LCS / Special Guardianship Order User Guide

Liquidlogic Children's Systems (LCS)

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What is a Special Guardianship Order?

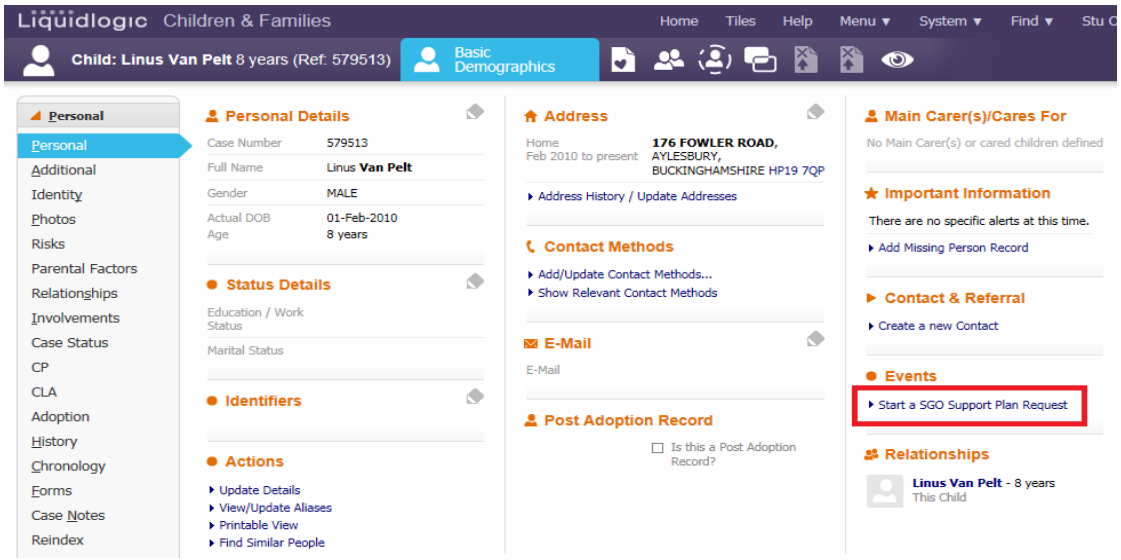
Special Guardianship is an order made by the Family Court that places a child or young person to live with someone other than their parent(s) on a long-term basis. The person(s) with whom a child is placed will become the child's Special Guardian.

1.

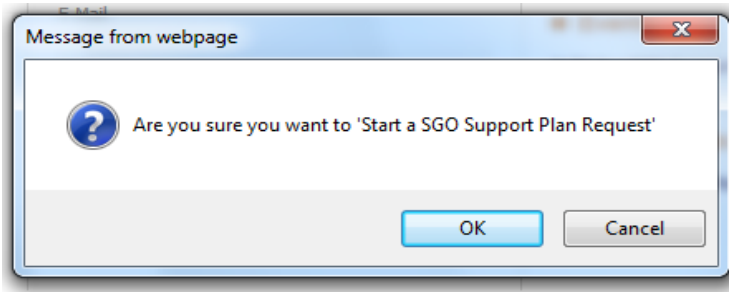
How To Initiate a Special Guardianship Order

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

2.

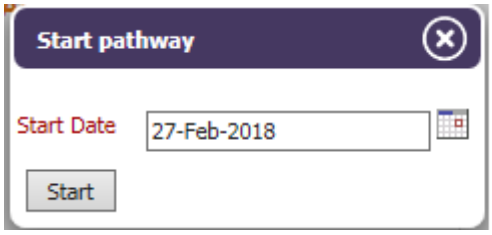


You will be prompted before you can open the SGO. Select OK to continue, or Cancel to end.



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

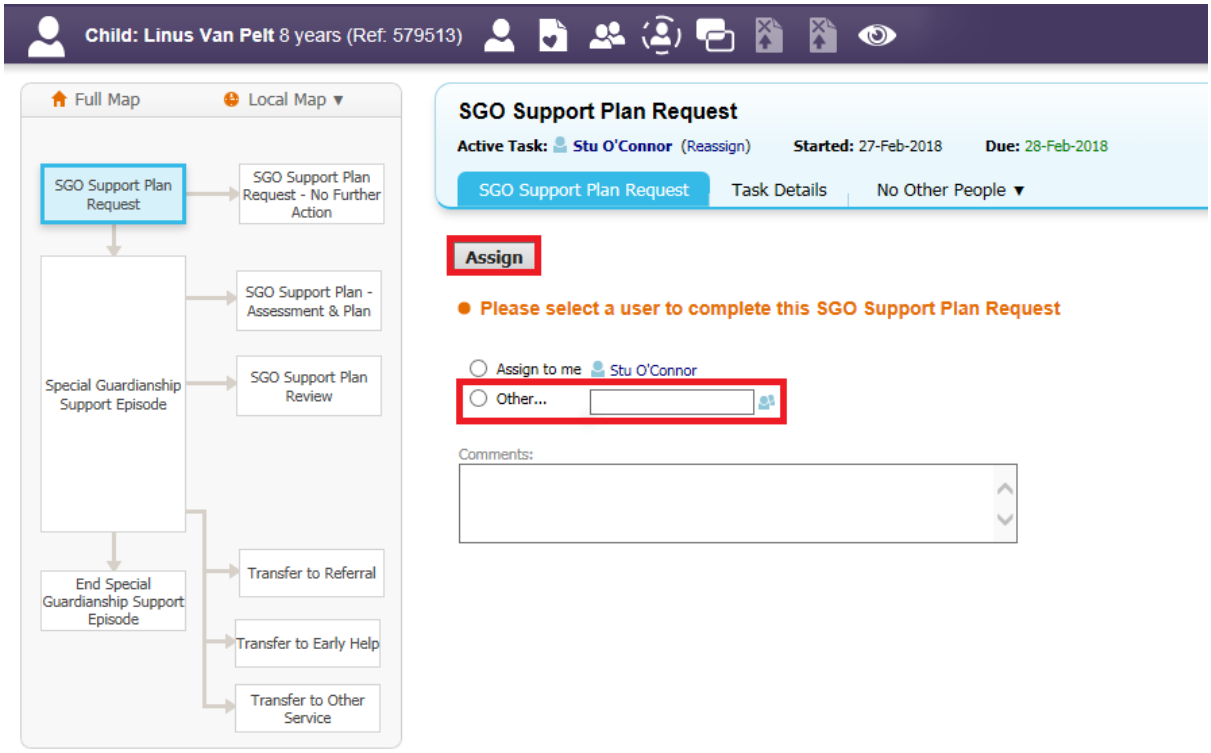
You will be asked for a start date for the SGO:



Select the date and click Start to proceed.

Assign a Worker

3. 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.

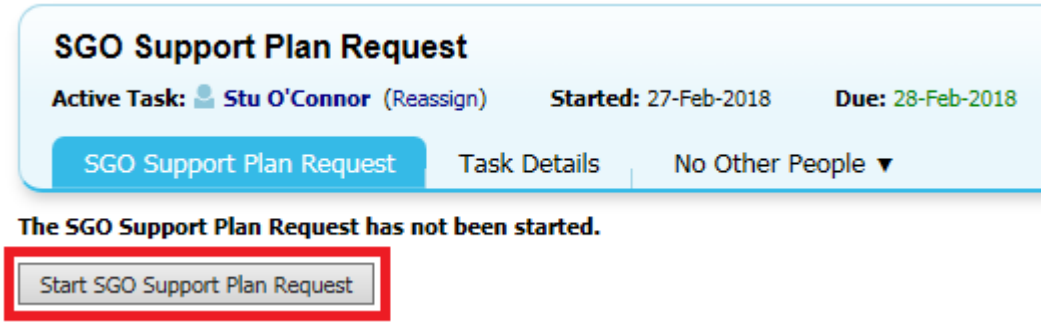


Start SGO Support Plan

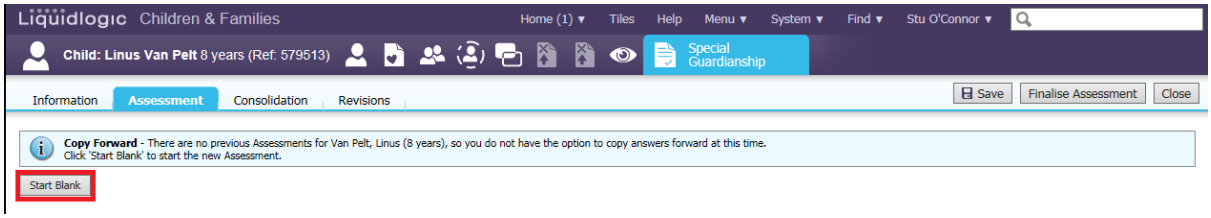
4.1. Start Support Plan

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

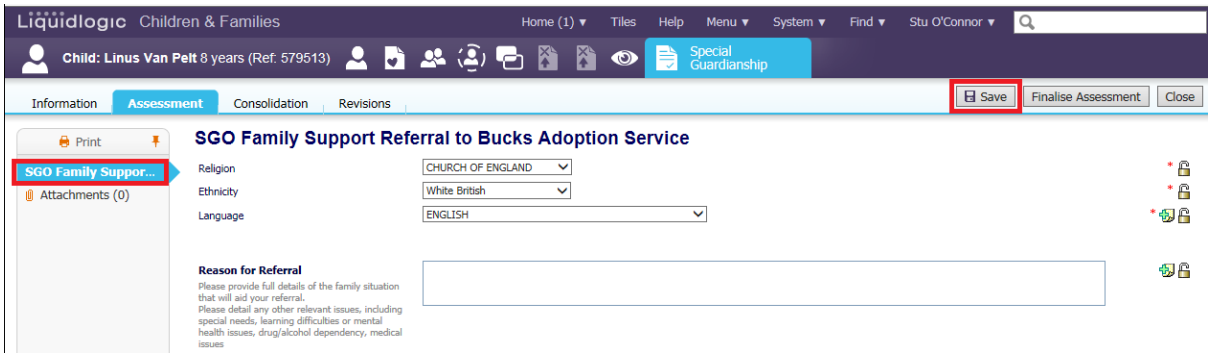
4.



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

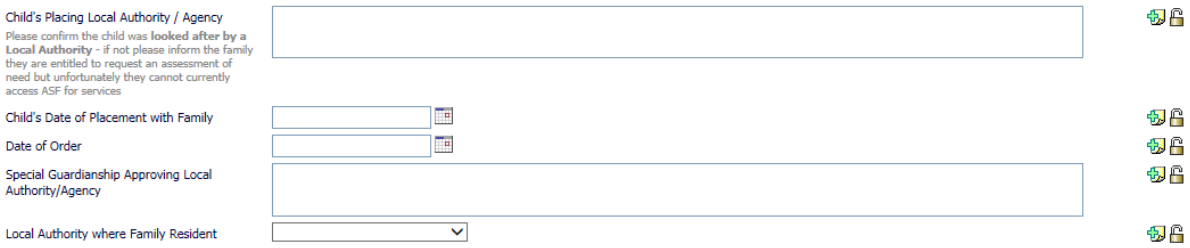


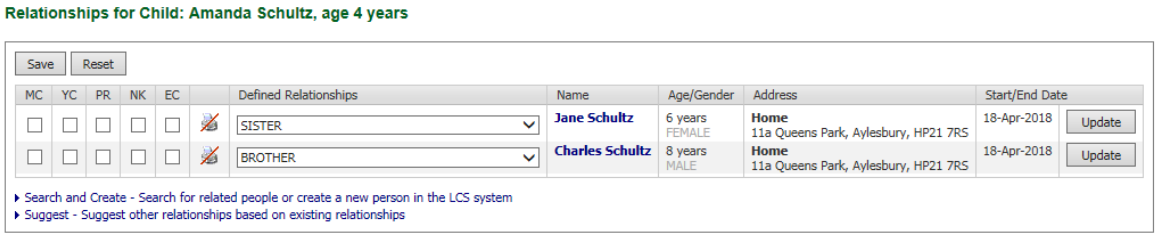
Enter the information requested; Religion, Ethnicity, Language and the Reason for Referral



4.2. Support Plan - Child's Information

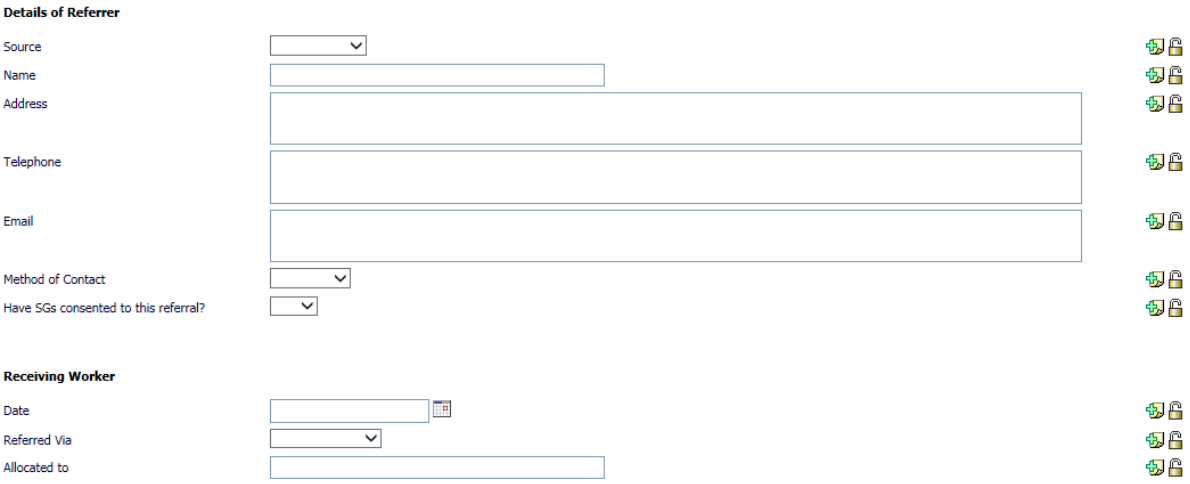
Continue to enter the Child's information





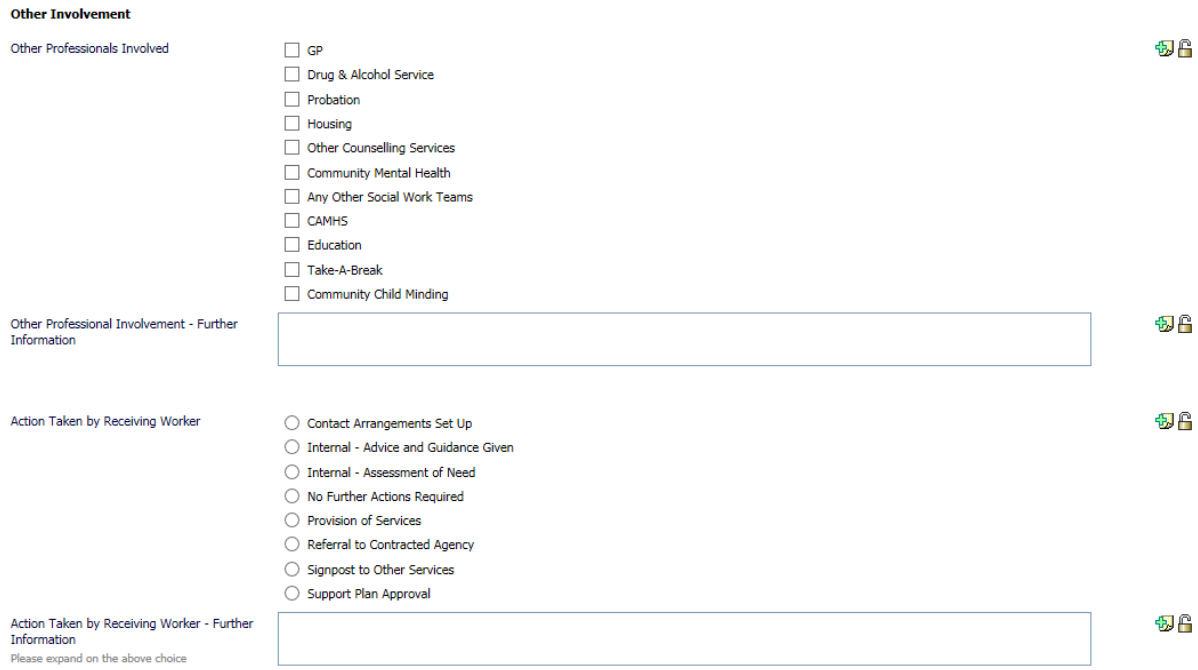
4.3. Support Plan – Referrer Details

Enter the Referrer Details



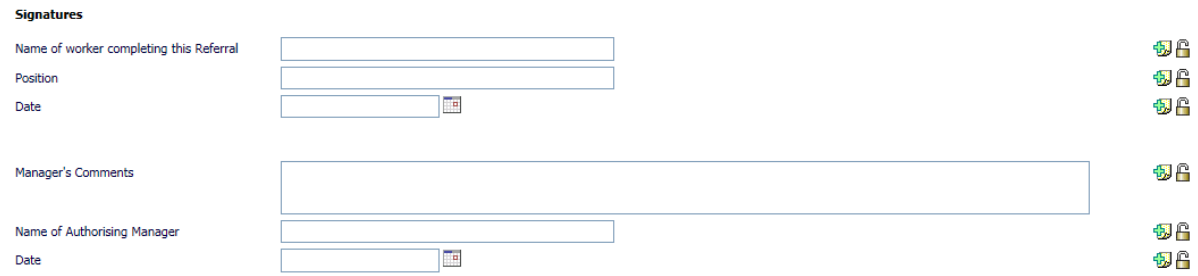
4.4. Support Plan – Other Involvement

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



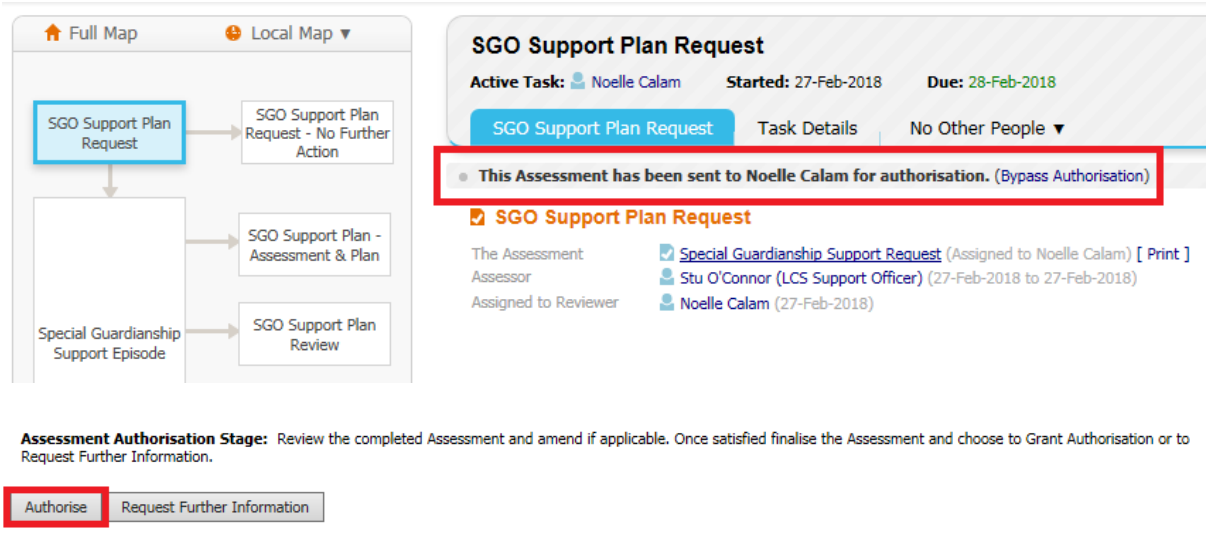
4.5. Support Plan – Signatures

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

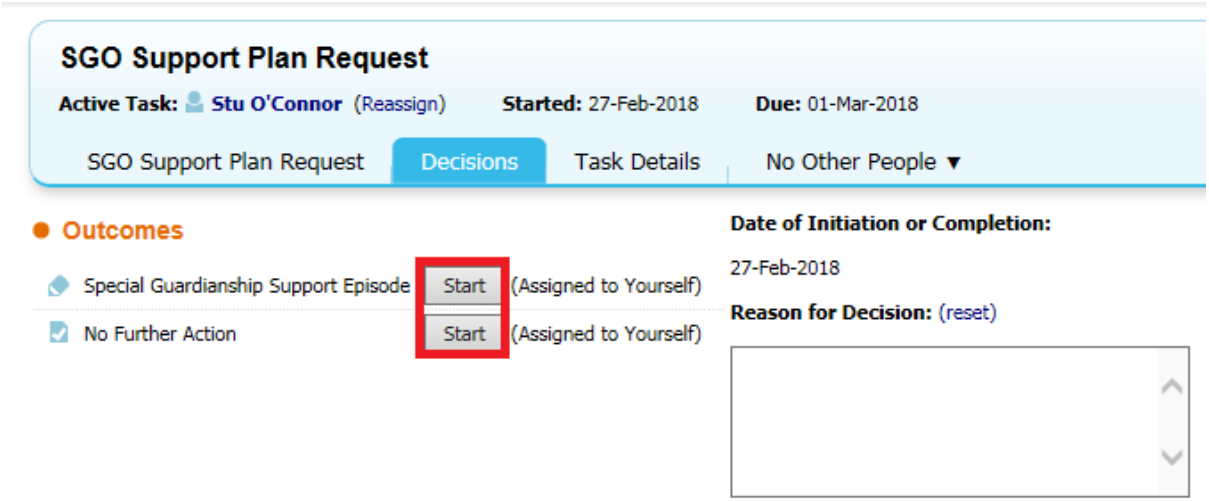


4.6. Support Plan – Finalise

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.

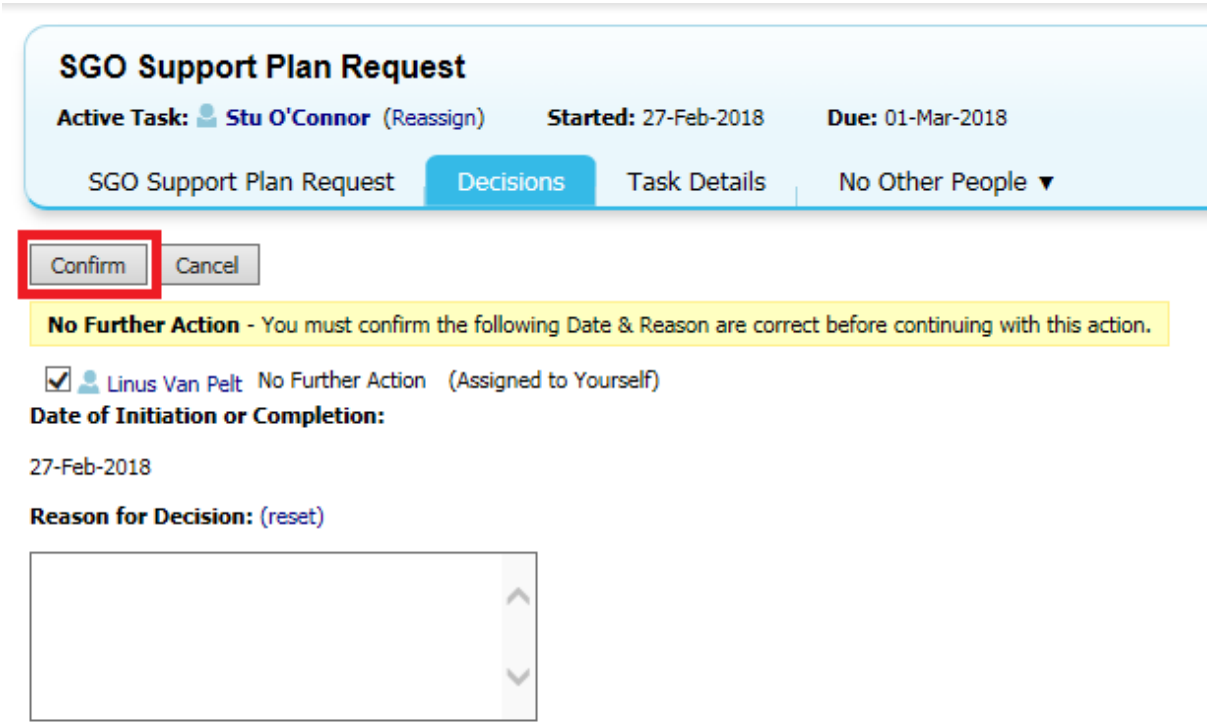


If the Outcome is to proceed to Special Guardianship Support Episode, proceed to 5. If the Outcome is No Further Action, directions are below

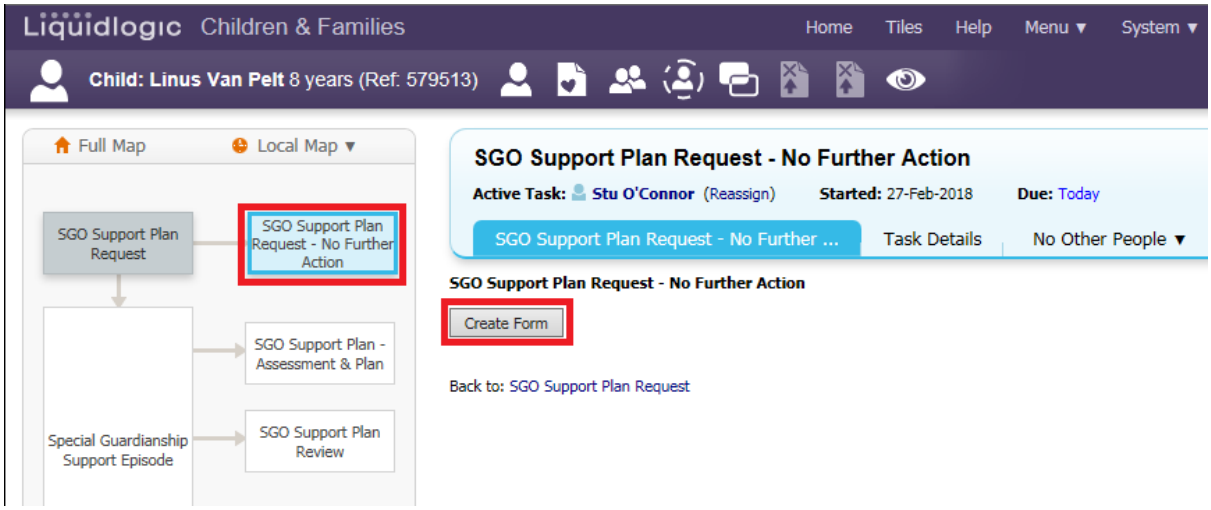


4.7. Support Plan – No Further Action

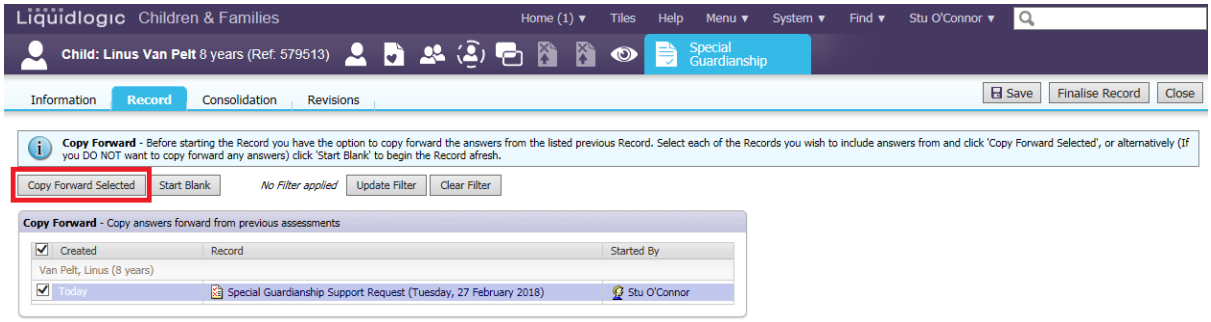
If NFA is selected, you must confirm a date and reason



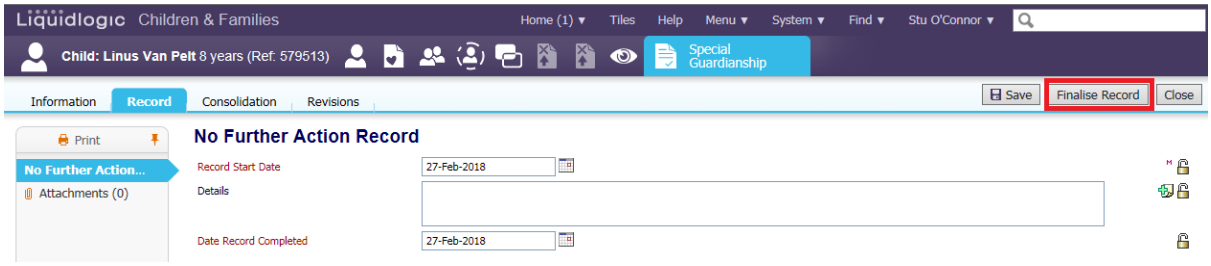
This will initiate the No Further Action form



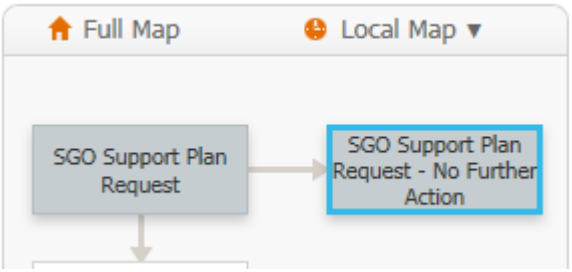
Select Copy Forward to enter information from the Support Plan automatically



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



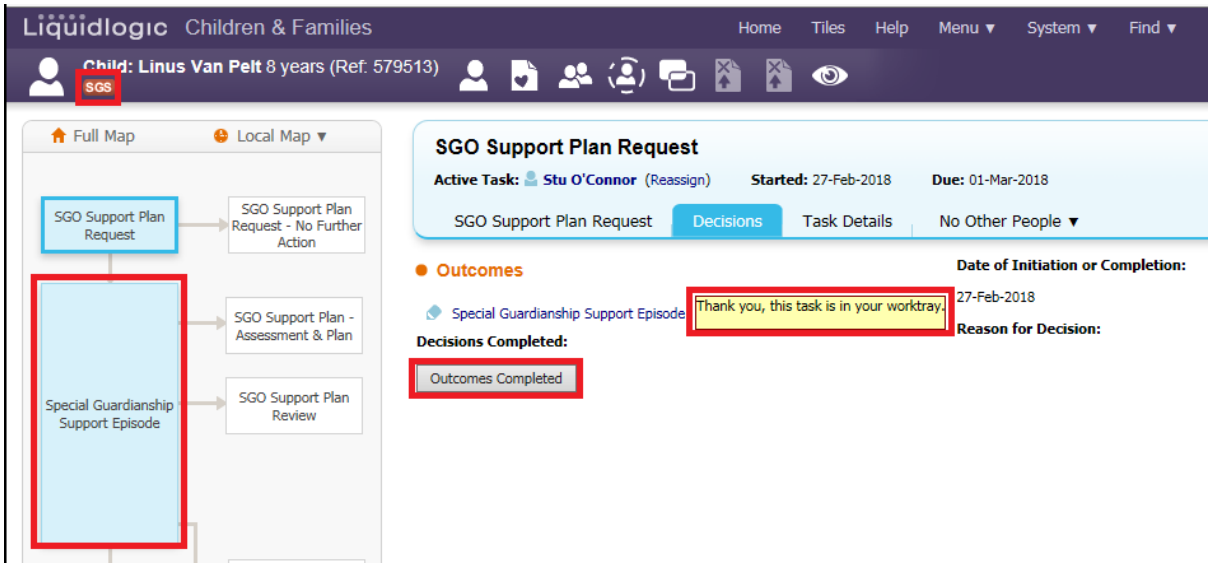
SGO Pathway is now closed



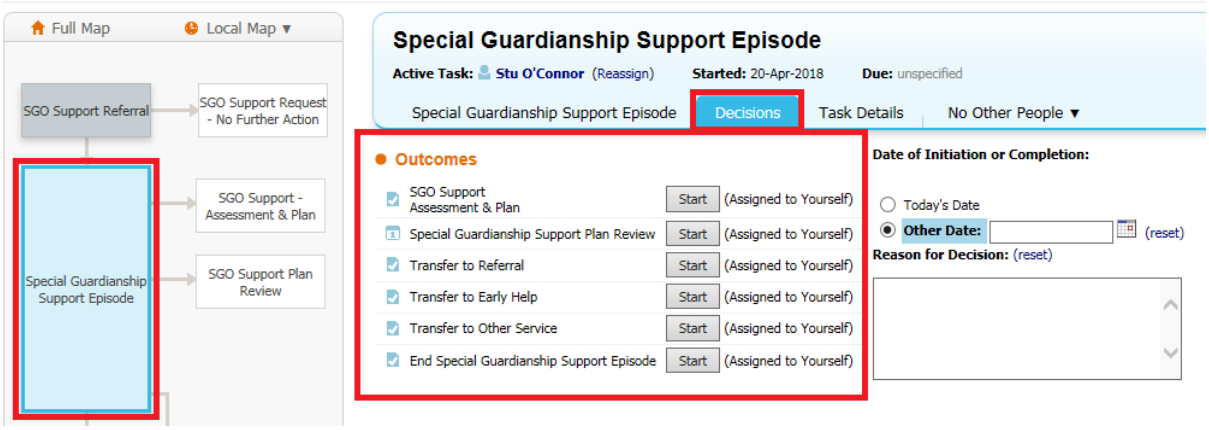
Special Guardianship Support Episode

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.



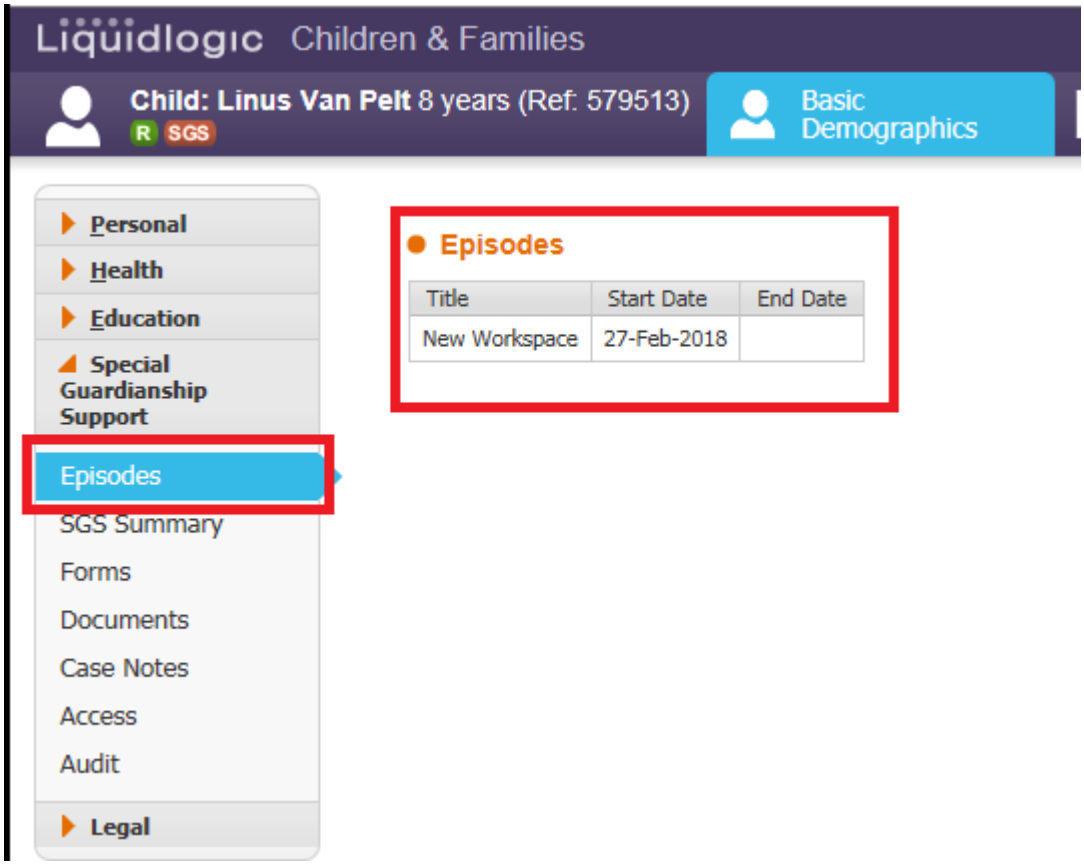
This opens the Special Guardianship Support Episode, which functions much like a CLA, CIN or CP Pathway. The main hub of the Episode is the large rectangle highlighted, from here you can select Decisions to open a SGO Support Assessment & Plan, Special Guardianship Support Plan Review or End Special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



5.1. SGO Workspace Under Demographics

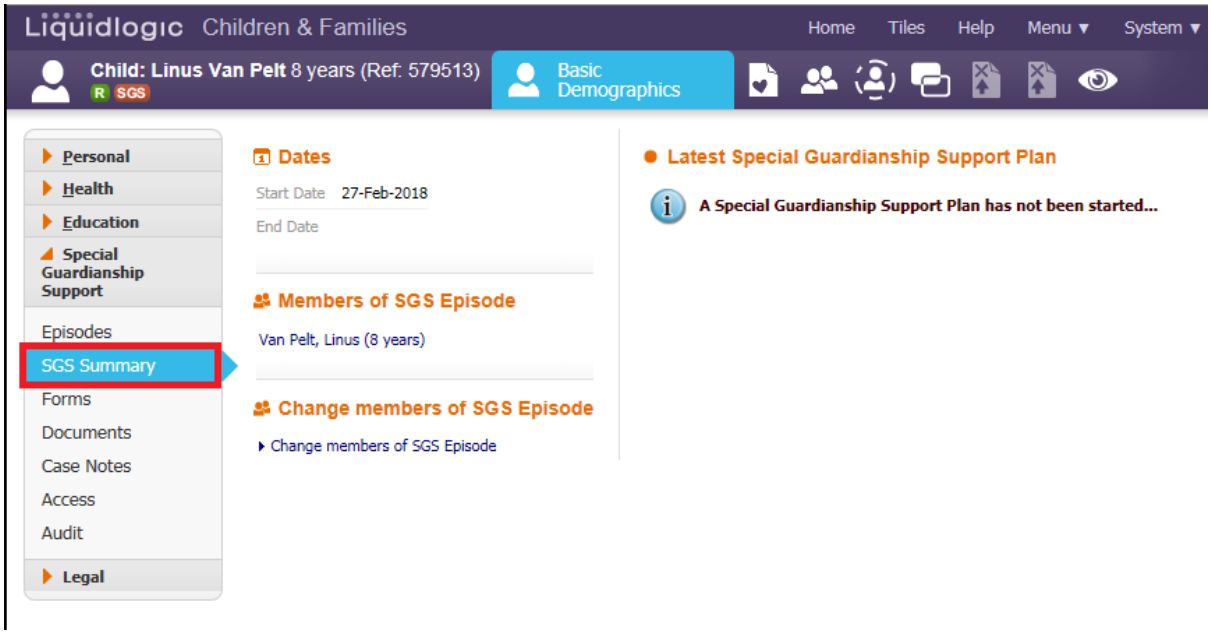
Now that you have an open SGO, the Workspace under Demographics will be open

5.2. SGO Workspace - Episodes



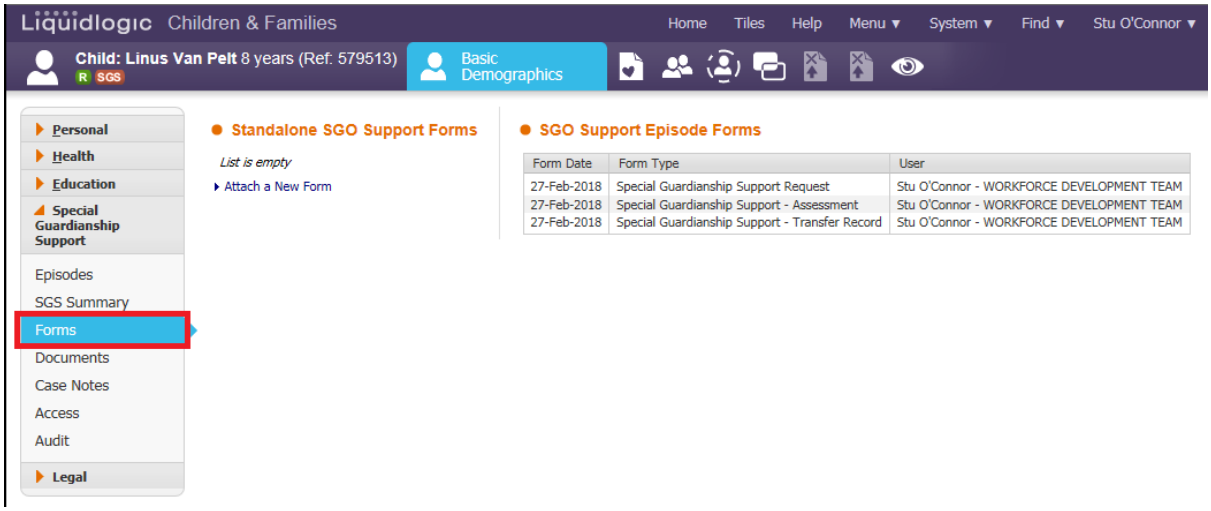
5.3. SGO Workspace - Summary

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



5.4. SGO Workspace - Forms

Forms lists the completed and currently active forms



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.

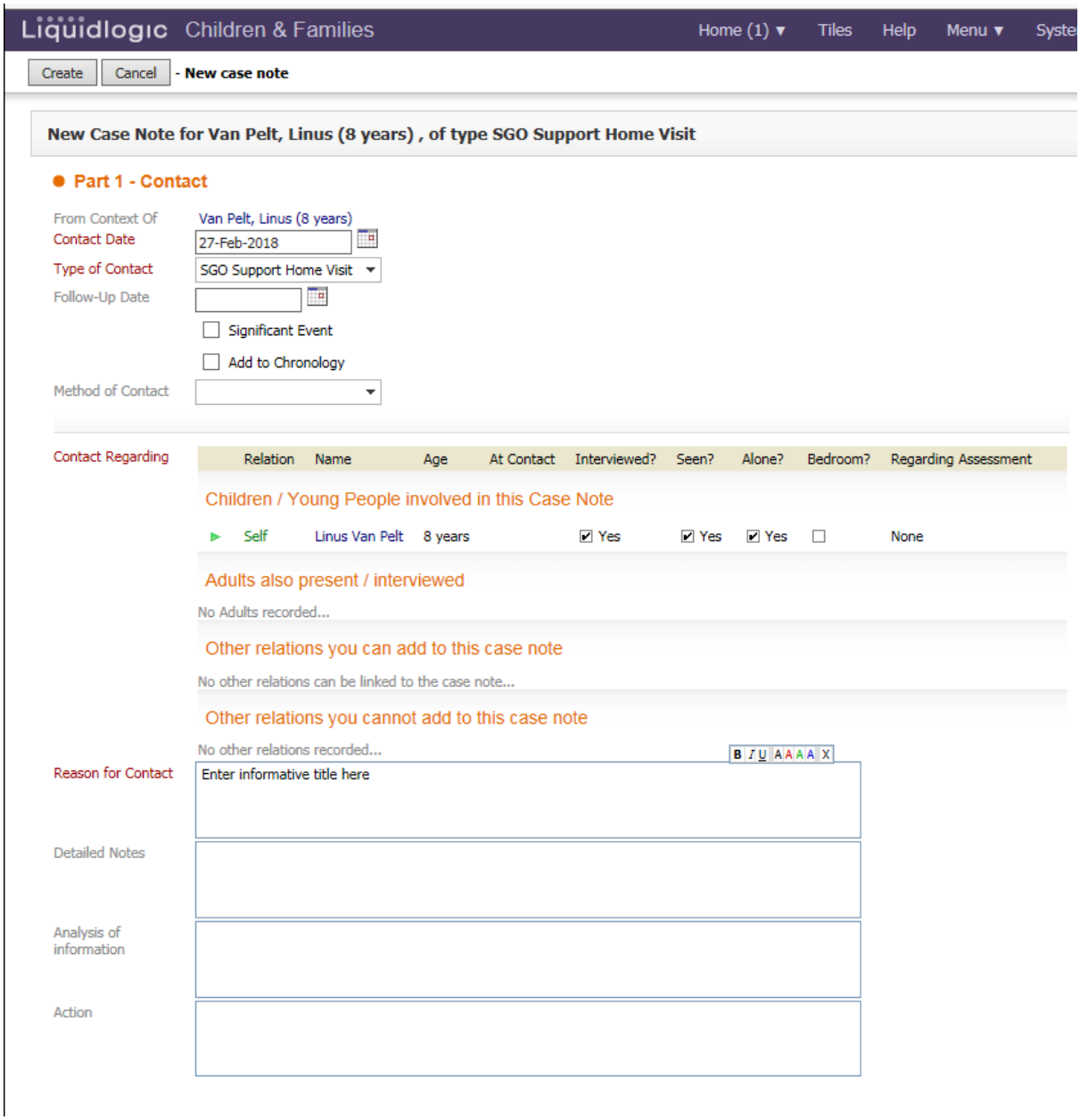
5.5. SGO Workspace – Documents

[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.

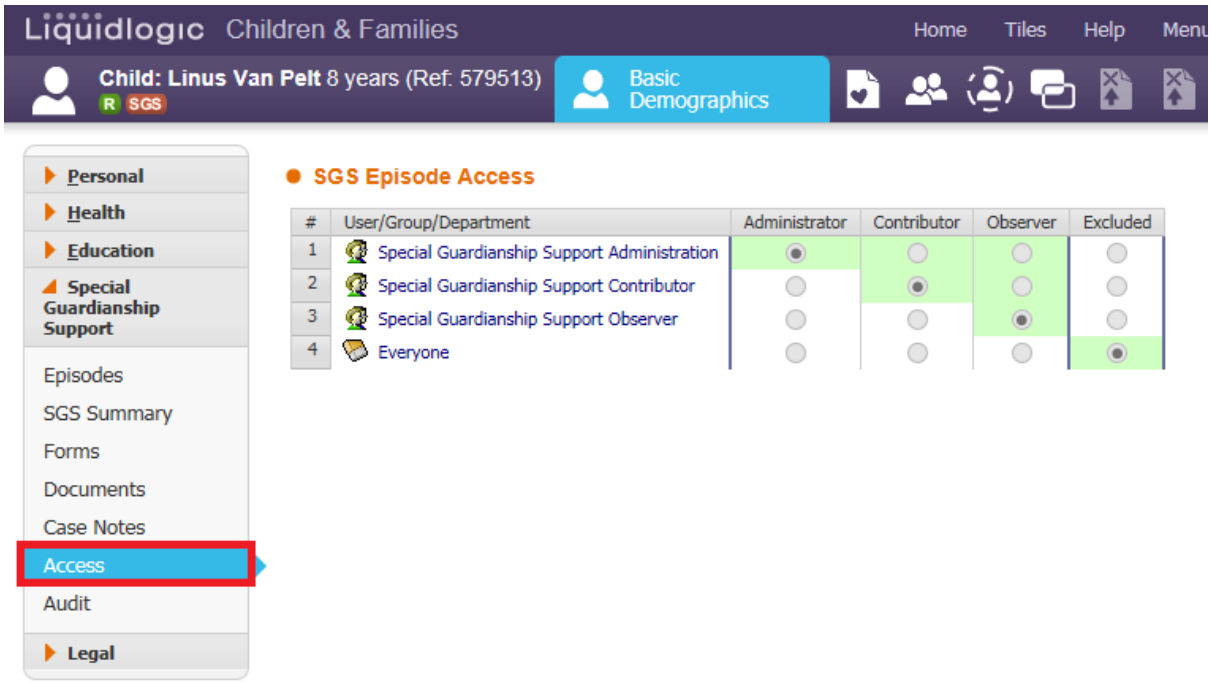
It is required that the Case Note's mandatory fields are filled in then create the Case Note. This ensures that your Case Note is on the system and can be updated as necessary with the detailed information



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

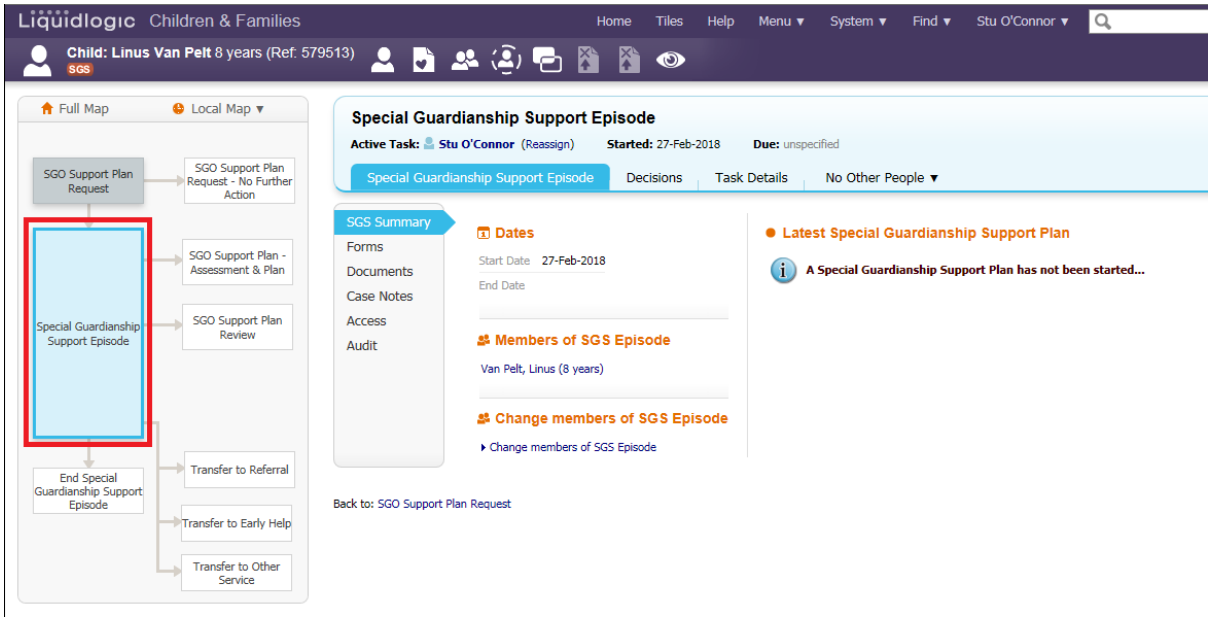
5.7. SGO Workspace – Access

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

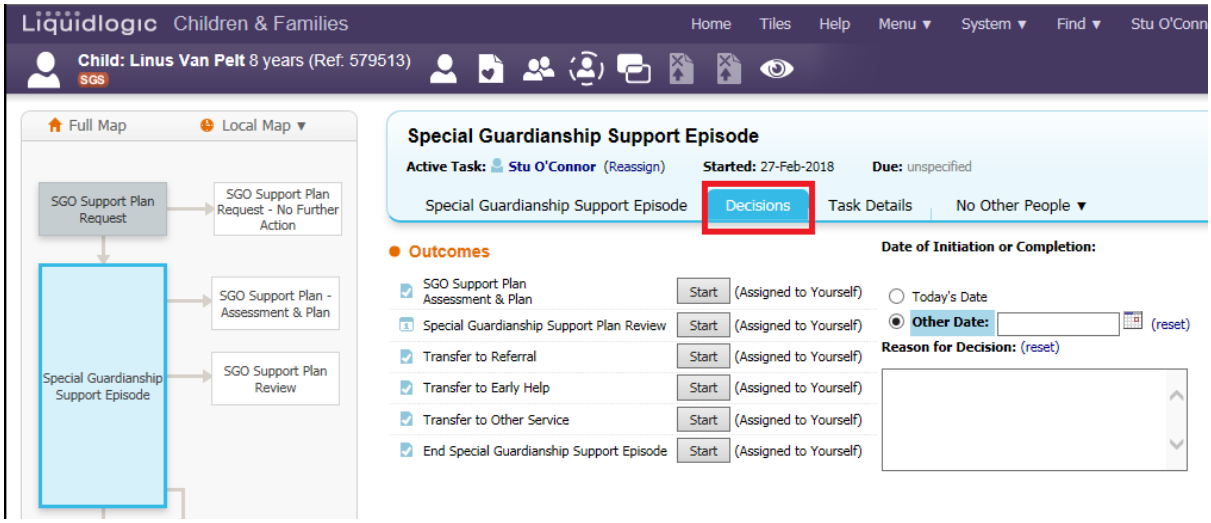


6. SGO Support Assessment & Plan

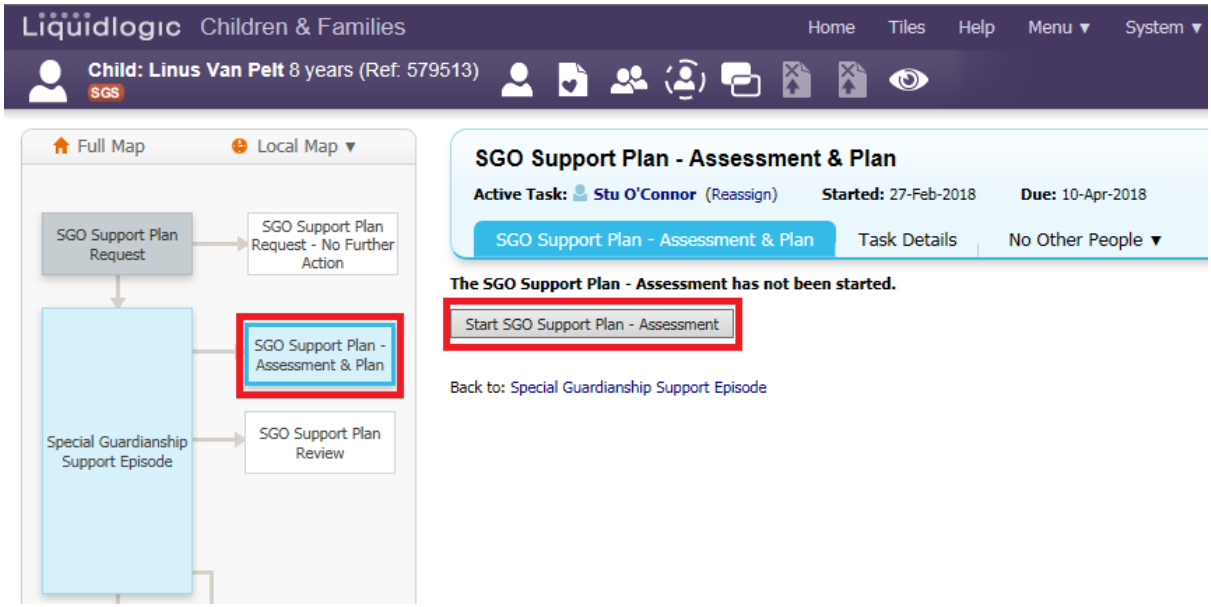
To start an SGO Support Assessment & Plan, select Special Guardianship Support Episode



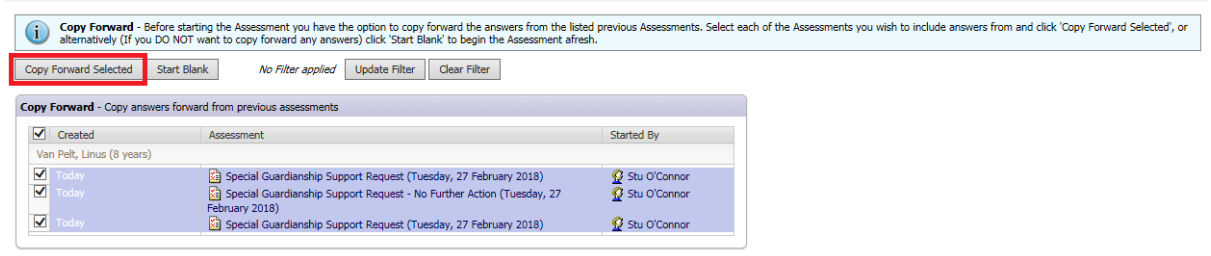
Select Decisions



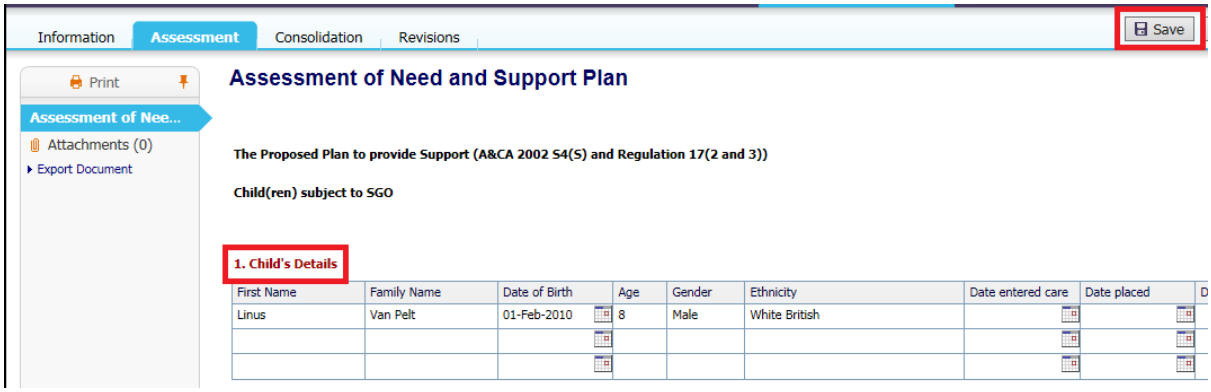
Select SGO Support plan Assessment & Plan and click Start



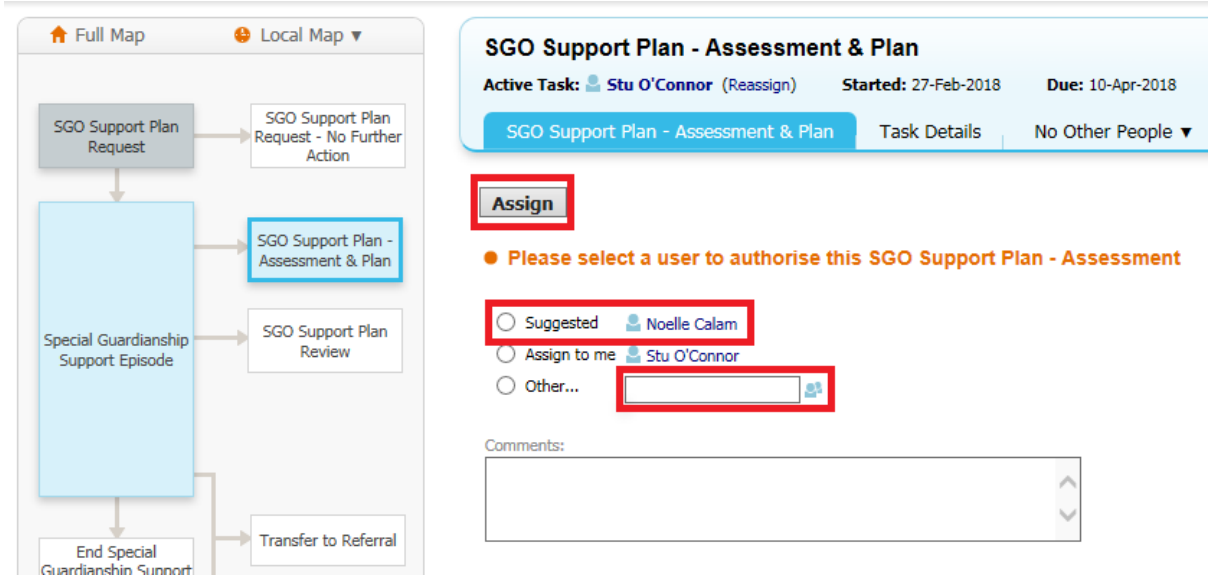
This will create the Assessment & Plan form. Select Copy Forward, or choose Start Blank



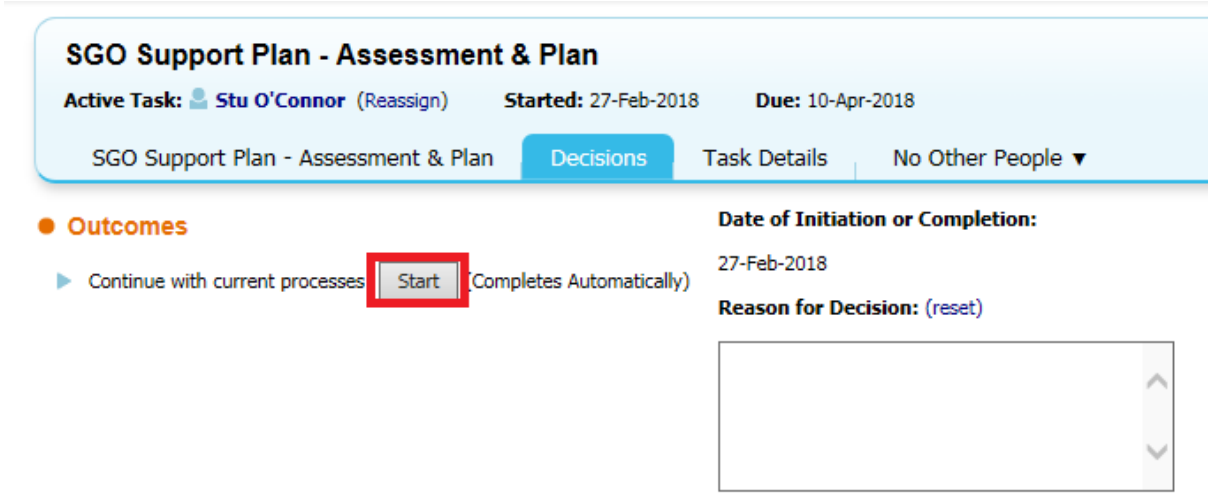
Complete the form and select Finalise.



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

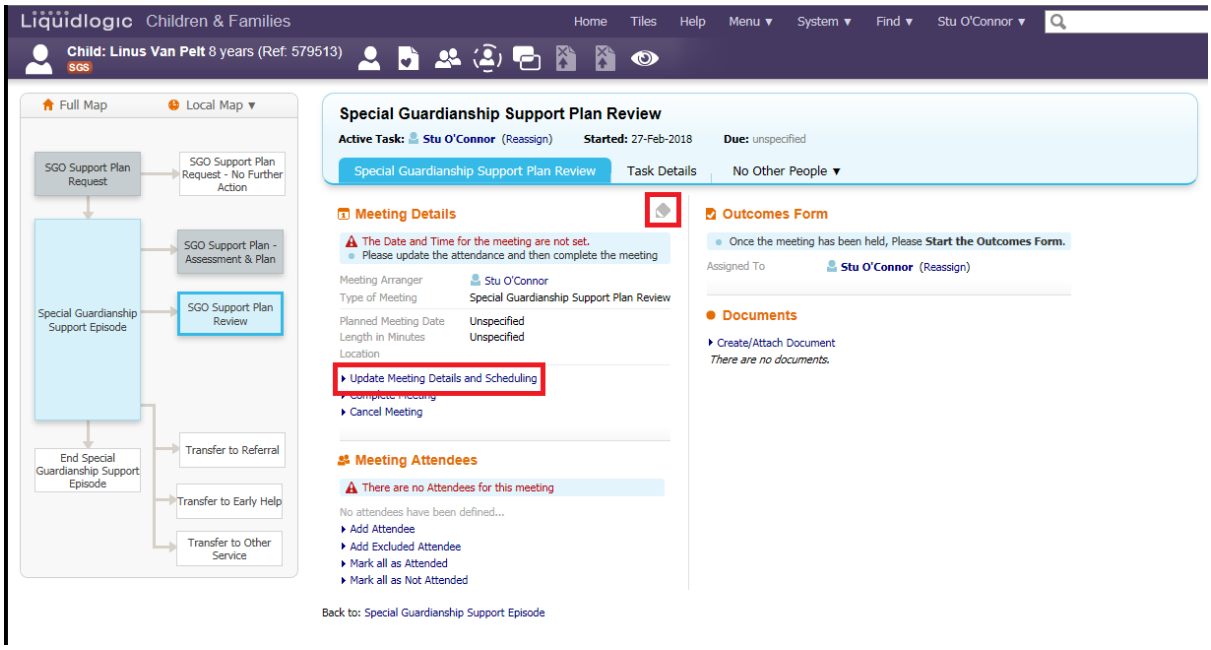


The Manager will then have an Authorisation Task in their Worktray. After Authorisation, select Continue with Current Process

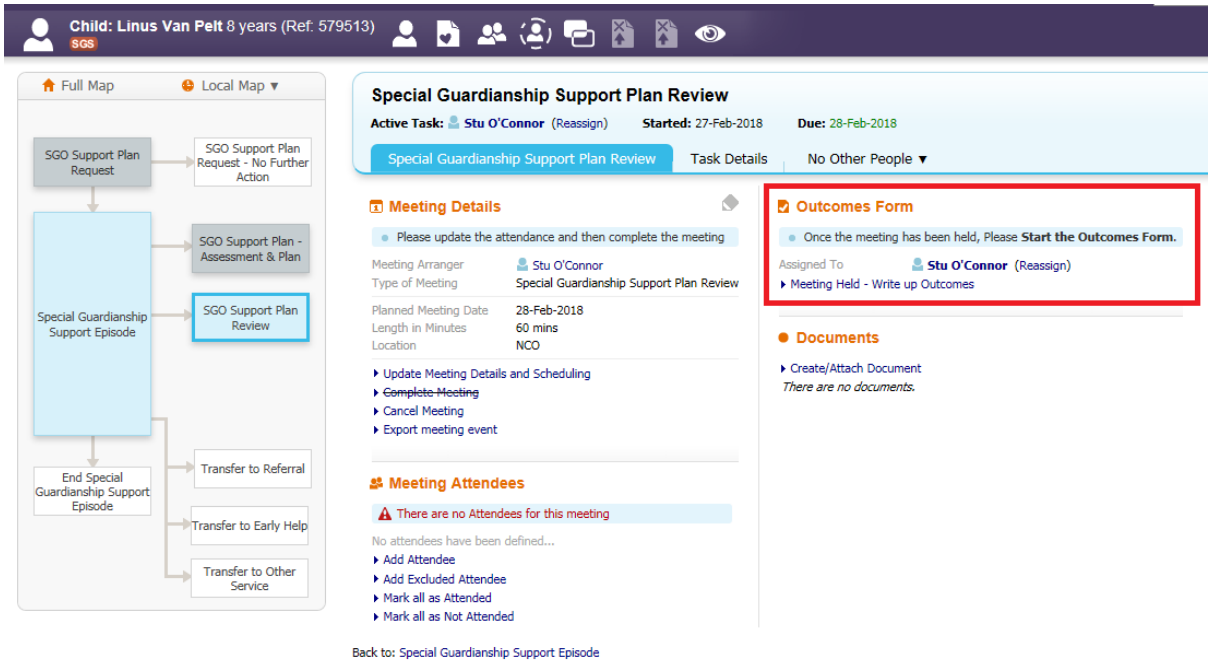


6.1. SGO – Support Plan Review

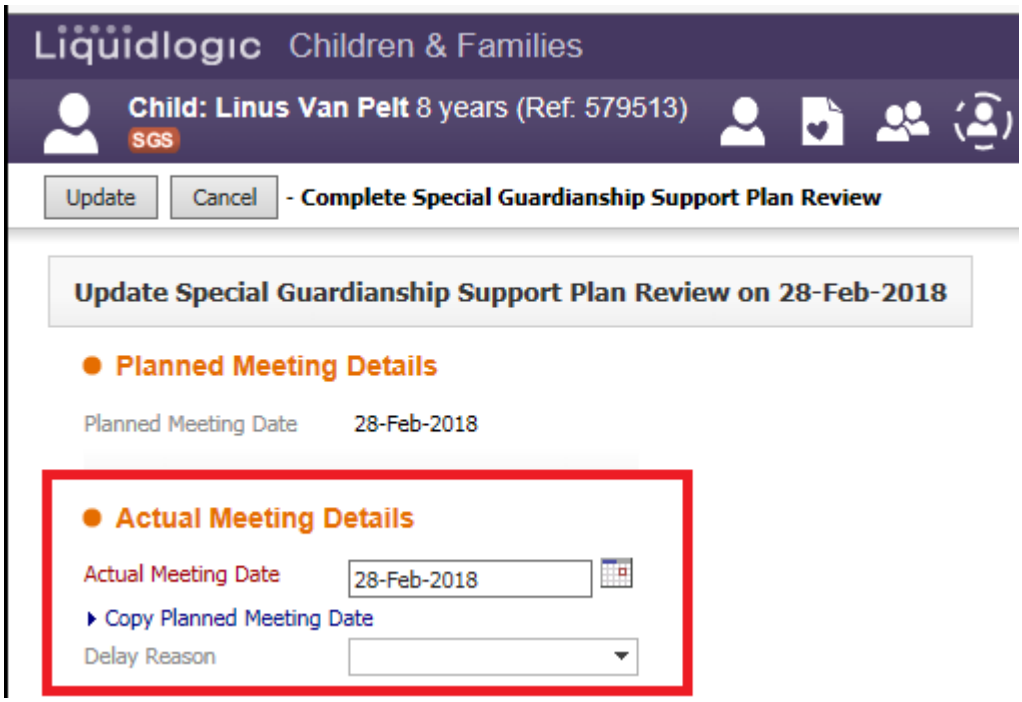
If you need to hold a Support Plan Review, select Start under Special Guardianship Support Episode then enter the date of initiation. You can now organise the Review by selecting either the pencil icon or Update Meeting Details and Scheduling



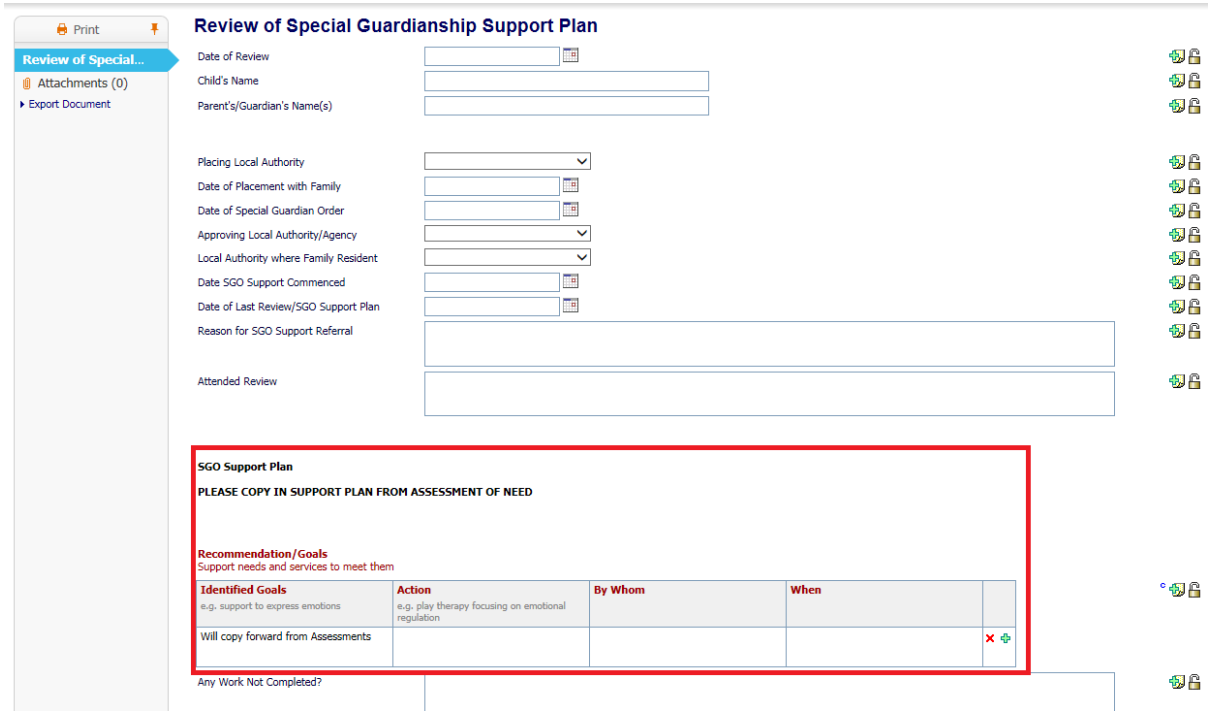
Once the Review has been held and you are ready to write up the Outcomes, select Meeting Held – Write Up Outcomes



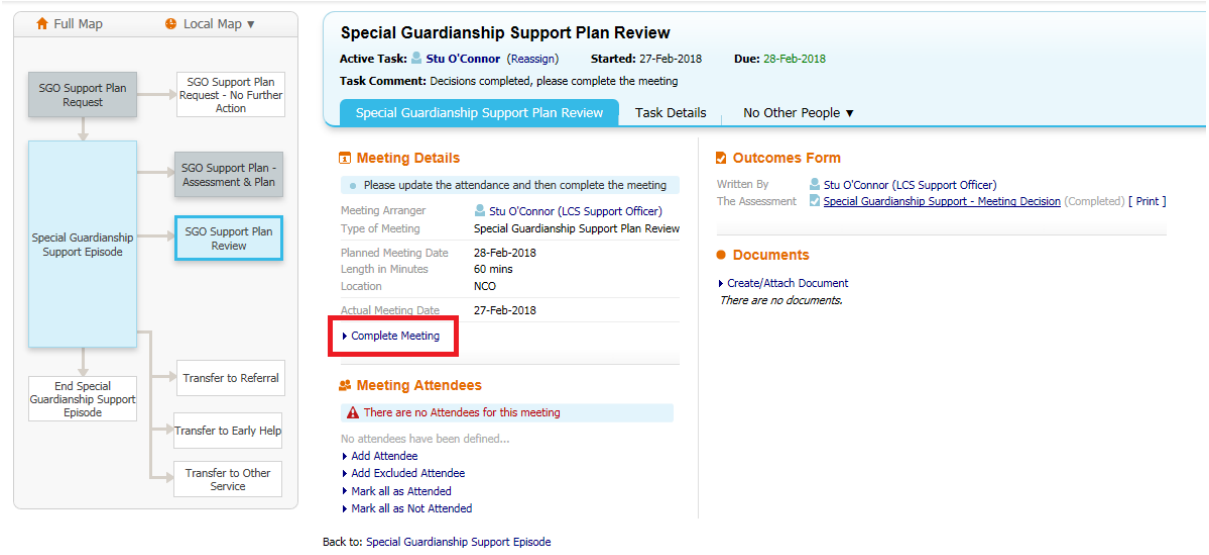
Enter the Actual Meeting Date using the free text box or calendar. If the Actual Meeting Date is the same as the Planned Date, select Copy Planned Meeting Date then click Update to proceed



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



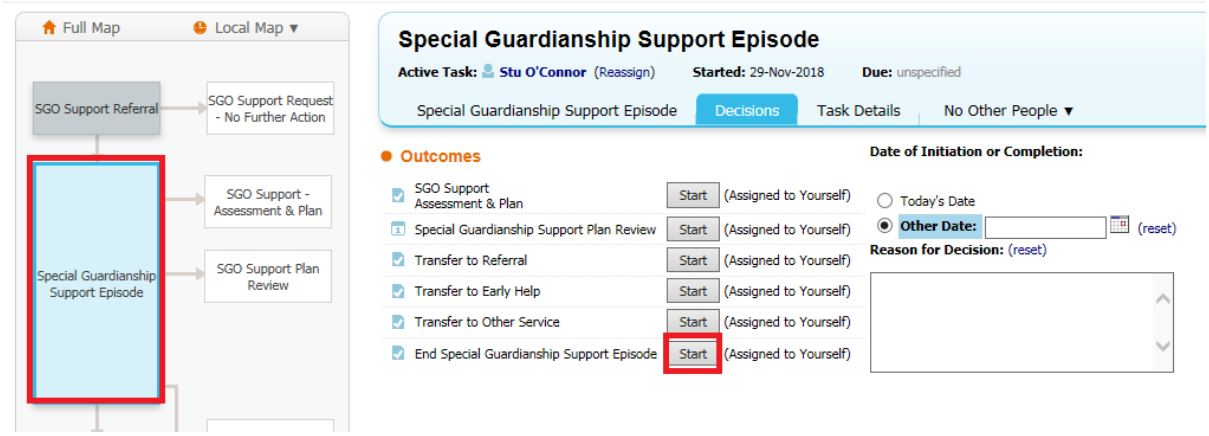
Once the form is finalised, select Complete Meeting



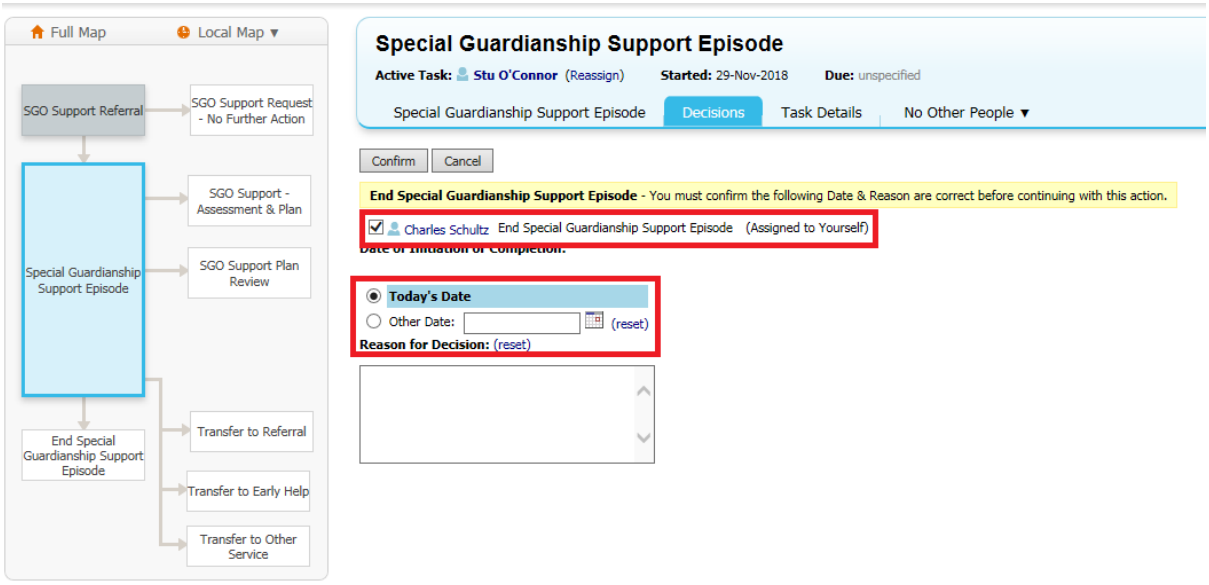
You will be asked if you wish to start the next Support Plan Review (if required, return back to 6.1) or Continue with Current Processes

7. Ending SGO Support Episode

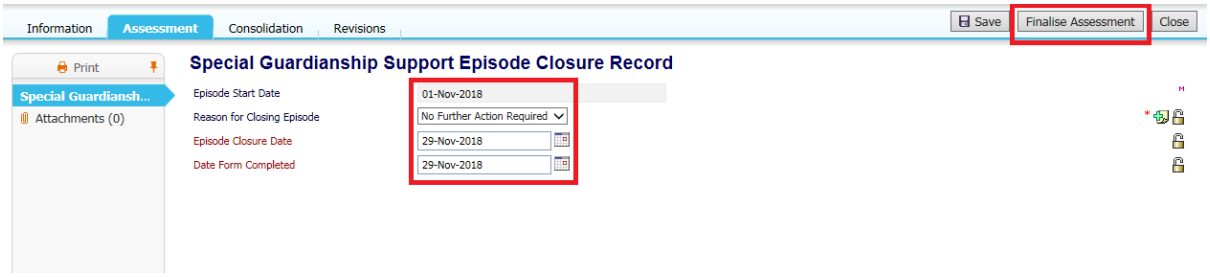
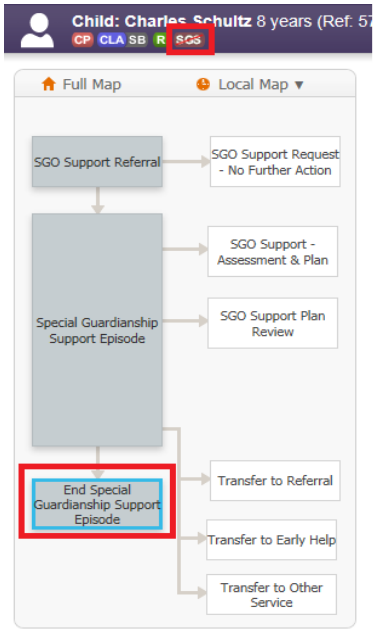
To close an SGO episode, select Decisions, End Special Guardianship Support Episode



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.