tab is selected, displaying 'Outcomes Completed' and a yellow message box that says 'Thank you, this task is in your worktray'.

This opens the Special Guardianship Support Episode, which functions much like a CLA, CIN or CP Pathway. The main hub of the Episode is the large rectangle highlighted, from here you can select Decisions to open a SGO Support Assessment & Plan, Special Guardianship Support Plan Review or End Special Guardianship Support Episode

The screenshot shows the 'Special Guardianship Support Episode' page. The 'Decisions' tab is active, displaying a list of outcomes with 'Start' buttons. The outcomes listed are: 'SGO Support Assessment & Plan', 'Special Guardianship Support Plan Review', 'Transfer to Referral', 'Transfer to Early Help', 'Transfer to Other Service', and 'End Special Guardianship Support Episode'. The 'Special Guardianship Support Episode' hub is highlighted with a red box in the map view on the left.

5.1. SGO Workspace Under Demographics

Now that you have an open SGO, the Workspace under Demographics will be open

5.2. SGO Workspace - Episodes

The screenshot shows the Liqidlogic interface for 'Children & Families'. At the top, it displays 'Child: Linus Van Pelt 8 years (Ref: 579513)' and 'Basic Demographics'. A left-hand navigation menu includes 'Personal', 'Health', 'Education', 'Special Guardianship Support', 'Episodes', 'SGS Summary', 'Forms', 'Documents', 'Case Notes', 'Access', 'Audit', and 'Legal'. The 'Episodes' menu item is highlighted in blue. To the right, a table titled 'Episodes' is displayed, containing one entry: 'New Workspace' with a 'Start Date' of '27-Feb-2018' and an empty 'End Date' field. Red boxes highlight the 'Episodes' menu item and the table.

Title	Start Date	End Date
New Workspace	27-Feb-2018	

5.3. SGO Workspace - Summary

Under SGS Summary, you will find a history of the episode. You can also change members of the episode

The screenshot shows the Liqúidlogic interface for a child named Linus Van Pelt. The left sidebar has a red box around the 'SGS Summary' option. The main content area shows 'Dates' with a start date of 27-Feb-2018, 'Members of SGS Episode' listing 'Van Pelt, Linus (8 years)', and a 'Change members of SGS Episode' button.

5.4. SGO Workspace - Forms

Forms lists the completed and currently active forms

The screenshot shows the Liqúidlogic interface for a child named Linus Van Pelt. The left sidebar has a red box around the 'Forms' option. The main content area shows 'Standalone SGO Support Forms' with a link to 'Attach a New Form' and 'SGO Support Episode Forms' with a table of forms.

Form Date	Form Type	User
27-Feb-2018	Special Guardianship Support Request	Stu O'Connor - WORKFORCE DEVELOPMENT TEAM
27-Feb-2018	Special Guardianship Support - Assessment	Stu O'Connor - WORKFORCE DEVELOPMENT TEAM
27-Feb-2018	Special Guardianship Support - Transfer Record	Stu O'Connor - WORKFORCE DEVELOPMENT TEAM

To attach a new form, select the hyperlink named Attach a New Form and select either Report of Supported Contact or Review of Contact Arrangements. You'll be asked to confirm you wish to proceed. You can Copy Forward the previous SGO forms to auto fill information that carries over, or start blank. Complete the form and select to Send for Authorisation. You will need to specify a Manager to send the form to.

5.5. SGO Workspace – Documents

[Do we use this?]

5.6. SGO Workspace – Case Notes

The SGO Workspace has Case Notes that can be used to record Case Summary, Contact, Visits etc. They work in the same way as Case Notes under the Personal Demographics and can be copied to siblings under SGO.

The screenshot shows the Liqidlogic Children & Families interface. At the top, it displays the child's name, age, and reference number: "Child: Linus Van Pelt 8 years (Ref: 579513)". Below this, there is a navigation menu with categories: Personal, Health, Education, Special Guardianship Support, Episodes, SGS Summary, Forms, Documents, Case Notes (highlighted with a red box), Access, Audit, and Legal. To the right of the menu, there is a section for "SGS Case Notes" which is currently empty, with options to "Attach a New Case Note" and "Case Note Report".

It is required that the Case Note’s mandatory fields are filled in then create the Case Note. This ensures that your Case Note is on the system and can be updated as necessary with the detailed information

Part 1 - Contact

From Context Of: Van Pelt, Linus (8 years)

Contact Date: 27-Feb-2018

Type of Contact: SGO Support Home Visit

Follow-Up Date: []

Significant Event

Add to Chronology

Method of Contact: []

Relation	Name	Age	At Contact	Interviewed?	Seen?	Alone?	Bedroom?	Regarding Assessment
Children / Young People involved in this Case Note								
▶ Self	Linus Van Pelt	8 years	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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: Enter informative title here

Detailed Notes: []

Analysis of information: []

Action: []

You can select to Bulk Finalise the open Case Notes in the SGO Workspace

5.7. SGO Workspace – Access

Access lets you alter the permissions for the users who have access to the workspace

The screenshot shows the top navigation bar with 'Liquidlogic Children & Families' and user information for 'Child: Linus Van Pelt 8 years (Ref: 579513)'. A sidebar menu on the left lists various options, with 'Access' highlighted in a red box. The main content area displays 'SGS Episode Access' with a table of permissions.

#	User/Group/Department	Administrator	Contributor	Observer	Excluded
1	Special Guardianship Support Administration	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Special Guardianship Support Contributor	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	Special Guardianship Support Observer	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
4	Everyone	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

6. SGO Support Assessment & Plan

To start an SGO Support Assessment & Plan, select Special Guardianship Support Episode

The screenshot shows the 'Special Guardianship Support Episode' workflow diagram on the left, with the 'Special Guardianship Support Episode' step highlighted in a red box. The main content area displays the episode details, including the active task 'Stu O'Connor (Reassign)', start date '27-Feb-2018', and a summary of dates and members.

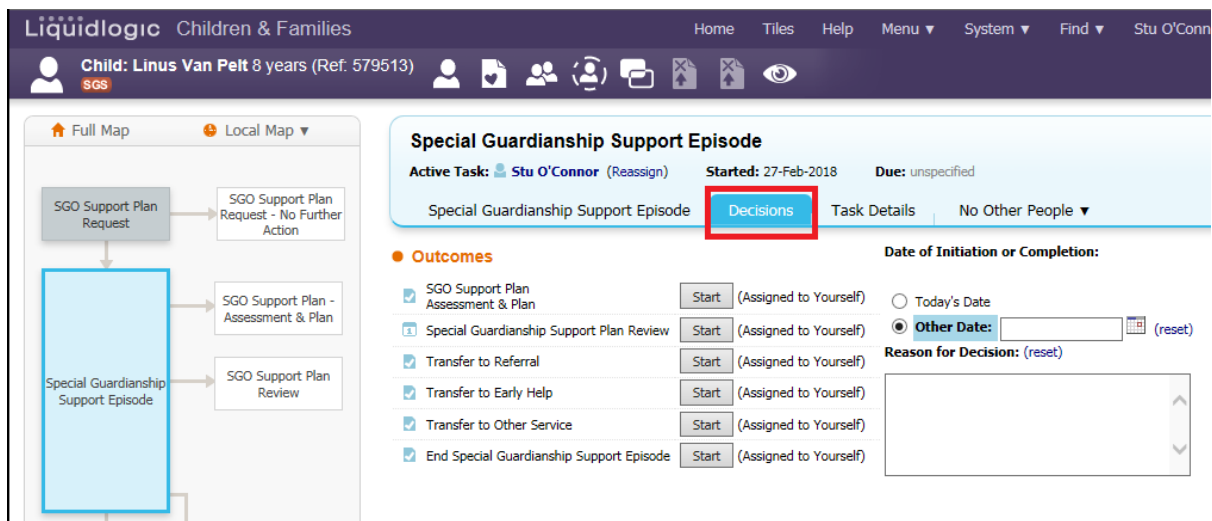
Special Guardianship Support Episode
 Active Task: Stu O'Connor (Reassign) | Started: 27-Feb-2018 | Due: unspecified

SGS Summary

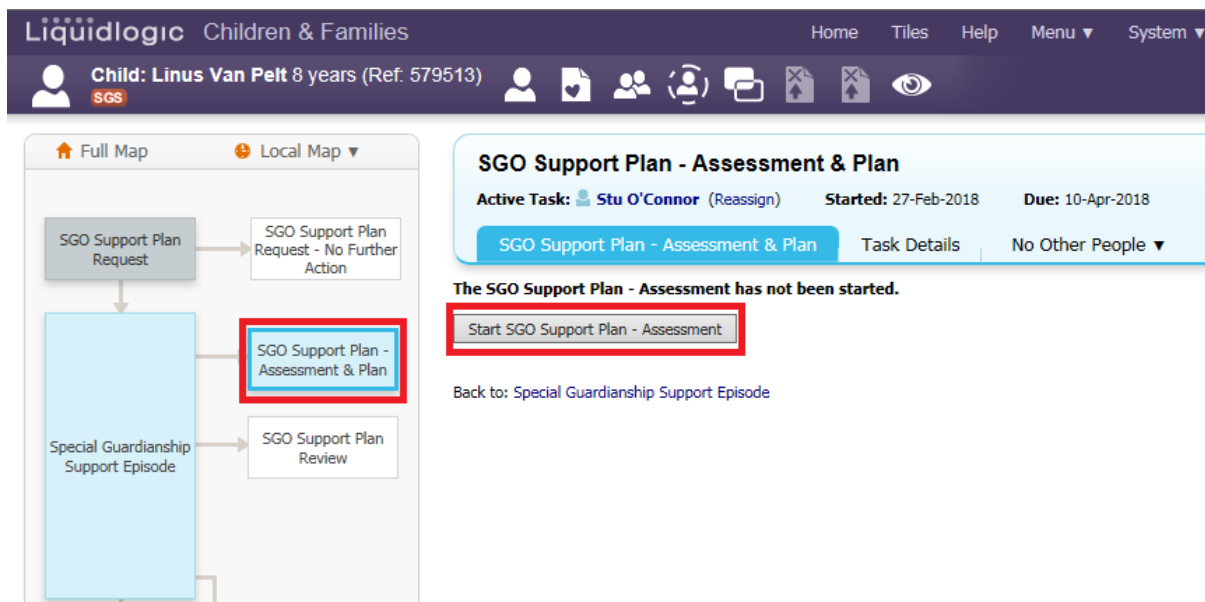
- Dates**
 - Start Date: 27-Feb-2018
 - End Date:
- Members of SGS Episode**
 - Van Pelt, Linus (8 years)
- Change members of SGS Episode**
 - Change members of SGS Episode

Back to: SGO Support Plan Request

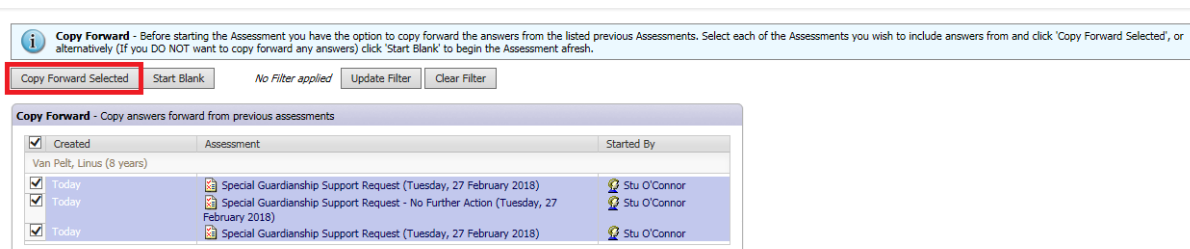
Select Decisions



Select SGO Support plan Assessment & Plan and click Start



This will create the Assessment & Plan form. Select Copy Forward, or choose Start Blank



Complete the form and select Finalise.

Information **Assessment** Consolidation Revisions Save

Print

Assessment of Need and Support Plan

The Proposed Plan to provide Support (A&CA 2002 S4(S) and Regulation 17(2 and 3))

Child(ren) subject to SGO

1. Child's Details

First Name	Family Name	Date of Birth	Age	Gender	Ethnicity	Date entered care	Date placed	D
Linus	Van Pelt	01-Feb-2010	8	Male	White British			

Select the Manager you would like to assign to, if prompted

SGO Support Plan - Assessment & Plan

Active Task: **Stu O'Connor** (Reassign) Started: 27-Feb-2018 Due: 10-Apr-2018

SGO Support Plan - Assessment & Plan Task Details No Other People

Assign

Please select a user to authorise this SGO Support Plan - Assessment

Suggested **Noelle Calam**

Assign to me **Stu O'Connor**

Other...

Comments:

The Manager will then have an Authorisation Task in their Worktray. After Authorisation, select Continue with Current Process

SGO Support Plan - Assessment & Plan

Active Task: **Stu O'Connor** (Reassign) Started: 27-Feb-2018 Due: 10-Apr-2018

SGO Support Plan - Assessment & Plan **Decisions** Task Details No Other People

Outcomes

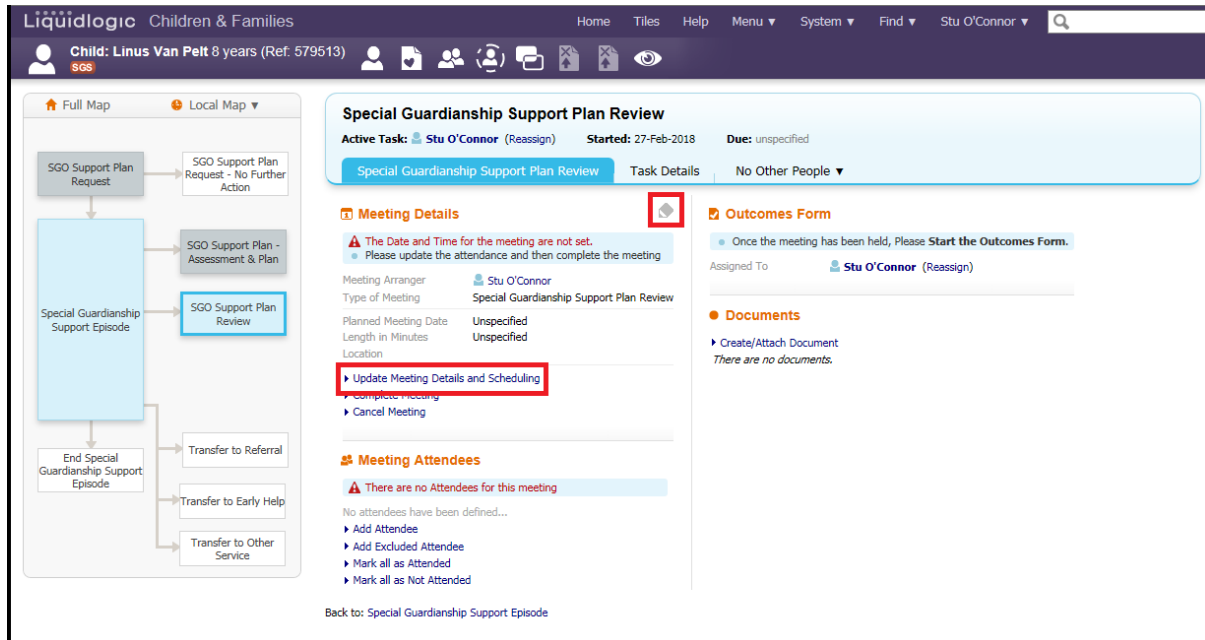
Continue with current processes **Start** (Completes Automatically)

Date of Initiation or Completion:
27-Feb-2018

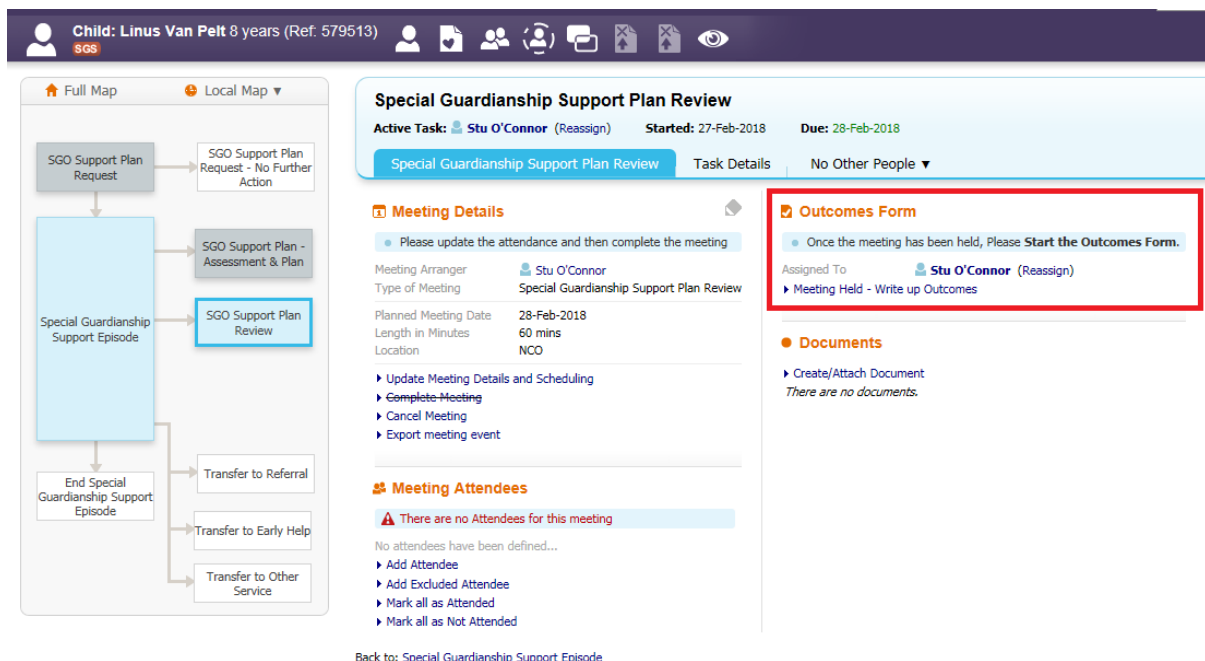
Reason for Decision: (reset)

6.1. SGO – Support Plan Review

If you need to hold a Support Plan Review, select Start under Special Guardianship Support Episode then enter the date of initiation. You can now organise the Review by selecting either the pencil icon or Update Meeting Details and Scheduling



Once the Review has been held and you are ready to write up the Outcomes, select Meeting Held – Write Up Outcomes



Enter the Actual Meeting Date using the free text box or calendar. If the Actual Meeting Date is the same as the Planned Date, select Copy Planned Meeting Date then click Update to proceed

Liqidlogic Children & Families

Child: **Linus Van Pelt** 8 years (Ref: 579513) **SGS**

- Complete Special Guardianship Support Plan Review

Update Special Guardianship Support Plan Review on 28-Feb-2018

● **Planned Meeting Details**

Planned Meeting Date 28-Feb-2018

● **Actual Meeting Details**

Actual Meeting Date

▶ [Copy Planned Meeting Date](#)

Delay Reason

The Review form will pull through information relevant to the form when you select Copy Forward, so ensure you select this. Complete the form

Review of Special Guardianship Support Plan

Date of Review

Child's Name

Parent's/Guardian's Name(s)

Placing Local Authority

Date of Placement with Family

Date of Special Guardian Order

Approving Local Authority/Agency

Local Authority where Family Resident

Date SGO Support Commenced

Date of Last Review/SGO Support Plan

Reason for SGO Support Referral

Attended Review

SGO Support Plan

PLEASE COPY IN SUPPORT PLAN FROM ASSESSMENT OF NEED

Recommendation/Goals
Support needs and services to meet them

Identified Goals	Action	By Whom	When
e.g. support to express emotions	e.g. play therapy focusing on emotional regulation		
Will copy forward from Assessments			

Any Work Not Completed?

Once the form is finalised, select Complete Meeting

Special Guardianship Support Plan Review
 Active Task: **Stu O'Connor (Reassign)** Started: 27-Feb-2018 Due: 28-Feb-2018
 Task Comment: Decisions completed, please complete the meeting

Meeting Details
 Please update the attendance and then complete the meeting

Meeting Arranger: **Stu O'Connor (LCS Support Officer)**
 Type of Meeting: Special Guardianship Support Plan Review
 Planned Meeting Date: 28-Feb-2018
 Length in Minutes: 60 mins
 Location: NCO
 Actual Meeting Date: 27-Feb-2018

Complete Meeting

Meeting Attendees
 There are no Attendees for this meeting
 No attendees have been defined...
 Add Attendee
 Add Excluded Attendee
 Mark all as Attended
 Mark all as Not Attended

Documents
 Create/Attach Document
 There are no documents.

Back to: Special Guardianship Support Episode

You will be asked if you wish to start the next Support Plan Review (if required, return back to 6.1) or Continue with Current Processes

Ending SGO Support Episode

7.

To close an SGO episode, select Decisions, End Special Guardianship Support Episode

Special Guardianship Support Episode
 Active Task: **Stu O'Connor (Reassign)** Started: 29-Nov-2018 Due: unspecified

Decisions Task Details No Other People

Outcomes

<input checked="" type="checkbox"/> SGO Support Assessment & Plan	Start	(Assigned to Yourself)
<input checked="" type="checkbox"/> Special Guardianship Support Plan Review	Start	(Assigned to Yourself)
<input checked="" type="checkbox"/> Transfer to Referral	Start	(Assigned to Yourself)
<input checked="" type="checkbox"/> Transfer to Early Help	Start	(Assigned to Yourself)
<input checked="" type="checkbox"/> Transfer to Other Service	Start	(Assigned to Yourself)
<input checked="" type="checkbox"/> End Special Guardianship Support Episode	Start	(Assigned to Yourself)

Date of Initiation or Completion:
 Today's Date
 Other Date: (reset)

Reason for Decision: (reset)

You can select multiple children if the SGO was for more than one child, to close specific children select the tick box for the corresponding case and enter a date

This will initiate the SGO Episode Closure. Enter a Reason for Closing Episode from the dropdown menu, an end date and the date you completed this form. Then select Finalise.

SGO will be ended and the Flag crossed out.

