



Internal Ref:	NELC-CiCLLL-001
Review date	October 2021
Version No.	V01.00

Liquidlogic – CiN to CLA Process

BACKGROUND INFORMATION	
Subject	Liquidlogic
Document Purpose	Training Guide
Reference and Version	NELC-CiCLLL-001
Target Audience	Liquidlogic Users
Author	Adam Brown
Last Review	22/10/2021
Copyright	North East Lincolnshire Council

CiN to CLA

Within the CiN workflow, in the active child's plan, if you click on the **Decisions** tab, you will see a variety of outcomes. Click the **Start** button next to **Request to Place into Accommodation**.

Child In Need - Active Child's Plan

Active Task: Adam Brown (Reassign) Started: 27-Sep-2021 Due: unspecified

Child's Plan s17 Placements **Decisions** Task Details No Other Children ▼

Outcomes

Outcome	Action	Assigned To
Child In Need Review	Restart	(Assigned to Yourself)
Child In Need Update Child's Plan	Start	(Assigned to Yourself)
Request to Place into Accommodation	Start	(Assigned to Yourself)
Child In Need Leaving CIN (Finalise Child's Plan)	Start	(Assigned to Mrs Gillian Watson)
Referral to EHM (Step Down)	Start	(Assigned to Yourself)

Date of Initiation or Completion:
☐ Today's Date
☒ Other Date:
Reason for Decision: (reset)

If you cannot see the **Decisions** tab, scroll down the page and you may see a **Previous Records** table. From the table, click on the **Active** record. You should then be able to access the **Decisions** tab.

Child In Need - Active Child's Plan

Initiator: ICS Administrator 1 Started: 27-Sep-2021 Completed: 19-Oct-2021 (by)

Child's Plan s17 Placements History No Other Children ▼

Plan Details

Plan Summary
s17 Placements
CIN Visits

Plan Details

Plan Revision	C & F Plan v1.0
Key Worker	Adam Brown - System Admin
Status	Superseded
Effective From	27-Sep-2021
Effective To	19-Oct-2021
Created By	Adam Brown - System Admin
Creation Date	19-Oct-2021 16:25
View Plan (finalised)	

Authorisation

Plan Authoriser
Authorisation State
Authorisation Date

Actions

- Administrative Action
- Print View
- Print View Landscape

Back to: Child In Need - Update Child's Plan

Previous Records

Status	Description
Completed 19-Oct-2021	C & F Plan v1.0 for Child: Taylor Eustis Superseded
Active - Decisions	C & F Plan v2.0 for Child: Taylor Eustis Active

Child In Need - Active Child's Plan

Active Task: Adam Brown (Reassign) Started: 19-Oct-2021 Due: unspecified

Child's Plan s17 Placements **Decisions** Task Details No Other Children ▼

Confirm **Cancel**

Request to Place into Accommodation - You must confirm the following Date & Reason are correct before continuing with this action.

☒ Taylor Eustis Request to Place into Accommodation (Assigned to Yourself)

Date of Initiation or Completion:

☐ Today's Date

☒ **Other Date:** **(reset)**

Reason for Decision: **(reset)**

After clicking the **Start** button, you will then need to enter in a date of initiation and input a reason for the decision. Once done, click on the **Confirm** button.

You will then be informed that the task is in your Worktray.

Access your tray and click on the task to complete the **Request to Place Child into Accommodation**.

This will start the placement request.

Child In Need - Active Child's Plan

Active Task: Adam Brown (Reassign) Started: 19-Oct-2021 Due: unspecified

Child's Plan s17 Placements **Decisions** Task Details

Outcomes

- Child In Need Review
- Child In Need Update Child's Plan **Restart** (Assigned to Yourself)
- Request to Place into Accommodation** **Thank you, this task is in your worktray.**
- Child In Need Leaving CIN (Finalise Child's Plan) **Start** (Assigned to Mrs Gillian Watson)
- Referral to EHM (Step Down) **Start** (Assigned to Yourself)

Request to Place into Accommodation

Reason: test

Active Task: Adam Brown (Reassign) Started: 22-Oct-2021 Due: 20-Oct-2021

Request to Place into Accommodation Task Details No Other Children ▼

The form has not been created

Create Form

Reason for Assessment/Record

test

[Back to: Child In Need - Active Child's Plan](#)

Flowchart:

```

graph TD
    A[Legal Gateway Plan] --> B[Request to Place into Accommodation]
    B --> C[Reject Request]
    B --> D[Child becomes Looked After]
    D --> E[Create Care-Plan]
    D --> F[Personal Education Plan]
  
```

Once the placement request has completed and the child is CLA, CiN will close automatically.

Child: Taylor Eustis 9 years

CLA CIN R CWD EHM C