

Liquid Logic - Pathway Plan Guidance

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General Pathway Plan Rules

The rules for starting a Pathway Plan are as follows:

Part One – Needs Assessment

The Part One (Needs Assessment) can be started when:

- Young person has a current open Referral
- Young person has an actual date of birth recorded
- Young person does not already have a Pathway Plan
- Young person is older than 15 years – 9 months
- Young person is younger than 25
- Young person was fully looked after while they were 16 or 17 (not necessarily on their 16th birthday), or now if they are under 16
- Young person had an active CLA plan on their 16th birthday (or current CLA plan if < 16) if Young person is currently CLA

Part Two

Part Two can be started when:

- Young person is 16 or older
- Young person has been fully CLA for 13 weeks where age ≥ 14 and < 18

Part Two **cannot** be started if the CLA Care Plan is in draft i.e.

- If the Care Plan is being updated (either manually or following a CLA Review)
- If the CLA Review Pre-Meeting Report or Outcomes are in draft or have not been authorised

NOTE: A Pathway Plan cannot be started for a child/young person who is CLA with an adoption plan

Exceptions

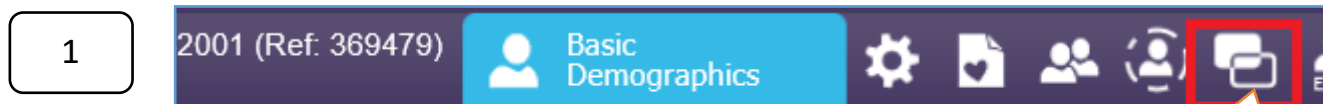
There are three exceptions to these rules as follows:

- **Exception 1**
Children hospitalised or in custody who would otherwise have been accommodated by the LA and would have therefore met the criteria to be eligible or relevant are entitled to a Pathway Plan although they will not have the required period of care recorded.
- **Exception 2**
Children who received services including accommodation under s17 of the Act are entitled to a Pathway Plan although they will not have the required period of care recorded.
- **Exception 3**
For some Care Leaving young people services have ended as they have turned 21. They then present again and request education and/or training and the LA has a duty to complete an assessment with a Pathway Plan.

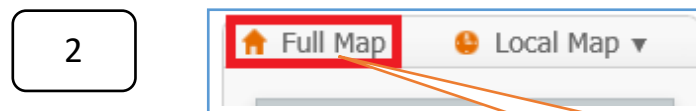
Exceptions can be recorded on the CLA tab of the Demographics, after which the Pathway Plan can be started manually.

Beginning a Pathway Plan whilst Young Person is still Looked After

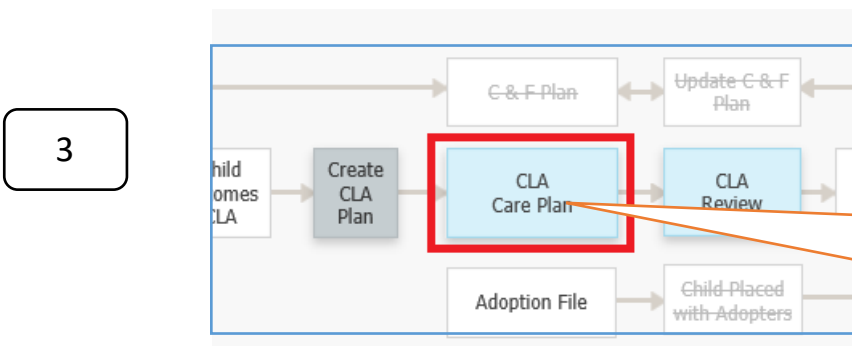
- Pathway Plan - Part 1



Access the Child's record and click the Pathway button

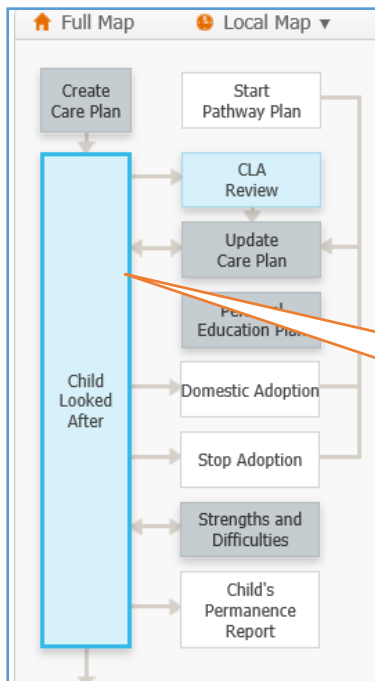


Then click into the Full Map



Click here to access the CLA Pathway

4



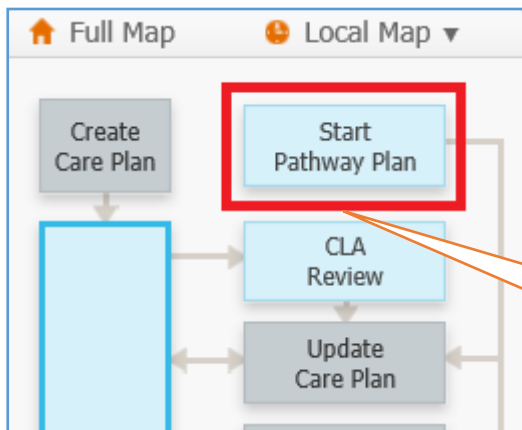
Click on the Child Looked After box

5

Task	Action	Status
Organise Next CLA Review Meeting	Active	
Update CLA Care Plan	Restart	(Assigned to)
Leaving CLA (Finalise CLA Care Plan)	Start	(Assigned to)
Start Adoption	Start	(Completes)
Strengths and Difficulties Questionnaire	Restart	(Assigned to)
Create Child's Permanence Report (CPR)	Start	(Assigned to)
Transfer to Adult's Social Care	Start	(Assigned to)
Start Pathway Plan	Start	(Assigned to)

Ensure that you are in the Decisions Tab, then click Start next to 'Start Pathway Plan'

6



The Start Pathway Plan button will now be highlighted in blue

7

The screenshot shows a child's profile for 'Courtney Test', 16 years old, born 03-May-2001. It lists several tasks: 'No Due Date' (with a warning icon), '26-Jul-2017' (with a warning icon), and '03-Aug-2017' (with a warning icon). The '03-Aug-2017' task is highlighted with a red border and is titled 'CLA - Complete Needs Assessment (Pathway Plan Part 1)'. Other tasks include 'CLA - Current Episode of Care' and 'C & F Assessment - Please do C & F Assessment for Child - R1423'.

You will also have a task in your tray asking you to Complete Needs Assessment (Pathway Plan Part 1). Click here to access this task.

8

The screenshot shows a 'Copy Forward' dialog box. At the top, there are buttons for 'Copy Forward Selected' (highlighted with a red border) and 'Start Blank'. Below the buttons is a table with the following data:

Created	Record
Test, Courtney (16 years)	
6 months ago	Child Looked After/You
10 months 4 weeks ago	Child Looked After/You
4 years 9 months ago	Child Looked After, You (2013)

Click here to select any relevant assessments to copy forward, then click 'Copy Forward Selected'.
If there are no relevant assessments, click 'Start Blank.'

9

The screenshot shows a web interface for a 'Pathway Plan'. On the left is a sidebar menu with a red border containing the following items: Pathway Plan (selected), Accommodation *, Education, Training..., Health and Develo..., Independent Living..., Family and Soci..., Hobbies / Social /..., Financial Support, Young People Nee..., Ethnicity, Culture a..., Contingency Plan /..., Aspirations, Signatures, and Attachments (0). The main content area is titled 'Pathway Plan' and includes sections for 'Pathway Plan Data' (with sub-items like Date Needs Assessment co, Date assessment complete, Date Pathway Plan comple) and 'Status' (with sub-items like LAC / Leaving Care Status, Nationality, Immigration Status, Primary language spoken i).

Complete the relevant sections of the Pathway Plan

10

The screenshot shows a toolbar with three buttons: 'Save', 'Finalise Record', and 'Cancel'. The 'Finalise Record' button is highlighted with a red border.

Then click Finalise Record

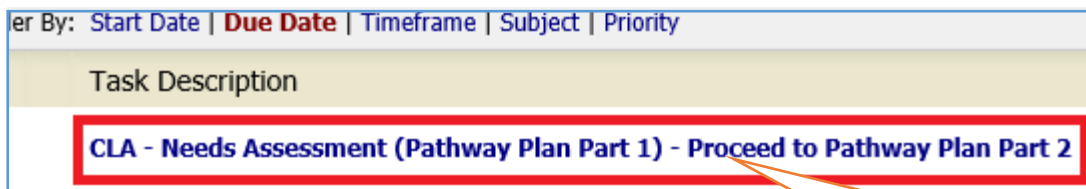
11

The screenshot shows a notification bar at the top with a red border containing the text: 'This Record has been sent to Michelle O'Connor for authorisation. (Bypass Authorisation)'. Below the notification is a record list with the following items: 'Needs Assessment (Pathway Plan Part 1)' (with a folder icon) and 'The Record' (with a checkbox icon). A sub-item is listed: 'Pathway Plan - Needs Assessment (Assigned to Michelle O'Connor) [Print]'.

This will then be sent to your manager for authorisation

- Pathway Plan - Part 2

1

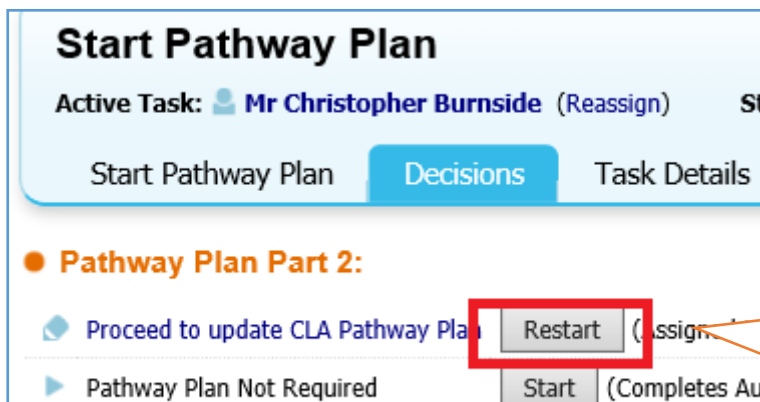


er By: [Start Date](#) | [Due Date](#) | [Timeframe](#) | [Subject](#) | [Priority](#)

Task Description
CLA - Needs Assessment (Pathway Plan Part 1) - Proceed to Pathway Plan Part 2

Following authorisation a task will appear in your worktray asking you to proceed to Part 2. Click here to access this

2



Start Pathway Plan

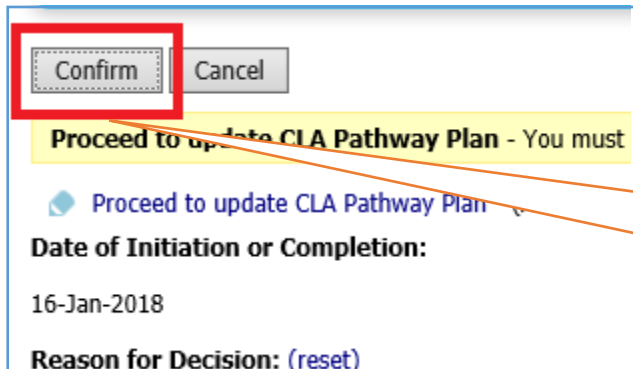
Active Task: **Mr Christopher Burnside** (Reassign) **St**

[Start Pathway Plan](#) **Decisions** [Task Details](#)

- **Pathway Plan Part 2:**
 - [Proceed to update CLA Pathway Plan](#) **Restart** (Assign)
 - [Pathway Plan Not Required](#) **Start** (Completes Au)

Click here to update Part 2

3



Confirm **Cancel**

Proceed to update CLA Pathway Plan - You must

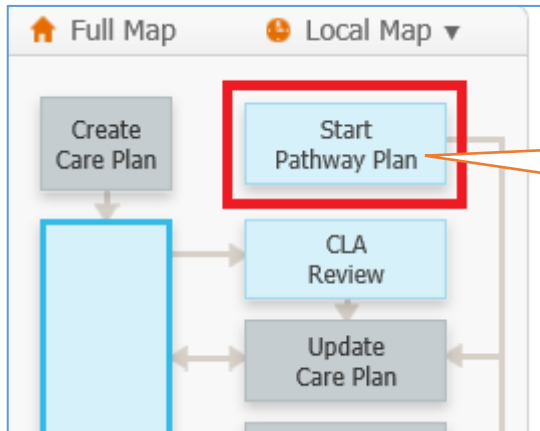
- [Proceed to update CLA Pathway Plan](#)

Date of Initiation or Completion:
16-Jan-2018

Reason for Decision: (reset)

Then click Confirm

4



Click back into the 'Start Pathway Plan' box

5

● Pathway Plan Part 2:

- ◆ Proceed to update CLA Pathway Plan
- ▶ Pathway Plan Not Required

Decisions Completed:

Outcomes Completed

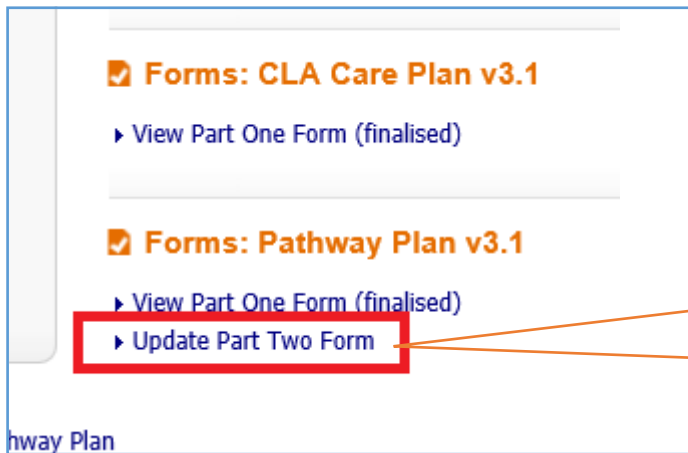
Then click here to confirm that the Outcomes have been completed

6

No Due Date	▲	CLA - Current Episode of Care
26-Jul-2017	▲	C & F Assessment - Please do C & F Assessment for Child - R142365
31-Jan-2018		CLA - Update CLA Care Plan

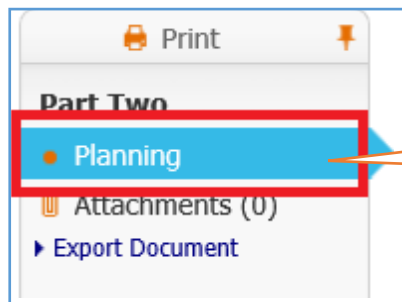
A task will appear in your work tray asking you to update the CLA Care Plan (This is Part 2 of the Pathway Plan)

7



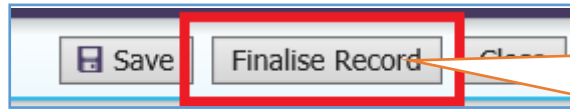
Then click here to Update the Part Two form.

8



Add any relevant information into this section within the form

9



Then click Finalise Record

10

Active Task: Mr Christopher Burnside (Reassign)

Update Pathway Plan Task Details A

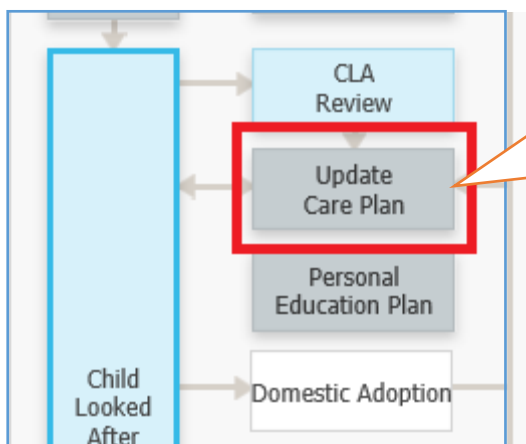
What to do: This Pathway Plan is a **draft revision** that re

Finalise Plan Revision Send for Approval

Plan Details ● Plan Details

Then click on Finalise Plan Revision

11



The Update Care Plan box within the flowchart will now have gone grey – indicating that it is complete.

The Pathway Plan will now be reviewed as part of the CLA Review Process, until the child ceases to be Looked After.

Continuing a Pathway Plan when the Young Person is no longer Looked After

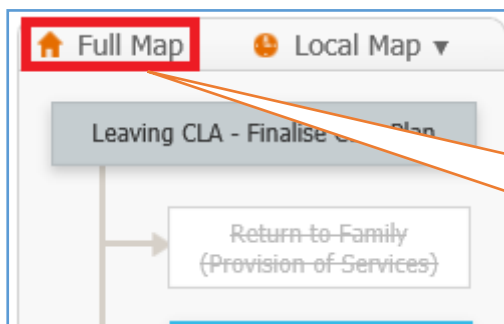
- First Review following the Young Person Leaving CLA

1



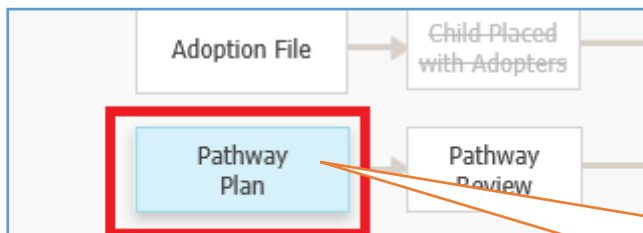
Access the individual's record and click the Pathway button

2



Then click into the Full Map

3



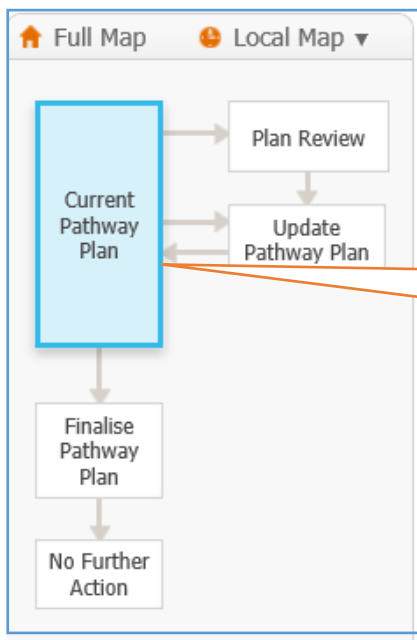
The Pathway Plan box will be highlighted in blue – click here to access this

4

Child: Courtney Test 16 years 03-May-2001 (Ref: 369479)
No Due Date **Pathway Plan - Active Pathway Plan**

You will also have a task in your worktray to indicate that the individual has an Active Pathway Plan

5



You should now be in the Current Pathway Plan box

6

Pathway Plan	Decisions	Task Details
Outcomes		
<input checked="" type="checkbox"/>	Review Pathway Plan	Start (Assigned to Glo)
<input checked="" type="checkbox"/>	Update Pathway Plan	Start (Assigned to Glo)
<input checked="" type="checkbox"/>	Finalise Pathway Plan	Start (Assigned to Glo)
<input checked="" type="checkbox"/>	Transfer to Adult's Social Care	Start (Assigned to Glo)

Ensure that you are in the Decisions tab, then click Start next to Review Pathway Plan

NOTE: A Review of the Pathway Plan should be carried out on a 6 monthly basis and this should be started by clicking the 'Review Pathway Plan' button above.

You would only use the 'Update Pathway Plan' button If there has been a significant change in the young person's life within this 6 month period and a review has not been carried out.

7

Confirm Cancel

Review Pathway Plan - You must confirm the following

Courtney Test Review Pathway Plan (Assigned)

Date of Initiation or Completion:

Today's Date

Other Date: 16-Jan-2018 (reset)

Reason for Decision: (reset)

Enter the date the Plan Review was completed, then click Confirm

Continue to follow the guidance below, when you are ready to record your Pathway Plan Review / Update your Pathway Plan

- Ongoing Pathway Plan Reviews

1

Child: Courtney Test 16 years 03-May-20

No Due Date
16-Jul-2018

Pathway Plan - Active Pathway Plan
Pathway Plan - Review Pathway Plan

You will now have a task in your worktray to Review the Pathway Plan. Click here to access this.

2

Meeting Details

⚠ The Date and Time for the meeting are not set.
• Please complete the meeting.

Meeting Arranger	Mr Christopher Burnside
Type of Meeting	Pathway Plan - Review
Statutory Due Date	16-Jul-2018
Planned Meeting Date	Unspecified
Length in Minutes	Unspecified
Location	

▶ **Update Meeting Details and Scheduling**
▶ Complete Meeting
▶ Cancel Meeting


Back to: Active Pathway Plan

Within the same screen, click here to Update the Meeting Details

3

● Meeting Details

Type of Meeting Pathway Plan - Review
Statutory Due Date 22-Jul-2018

Planned Meeting Date  [Set From Calendar](#)

Length in Minutes

Location

Comments

Enter the date on which the meeting is planned to take place

4

☑ Recommendations and Minutes

Once the meeting has been held, Please **Start the Recommendations and Minutes.**

Assigned To **Mr Christopher Burnside** (Reassign)

[Meeting Held - Write up Outcomes](#)

Once the meeting has taken place return to the above screen and click here to begin writing up the Review

5


- Complete Pathway Plan - Review

Update Pathway Plan - Review planned for 16-

● Planned Meeting Details

Statutory Due Date 16-Jul-2018
Planned Meeting Date 16-Jan-2018


● Actual Meeting Details

Actual Meeting Date 

[Copy Planned Meeting Date](#)

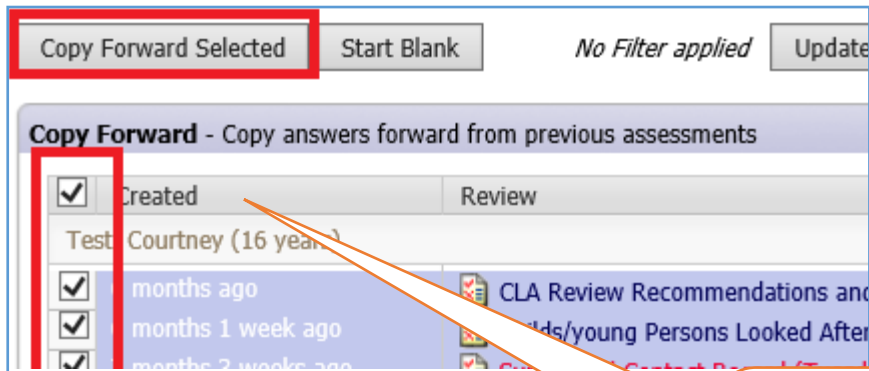
Delay Reason

Planned date of next Review Pathway Plan

Planned Date 

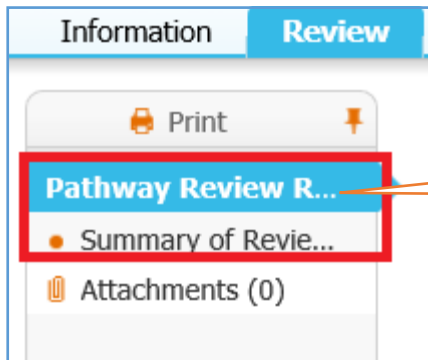
Enter the actual date of the meeting, as well as the planned date of the next meeting, then click Update

6



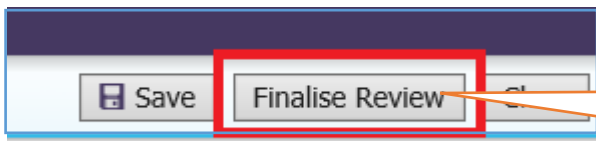
Click here to select any relevant assessments to copy forward, then click 'Copy Forward Selected'.
If there are no relevant assessments, click 'Start Blank'.

7



Complete the relevant sections of the assessment

8



Then click Finalise Review

9

Planned Meeting Date	10-Jan-2018
Length in Minutes	Unspecified
Location	
Actual Meeting Date	16-Jan-2018
▶ Complete Meeting	

Back to: [Active Pathway Plan](#)

Finally click here to complete the meeting

10

Child: Courtney Test 16 years 03-May-2001

[No Due Date](#)
[No Due Date](#)

[Pathway Plan - Update Pathway Plan](#)
[Pathway Plan - Active Pathway Plan](#)

You will now have a task in your tray to Update the Pathway Plan. Click here to access this.

11

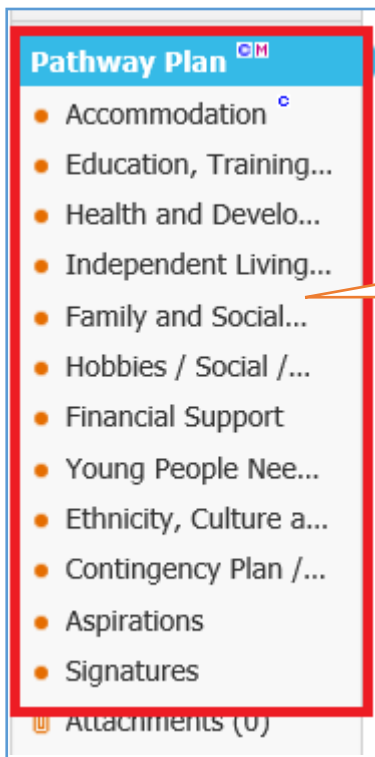
Forms: Pathway Plan v4.0

[▶ Update Part One Form](#)
[▶ Update Part Two Form](#)

hway Plan

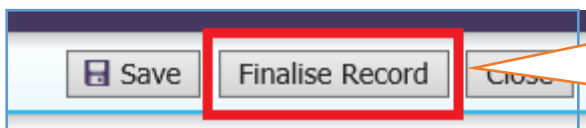
Click here to begin updating Part One

12



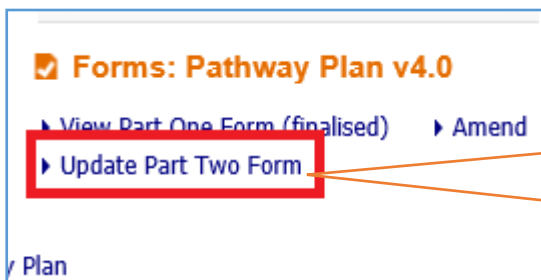
Then complete all of the relevant sections of the Pathway Plan

13



Then click Finalise Record

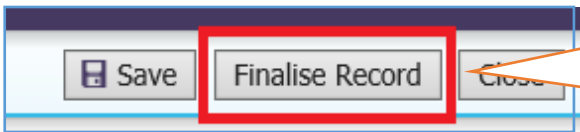
14



Click here to begin updating Part Two

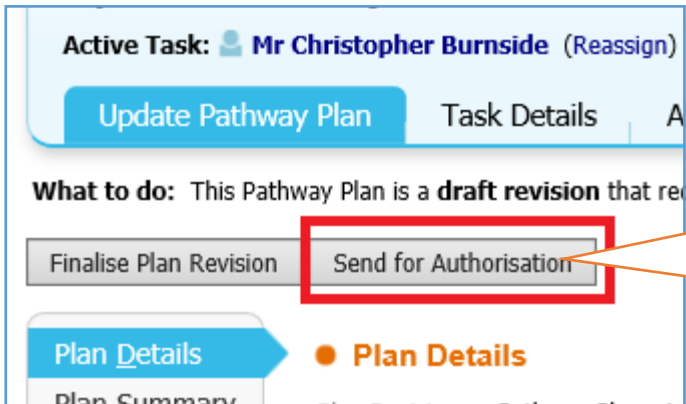
Note – There is no information to complete in this Part Two Form

15



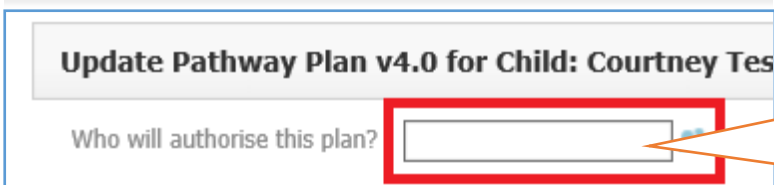
Click Finalise Record

16



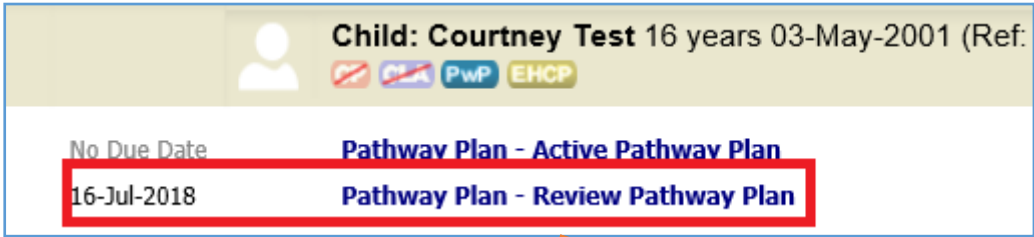
Then click Send for Authorisation

17



Enter the name of the person who will authorise the plan

18



Once this plan is authorised, you will have a task in your tray to organise the NEXT Pathway Plan Review

