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Liquidlogic – Consolidation during an Ongoing Episode

BACKGROUND INFORMATION		
Subject	Liquidlogic	
Document Purpose	Training Guide	
Reference and Version	NELC-CSLL-001	
Target Audience	Liquidlogic Users	
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Copyright	North East Lincolnshire Council	



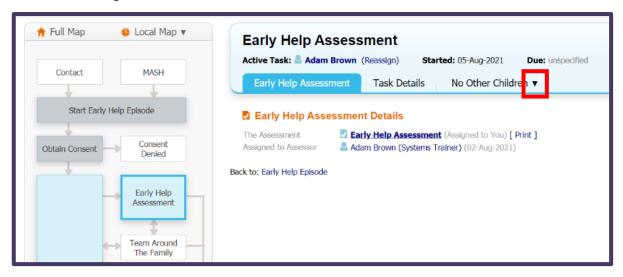
Consolidate siblings during an ongoing episode

In this example, we will look at the process of adding a sibling to an already started Early Help Assessment. It should be noted that the process to add a sibling/s is the same within LCS and EHM and can be done at any stage; not just the one (EHA) performed in this example.

In the below screenshot, we have an Early Help Assessment form, and it is currently only concerning one child. If we needed to include another sibling to this form, the first thing we would need to do is click on the **Save** button followed by the **Close** button to exit the form.



Click on the triangle next to No Other Children.

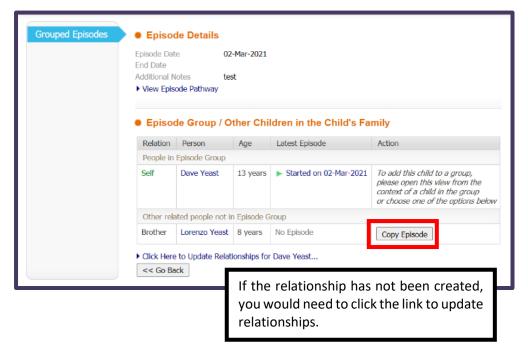




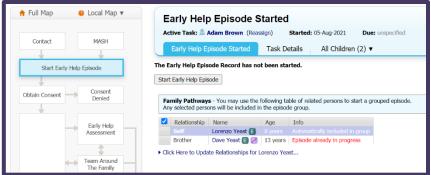
Under **Other related episodes**, click the link to **Open grouped episodes**.



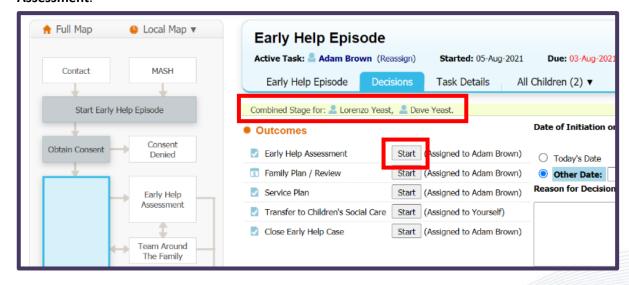
Click on the **Copy Episode** button next to the sibling/s you wish to group and then click **OK** on the popup that appears.



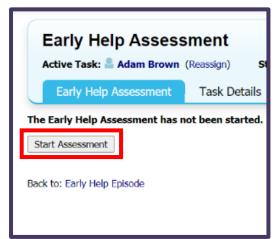
Once done, you will be taken to the sibling's latest episode. In this example, the sibling is not at the Early Help Assessment stage so we need to get them there before we can consolidate.



Once you have the sibling at the same stage, you may notice that it appears like the records are consolidated however, there is more we need to do. Click the **Start** button next to **Early Help Assessment**.



Enter a date and click Confirm.





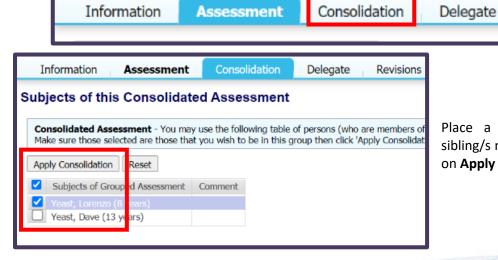
Click the button to **Start Assessment**.

The next screen provides the option to copy forward or start blank. Choose the one required.

Into the form, you may notice that it is not consolidated.

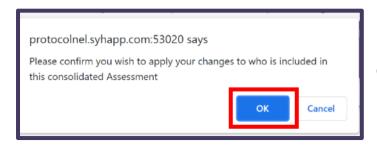


Click on Consolidation.



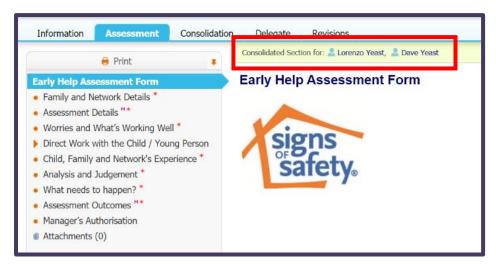
Place a tick next to the sibling/s name and then click on **Apply Consolidation**.

Revisions



Click **OK** on the pop-up.

You will be taken back to the form and should now be able to see that consolidation has taken place.



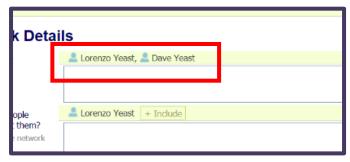


Sections to complete now have separate fields available so you can input different information for each sibling.

If you want to input the same information for both siblings, hover your mouse pointer on top of the **+ Include** button.



The name of the other sibling/s will pop-up. Click on the name.



There is now only one box for this question.

Please note that you will have to do this for each answer you input if the details are the same for each child.