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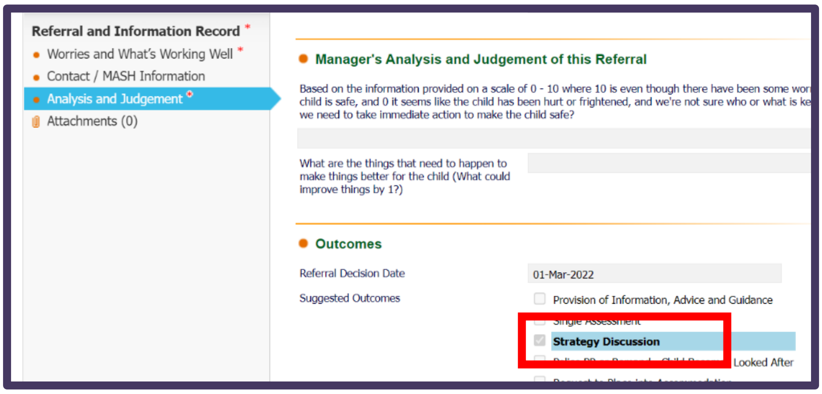
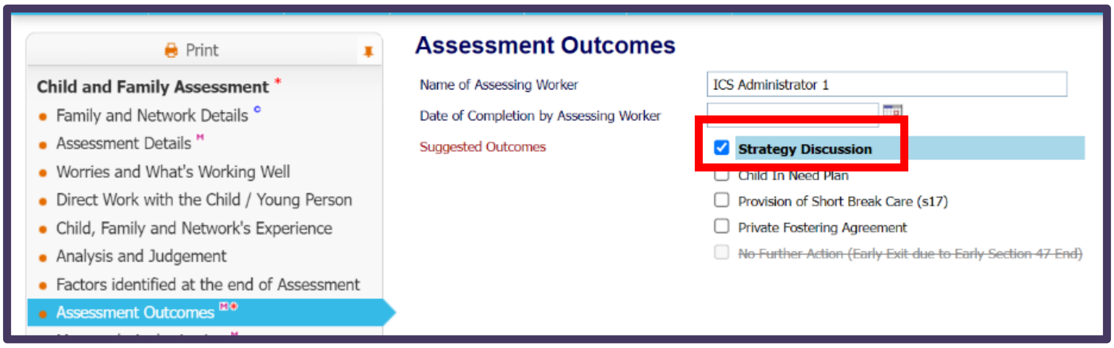
Liquidlogic – Strategy Discussion

BACKGROUND INFORMATION	
Subject	Liquidlogic
Document Purpose	Training Guide
Reference and Version	NELC-SDLL-001
Target Audience	Liquidlogic Users
Author	Adam Brown
Last Review	03/08/2022
Copyright	North East Lincolnshire Council

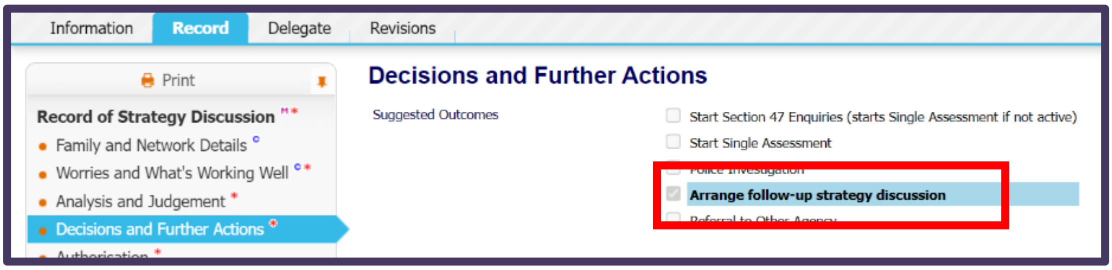
Strategy Discussion

A Strategy Discussion can be triggered from the **Outcomes** on a **Referral form** or from a **Single Assessment**.



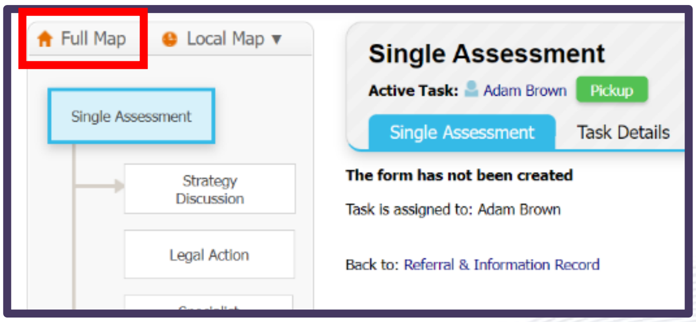


Additionally, a **follow-up strategy discussion** can be created by selecting that outcome from within the **Strategy Discussion form**.

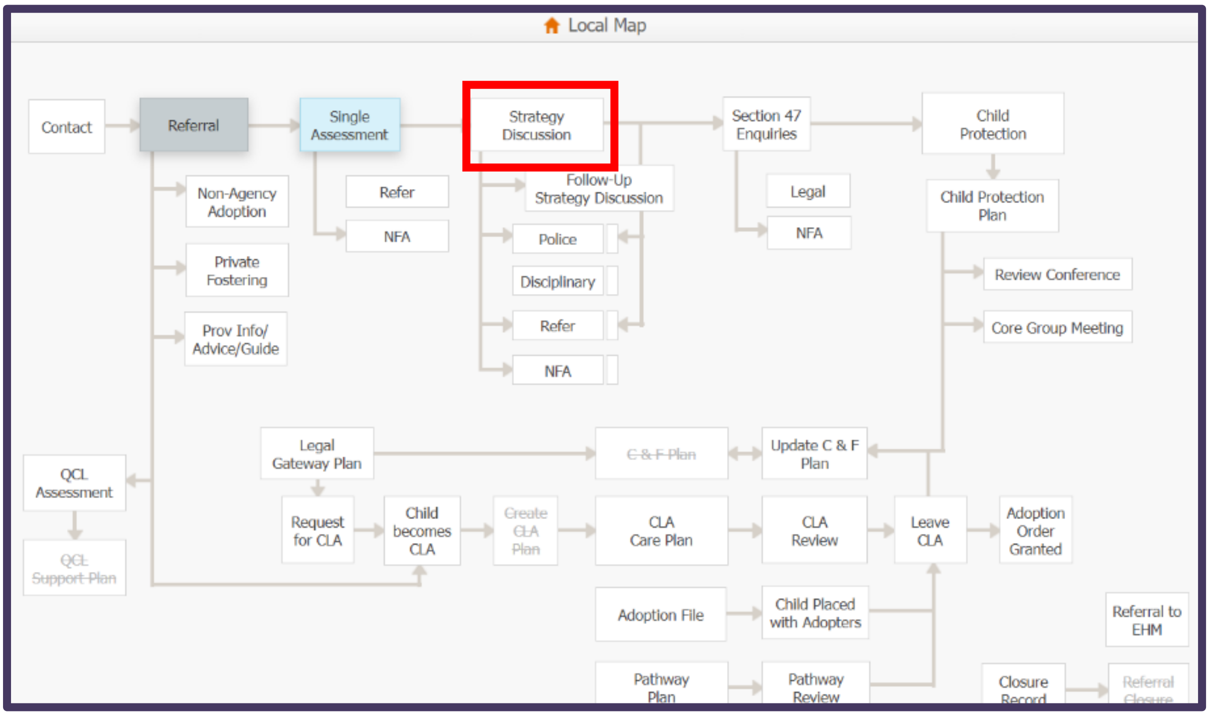


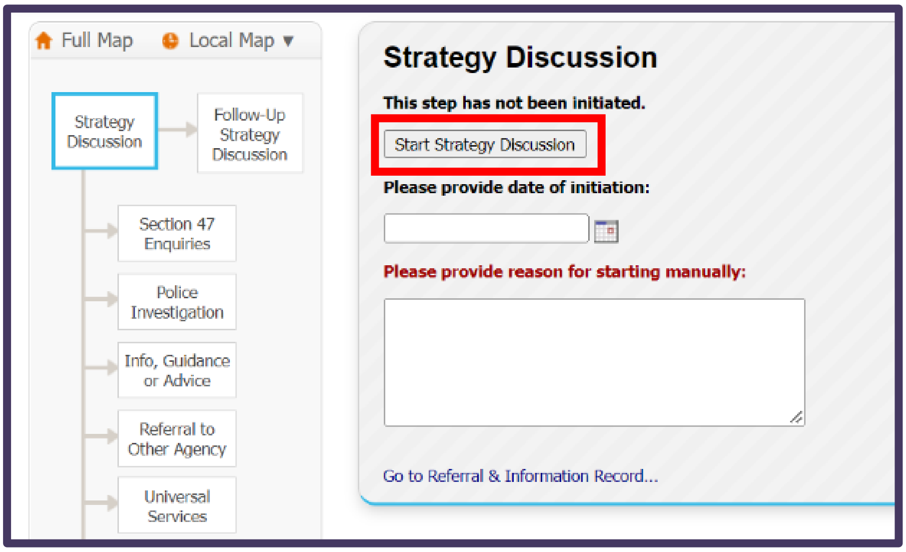
__**If there is a concern that a child is at risk of significant harm, you can manually initiate a Strategy Discussion from the pathway.**__

To do this, you need to click on the **Full Map** link.



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





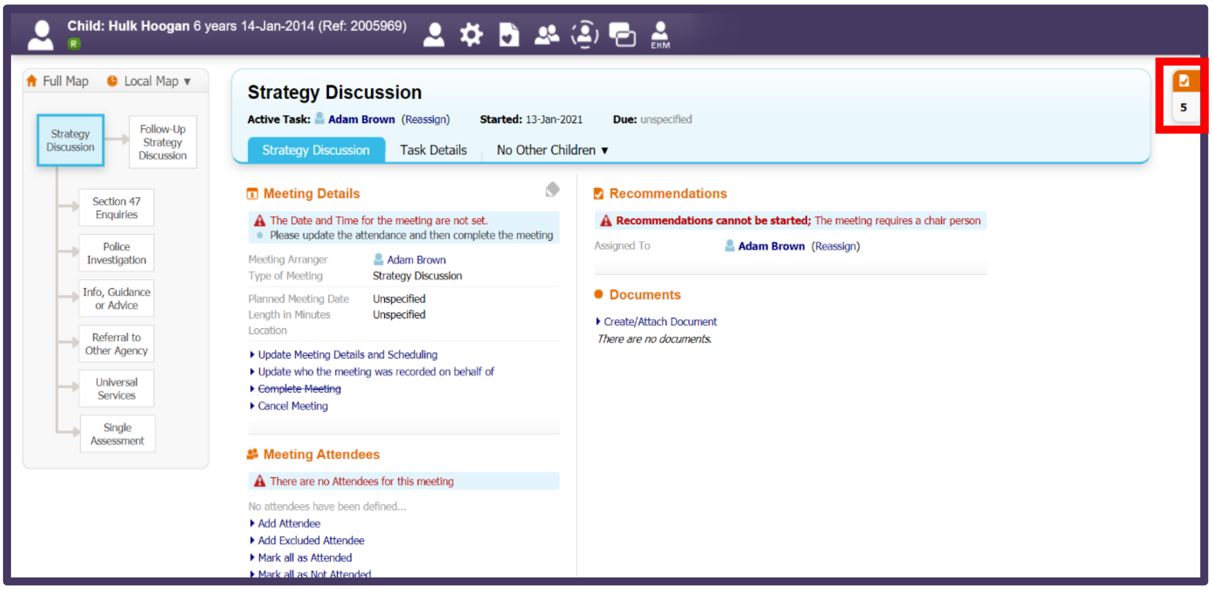
Enter a date.

Provide a reason in the text box provided. This is a mandatory step.

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

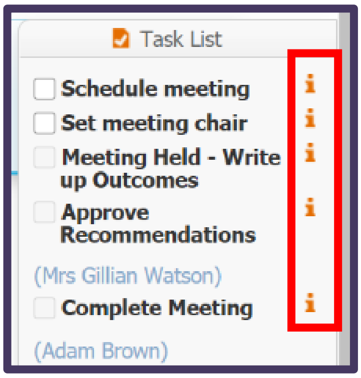
You can only start a strategy discussion manually after a referral has been completed at least. You cannot manually start one before a referral has been completed.

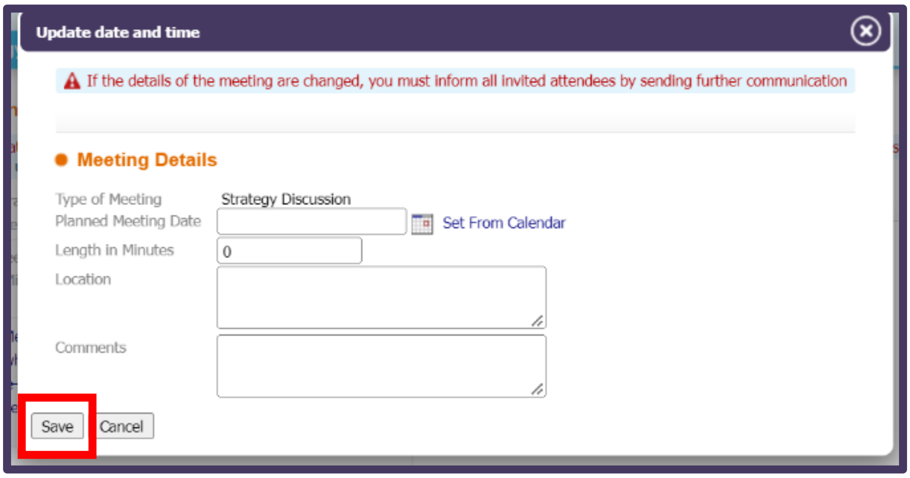
In this set-up screen you are instructed as to what needs completing. You will notice that the map on the left-hand side of your screen has changed to illustrate the pathways that may materialise from the strategy discussion. There is also an orange icon on the right-hand side. Click on this icon.



This provides us with a list of what needs completing. You can click on any items which contain a white tickbox. The tickboxes that are greyed out indicate that they cannot be completed until the active tasks (the ones with white tickboxes) are complete. Hovering your mouse pointer over the orange 'i's will display an explanation of the individual tasks.

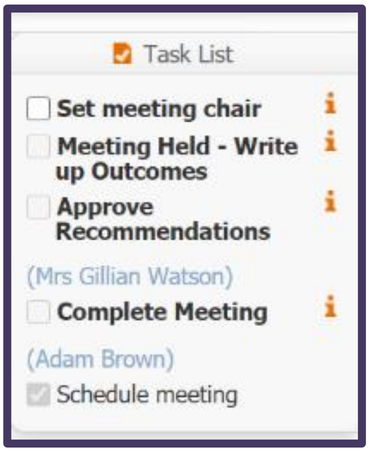
Click on **Schedule meeting** from the task list.





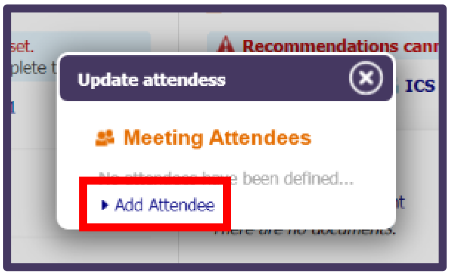
A pop-up will appear. Enter in the details that you have and then click on the **Save** button.

On your task list, you should notice that the Schedule Meeting task has been completed and greyed out.



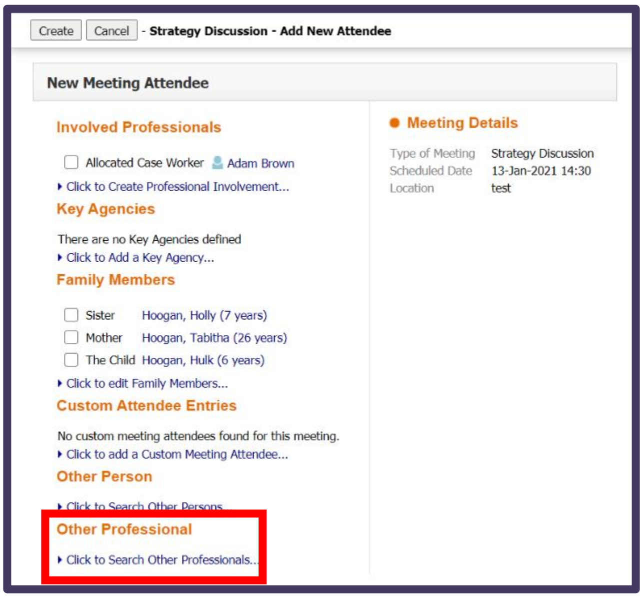
Click on **Set meeting chair** from the task list.

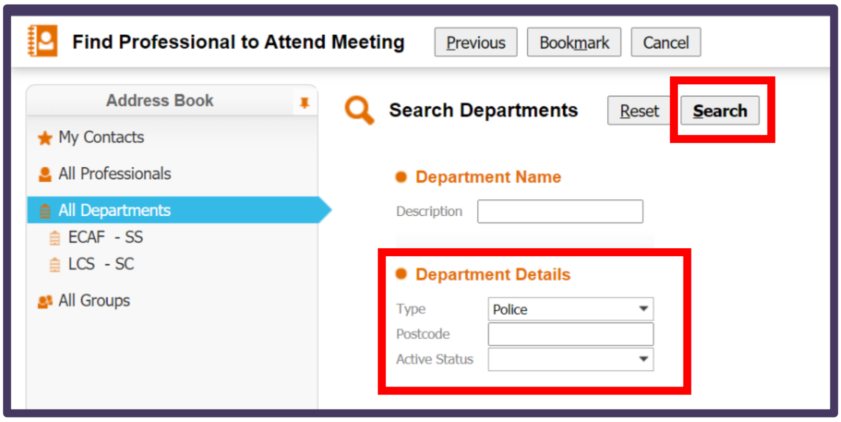
A pop-up may appear to inform you that you need to add attendees first before setting the meeting chair.



Click on the **Add Attendee** link.

Select who is to be involved in the meeting by clicking in the checkboxes next to their names. If you wish to involve other professionals, you would click to search for **other professionals.**

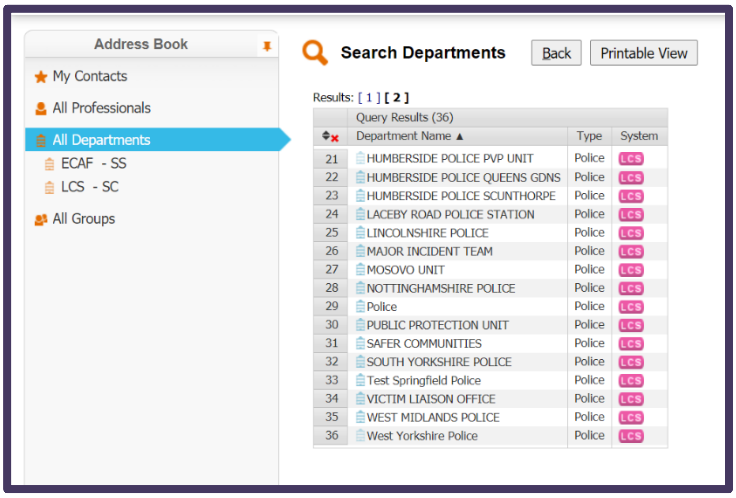




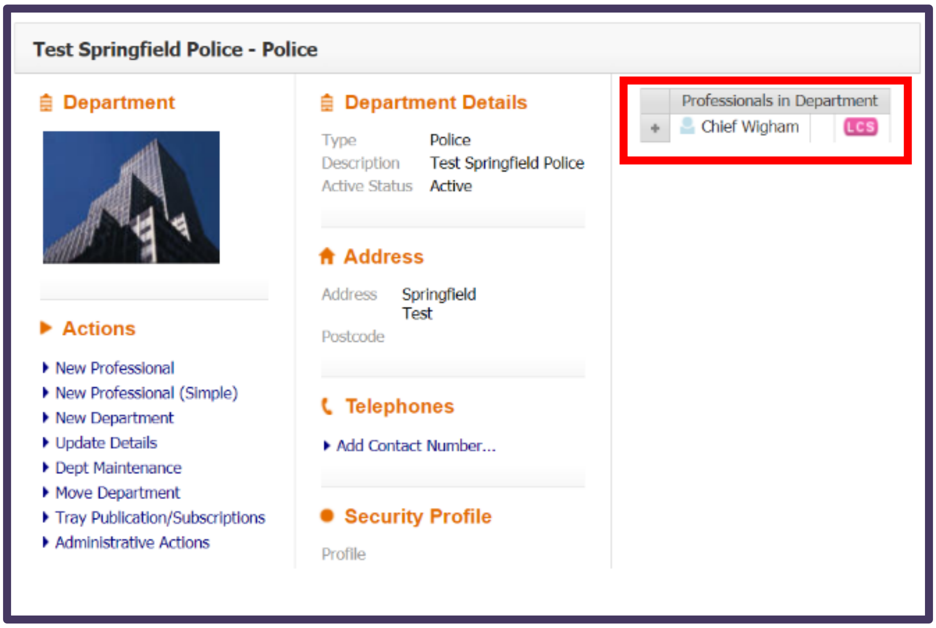
For this demonstration, we are going to add a police officer to the meeting.

In the **Department Details** section, **Police** has been chosen from the drop-down menu.

Click the **Search** button.



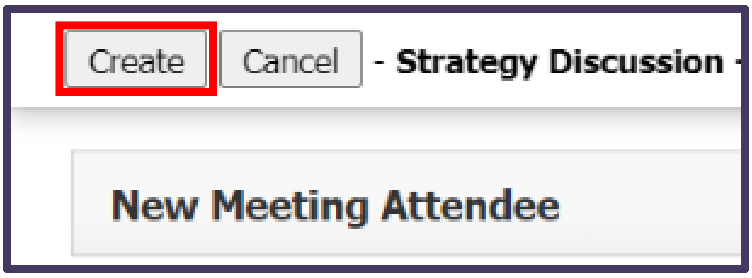
Click on the department required.



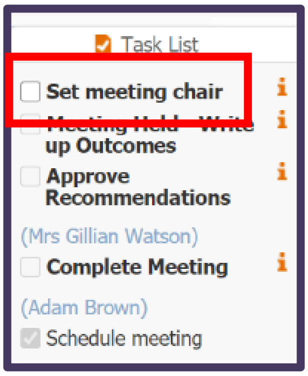
Click on the desired professional.

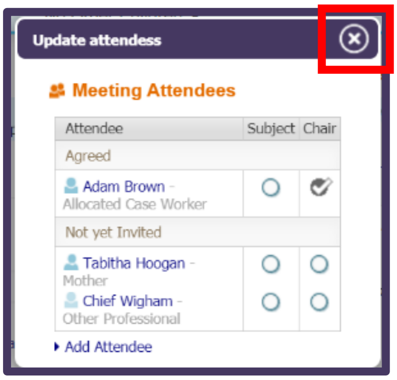
This will bring up their details. If they are correct, click on the **Confirm** button.

Click on the **Create** button to add in the attendees you have selected.



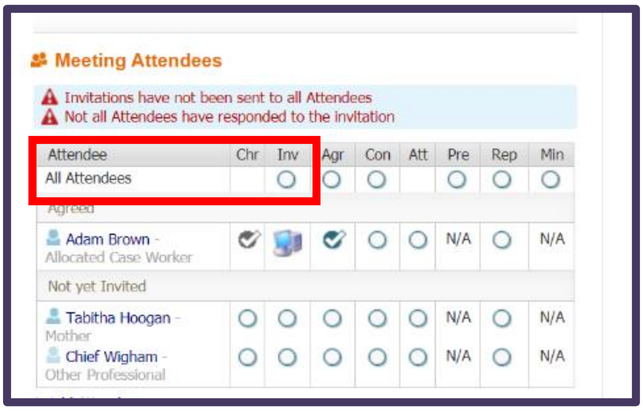
Looking at our task list, the next thing to do is to add a meeting chair. Click to allocate this role.



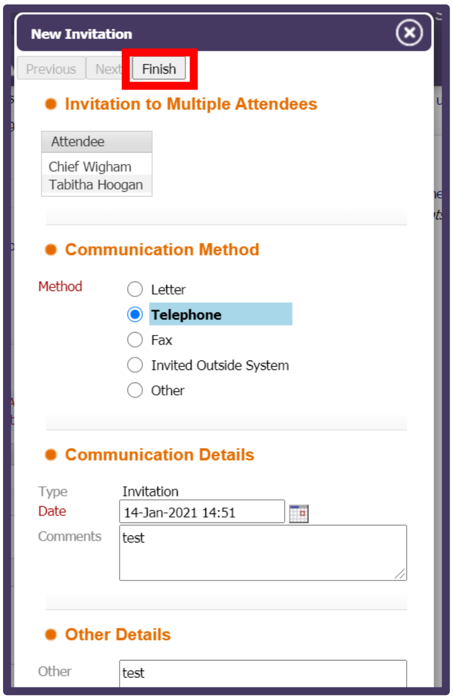


A pop-up will appear. You can click on the radio dial for **Chair** if one of the attendees will be chairing, or you can click on the link to **Add Attendee** if it is someone not listed yet for the meeting.

Click on the **X**.



The attendees need to be invited. This can be completed on an individual basis by clicking on the radio dials underneath the **Inv** column for each person, or you can bulk invite by clicking on the radio dial on the **All Attendees** row. We will click on this radio dial and a pop-up should appear.

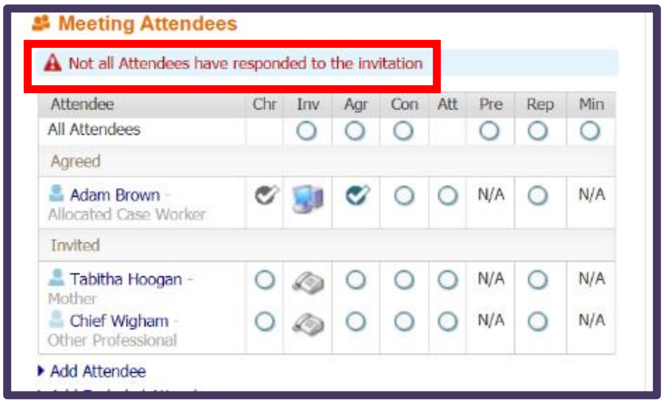


Select your communication method for the invitation. The **Date** field automatically will insert today's date and time, but you can amend this if necessary.

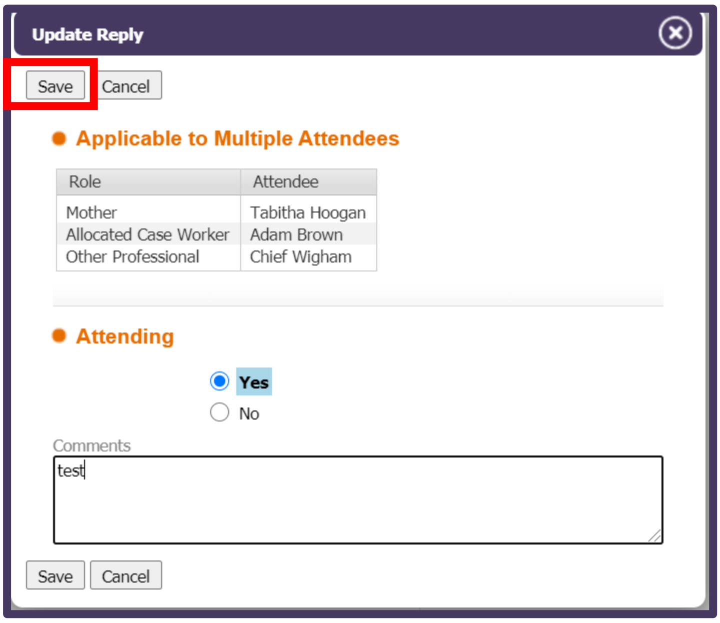
Click on **Finish**.

The **Inv** radio dials have now been changed to an icon resembling the selected communication method chosen for the invite.

You will also notice a red text alert informing us that the attendees have not responded as to whether they are attending. As the method chosen was telephone, we know that they will be attending. If the method was letter, for example, you will not be able to complete the next part of this process until you had responses back.

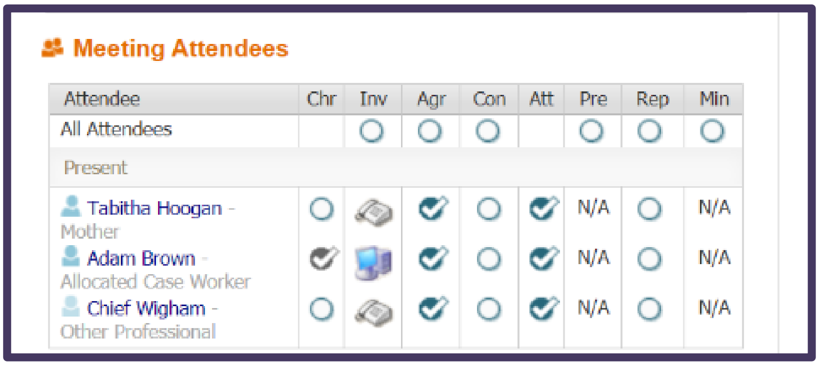


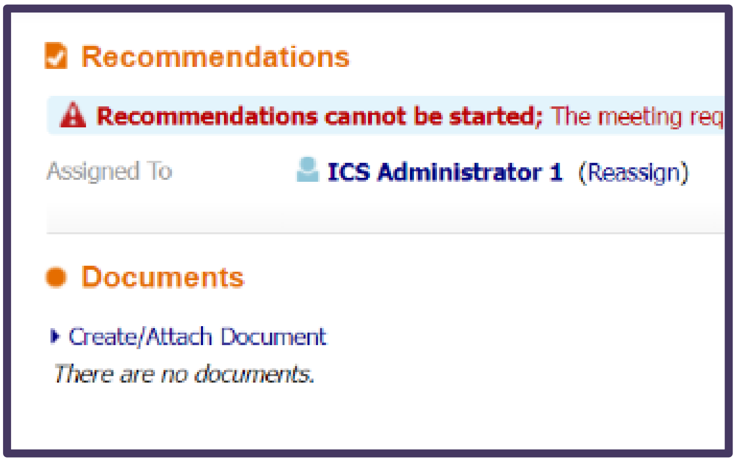
In this example, both people will be attending so we will click on the **Agr** radio dial on the **All Attendees** row. A pop-up will appear.



Click on the radio dial next to **Yes** and then click on the **Save** button.

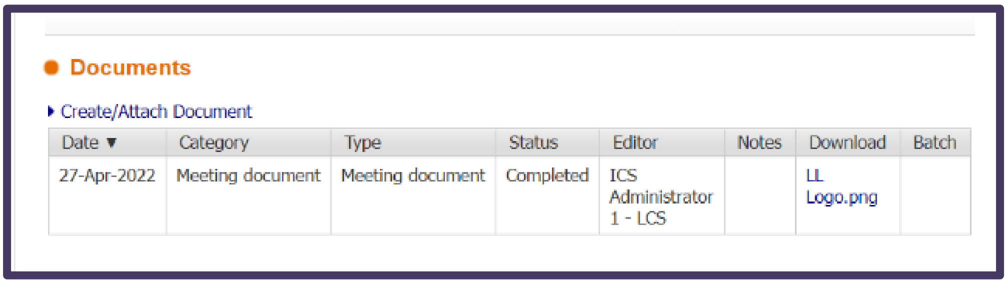
All invitees have attended the meeting, so we can either click on each person's individual radio dial under the **Att** column or click on the **Mark all as Attended** link.



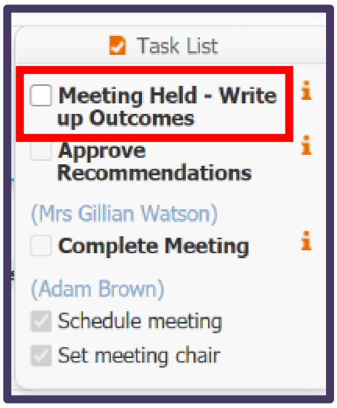


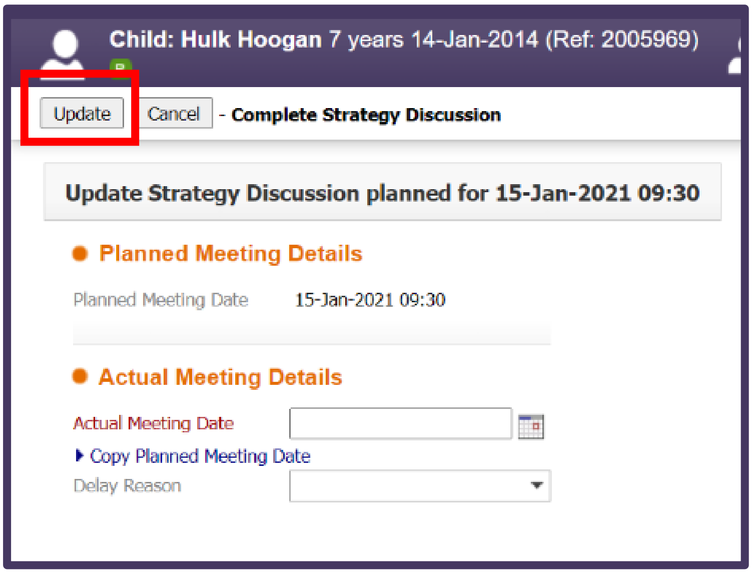
Under the **Documents** heading, there is a link to attach a document. You can use this link to attach documents at any point. Even if you have completed the meeting, this link will still be active.

If a document has been attached using this link, it will appear in a table, accessible to all who wish to view it.



Back to our task list, click **Meeting Held – Write up Outcomes**.

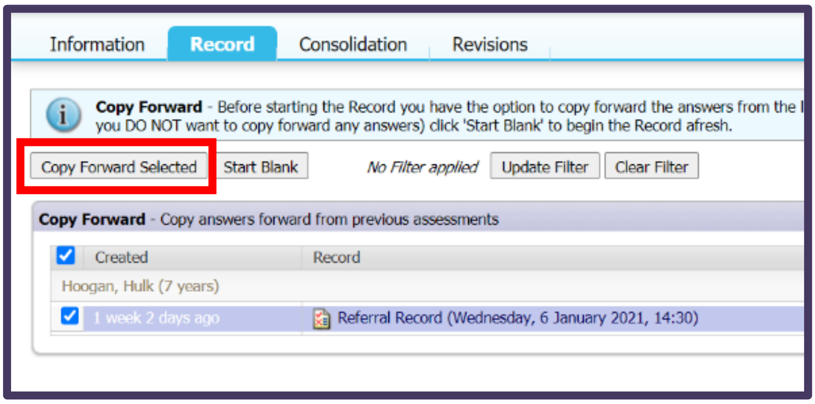




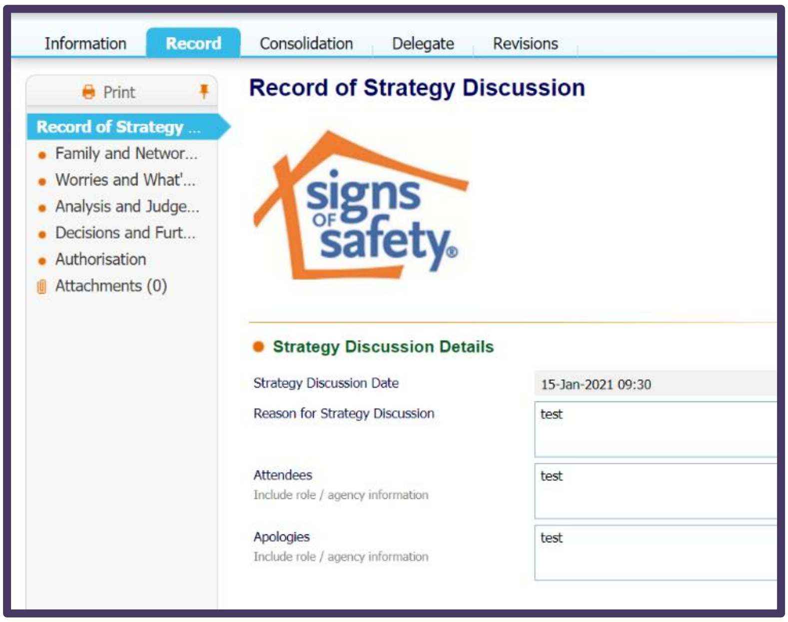
Enter in the Actual Meeting Date and time in the required box and then click on the **Update** button.

If the meeting took place on the same date as the one planned, you could click on the **Copy Planned Meeting Date** link, and this will automatically place in the date.

Note – there is a drop-down box to choose a reason why the meeting was delayed if it has taken place on a different date to the one planned.



Anything that needs to be copied forward can be selected here and then we can click on the **Copy Forward Selected** button.



Go through each section on the left-hand side. Some of the information will have pulled through from the referral form within the **Family and Network Details** and **Worries and What's Working Well** sections.

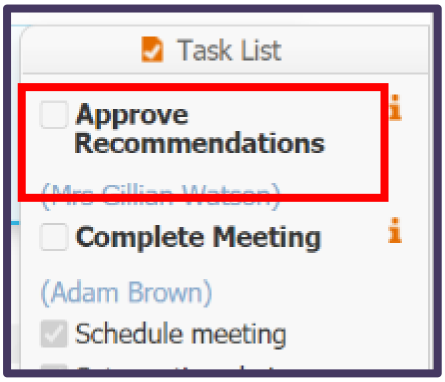
Ensure that you complete any mandatory fields in the form.

In the **Decision and Further Actions** section, there are the **Suggested Outcomes** tickboxes. You can tick multiple if required. For this demonstration, we will select to **Start Section 47 Enquiries,** however, do note that you can arrange a **follow-up strategy discussion** if required.

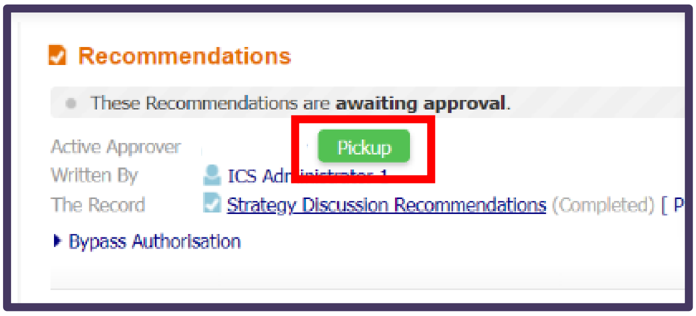
Select whether it will be a joint or single agency section 47 enquiry.

In the **Authorisation** section, select a relevant person to authorise and then enter in the authorisation date and a time. You can also input the date that the discussion has been circulated.
If the person completing the Strategy Discussion is an Assistant Team Manager (ATM), they can place their name as the Authoriser in this section.

From here, we can click Save to return and edit the form another time or we can finalise. Click **Finalise Record**. Click **OK** on the pop-up that appears to confirm it is complete.

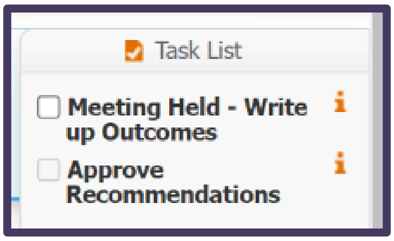


On our task list, you will see that the next task is for the recommendations to be approved and this task is not clickable. This task will be for your manager to complete.

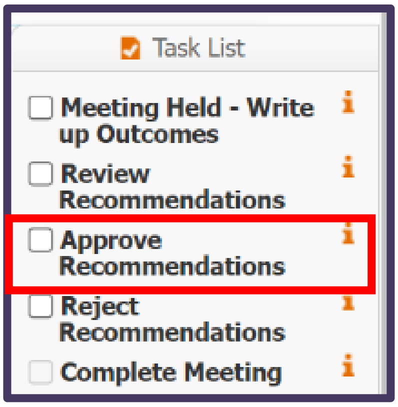


If the person completing the Strategy Discussion is an ATM, they can click on the Pickup button so that they can approve the recommendations.

In this example, the **Pickup** button has been clicked, and now on the task list, we need to click on the **Meeting Held** task to open the Strategy Discussion form and finalise it as we have just done earlier.



You will then be presented with more tasks on the task list. For this example, we will click on **Approve Recommendations.**



We can now click on **Complete Meeting** from the task list.
The Strategy Discussion is complete.