



Internal Ref:	NELC-CiCPLL-001
Review date	October 2021
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## Liquidlogic – CiN to CP Process

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

## CiN to CP

If you have a case where a child is currently CiN but you wish to move to CP, there is a specific way this can be achieved.

Within the CiN workflow, in the active child's plan, if you click on the **Decisions** tab, you will see a variety of outcomes. You may notice that there is no outcome which moves to CP. At this point, you may have suspected that you would need to pick the Leaving CiN outcome however, this is not correct.

**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**

Action	Status	Assigned To
Child In Need Review	Active	
Child In Need Update Child's Plan	Restart	(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:

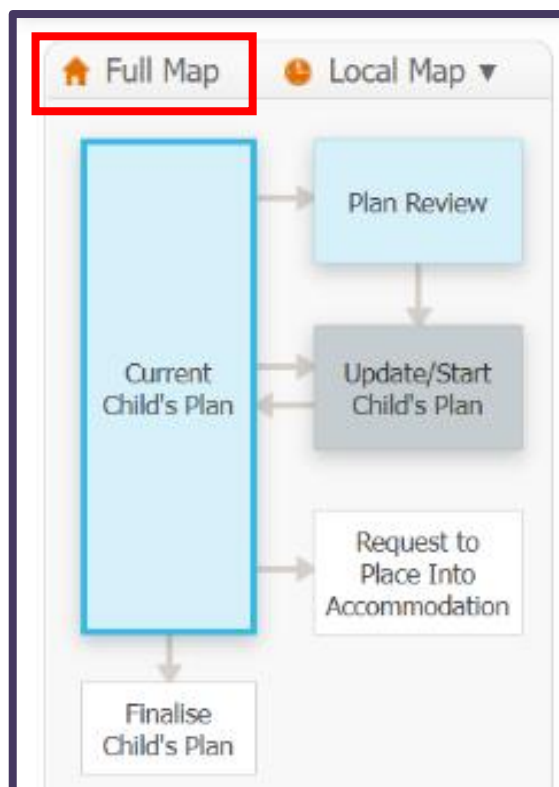
**Reason for Decision:** (reset)

If you were to select the outcome to leave CiN, you would then need to go through the referral closure process. After this, to make a child CP, you would then need to create a new referral and progress up to CP which is time-consuming and not efficient.

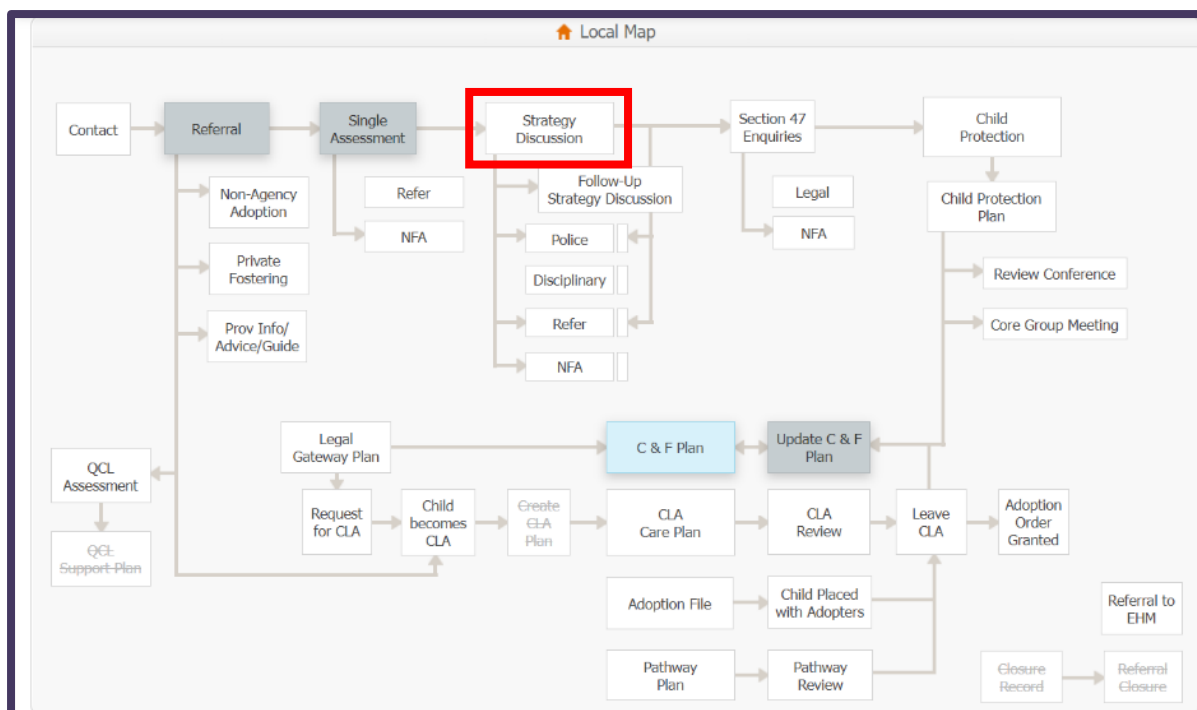
The following guidance will show you how you can move to CP from CiN. Once moved, CiN should close automatically without moving the case to closure as in the above example.

For this to function correctly, we need to ensure that the CiN plan has been updated and is in grey on our map. If it is blue, you will need to update the plan before progressing.

Click on the **Full Map** link.



Click on **Strategy Discussion** from the map.



The screenshot shows the 'Strategy Discussion' form. On the left is a 'Full Map' navigation pane with 'Strategy Discussion' selected. The main form area has the title 'Strategy Discussion' and a status 'This step has not been initiated.' Below this is a red-bordered box containing the button 'Start Strategy Discussion'. Underneath the button, there are two sections: 'Please provide date of initiation:' with a date picker, and 'Please provide reason for starting manually:' with a text area. At the bottom, there is a link 'Go to Referral & Information Record...'

Input a date and provide the reason why you are manually starting the Strat.

Click the button to **Start Strategy Discussion**.

This will start the Strat meeting.

When filling out the form, in the **Suggested Outcomes**, the checkbox to **Start Section 47 Enquiries** should be ticked. This will create tasks for completion of the S47 as well as Single Assessment.

The screenshot shows the 'Decisions and Further Actions' section of the 'Record of Strategy Discussion' form. The 'Record' tab is selected. On the left is a navigation pane with 'Record of Strategy Discussion' selected. The main form area has the title 'Decisions and Further Actions' and a section 'Suggested Outcomes'. In this section, the checkbox 'Start Section 47 Enquiries (starts Single Assessment if not active)' is checked (highlighted with a red box). Other checkboxes include 'Start Single Assessment', 'Police Investigation', 'Arrange follow-up strategy discussion', and 'Referral to Other Agency'. At the bottom, there are radio buttons for 'Joint' and 'Single' under the heading 'Will this be a Joint or Single Agency Section 47 Enquiry?'. There is also a 'Print' button and a list of 'Attachments (0)' on the left.

Section 47 Enquiries should then be completed (by the designated social worker) with the outcome of ICPC selected.

**Outcome**

Section 47 Investigation Method

☒ Single Agency

☐ Joint Agency

☐ Concerns not substantiated

☐ Concerns are substantiated, but the child/young person is NOT judged to be at continuing risk of significant harm

☒ Concerns are substantiated, and the child/young person IS judged to be at continuing risk of significant harm

☒ The Child/Young Person has been seen

☐ The Child/Young Person has not been seen

**Suggested Outcomes**

☒ Initial Child Protection Conference

☐ Continue with Single Assessment

☐ Provision of Services (s17)

☐ Provision of Short Break Care (s17)

☐ No Further Action - legacy recording error

☐ Single Assessment

Reason(s) for decisions

Once the single assessment has been completed by the social worker, the designated IRO can then complete the ICPC. Within the ICPC form, we can state that the child is to be part of Child Protection Plan. Once this has been decided, the CP icon will appear underneath the child's name.

**Child: Taylor Eustis 9 years 03-Sep-2012 (Ref: 2014353)**

CP CIN R CWD EHM

Information **Assessment** Consolidation Delegate Revisions

Print

**Initial Child Protec...**

- Family and Networ...
- Worries and What's...
- Child and Parent's ...
- Analysis and Judge...
- Conference Decision**
- What needs to hap...
- Core Group Members
- Attachments (0)

Considering the discussion in conference, should the child(ren) be supported by Child in Need or a Child Protection Plan?

Please consider and outline the recommendations from each professional as to whether the child should be supported by Child in Need or a Child Protection Plan.

**Decision**

☒ Child/Young person to be subject of a Child Protection Plan

☐ Child in Need Plan

☐ Refer to Other Agency

☐ Complete Social Work Assessment

☐ No Further Action (ICPC)

☐ Referral to EHM (Step Down)

**Child Protection Plan Details**

**Child Protection Plan Started, Category: Neglect Child Protection Plan Started:**

**Child Protection Plan**

Start Date: 18-Oct-2021

Child Protection Plan Category: Neglect

Child Protection Plan Comments: test

Upon completion of the ICPC, the CiN icon under the child's name will have a line through it and you will have successfully moved the child to CP.

**Child: Taylor Eustis 9 y**

CP CIN R CWD EHM