

# 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)



Liquidlogic (	Children & Fami	lies			Home	Tiles	Help	Menu 🔻	System 🔻	Find <b>v</b>	Stu C		
Child: Linus	Van Pelt 8 years (F	Ref: 579513)	Basic Demog	graphics	<b></b>	) <b>e</b>	) 🕅	8					
Personal	💄 Personal I	Details		Address			۲	<b>2</b> M	ain Carer(s)/	Cares For			
<u>P</u> ersonal	Case Number	579513		Home	176 FOWL	ER ROAD	<b>,</b>	No Ma	in Carer(s) or ca	red children o	lefined		
Additional	Full Name	Linus Van Pelt		Feb 2010 to present	BUCKINGHA	MSHIRE I	HP19 7QP						
Identity	Gender	MALE		Address History / U	ddress History / Update Addresses			🛨 im	★ Important Information				
Photos	Actual DOB	01-Feb-2010						There	are no specific a	alerts at this t	ime.		
Risks	Age	8 years		Contact Meth	ods			► Add	Missing Person	Record			
Parental Factors			Add/Update Contact Methods										
Relationships	Status Det	ails		<ul> <li>Show Relevant Contact Methods</li> </ul>				Contact & Referral					
<u>I</u> nvolvements	Education / Work							► Creat	ate a new Contac	t			
Case Status	Marital Status			🖾 E-Mail									
CP				E-Mail				• E)	/ents				
CLA	Identifiers							A Char	t a SCO Support	Plan Request			
Adoption				🚨 Post Adoptio	n Record			• Star	t a 360 Support	Fian Request	<b>.</b>		
<u>H</u> istory					🔲 Is this a	Post Adop	otion	** D/	lationchine				
Chronology	Actions				Record?			24 F.C	auonsmps				
<u>F</u> orms	Update Details								Linus Van Pe This Child	lt - 8 years			
Case <u>N</u> otes	<ul> <li>View/Update Al</li> <li>Printable View</li> </ul>	liases											
Reindex	<ul> <li>Find Similar Per</li> </ul>	ople											

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:

Start pat	$\otimes$	
Start Date	27-Feb-2018	
Start		

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 3. yourself or use the free text box to type in the name of a Worker on LCS.

Full Map	😫 Local Map 🔻	SGO Support Plan Request
		Active Task: Stu O'Connor (Reassign) Started: 27-Feb-2018 Due: 28-Feb-2018
O Support Plan Request	SGO Support Plan Request - No Further Action	SGO Support Plan Request Task Details No Other People ▼
		Assign
-	SGO Support Plan - Assessment & Plan	Please select a user to complete this SGO Support Plan Request
ial Guardianship pport Episode	SGO Support Plan Review	Assign to me Stu O'Connor      Other
		Commonter
_	1	$\checkmark$
End Special		
lianship Support Episode		
	Transfer to Early Help	

## **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

SGO Support Plan Reque	est assign) Started	: 27-Feb-2018	Due: 28-Feb-2018
SGO Support Plan Request	Task Details	No Other P	eople 🔻
The SGO Support Plan Request has n	ot been started.		
Start SGO Support Plan Request			

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

Liquidlogic Children & Families	Home (1) ▼ Tiles	Help Menu 🔻 System 🔻	Find 🔻 Stu O'Connor 🔻 🔍
🔔 Child: Linus Van Pelt 8 years (Ref. 579513) 💄 📑 🚨 🤇	) 🗗 🐧 🐧 👁	Special Guardianship	
Information Assessment Consolidation Revisions			Save Finalise Assessment Close
(i) Copy Forward - There are no previous Assessments for Van Pelt, Linus (8 years), so yo Click 'Start Blank' to start the new Assessment.	ou do not have the option to copy a	nswers forward at this time.	
Start Blank			

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

Liquidlogic Childre	en & Families	Home (1) ▼	Tiles Help	Menu 🔻	System 🔻	Find 🔻	Stu O'Connor 🔻	Q,	
Child: Linus Van Pe	elt 8 years (Ref: 579513) 💄 🍃	🐣 😩 🔁 🐧	🔊 📄	Special Guardianship					
Information Assessme	ent Consolidation Revisions						日 Save	Finalise Assessment Clos	se
🔒 Print 👎	SGO Family Support Ref	erral to Bucks Adopti	on Service						
SGO Family Suppor	Religion	CHURCH OF ENGLAND						* 6	P
Attachments (0)	Ethnicity	White British						* 6	2
	Language	ENGLISH		<b>~</b>				* 😼 🖡	2
	Reason for Referral								P
	Please provide full details of the family situation that will aid your referral.								
	Please detail any other relevant issues, including special needs, learning difficulties or mental health issues, drug/alcohol dependency, medical issues								

#### 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		<del>1</del> 99 🔓
Child's Date of Placement with Family		👧 🔓
Date of Order		😼 🔒
Special Guardianship Approving Local Authority/Agency		<del>1</del> 50 🔓
Local Authority where Family Resident	▼	😼 🔒

#### Relationships for Child: Amanda Schultz, age 4 years

Sav	YC	Reset PR	NK	EC		Defined Relationships	Name	Age/Gender	Address	Start/End Dat	e
					% %	SISTER  BROTHER	Jane Schultz Charles Schultz	6 years FEMALE 8 years MALE	Home 11a Queens Park, Aylesbury, HP21 7RS Home 11a Queens Park, Aylesbury, HP21 7RS	18-Apr-2018 18-Apr-2018	Update Update
► Sea ► Sug	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	<b>v</b>	😼 🔓
Name		+5J 🔓
Address		😼 🔓
Telephone		😼 🔓
Email		😼 🔓
Method of Contact		😼 🔓
Have SGs consented to this referral?	$\checkmark$	😼 🔓
Receiving Worker		
Date		40 B
 Referred Via		5 C
Allocated to		5 C

## 4.4. Support Plan – Other Involvement

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

Other Involvement		
Other Professionals Involved	GP GP	19 🔂
	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		<b>1</b>
Action Taken by Receiving Worker	O Contact Arrangements Set Up	+ <del>5</del> 2 🔒
	Internal - Advice and Guidance Given	
	Internal - Assessment of Need	
	O No Further Actions Required	
	O Provision of Services	
	Referral to Contracted Agency	
	Signpost to Other Services	
	🔿 Support Plan Approval	
Action Taken by Receiving Worker - Further Information		19 🔓
Dispers support on the phone shairs		

## 4.5. Support Plan – Signatures

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

Signatures		
Name of worker completing this Referral		😼 🔒
Position		-53 🔓
Date		-53 🔓
Manager's Comments		<del>1</del> 96 - Carlor Barris, 1960 - Carlor Barris,
Name of Authorising Manager		<del>6</del> 9 🔒
Date		<del>1</del> 50 🗗

#### 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.

🕇 Full Map	😫 Local Map 🔻	SGO Support Pla	an Request
		Active Task: 💄 Noelle C	alam Started: 27-Feb-2018 Due: 28-Feb-2018
SGO Support Plan Request	SGO Support Plan Request - No Further	SGO Support Plan	Request Task Details No Other People 🔻
÷	Actor	• This Assessment has	been sent to Noelle Calam for authorisation. (Bypass Authorisation)
	SGO Support Plan -	SGO Support Pla	an Request
	Assessment & Plan	The Assessment	Special Guardianship Support Request (Assigned to Noelle Calam) [ Print ]
		Assessor	Stu O'Connor (LCS Support Officer) (27-Feb-2018 to 27-Feb-2018)
Special Guardianship Support Episode	SGO Support Plan Review	Assigned to Reviewer	Source Calam (27-Feb-2018)

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

	issign) Star	ted: 27-Feb-2018	Due: 01-Mar-2018
SGO Support Plan Request	Decisions	Task Details	No Other People 🔻
Dutcomes			Date of Initiation or Completion:
Special Guardianshin Support Enisor	le Start (Ass	ianed to Yourself)	27-Feb-2018
No Further Action	Start (Ass	signed to Yourself)	Reason for Decision: (reset)
	Juie	igned to roursely	

#### **Support Plan – No Further Action** 4.7.

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 Dat	te & Reason are corre	ect before continuing with this a	ction.				
☑ ✓ Linus Van Pelt No Further Action Date of Initiation or Completion:	(Assigned to Yo	ourself)						
27-Feb-2018								
Reason for Decision: (reset)								
	< >							

This will initiate the No Further Action form

Liquidlogic Children & Familie	S Home Tiles Help Menu ▼ System ▼
Child: Linus Van Pelt 8 years (Ref	: 579513) 🚨 🛃 🏝 (2) 🔁 ሽ ሽ 🚳
A Full Map	SGO Support Plan Request - No Further Action
SGO Support Plan Request SGO Support Plan Action SGO Support Plan Assessment & Plan	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       Back to: SGO Support Plan Request
Special Guardianship Support Episode	

Select Copy Forward to enter information from the Support Plan automatically

Liquidlogic Children	& Families	Home (1) 🔻	Tiles He	p Menu 🔻	System 🔻	Find 🔻	Stu O'Conno	r v 🛛 🔍		
Child: Linus Van Pelt	8 years (Ref. 579513) 🚨 📑 🐣 遵)	-	0	Special Guardiansh	ip					
Information Record	Consolidation Revisions							Save	Finalise Recor	d Close
(i) Copy Forward - Before start you DO NOT want to copy for Copy Forward Selected Start Blan	ing the Record you have the option to copy forward the answ ward any answers) click 'Start Blank' to begin the Record afron nk No Filter applied Update Filter Clear Filter	ers from the listed prev sh. r	ious Record. Sele	ct each of the Re	cords you wish t	o include ansv	vers from and clic	k 'Copy Forw	ard Selected', or alte	rnatively (If
Copy Forward - Copy answers forward	rd from previous assessments									
Created	Record		Started By							
Van Pelt, Linus (8 years)										
Today	Special Guardianship Support Request (Tuesday, 27 Fe	oruary 2018)	👰 Stu O'Con	nor						

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

Liquidlogic Childre	en & Families	Home (1) 🔻	Tiles	Help	Menu 🔻	System 🔻	Find 🔻	Stu O'Connor	v Q		
Child: Linus Van Pe	elt 8 years (Ref: 579513) 💄 📑	🐣 😩 🔁 🐧	0		Special Guardianshij	,					
Information Record	Consolidation Revisions							[	Save Save	Finalise Record	Close
🔒 Print 🕴	No Further Action Record	b									
No Further Action	Record Start Date	27-Feb-2018									۳ 🔒
Attachments (0)	Details										<del>1</del> 50 🔓
	Date Record Completed	27-Feb-2018									ß

## SGO Pathway is now closed



5.

## **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.

Liquidlogic Children & Families		Home Tiles Help Menu ▼ System ▼ Find ▼
Child: Linus Van Pelt 8 years (Ref.	579513) 🚨 📑 🐣 😩 🖻 🕻	A A A A A A A A A A A A A A A A A A A
A Full Map	SGO Support Plan Request Active Task: Stu O'Connor (Reassign)	Started: 27-Feb-2018 Due: 01-Mar-2018
SGO Support Plan Request SGO Support Plan Request - No Further Action	SGO Support Plan Request Decision	sions Task Details No Other People ▼ Date of Initiation or Completion:
SGO Support Plan - Assessment & Plan	Special Guardianship Support Episode Thank Decisions Completed: Outcomes Completed	k you, this task is in your worktray. Reason for Decision:
Special Guardianship SGO Support Plan Support Episode		

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

🕈 Full Map	😃 Local Map 🔻	Special Guardianship Support Episode
SGO Support Referral	SGO Support Request - No Further Action	Active Task: a Stu O'Connor (Reassign)       Started: 20-Apr-2018       Due: unspecified         Special Guardianship Support Episode       Decisions       Task Details       No Other People ▼
Special Guardianship Support Episode	SGO Support - Assessment & Plan	Outcomes     SGO Support     Assessment & Plan     Start     (Assigned to Yourself)     Transfer to Referral     Start     (Assigned to Yourself)     Transfer to Referral     Start     (Assigned to Yourself)     Transfer to Chter Service     Start     (Assigned to Yourself)     Transfer to Other Service     Start     (Assigned to Yourself)     End Special Guardianship Support Episode     Start     (Assigned to Yourself)

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

## 5.2. SGO Workspace - Episodes

Liquidlogic Children & Families						
Child: Linus Van R SGS	Pelt 8 years (Ref: 579513) Basic Demographics					
Personal	Episodes					
<u>H</u> ealth <u>E</u> ducation	Title Start Date End Date					
Special Guardianship Support	New Workspace 27-Feb-2018					
Episodes						
SGS Summary						
Forms						
Documents						
Case Notes						
Access						
Audit						
▶ Legal						

## 5.3. SGO Workspace - Summary

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

Liquidlogic Ch	hildren & Families	H	ome Tiles	Help	Menu 🔻	System 🔻
Child: Linus Va	an Pelt 8 years (Ref. 579513) Basic Demo	graphics 💽 🚨	ے (قی) 🙎	b 🕅	8	>
Personal     Health     Education	Dates     Start Date 27-Feb-2018     End Date	Latest Special G     i A Special Guard	uardianship lianship Suppor	Support t Plan has	Plan not been sta	arted
Special Guardianship Support Episodes	Members of SGS Episode Van Pelt, Linus (8 years)					
SGS Summary Forms Documents Case Notes	Change members of SGS Episode Change members of SGS Episode					
Access Audit Legal						

## 5.4. SGO Workspace - Forms

Forms lists the completed and currently active forms

Liquidlogic C	hildren & Families		Home Tiles	Help Menu	▼ System ▼	Find ▼ Stu O'Connor ▼
Child: Linus V	an Pelt 8 years (Ref: 579513)	ographics	🛃 🐣 ( <u>ê</u> ) 🖥	-	0	
▶ <u>P</u> ersonal	• Standalone SGO Support Forms	• SGO Sup	port Episode Forms			
• Health	List is empty	Form Date	Form Type		User	
Education	Attach a New Form	27-Feb-2018	Special Guardianship Suppo	rt Request	Stu O'Connor - W	ORKFORCE DEVELOPMENT TEAM
Special Guardianship Support		27-Feb-2018 27-Feb-2018	Special Guardianship Suppo Special Guardianship Suppo	rt - Assessment rt - Transfer Record	Stu O'Connor - We Stu O'Connor - We	ORKFORCE DEVELOPMENT TEAM ORKFORCE DEVELOPMENT TEAM
Episodes						
SGS Summary Forms						
Documents						
Case Notes						
Access						
Audit						
🕨 Legal						

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

Liquidlogıc	Children & F	amilies				Hom	ne (1) 🔻	Tiles	Help	Menu 🔻	Syste
Create Cancel -	New case note										
New Case Note f	or Van Pelt, L	inus (8 years	s) , of typ	pe <mark>SGO Su</mark> p	port Home	Visit					
Part 1 - Conta	act										
From Context Of Contact Date	Van Pelt, Linus ( 27-Feb-2018	(8 years)									
Type of Contact	SGO Support Ho	ome Visit 🔻									
Follow-Up Date											
	Significant	Event									
Method of Contact	Add to Chro	onology									
Fiction of Contact		Ţ									
Contact Regarding	Relation	Name	Age	At Contact	Interviewed?	Seen?	Alone?	Bedroom?	Regard	ding Assessmen	t
	Children / Y	oung People	involved	in this Cas	e Note						
	▶ Self	Linus Van Pelt	8 years		✓ Yes	✓ Yes	🗹 Yes		None		
	Adults also	present / inte	rviewed								
	No Adults record	led	memed								
	Other relation	ons you can a	add to thi	s case note							
	No other relation	ns can be linked t	to the case	note							
	Other relation	ons you cann	ot add to	this case n	ote						
	No other relation	ns recorded					BIUAA	AAX			
Reason for Contact	Enter informativ	ve title here									
Detailed Notes											
Analysis of											
information											
Action											
ACTOL											

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

Liquidlogic Children	n & Families		Home	Tiles	Help	Men
Child: Linus Van Pel	t 8 years (Ref: 579513) Basic Demograp	ohics	) 🐣 (	ے رقي	כ 🕌	× h
▶ <u>P</u> ersonal ●	SGS Episode Access					
<u>H</u> ealth #	User/Group/Department	Administrator	Contributor	Observer	Excluded	
Education 1	👰 Special Guardianship Support Administration	۲			•	1
Special     2	👷 👰 Special Guardianship Support Contributor	•	۲		•	
Guardianship 3 Support	👰 Special Guardianship Support Observer	•	•	۲	•	
4	Everyone	0	0	0	۲	
Episodes						
SGS Summary						
Forms						
Documents						
Case Notes						
Access						
Audit						
▶ Legal						

## 6. SGO Support Assessment & Plan

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



#### Select Decisions

Liquidlogic Children & Families		Home	Tiles	Help	Menu 🔻	System 🔻	Find 🔻	Stu O'Conn
Child: Linus Van Pelt 8 years (Ref. 5798	513) 🚨 📑 🐣 (Q) 🔁		۲					
🛉 Full Map 😝 Local Map 🔻	Special Guardianship Suppo	rt Episod	le					
SGO Support Plan Request	Active Task: Stu O'Connor (Reassign) Special Guardianship Support Episo	Starte	d: 27-Feb-2	018 I Task D	Due: unspe etails	No Other Pe	eople 🔻	
ACION	Outcomes				Date of I	nitiation or Co	npletion:	
SGO Support Plan - Assessment & Plan	SGO Support Plan Assessment & Plan	Start (A	Assigned to 1	Yourself)	O Toda	y's Date		
	<ul> <li>Special Guardianship Support Plan Review</li> <li>Transfer to Referral</li> </ul>	Start (A Start (A	Assigned to 1 Assigned to 1	Yourself) Yourself)	Reason f	or Decision: (re	set)	(reset)
Special Guardianship Support Episode	Transfer to Early Help	Start (A	Assigned to Y	Yourself)				~
	<ul> <li>Transfer to Other Service</li> <li>End Special Guardianship Support Episode</li> </ul>	Start (A	Assigned to N	Yourself) Yourself)				~
					L			

#### Select SGO Support plan Assessment & Plan and click Start



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

Copy Forward - Before starti alternatively (If you DO NOT v	ng the Assessment you have the option to copy forward the answers from the lister vant to copy forward any answers) click 'Start Blank' to begin the Assessment afresh	l previous Assessments. Select e 1.	ach of the Assessments you wish to include answers from and click 'Copy Forward Selected', or
Copy Forward Selected Start Blan	k No Filter applied Update Filter Clear Filter		
Copy Forward - Copy answers forward	d from previous assessments		
Created	Assessment	Started By	
Van Pelt, Linus (8 years)			
<ul> <li>✓ Today</li> <li>✓ Today</li> <li>✓ Today</li> <li>✓ Today</li> </ul>	Special Guardianship Support Request (Tuesday, 27 February 2018)     Special Guardianship Support Request - No Further Action (Tuesday, 27 February 2018)     Special Guardianship Support Request (Tuesday, 27 February 2018)	Stu O'Connor     Stu O'Connor     Stu O'Connor     Stu O'Connor	

Complete the form and select Finalise.

Information Assess	sment Consolidatio	n Revisions						日 Save
🔒 Print 🕴	Assessmen	t of Need an	d Support Pla	in				
Assessment of Nee								
Attachments (0)	The Proposed Plan	to provide Support (	A&CA 2002 54(5) and	l Regulat	ion 17(2 and	(3))		
Export Document		to provide Support						
	Child(ren) subject	to SGO						
	1. Child's Details							
	First Name	Family Name	Date of Birth	Age	Gender	Ethnicity	Date entered care	Date placed
	Linus	Van Pelt	01-Feb-2010	8	Male	White British		
				1				
				1				

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

A = 11.14				
📅 ЕШ Мар	😌 Local Map 🔻	SGO Support Plan - Assessment	t & Plan	
		Active Task: 💄 Stu O'Connor (Reassign)	Started: 27-Feb-2018	Due: 10-Apr-2018
SGO Support Plan Request	SGO Support Plan Request - No Further Action	SGO Support Plan - Assessment & Plan	Task Details	No Other People 🔻
Ļ		Assign		
	SGO Support Plan - Assessment & Plan	<ul> <li>Please select a user to authorise to</li> </ul>	his SGO Support P	lan - Assessment
Special Guardianship	SGO Support Plan	Suggested Sole Calam		
Support Episode		Other		
		Comments:		
				~
	Transfer to Referral			$\sim$
End Special Suardianshin Sunnort				

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

Liquidlogic Children & Families	Home Tiles Help Menu 🔻 System 🔻 Find 🔻 Stu O'Connor 🔻 🔍
Child: Linus Van Pelt 8 years (Ref: 579	513) 👤 📑 🔐 🍙 🏹 🏹 🚳
A Full Map Se Local Map ▼	Special Guardianship Support Plan Review           Active Task:         Stu O'Connor (Reassign)         Started: 27-Feb-2018         Due: unspecified
SGO Support Plan Request - No Further Action	Special Guardianship Support Plan Review Task Details No Other People
	🗈 Meeting Details 💿 🔹 Outcomes Form
SGO Support Plan Assessment & Plan Support Episode	Concel Meeting     Complexe meeting     Concel Meeting
End Special Guardianship Support Episode Transfer to Early Help Transfer to Other Service	Meeting Attendees      Arbre 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 Back to: Special Guardianship Support Episode

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

Child: Linus Van Pelt 8 years (Ref: 579)	5 <sup>13)</sup> 🚨 🗗 🕰 🤤 🔂 🚳 🚳 👁
<ul> <li>▲ Full Map</li> <li>▲ Local Map</li> <li>▼</li> <li>SGO Support Plan</li> <li>SGO Support Plan</li> <li>Request</li> <li>No Further</li> </ul>	Special Guardianship Support Plan Review         Active Task:       Stu O'Connor (Reassign)       Started: 27-Feb-2018         Due:       28-Feb-2018         Special Guardianship Support Plan Review       Task Details         No Other People ▼
SGO Support Plan - Assessment & Plan Support Episode	Meeting Details     • Please update the attendance and then complete the meeting     Meeting Arranger   • Stu O'Connor   Type of Meeting   Special Guardianship Support Plan Review   Plannad Meeting Data   28-Feb-2018   Location   NCO <b>Documents Create/Attach Document There are no documents</b>
End Special Guardianship Support Episode Transfer to Early Help Transfer to Other Service	Meeting Attendees     A 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 Back to: Special Guardianship Support Episode

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

Liquidlogic Children & Families	
Child: Linus Van Pelt 8 years (Ref. 579513)	) 🚨 📑 🐣 遵
Update Cancel - Complete Special Guardianship Su	pport Plan Review
Update Special Guardianship Support Plan Rev	iew on 28-Feb-2018
Planned Meeting Details	
Planned Meeting Date 28-Feb-2018	
Actual Meeting Details	
Actual Meeting Date 28-Feb-2018	
► 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

e Print 🕈	Review of Special Gu	ardianship Support Pi	an			
ew of Special	Date of Review		]			
tachments (0)	Child's Name					
Jrt Document	Parent's/Guardian's Name(s)					
	Plasian Land A. Harris.		-			
	Placing Local Authority		1			
	Date of Placement with Pamily		1			
	Date of Special Guardian Order		1			
	Approving Local Authority/Agency		~			
	Local Authority where Family Resident		×			
	Date SGO Support Commenced		1			
	Date of Last Review/SGO Support Plan					
	Reason for SGO Support Referral					
	Attended Review					
	SGO Support Plan					
	PLEASE COPY IN SUPPORT PLAN F	ROM ASSESSMENT OF NEED				
	Recommendation/Goals Support needs and services to meet the	m				
	Identified Goals	Action	By Whom	When		
	e.g. support to express emotions	e.g. play therapy focusing on emotional	by whom	when		
	Well and formed from Announced	regulation			v .a.	
	Solution and the second strategy of the secon					
	will copy forward from Assessments				^ ¥	

#### Once the form is finalised, select Complete Meeting

Full Map	😫 Local Map 🔻	Special Guardianship Support Plan Review	
		Active Task: Stu O'Connor (Reassign) Started: 27-Feb-201	8 Due: 28-Feb-2018
SGO Support Plan Request	SGO Support Plan Request - No Further Action	Task Comment: Decisions completed, please complete the meeting           Special Guardianship Support Plan Review         Task Deta	ils No Other People 🔻
	SGO Support Plan -	I Meeting Details	Outcomes Form
	Assessment & Plan	Please update the attendance and then complete the meeting	Written By 💄 Stu O'Connor (LCS Support Officer)
acial Guardianchin	SGO Support Plan	Meeting Arranger Stu O'Connor (LCS Support Officer) Type of Meeting Special Guardianship Support Plan Review	The Assessment 🔹 Special Guardianship Support - Meeting Decision (Completed) [ Print ]
Support Episode	Review	Planned Meeting Date 28-Feb-2018	Documents
		Length in Minutes 60 mins Location NCO	Create/Attach Document
		Actual Meeting Date 27-Feb-2018	There are no documents.
		Complete Meeting	
End Special	> Transfer to Referral	Secting Attendees	
Episode		A There are no Attendees for this meeting	
	Transfer to Early Help	No attendees have been defined	
		Add Attendee	
	Transfer to Other	Add Excluded Attendee	
		Mark all as Attended	

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

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

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7.

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

A Full Map	Special Guardianship Support Episode
SGO Support Referral	Active Task:       Stu O'Connor       Started:       29-Nov-2018       Due:       unspecified         Special Guardianship Support Episode       Decisions       Task Details       No Other People ▼
SGO Support -	Confirm Cancel  Find Special Guardianship Support Episode - You must confirm the following Date & Reason are correct before continuing with this action.
Assessment & Plan	Image: Schultz End Special Guardianship Support Episode (Assigned to Yourself)         Image: Schultz End Special Guardianship Support Episode (Assigned to Yourself)         Image: Schultz End Special Guardianship Support Episode (Assigned to Yourself)
Soport Plan Review	Today's Date
	Other Date: If (reset)
Transfer to Referral	
End Special Guardianship Support Episode	$\sim$
Transfer to Other Service	

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.

Information Assess	ment Consolidation Revisions				Save	Finalise Assessment	Close
🔒 Print 👎	Special Guardianship Su	pport Episode Clos	sure Record				
Special Guardiansh	Episode Start Date	01-Nov-2018					м
Attachments (0)	Reason for Closing Episode	No Further Action Required $\checkmark$					* 🚯 🔓
	Episode Closure Date	29-Nov-2018					6
	Date Form Completed	29-Nov-2018					6

SGO will be ended and the Flag crossed out.

Child: Charles Schultz 8 years (Ref. 57						
🔒 Full Map	😉 Local Map 🔻					
SGO Support Referral	SGO Support Request - No Further Action					
	SGO Support - Assessment & Plan					
Special Guardianship Support Episode	SGO Support Plan Review					
End Special Guardianship Support Episode	Transfer to Referral					
	Transfer to Early Help					
	Jarvice					