

## **The Business Support Process for Out of Local Authority (OLA) Notifications**

This process is for Business Support to follow when receiving OLA Notifications from other Local Authorities that have placed a child in care in the Dudley Borough.

### **Notification of New OLA Placement**

- Find/Search for child/young person on LCS by DOB, Name, Address.  
<https://melearning.university//melearning-saas/admin/rte/scorm/dudleymbc/2793>
- If not known, will need to create.  
<https://melearning.university//melearning-saas/admin/rte/scorm/dudleymbc/2813>
- Add a child's/young person's address.  
<https://melearning.university//melearning-saas/admin/rte/scorm/dudleymbc/2812>
  - Add their home/parents address as "Primary", if not known, will need to add as "Address Unknown".
  - Placement address will need to be added as "Current".
- Add Relationships; Foster Carers/Siblings. If not known on LCS, will need to create as above.  
<https://melearning.university//melearning-saas/admin/rte/scorm/dudleymbc/2801>
- Add CLA status;
  - Select CLA from menu bar under "Personal" tab.
  - Under Other Local Authority CLA Details, select "Add a CLA period under another Local Authority".

#### **Other Local Authority CLA Details**

No Other Local Authority CLA Periods

[Add a CLA period under another Local Authority](#)

- Add Start date (start date of placement)
- Add Local Authority who have placed in Dudley (select from drop down list)
- Add Carer Details; either Foster Carer or Provider

New LCS Other Local Authority CLA

#### **Carer Details**

[Select a Person as the Carer](#)

[Select Care Provider](#)

#### **CLA Details**

Started On  

Ended On  

Local Authority

- Add Carer Details; either Foster Carer or Provider
- To select Carer, click on the blue link and search for carer and select. Carers details will pull through.
- To select Care Provider, click on the blue link and search for Provider, search by Address, Postcode. Select the Provider, this will pull through. If the Provider is not on the system, a request will need to be sent to ICT via the Outlook templates, requesting the Provider is created and added to the Gazetteer.  
**IMPORTANT – until the carer or provider is added to this screen, the CLA status cannot be completed.**
- Once all information is recorded, it should appear as below.
- Then select Create.

**Looked After Other Local Authority on 05-Feb-2021**

**CLA Details**

Relating To: Child: [REDACTED]

Started On 05-Feb-2021

Ended On

Local Authority Gloucestershire

Notes

**Carer Details**

Carer Name [REDACTED]

Address [REDACTED]

- Go back to CLA menu. The status should now appear as below:

**Other Local Authority CLA Details**

Started On	Ended On	Local Authority
05-Feb-2021		Gloucestershire

[Add a CLA period under another Local Authority](#)


- Save notification to LCS. You will need to save the document to the o-drive prior to adding it to the child's/young person's file.
  - Select Documents from side menu under "Personal" tab.
  - Select Create/Attach Document
  - Add Category – CLA Documents
  - Add Type – Correspondence
  - Enter date received notification
  - Enter details in Notes; "OLA Notification received from Walsall LA – placement made in Dudley from (enter start date of placement).
  - Select Next
  - Select "Choose Files" – select document, Ok.
  - Select Finish

Document will appear as below:

### Documents

[Create/Attach Document](#)

No filter applied - 1 records.

•	<u>Date</u>	<u>Category</u>	<u>Type</u>	<u>Status</u>	<u>Team</u>	<u>Edito r</u>	<u>Notes</u>	<u>Download</u>
1	28-Jan-2021	CLA Documents	Correspondence (Letters/Emails/Faxes)	Completed	Cs Placement s	xxx	OLA notification received from Barking and Dagan.	

- Add Contact to LCS
  - <https://melearning.university//melearning-saas/admin/rte/scorm/dudleymbc/2849>
  - <https://dudleymbc.melearning.university/files/get/88/0>
  - <https://dudleymbc.melearning.university/files/get/90/0>
  - Only complete sections highlighted in **RED**.
  - Contact Reason; enter the following:  
"OLA Notification received from (Name of OLA) on (date received) – placement in Dudley borough from (enter start date of Placement)"
  - Outcome – select "Unknown" for all
  - Action Taken – select OLA Notification
- Finalise Record

- Assign to Manager for Authorisation  
<https://dudleymbc.melearning.university/course/view/3?gc=65SVFC316XT94Z3QDB>  
[TI#module-panel-47](#)

**For End of Placement notifications:**

For all notifications received advising the placement has ended, the CLA status, placement address and relationships (if foster carers) will all need updating.

- End CLA status
  - Find child/young person on LCS
  - Select CLA from menu on Personal tab
  - Click on the open entry (highlighted in yellow)

**Other Local Authority CLA Details**

Started On	Ended On	Local Authority
05-Feb-2021		Gloucestershire

[Add a CLA period under another Local Authority](#)

- Select From Actions – Update Details (highlighted yellow)

**Looked After Other Local Authority on 05-Feb-2021**

**CLA Details**

Relating To: [Child:](#) [redacted]  
 Started On 05-Feb-2021  
 Ended On  
 Local Authority Gloucestershire  
 Notes

**Carer Details**

Carer Name [Care Provider:](#) [redacted]  
 Address xxxx

**Current School**

No Schools Recorded

**Actions**

**Update Details**

- Enter End Date
- Select Update
- Go back to CLA screen – the End Date has now been updated.

- Update/End Current Address  
<https://melearning.university//melearning-saas/admin/rte/scorm/dudleymbc/2812>
- Update/End Foster Carers on Relationships  
<https://melearning.university//melearning-saas/admin/rte/scorm/dudleymbc/2808>
- Save notification from OLA to young person's file (under Documents) as per previous instructions.