



LCS / Short Term Breaks User Guide

Liquidlogic Children's Systems (LCS)

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DOCUMENT HISTORY

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| 29/03//2016 | STEPHEN ALLWRIGHT | 1.0 | |
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| | | | |

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1. Course Overview

This guide has been specifically designed for Social Care staff within the Children & Young People Service on how to put a Child/Young Person on Short Breaks

By the end of this course you will be able to:

- Initiate CIN Short Breaks via:
 - C&F Assessment
 - Section 47
 - Ending CLA
 - CIN
- Complete the Short Break Care Plan
 - Make the Short Break Care Plan Live
- Enter Short Break Dates
- End a Short Short Break Plan

2. Initiating CIN Short Breaks

- Throughout LCS there are a number of ways that CIN Short Breaks can be initiated.

2.1. C&F Assessment

- If a child requires a Short Break Care Plan, this can only be selected from the 2nd C&F Assessment and subsequent ones.
- If another C&F Assessment has been started, click the task in your tray “C&F Assessment – Please do C&F Assessment for Child”

Group By: Date | Subject | Priority | **Person** | Address | Referral Group Order By: Start Date | **Due Date** | Timeframe | Person | Priority

Child: **Short Breaks** 5 years (Ref: 556287)
CIN

No Due Date **Child In Need - Active C & F Plan**

13-Mar-2015 **Child In Need - Organise Review Meeting**

16-Mar-2015 **C & F Assessment - Please do C & F Assessment for Child**

- Once the Assessment has been filled click the “Decisions and Further Actions” tab. Click the box next to “Provision of Short Break Care (S17)”.

Information **Assessment** Consolidation Revisions Save F

Print

Child & Family Assessment C M

- Reason for doing C&F Assessment M
- Detailed Assessment
- Decision and Further Action** C M
- Additional Information
- Child & Family Views
- Factors Identified at the end of assessment M
- Planning
- Child & Family Plan
- Attachments (0)
- Export Document

Decision
Provide reasons for your decision:
Explain why this outcome is appropriate at this time and next steps required

Suggested Outcomes

- Strategy Discussion
- Legal Action
- Specialist Assessment
- Place into Accommodation
- Provision of Services (s17)
- Provision of Short Break Care (s17)**
- Referral to Other Agency
- Other Actions
- Private Fostering Agreement
- No Further Action

Decision Maker
Name & role of the Manager authorising this assessment

Authorisation Date

- You will then be able to click “Finalise Assessment”

Save **Finalise Assessment** Cancel Close

2.2. Section 47

- Before a Section 47 can be started a Strategy Discussion must be completed on LCS by a Manager. If you are unsure how to initiate a Strategy Discussion please contact the [LCS Support](#) Mailbox for assistance.
- Click the task in your tray “Section 47 Enquiries – Please Perform S47 Enquiries”

Group By: Date | Subject | Priority | **Person** | Address | Referral Group Order By: Start Date | **Due Date** | Timeframe | Person | Priority

Child: Short Breaks 5 years (Ref: 556287)
CIN

| | |
|-------------|---|
| No Due Date | Child In Need - Active C & F Plan |
| 02-Mar-2015 | Section 47 Enquiries - Please Perform Section 47 Enquiries |
| 13-Mar-2015 | Child In Need - Organise Review Meeting |
| 30-Mar-2015 | C & F Assessment - Please do C & F Assessment for Child |

- The completed Strategy Discussion will be selected automatically to be copied forward. You can select any other information to copy forward, once done click “Copy Forward Selected”.

Copy Forward - Before starting the Record you have the option to copy forward the answers from the listed previous Records. Select each alternatively (If you DO NOT want to copy forward any answers) click 'Start Blank' to begin the Record afresh.

Copy Forward Selected Start Blank No Filter applied Update Filter Clear Filter

Copy Forward - Copy answers forward from previous assessments

| Created | Record | Started By |
|-------------------------------------|---------------------|--|
| Breaks, Short (5 years) | | |
| <input checked="" type="checkbox"/> | 1 year 1 month ago | Record of Strategy Discussion (Monday, 16 February 2015) |
| <input type="checkbox"/> | 1 year 1 month ago | C & F Assessment (Sunday, 15 February 2015) |
| <input type="checkbox"/> | 1 year 1 month ago | C & F Assessment (Friday, 30 January 2015) |
| <input type="checkbox"/> | 1 year 2 months ago | Referral Record (Thursday, 1 January 2015) |
| <input type="checkbox"/> | 1 year 2 months ago | Contact Record (Thursday, 1 January 2015) |

- Ensure all fields within the tabs on the Sidebar have been addressed and completed fully.

Print

S47 Enquiry

- Family Composition
- Child Protection Hi...
- Reason for S47
- Alleged Abuse Cate...
- Agency Information
- Update on Actions...
- ▶ Assessment
- Signatures
- Attachments (0)

Short Term Breaks User Guide

- For more information on how to fill out the S47 please refer to the CP User Guide
- Once all relevant fields have been completed click the “Assessment” tab and then click “Decision”
- Click the box next to “Provision of Short Break Care (S17)”

Decision

S47 Enquiry **

- Family Composition
- Child Protection Hi...
- Reason for S47
- Alleged Abuse Cate...
- Agency Information
- Update on Actions...
- Assessment**
- Detailed Assess...
- Social Work Ana...
- Level of risk fac...
- Child and Parent...
- Decision**
- Interim Safety P...
- Signatures
- Attachments (0)

Suggested Outcomes

- Initial Child Protection Conference
- Other agency to monitor child's welfare
- No Further Action - Continue with C & F Assessment
- Initiate legal action
- Provision of Short Break Care (s17)**
- Provision of Services (s17)
- NO FURTHER ACTION

Reasons for these Suggested Outcomes

Outcome fed back to Parent(s) or Carer (s)
Verbal and in Writing

This Enquiry cannot be completed until the Child/Young Person has been seen.
Tick the box once you know that the Child/Young Person has been seen.

Short Breaks

Yes
 No

The Child/Young Person has been seen
 The Child/Young Person has not been seen

Date:

Outcome fed back to Referrer

Yes
 No

Date:

- Once completed click “Finalise Record”

2.3. Child Looked After (CLA)

- For a child to step down to CIN Short Breaks if they are already Looked After - CLA has to close.
- Click the task in your tray “CLA – Current Episode of Care”

Group By: Date | Subject | Priority | **Person** | Address | Referral Group Order By: Start Date | **Due Date** | Timeframe | Person | Priority

Child: Short Breaks 5 years (Ref: 556287)

CLA **CIN**

No Due Date
30-Mar-2015

CLA - Current Episode of Care
C & F Assessment - Please do C & F Assessment for Child

Short Term Breaks User Guide

- In “Other Date” or using “Today’s Date” put the date that CLA has ended
- Enter in “Reason for Decision” an explanation as to why CLA is closing
- Then click the “Start” button next to “Leaving CLA (Finalise CLA Care Plan)”

Child Looked After
 Active Task: [Stephen Allwright](#) (Reassign) Started: 30-Mar-2016 Due: unspecified

Looked After Details **Decisions** Task Details No Other Children ▼

Outcomes

Organise Next CLA Review Meeting Active

Update CLA Care Plan Start (Assigned to Yourself)

Assessment and Progress Record Start (Assigned to Yourself)

Personal Education Plan Review Start (Assigned to Yourself)

Leaving CLA (Finalise CLA Care Plan) Start (Assigned to Yourself)

Strengths and Difficulties Questionnaire Start (Assigned to Yourself)

Create Childs Permanence Report (CPR) Start (Assigned to Permanence)

Start Pathway Plan

Date of Initiation or Completion:
 Today's Date
 Other Date: (reset)

Reason for Decision: (reset)

- On the next screen click the “Confirm” button
- Click on “Home” and back in your work tray click the task in your tray “CLA – Finalise CLA Care Plan”.

Group By: [Date](#) | [Subject](#) | [Priority](#) | [Person](#) | [Address](#) | [Referral Group](#) Order By: [Start Date](#) | [Due Date](#) | [Timeframe](#) | [Person](#) | [Priority](#)

Child: Short Breaks 5 years (Ref: 556287)

CLA CPR

No Due Date **CLA - Current Episode of Care**

13-Feb-2015 **CLA - Finalise CLA Care Plan**

30-Mar-2015 C & F Assessment - Please do C & F Assessment for Child

- Alternatively, in the “Basic Demographics” click the “Involvements” tab
- Then Under “Current tasks for this child” click the task “CLA – Finalise CLA Care Plan”

Personal

Personal
 Additional
 Identity
 Photos
 Risks
 Parental Factors
 Relationships
Involvements
 Case Status
 CP
 CLA
 Adoption
 History
 Chronology
 Forms
 Case Notes
 Audit

Professionals

| Role | Professional | Start Date | End Date | Contact Numbers | Core Group Member |
|-----------------------|-------------------|-------------|----------|--------------------------------------|-------------------|
| Allocated Case Worker | Stephen Allwright | 01-Jan-2015 | | Show Contact Numbers | No |

[Add Professional](#)
[Initiate case transfer process](#)

Key Agencies

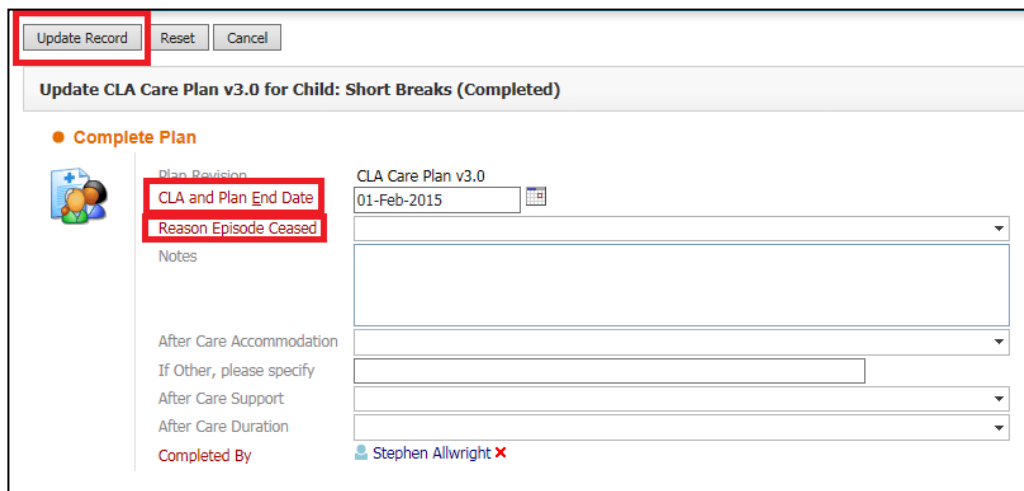
No Key Agencies have been defined.
[Add Key Agency](#)

Current Tasks for this child

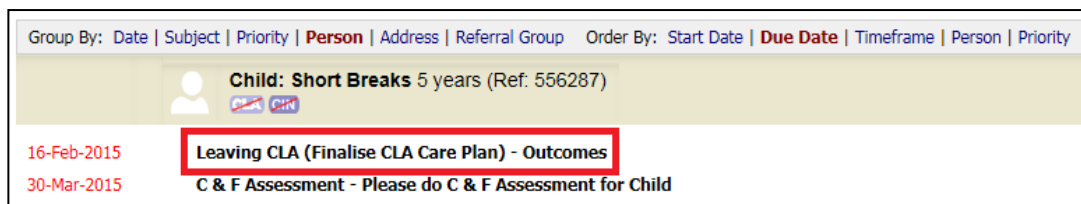
| Assigned | Subject | Date Started | Due Date | From |
|---------------------------|---|-------------------|-------------|-------------------|
| Stephen Allwright | C & F Assessment - Please do C & F Assessment for Child | 30-Mar-2016 11:06 | 30-Mar-2015 | Stephen Allwright |
| Group Access to Resources | CLA Alert | 30-Mar-2016 12:17 | 30-Mar-2016 | Stephen Allwright |
| Stephen Allwright | CLA - Current Episode of Care | 30-Mar-2016 12:19 | | Stephen Allwright |
| Stephen Allwright | CLA - Finalise CLA Care Plan | 30-Mar-2016 14:17 | 13-Feb-2015 | Stephen Allwright |

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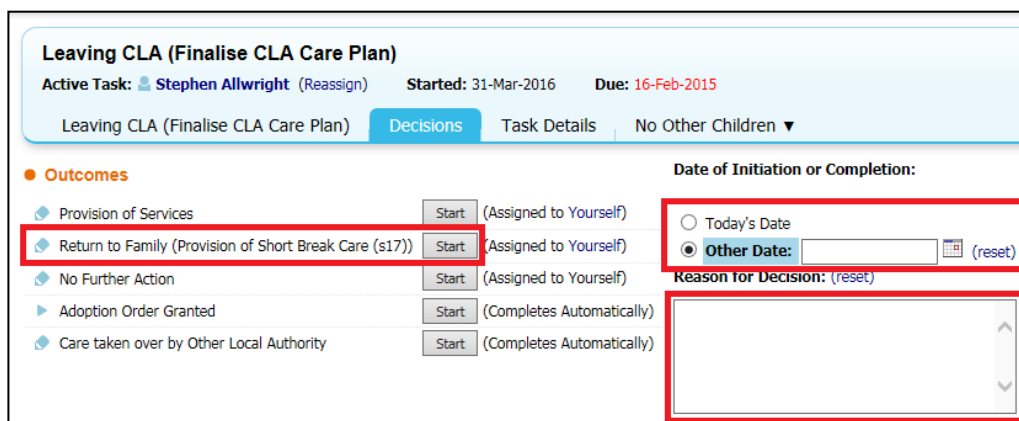
- Complete the “CLA and Plan End Date” and the “Reason Episode Ceased”
- Once they have been filled out click “Update Record”



- The next task will go to your manager to complete
- Managers click the task in your tray “Leaving CLA (Finalise CLA Care Plan) – Outcomes”



- Enter the date that CLA is closing by using “Today’s Date” or the “Other Date” box.
- Add in “Reason for Decision” the reason why you are going to Short Breaks
- Click the “Start” button next to “Return to Family (Provision of Short Break Care (S17))”



Short Term Breaks User Guide

- On the next screen click the “Confirm” button
- You will then have an “Update C&F Plan” task in your tray

2.4. Child In Need (CIN)

- If a child/young person is already Child In Need on LCS, it is possible to make them CIN Short Breaks
- Click the task in your tray “Child In Need – Active C&F Plan”

Group By: Date | Subject | Priority | **Person** | Address | Referral Group Order By: Start Date | **Due Date** | Timeframe | Person | Priority

Child: Short Breaks 5 years (Ref: 556287)

Child In Need - Active C & F Plan

| | |
|-------------|---|
| No Due Date | Child In Need - Organise Review Meeting |
| 13-Mar-2015 | |
| 30-Mar-2015 | C & F Assessment - Please do C & F Assessment for Child |

- Click the tab “S17 Placements” and then click “Create a Short Break Care Plan for a new Placement”

Child In Need - Active Child's Plan

Active Task: **Stephen Allwright** (Reassign) Started: 31-Mar-2016 Due: unspecified

C & F Plan **s17 Placements** Decisions Task Details No Other Children ▼

● **Short Break Placement Record**

No Short Break Placement Records

▶ **Create a Short Break Care Plan for a new Placement**

- After this you will be able to complete the Short Break Placement Plan

3. Completing the Short Break Care Plan

- When the outcome of Short Breaks Care has been chosen in LCS, you will get the task in your tray “CIN (S17) – Complete the Short Break Care Plan”. Click the task in your tray as shown below.

Group By: Date | Subject | Priority | **Person** | Address | Referral Group Order By: Start Date | **Due Date** | Timeframe | Person | Priority

Child: Short Breaks 5 years (Ref: 556287)

| | |
|-------------|---|
| No Due Date | CIN (s17) - Complete the Short Break Care Plan |
| No Due Date | Child In Need - Active C & F Plan |
| 13-Mar-2015 | Child In Need - Organise Review Meeting |
| 30-Mar-2015 | C & F Assessment - Please do C & F Assessment for Child |

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- You will then be able to copy any information forward by clicking the box next to the form you want to Copy Forward
- If you do not want to copy any information forward click “Start Blank”

Information **Record** Consolidation Revisions

Copy Forward - Before starting the Record you have the option to copy forward the answers from the listed previous Records. Select alternatively (If you DO NOT want to copy forward any answers) click 'Start Blank' to begin the Record afresh.

Copy Forward Selected Start Blank No Filter applied Update Filter Clear Filter

Copy Forward - Copy answers forward from previous assessments

| Created | Record | Started By | |
|--------------------------|---------------------|---|-------------------|
| Breaks, Short (5 years) | | | |
| <input type="checkbox"/> | 1 year ago | Record of Outcome of S47 enquiries (Monday, 2 March 2015) | Stephen Allwright |
| <input type="checkbox"/> | 1 year 1 month ago | Record of Strategy Discussion (Monday, 16 February 2015) | Stephen Allwright |
| <input type="checkbox"/> | 1 year 1 month ago | C & F Assessment (Sunday, 15 February 2015) | Stephen Allwright |
| <input type="checkbox"/> | 1 year 1 month ago | Essential Information Record (Saturday, 31 January 2015) | Stephen Allwright |
| <input type="checkbox"/> | 1 year 1 month ago | Initial Request for Placement (Saturday, 31 January 2015) | Stephen Allwright |
| <input type="checkbox"/> | 1 year 2 months ago | C & F Assessment (Friday, 30 January 2015) | Stephen Allwright |
| <input type="checkbox"/> | 1 year 2 months ago | Referral Record (Thursday, 1 January 2015) | Stephen Allwright |
| <input type="checkbox"/> | 1 year 2 months ago | Contact Record (Thursday, 1 January 2015) | Stephen Allwright |

- You will then need to go through each of the tabs on the Sidebar.. When going through the tabs if there are any questions in red, this means that the question is mandatory and must be completed.
- A tab that must be filled out is “Placement Details”

Print

Short Break Care Pl...

- Placement Details
- Provision of inform...
- Assessment of Mat...
- Placement Routines
- Emotional and beh...
- Safeguarding
- ▶ Health ^M
- Education / Training
- Family and Social...
- Identity and Culture
- Self-Care Skills and...
- ▶ Agreements for Chi...
- Summary
- 📎 Attachments (0)

Stage: Complete the Record

- To add the Carer Details click the “Placement Details” tab

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- Then click the “Update this Placement Record” link

Placement Details

Date Placement began

What is the period covered by this placement? (in days or months)

● **Carer Details**

Carer Name

Address

Distance from Home

[Update this Placement Record](#)

If this is a short break foster placement does the foster carer agreements reflect the requirements of the placement?

In Borough?

Other Household Members

| Name | Relation to Child/Young Person | Relation to Carer | |
|------|--------------------------------|-------------------|-----|
| | | | ↕ |
| | | | ✕ + |

- On the next screen enter the “Date Placement began” and choose “Type of Placement” from the drop down list.

Update Cancel - Update: Short-Break Placement (Draft)

Update Short-Break Placement (Draft)

● **Details**

Date Placement began

Type of Placement

[Click here for an explanation of the Placement Codes](#)

● **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**

Is there anyone who should not know the address?

If yes, Name of this person

Address (if known)

Relationship to Child

- Then click “Select a Person as the Carer” if you need to add a Foster Carer
- Or Click “Select Care Provider” if it is a Company that is providing the Short Break Care
- You will then be taken to a Search screen where you will be able to search for the carer.

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Note:

If you are unsure of the Type of Placement the Carer provides please contact the [LCS Support Mailbox](#) and a LCS Support Officer will be able to assist you further.

- Once you have found the carer click on them and then click the “Select” button

Find Care Provider Back Select Printable View

Maximum result set of 60 returned

Results: [1] [2] [3] (Maximum no of allowed results were found)

| Query Results (60) | DOH Code | ID | Agency | Professional | Address | Postcode | S. | From | Until |
|--------------------|----------|---|--------|--------------|--|----------|----|-------------|-------|
| 1 | 24359 | 147 Westminster Drive | | | 147 Westminster Drive, Bletchley, Milton Keynes, BUCKINGHAMSHIRE | MK3 6LP | 4 | 01-Oct-1991 | |
| 2 | 27829 | 18 Barn Owl Way | | | 18 Barn Owl Way, Burghfield Common, Reading, BERKSHIRE | RG7 3XX | 2 | 07-Mar-2003 | |
| 3 | 22192 | 1A CHURCHILL AVENUE | | | 1a Churchill Avenue, Aylesbury, BUCKINGHAMSHIRE | HP21 8LZ | 2 | 01-Apr-1990 | |
| 4 | 22249 | 41 Walton Road | | | 41 Walton Road, Aylesbury, BUCKINGHAMSHIRE | HP21 7SR | 5 | 01-Jan-1991 | |
| 5 | 22252 | 54 Cheney Walk | | | | | 2 | 01-Dec-1996 | |
| 6 | 24345 | 86 Wendover Road | | | St Leonards, 86 Wendover Road, Aylesbury, BUCKINGHAMSHIRE | HP21 9NJ | 10 | 01-Apr-1994 | |
| 7 | 22014 | ACTION FOR CHILDREN | | | 201 Buckingham Road, Aylesbury, BUCKINGHAMSHIRE | HP19 9QF | 2 | 01-Apr-1994 | |
| 8 | 23138 | Amfield Tower Activity Centre | | | Amfield Tower Activity Centre, Manchester Road, Tring, Hertfordshire | SK13 1NE | 1 | 01-Jun-2015 | |
| 9 | 32185 | Ashgrove House | | | Ashgrove House, 33 Lower Ash Road, Kidsgrove, Stoke-On-Trent | ST7 1DG | 2 | 08-Jan-2003 | |
| 10 | 24297 | BESFORD COURT SCHOOL | | | BESFORD COURT SCHOOL, Ladywood Road, Besford, Worcester | WR6 9AQ | 2 | 01-Apr-1993 | |
| 11 | 23391 | Branas Isaf Personal Development Centre Ltd | | | Branas Isaf, Llandrillo, Corwen, Denbighshire | LL21 0TA | 2 | 22-Nov-2001 | |
| 12 | 24347 | Caldecott Community School | | | Caldecott House, Smeeth, Ashford | TN25 6SP | 2 | 08-Jan-2001 | |
| 13 | 30510 | Castle Homes | | | 16 Mill Bank, Wellington, Telford, SHROPSHIRE | TF1 1RZ | 2 | 21-Nov-2003 | |
| 14 | 29299 | Castle Homes Care Limited | | | Castle Homes Care Limited, The Manor House, High Street, Rothwell, Kettering, NORTHAMPTONSHIRE | NN14 6BQ | 2 | 09-Jul-2003 | |
| 15 | 24319 | CHILTERN VIEW | | | Chiltern View, Nalders Road, Chesham, BUCKINGHAMSHIRE | HP5 3DF | 6 | 01-Apr-1995 | |
| 16 | 23004 | Clarence Nursing Home | | | Clarence Nursing Home, 9-11 Clarence Road, Harpenden | AL5 4AJ | 2 | 22-Sep-1999 | |
| 17 | 25352 | Coddington Court School | | | Coddington Court School, Coddington, Leobury | HR8 1LL | 2 | 05-Mar-2002 | |
| 18 | 24276 | Convedale Care | | | Crisis Intervention Centre, , Mainstone, Bishops Castle, Shropshire | SY9 5NA | 2 | 01-Apr-1995 | |
| 19 | 24298 | Cotswold Community | | | Cotswold Hall School, , Higford, Shifnal | TF11 9ET | 2 | 12-May-1994 | |
| 20 | 35852 | County Care Children's Home | | | Country Care, The Meadows, Beech Lane, Dove Holes, Buxton, DERBYSHIRE | SK17 8DJ | 2 | 16-Mar-2003 | |

- On the next screen you can fill out the “Distance from Home”, (Stephen – please explain about either using the right hand click, open new window or the use of the “Back” button to return to the LCS screen.
- If there are any people that should not know about the address, enter the information under the “Caution” section
- Complete the “Out of hours Contact”.
- Once you have filled out the relevant information you can click the “Update” button.

Update Cancel - Update: Short-Break Placement (Draft)

Update Short-Break Placement (Draft)

Details

Date Placement began: 01-Feb-2015

Type of Placement: K2 - Homes and Hostels

[Click here for an explanation of the Placement Codes](#)

Carer Details

Carer Details: Care Provider: Ashgrove House
Ashgrove House
33 Lower Ash Road
Kidsgrove
Stoke-On-Trent
ST7 1DG

[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

Is there anyone who should not know the address?

If yes, Name of this person:

Address (if known):

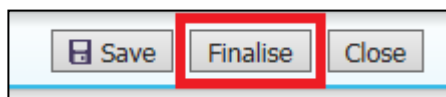
Relationship to Child:

Out of Hours Contact

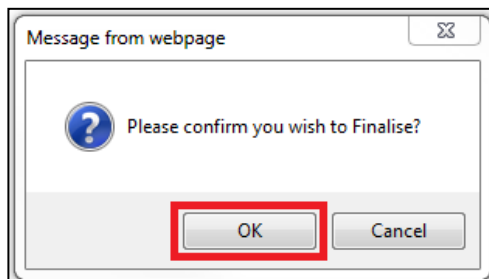
Name:

Telephone:

- Once all relevant fields are completed you can click the “Finalise” button

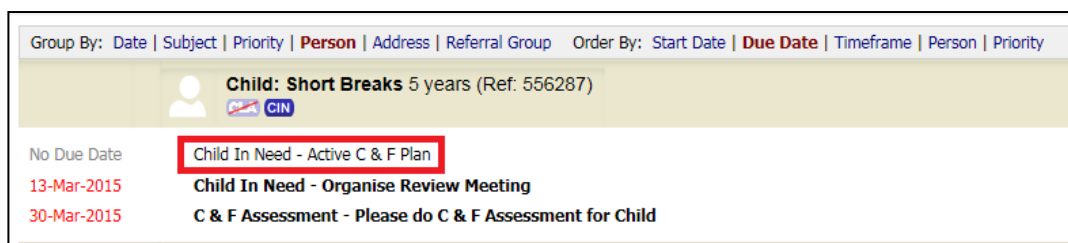


- Then click “OK” when the prompt box appears

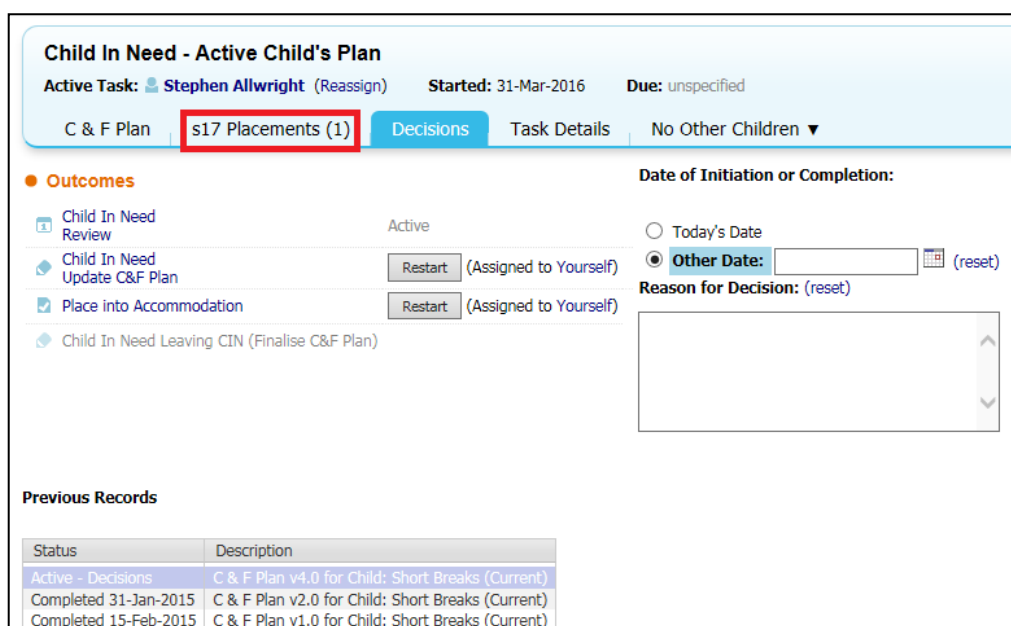


3.1. Making the Short Break Care Plan Live

- Once the Short Break Care Plan has been finalised, the Placement has to be made Live for the child/young person to show up as CINSB on LCS.
- Click the task in your tray “Child In Need – Active C&F Plan”



- Click the “S17 Placements (1)” tab



- Click the “Make Short Break Placement Live” link

Child In Need - Active Child's Plan
Active Task: Stephen Allwright (Reassign) Started: 31-Mar-2016 Due: unspecified

C & F Plan **s17 Placements (1)** Decisions Task Details No Other Children ▼

● **Short-Break Placement (Draft)**

Started On 01-Feb-2015
Type of Placement K2 - Homes and Hostels
Carer Name Care Provider: Ashgrove House
Address Ashgrove House
 33 Lower Ash Road
 Kidsgrove
 Stoke-On-Trent
Postcode ST7 1DG
Short Break Care Plan Short Break Care Plan (Completed)

▶ View Full Details
▶ Make Short Break Placement Live
▶ Update Placement
▶ Create New Revision of Short Break Care Plan
▶ Cancel Draft Short Break Placement
▶ Create a Short Break Care Plan for a new Placement

- After the link is selected, the child/young person will show as CINSB under their name.



4. Entering Short Break Dates

- While a child/young person is on Short Breaks, the dates they stay with their Carer must be recorded on LCS.
- Click the “Case Status” tab in the “Basic Demographics”
- Then click the placement under “Short Break Placements (S17)”

Child: Short Breaks 5 years (Ref: 556287) Basic Demographics

CLA CIN SB R

Personal Priority
Additional No priority recorded
Identity Case Statuses
Photos No Open Case Statuses
Risks ▶ Add a Case Status
Parental Factors Short Break Placements (s17)

| Started On | Ended On | Type of Placement | Carer Name | Address | Days placed |
|-------------|----------|------------------------|-------------------------------|--|-------------|
| 01-Feb-2015 | | K2 - Homes and Hostels | Care Provider: Ashgrove House | Ashgrove House, 33 Lower Ash Road, Kidsgrove, Stoke-On-Trent | 0 |

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- Click “View / Record Placement Dates”

● Details
Date Placement began 01-Feb-2015
Type of Placement K2 - Homes and Hostels
[Click here for an explanation of the Placement Codes](#)

● Carer Details
Carer Name Care Provider: Ashgrove House
Address Ashgrove House
33 Lower Ash Road
Kidsgrove
Stoke-On-Trent
ST7 1DG
Distance from Home (miles)

● Caution
Is there anyone who should not know the address? Yes
If yes, Name of this person John Johnson

● Out of Hours Contact
Name
Telephone

● Total Number of days during the past 12 months
No dates have been recorded during the past 12 months

● Total Number of days in this placement
No dates have been recorded for this placement

[View / Record Placement Dates](#)
[Go to Child's Plan Pathway](#)

- Scroll through the months using the far right calendar and then click the dates to select them.
- Once all dates have been selected click “Save Selected Dates”

[Save Selected Dates](#)

| Dec 2014 | | | | | | | Jan 2015 | | | | | | | < Feb 2015 > | | | | | | |
|------------------|----|----|----|----|----|----|------------------|----|----|----|----|----|----|------------------|----|----|----|----|----|----|
| M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 26 | 27 | 28 | 29 | 30 | 31 | 1 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 29 | 30 | 31 | 1 | 2 | 3 | 4 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 23 | 24 | 25 | 26 | 27 | 28 | 1 |
| Time: 09:09 | | | | | | | Time: 09:09 | | | | | | | Time: 09:09 | | | | | | |
| Days Selected: 0 | | | | | | | Days Selected: 0 | | | | | | | Days Selected: 4 | | | | | | |

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- It will then show the how many days the child has been placed under “Total Number of days in this placements”

● Details

Date Placement began 01-Feb-2015
Type of Placement K2 - Homes and Hostels
[Click here for an explanation of the Placement Codes](#)

● Carer Details

Carer Name Care Provider: Ashgrove House
Address Ashgrove House
33 Lower Ash Road
Kidsgrove
Stoke-On-Trent
ST7 1DG
Distance from Home (miles)

● Caution

Is there anyone who should not know the address? Yes
If yes, Name of this person John Johnson

● Out of Hours Contact

Name
Telephone

● Total Number of days during the past 12 months

No dates have been recorded during the past 12 months

● Total Number of days in this placement

The child was placed in this Short Break placement 4 times
▶ View / Record Placement Dates
▶ Go to Child's Plan Pathway

5. Ending the Short Break Plan

- The Short Break Care Plan can be ended in LCS.
- Click the task in your tray “Child In Need – Active C&F Plan”

| Group By: | Date | Subject | Priority | Person | Address | Referral Group | Order By: | Start Date | Due Date | Timeframe | Person | Priority |
|--|--|---------|----------|--------|---------|----------------|-----------|------------|----------|-----------|--------|----------|
| Child: Short Breaks 5 years (Ref: 556287) | | | | | | | | | | | | |
| No Due Date | Child In Need - Active C & F Plan | | | | | | | | | | | |
| 13-Mar-2015 | Child In Need - Organise Review Meeting | | | | | | | | | | | |
| 30-Mar-2015 | C & F Assessment - Please do C & F Assessment for Child | | | | | | | | | | | |

Short Term Breaks User Guide

- Click the “S17 Placements (1)” tab

Child In Need - Active Child's Plan
Active Task: Stephen Allwright (Reassign) Started: 31-Mar-2016 Due: unspecified

C & F Plan **s17 Placements (1)** Decisions Task Details No Other Children ▼

Outcomes

Child In Need Review Active
Child In Need Update C&F Plan Restart (Assigned to Yourself)
Place into Accommodation Restart (Assigned to Yourself)
Child In Need Leaving CIN (Finalise C&F Plan)

Date of Initiation or Completion:
 Today's Date
 Other Date: [] (reset)

Reason for Decision: (reset)

Previous Records

| Status | Description |
|-----------------------|---|
| Active - Decisions | C & F Plan v4.0 for Child: Short Breaks (Current) |
| Completed 31-Jan-2015 | C & F Plan v2.0 for Child: Short Breaks (Current) |
| Completed 15-Feb-2015 | C & F Plan v1.0 for Child: Short Breaks (Current) |

- Click “Update Placement”

Child In Need - Active Child's Plan
Active Task: Stephen Allwright (Reassign) Started: 31-Mar-2016 Due: unspecified

C & F Plan **s17 Placements (1)** Decisions Task Details No Other Children ▼

Short-Break Placement

Started On 01-Feb-2015
Type of Placement K2 - Homes and Hostels
Carer Name Care Provider: Ashgrove House
Address Ashgrove House
33 Lower Ash Road
Kidsgrove
Stoke-On-Trent
Postcode ST7 1DG
Short Break Care Plan Short Break Care Plan (Completed)

[View Full Details](#)
[Update Placement](#)
[Create New Revision of Short Break Care Plan](#)
[Create a Short Break Care Plan for a new Placement](#)

- In “Date Ended” enter the date that CINSB ended
- Click “Update”

Update Cancel - Update: Short-Break Placement

Update Short-Break Placement

Details

Date Placement began 01-Feb-2015
Date Ended **30-Feb-2015** x []
Type of Placement K2 - Homes and Hostels
[Click here for an explanation of the Placement Codes](#)

Carer Details

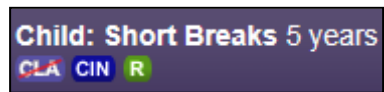
Carer Name Care Provider: Ashgrove House
Address Ashgrove House
33 Lower Ash Road
Kidsgrove
Stoke-On-Trent
ST7 1DG

Distance from Home

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

Short Term Breaks User Guide

- This will then remove the SB from the CIN flag under the child/young person's name.



If at any stage you are unsure or have any questions please contact the [LCS Support Mailbox](#) and a LCS Support Officer will be able to assist you.