



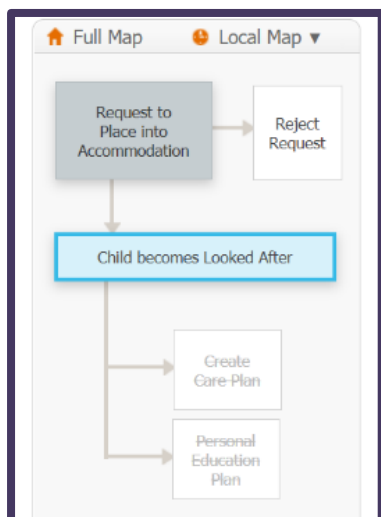
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## Liquidlogic – Siblings at Different Placements

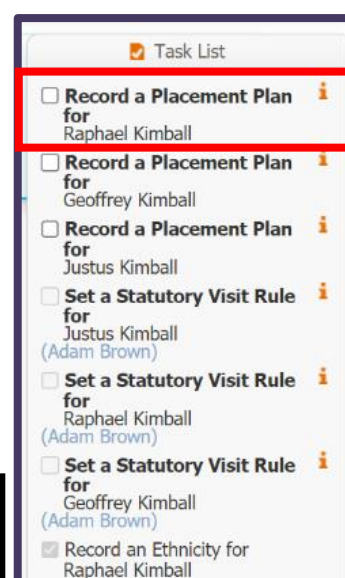
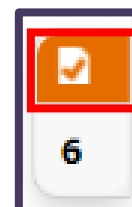
BACKGROUND INFORMATION	
Subject	Liquidlogic
Document Purpose	Training Guide
Reference and Version	NELC-SILL-001
Target Audience	Liquidlogic Users
Author	Adam Brown
Last Review	10/08/2021
Copyright	North East Lincolnshire Council

## Siblings at different placements

Once a request to place into accommodation has been authorised, the person who authorised, would then assign a case worker. This would then initiate the Child becomes Looked After stage on the map.



On the far-right hand side of your screen, you will see your task list. In this example, we currently have six tasks to complete, you may have more (or less) depending on how many siblings are involved. Click on the orange icon to open the task list.



The tasks to be completed are emboldened. You will notice that the first three tickboxes are white whereas the three tasks underneath have greyed out tickboxes. This indicates that we must complete the first tasks and then the next task/s will be released to complete.

Click on **Record a Placement Plan for** from task list.

Some tasks have already been ticked as completed as we completed these earlier. If you had not recorded an ethnicity, for example, then it would be an active task for us to complete.

**Copy forward** relevant information but do not select any tickboxes in the Copy Sideways sections.

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

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

**Copy Forward - Copy answers forward from previous assessments**

Created	Record	Started By
Kimball, Raphael (10 years)		
<input type="checkbox"/> Today	CLA Request for Child to be Looked After Panel Authorisation (Monday, 26 July 2021, 15:40)	Adam Brown
<input type="checkbox"/> 2 weeks ago	CLA Request for Child to be Looked After (Monday, 12 July 2021)	Adam Brown
<input type="checkbox"/> 2 weeks ago	Referral Record (Monday, 12 July 2021)	Adam Brown

**Copy Sideways - Copy answers across from related service users**

Created	Record	Started By
Kimball, Justus (10 years)		
<input type="checkbox"/> Today	CLA Request for Child to be Looked After Panel Authorisation (Monday, 26 July 2021, 15:40)	Adam Brown
<input type="checkbox"/> 2 weeks ago	CLA Request for Child to be Looked After (Monday, 12 July 2021)	Adam Brown
<input type="checkbox"/> 2 weeks ago	Referral Record (Monday, 12 July 2021)	Adam Brown
Kimball, Geoffrey (9 years)		
<input type="checkbox"/> Today	CLA Request for Child to be Looked After Panel Authorisation (Monday, 26 July 2021, 15:40)	Adam Brown
<input type="checkbox"/> 2 weeks ago	CLA Request for Child to be Looked After (Monday, 12 July 2021)	Adam Brown

Complete the mandatory fields in the Placement Plan by entering the dates and times. For this demonstration, we will select **Fostering Services** as the placement type.

Click on **Placement Details** from the left-hand side of your screen. Under **Carer Details**, click on the link to update this placement record.

Alter the **Placement Start Date** if required.

Next, we need to choose a type of placement. You can click on the link next to the green book icon for an explanation of placement codes. If you do this, you will need to click the back button on your browser to return to the previous screen, much like we did for the legal codes earlier.

We will choose **U6** from the drop-down menu. In the placement provider drop-down, we will choose **PR1**. In the placement location, choose **Inside LA boundary** and we will select the code **POF3** for the Ofsted placement type.

Update Placement of: 25-Jan-2021

Details

Placement Start Date

25-Jan-2021

Period covered (in months)

0

Type of Placement

U6 - Foster Placement With Foster Carer

Placement Provider

PR1 - Own provision by LA

Placement Location

Inside LA Boundary

Ofsted Placement Type

POF3 - Short Term

[Click here for an explanation of the Placement Codes](#)

[Update Placement Provider and Placement Location based on Carer and Type of Placement](#)

Carer Details

Approved Kinship Carer

Not Fully Approved Kinship Carer

Select a Person as the Carer

Select Care Provider

Clear Carer details

In **Carer Details**, click on the link to select a person.

You should then see the following screen.

Find Carer

Reset

Search

Details

Local Authority

Case Number

Surname

Forename

Carer Type

☒ Include records that sound similar

Age / Date of Birth / Gender

Date of Birth

Age

Foster Carer Gender

Address

House No. or Name

Street

Area

Town

Post Code

☐ Search Previous Addresses?

Allowed Children

Age From

Age To

Gender

Allowed Number of Children

Number of Available Placements

Number of Placed Children

Carer Services

Valid On Date

Placement Code

Placement Provider

Under **Carer Services**, select **U6** from the drop-down menu. Click on the **Search** button.

**Find Carer** [Reset] [Search]

**Details**

Local Authority

Case Number

Surname

Eorename

Carer Type

☒ Include records that sound similar

**Allowed Children**

Age From

Age To

Gender

Allowed Number of Children

Number of Available Placements

Number of Placed Children

**Age / Date of Birth / Gender**

Date of Birth

Age

Foster Carer Gender

**Carer Services**

Valid On Date

Placement Code **U6 - Foster Placement With Foster Carer**

Placement Provider

**Find Carer** [Back] [Select] [Create] [Printable View]

Maximum result set of 60 returned

Results: [1] [2] [3] (Maximum no of allowed results were found)

	Local Authority / Agency	ID	I	A	Forename	Surname	G	Age	Address
1	Current Local Authority	10							
2	Current Local Authority	10							
3	Current Local Authority	10							
4	Current Local Authority	10							
5	Current Local Authority	10							
6	Current Local Authority	10							
7	Current Local Authority	10							
8	Current Local Authority	10							
9	Current Local Authority	10							
10	Current Local Authority	10							
11	Current Local Authority	10							
12	Current Local Authority	10							

Choose a carer from the table that appears then click on the **Select** button.

**Distance from Home**

Distance from Home (miles)

[Click here to work out distances based on post code ...](#)

Enter in the distance from home in miles.

The link will open up Google Maps in a new browser tab.

**Out of Hours Contact**

Name

Telephone

Input the details for the out of hours contact.



Finally, click on the **Update** button.

Update Cancel - **Update:** Placement of: 2

When you reach the **Family and Social Relationships** section, click on the name of the parent/s.

The screenshot shows the 'Record' tab selected. The left sidebar lists various sections, with 'Family and Social Relationships' highlighted. The main content area shows a table for 'Delegated powers for over night stays' with columns for Name, Relationship, and Address & Postcode. Below this, there are sections for 'Permission for the child/young person to stay overnight with family' and 'Permission for the child/young person to stay overnight with friends'. A table below these sections lists 'Sister: Sally Kettle' and 'Mother: Kathy Kettle' with columns for Frequency, Type, Arrangements, Support from Contact, Additional costs be met?, and Hide when finalised. The 'Hide when finalised' column has checkboxes for each person.

If a pop-up appears, click on **Leave**.

The screenshot shows a pop-up window titled 'Create a new 'Arrangement for Contact' between the Child and the selected person'. The 'Create' button is highlighted with a red box. The window contains a form for 'New Arranged Contact between 'Ben Kettle ' and 'Mother: Kathy Kettle''. The form has fields for Person, Frequency, Type, Transport, location, arrangements for supervision and financial arrangements, How will contact support the plan?, and How will additional costs be met?.

Complete the fields and then click on **Create**.

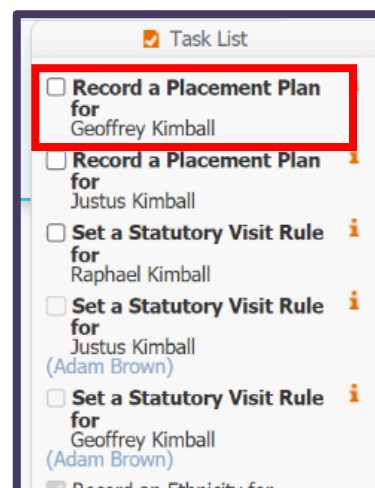
Continue looking through the rest of the sections on the form and then click on **Finalise Record**.

Save Finalise Record ReAssign Close

The placement plan has now been completed for the first child. We would now click on the task to place the next child only this time, you would choose a different carer.

Once that placement has been completed, you would then complete the placement plan for the next child if applicable.

Once all individual placement plans have been completed, you would then set the statutory visit rules for each sibling followed by clicking the **Progress to Looked After** button.

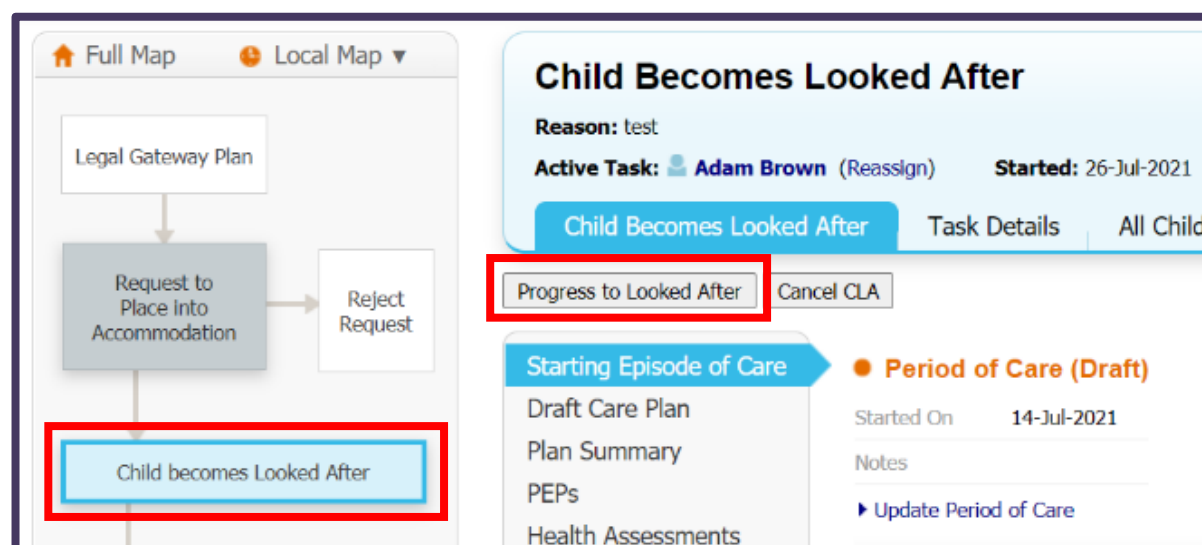


Please note that you need to progress each child to looked after individually.



Access the child's basic demographics and then click on the **link to case pathways** button.

Once you arrive at the becoming looked after stage, click the **Progress to Looked After** button.



## Changing placements after becoming looked after stage

The process below covers the steps you would take if you had fostered siblings all placed with the same carer, but you then needed to separate them and place them with different carers. Ensure that you are within the **Child Looked After** stage on the map.

**Child Looked After**

Active Task: Adam Brown (Reassign) Started: 26-Jul-2021 Due: unspecified

Looked After Details Decisions Task Details All Children (3) ▼

**Current Episode of Care**

Active Care Plan  
Plan Summary  
Visits  
PEPs  
Health Assessments  
Period of Care  
Sibling Decisions

**Active Period of Care**

Started On 14-Jul-2021  
Notes  
Update Notes

**CLA Legal Status**

Start Date 14-Jul-2021  
Legal Status C2 - Full Care Order  
View Full Details  
Change Legal Status (will end previous one)

**Placement**

Started On 14-Jul-2021  
Type of Placement U6 - Foster Placement With Foster Carer  
Provider PR1 - Own provision by LA  
Location Inside LA Boundary  
Foster Carer: Aisha Auckland  
Address 22 Eastwood Avenue  
Grimsby  
Postcode DN34 5BE  
Placement Plan Placement Plan (Completed)  
View Full Details  
Set up CLA Payments  
Update Placement  
Add/View Statutory Visit Rules for Placement  
Create New Revision of Placement Plan for Placement

Create a Placement Plan for a new Placement  
Create a Placement Plan for a new Secondary Placement  
Create a Placement Plan for a new Temporary Placement

In the **Current Episode of Care** section, click on the link to **Create a Placement Plan for a new Placement**. Click OK on the pop-up that appears.

**Copy forward** relevant information but do not select any tickboxes in the Copy Sideways sections.

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

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

**Copy Forward - Copy answers forward from previous assessments**

Created	Record	Started By
<input type="checkbox"/>	Kimball, Raphael (10 years)	
<input type="checkbox"/>	CLA Request for Child to be Looked After Panel Authorisation (Monday, 26 July 2021, 15:40)	Adam Brown
<input type="checkbox"/>	CLA Request for Child to be Looked After (Monday, 12 July 2021)	Adam Brown
<input type="checkbox"/>	Referral Record (Monday, 12 July 2021)	Adam Brown

**Copy Sideways - Copy answers across from related service users**

Created	Record	Started By
<input type="checkbox"/>	Kimball, Justus (10 years)	
<input type="checkbox"/>	CLA Request for Child to be Looked After Panel Authorisation (Monday, 26 July 2021, 15:40)	Adam Brown
<input type="checkbox"/>	CLA Request for Child to be Looked After (Monday, 12 July 2021)	Adam Brown
<input type="checkbox"/>	Referral Record (Monday, 12 July 2021)	Adam Brown
<input type="checkbox"/>	Kimball, Geoffrey (9 years)	
<input type="checkbox"/>	CLA Request for Child to be Looked After Panel Authorisation (Monday, 26 July 2021, 15:40)	Adam Brown
<input type="checkbox"/>	CLA Request for Child to be Looked After (Monday, 12 July 2021)	Adam Brown



Click the link to **Update this Placement Record**.

Information **Record** Consolidation Delegate Revisions

Print

**Placement Plan**

- Placement Details
- Provision of inform...
- Assessment of Mat...
- Placement Routines
- Emotional and beh...
- Safeguarding
- Health

**Carer Details**

Carer Name

Carer Name (Emergency Cases)

Address

Distance from Home (miles)

In Borough?

If this is a foster placement does the foster carer agreements reflect the requirements of the placement?

[Update this Placement Record](#)

Alter the **Placement Start Date** if required.

Update Cancel - Update: Placement of: 25-Jan-2021

**Update Placement of: 25-Jan-2021**

**Details**

Placement Start Date: 25-Jan-2021

Period covered (in months): 0

Type of Placement: [Dropdown]

Placement Provider: [Dropdown]

Placement Location: [Dropdown]

Ofsted Placement Type: [Dropdown]

[Click here for an explanation of the Placement Codes](#)

[Update Placement Provider and Placement Location based on Carer and Type of Placement](#)

**Carer Details**

Approved Kinship Carer: [Dropdown]

Next, we need to choose a type of placement. You can click on the link next to the green book icon for an explanation of placement codes. If you do this, you will need to click the back button on your browser to return to the previous screen, much like we did for the legal codes earlier.

For this example, we will choose **U6** from the drop-down menu. In the **Reason Previous Placement Ended** drop-down, we will choose a reason.

**Update LCS Placement**

**Details**

Placement Start Date: [Calendar]

Period covered (in months): 0

Type of Placement: U6 - Foster Placement With Foster Carer

Placement Provider: PR1 - Own provision by LA

Placement Location: Inside LA Boundary

Ofsted Placement Type: POF3 - Short Term

Reason Previous Placement Ended: Carer requests placement end due to childs behaviour

[Click here for an explanation of the Placement Codes](#)

[Update Placement Provider and Placement Location based on Carer and Type of Placement](#)

**Carer Details**

Approved Kinship Carer

Not Fully Approved Kinship Carer

**Select a Person as the Carer**

Select Care Provider

Clear Carer details

In **Carer Details**, click on the link to select a person.

Under **Carer Services**, select **U6** from the drop-down menu. Click on the **Search** button.

**Find Carer**

**Details**

Local Authority

Case Number

Surname

Forename

Carer Type

☒ Include records that sound similar

**Age / Date of Birth / Gender**

Date of Birth

Age

Foster Carer Gender

**Allowed Children**

Age From

Age To

Gender

Allowed Number of Children

Number of Available Placements

Number of Placed Children

**Carer Services**

Valid On Date

Placement Code

Placement Provider

**Find Carer**

Maximum result set of 60 returned

Results: [1] [2] [3] (Maximum no of allowed results were found)

Local Authority / Agency	ID	I	A.	Forename	Surname	G.	Age	Address
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6 Current Local Authority	10							
7 Current Local Authority	10							
8 Current Local Authority	10							
9 Current Local Authority	10							
10 Current Local Authority	10							
11 Current Local Authority	10							
12 Current Local Authority	10							

Choose a carer from the table that appears then click on the **Select** button.

**Distance from Home**

Distance from Home (miles)

[Click here to work out distances based on post code ...](#)

Enter in the distance from home in miles.

The link will open up Google Maps in a new browser tab.

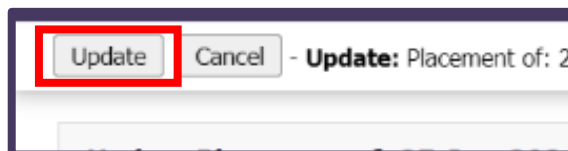
**Out of Hours Contact**

Name

Telephone

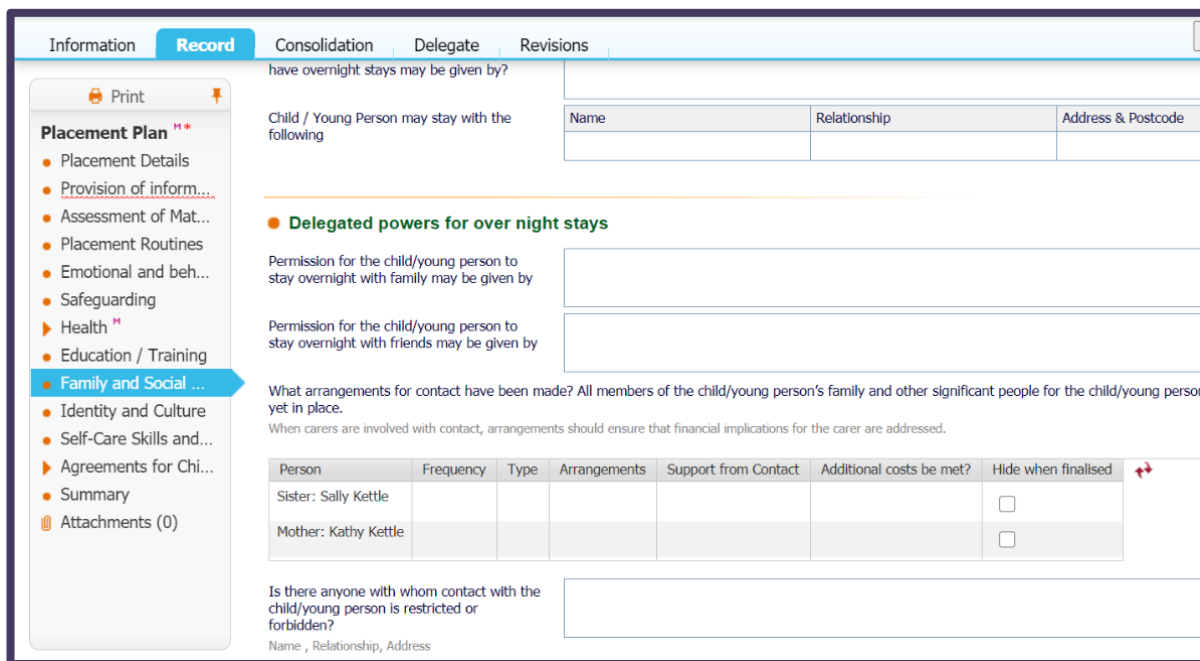
Input the details for the out of hours contact.

Finally, click on the **Update** button.



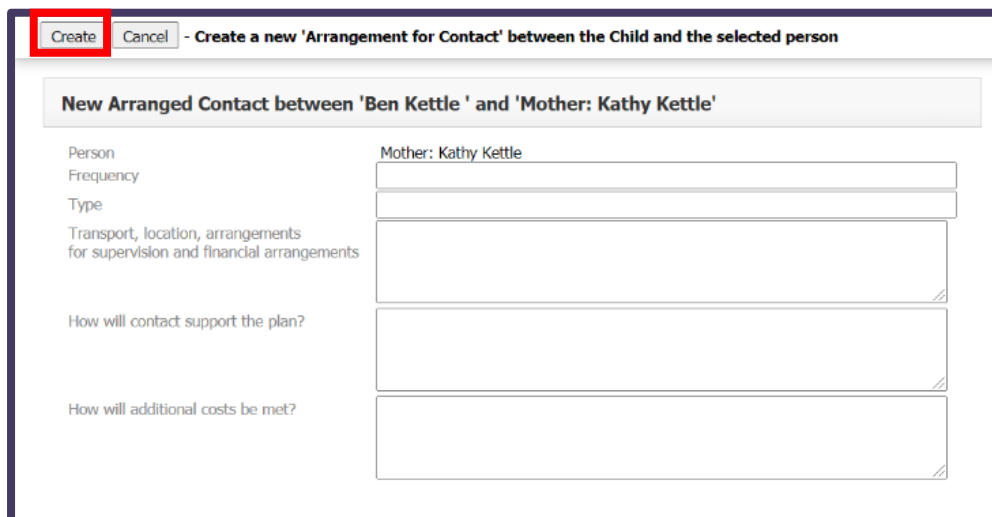
Update Cancel - **Update:** Placement of: 2

When you reach the **Family and Social Relationships** section, click on the name of the parent/s.



The screenshot shows the 'Record' tab selected. The left sidebar lists various sections, with 'Family and Social ...' highlighted. The main content area includes a table for 'Child / Young Person may stay with the following' and a section for 'Delegated powers for over night stays'. Below this is a table for 'What arrangements for contact have been made?' with columns for Person, Frequency, Type, Arrangements, Support from Contact, Additional costs be met?, and Hide when finalised. The table lists 'Sister: Sally Kettle' and 'Mother: Kathy Kettle'.

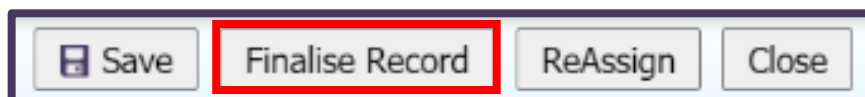
If a pop-up appears, click on **Leave**.



The screenshot shows a pop-up window titled 'Create a new Arrangement for Contact' between the Child and the selected person. The window contains a form for 'New Arranged Contact between Ben Kettle and Mother: Kathy Kettle'. The form includes fields for Person, Frequency, Type, Transport, location, arrangements for supervision and financial arrangements, How will contact support the plan?, and How will additional costs be met?.

Complete the fields and then click on **Create**.

Continue looking through the rest of the sections on the form and then click on **Finalise Record**.



Save Finalise Record ReAssign Close

Under the draft placement, click the link to **Make Placement Live**. Click **OK** on the pop-up that appears.

**Child Looked After**  
 Active Task: Adam Brown (Reassign) Started: 26-Jul-2021 Due: unspecified

Looked After Details | Decisions | Task Details | All Children (3) ▼

**Current Episode of Care**  
 Active Care Plan  
 Plan Summary  
 Visits  
 PEPs  
 Health Assessments  
 Period of Care  
 Sibling Decisions

**Active Period of Care**  
 Started On: 14-Jul-2021  
 Notes  
 Update Notes

**CLA Legal Status**  
 Start Date: 14-Jul-2021  
 Legal Status: C2 - Full Care Order  
 View Full Details  
 Change Legal Status (will end previous one)

**Placement**  
 Started On: 14-Jul-2021  
 Type of Placement  
 Provider  
 Location  
 Carer Name  
 Address  
 Postcode  
 Placement Plan: Placement Plan (Completed)  
 View Full Details  
 Set up CLA Payments  
 Update Placement  
 Add/View Statutory Visit Rules for Placement  
 Create New Revision of Placement Plan for Placement

**Placement (Draft)**  
 Started On: 20-Jul-2021  
 Placement Plan: Placement Plan (Completed)  
 View Full Details  
 Make Placement Live  
 Set up CLA Payments  
 Update Placement  
 Add/View Statutory Visit Rules for Placement  
 Create New Revision of Placement Plan for Placement  
 Cancel Draft Placement  
 Create a Placement Plan for a new Temporary Placement

Create | Cancel - Statutory Visit Frequency Rules

**New Placement Visit Rule for Justus Kimball**

**Rule Details**  
 Rule  
 Applicable From: 20-Jul-2021  
 Applicable Until

**Other Rules for Placement**  
 No statutory visit rules applied to this placement

**Rules for Plan**  
 None

Set a new rule and then click on **Create**.

**Child Looked After**  
 Active Task: Adam Brown (Reassign) Started: 26-Jul-2021 Due: unspecified

Looked After Details | Decisions | Task Details | All Children (3) ▼

**Current Episode of Care**  
 Active Care Plan  
 Plan Summary  
 Visits  
 PEPs  
 Health Assessments  
 Period of Care  
 Sibling Decisions

**Active Period of Care**  
 Started On: 14-Jul-2021  
 Notes  
 Update Notes

**CLA Legal Status**  
 Start Date: 14-Jul-2021  
 Legal Status: C2 - Full Care Order  
 View Full Details  
 Change Legal Status (will end previous one)

**Placement**  
 Started On: 20-Jul-2021  
 Type of Placement: U6 - Foster Placement With Foster Carer  
 Provider: PR1 - Own provision by LA  
 Location: Inside LA Boundary  
 Carer Name: Foster Carer: Julie Bradley  
 Address: 87 Peaks Lane, New Waltham  
 Postcode: DN36 4LZ  
 Placement Plan: Placement Plan (Completed)  
 View Full Details  
 Set up CLA Payments  
 Update Placement  
 Add/View Statutory Visit Rules for Placement  
 Create New Revision of Placement Plan for Placement

This child now has a different placement than their siblings. To change placement for any other siblings, you would need to access the child's basic demographics and then click on the **link to case pathways** button.



From there you would ensure you are on the Child Looked After stage from the map and then follow the same process we have just completed.