



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

**Liquidlogic Children's Systems (LCS)**

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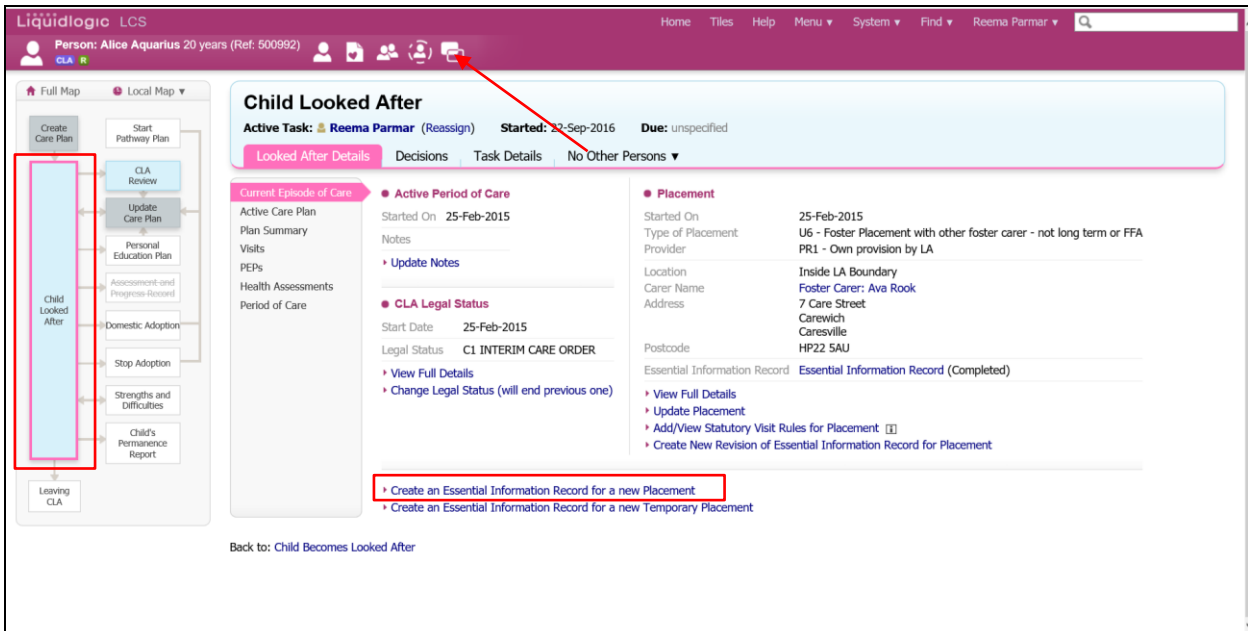
**DOCUMENT HISTORY**

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<b>19.06.2020</b>	<b>J. VINCE</b>	<b>1.0</b>	DRAFT VERSION
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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.

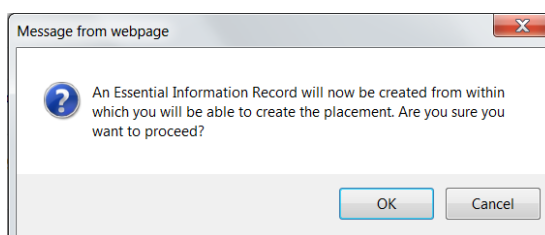
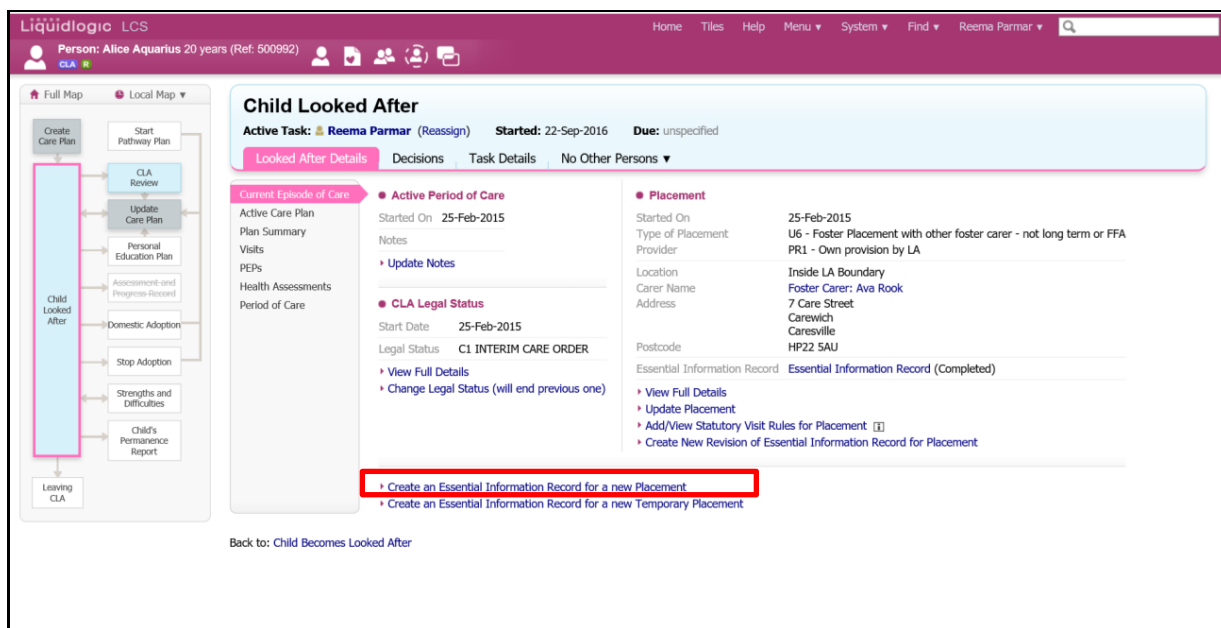


The screenshot shows the Liquidlogic LCS interface for a Child Looked After (CLA) record. The top navigation bar includes 'Home', 'Tiles', 'Help', 'Menu', 'System', 'Find', and 'Reema Parmar'. The main content area is titled 'Child Looked After' and shows the active task 'Reema Parmar (Reassign)' with a start date of '22-Sep-2016'. The 'Current Episode of Care' section includes 'Active Period of Care' (Started On: 25-Feb-2015) and 'CLA Legal Status' (Start Date: 25-Feb-2015, Legal Status: C1 INTERIM CARE ORDER). The 'Placement' section shows details for a foster placement starting on 25-Feb-2015, provided by 'PR1 - Own provision by LA'. A red box highlights the link 'Create an Essential Information Record for a new Placement' at the bottom of the page.

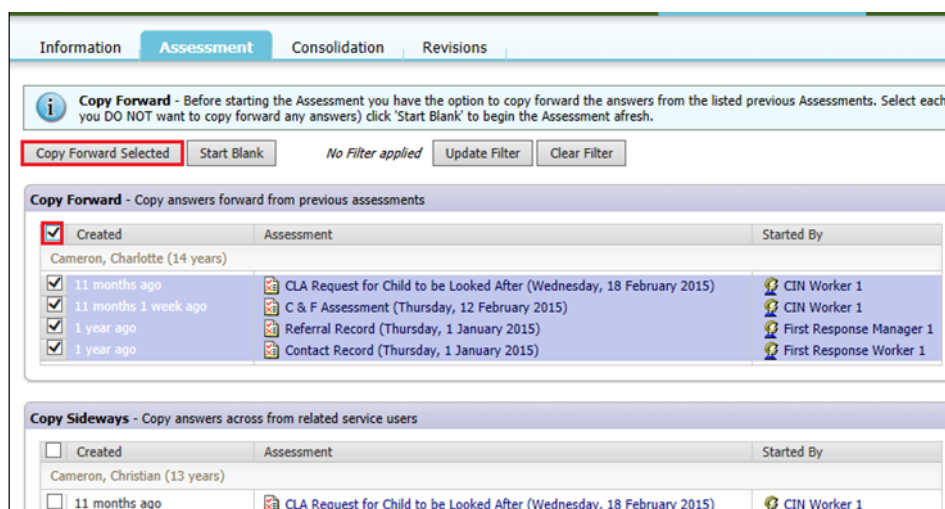
This user guide will show you how to update the Essential Information Record (EIR).

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”



- From the “Copy Forward” screen, click on the checkbox above the child’s name. Any siblings will not have their information copied forward.



- 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.

**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: 1 Anderson Close  
Stokenchurch  
High Wycombe  
Buckinghamshire

Postcode: HP14 3JN

Please state if address is:  Home Address  Placement Address  Other

Gender: FEMALE

DOB: 01-Jan-2010

Age: 10 years

Ethnicity: White British

Religion: BAPTIST

Practising: 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.

**Placement Details**

Carer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Distance from Home (miles): \_\_\_\_\_

Shortbreak: \_\_\_\_\_

**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: \_\_\_\_\_

Reason for Placement: \_\_\_\_\_

[Update this Placement Record](#)

- 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”

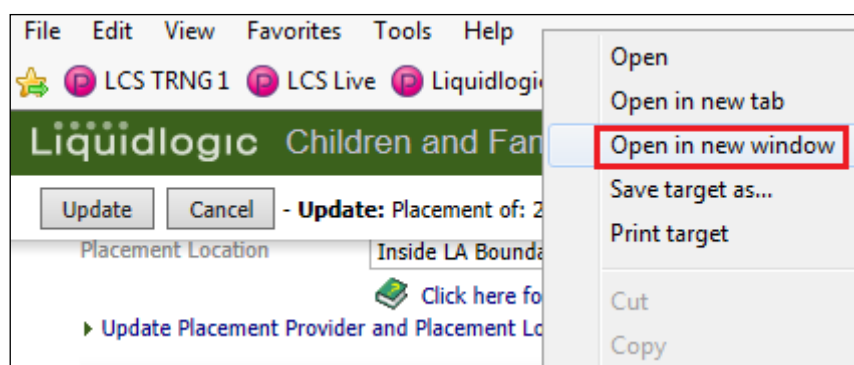
Local Authority / Agency	ID	I	A.	Forename	Surname	G.	Age	Address	Post Code	S.	From	Until
Current Local Authority	500392			Blake	Aquarius	FEMALE	46 years	22 Care Street, Carewich, Caresville	HP22 5AU	5	01-Jan-2000	
Current Local Authority	500374			Belinda	Aries	FEMALE	46 years	12 Care Street, Carewich, Caresville	HP22 5AU	5	01-Jan-2000	
Current Local Authority	500383			Alison	Bishop	FEMALE	46 years	5 Care Street, Carewich, Caresville	HP22 5AU	2	01-Jan-2000	
Current Local Authority	500380			Beth	Cancer	FEMALE	46 years	15 Care Street, Carewich, Caresville	HP22 5AU	5	01-Jan-2000	
Current Local Authority	500390			Bailey	Capricorn	FEMALE	46 years	21 Care Street, Carewich, Caresville	HP22 5AU	5	01-Jan-2000	
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”.

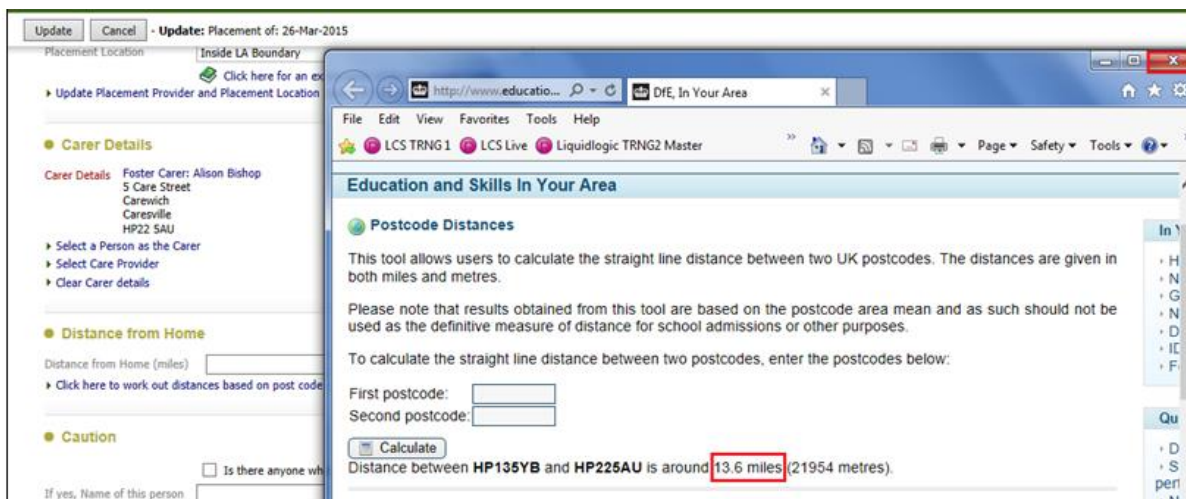
- If your search has no results you can send a request to LCS Support Mailbox [lcssupport@buckinghamshire.gov.uk](mailto:lcssupport@buckinghamshire.gov.uk) for further assistance.

### 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.

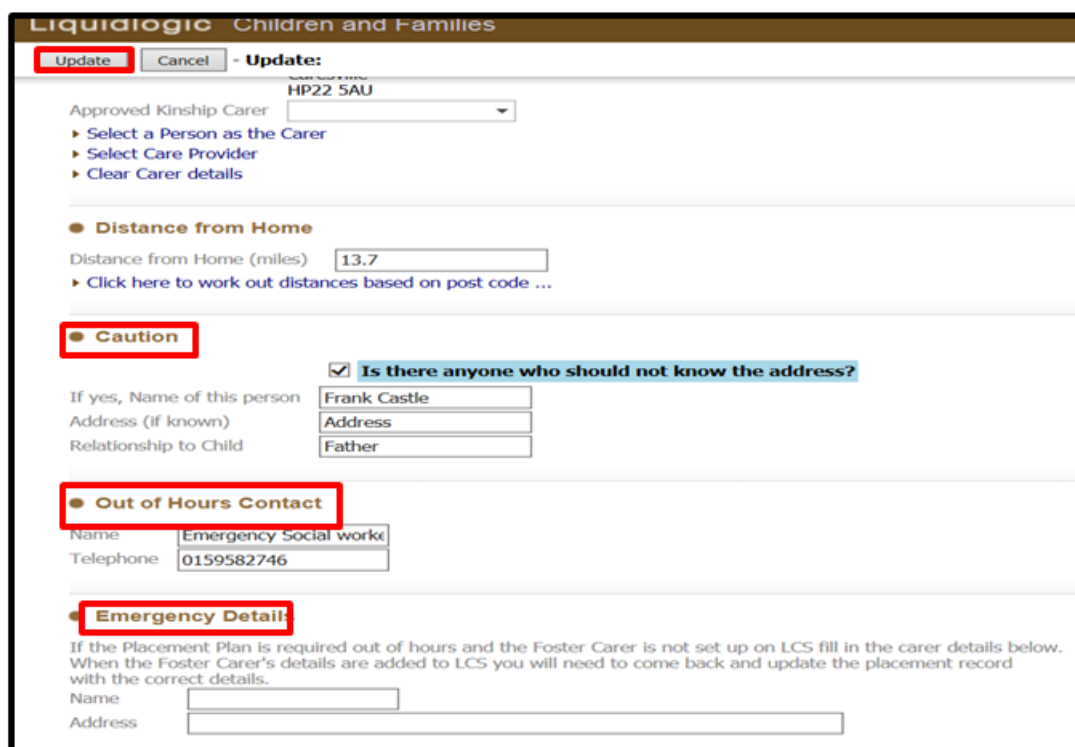


- Click on the “X” to close the window.

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.





### 1.1.3. Reassigning the form to Social Worker

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

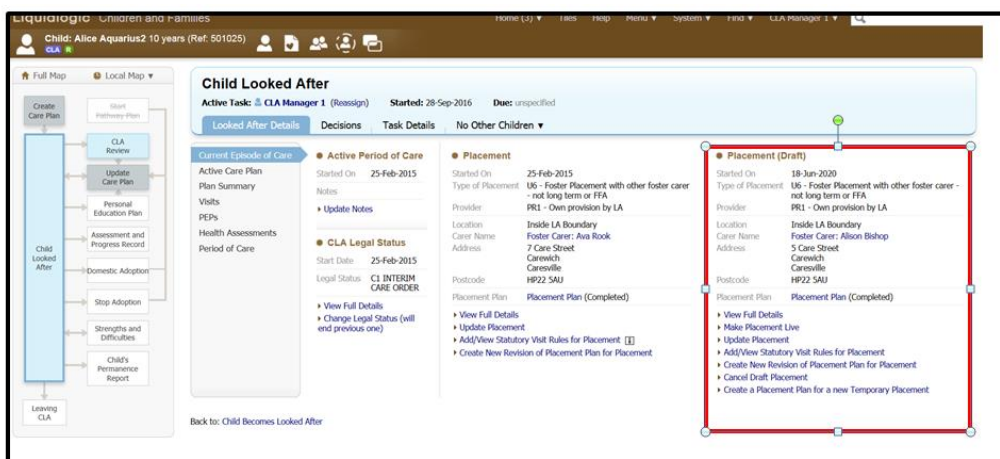
The screenshot shows a web-based form titled "Agreements for Child/Young Person to be accommodated by Parent/Person with Parental Responsibility". The form is for a child named Alice Aquarius2, 10 years old. The form includes sections for "I/we agree to (child/young person)", "Being accommodated by (local authority/other agency)", "Name (please print)", "Signature", and "Date". The "Reassign" button in the top right corner is highlighted with a red box.

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

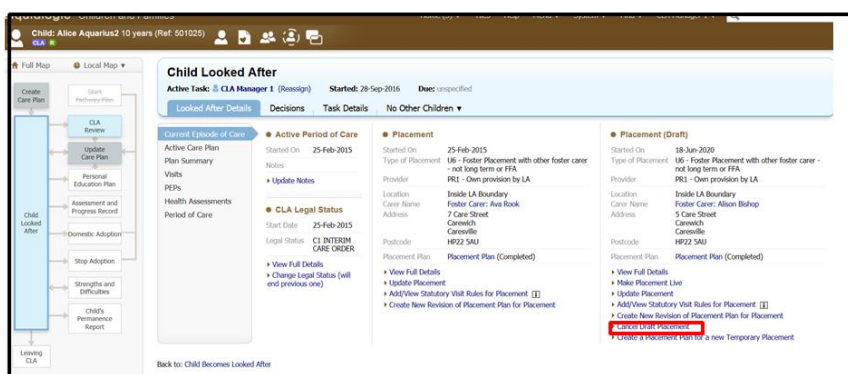
The screenshot shows a "Placement Plan Dates" form. The "Date Referral Received" is set to "01-Jan-2015". A yellow warning banner states "This Question is mandatory." Below this, the "Placement Plan Completed" field is empty and highlighted with a red box. A "Message from webpage" dialog box is overlaid, asking "Please confirm you wish to Finalise?" with "OK" and "Cancel" buttons. The "OK" button is highlighted with a red box.

- Click on "OK"

- The essential information record should look as below:

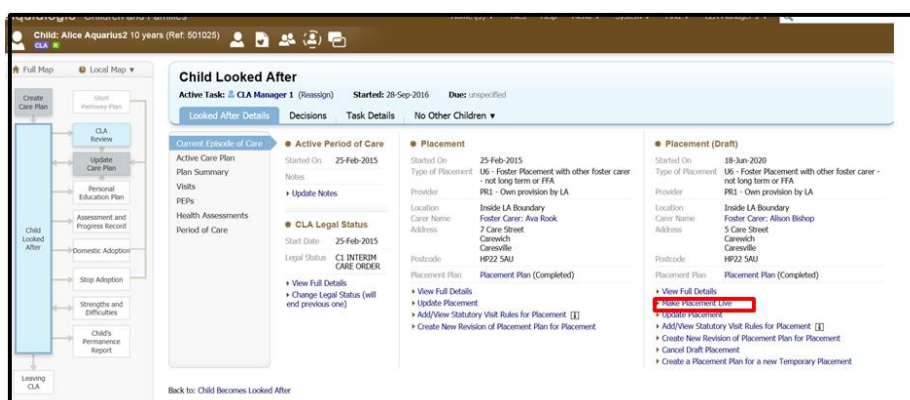


Note: If you wish to cancel the Placement Plan, click on “Cancel Draft Placement”

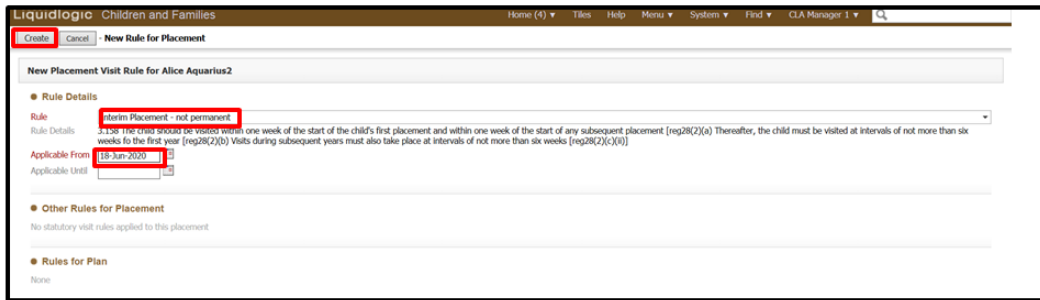


## 1.2. Making the Placement Live.

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



- 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”.



- The placement will no longer show as “Placement (Draft)” and will now be a live placement.

