



LCS / Updating the Placement from BLA process for Placements and Fostering Team Training Manual

Liquidlogic Children's Systems (LCS)

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Date: 16.02.2021

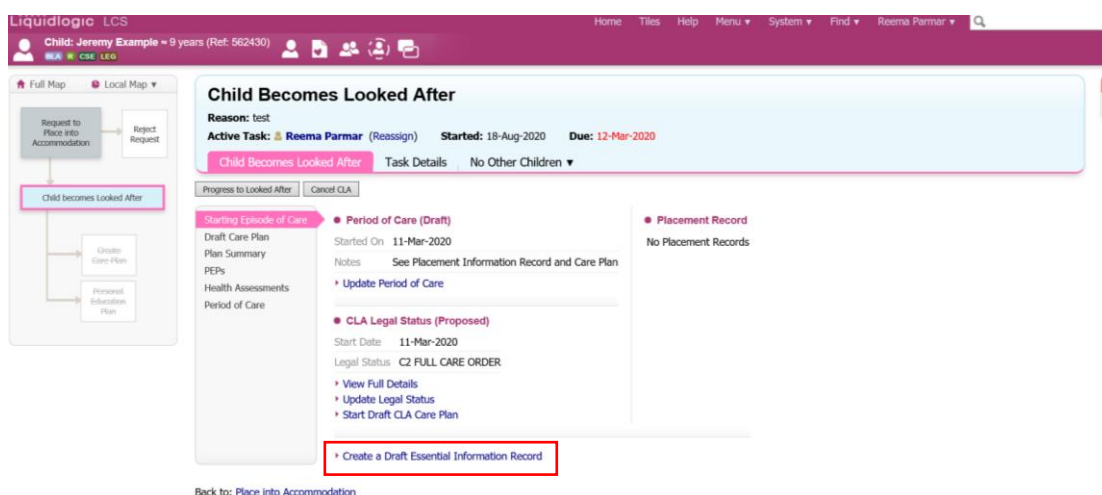
DOCUMENT HISTORY

DATE	PRODUCED BY	DOCUMENT VERSION	COMMENTS
16.02.2021	REEMA PARMAR	1.0	INITIAL DOCUMENT
01.03.2022	SADIE WEBB	1.1	REDESIGN

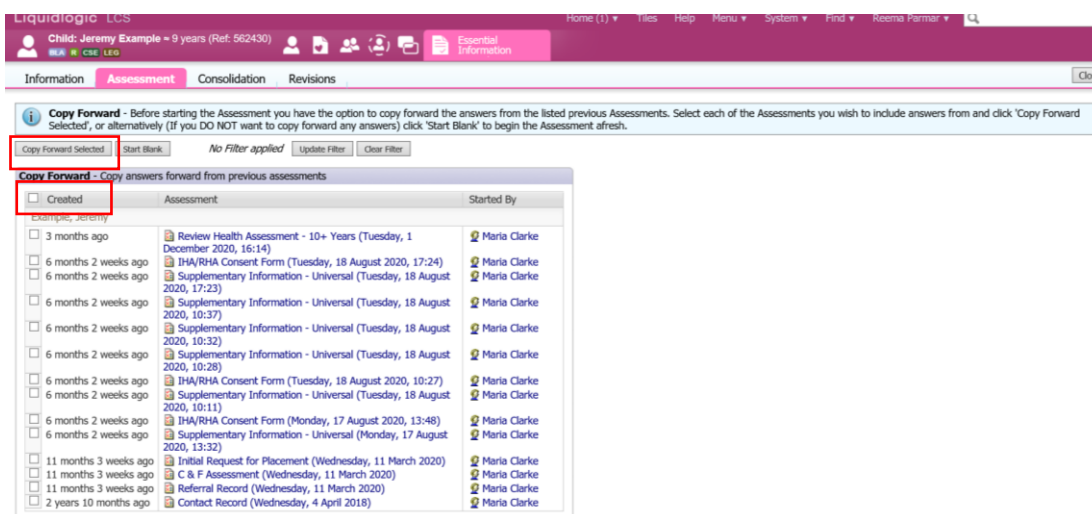
1.1. Creating a draft Essential Information Record

The previous **Placement Plan** was comprised of 6 separate Word documents to partner agencies and internal systems. It's primary use was for entering CLA onto the system. This will be renamed the **Essential Information Record** with it's primary use being carer information. Inputting CLA data is now easier and leads to improved reporting and information for other agencies. This form is given to the Carer on the same day the Child is placed.

- Click on the “Create a Draft Essential Information Record then click “OK”



- From the “Copy Forward” screen, click on the Initial Request for Placement.



- The Essential Information Record will display as below (if copy forward was used, the “C” flag will indicate copied fields). The “M” shows the merged non editable fields.

Liquidlogic LCS Home (1) Tiles Help Menu System Find Reema Parmar

Child: Jeremy Example = 9 years (Ref: 562430) Essential Information

Information Assessment Consolidation Delegate Revisions Save Finalise Assessment **Reassign** Close

Essential Information Record

A Placement Plan should be completed for all children and young people looked after away from home, including those receiving short break care. It may also be used for children and young people receiving regular day care services and support foster care which does not include overnight stays.

The Placement Plan details the arrangements for meeting a child or young person's needs where responsibilities are divided between a number of people.

A SEPARATE FORM MUST BE COMPLETED FOR EACH CHILD

Preferred Name		
Primary Address	43 Test Street Example Toy Town Playshire	
Postcode	DO11 8EA	
Please state if address is:	<input type="radio"/> Home Address <input type="radio"/> Placement Address <input type="radio"/> Other	
Gender	MALE	
DOB	15-Sep-2011	
Age	≈ 9 years	
Ethnicity	White British	
Religion		
Practicing	No	
Languages		
No Languages Recorded		
Interpreter Required?	No	

1.1.1. Reassigning the form to Social Worker

- Once the placement has been added, you part on the form is complete, entered, select “Reassign”

Liquidlogic LCS Home (1) Tiles Help Menu System Find Reema Parmar

Child: Jeremy Example = 9 years (Ref: 562430) Essential Information

Information Assessment Consolidation Delegate Revisions Save Finalise Assessment **Reassign** Close

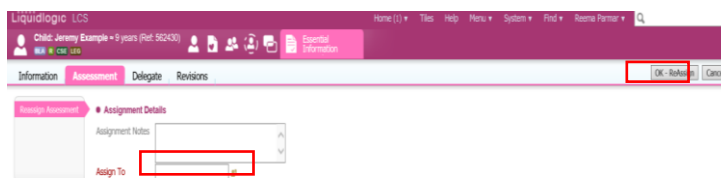
Essential Information Record

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A SEPARATE FORM MUST BE COMPLETED FOR EACH CHILD

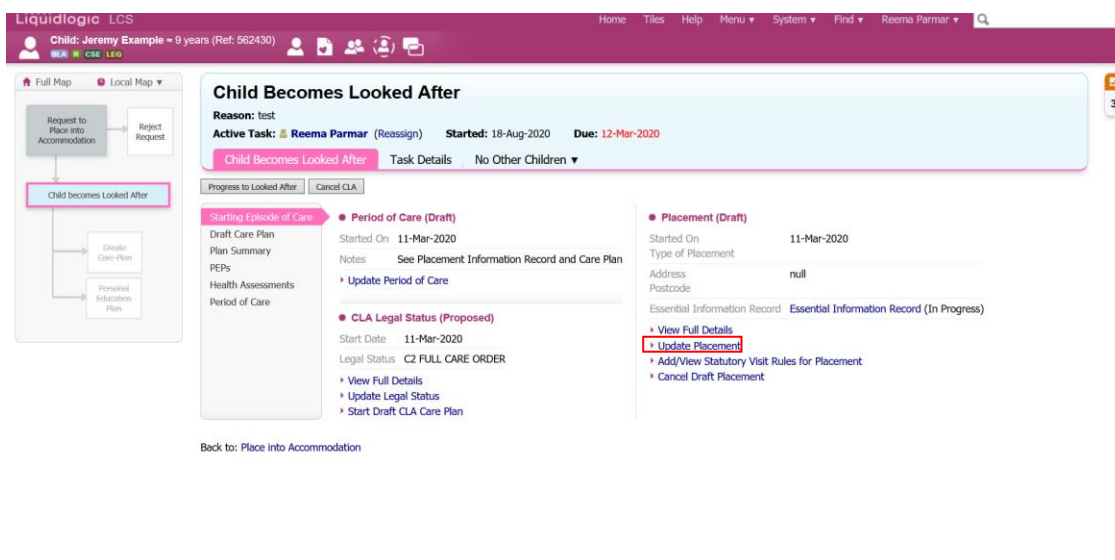
Preferred Name		
Primary Address	43 Test Street Example Toy Town Playshire	
Postcode	DO11 8EA	
Please state if address is:	<input type="radio"/> Home Address <input type="radio"/> Placement Address <input type="radio"/> Other	
Gender	MALE	
DOB	15-Sep-2011	
Age	≈ 9 years	
Ethnicity	White British	
Religion		
Practicing	No	
Languages		
No Languages Recorded		
Interpreter Required?	No	



- Enter the name of the Allocated Case Worker, and click on their name to select them.
- Click on “OK Reassign”

1.1.2. Updating The Placement Record – Recording The Carer

- Click on the “Update Placement”.



- Click on the “Placement date” to add the date of the new placement, then “Type of Placement”, select the relevant placement code, choose from the down on “Reason Previous Placement Ended” and then click on either “Select a Person as the Carer” or “Select Care Provider.”

- If you select “Select Care Provider” you can search in the “Placement Code” field, select the relevant code then click on “Search”. You can also search under the name and post code.
- Below is an example of “Select Person as the carer” Screen.

- Below is an example of “Select Care Provider” Screen

- Click on the Carer to be selected then “Select”

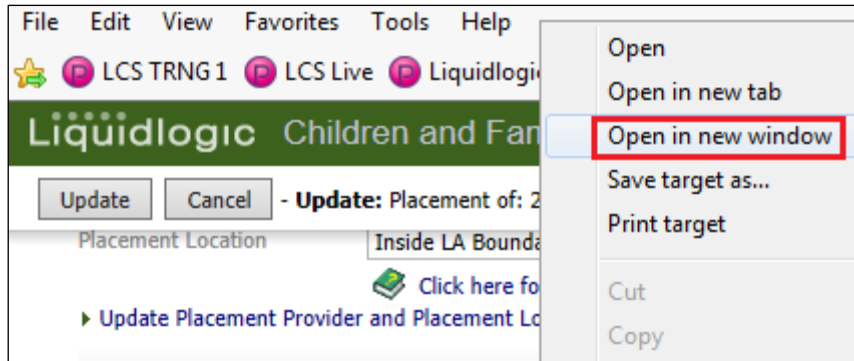
Local Authority / Agency	ID	A	Surname	Forename	Age	Address	Post Code	From
Current Local Authority	610200		Florence	Bishop	49 years	1 unknown	Unknown	14 Dec 2020

The screen will update as shown below – LCS will automatically populate the “Placement Provider”, “Placement Location” and “Carers Details”.

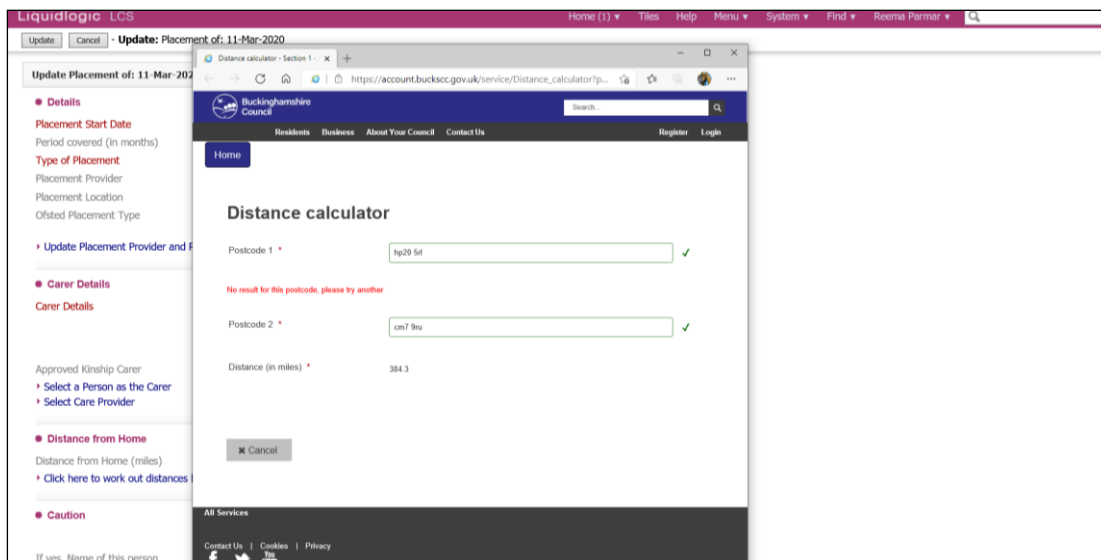
- If your search has no results you can send a request to LCS Support Mailbox lcssupport@buckinghamshire.gov.uk for further assistance.

1.1.3. Calculating Distance From Home

- Within the “Update Placement” screen, **right click** on the “click here to work out distances based on post code”.
- Select “Open in new window”



- The distance is automatically calculated based on the postcodes.



- Click on the “X” to close the window.

Note:

If you click on the link the calculator will sit in the original LCS window and when you click on the “x” it will close down LCS.

- Complete the rest of the fields – then click on “Update”
- The information will copy across into the “Placement Details” screen.

Update **Cancel** - Update:

HP22 5AU

Approved Kinship Carer

- Select a Person as the Carer
- Select Care Provider
- Clear Carer details

Distance from Home

Distance from Home (miles)

[Click here to work out distances based on post code ...](#)

Caution

Is there anyone who should not know the address?

If yes, Name of this person

Address (if known)

Relationship to Child

Out of Hours Contact

Name

Telephone

Emergency Detail

If the Placement Plan is required out of hours and the Foster Carer is not set up on LCS fill in the carer details below. When the Foster Carer's details are added to LCS you will need to come back and update the placement record with the correct details.

Name

Address

Note: If you wish to cancel the Placement Plan, click on “Cancel Draft Placement”

The screenshot shows the 'Child Becomes Looked After' task page in the Liquidlogic LCS system. The page includes a navigation menu on the left, a main content area with task details, and a right-hand sidebar with additional information.

Child: Jeremy Example - 9 years (Ref: 562430)

Reason: test

Active Task: Reema Parmar (Reassign) **Started:** 18-Aug-2020 **Due:** 12-Mar-2020

Child Becomes Looked After | Task Details | No Other Children

Starting Episode of Care

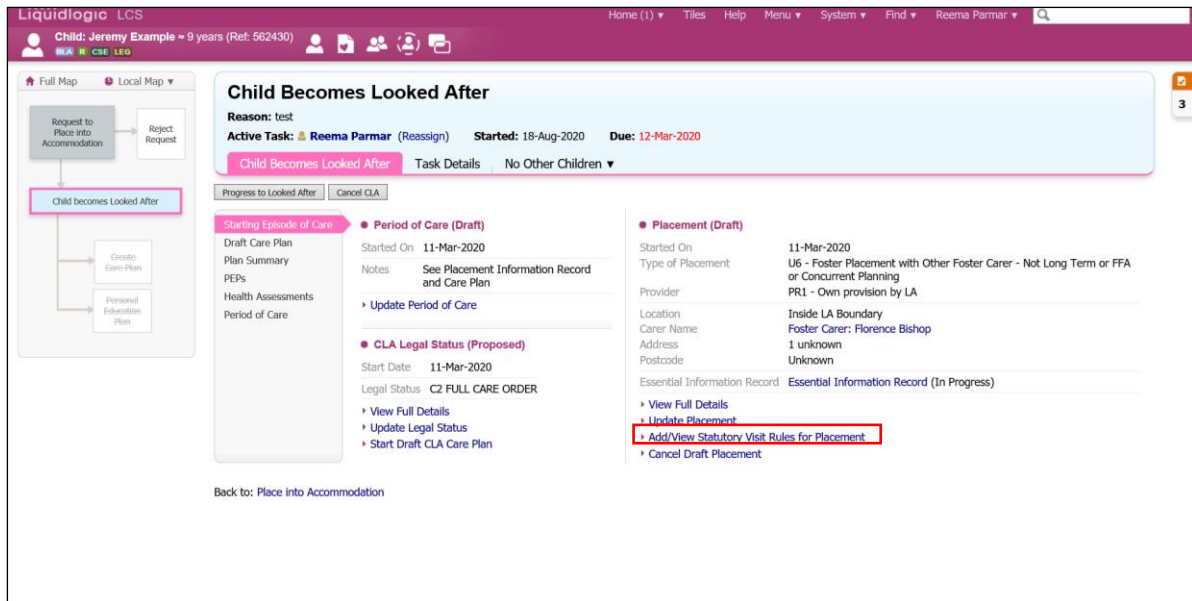
- Period of Care (Draft)**
 - Started On: 11-Mar-2020
 - Notes: See Placement Information Record and Care Plan
 - Update Period of Care
- CLA Legal Status (Proposed)**
 - Start Date: 11-Mar-2020
 - Legal Status: C2 FULL CARE ORDER
 - View Full Details
 - Update Legal Status
 - Start Draft CLA Care Plan

Placement (Draft)

- Started On: 11-Mar-2020
- Type of Placement: U6 - Foster Placement with Other Foster Carer - Not Long Term or FFA or Concurrent Planning
- Provider: PR1 - Own provision by LA
- Location: Inside LA Boundary
- Carer Name: Foster Carer: Florence Bishop
- Address: 1 unknown
- Postcode: Unknown
- Essential Information Record: Essential Information Record (In Progress)
- View Full Details
- Update Placement
- Add/View Statutory Visit Rules for Placement
- Cancel Draft Placement

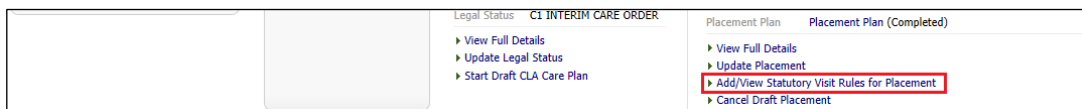
Back to: Place into Accommodation

- The screen will now appear as below.



1.2. Add Statutory Visit Rule For Placement

- Click on “Add/View Statutory Visit Rule for Placement”



- Select the “Rule” drop down and choose the correct rule.
- Enter in the “Applicable From” date.



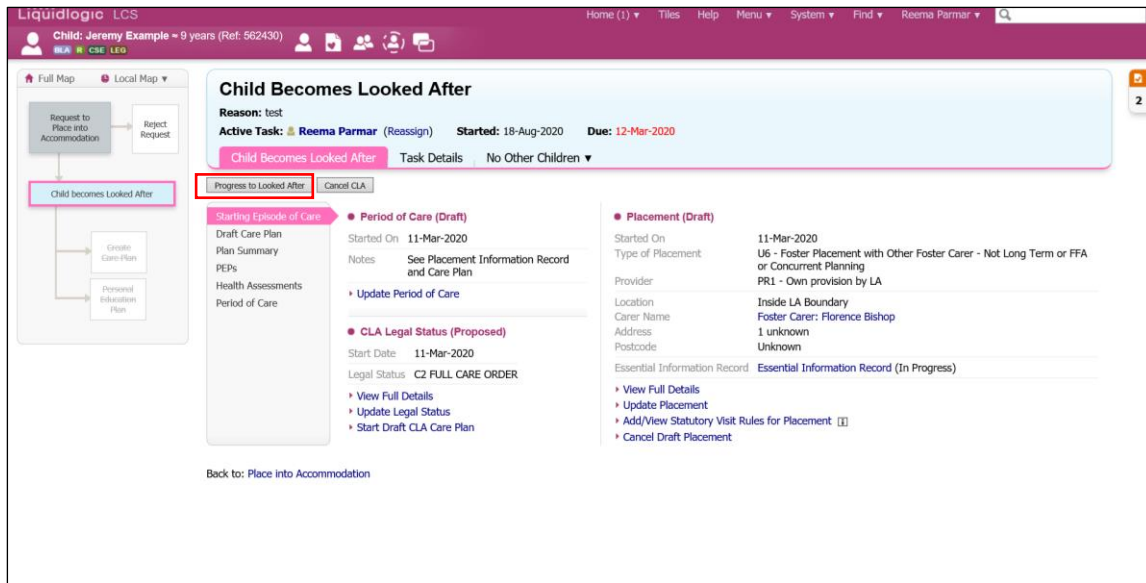
- Click on “Create

Note:

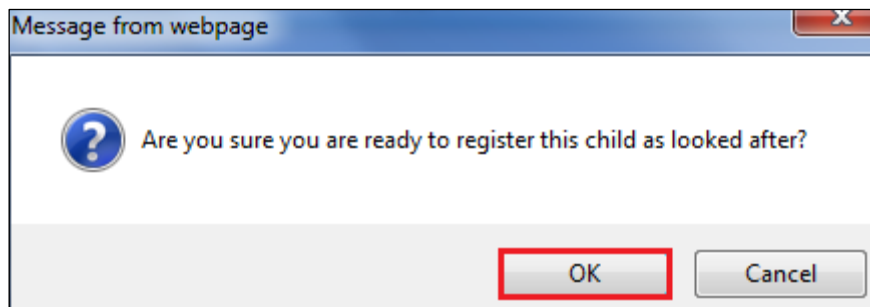
If you wish to cancel the Essential Information Record, click on “Cancel Draft Placement”

2. Progress To Looked After

- Once the “Child Becomes Looked After Screen” is complete and the Child is placed, click on “Progress to Looked After”



- Click on “OK”



- The “BLA” flag will change to “CLA” and the task to Create the CLA Care Plan will appear on screen.

The screenshot displays the 'Liquidlogic LCS' interface. At the top, it shows the user 'Reema Parmar' and navigation options like 'Home', 'Tiles', 'Help', 'Menu', 'System', and 'Find'. The main header identifies the child as 'Child: Jeremy Example 9 years (Ref: 562430)' with flags for 'CLA', 'CSE', and 'LEO'. A 'Full Map' sidebar on the left shows a flowchart starting from 'Child Looked After' and leading to 'Leaving CLA'. The main content area is titled 'Create CLA Care Plan' and shows an active task assigned to 'Maria Clarke' with a 'Pickup' status. The task started on 04-Mar-2021 and is due on 31-Mar-2020. Below this, there are tabs for 'Create CLA Care Plan', 'Task Details', and 'No Other Children'. The 'Plan Details' section includes a 'Plan Summary' with fields for Plan Revision (CLA Care Plan v1.0), Key Worker (Maria Clarke), Status (Draft), Effective From (11-Mar-2020), Effective To, Created By (Reema Parmar - WORKFORCE DEVELOPMENT TEAM), and Creation Date (04-Mar-2021 10:29). There are also links to view 'Part One Form' and 'Part Two Form'. An 'Actions' section contains a 'Print View' link. At the bottom, a 'Back to: Child Becomes Looked After' link is provided.