

Ukrainian Host Family logging in LCS

1. Check LCS for family, if not already on there, add Demographics
2. Include Ukrainian family members under Relationships and change the relationship to 'Not Defined'.
3. Remember to add the Host Family to the Ukrainian Refugee family in the same way.
4. Set Case Status

You will need to add two case statuses to the Lead Family Member (Adult)

ZHOST - Ukrainian Host Family

ZLADO - LADO Cases Only

The first case status 'ZHOST – Ukrainian Host Family' will allow the BI Team to report on the number of these we have in Bucks.

The second case status 'ZLADO – LADO cases only' will create a trigger to Content Server to create a set of folders for the ability to upload documents.

Please note that once this has been done it is imperative that you raise an EDRM Service Desk Call to have these folders transferred to a set of Safeguarding folders in Content Server. The form to do this is: https://buckscprod.service-now.com/sp?id=sc_cat_item&sys_id=354d9bd9db3f7300304db5ca689619bc&sysparm_category=722fdf26db254c1026d6bd5c6896192a

You will need to select **CYPS Additional Folder Creation - Ukrainian Host Family**

* Content Server Service Required

- New Content Server account
- Update/Change Existing Access
- CYPS Additional Folder Creation
- Delete, move or unreserve a document
- HR Folder Creation
- HR Folder Access Request
- Other

* Journey (Folder Type)

- Aftercare
- Post Adoption/SGO
- Ukrainian Host Family

If this stage is not completed you will not be able to access the created folders as these are locked down to LADO Only. Once they have been re-linked to Safeguarding folders you will have the usual full access.

The EDRMS team will advise LCS Admin when the transfer has taken place and we will then remove the LADO case status.

Logging Ukrainian Refugee families

Process the same way as you would if this was an entirely new contact.

1. Remember to add the Host Family to the Ukrainian Refugee family using 'Not Defined' as the relationship.
2. When adding the Contact please ensure you select the Primary Concern as **Refugee - Ukrainian Family**
3. When adding the Referral make sure you select **N4A REFUGEE (UKRAINE)** as the category of need.

The referral will then look like this:

Category of Need for Referral Select one category of need If multiple factors see guidance on which category applies	N4A - REFUGEE (UKRAINE)
Is this a Step Down to Early Help?	<input type="radio"/> Yes <input type="radio"/> No
Primary Concern	Refugee - Ukrainian Family

This will enable reporting to take place and also for finance elements to be set up once budgetary information has been received.