



Internal Ref:	NELC-CMLL-001
Review date	August 2021
Version No.	V01.00

## Liquidlogic – Case Closure (Managers)

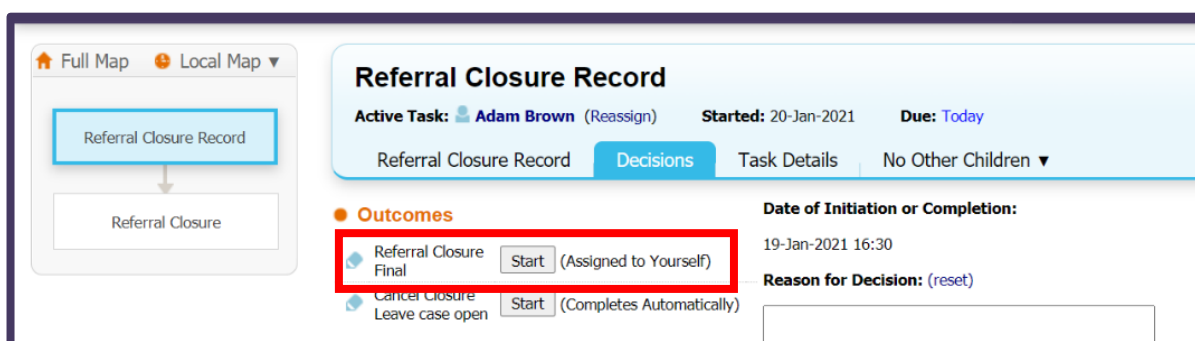
BACKGROUND INFORMATION	
Subject	Liquidlogic
Document Purpose	Training Guide
Reference and Version	NELC-CMLL-001
Target Audience	Liquidlogic Users
Author	Adam Brown
Last Review	10/08/2021
Copyright	North East Lincolnshire Council

## Case Closure - Managers

The worker will complete any open hazards, tasks and alerts and then they will initiate the referral closure task. This will come to you to authorise.

**Common issue – Please check dates. It has been identified that closure dates have been entered and authorised before the authorisation of the single assessment on some records. If the authoriser of a closure notices that the date falls before the single assessment authorisation date, they should reject the closure and have the social worker amend the closure date.**

Once you have authorised, click on the **Start** button to begin the final referral closure. Alternatively, you would select the second start button if you wanted to cancel the closure.



**Referral Closure Record**

Active Task: Adam Brown (Reassign) Started: 20-Jan-2021 Due: Today

Referral Closure Record Decisions Task Details No Other Children ▼

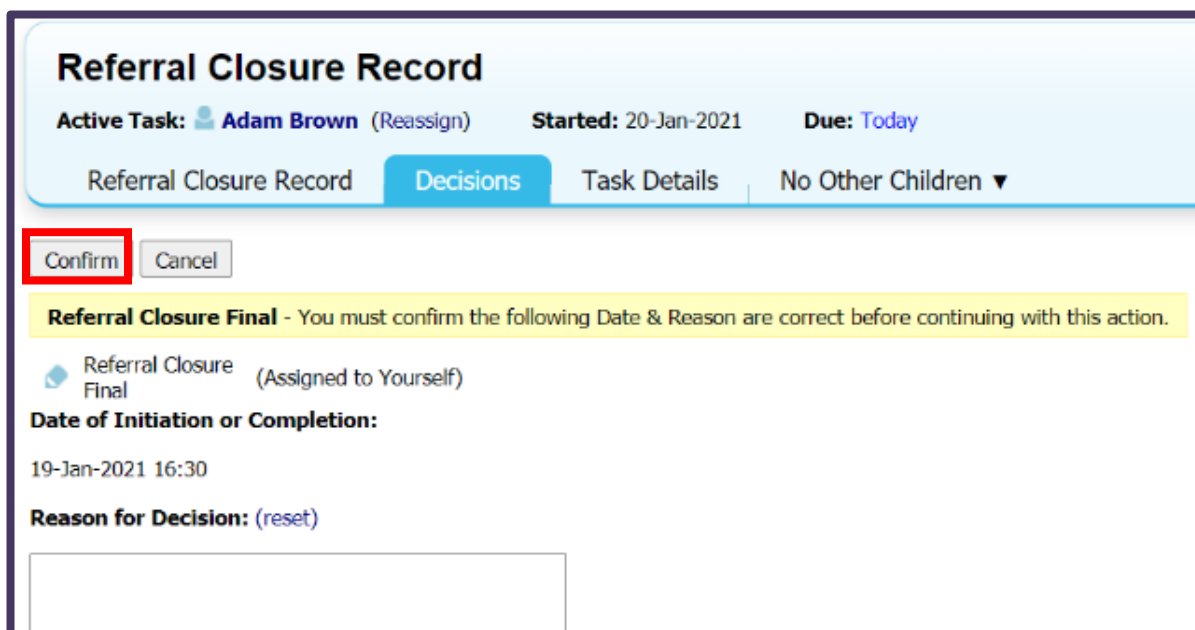
**Outcomes**

- Referral Closure Final Start (Assigned to Yourself)
- Cancel Closure Leave case open Start (Completes Automatically)

Date of Initiation or Completion: 19-Jan-2021 16:30

Reason for Decision: (reset)

Input a reason for the decision in the white box and then click on the **Confirm** button.



**Referral Closure Record**

Active Task: Adam Brown (Reassign) Started: 20-Jan-2021 Due: Today

Referral Closure Record Decisions Task Details No Other Children ▼

Confirm Cancel

**Referral Closure Final** - You must confirm the following Date & Reason are correct before continuing with this action.

Referral Closure Final (Assigned to Yourself)

Date of Initiation or Completion: 19-Jan-2021 16:30

Reason for Decision: (reset)

**Referral Closure - Final**

Active Task: Adam Brown (Reassign) Started: 20-Jan-2021 Due: unspecified

Referral Closure - Final Task Details No Other Children ▼

Close Referral Reset Cancel

**Update Referral**

● **Referral Details**

Referral Started 06-Jan-2021 14:20  
Category of Need for Referral CN5A - Family Dysfunction - Domestic Violence  
ReReferral No

● **End Reason**

Referral Closed 19-Jan-2021 16:30  
End Reason RC8 - Case Closed After Assessment, No Further Action  
Reason for Referral test

Choose an appropriate end reason from the drop-down menu and then click on the **Close Referral** button.

In this example, RC8 has been chosen as the end reason. When we go to close the referral, the following message will appear.

Unable to update record.  
The case progressed beyond the Assessment stage (Section 47), therefore DfE validation rules require an outcome other than RC8 (Case closed after assessment, no further action)

The message reads: *The case progressed beyond the Assessment stage (Section 47), therefore DfE validation rules require an outcome other than RC8 (Case closed after assessment, no further action)*

We can click back in the drop-down for the **End Reason** and choose another more suitable code. Once you have chosen another code, click on the **Close Referral** button again.

Close Referral Reset Cancel

**Update Referral**

● **Referral Details**

Referral Started 06-Jan-2021 14:20  
Category of Need for Referral CN5A - Family Dysfunction - Dome  
ReReferral No

● **End Reason**

Referral Closed 19-Jan-2021 16:30  
End Reason RC7 - Services Ceased For Any Other Reason, Including Child No Longer In Need  
Reason for Referral test

RC8 - case closed after assessment, should only be used if the referral was closed after the initial assessment and no factors were identified. In this example, further work has been done with the child after the assessment and therefore closure reason should be RC7.

**Information:** The retention calculation has resulted in a **retention record being generated**.  
Please make any amendments to the record below and either click Save or Finalise to confirm your changes.

**Retention Record**

- Person Details**

Name: Hulk Hoogan  
Date of Birth: 14-Jan-2014  
Address: 31 Lansdowne Avenue, Grimsby, DN32 0BY
- Retention Details**

Retention Status: Draft
- Calculated Retention Details**

Calculated Code: Case Conference - registered  
Calculation: As this person is still alive, Retention Date is calculated to be this person's date of birth (14-Jan-2014) offset by 93 years  
Calculated Date: 14-Jan-2107
- Actual Retention Details**

Retention Code: Case Conference - registered  
Retention Date: 14-Jan-2107  
**Action on Expiration:** [Dropdown menu]
- Notes**

In the **Action on Expiration** drop-down, 99.9% of the time, **Begin Purge Process** is selected. The **Retain as Famous Person** option is used for ongoing famous cases such as a case which has changed a law or legislation.

We will select **Begin Purge Process** and then click on the **Finalise** button.

Begin Purge Process  
Retain as Randomly Selected  
Retain as Famous Person  
Retain as Interesting Case

This will take us to the following screen –

**Referral Closure - Final**

Initiator: Adam Brown (Systems Trainer) | Started: 19-Jan-2021 | Completed: 20-Jan-2021

Referral Closure - Final | History | No Other Children

**Referral**

- New Referral Details**

Referral Started: 06-Jan-2021 14:20  
Referral Closed: 19-Jan-2021 16:30  
☐ Is the parent/carer aware of the referral?  
☐ Is the child/young person aware of the referral?  
☐ Have parents consented to information being shared with Social Services?  
☐ Have parents consented to agency checks being made?  
 ReReferral: No  
☐ If Yes, did the original referral fail to address the client's needs?
- Reason for Referral / Request for Services**

Category of Need for Referral: CNSA - Family Dysfunction - Domestic Violence  
Reason for Referral: test  
End Reason: RC7 - Services Ceased For Any Other Reason, Including Child No Longer In Need  
Closed By: Adam Brown
- Details of the Referrer**

☐ Is referral being made by a professional or agency?  
 Person Name: Hilda  
 Source Type: Individual - Acquaintance (Including Friends, Neighbours and Child Minders)  
 Relationship to Child:

All icons underneath our child now have a strikethrough as the record has been closed.

**Child: Hulk Hoog**

~~CP~~ ~~CIN~~ ~~R~~