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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**.

Referral and Information Record

- Worries and What's Working Well
- Contact / MASH Information
- Analysis and Judgement
- Attachments (0)

Manager's Analysis and Judgement of this Referral

Based on the information provided on a scale of 0 - 10 where 10 is even though there have been some worries the child is safe, and 0 it seems like the child has been hurt or frightened, and we're not sure who or what is the cause, we need to take immediate action to make the child safe?

What are the things that need to happen to make things better for the child (What could improve things by 17)?

Outcomes

Referral Decision Date: 01-Mar-2022

Suggested Outcomes:

- ☐ Provision of Information, Advice and Guidance
- ☐ Single Assessment
- ☒ **Strategy Discussion**
- ☐ No Further Action (Early Exit due to Early Section 47 End)

Looked After

Assessment Outcomes

Name of Assessing Worker: ICS Administrator 1

Date of Completion by Assessing Worker: [Date]

Suggested Outcomes

- ☒ **Strategy Discussion**
- ☐ Child in Need Plan
- ☐ Provision of Short Break Care (s17)
- ☐ Private Fostering Agreement
- ☐ No Further Action (Early Exit due to Early Section 47 End)

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

Decisions and Further Actions

Suggested Outcomes

- ☐ Start Section 47 Enquiries (starts Single Assessment if not active)
- ☐ Start Single Assessment
- ☐ Police Investigation
- ☒ **Arrange follow-up strategy discussion**
- ☐ Referral to Other Agency

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.

Single Assessment

Active Task: Adam Brown Pickup

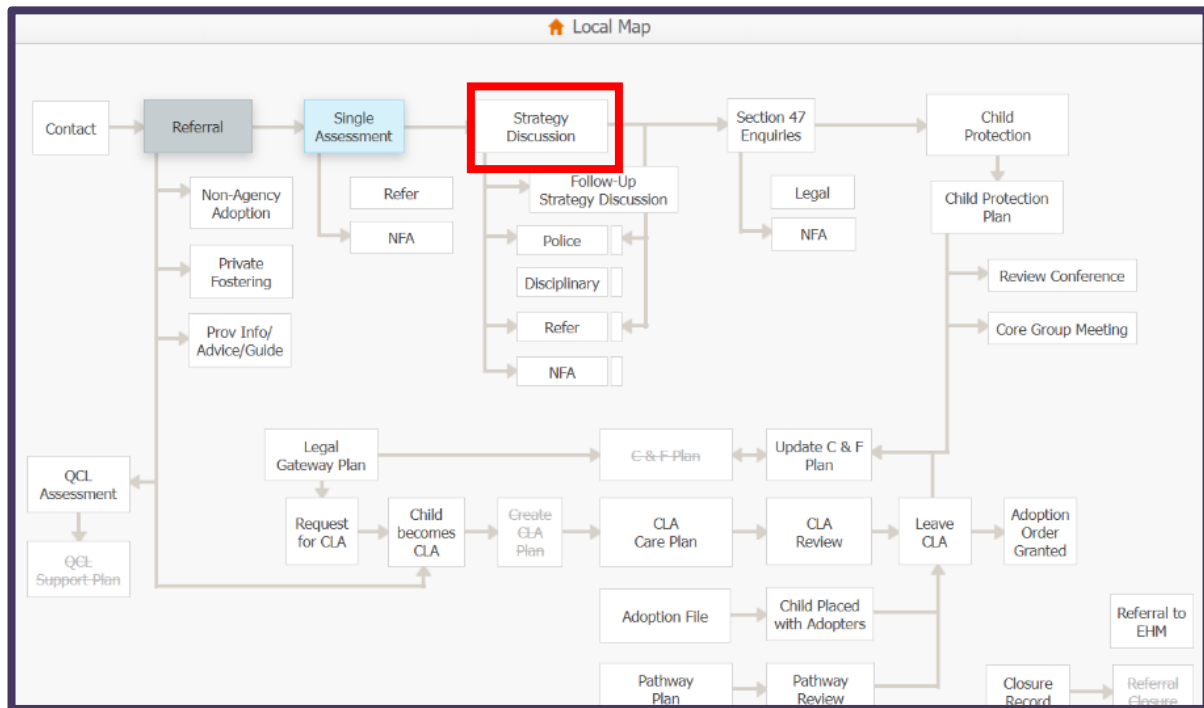
Single Assessment Task Details

The form has not been created

Task is assigned to: Adam Brown

Back to: Referral & Information Record

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.

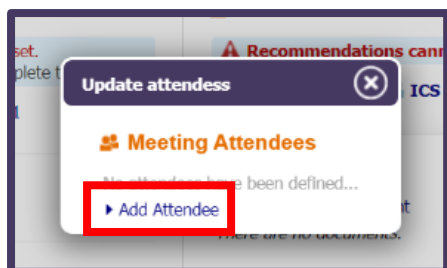
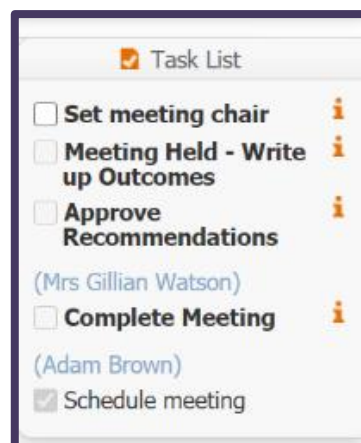
Click on **Schedule meeting** from the task list.

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.

Address Book

My Contacts

All Professionals

All Departments

ECAF - SS

LCS - SC

All Groups

Search Departments [Back] [Printable View]

Results: [1] [2]

Query Results (36)

Department Name	Type	System
21 HUMBERSIDE POLICE PVP UNIT	Police	LCS
22 HUMBERSIDE POLICE QUEENS GDNS	Police	LCS
23 HUMBERSIDE POLICE SCUNTHORPE	Police	LCS
24 LACEBY ROAD POLICE STATION	Police	LCS
25 LINCOLNSHIRE POLICE	Police	LCS
26 MAJOR INCIDENT TEAM	Police	LCS
27 MOSOVO UNIT	Police	LCS
28 NOTTINGHAMSHIRE POLICE	Police	LCS
29 Police	Police	LCS
30 PUBLIC PROTECTION UNIT	Police	LCS
31 SAFER COMMUNITIES	Police	LCS
32 SOUTH YORKSHIRE POLICE	Police	LCS
33 Test Springfield Police	Police	LCS
34 VICTIM LIAISON OFFICE	Police	LCS
35 WEST MIDLANDS POLICE	Police	LCS
36 West Yorkshire Police	Police	LCS

Click on the department required.

Test Springfield Police - Police

Department

Department Details

Type: Police

Description: Test Springfield Police

Active Status: Active

Address

Address: Springfield

Postcode: Test

Telephones

Add Contact Number...

Security Profile

Profile

Professionals in Department

Chief Wigham LCS

Actions

- New Professional
- New Professional (Simple)
- New Department
- Update Details
- Dept Maintenance
- Move Department
- Tray Publication/Subscriptions
- Administrative Actions

Click on the desired professional.

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

Find Professional to Attend Meeting [Previous] [Bookmark] **Confirm** [Add to Selections] [Cancel]

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

Create [Cancel] - **Strategy Discussion**

New Meeting Attendee

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

Task List

- ☐ Set meeting chair
- ☐ Meeting Held - Write up Outcomes
- ☐ Approve Recommendations
- (Mrs Gillian Watson)
- ☐ Complete Meeting
- (Adam Brown)
- ☒ Schedule meeting

Update attendees

Meeting Attendees

Attendee	Subject	Chair
Agreed		
Adam Brown - Allocated Case Worker		<input checked="" type="radio"/>
Not yet Invited		
Tabitha Hoogan - Mother		<input type="radio"/>
Chief Wigham - Other Professional		<input type="radio"/>

[Add Attendee](#)

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.

Meeting Attendees

Invitations have not been sent to all Attendees
Not all Attendees have responded to the invitation

Attendee	Chr	Inv	Ag	Con	Att	Pre	Rep	Min
All Attendees		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Agreed								
Adam Brown - Allocated Case Worker	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		N/A	<input type="radio"/>	N/A
Not yet Invited								
Tabitha Hoogan - Mother	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		N/A	<input type="radio"/>	N/A
Chief Wigham - Other Professional	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		N/A	<input type="radio"/>	N/A

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.

New Invitation

Previous Next **Finish**

● Invitation to Multiple Attendees

Attendee

Chief Wigham
Tabitha Hoogan

● Communication Method

Method

☐ Letter

☒ Telephone

☐ Fax

☐ Invited Outside System

☐ Other

● Communication Details

Type Invitation

Date 14-Jan-2021 14:51

Comments test

● Other Details

Other test

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.

Meeting Attendees

⚠ Not all Attendees have responded to the invitation

Attendee	Chr	Inv	Agr	Con	Att	Pre	Rep	Min
All Attendees		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Agreed								
Adam Brown - Allocated Case Worker	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	N/A	<input type="radio"/>	N/A
Invited								
Tabitha Hoogan - Mother	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N/A	<input type="radio"/>	N/A
Chief Wigham - Other Professional	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N/A	<input type="radio"/>	N/A

▶ Add Attendee

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.

Update Reply

Save Cancel

● **Applicable to Multiple Attendees**

Role	Attendee
Mother	Tabitha Hoogan
Allocated Case Worker	Adam Brown
Other Professional	Chief Wigham

● **Attending**

☒ **Yes**

☐ No

Comments

test

Save Cancel

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

Meeting Attendees

Attendee	Chr	Inv	Agr	Con	Att	Pre	Rep	Min
All Attendees		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Agreed								
Tabitha Hoogan - Mother	<input type="radio"/>		<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	N/A	<input type="radio"/>	N/A
Adam Brown - Allocated Case Worker	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	N/A	<input type="radio"/>	N/A
Chief Wigham - Other Professional	<input type="radio"/>		<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	N/A	<input type="radio"/>	N/A

▶ Add Attendee

▶ Add Excluded Attendee

▶ Mark all as Attended

▶ Mark all as Not Attended

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.

Meeting Attendees

Attendee	Chr	Inv	Agr	Con	Att	Pre	Rep	Min
All Attendees		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Present								
Tabitha Hoogan - Mother	<input type="radio"/>		<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	N/A	<input type="radio"/>	N/A
Adam Brown - Allocated Case Worker	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	N/A	<input type="radio"/>	N/A
Chief Wigham - Other Professional	<input type="radio"/>		<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	N/A	<input type="radio"/>	N/A

Recommendations

⚠ Recommendations cannot be started; The meeting req

Assigned To **ICS Administrator 1** (Reassign)

Documents

▶ [Create/Attach Document](#)

There are no documents.

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.

Documents

▶ [Create/Attach Document](#)

Date ▼	Category	Type	Status	Editor	Notes	Download	Batch
27-Apr-2022	Meeting document	Meeting document	Completed	ICS Administrator 1 - LCS		LL Logo.png	

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

Task List

- ☐ **Meeting Held - Write up Outcomes**
- ☐ **Approve Recommendations**
- (Mrs Gillian Watson)
- ☐ **Complete Meeting**
- (Adam Brown)
- ☒ **Schedule meeting**
- ☒ **Set meeting chair**

Child: Hulk Hoogan 7 years 14-Jan-2014 (Ref: 2005969)

Update Cancel - Complete Strategy Discussion

Update Strategy Discussion planned for 15-Jan-2021 09:30

● **Planned Meeting Details**

Planned Meeting Date 15-Jan-2021 09:30

● **Actual Meeting Details**

Actual Meeting Date

▶ Copy Planned Meeting Date

Delay Reason

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.

Information **Record** Consolidation Revisions

Copy Forward - Before starting the Record you have the option to copy forward the answers from the you DO NOT want to copy forward any answers) click 'Start Blank' to begin the Record afresh.

Copy Forward Selected Start Blank No Filter applied Update Filter Clear Filter

Copy Forward - Copy answers forward from previous assessments

Created	Record
Hoogan, Hulk (7 years)	
1 week 2 days ago	Referral Record (Wednesday, 6 January 2021, 14:30)

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

Information **Record** Consolidation Delegate Revisions

Print **Record of Strategy Discussion**

Record of Strategy ...

- Family and Network...
- Worries and What'...
- Analysis and Judge...
- Decisions and Furt...
- Authorisation
- Attachments (0)

signs of safety

● **Strategy Discussion Details**

Strategy Discussion Date 15-Jan-2021 09:30

Reason for Strategy Discussion test

Attendees Include role / agency information test

Apologies Include role / agency information test

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.

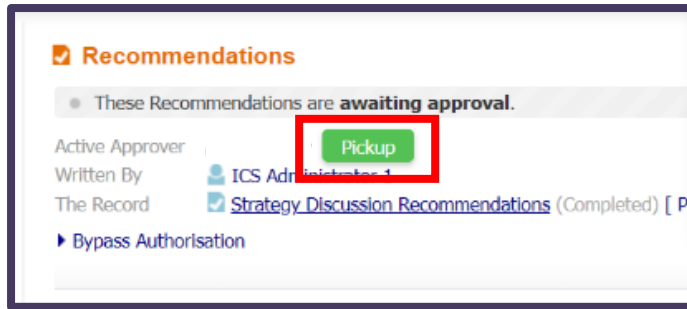
Select whether it will be a joint or single agency section 47 enquiry.

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.

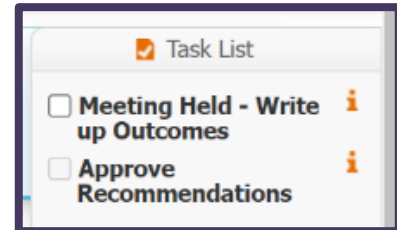
From here, we can click Save to return and edit the form another time or we can finalise. Click **Finalise Record**. Click **OK** on the pop-up that appears to confirm it is complete.

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.

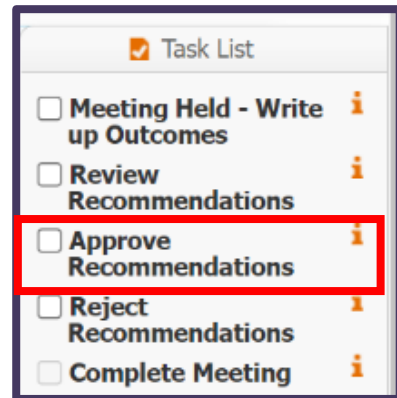


If the person completing the Strategy Discussion is an ATM, they can click on the Pickup button so that they can approve the recommendations.

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.

