



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

Liquidlogic – PEPs in LL

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

How do I access the latest PEP?

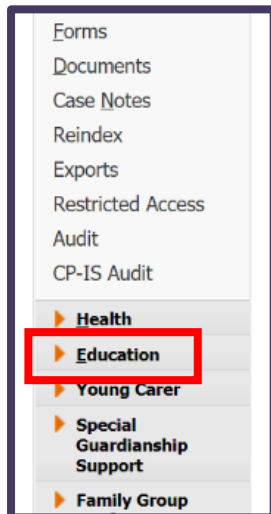
To find the latest PEP for a child, you need to access the child's basic demographics. Once there, click on the link to **Forms** from the left-hand side of the screen.

To find the latest PEP that has been started but is not completed, look in the **Draft Forms** table. The latest uncompleted form will be the first one listed in the table. If you click on the PEP, you will be taken to the uncompleted form.

Form Date	Form Type	User
18-Jun-2021 11:29	PEP NELC	Adam Brown - System Admin
09-Jun-2021 14:30	PEP NELC	Adam Brown - System Admin
20-May-2021 13:21	PEP NELC	Miss Nicola Barry - System Admin
30-Apr-2021	Exploitation and vulnerability - Episode Closure Record	Adam Brown - System Admin

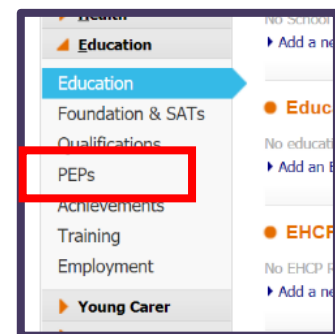
To find the latest PEP that has been completed, look in the **Completed Forms** table. The latest completed form will be the first one listed in the table. If you click on the PEP, you will be taken to the completed form.

Form Date	Form Type	User
18-Jun-2021 11:18	PEP NELC	Adam Brown - System Admin
03-May-2021	Personal Education Plan	Adam Brown - System Admin
03-May-2021	Personal Education Plan	Adam Brown - System Admin
30-Apr-2021	Exploitation and Vulnerability - Meeting Decision	Adam Brown - System Admin
30-Apr-2021	Exploitation and Vulnerability - Plan	Adam Brown - System Admin
30-Apr-2021	Exploitation and Vulnerability - Meeting Decision	Adam Brown - System Admin
30-Apr-2021	Contact Service - Episode Closure Record	Adam Brown - System Admin
30-Apr-2021	Contact Service - Meeting Decision	Adam Brown - System Admin
30-Apr-2021	Contact Service - Meeting Decision	Adam Brown - System Admin

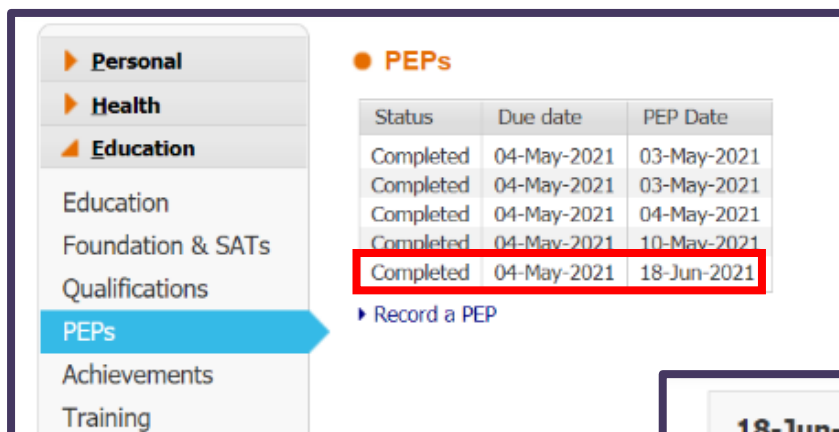


Another way to view PEPs is to click on the **Education** link from the left-hand side of a child's basic demographics. You may have to scroll down the page to see the link.

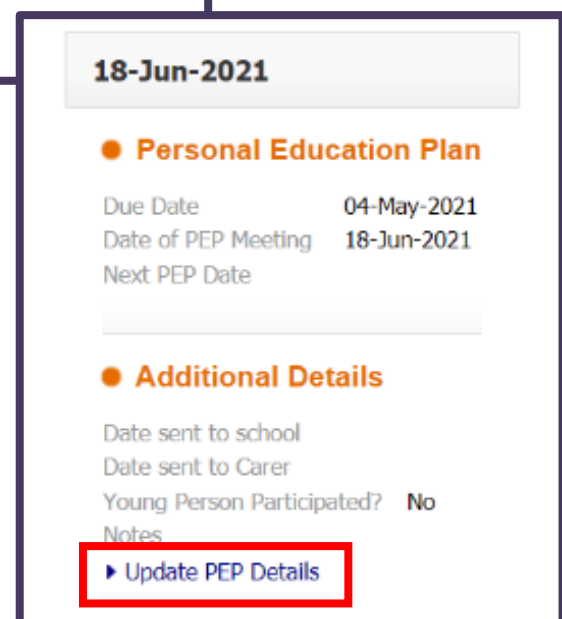
The Education area will expand, and you should see a link to **PEPs**. Click on this.



You should be presented with a table. From here, we can see that the PEPs are displayed in oldest to newest order and we can view the due date for each one too.



If we click on the latest PEP from the table, you will see the following –



Click on the link to **Update PEP Details**.

Update Cancel - Update: 18-Jun-2021

Update 18-Jun-2021

● **Personal Education Plan**

Due Date 04-May-2021
 Date of PEP Meeting 18-Jun-2021
 Next PEP Date

● **Additional Details**

Date sent to school
 Date sent to Carer
☐ Young Person Participated?
 Notes

You can enter/update dates and any notes you may wish to add.

Update Cancel - Update: 18-Jun-2021

Update 18-Jun-2021

● **Personal Education Plan**

Due Date 04-May-2021
 Date of PEP Meeting 18-Jun-2021
 Next PEP Date

● **Additional Details**

Date sent to school 18-Jun-2021
 Date sent to Carer 18-Jun-2021
☒ **Young Person Participated?**
 Notes Enter notes here

Once done, click on the **Update** button. You will then need to use your internet browsers back button to return to the PEP table.

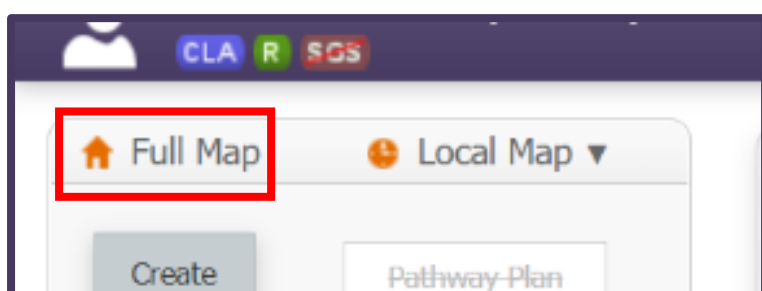
How do I access the latest PEP from the pathway?

Please note that accessing a PEP from the pathway will be removed in a future update to Liquidlogic.

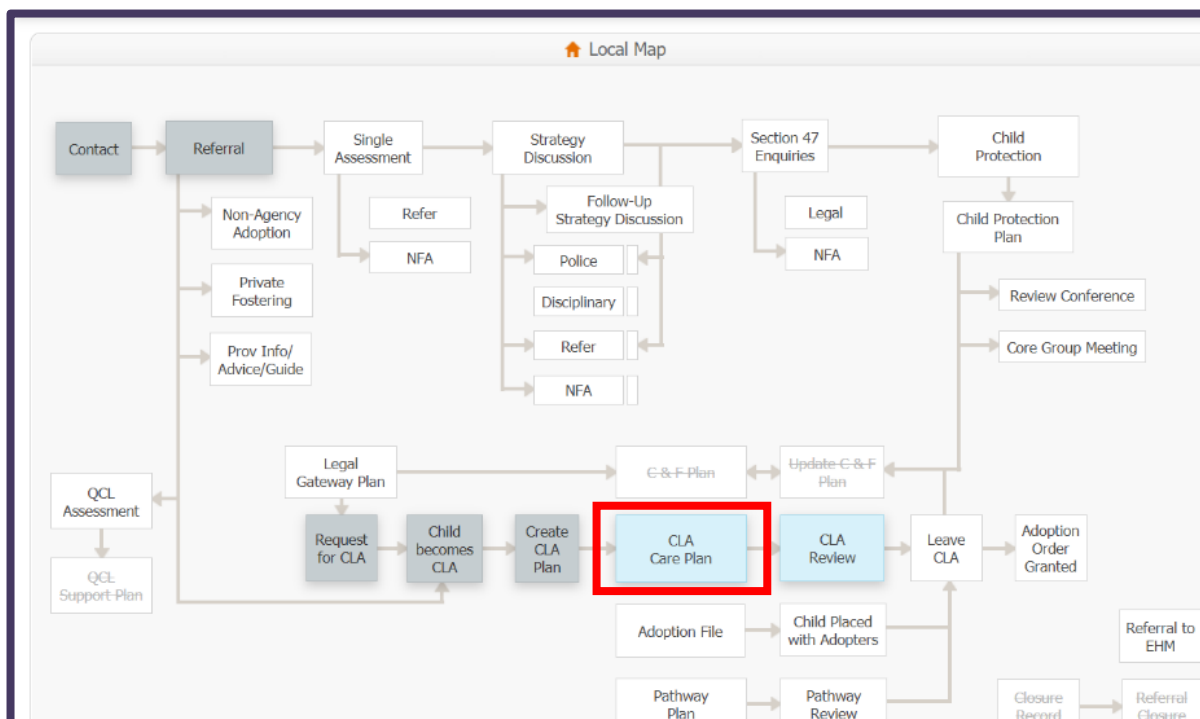
To view the pathway, access the child's basic demographics and click on the link to case pathways icon.

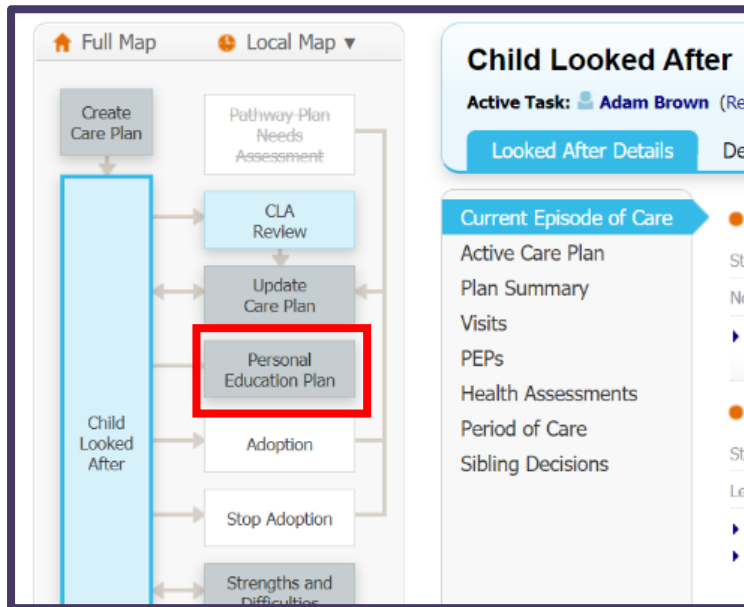


This may take you to the CLA pathway. If it does not, click on **Full Map** from the left-hand side of your screen.



Click on **CLA Care Plan**.





You should now be on the CLA pathway. From the map on the left-hand side, click on **Personal Education Plan**.

To see the latest PEP, click on the link and you will be taken to the PEP form.

Personal Education Plan

Initiator: Adam Brown (Systems Trainer) Started: 03-May-2021 Completed: 03-May-2021

Personal Education Plan Restart History All Children (2) ▼

Record Details:

The Assessment	Assessor	Revision
<input checked="" type="checkbox"/> Personal Education Plan (Completed) [Print]	Adam Brown (Systems Trainer) (03-May-2021 to 15-Jun-2021)	Adam Brown (Systems Trainer) (15-Jun-2021 to 15-Jun-2021)

Back to: [Child Looked After](#)

Previous Reviews

Status	Description
Completed 03-May-2021	Personal Education Plan by Adam Brown (System Admin) - System Admin
Completed 03-May-2021	Personal Education Plan by Adam Brown (System Admin) - System Admin

Alternatively, to view past PEPs, choose one from the **Previous Reviews** table and click on it. When you do this, the **Record Details** section will update, and you can then click on the link to the PEP in that section.