

LCS / Updating the Placement from BLA process for Placements and Fostering Team Training Manual Liquidlogic Children's Systems (LCS)

Author: Reema Parmar

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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.

-ideneigie				
Child: Jeremy Example	ə = 9 years (Ref: 562430) 🚨 🗟 🐣 🎒 🔁 📄	Essential Information		
Information Assessme	ent Consolidation Revisions			Close
(i) Copy Forward - Before Selected', or alternative	e starting the Assessment you have the option to copy forward the y (If you DO NOT want to copy forward any answers) click 'Start B	answers from the listed lank' to begin the Asses	previous Assessments. Select each of the Assessments you wish to include answers from and click 'Copy Forwa ment afresh.	rd
Copy Forward Selected Start Blan	k No Filter applied Update Filter Clear Filter			
Copy Forward - Copy answer	s forward from previous assessments			
Created	Assessment	Started By		
Example, Jeremy				
3 months ago	Review Health Assessment - 10+ Years (Tuesday, 1 December 2020, 16:14)	Maria Clarke		
6 months 2 weeks ago	IHA/RHA Consent Form (Tuesday, 18 August 2020, 17:24)	Maria Clarke		
6 months 2 weeks ago	Supplementary Information - Universal (Tuesday, 18 August 2020, 17:23)	🖉 Maria Clarke		
6 months 2 weeks ago	Supplementary Information - Universal (Tuesday, 18 August 2020, 10:37)	2 Maria Clarke		
6 months 2 weeks ago	Supplementary Information - Universal (Tuesday, 18 August 2020, 10:32)	Maria Clarke		
6 months 2 weeks ago	Supplementary Information - Universal (Tuesday, 18 August 2020, 10:28)	Maria Clarke		
6 months 2 weeks ago	IHA/RHA Consent Form (Tuesday, 18 August 2020, 10:27)	Ø Maria Clarke		
6 months 2 weeks ago	Supplementary Information - Universal (Tuesday, 18 August 2020, 10:11)	Maria Clarke		
6 months 2 weeks ago	IHA/RHA Consent Form (Monday, 17 August 2020, 13:48)	Maria Clarke		
6 months 2 weeks ago	Supplementary Information - Universal (Monday, 17 August 2020, 13:32)	Maria Clarke		
11 months 3 weeks ago	Initial Request for Placement (Wednesday, 11 March 2020)	Maria Clarke		
11 months 3 weeks ago	C & F Assessment (Wednesday, 11 March 2020)	Maria Clarke		
11 months 3 weeks ago	Referral Record (Wednesday, 11 March 2020)	Maria Clarke		
2 years 10 months ago	Contact Record (Wednesday, 4 April 2018)	Maria Clarke		
			J	

• 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) v	Tiles Help	Menu 🔻	System 🔻	Find v	Reema Parmar 🔻 🔍	
Child: Jeremy Exa	ample = 9 years (Ref: 562430)	📑 🚨 遵 🔁 📑 Essential Information							
Information Asse	ssment Consolidation Dele	egate Revisions						Save Finalise Assessment	FeAssign Close
🖶 Print 🕴	Essential Informati	on Record							
Essential Informati Placement Details "	A Placement Plan should be comple regular day care services and suppo	eted for all children and young people looked a ort foster care which does not include overnigh	fter away from home, inc it stays.	luding those re	ceiving short	break care. I	t may als	o be used for children and young p	people receiving
Professional Involv Previous and Curre	The Placement Plan details the arra	ingements for meeting a child or young person	's needs where responsit	vilities are divide	ed between a	a number of p	eople.		
Education Contact Details/Arr	A SEPARATE FORM MUST BE O	OMPLETED FOR EACH CHILD							
Child/Young Perso Dick Accommont	Preferred Name								_
Agreements for Chi Attachments (0)	Primary Address	43 Test STreet Example Toy Town Playshire							
	Postcode	D011 8EA							н
	Please state if address is: If Other, please give details below	O Home Address O Placement Address	s O Other						9 6
	Gender	MALE							
	DOB	15-Sep-2011							н
	Age	≈ 9 years							н
	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 Exa	ample ≈ 9 years (Ref: 562430)	🗟 🚨 😩 🔁 📄 Essential Information				
Information Asse	ssment Consolidation Dele	gate Revisions			Save Finalise Assessment ReAssign Ch	ose
Print F	Essential Information	on Record ted for all children and young people looked afte	r away from home, including those rece	eiving short break care. It may al	so be used for children and young people receiving	
 Placement Details [#] Preferrienal Involv 	regular day care services and suppo	rt foster care which does not include overnight s	tays.			
 Protessional Involv Previous and Curre Health Information 	The Placement Plan details the arrai	ngements for meeting a child or young person's	needs where responsibilities are divided	between a number of people.		
Education Contact Details/Arr	A SEPARATE FORM MUST BE CO	DMPLETED FOR EACH CHILD				
 Child/Young Perso Risk Assessment 	Preferred Name					
Agreements for Chi Attachments (0)	Primary Address	43 Test STreet Example Toy Town Playshire				
	Postcode	DO11 8EA				н
	Please state if address is: If Other, please give details below	\bigcirc Home Address \bigcirc Placement Address	O Other		9	6
	Gender	MALE				н
	DOB	15-Sep-2011				н
	Age	≈ 9 years				н
	Ethnicity	White British				
	Religion					
	Practicing	No				
	Languages					
	No Languages Recorded					
	Interpreter Required?	No				

Liquidlogic LCS	Home (1) 🔻 Tiles Help Menu 🔹 System 🔻 Find 🕷 Reema Parmar 🖲 🔍
🔎 Child: Jeremy Example = 9 years (Ref. 562430) 💄 🛅 🚜 (2) 🔂 📑 Espendal Information	
Information Assessment Delegate , Revisions ,	OK - ReAss n Gancel
Ressign Accessment	
Assignment Notes	
Assign To	

- 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".

Reject	Child Becon Reason: test	nes Looked After	-Mar-2020	
Request	Child Becomes Loo	oked After Task Details No Other Children ▼		
Looked After	Starting Episode of Care	Period of Care (Draft)	Placement (Draft)	
Greate are Plan	Draft Care Plan Plan Summary	Started On 11-Mar-2020 Notes See Placement Information Record and Care Pla	Started On Type of Placement	11-Mar-2020
enonal	PEPs Health Assessments	Update Period of Care	Address Postcode	null
Ucation Plan	Period of Care	CLA Legal Status (Proposed) Start Date 11-Mar-2020 Legal Status C2 FULL CARE ORDER View Full Details	Essential Information Record View Full Details Update Placement Add/View Statutory Visit Ru Cancel Draft Placement	Essential Information Record (In Progress) les for Placement
		Update Legal Status Start Draft CLA Care Plan		

• 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.

Liquidlogic LCS	Home (1	▼ Tile	s Help	Menu 🔻	System 🔻	Find v	Reema Parmar 🔻	Q,
Update Cancel - Update: Placement of: 11-Mar-2020								
Update Placement of: 11-Mar-2020								
Details Accornent Start Date 11-Mar-2020								
Period covered (in months)								
Placement Provider Placement Location Placement Location								
Update Placement Type								
Carer Details								
Select a Person as the Carer Select Care Provider								
Distance from Home								
Distance from Home (miles) Click here to work out distances based on post code								
Caution								
If yes, Name of this person Address (if known) Babilionnia to faild								
Resources of the second s								

- 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.

Liquidlogic LCS		Home (1) 🔻	Tiles	Help	Menu 🔻	System 🔻	Find v	Reema Parmar 🔻	Q,
Q Find Carer Reset Search									
Details	Allowed Children								
Dotails Local Akthority Case Number Sumane Gramane Gramane Date of Birth / Gender Date of Birth / Gender Date of Birth Age Poster Carer Gender Address House No. or Name Street Area Town Post Code Search Previous Addresses?	Allowed Children Age From Age To Gender Allowed Number of Children Number of Available Placements Number of Placed Children Carer Services Valid On Date Placement Code Placement Provider *	*							

• Below is an example of "Select Care Provider" Screen

• Details Local Authority Case Number Surname Forename		Carer Servic Valid On Date Placement Code Placement Provider	eS U4 - Foster Placement with other foster carer - long term v
• Age / Date Date of Birth Age	e of Birth / Gender		
	Details Local Authority Case Number Surname Forename Age / Date Date of Birth Age Foster Carer Ger	Details Local Authonity Case Number Surname Details Details Include records that sound similar Age / Date of Birth / Gender Date of Birth Age Foster Carer Gender v	Details Local Authority Carer Service Valid On Date Placement Code Placement Code Placement Provider Forename Include records that sound similar Age / Date of Birth / Gender Pace of Birth Age Foster Carer Gender

• Click on the Carer to be selected then "Select"

nd Carer Rock	Salari Car	ate Distribution	from a							
(and caree [and]	personal Lane	are surger								
kiery Results (1)										
ocal Authority / Agency	10 1	A. Furename	Surrame G	. Age	Address	Post Code 5	Prom	LANDE		
urrent Local Authority	610288	Plorence	Bishop PI	INALE 45 years	1 unknown	Unknown 1	14-Dec-2020			

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

iquidlogic LCS	Home	e (2) 🔻 👘	Tiles	Help	Menu 🔻	System 🔻	Find 🔻	Reema Parmar 🔻	Q,
Update Cancel - Update: Placent	nent of: 11-Mar-2020								
Update Placement of: 11-Mar-202	20								
Details									
Placement Start Date	11-Mar-2020								
Period covered (in months)	0								
Type of Placement	U6 - Foster Placement with Other Foster Carer - Not Long Term or FFA or Concurrent P	Planning *	4 4						
Placement Provider	PR1 - Own provision by LA		*						
Placement Location	Inside LA Boundary		٠						
Ofsted Placement Type	POF3 - Short Term		*						
	Click here for an explanation of the Placement Codes								
Update Placement Provider and F	Placement Location based on Carer and Type of Placement								
Carer Details									
Carer Details	Foster Carer: Florence Bishop 1 unknown								
Approved Kinchin Caror	Unknown								
Select a Person as the Carer									
Select Care Provider									
Distance from Home									
Distance from Home (miles)	387.0								
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	Mr & Mrs Example								
Address (if known)									
Relationship to Child	Father and Mother								

• 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.

Liquidlogic LCS			Home (1) ▼ Tiles	Help	Menu 🔻	System 🔻	Find 🔻	Reema Parmar 🔻	Q,
Update Cancel - Update: Placeme	ent of: 11-Mar-2020								
	Ø Distance calculator - Section 1 - x +			-					
Update Placement of: 11-Mar-202	\leftarrow \rightarrow \mathcal{O} \bigcirc \bigcirc $ $ \bigcirc https://d	ccount.buckscc.gov.uk/service/Distance_c	alculator?p 🏠 🏫	(
Details	Buckinghamshire		Search		٩				
Placement Start Date	Residents Business Abou	Your Council Contact Us		Register	opin				
Period covered (in months)		TOUR COMMENT CONTRACT ON		ingener .	ะงานแ				
Type of Placement	Home								
Placement Provider									
Placement Location									
Ofsted Placement Type	Distance calculato	ſ							
Update Placement Provider and F	Postcode 1 *	hp20 5rl		✓					
Carer Details	No result for this postcode, please try another								
Carer Details									
	Postcode 2 *	cm7 9ru		✓					
Approved Kinship Carer	Distance (in miles) *	384.3							
 Select a Person as the Carer Select Care Provider 									
Distance from Home	-								
Distance from Home (miles)	X Cancel								
Click here to work out distances I									
Caution	All Services								
If yes, Name of this person	Contact Us Cookies Privacy								

• 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.

V.1.1

HP	22 5AU
Approved Kinship Carer	~
 Select a Person as the Car 	er
Select Care Provider Clear Carer details	
Clear Carer details	
Distance from Home	,
Distance from Home (miles)	13.7
Click here to work out dist	ances based on post code
Caution	
	✓ Is there anyone who should not know the address?
If yes, Name of this person	S Is there anyone who should not know the address?
If yes, Name of this person Address (if known)	Is there anyone who should not know the address? Frank Castle Address
If yes, Name of this person Address (if known)	Is there anyone who should not know the address? Frank Castle Address Eathor
If yes, Name of this person Address (if known) Relationship to Child	Is there anyone who should not know the address? Frank Castle Address Father
If yes, Name of this person Address (if known) Relationship to Child	Is there anyone who should not know the address? Frank Castle Address Father
If yes, Name of this person Address (if known) Relationship to Child • Out of Hours Contac	Is there anyone who should not know the address? Frank Castle Address Father
If yes, Name of this person Address (if known) Relationship to Child • Out of Hours Contact Name	Is there anyone who should not know the address? Frank Castle Address Father
If yes, Name of this person Address (if known) Relationship to Child Out of Hours Contact Name Emergency Soc Tolephone Discovered	Is there anyone who should not know the address? Frank Castle Address Father t ial worke
If yes, Name of this person Address (if known) Relationship to Child Out of Hours Contac Name Emergency Soc Telephone 159582746	Is there anyone who should not know the address? Frank Castle Address Father t ial worke
If yes, Name of this person Address (if known) Relationship to Child Out of Hours Contact Name Emergency Soc Telephone 0159582746	Is there anyone who should not know the address? Frank Castle Address Father
If yes, Name of this person Address (if known) Relationship to Child Out of Hours Contact Name Emergency Soc Telephone 0159582746 Emergency Detail:	Is there anyone who should not know the address? Frank Castle Address Father t Ial worke
If yes, Name of this person Address (if known) Relationship to Child Out of Hours Contact Name Emergency Soc Telephone 0159582746 Emergency Details	Is there anyone who should not know the address? Frank Castle Address Father
If yes, Name of this person Address (if known) Relationship to Child Out of Hours Contact Name Emergency Soc Telephone 0159582746 Emergency Detail: If the Placement Plan is requ When the Eoster Carer's det	Is there anyone who should not know the address? Frank Castle Address Father it ial worke alired out of hours and the Foster Carer is not set up on LCS fill in the carer details be alis are added to LCS you will need to come back and undate the placement record.
If yes, Name of this person Address (if known) Relationship to Child Out of Hours Contact Name Emergency Soc Telephone D159582746 Emergency Detail: If the Placement Plan is requ When the Foster Carer's details.	Is there anyone who should not know the address? Frank Castle Address Father It Ial worke Ist Ist out of hours and the Foster Carer is not set up on LCS fill in the carer details be alls are added to LCS you will need to come back and update the placement record
If yes, Name of this person Address (if known) Relationship to Child Out of Hours Contact Name Emergency Soc Telephone 0159582746 Emergency Detail: If the Placement Plan is requ When the Foster Carer's details. Name	Is there anyone who should not know the address? Frank Castle Address Father It Ial worke Ist Ial worke Ist Ial worke Ist

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

uest to Reject Request	Child Becom Reason: test Active Task: A Reem Child Becomes Loc	nes Looked After na Parmar (Reassign) Started: 18-Aug-2020 (ked After Task Details No Other Children v	Due: 12-Mar-2020	
d becomes Looked After	Progress to Looked After	Cancel CLA		
	Starting Episode of Care	Period of Care (Draft)	Placement (Draft)	
Greate Care Plan	Draft Care Plan Plan Summary PEPs	Started On 11-Mar-2020 Notes See Placement Information Record and Care Plan	Started On Type of Placement Provider	11-Mar-2020 UG - Foster Placement with Other Foster Carer - Not Long Term or FFA or Concurrent Planning PR1 - Own provision by LA
Persenal Education Plan	Period of Care	Update Period of Care	Location Career Name	Inside LA Boundary
		CLA Legal Status (Proposed) Start Date 11-Mar-2020	Address Postcode	1 unknown Unknown
		Legal Status C2 FULL CARE ORDER	Essential Information Record	Essential Information Record (In Progress)
		 View Full Details Update Legal Status Start Draft CLA Care Plan 	View Full Details Update Placement Add/View Statutory Visit Ru Cancel Draft Placement	les for Placement
	Back to: Place into Accom	modation		

• The screen will now appear as below.

Request to Place into Request	Child Becon Reason: test Active Task: & Reen	nes Looked After na Parmar (Reassign) Started: 18-Aug-2020 I	Due: 12-Mar-2020	
	Child Becomes Log	oked After Task Details No Other Children 🔻	-	
Child becomes Looked After	Progress to Looked After Starting Episode of Care Draft Care Plan Plan Summary PEPs Health Assessments	Period of Care (Draft) Started On 11-Mar-2020 Notes See Placement Information Record and Care Plan	Placement (Draft) Started On Type of Placement Provider	11-Mar-2020 UG - Foster Placament with Other Foster Carer - Not Long Term or FFA or Concurrent Planning PR1 - Own provision by LA
Education Plan	Period of Care	Update Period of Care CLA Legal Status (Proposed) Start Date 11-Mar-2020	Location Carer Name Address Postcode	Inside LA Boundary Foster Carer: Florence Bishop 1 urknown Unknown
		Legal Status C2 FULL CARE ORDER • View Full Details • Update Legal Status • Start Draft CLA Care Plan	Essential Information Reco View Full Details Update Placement Add/View Statutory Visit Cancel Draft Placement	rd Essential Information Record (In Progress)
	Back to: Place into Accom	modation		

1.2. Add Statutory Visit Rule For Placement

• Click on "Add/View Statutory Visit Rule for Placement"

Legal Status C1 INTERIM CARE ORDER	Placement Plan Placement Plan (Completed)	
 View Full Details Update Legal Status Start Draft CLA Care Plan 	View Full Details Update Placement Add/View Statutory Visit Rules for Placement Cancel Draft Placement	

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

Liquidlogic Children and Families				
Create Cancel	New Rule for Placement			
New Placement V	isit Rule for Liam Cameron			
• Rule Details				
Rule	•			
Applicable From				
Applicable Until				

Create Cancel	- New Rule for Placement	٦				
New Placeme	New Placement Visit Rule for Charlotte Cameron					
Rule Detai	Rule Details					
Rule	Interim Placement - not permanent	1				
Rule Details	3.135 The child should be voiced within one week of the start of the child's first placement and within one week of the start of any subsequent placement [reg28(2)(a)] Thereafter, the child must be visited at intervals of not more than six weeks [reg38(2)(x)(a)]	1				
Applicable From	26.03.2015 × 🖽					
Applicable Until						
Other Rule	Other Rules for Placement					
No statutory visit	t rules applied to this placement					

• Click on "Create

Child becomes Looked After Progress to Look	
Draft Care Plan Charterd On 11 May 2020	
Create Plan Summary Notes See Placement Information Record Type of Placement Up PEPs Pent Health Assessments Provider PP	1-Mar-2020 6 - Foster Placement with Other Foster Carer - Not Long Term or FFA r Concurrent Planning RI - Own provision by LA
	iside LA Boundary soter Carer, Florence Bishop unknown riknown
Legal Status C2 FULL CARE ORDER = Solelian information Record en > View Full Details = View Full Details = Update Placement > Update Legal Status = Update Placement > Start Draft CLA Care Plan = Cancel Draft Placement	for Placement []]
Back to: Place into Accommodation	

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"

Map CLOCAI Map Reject no Reject Request	Child Becom Reason: test Active Task: & Reen	nes Looked After na Parmar (Reassign) Started: 18-Aug-2020 I	Due: 12-Mar-2020	
child becomes Looked After	Child Becomes Loo Progress to Looked After	Cancel CLA	,	
	Starting Episode of Care	Period of Care (Draft)	Placement (Draft)	
Greate	Plan Summary	Started On 11-Mar-2020	Started On Type of Placement	11-Mar-2020
Care-Plan	PEPs	Notes See Placement Information Record and Care Plan	Type of Flatentein	or Concurrent Planning
Personal	Health Assessments	Update Period of Care	Provider	PR1 - Own provision by LA
Plan	Period of Care		Carer Name	Foster Carer: Florence Bishop
		 CLA Legal Status (Proposed) 	Address	1 unknown
		Start Date 11-Mar-2020	Fostcode	Ecceptial Information Record (In Program)
		Legal Status C2 FULL CARE ORDER	Caseridal Information Reta	sa esendar mormador record (in Progress)
		 View Full Details Update Legal Status Start Draft CLA Care Plan 	View Full Details Update Placement Add/View Statutory Visit Cancel Draft Placement	Rules for Placement
	Back to: Place into Accom	modation		

• Click on "OK"



• The "BLA" flag will change to "CLA" and the task to Create the CLA Care Plan will appear on screen.

Liquidlogic LCS		Tiles Help Menu 🔻 System 🔻 Find 🔻 Reema Parmar 🔻 🔍
Child: Jeremy Example 9 years (Ref:	562430) 🚨 📑 🚨 🔁	
♣ Full Map ● Local Map ▼ Create Pathway Han Care Han Pathway Han	Create CLA Care Plan ctive Task: Maria Clarke Pickup Started: 04-Mar-2021 Due: 31-Mar-20 Create CLA Care Plan Task Details No Other Children v	20
CLA Review Pla	n <u>Details</u> • Plan Details	Actions
Gare-Plan	Plan Revision CLA Care Plan V1.0 Key Worker Maria Clarke Status Draft	> Print View
Child Assessment and Progress Record	Effective From 11-Mar-2020 Effective To	
After Domestic Adoption	Created By Reema Parmar - WORKFORCE DEVELOPMENT TEAM Creation Date 04-Mar-2021 10:29	
Stop-Adoption	Forms: CLA Care Plan v1.0 View Part One Form	
Child's	View Part Two Form	
Permanence Report Back	to: Child Becomes Looked After	
Leaving GLA		