



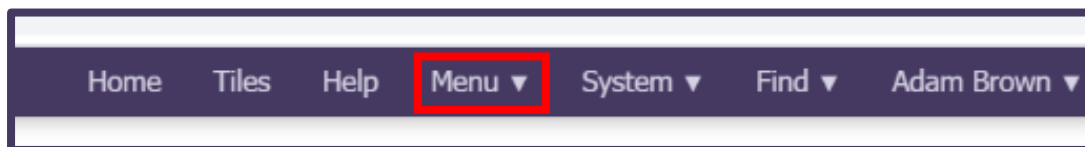
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Liquidlogic – Case Supervisions

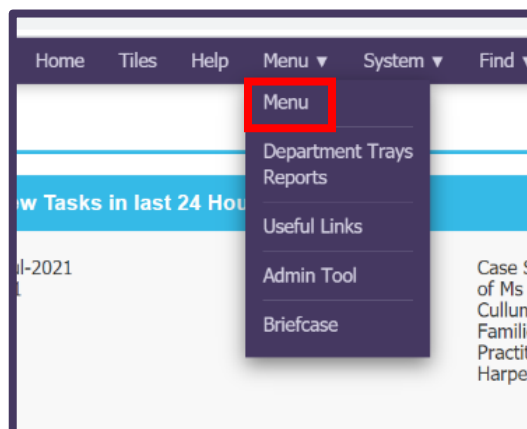
BACKGROUND INFORMATION	
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Author	Adam Brown
Last Review	10/08/2021
Copyright	North East Lincolnshire Council

Find Case supervisions

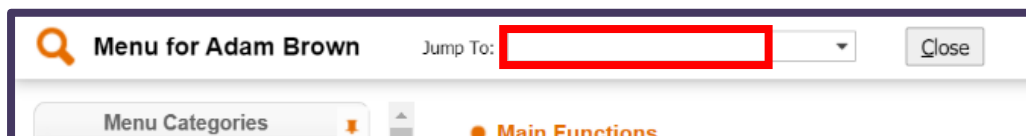
Once logged in to Liquidlogic either in LCS or EHM, hover your mouse pointer over **Menu**.



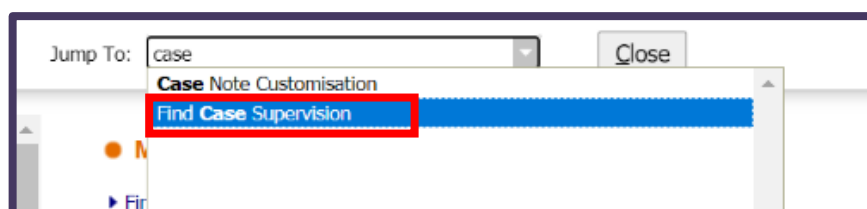
When you do this, a pop-up will appear. Click on **Menu** from the pop-up.



In the **Jump To:** area, click into the white box and type **Case**.



From the suggestions that appear, click on **Find Case Supervision**.



 A screenshot of the 'Find Case Supervision' search form. The form has a title 'Find Case Supervision' and buttons for 'Reset', 'Search', and 'Create New'. It is divided into two sections: 'Case Supervision' and 'Person'. The 'Case Supervision' section includes fields for 'Date of Supervision', 'Role', 'Involved Professional', 'Case Supervisor', and 'Status'. The 'Person' section includes fields for 'System ID', 'Surname', and 'Forename'.

You should then arrive at this screen.

If you know the date of the supervision, you can enter it in the date field.

If you click in the **Role** drop-down list, you will be presented with a variety of different roles that you can select.

You can use the links to select an involved professional/case supervisor. If you click on one of these, you will be presented with this screen. If you click on All Professionals, you can then search for a person.

You can click into the Status drop-down to select whether the case is active, completed or cancelled.

After you have placed in your search criteria, click on the **Search** button.

All being well, you should now be seeing a table of search results. Click on the one you are after.

You should then see a similar screen to this one. Under the **Cases** heading, you can click on a result from the table.

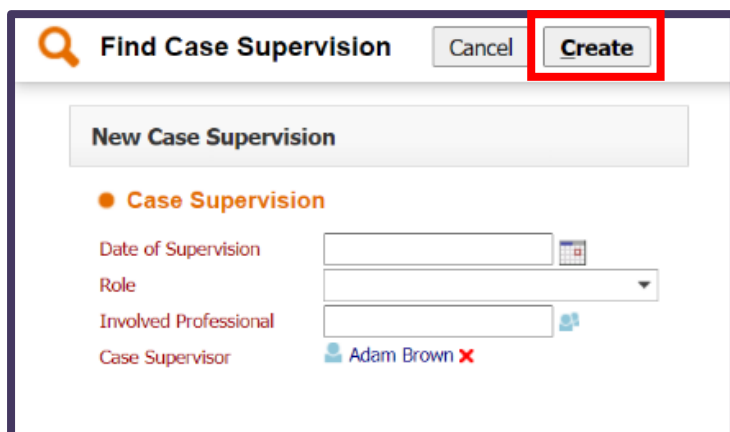
You should now be viewing the case supervision form.

Create a Case supervision

Follow the steps on page 1 until you reach this screen.

Click on the **Create New** button.

Enter in the date.



Find Case Supervision Cancel **Create**

New Case Supervision

● **Case Supervision**

Date of Supervision

Role

Involved Professional

Case Supervisor Adam Brown X

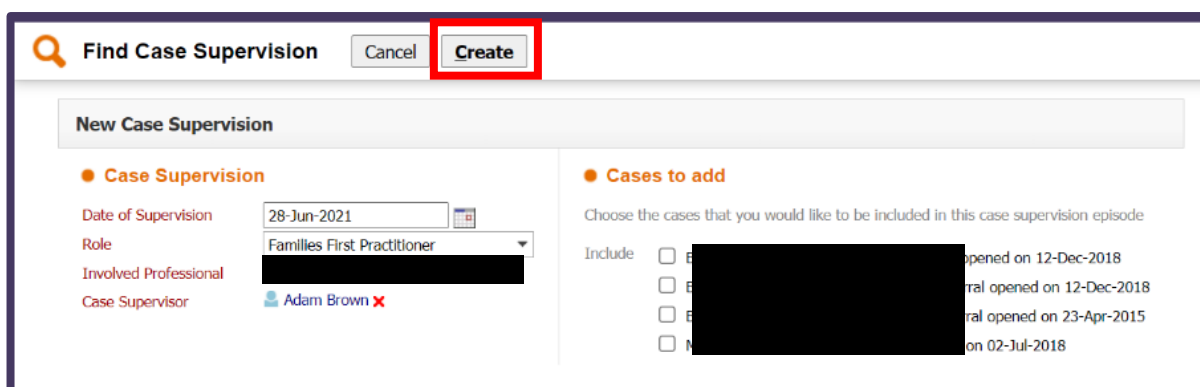
Use the drop-down list to select the role.

In the **Involved Professional** box, start to type the name of the worker and suggestions will appear so that you can select the correct person.

The **Case Supervisor** has been automatically selected as yourself.

Click the **Create** button.

Under the **Cases to add** heading, use the tickboxes to choose the cases you would like to include for the case supervision episode. Click the **Create** button.



Find Case Supervision Cancel **Create**

New Case Supervision

● **Case Supervision**

Date of Supervision 28-Jun-2021

Role Families First Practitioner

Involved Professional Adam Brown

Case Supervisor Adam Brown X

● **Cases to add**

Choose the cases that you would like to be included in this case supervision episode

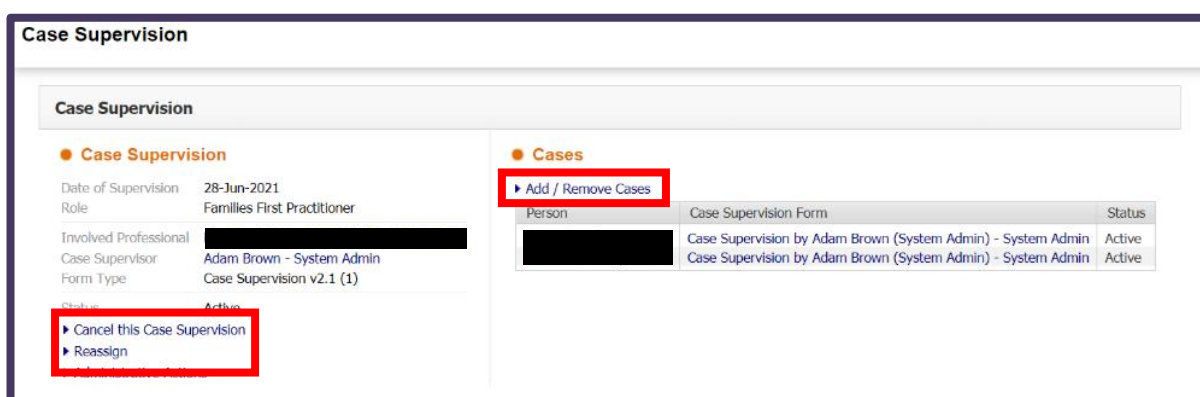
Include ☐ Case Supervision Form opened on 12-Dec-2018

☐ Case Supervision Form opened on 12-Dec-2018

☐ Case Supervision Form opened on 23-Apr-2015

☐ Case Supervision Form opened on 02-Jul-2018

There are links to cancel the case supervision, reassign the supervision and add/remove cases.



Case Supervision

Case Supervision

● **Case Supervision**

Date of Supervision 28-Jun-2021

Role Families First Practitioner

Involved Professional Adam Brown

Case Supervisor Adam Brown - System Admin

Form Type Case Supervision v2.1 (1)

Status Active

▶ Cancel this Case Supervision

▶ Reassign

● **Cases**

▶ Add / Remove Cases

Person	Case Supervision Form	Status
Adam Brown	Case Supervision by Adam Brown (System Admin) - System Admin	Active
Adam Brown	Case Supervision by Adam Brown (System Admin) - System Admin	Active

Under the **Cases** heading, you will have a table containing the case/s that you selected on the previous screen. Click on a case from the table.

The case supervision task will be in your task tray if you choose not to complete it at this time.

Click on the **Start Blank** button if this is the first supervision, otherwise click on the **Copy Forward Selected** button.

You can now complete the form. Ensure that all mandatory fields (red text) are completed. Under the **Troubled Families** heading, you must put something in every box. If there are no issues for some of the criteria, just input - **not applicable**.

Click the **Save** button if you wish to edit the form later otherwise, click the **Finalise Case Supervision** button to complete the record.