

LCS / Updating the Placement Training Manual for Children's Services

Liquidlogic Children's Systems (LCS)

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1.1. Updating the child's placement.

When adding a new placement on a child's record, ensure you are on the Current Episode of Care. To ensure you are on the correct page, click on this

icon : the case pathway.



This user guide will show you how to update the Essential Information Record (EIR).

Please keep in mind the "Create a Placement Plan for New Placement" is now called "Create Essential Information Record for New Placement" on the live system as shown below.

• Click on the "Create a Placement Plan for New Placement" (Create New Essential Information Record for Placement) then click "OK"

e Start an Pathway Plan	Child Looke	d After na Parmar (Reassign) Started: 22-Sep-2016 ils Decisions Task Details No Other F	Due: unspecified	
Update Care Plan Personal Efurstion Plan	Current Episode of Care Active Care Plan Plan Summary Visits	Active Period of Care Started On 25-Feb-2015 Notes	Placement Started On Type of Placement Provider	25-Feb-2015 U6 - Foster Placement with other foster carer - not long term or FFA PR1 - Own provision by LA
Assessment and Progress Record	PEPs Health Assessments Period of Care	Update Notes CLA Legal Status Start Date 25-Feb-2015	Location Carer Name Address	Inside LA Boundary Foster Carer: Ava Rook 7 Care Street Carewidh Carewille
Stop Adoption Strengths and Difficulties Permanence		Legal Status CL INTERIM CARE ORDER	Postcode Essential Information Reco View Full Details Update Placement Add/View Statutory Visit Create New Revision of E	HP22 SAU rd Essential Information Record (Completed) Rules for Placement [] Ssential Information Record for Placement
ng		Create an Essential Information Record for a n Create an Essential Information Record for a n	ew Placement ew Temporary Placement	



• From the "Copy Forward" screen, click on the checkbox above the child's name. Any siblings will <u>not</u> have their information copied forward.

Information	Assessment	Consolidation Revisions				
Copy Forward - Before starting the Assessment you have the option to copy forward the answers from the listed previous Assessments. Select each you DO NOT want to copy forward any answers) click 'Start Blank' to begin the Assessment afresh. Copy Forward Selected Start Blank No Filter applied Update Filter Clear Filter						
Copy Forward - C	opy answers forwar	d from previous assessments				
✓ Created		Assessment	Started By			
Cameron, Charl	otte (14 years)					
Imonths ago Imonthago Imonths ago Imonths ago						
Copy Sideways -	Copy answers acros	s from related service users	Started By			
Cameron Chris	tian (13 years)	research	Started by			
11 months	ago	CLA Request for Child to be Looked After (Wednesday, 18 February 2015)	G CIN Worker 1			

• The Essential Information Record will display as below (if copy forward was used, the "C" flag will indicated copied fields). The "M" shows the merged non editable fields.

Liquidlogic Child	Iren and Families		Home (1) 🔻	Tiles Help	Menu 🔻	System 🔻	Find v	CLA Manager 1 🔻	Q,	
Child: Alice Aqua	rius2 10 years (Ref: 501025) 🔎 📮	🖹 🐣 😩 🔁 📄 Essential Information								
Information Asses	sment Consolidation Delegate	Revisions						🖬 Save	Finalise	ReAssign Close
😝 Print 🕴	Essential Information R	lecord								
Essential Informati	A Placement Plan should be completed for a and support foster care which does not incl	all children and young people looked after away fro ude overnight stays.	om home, including th	ose receiving sh	ort break care	It may also be	used for chi	lidren and young people	e receiving reg	ular day care services
 Placement Details Professional Involv 	The Placement Plan details the arrangement	ts for meeting a child or young person's needs wh	ere responsibilities are	divided betwee	n a number of	people.				
Previous and Curre										
Education	A SEPARATE FORM MUST BE COMPLE	TED FOR EACH CHILD								
Contact Details/Arr Child/Young Parco	Preferred Name									_
Risk Assessment	Primary Address	1 Anderson Close Stokenchurch								-
Agreements for Chi		High Wycombe Buckinghamshire								
Stage: Complete the	Postcode	HP14 3QN								
Assessment	Please state if address is: If Other, please give details below	Home Address O Placement Address	O Other							a t <mark>≥</mark>
	Gender	FEMALE								
	DOB	01-Jan-2010								
	Age	10 years								
	Ethnicity	White British								
	Religion	BAPTIST								
	Practicing	No								
	Languages									

• Complete the form – entering as much information as possible.

Note: Some of the boxes in this form will auto populate so keep this in mind when completing the EIR.

1.1.1. Updating The Placement Record – Recording The Carer

- Click on the "Placement Details" sidebar.
- Navigate to the bottom of the screen click on the "Update this Placement Record" link.

Information Assesse	ment Consolidation , Revisions ,	
😝 Print 🕴	Carer Name	
Essential Informati	Address	
 Placement Details ^{CHI} 	Distance from Home (miles)	
 Professional Involv 	ShortBreak	
 Previous and Curre 	Caution	
 Health Information * 	Is there anyone who should not know the	No
 Education * 	address?	
Contact Details/Arr	If yes, Name of this person	
Child/Young Perso Risk Assessment	Address (# known)	
Agreements for Chi	Passardening to Crime	
Attachments (0)	Out of Hours Contact	
Stage: Complete the	Name	
Assessment	Telephone	
	Reason for Placement	Update this macement Hécord

• 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.

Update LCS Placeme	nt	
Details		
Placement Start Date		
Period covered (in mont	hs) 0	
Type of Placement	U6 - Foster Placement with other foster carer - no	t long term or FFA 👻 💎
Placement Provider	PR1 - Own provision by LA	
Placement Location	Inside LA Boundary	<u>.</u>
Ofsted Placement Type		
Ofsted Placement Type Reason Previous Placem	ent Ended Other	Codes
Ofsted Placement Type Reason Previous Placem > Update Placement Pro Carer Details Carer Details	Foster Carer: Allson Bishop Care With	: Codes ement
Ofsted Placement Type Reason Previous Placem > Update Placement Pro • Carer Details Carer Details	Foster Carer: Alison Bishop 5 Care Street Carewich HP22 SAU	: Codes ment

- 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.

Liq	uidlogic Children and Families	Horr
Q,	Find Carer Reset Search	
Q	Find Carer Reset Search • Details	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
	Area Town Post Code Search Proving & Addresses?	

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

Details Local Authority Case Number Grename Include records that sound similar Age / Date of Birth / Gender Date of Birth / Ge	٩	Find Carer Reset Search	U.
		Details Local Authority Case Number Surname Grename Include records that sound similar Age / Date of Birth / Gender Date of Birth Age Foster Carer Gender V	Carer Services Valid On Date Placement Code V4 - Foster Placement with other foster carer - long term Placement Provider

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

Liqu	idlogic Childre	en and	Fa	amil	ies					Home	Help	Menu 🔻	Syste
Q,	Find Carer Back	k <u>S</u> el	ect		Printable View	1							
Resul	ts: [1] [2]												
	Query Results (22)												
•	Local Authority / Agency	ID	1	Α.	Forename	Surname	G.	Age	Address	Post Code	S.	From	Until
1	Current Local Authority	500392			Blake	Aquarius	FEMALE	46 years	22 Care Street, Carewich, Caresville	HP22 5AU	5	01-Jan-2000	
2	Current Local Authority	500374			Belinda	Aries	FEMALE	46 years	12 Care Street, Carewich, Caresville	HP22 5AU	5	01-Jan-2000	
3	Current Local Authority	500383			Alison	Bishop	FEMALE	46 years	5 Care Street, Carewich, Caresville	HP22 5AU	2	01-Jan-2000	
4	Current Local Authority	500380			Beth	Cancer	FEMALE	46 years	15 Care Street, Carewich, Caresville	HP22 5AU	5	01-Jan-2000	
5	Current Local Authority	500390			Bailey	Capricorn	FEMALE	46 years	21 Care Street, Carewich, Caresville	HP22 5AU	5	01-Jan-2000	
6	Current Local Authority	500385			Alicia	Castle	FEMALE	46 years	6 Care Street, Carewich, Caresville	HP22 5AU	2	01-Jan-2000	

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

Details				
Placement Start Dat	e	18-Jun-2020		
Period covered (in n	nonths)	0		
Type of Placement		U6 - Foster Placement with other foster carer - not long term or FFA 💌 📌		
Placement Provider		PR1 - Own provision by LA		
Placement Location		Inside LA Boundary 👻		
Ofsted Placement Type				
Reason Previous Placement Ended		Other 👻		
Update Placement	Provider and P	Click here for an explanation of the Placement Codes lacement Location based on Carer and Type of Placement		
Carer Details				

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

1.1.2. 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.

Update Cancel - Update: Placement of: 26-Mar-	2015	
Placement Location Inside LA Boundary Solick here for an ex Update Placement Provider and Placement Location	🕞 🔄 http://www.educatio 🔎 - C 🖾 DfE, In Your Area 🗙	י אימ אימ
Carer Details	File Edit View Favorites Tools Help 🔌 🕲 LCS TRNG 1 🎯 LCS Live 🎯 Liquidlogic TRNG2 Master ²⁰ 🏠 👻 🖾 🖝 🖛 👻 Page 👻 Safety 🛩 Tools 🕶	0-
Carer Details Foster Carer: Alison Bishop 5 Care Street	Education and Skills In Your Area	_,
Caresville HP22 SAU	Postcode Distances	In 1
Select a Person as the Carer Select Care Provider Clear Carer details	This tool allows users to calculate the straight line distance between two UK postcodes. The distances are given in both miles and metres.	+ H + N
Distance from Home	Please note that results obtained from this tool are based on the postcode area mean and as such should not be used as the definitive measure of distance for school admissions or other purposes.	- G - N - D
Distance from Home (miles)	To calculate the straight line distance between two postcodes, enter the postcodes below:	+ IE + E
+ Click here to work out distances based on post code	First postcode:	
A4151 0001	Second postcode:	Qu
Caution	Calculate	+ D
If yes, Name of this person	Distance between HP135YB and HP225AU is around 13.6 miles (21954 metres).	+ S peri

• 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.

Liquidiogic Children and Families
Update Cancel - Update:
HP22 SAU Approved Kinship Carer Select a Person as the Carer Select Care Provider Clear Carer details
Distance from Home Distance from Home (miles) 13.7 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 Frank Castle Address (if known) Address Relationship to Child Father
Out of Hours Contact Name Emergency Social work Telephone 0159582746
Emergency Details 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

1.1.3. Reassigning the form to Social Worker

• Once the placement has been added, you part on the form is complete, entered, select "Reassign"

Child: Alice Aqua	rius2 10 years (Ref: 501025) 🙎 📑	🚨 😩 🔁 📄 Essential		
Information Asses	ssment Consolidation Delegate	Revisions	Save Finalise	ReAssign Close
😝 Print 🕴	Agreements for Child/Y	oung Person to be accommodated by Paren	t/Person with Parental Responsibility	
Essential Informati	I/we agree to (child/young person)	Alice Aquarius2		° 🛛 🔒
Placement Details	Being accommodated by (local	Buckinghamshire County Council		° 🛛 🔒
 Professional Involv 	authority/other agency)			
 Previous and Curre 				
 Health Information * 	Name (please print)	Miss Lily Aquarius2		° 😡 🔒
 Education 	Signature			9 6
Contact Details/Arr	Date	19.02.2015		° Ø 6
Child/Young Perso Sick According to Perso				
Kisk Pasessmenk Annorments for Chi	A			
E Attachments (0)	Name (please print)			🔊 🗄
Stane: Complete the	Signature			S 🔂
Assessment	Date			⊗ 6

Note: If you haven't entered the "Placement Plan Completed" date, LCS will prompt you.



• The essential information record should look as below:

uo mo	D Local Map V	Child Looked A	fter ger 1 (Reassign) Started: 28-5	ep-2016 Due: ur	specified			
are Plan	Pathway Plan	Looked After Details	Decisions Task Details	No Other Childr	ren 🔻		9	
	CLA Review	Current Episode of Care	Active Period of Care	• Placement		Placement (D	iraft)	
Child Looked After	Update Care Plan	Update Cere Plan Photoson Plan Photoson Plan Person	Started On 25-Feb-2015 Notes • Update Notes • CLA Legal Status Start Date 25-Feb-2015 Lead Status CL INTERIM	Started On Type of Placement	25-Feb-2015 U6 - Foster Placement with other foster carer - not long term or FFA	Started On Type of Placement	18-Jun-2020 18 U6 - Foster Placement with other foster carer not long term or FFA PR1 - Own provision by LA	
	Personal Education Plan			Provider	PR1 - Own provision by LA	Provider		
	Assessment and Progress Record			Location Carer Name Address	Inside LA Boundary Foster Carer: Ava Rook 7 Care Street Carewich Carewile H922 Suit	Location Carer Name Address Postcode	Inside LA Boundary Foster Carer: Alison Bishop 5 Care Street Carewich Caresville HP22 SAIL	
			CARE ORDER	Placement Plan	Placement Plan (Completed)	Placement Plan	Placement Plan (Completed)	
	Strengths and Diffoulties Child's Permanence Report		 View Full Details Change Legal Status (will end previous one) 	View Full Details Update Placement Add/View Statutory Volt Rules for Placement E treate New Revision of Placement Plan for Placement		View Full Details Make Placement Ive Update Placement Update Placement View Revision of Placement Cracets New Revision of Placement Plan for Placement Cracet Date Reservent		

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

Full Map Create are Plan	E Local Map V	Child Looked A Active Task: CLA Manage	fter ger 1 (Reassign) Started: 28-5	ep-2016 Due: ur	specified		
	CLA Review	Looked After Details Current Episode of Care	Decisions Task Details Active Period of Care	No Other Children Placement	en v	Placement (D	raft)
Chád Looked After	Update Care Pan Personal Education Plan Assessment and Progress Record Domestic Adoption	Active Care Pan Pan Summary Valts PEPs Hoalth Assessments Period of Care	Stanto No. 2546-2015 Notes	Started On Type of Placement Provider Location Carer Name Address Postcode	25-Feb-2015 U6 - Foster Placement with other foster carer - not long term or FFA PR1 - Own provision by LA	Started On Type of Placement Provider Location Carer Name Address Postcode	18-Jun-2020 4. US - Foder Placement with other foster carer not long term or FFA PRL - Own providen by LA Invide LA Boundary Foder Carer, Naon Bishop 5 Gare Street Carerold Carerold Caresolle HP22 SAU
					Inside LA Boundary Foster Cares: Ava Rook 7 Care Street Carewich Caresville H922 SAU		
	Stop Adoption Strengths and Difficulties Child's Premanence Report			Pacement Ren (Completed) Vew Full Details v Update Placement v Update Placement Add/blew Statutary Voit Rules for Placement []] Create New Revision of Placement Plan for Placement		Placement Plan Placement Plan (Completed) Verv Fall Details Make Placement Liv Update Placement Liv Add/Were Studoy Valk Rules for Placement [] Craces User New Revision of Placement Plan for Placement Casce User New Revision	

1.2. Making the Placement Live.

• Once you have finalised the essential information record you will now need to make the placement live as shown below.

Map 🔒 Local Map 🔻	Child Looked A	fter	on 2016 Duot u	muthed			
e Start an Pathway Plan	Looked After Details	Decisions Task Details	No Other Child	ren v			
C.A Review	Current Episode of Care	Active Period of Care	Placement		Placement (D	iraft)	
Update Care Plan	Active Care Plan Plan Summary Visits	Started On 25-Feb-2015 Notes	Started On Type of Placement Provider	25-Feb-2015 U6 - Foster Placement with other foster carer - not long term or FFA PR1 - Own provision by LA	Started On Type of Placement Provider	18-3an-2020 III Us - Fodder Plexement with other foster carer nd long term or FFA PRL - Own providen by LA Inside LA Boundary Foder Carer, Nion Bishop 5 Care Street Carerwille He22 SUU	
Assessment and Progress Record	PEPs Health Assessments Period of Care	CLA Legal Status Start Date 25-Feb-2015 Legal Status CLINTERIM	Location Carer Name Address Postcode	Inside LA Boundary Foster Carer: Ava Rook 7 Care Street Carewidh HP22 SAU	Location Carer Name Address Postcode		
Stop Adoption Strengths and Difficulties Child's Permanence Report		View Full Details View Full Details Change Legal Status (will end previous one)	Placement Plan View Full Details Update Placemer Add/View Statute Create New Revie	Placement Plan (Completed) t, ry Visit Rules for Placement [] ion of Placement Plan for Placement	Bacement Ran (Completed) View Full Details View Full Details Posse Newment Com Compare Tables for Placement (Complete Tables New Revision of Placement Ren for Placement Complete Table Newment		

• You will then need to update the "Statutory Visit Rules for Placement" by adding your rule code, from when this will be applicable date and then press "Create".

quidlogic	Children and Families	Home (4) 🔻	Tiles	Help	Menu 🔻	System v	Find 🔻	CLA Manager	1 🔻 🔍	2	
reate Cancel	• New Rule for Placement										
New Placemen	t Visit Rule for Alice Aquarius2										
Rule Detail:	3										
Rule Details Applicable From Applicable Until	Idonim Placement - not permanent 3.15% The Titld should be violater within one week of the start of the child's first placement and within one w weeks for the risk year(2017)(b) Viols during subsequent years must also take place at intervisis of not in [8-Jan-2020]	week of the start o more than six week	f any subse is (reg28(2	squent plac !)(c)(ii)]	ement (reg	28(2)(a) There	safter, the ch	ild must be visite	d at interv	als of not more th	• nan six
Other Rule No statutory visit	s for Placement rules applied to this placement										
Rules for P None	lan										

• The placement will no longer show as "Placement (Draft)" and will now be a live placement.

← Full Map Create Care Plan	d: Alice Aquarius2 10 year R G Local Map V Start Pathway Plan	(Ref. 501025)	(4) (5) (5) (1) (1) (1) (2) (Due: unspecified Children v		
Child Looked After	CLA Revery Update Personal Bucketon Plan Personal Progress Record Domesis: Adigston Stop Adigston Stop Adigston	Carrent Episode of Care Active Care Plan Plan Summary Visits PEPs Health Assessments Period of Care	Active Period of Care Statution 25feb-2015 Note Update Notes CLA Legal Status Statu Data Statu Data Statu Data Statu Data Statu Data CLM Legal Status CLM Legal Status Classes (will end previous one)	Placement Started On Type of Placement Provider Location Corren Name Address Postcode Placement Plan Vew Full Details Update Placement Address	18-Jun 2020 US - Foster Resensert with other faster carer - not long term or FFA REI - One provision by LA Institute LA Roundby Foster Carers, Riscon Biologo S Care Strate Reserved Reserved Placement Rein (Completed)	
Leaving CLA	Child's Permanence Report	Back to: Child Becomes Looked	Create a Placement Plan for a new Placement Create a Placement Plan for a new Temporary F After	Create New Revie	of Placement Plan for Placement	J