LCS / Short Term Breaks User Guide

Liquidlogic Children's Systems (LCS)

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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

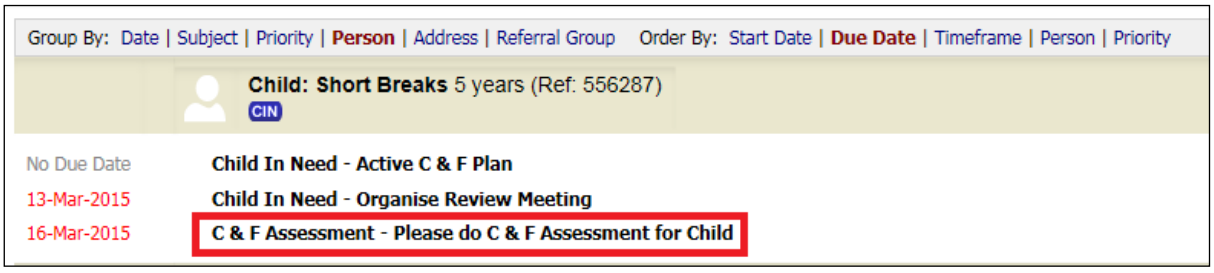
- End a Short Short Break Plan

2. Initiating CIN Short Breaks

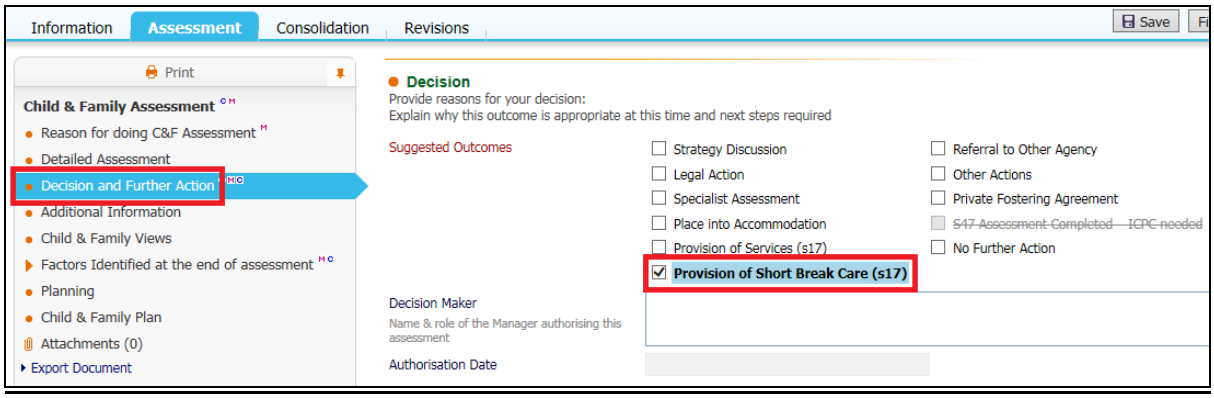
- Throughout LCS there are a number of ways that CIN Short Breaks can be initiated.

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"



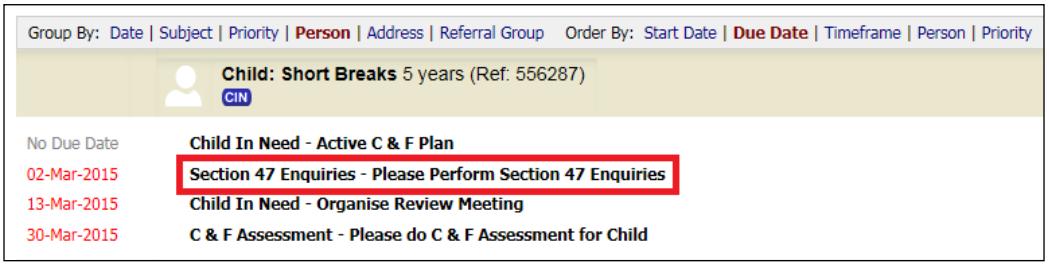
- Once the Assessment has been filled click the "Decisions and Further Actions" tab.Click the box next to "Provision of Short Break Care (S17)".



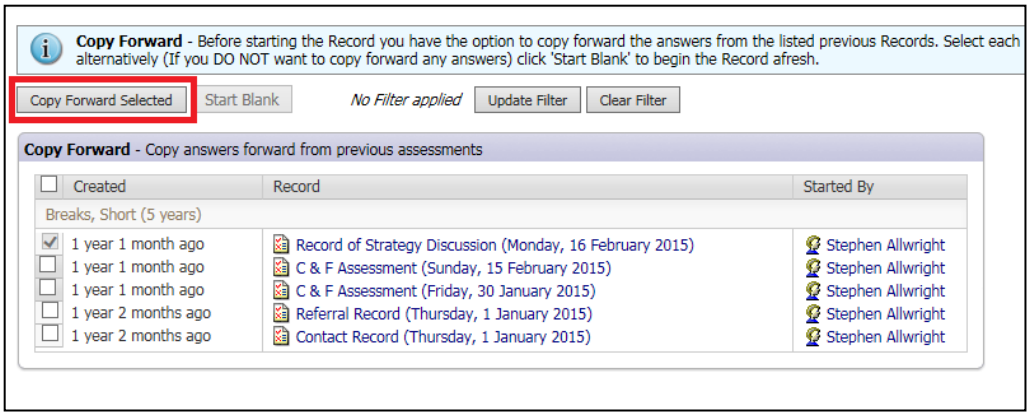
- You will then be able to click "Finalise Assessment"

2.2. Section 47

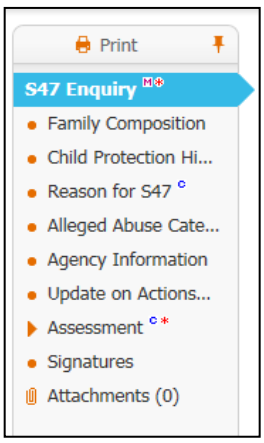
- Before a Section 47 can be started a Strategy Discussion must be completed on LCS by a Manager. If you are unsure how to initiate a Strategy Discussion please contact the LCS Support Mailbox for assistance.
- Click the task in your tray "Section 47 Enquiries – Please Perform S47 Enquiries"



- 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".



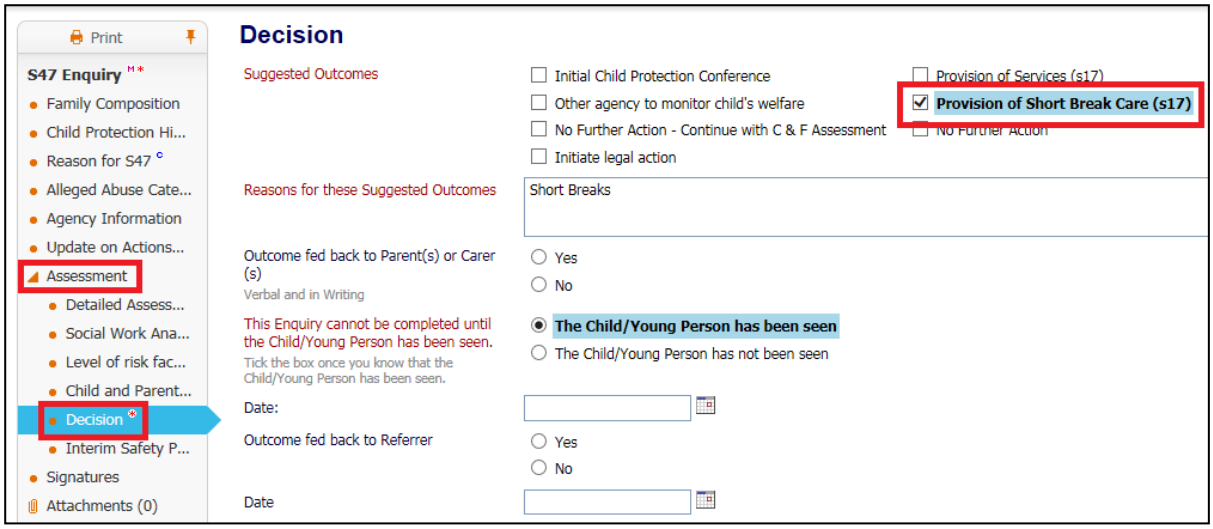
- Ensure all fields within the tabs on the Sidebar have been addressed and completed fully.



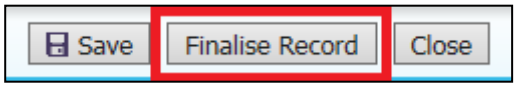
- For more information on how to fill out the S47 please refer to the CP User Guide

- 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)”

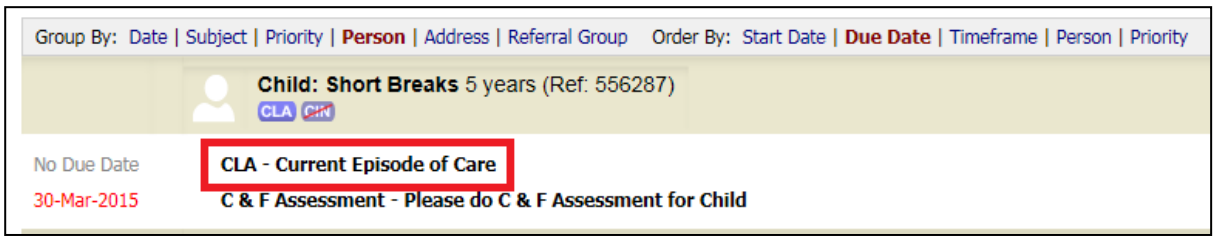


- Once completed click “Finalise Record”

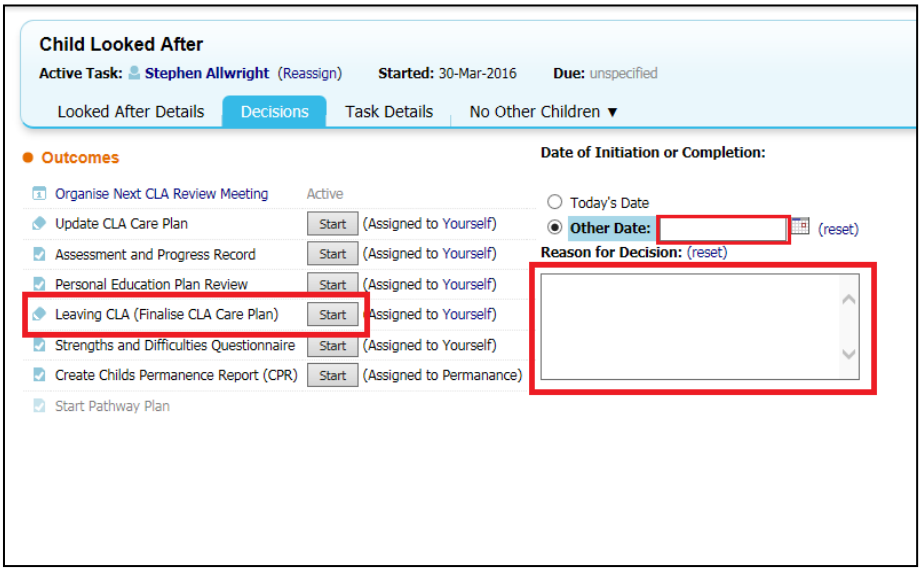


2.3. Child Looked After (CLA)

- 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”

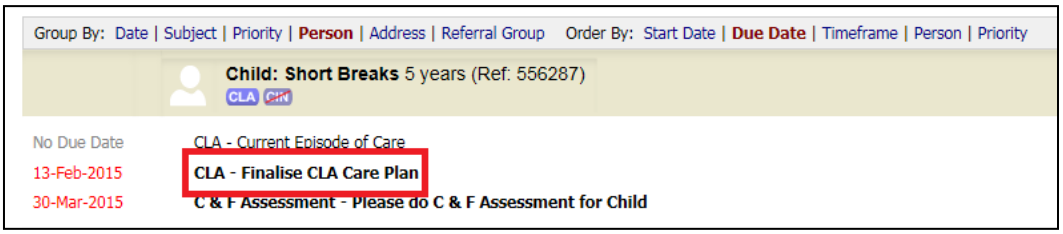


- In “Other Date” or using “Today’s Date” put the date that CLA has ended
- Enter in “Reason for Decision” an explanation as to why CLA is closing
- Then click the “Start” button next to “Leaving CLA (Finalise CLA Care Plan)”

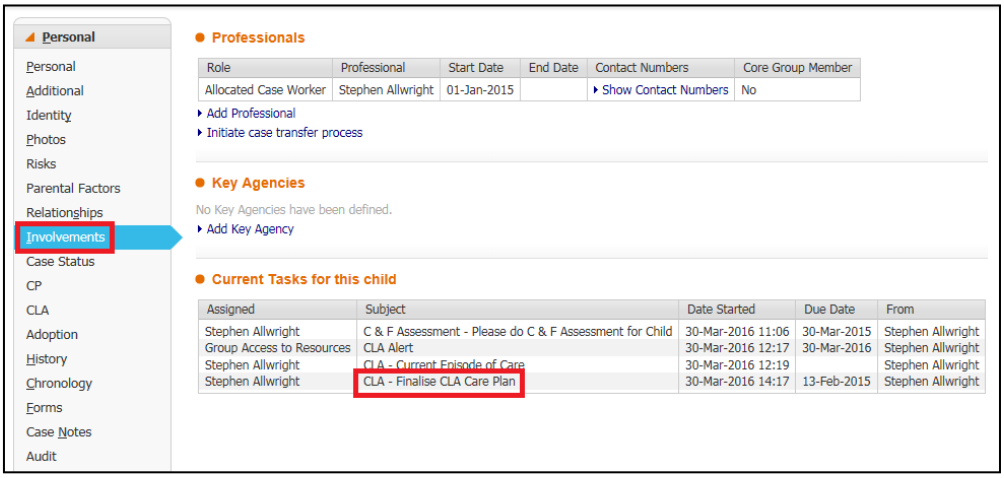


- On the next screen click the “Confirm” button

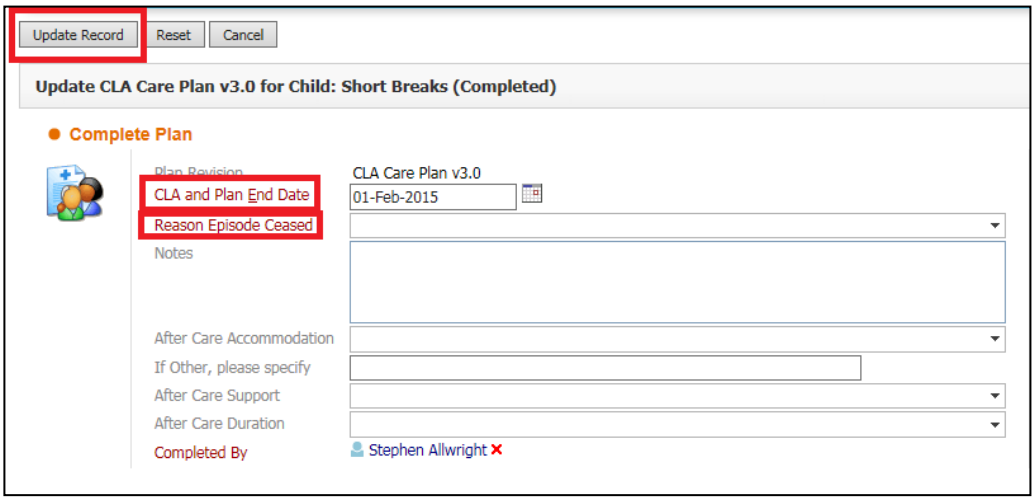
- Click on “Home” and back in your work tray click the task in your tray “CLA – Finalise CLA Care Plan”.



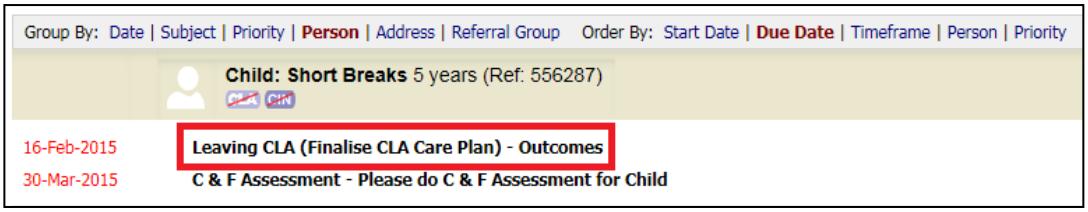
- Alternatively, in the “Basic Demographics” click the “Involvements” tab
- Then Under “Current tasks for this child” click the task “CLA – Finalise CLA Care Plan”



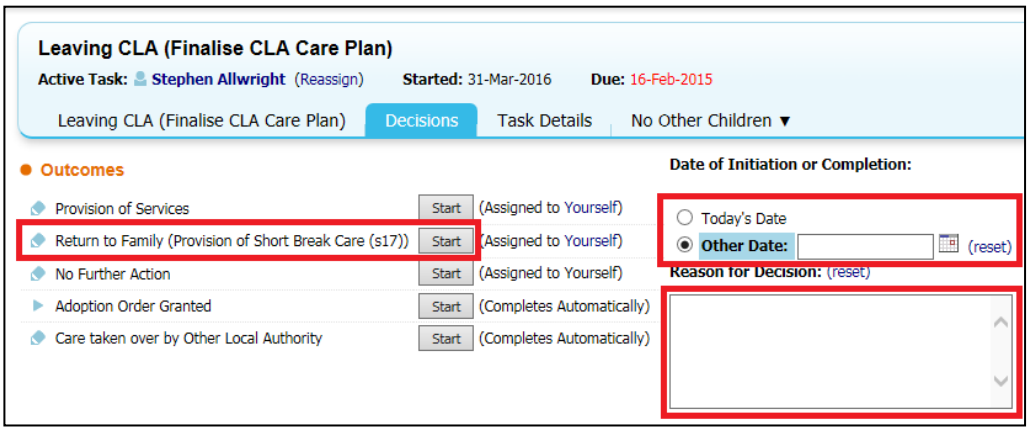
- Complete the "CLA and Plan End Date" and the "Reason Episode Ceased"
- Once they have been filled out click "Update Record"



- 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))"

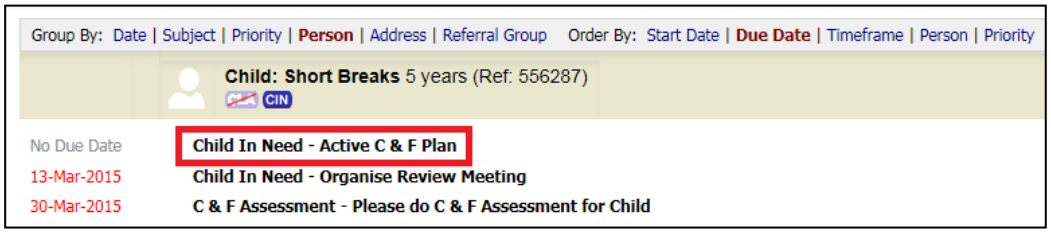


- On the next screen click the “Confirm” button
- You will then have an “Update C&F Plan” task in your tray

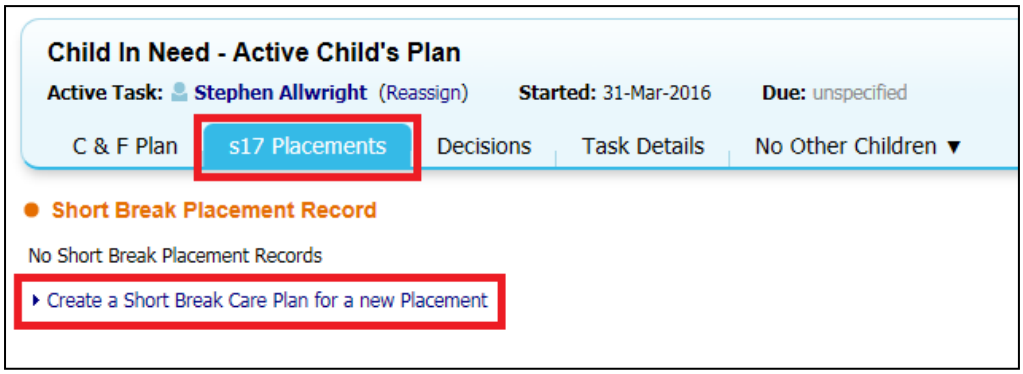
2.4. Child In Need (CIN)

- 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”



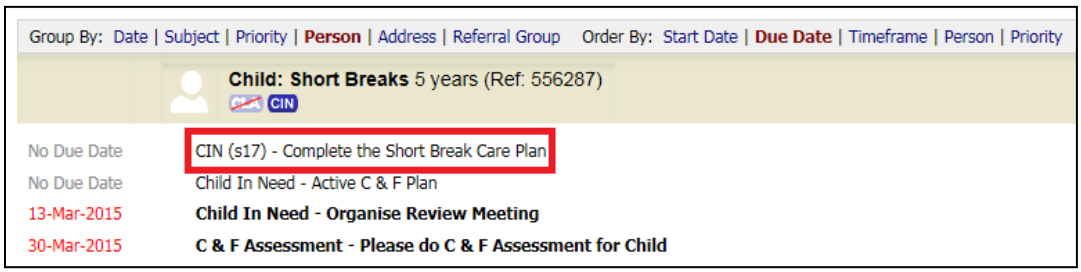
- Click the tab “S17 Placements” and then click “Create a Short Break Care Plan for a new Placement”



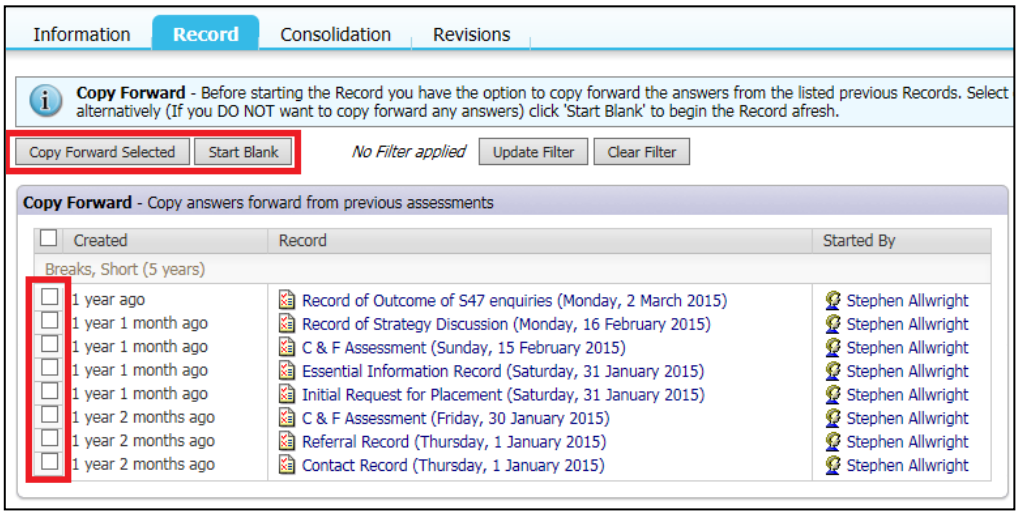
- After this you will be able to complete the Short Break Placement Plan

3. Completing the Short Break Care Plan

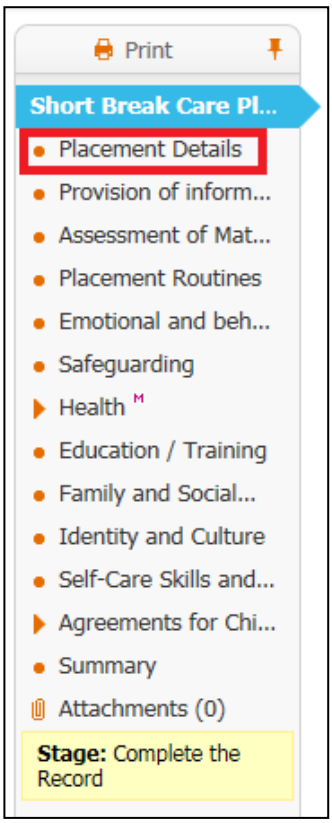
- When the outcome of Short Breaks Care has been chosen in LCS, you will get the task in your tray “CIN (S17) – Complete the Short Break Care Plan”. Click the task in your tray as shown below.



- 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”

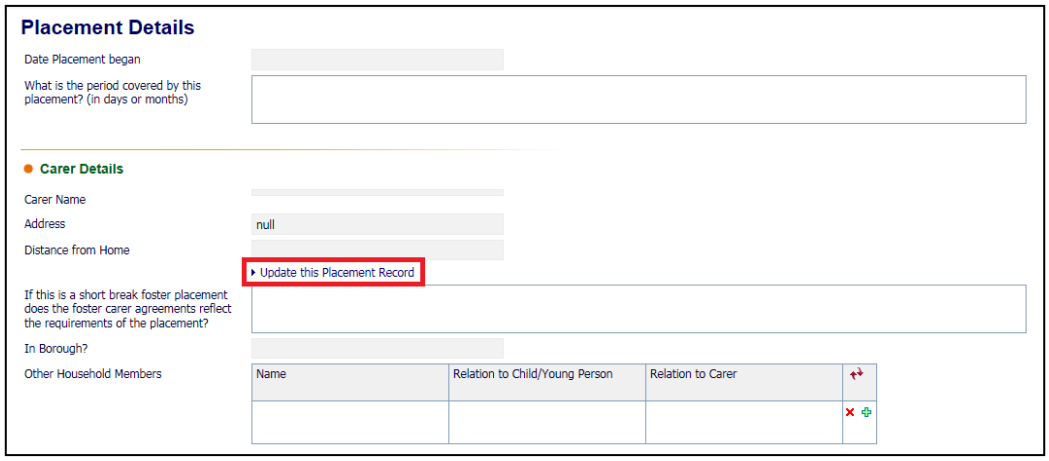


- You will then need to go through each of the tabs on the Sidebar.. When going through the tabs if there are any questions in red, this means that the question is mandatory and must be completed.
- A tab that must be filled out is “Placement Details”

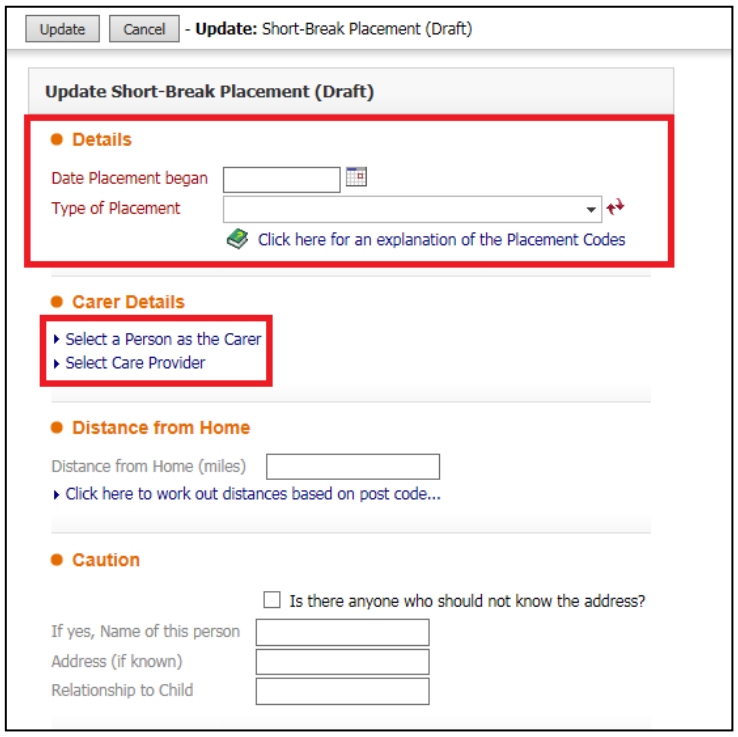


- To add the Carer Details click the “Placement Details” tab

- Then click the “Update this Placement Record” link



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



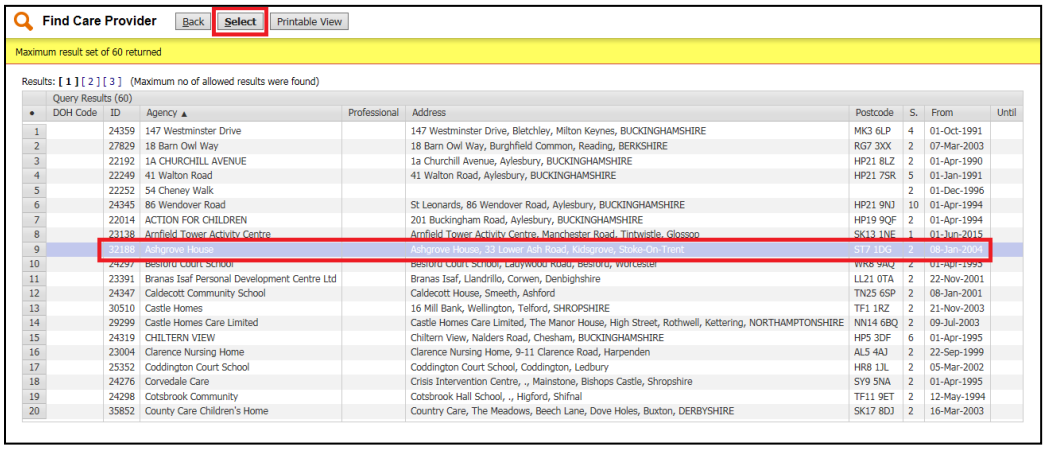
- Then click “Select a Person as the Carer” if you need to add a Foster Carer
- Or Click “Select Care Provider” if it is a Company that is providing the Short Break Care

- You will then be taken to a Search screen where you will be able to search for the carer.

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.

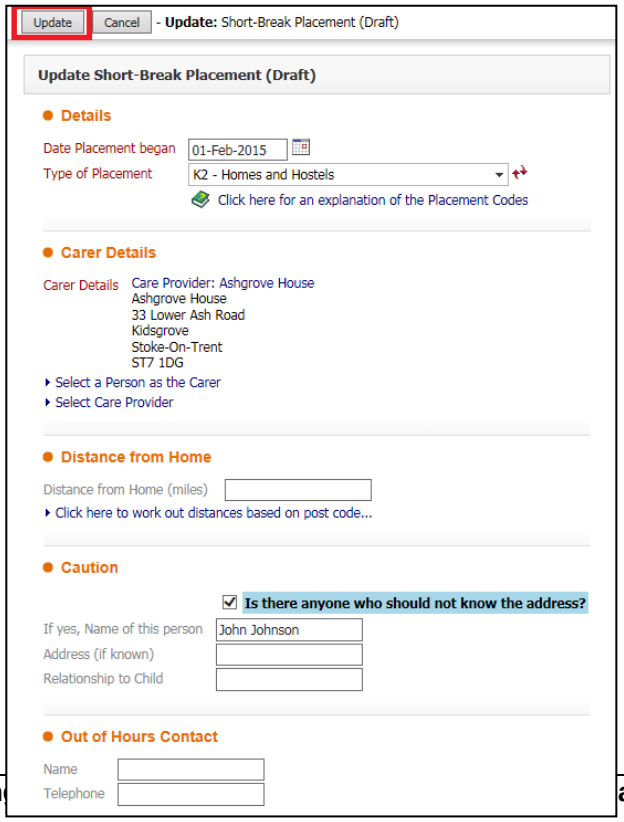
- Once you have found the carer click on them and then click the “Select” button



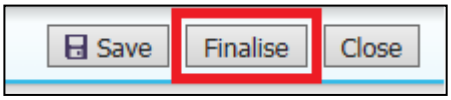
•	DOH Code	ID	Agency ▲	Professional	Address	Postcode	S.	From	Until
1		24359	147 Westminster Drive		147 Westminster Drive, Bletchley, Milton Keynes, BUCKINGHAMSHIRE	MK3 6LP	4	01-Oct-1991	
2		27829	18 Barn Owl Way		18 Barn Owl Way, Burghfield Common, Reading, BERKSHIRE	RG7 3XX	2	07-Mar-2003	
3		22192	1A 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	Arnfield Tower Activity Centre		Arnfield Tower Activity Centre, Manchester Road, Tintwistle, Glossop	SK13 1NE	1	01-Jun-2015	
9		32188	Ashgrove House		Ashgrove House, 33 Lower Ash Road, Kidsgrove, Stoke-On-Trent	ST7 1DG	2	08-Jan-2004	
10		24297	Besford Court School		Besford Court School, Ladywood Road, Besford, Worcester	WR8 9AQ	2	01-Apr-1995	
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, Ledbury	HR8 1JL	2	05-Mar-2002	
18		24276	Corvedale Care		Crisis Intervention Centre, ., Mainstone, Bishops Castle, Shropshire	SY9 5NA	2	01-Apr-1995	
19		24298	Cotsbrook Community		Cotsbrook 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”.

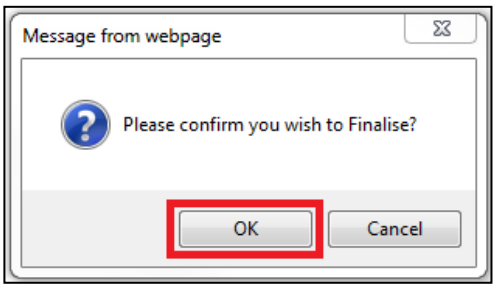
- Once you have filled out the relevant information you can click the “Update” button.



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



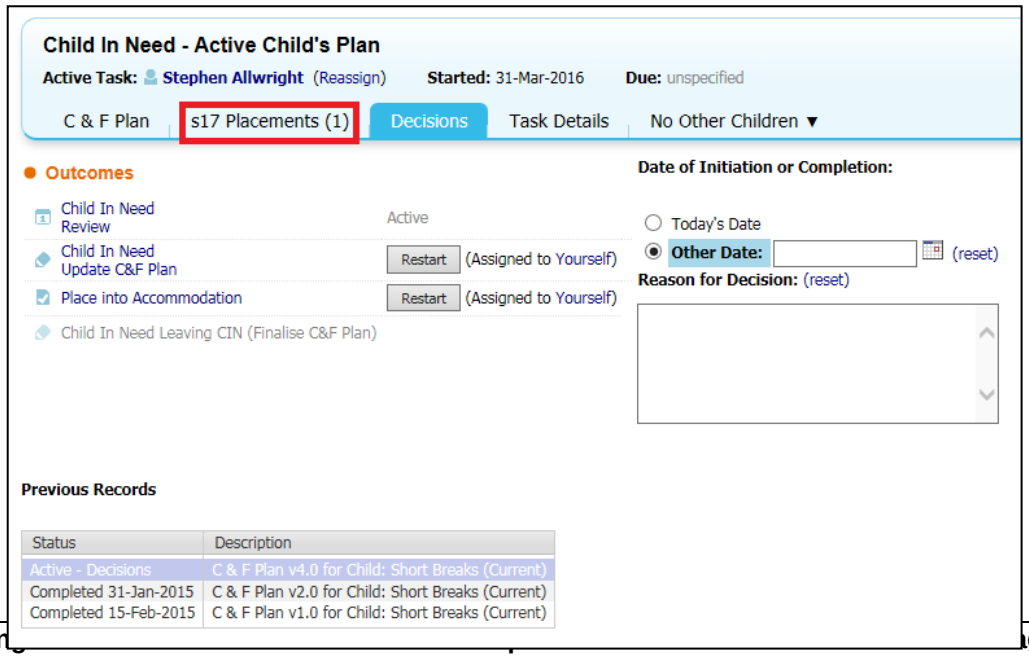
- Then click “OK” when the prompt box appears



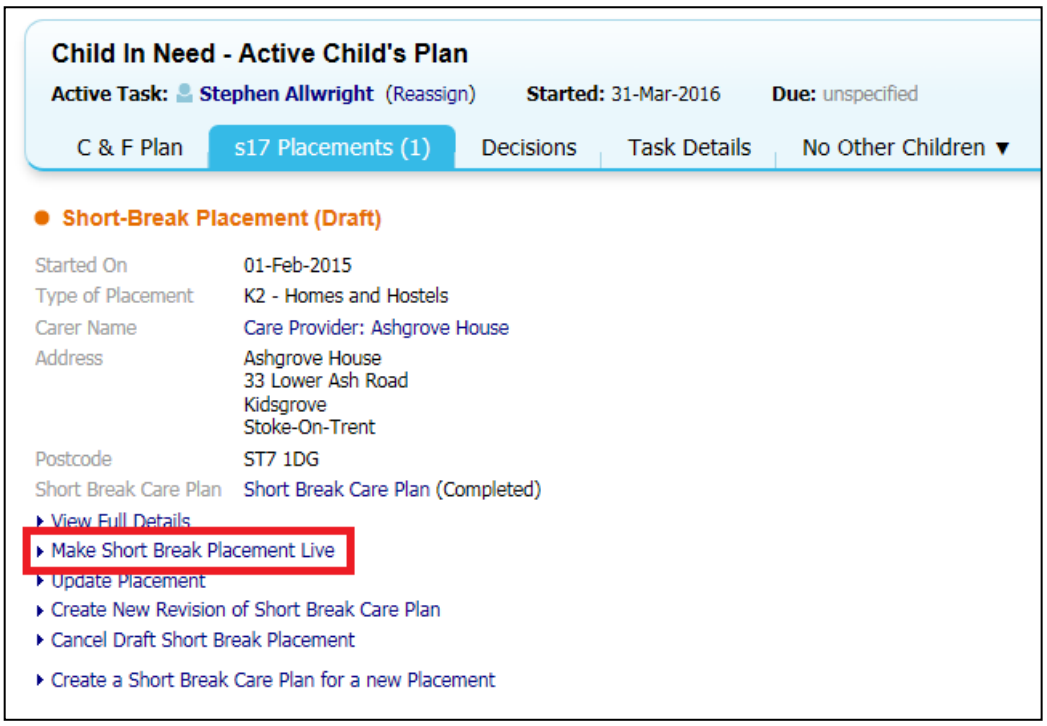
3.1. Making the Short Break Care Plan Live

- 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



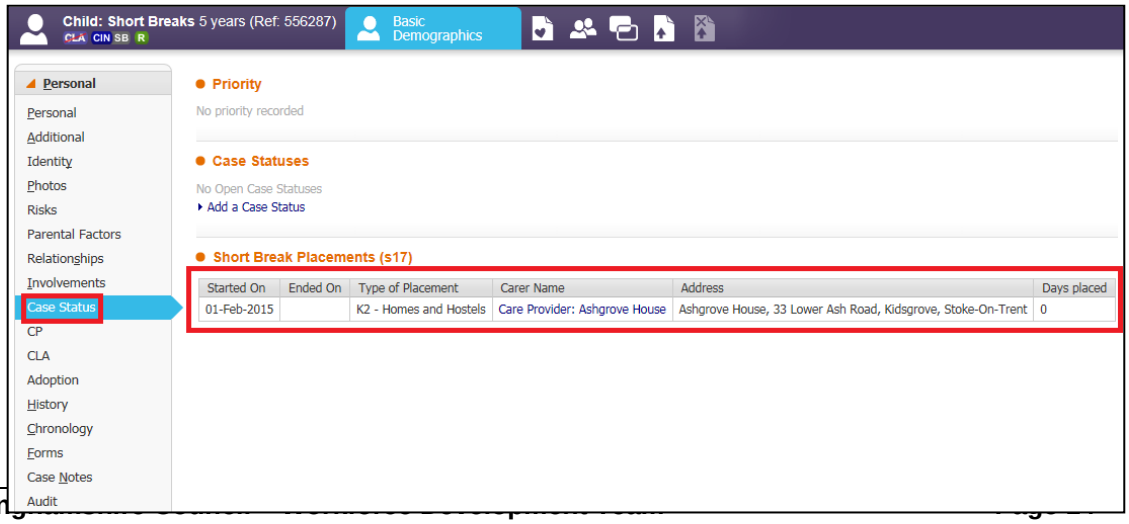
- Click the “Make Short Break Placement Live” link



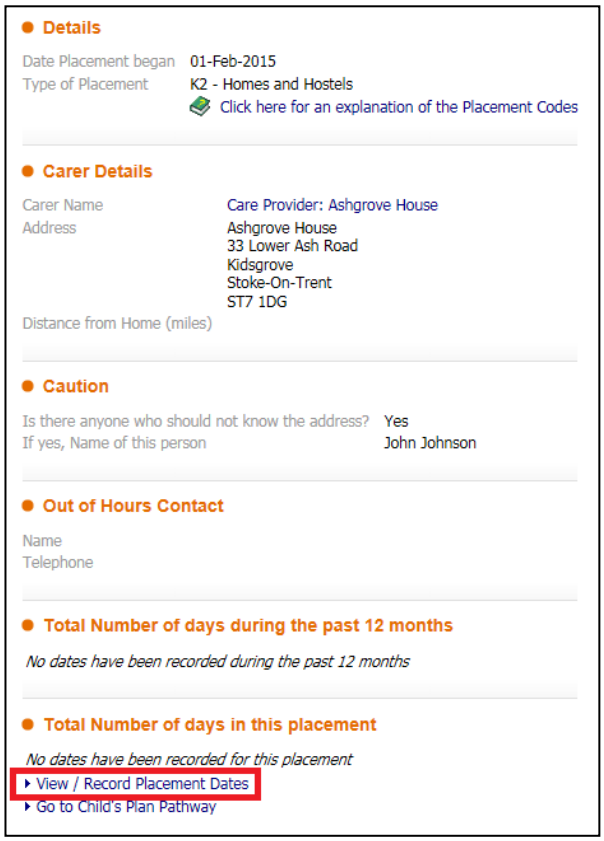
- After the link is selected, the child/young person will show as CINSB under their name.

4. Entering Short Break Dates

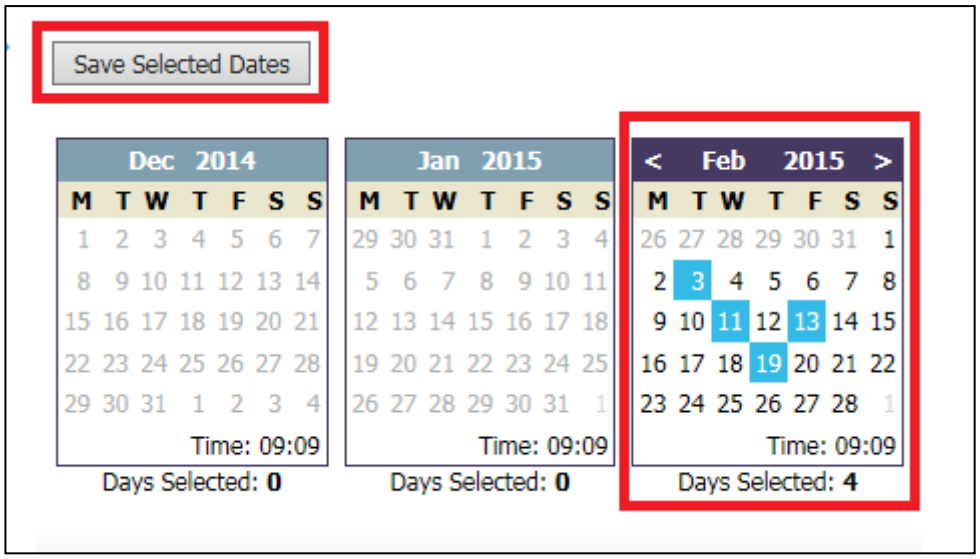
- While a child/young person is on Short Breaks, the dates they stay with their Carer must be recorded on LCS.
- Click the “Case Status” tab in the “Basic Demographics”
- Then click the placement under “Short Break Placements (S17)”



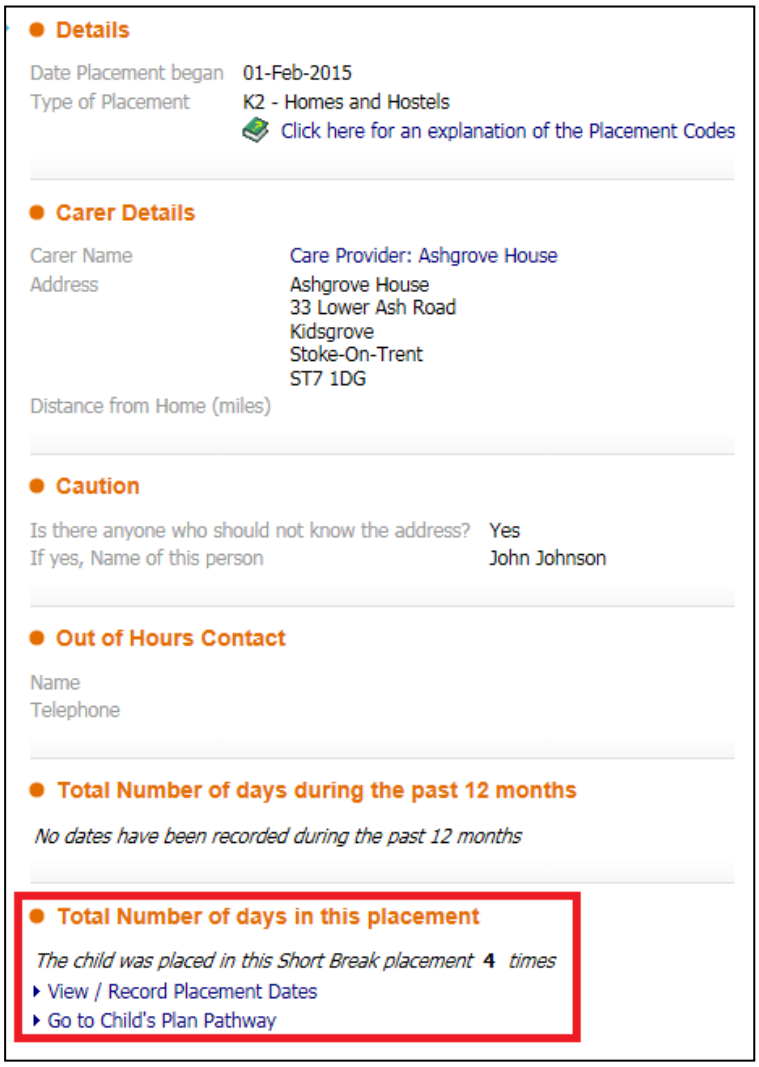
- Click “View / Record Placement Dates”



- 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”

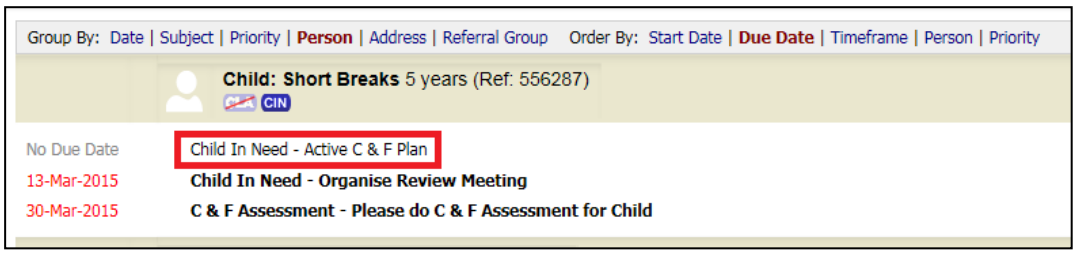


- It will then show the how many days the child has been placed under "Total Number of days in this placements"

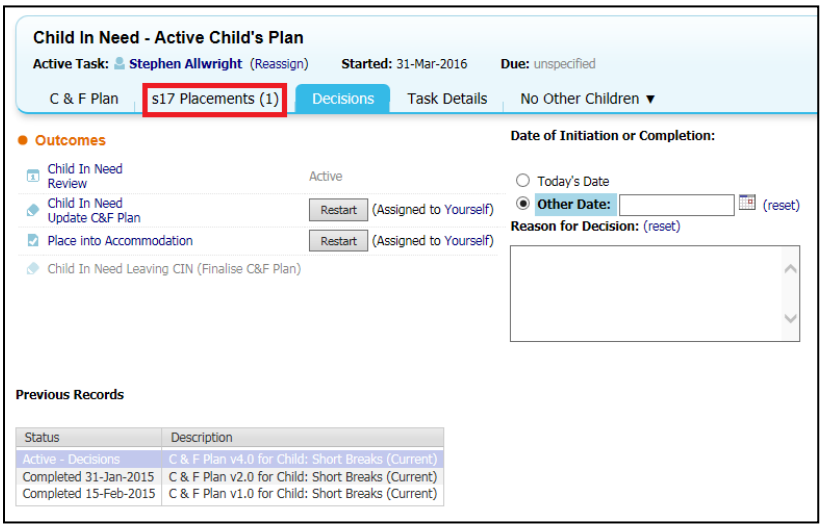


5. Ending the Short Break Plan

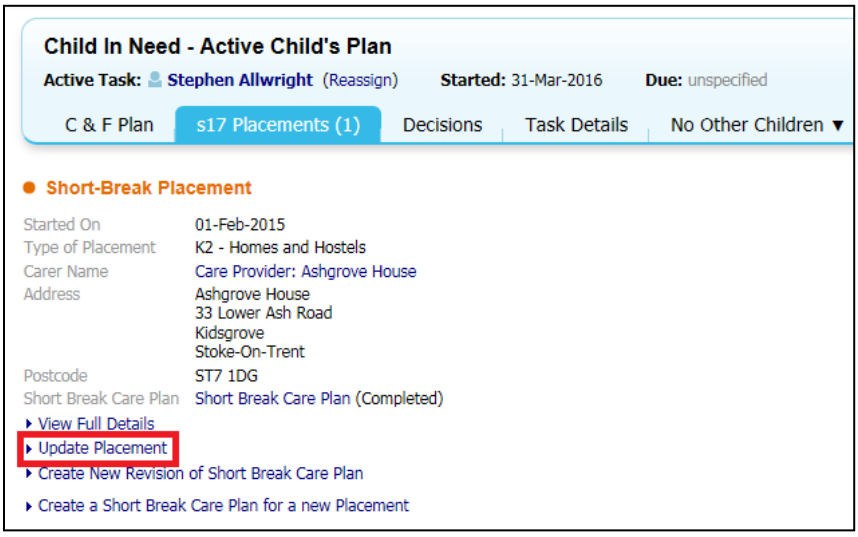
- The Short Break Care Plan can be ended in LCS.
- Click the task in your tray "Child In Need – Active C&F Plan"



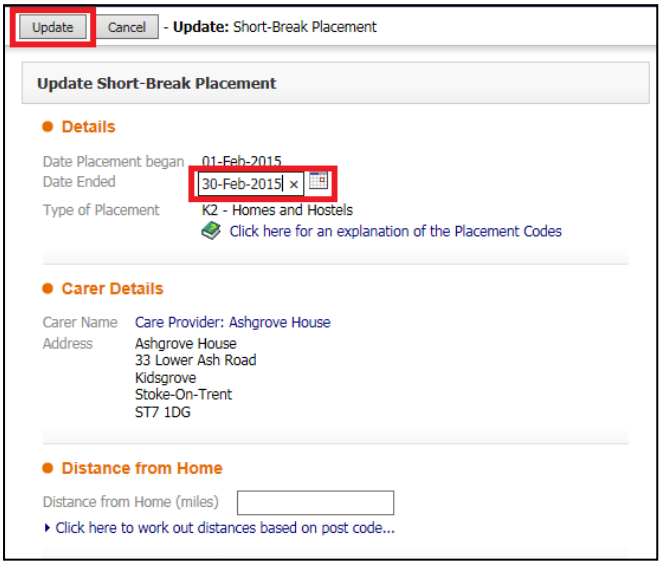
- Click the “S17 Placements (1)” tab



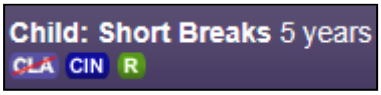
- Click “Update Placement”



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



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



If at any stage you unsure or have any please contact the LCS Support Mailbox and a LCS Support Officer will be able to assist you.