

LCS / Re-Indexing Manual Liquidlogic Children's Systems (LCS)

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1. What is Reindexing

Reindexing is the ability to move data from one person's record to another.

- Information is not copied to a record, it is removed from the original record and placed in the new record
- This will resolve issues with duplicate records
- A full audit history is kept of all Reindex events that take place
- If you create a duplicate record, the following prompt appears. If you still click on Yes, follow the procedure below to request the reindexing process.

Warning	×
	The following record(s) already exist in the system: Bonnie Example , Born on: 01-Jul-2003 Do you still wish to create this record?

1.1. What is/is not reindexed

Prior to reindexing – the following items will need to be manually moved to the master record (as reindexing does not copy these across).

- \circ Addresses
- o Paper files
- o Ethnicity
- Date of Birth

LCS will reindex the following items

- o Contacts
- Referrals (as long as they will not overlap an existing referral)
- o Forms
- o Casenotes
- \circ Assessments

1.2. How To Request A Record Be Reindexed

Check with Paul and Gill at Monday's meeting

1.3. Reindexing A File

- Access the LCS duplicated record.
- Click on the Reindex sidebar.

Child: James I	Parker 1 year (Ref: 55	3191) 👱	iasic Demographics	J 🕹 🕹	ð						d 2 of 2
Personal	💄 Personal De	tails	۲	Address		۲	💄 Main Car	er(s)/Cares F	For		
ersonal	Case Number	553191		HOME Apr 2015 to present	23 Denham Gre	en Ivbridae	No Main Carer	(s) or cared chi	ldren defined		
dditional	Full Name	James Parker		Apr 2013 to present	MIDDLESEX UB9	5LE					
dentity	Gender	MALE		Address History /	Update Addresses		🛨 Importan	t Information	1		
hotos	Actual DOB	03-Apr-2015					🔆 This child	does not have a	a valid 903 Ethn	icity code	
Parental Factors	Age	1 yr 1 mth		Contact Metho	ods		Add Missing	Person Record			
Relationships				Add/Undate Conta	ict Methods						
nvolvements	Status Detai	is		Show Relevant Contact Methods		Contact	& Referral				
Case Status	Education / Work						1 Create a rea	u Cantant			
CP	Status			🔯 E-Mail			• Create a rier	W CONLACT			
CLA	Marital Status			E-Mail			e Fuente				
Adoption							• Events				
History			1.39	Post Adoption	n Record		 Start a Care 	r Assessment Ep	pisode		
hronology					To this a Bost /	Idention					
orms	Actions				Record?	adoption	# Relations	ships			
Case <u>N</u> otes	 Update Details 						James	s Parker - 1 yr	1 mth		
Reindex	View/Update Alia	ISES					Inis Ci	niid			
Health	 Printable View 										

- The screen will change to show the items that are available to be reindexed.
- Click on the checkboxes to either select all the items in a section or click an indented section checkbox to select an individual item.

Liquidlogic Chi	ildren & Families Help Menu ▼							
Child: James Pa	arker 1 year (Ref: 553191) 🙎 Basic Demographics 📑 🐣 🔁							
Personal								
<u>P</u> ersonal <u>A</u> dditional	Search Person Reset							
Identity	Q Reindex to another person							
Pnotos Parental Factors	Please search for a person							
Relation <u>s</u> hips Involvements	Please select the items to reindex							
Case Status	Case Notes (2 items)							
CP	Case Note for Parker, James (1 year) , on 13-May-2016 , of type General / Miscellaneous Note >>							
CLA	Case Note for Parker, James (1 year) , on 13-May-2016 , of type General / Miscellaneous Note >>							
History	Referrals (1 item)							
Chronology	✓ Active Referral: 13-May-2016 for Child: James Parker >>							
Forms								
Case <u>N</u> otes								
Reindex								
▶ <u>H</u> ealth								
Education								

• Click on Search Person and search for the master record the information is to be moved into.

• The reindexing screen will update to show the master file. Click on the Reindex button.

Liquidlogic Children & Families Home (1) V Tiles Help Men									
Child: James Pa	rker 1 year (Ref. 553191) Sense Demographics								
▲ <u>P</u> ersonal	Reindexing								
<u>P</u> ersonal <u>A</u> dditional	Search Person Reset Reindex								
Identity Photos	2 Reindex to James Parker								
Parental Factors	Parker, James (1 year) (Ref: 544717)								
Relation <u>s</u> hips <u>I</u> nvolvements	Please select the items to reindex								
Case Status	☑ Case Notes (2 items)								
СР	Case Note for Parker, James (1 year), on 13-May-2016, of type General / Miscellaneous Note >>								
CLA	☑ Case Note for Parker, James (1 year) , on 13-May-2016 , of type General / Miscellaneous Note >>								
Adoption	✓ Referrals (1 item)								
<u>H</u> istory	Active Referral: 13-May-2016 for Child: James Parker >>								
<u>C</u> hronology									
<u>F</u> orms									
Case <u>N</u> otes									
Reindex									

Click on OK.

1	Message fr	om webpage
	?	All unsaved data will be lost, are you sure you want to reindex the selected items?
		OK Cancel

1.4. Reindexing Error Message

 If you attempt to reindex an overlapping Referral, the following error message will appear.



- Untick the Referral checkbox.
- Reclick the Reindex button.



• Click on OK.

Message f	from webpage
?	All unsaved data will be lost, are you sure you want to reindex the selected items?
	OK Cancel

• LCS will display that All selected items reindexed and display anything left behind.



1.5. Removing Restrictions

• If there are any restrictions on the record, clear these before marking the duplicate record using Restricted Access and Change Access To This Record.

Liquidlogic Cl	hildren and Families	Home	Tiles	Help	Menu 🔻	System 🔻	Find 🔻
Child: Bonnie	Example 12 years (Ref: 500369) (Restricted) Basic Demographics		2				
Personal	Restriction of Access Information Access to requested Record Denied.		Acce	ess is O Bea Cam	NLY availa pbell - LCS	ble to:	
Personal Additional Identity Photos Risks Parental Factors Relationships Involvements Case Status CP CLA	Information Access to requested Record Denied. Please contact the ICS Support Team on x2354, x3718 or x7053 Manager Responsible Bea Campbell - LCS Update Security Information Update Reason for Restriction Update Manager Responsible for Restriction Copy restriction to relatives Once restrictions have been copied, they are managed from the Individuals record. If you make changes to restrictions, please use Copy restriction to relatives to update these	e records.	• Re Review	view v Date 1	7-May-2016		
Adoption <u>H</u> istory <u>C</u> hronology <u>Forms</u> Case <u>N</u> otes Reindex Restricted Access							

2. Marking The Record as A Duplicated Record

- Reaccess the duplicated record.
- From the Personal sidebar, click on Mark This Record as a Duplicate.

Liquidlogic Chi	ildren and Fa	milies	Home	Tiles Help	Menu 🔻	System 🔻	Find ▼	Bea Campbell 🔻 🔍			
Child: Bonnie E	xample 12 yea	rs (Ref: 500369)	A Ba De	sic mographics		× 🗗					
Personal Personal Additional Identity Photos Risks Parental Factors Relationships Involvements	Personal Case Number Full Name Gender Aliases Actual DOB Age	Details 500369 MISS Bonnie Exa FEMALE ALIAS: Bon Example 01-Jul-2003 12 years	mple	 Address CARER ADDRESS Feb 2015 to pres HOME ADDRESS Jul 2013 to press Jul 2013 to press Address History Contact M HOME 	ent Caresv 9 Ben 9 Ben 9 Wycon Buckin 7 / Update Ac ethods 01296	re Street, Carev Ille HP22 SAU jamin Road, Hk Ibe, ghamshire HP13 Idresses	vich, gh 6SP	Main Carer(s)/Cares For Relationship FullName MOTHER Lily Example Important Information There are no specific alerts at this time. Add Missing Person Record			
Case Status	Education / Work		19	Add/Update Contact Methods Show Relevant Contact Methods			- I	Contact & Referral Create a new Contact			
CLA Adoption	Marital Status			E-Mail			٠	Relationships			
<u>Chronology</u> Eorms	• Identifiers	•	5	Post Ador	tion Rec	ord		This Child CLA R 39 years Bonnie's MOTHER			
Case <u>N</u> otes Reindex Restricted Access	Notes • Actions ex • Update Details cted Access • Werk this Record as a Duplicate • View Update Allases • Direction Update Allases			☐ Is this a Post Adoption Record?		n	David Example - ~ 44 years Bonnie's FATHER Rosie Example - 8 years Bonnie's SISTER				
<u>H</u> ealth <u>Education</u> ics002:20002/web/view.htm?id=95a8a	 Find Similar Pe b45aa37fddc500369& 	ople cls=com.ics.DBPerson#						James Example - 12 years Bonnie's BROTHER Clyde Example - 13 years Bonnie's BROTHER - 13 years			

• Click on the "Find the original record for the person" link and locate the master record.

Liquidlogic	Children a	Home (1) ▼	Tiles	Help	Menu 🔻	System v					
Update Cancel - Update: Child: Bonnie Example											
Update Example, Bonnie (12 years)											
Persona	I Details	Address									
Case Number	500369	CARER ADDRESS	11 Care Street,	Carewich,	arewich, Caresville HP22 5AU						
Title Surname Forename Gender Actual DOB Age Type Aliases	MISS Example Bonnie FEMALE 01-Jul-2003 12 years Child ALIAS: Bon Example	HOME ADDRESS Jul 2013 to present	9 Benjamin Roa	d , High W	ycombe, B	uckinghamshir	re HP13 6SP				
Find the original record	ord for this person										

Click on "Select"

L	iq	uidlog	IC Child	dren an	ıd Fami	lies H	ome (1) 🔻	Tiles	Help	Menu 🔻	System v	
C	C Find the original record Back Select Printable View											
_												
		Query Resu	lts (1)									
	Forename Surname Gender Age Date of Birth Address											
	1	Bonnie	Example	FEMALE	12 years	01-Jul-2003	9 Benjamin R	oad, High \	Nycombe,	Buckinghamsh	nire, HP13 6SP	

• Click on "Update"

	c Children	and Families	Home (1) ▼	Tiles	Help	Menu 🔻	System v	Find v	Bea Campbell 🔻	Q
pdate Cancel] - Update: Child:	: bonnie example								
Person	al Details	Address								
Case Number Surname Forename Gender Actual DOB Age Type	 500832 example bonnie FEMALE 01-Jul-2003 12 years Child 	HOME ADDRESS Jul 2003 to presen	9 Benjamin Road t	, High Wyo	combe, Buo	kinghamshire	HP13 6SP			
Aliases iginal record, E										
Aliases Iginal record, to • Personal	comple, bonnie i Details	(12 years) • Address								
Aliases figmal record, E Personal Case Number	complex Ponnie (Details 500369	(12 years) • Address CARER ADDRESS	11 Care Street, Car	ewich, Car	esville HP2	2 5AU				
Allases Allase Allases Allases Allases Allases Allases Allases Allases Allases Allases Allase	Details Details 500369 MISS Example 30nnie TEMALE 11-Jul-2003 12 years	(12 room) • Address CARER ADDRESS Feb 2015 to present HOME ADDRESS Jul 2013 to present	11 Care Street, Car 9 Benjamin Road, I	ewich, Can High Wycor	esville HP2 nbe, Bucki	2 5AU nghamshire H	P13 65P			

• The record is now marked as a Duplicate Record.

Liquidlog	JIC Children and Fami	ilies	Home	Tiles Help	Menu 🔻	System 🔻	Find v	Bea Campbell 🔻	Q,		
Child:	bonnie example 12 years (F	Ref: 500832)	Basi Dem	c ographics					Search Results ◀ 2 of 2 ✓		
example, bonnie (12 years)											
Duplicate Record											
	Personal Details	Address						Duplication De	tails		
	Case Number 500832 Surname example Forename bonnie Gender FEMALE Actual DOB 01-3ul-2003 Age 12 years Type Child Allases	HOME ADDRESS Jul 2003 to prese	9 Ben ent	i amin Road , Hig	h Wycombe, B	uckinghamshire H	P13 6SP	Original record Duplicate created by Duplicate created on Marked as duplicate by Marked as duplicate on	Example, Bonnie (12 years) Bea Campbell, Trainer 16-May-2016 10:15 Bea Campbell, Trainer 16-May-2016 10:24		

2.1. Searching For A Duplicated Record

If you search for a duplicated record, <u>only</u> the master record will display. You cannot view the duplicated record anymore.