



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	
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Last Review	22/10/2021	
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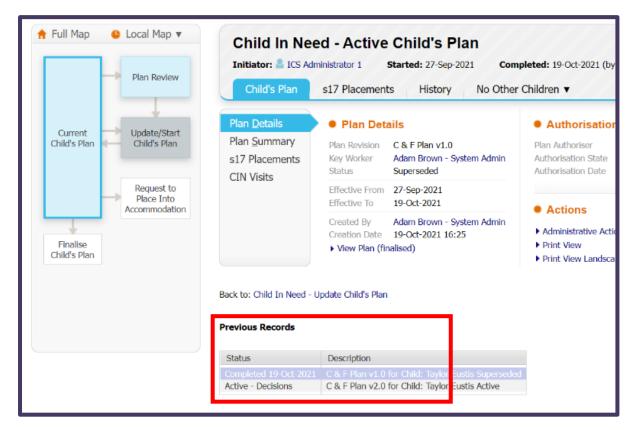


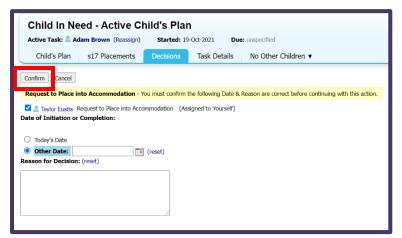
CiN to CLA

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**.



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.





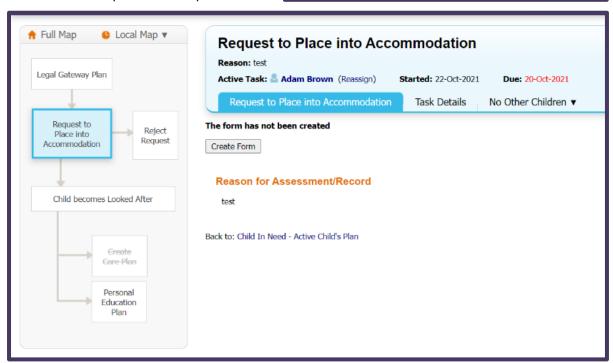
After clicking the **Start** button, you will then need to enter in a date of initiation and input a reason for the decision. Once done, click on the **Confirm** button.

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.





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

