



Internal Ref:	NELC-TRLL-001
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## Liquidlogic – Transfer to Referral

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

## 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.

The screenshot shows the 'Task Tray' interface. On the left, there's a sidebar with 'Adam Brown' and a list of 'Remote Trays' including 'LCS Worktray', 'LCS Adoption ADM', 'LCS Adoption Admin', 'LCS Adoption Team', 'LCS CASS - Awaiting Allocation', 'LCS CASS Team 10', 'LCS CASS Team 3', 'LCS CASS Team 7', and 'LCS Contact Service'. The main area displays a list of tasks grouped by date. A red box highlights the task 'MASH - Transfer to Children's Social Care' under the 'Last Week (1)' group.

The screenshot shows the 'Transfer to Children's Social Care' form. It includes fields for 'Active Task: Adam Brown (Reassign)', 'Started: 04-Jan-2021', and 'Due: 01-Jan-2021'. There are tabs for 'Transfer to Children's Social Care', 'Task Details', and 'No Other Children'. A message states 'The form has not been created' and a 'Create Form' button is visible.

Click on the **Create Form** button.

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

The screenshot shows the 'Copy Forward' dialog box. It has tabs for 'Information', 'Episode', 'Consolidation', and 'Revisions'. A message states 'Copy Forward - Before starting the Episode you have the option to copy forward the answers (If you DO NOT want to copy forward any answers) click 'Start Blank' to begin the Episode afre'. Below this, there are buttons for 'Copy Forward Selected', 'Start Blank', 'No Filter applied', 'Update Filter', and 'Clear Filter'. A table shows a list of assessments with checkboxes. A red box highlights the '3 days ago' checkbox and the 'MASH Assessment (Friday, 1 January 2021, 15:20)' entry.

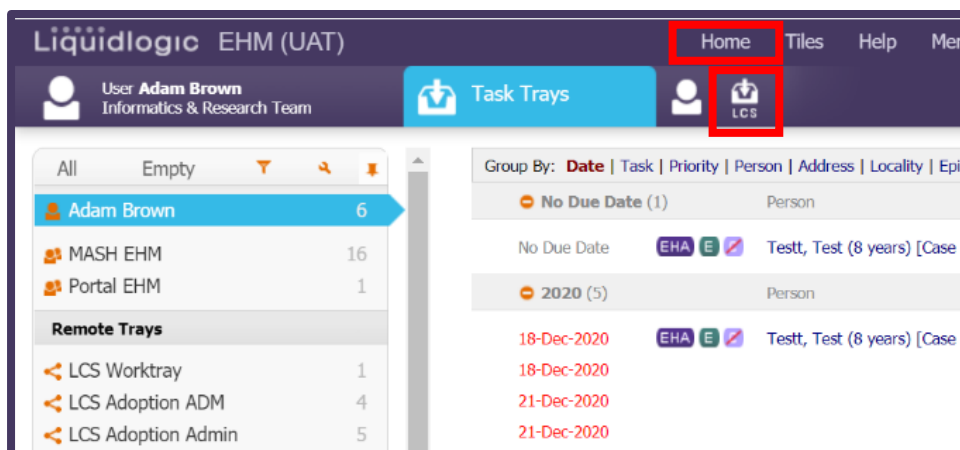
To complete the form, enter in the Date for the transfer (you do not need to include the time) and input details into the comments section. It is recommended that you include all the forms in the transfer to LCS. To do this, click on the checkboxes next to each one so that they are ticked instead of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

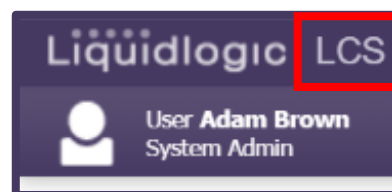
If you clicked on the **Finalise Assessment** button. A pop-up may appear asking you to confirm that you wish to finalise. If it does, click on **OK**.

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.



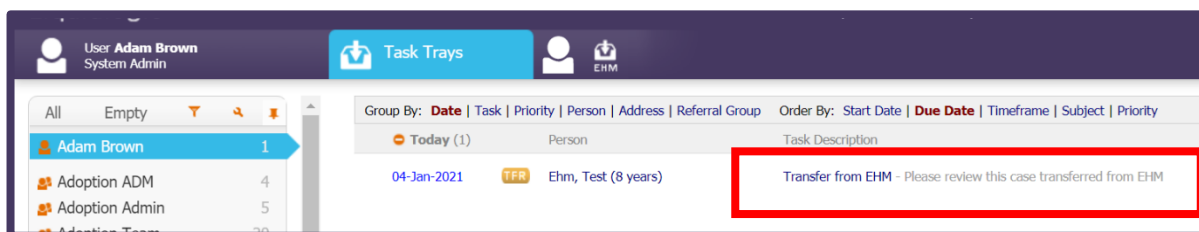
Although it looks the same, you should now be in LCS. It should say this in the top left-hand corner of your screen.



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.



**Test Ehm**

**Ehm, Test (8 years)**

**Person Details - Remote System**

Case No 2005943  
 Forename Test  
 Surname Ehm  
 Date of Birth 15-Dec-2012  
 Approximate Date of Birth? No  
 NHS Number  
 NI Number  
 Gender Female  
 Address Line 1 3  
 Address Line 2 Hendron Mews  
 Address Line 3 Grimsby  
 Postcode DN32 8HU  
 Nationality British

**Person - Local System**

LCS Person Child: Test Ehm  
 ▶ Find a different Person in local system

**Transfer Details**

This transfer includes attached forms and/or objects.  
 These will be copied to the identified person upon completion.  
 ▶ Preview Attached Items

Transfer ID 4838  
 Transfer From EHM  
 Transfer Date 04-Jan-2021  
 Transfer Comments Test  
 Are the parents aware of this transfer?

**Professional requesting transfer**

Case Transferred By Adam Brown  
 Position Systems Trainer  
 Agency Informatics & Research Team  
 Address Informatics & Research Team  
 Civic Offices  
 Knoll Street  
 Cleethorpes

Telephone  
 Email adam.brown@nelincs.gov.uk

**Available Actions**

▶ Start New Referral

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**.

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This will end the transfer process and start a new referral, are you sure?

OK Cancel

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

**Child: Test Ehm 8 years 15-Dec-2012 (Ref: 2005943)**

**Full Map** **Local Map**

Contact Record  
 Referral  
 Single Assessment  
 Transfer in Child In Need  
 Referral to Other Agency  
 Private Fostering

**Referral & Information Record**

**Active Task:** Adam Brown (Reassign) **Started:** 04-Jan-2021

Contact/Referral Task Details No Other Children

The Referral Record has not been started.

Start Referral

**Family Pathways** - You may use the following table of related persons to select any selected persons will be included in the referral group and the referral assigned to.

Relationship	Name	Age	Info
<input checked="" type="checkbox"/> Self	Test Ehm (R) EHM C MASH	8 years	Automatically
<input checked="" type="checkbox"/> Sister	Tiatest Ehm	5 years	Create new Ref

▶ Click Here to Update Relationships for Test Ehm...

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.

**Referral & Information Record**

Active Task: Adam Brown (Reassign) Started: 04-Jan-2021 Due: 22-Dec-2020

Contact/Referral Task Details No Other Children ▼

The Referral Record has not been started.

**Start Referral**

**Family Pathways** - You may use the following table of related persons to start a grouped referral. Any selected persons will be included in the referral group and the referral assessments will be edited as one.

Relationship	Name	Age	Info
<input checked="" type="checkbox"/> Self	Test Ehm	8 years	Automatically included in group
<input checked="" type="checkbox"/> Sister	Tia test Ehm	5 years	Create new Referral and include in group

Click Here to Update Relationships for Test Ehm...

**Full Map** Local Map ▼

Contact Record

Referral

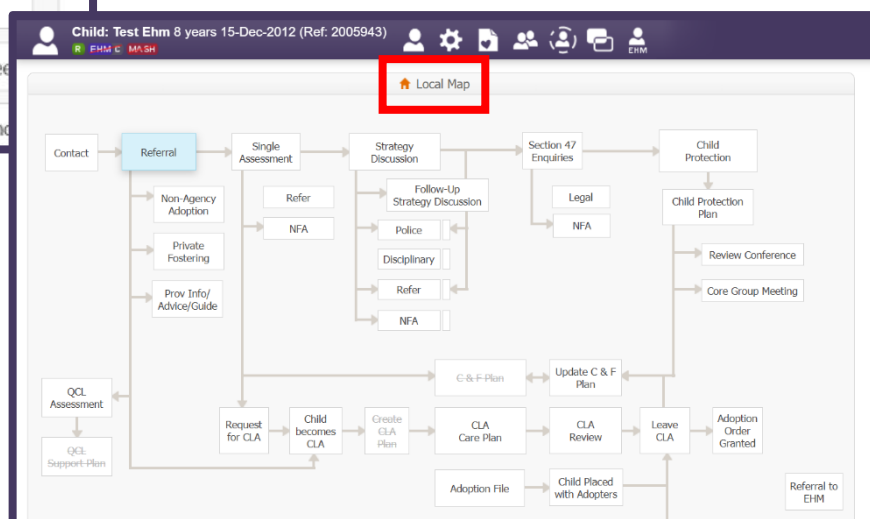
Single Assessment

Transfer in Child In Need

Referral to Other Agency

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.



**Referral & Information Record**

Active Task: Adam Brown (Reassign) Started: 04-Jan-2021 Due: 22-Dec-2020

Contact/Referral Task Details No Other Children ▼

**Referral Record Details**

The Record Assigned to Assessor

☒ **Referral Record** (Assigned to You) [ Print ]

Adam Brown (Systems Trainer) (21-Dec-2020)

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

Child: Test Ehm 8 years 15-Dec-2012 (Ref: 2005943)

Information Record Feedback Consolidation Delegate Revisions

Referral and Information Record

**Referral Date**

Date of Referral 21-Dec-2020

**Contact Details**

Who has made contact? Any other Person

**Complete the details of the Person**

Person Name Neighbour Test

Address

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**.

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Please confirm you wish to Finalise?

OK Cancel

Child: Test Ehm 8 years 15-Dec-2012 (Ref: 2005943)

Full Map Local Map ▼

**Referral & Information Record**

Active Task: MASH Management (Pickup) Started: 05-Jan-2021 Due: 22-Dec-2020

Contact/Referral Task Details No Other Children ▼

This Record has been sent to Group MASH Management for authorisation. (Bypass Authorisation)

**Referral Record Details**

The Record Assigned to Assessor

Referral Record (Assigned to MASH Management) [ Print ]

Adam Brown (Systems Trainer) (21-Dec-2020 to 05-Jan-2021)

MASH Management (05-Jan-2021)

The referral will then be sent for authorisation.