



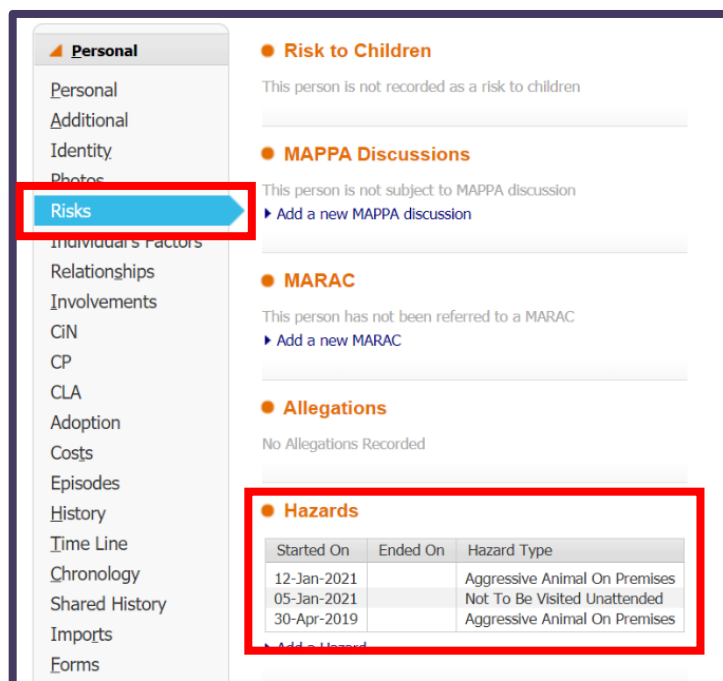
Internal Ref:	NELC-CCLL-001
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Liquidlogic – Case Closure

BACKGROUND INFORMATION	
Subject	Liquidlogic
Document Purpose	Training Guide
Reference and Version	NELC-CCLL-001
Target Audience	Liquidlogic Users
Author	Adam Brown
Last Review	10/08/2021
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Case Closure

In your task tray, you should have a task for a closure record. Before you do this, go into your child's basic demographics, click on the **Risks** link and check if any hazards are still active on the record.



Personal

- Personal
- Additional
- Identity
- Photos
- Risks**
- Individuals Factors
- Relationships
- Involvements
- CIN
- CP
- CLA
- Adoption
- Costs
- Episodes
- History
- Time Line
- Chronology
- Shared History
- Imports
- Forms

Risk to Children
This person is not recorded as a risk to children

MAPPA Discussions
This person is not subject to MAPPA discussion
▶ Add a new MAPPA discussion

MARAC
This person has not been referred to a MARAC
▶ Add a new MARAC

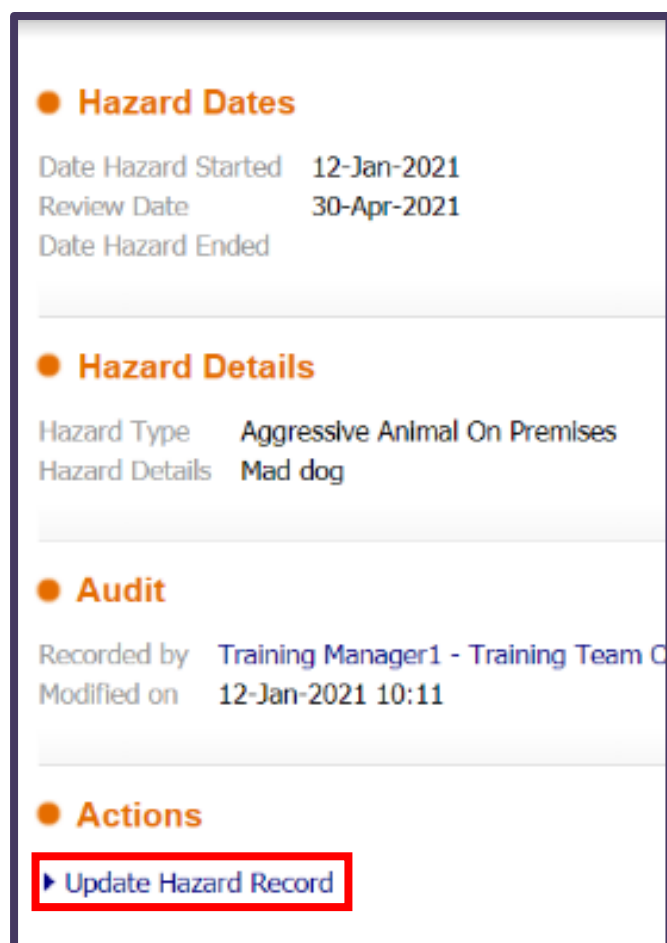
Allegations
No Allegations Recorded

Hazards

Started On	Ended On	Hazard Type
12-Jan-2021		Aggressive Animal On Premises
05-Jan-2021		Not To Be Visited Unattended
30-Apr-2019		Aggressive Animal On Premises

▶ Add a Hazard

To end a hazard, click on a hazard from the table.



Hazard Dates

Date Hazard Started 12-Jan-2021
Review Date 30-Apr-2021
Date Hazard Ended

Hazard Details

Hazard Type Aggressive Animal On Premises
Hazard Details Mad dog

Audit

Recorded by Training Manager1 - Training Team O
Modified on 12-Jan-2021 10:11

Actions

▶ Update Hazard Record

Click on the **Update Hazard Record** link.

Enter an end date in the **Date Hazard Ended** field and then click on the **Update** button.

Now repeat this for any other hazards that may be listed on the child's record.

Click on the **Involvements** link from the left-hand side.

Under the **Current Tasks for this child** heading, you may see a table containing tasks and alerts. Some of these may be assigned to you, some may be with others. **There should not be any open tasks on the record at point of closure.**

● **Current Tasks for this child**

Assigned	Subject	Date Started	Due Date	From
Group PEP Approvals	CLA Alert	26-Jul-2021 15:41	26-Jul-2021	Adam Brown
Group CSRS	CLA Alert	26-Jul-2021 15:41	26-Jul-2021	Adam Brown
Group Finance	CLA Alert	26-Jul-2021 15:41	26-Jul-2021	Adam Brown
Amanda Newton	CLA Alert	26-Jul-2021 15:41	26-Jul-2021	Adam Brown
Group Lac Health	CLA Alert	26-Jul-2021 16:19	26-Jul-2021	Adam Brown
Group Lac Health	CLA Alert	26-Jul-2021 16:19	26-Jul-2021	Adam Brown
Adam Brown	CLA - Current Episode of Care	26-Jul-2021 16:19		Adam Brown
Group CSRS	CLA - Arrange CLA Review Meeting	14-Jul-2021	11-Aug-2021	Adam Brown
Adam Brown	CLA Review Meeting - Write Review Meeting Worker's Report	14-Jul-2021	06-Aug-2021	Adam Brown
Group Lac Health	CLA Alert	26-Jul-2021 17:03	26-Jul-2021	Adam Brown

The table needs to be empty before we can start the referral. You can click on any of the tasks/alerts to view more information.

Alert for Child, created 26-Jul-2021 15:41

Alert Details

Date Issued 26-Jul-2021 15:41
Due Date 26-Jul-2021

Subject CLA Alert
Description New Looked After Child - for information only
Assigned PEP Approvals (Pick Up)

[View Pathway](#)
Alert Completed
[All Alerts Completed](#)

In this example, I have clicked on an alert from the table and the option to complete the alert is present. Clicking on this will remove the alert from the table. You should only do this if you are confident to do so. If you are unsure, speak to a manager or colleague. If the alert is assigned to yourself, you can click on the **Alert Completed** link.

For some of the tasks/alerts displayed in the current tasks table, you may need to contact the person assigned to discuss the open task/alert. If they are in a position to complete the task/alert assigned to them, they should do so before you continue with the referral closure task that is in your worktray.

In your task tray, click on the referral closure task.

Task Trays

Group By: **Date** | Task | Priority | Person | Address | Referral Group | Order By: Start Date | **Due Date** | Timeframe | Subject | Priority

No Due Date (5)	Person	Task Description
No Due Date	CIN Ex, Jojo 3 yrs [Ref: 2005955]	Child In Need - Active Child's Plan
No Due Date		Z Michelle Training Form - Please complete the assessment
No Due Date		Valuing Care Needs Tool - Please complete the assessment
No Due Date		Referral - Referral Closure Record
No Due Date	Hoogan, Hulk 7 yrs [Ref: 2005969]	

Two Weeks Ago (1)

Click on the **Create Closure Record** button.

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

Full Map Local Map

Referral Closure Record

Active Task: **Adam Brown** (Reassign) Started: 19-Jan-2021 Due: unspecified

Referral Closure Record Task Details No Other Children

The Closure Record has not been started.

Create Closure Record

Copy forward selected.

Copy Forward - Before starting the Assessment you have the option to copy forward the answers from the listed previous Assessments. Select each of the alternatives (If you DO NOT want to copy forward any answers) click 'Start Blank' to begin the Assessment afresh.

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

Copy Forward - Copy answers forward from previous assessments

Created	Assessment	Started By
<input checked="" type="checkbox"/> Yesterday	Child/Young Person's Plan (Tuesday, 19 January 2021, 14:00)	Adam Brown
<input checked="" type="checkbox"/> Yesterday	Child Protection Plan (Tuesday, 19 January 2021, 10:00)	Adam Brown
<input checked="" type="checkbox"/> 2 days ago	Child Protection Plan (Monday, 18 January 2021)	Adam Brown
<input checked="" type="checkbox"/> 2 weeks ago	Referral Record (Wednesday, 6 January 2021, 14:30)	Adam Brown

Go through the sections on the left-hand side. On **Closure information**, input the date the case was closed.

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.

The screenshot shows the 'Closure information' section of the Liquidlogic system. The 'Date Case Closed (Closure Record)' field is highlighted with a red box, showing the date '19-Jan-2021 16:30'. The 'Summary of reason(s) for Children's Social Care involvement since date of most recent referral' field contains the text 'test'. The left-hand side menu shows various sections like 'Parental Capacity', 'Family and Environ...', 'Overall Summary', 'Signatures', and 'Attachments (0)'.

Click on **Finalise Assessment** and then click **OK** on the pop-up that appears asking you to confirm your finalisation.

The referral closure record will be sent to your manager to authorise, and they will complete the final part of the referral closure.