Liquidlogic – Transfer to Referral

BACKGROUND INFORMATION	
Subject	Liquidlogic
Document Purpose	Training Guide
Reference and Version	NELC-TRLL-001
Target Audience	Liquidlogic Users
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Transfer to Referral

From contact or as the result of a MASH assessment, you can select **Transfer to Children's care** from the outcomes section.

Once this has been authorised, there will be a task in your **Task Tray** to start the transfer to Children's Social Care. Find this and then click on it.

Click on the **Create Form** button.

Ensure a tick is in the checkbox and then click on the **Copy Forward Selected** button.

To complete the form, enter in the Date for the transfer (you do not need to include the time) and input details into the comments section. It is recommended that you include all the forms in the transfer to LCS. To do this, click on the checkboxes next to each one so that they are ticked instead of blank.

Click on **Save** to save the form and come back to it later otherwise, if you are content with the information to be sent over, click on **Finalise Episode**.

If you clicked on the **Finalise Assessment** button. A pop-up may appear asking you to confirm that you wish to finalise. If it does, click on **OK**.

The information is now being sent to the LCS side of LiquidLogic. Please note that this is not instant and can take some time to transfer over.

We now need to move over to LCS. To do this, click on the **Home** link then click on the **LCS** icon.
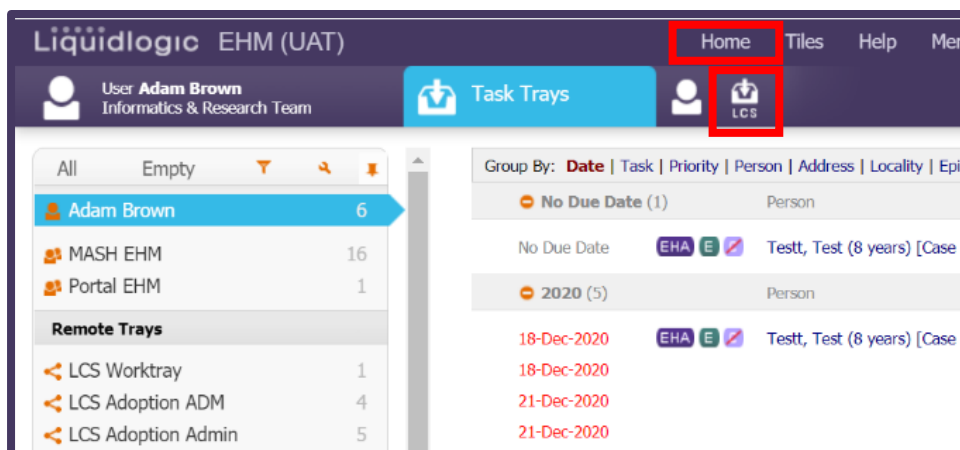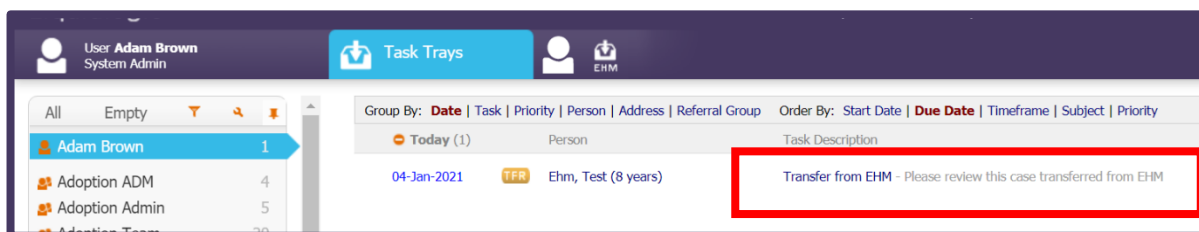

Although it looks the same, you should now be in LCS. It should say this in the top left-hand corner of your screen.
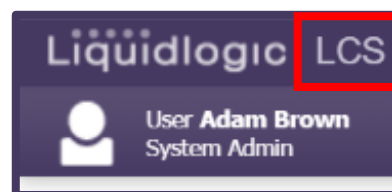
In your **Task Tray**, click on the group tray entitled **Transfers from EHM.** From here, look for the name of the child that you have transferred over. Once found, click on **Pickup** and this task will now be available in your task tray.

Click on the task.

You can view the attached items involved in the transfer if you wanted.

Click on the **Start New Referral** link.

The following pop-up should appear. If you are ready to start a new referral for this child, click **OK**.

There is a new icon (R) under the child's name which indicates that there is an open referral on this child.

From here you can also assign the referral to someone else if required.

Before clicking the **Start Referral** button, you should place a tick next to any other related persons for this child if necessary.

You will notice that the map has changed to indicate the pathway for the referral process.

If you click on the **Full Map** link, you should see the following –
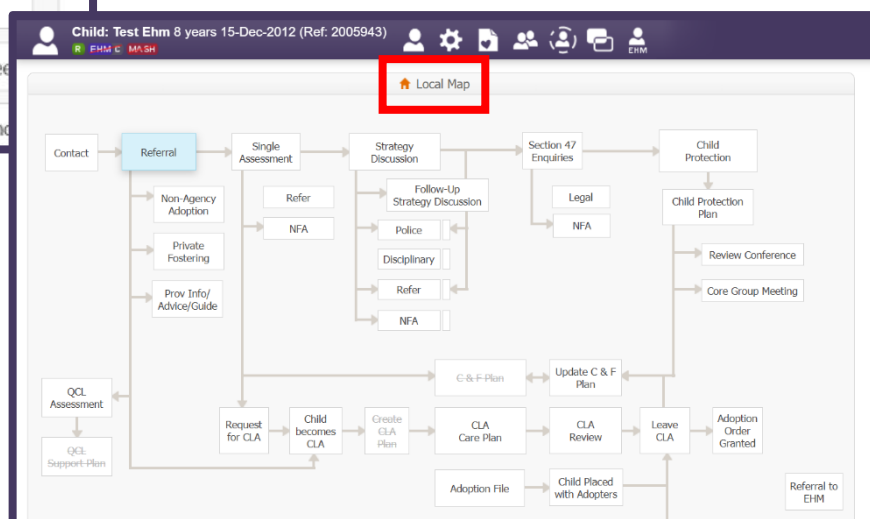
This illustrates the breadth of the possible pathways that may occur. Click on the **Local Map** link to return to your previous screen.

To begin the referral, click on the **Referral Record** link.

Complete the **Referral and Information Record** form ensuring that all mandatory text fields (in red) are completed.
In the **Date of Referral**, please input the date AND time.

In the **Analysis and Judgment** section, when you reach the bottom of this page, you should see the Outcomes section. Place a date and time in the **Referral Decision Date** and tick the appropriate tickbox in the **Suggested Outcomes** area.

As before, if you need to check something or require further information, you can click the **Save** button and return to the referral later or you can click the **Finalise Record** button. When you do finalise, you should receive a pop-up similar to this one. Click **OK**.

The referral will then be sent for authorisation.