Liquidlogic – CP to CLA Process

BACKGROUND INFORMATION	
Subject	Liquidlogic
Document Purpose	Training Guide
Reference and Version	NELC-CPCLLL-001
Target Audience	Liquidlogic Users
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Last Review	22/10/2021
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CP to CLA

If you have a case where a child is currently CP, but you wish to move to CLA, there is a specific way this can be achieved. A child needs to be CLA before CP is closed.
Within the CP workflow, in the Current CP Plan, if you click on the **Decisions** tab, you will see some outcomes however, there is no option to request to place into accommodation.

Click on the **Full Map** link.
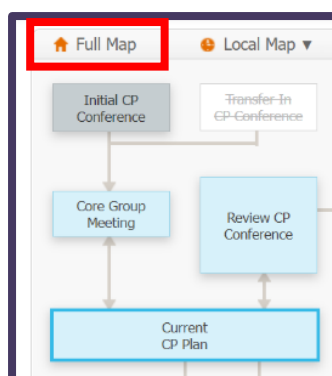

Click on **Request for CLA**.
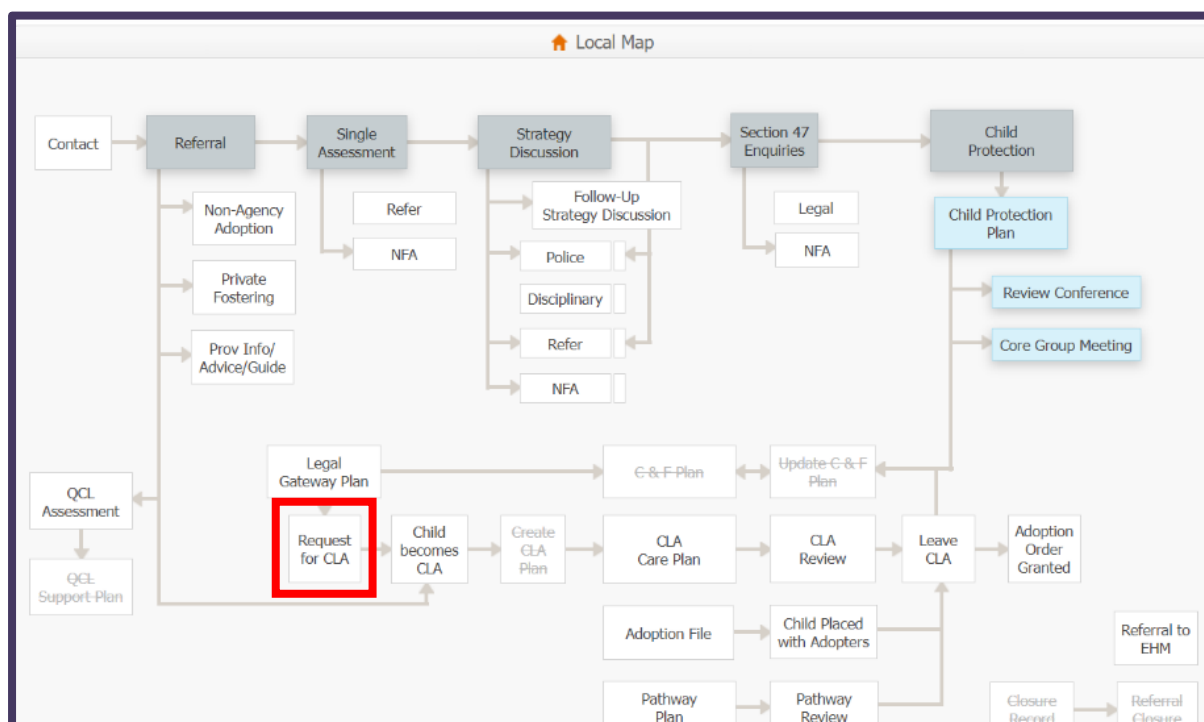
Input a date and provide the reason why you are manually starting the request.

Click the button to **Start CLA Request**.
This will start the request.

You would then go through the process of becoming looked after including completing legal status, placement plan and statutory visit rule.

The next step is to create the care plan by clicking on the **Update Plan** link.

Once the plan has been finalised and authorised by your manager, the task goes to an IRO to close CP.

The RCPC and CLA review meetings will take place at the same time to agree the closure of CP.
On the system, the RCPC will need to be completed with the decision to end the current CP plan. Once this has been done, the CP icon under the child's name will have a line through it.

At this point, **Final CP Plan** can be selected from the map. In the **Decisions** tab, click the **Start** button next to **Continue with CLA Process**.

Click the **Confirm** button.
This will automatically end CP.

The **CLA Review** can be input onto the system now.