

Liquidlogic

Connected Carers User Guide

LCS



Sandwell
Children's Trust

Responsibility: CLA Business Support Officer- Create Connected Carer

Identity
Photos
Risks
Parental Factors
Carer/Adopter

[view full Foster](#)
▶ [New Kinship Carer Approval Pathway](#)

● **Foster Carer Recruitment**

Status Foster Recruitment
Date of Application 05-Apr-2019

From the Carer/ Adopter tab, click “New Kinship Carer Approval Pathway”

Create Cancel - Create New Kinship Carer

New Kinship Carer

● **Kinship Carer**

Carer Details Person: [Katie Kinship](#)
Responsible Authority

● **First Linked Foster Carer**

- ▶ Link to an existing foster carer
- ▶ Link to another person
- ▶ Remove this link

Connected Carers Initial Viability Ass... Task Details

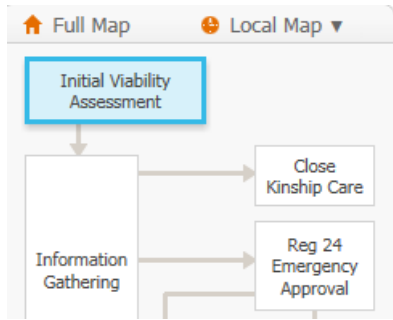
Select the Responsible Authority then and link to another Foster Carer if applicable then click Create

Task Details

Assigned To: **Tanya Sandhu**
Task Connected Carers Initial Viability Assessment (Schedule 4)
Date Started: 05-Sep-2019 15:09
Due Date: 06-Sep-2019
[Click here to reassign this task...](#)
[Export Calendar Event](#)

BSO to reassign task to Fostering Social Worker

Responsibility: Fostering Social Worker- Start Connected Carers Workflow



Kinship Carer - Initial Viability Assessment
Active Task: Tanya Sandhu (Reassign) **Started:** 30-Apr-2019 **Due:** 01-May-2019

Initial Viability Assessment | Task Details | All Foster Carers (2) ▼

Combined Stage for: Katie Kinship, Kenny Kinship.

The Initial Viability Assessment Form has not been created.

Create a new Initial Viability Assessment

Fostering Social Worker to start the Initial Viability Assessment (Schedule 4)

Consolidation | Delegate | Revisions | Save | Send to TM | Cancel | Close

Consolidated Section for: Katie Kinship, Kenny Kinship

Schedule 4 Assessment

Placement of child with a connected person
 Care Planning, Placement and Case Review Regulations 2019 Reg 24 and Schedule 4

The purpose of this form is to provide the basis on which a decision can be made to give the connected person 16 weeks' temporary approval as a local authority foster carer. enable the LA to determine whether this care arrangement will safeguard and promote the child's welfare and meet their needs as set out in their care plan.

A connected person means a relative, friend of, or other person connected with the child looked after

Fostering Social Worker to complete the mandatory questions and attach the Schedule 4 Assessment within 28 days then finalise assessment

Print

Schedule 4 Assess...

Attachments (0)

Attachments (0)

There are no attached documents

The Reg 24 paperwork can be attached here if it has already been approved at this point

The information gathering hub will open once the Schedule 4 assessment has been completed which will allow the worker to record essential information (DBS Checks, Training, Equipment etc)

Kinship Carer - Information Gathering

Stage Details: Information Gathering

Active Task: Tanya Sandhu (Reassign) **Started:** 30-Apr-2019 **Due:** 15-May-2019

Information Gathering **Decisions** Task Details All Foster Carers (2) ▼

Combined Stage for: Katie Kinship, Kenny Kinship.

Outcomes

- Full Kinship Carer Assessment
- Reg 24 Emergency Approval
- Close Kinship Care Process (Assigned to Yourself)

Date of Initiation or Completion:

Today's Date **Other Date:** 01/01/2019 (reset)

Reason for Decision: (reset)

From the Information Gathering hub a decision needs to be made from the following 3 options :

- Start Full Connected C Assessment
- Start Reg 24 Emergency Approval
- Close Connected C process

Reg 24 Emergency Approval

Full Connected Carers Assessment (Connected C) Start (Assigned to Fostering Group) Today's Date
Reg 24 Emergency Approval Start (Assigned to Reg 24 Approvals) Other Date: (reset)
Reason for Decision: (reset)

Select Reg 24 Approval from Decisions Tab with date

Reg 24 Emergency Approval - You must confirm the following

Reg 24 Emergency Approval (Assigned to Reg 24 Approvals)

Date of Initiation or Completion:

Today's Date
 Other Date: (reset)

Reason for Decision: (reset)

Click Confirm

Local Map

Close Kinship Care

Reg 24 Emergency Approval

Connected Carer- Reg 24 Emergency Approval

Active Task: Reg 24 Approvals

Emergency Approval Task Details

The form has not been created

[Back to: Connected Carer- Information Gathering](#)

The Reg 24 Approval is then assigned to a Reg 24 Approvals Group Worktray for the ADM to complete

Responsibility: ADM/ ADM's PA- Reg 24 Approval

Last Month (1)	Person	Task Description	
19-Aug-2019	Kinship, Kenny	Connected Carer- Reg 24 Emergency Approval	Pickup

ADM/ PA picks up task from Reg 24 Approvals Group worktray

Close Kinship Care

Reg 24 Emergency Approval

Close Rea

Emergency Approval Task

The form has not been created

Record Approval

Click Record Approval

Back to: Connected Carer- Information G

Copy Forward Selected Start Blank No Filter applied Update Filter

Copy Forward - Copy answers forward from previous assessments

<input type="checkbox"/>	Created	Assessment
	Kinship, Kenny	
<input type="checkbox"/>	2 weeks 2 days ago	Schedule 4 Assessment (Monday, 19 August 2019)

Click Start Blank

ent Consolidation Delegate Revisions Save Finalise Assessment Cancel Close

Connected Carer Reg 24 Emergency Approval

Dates
Date Approval Completed: 19-Aug-2019

Approval
Type: Approval for up to 16 Weeks
Start Date: 01-Sep-2019
End Date: 22-Dec-2019

Selected Kinship Child

Adult?	Person Type	Forename	Surname	Gender	Age	Date of Birth	Address
<input checked="" type="checkbox"/>	Child	Xyztanya	Xyzsandhu	Female	1 yr 8 mths	06-Dec-2017	15 FAIRYFIELD AVENUE, BIRMINGHAM, B43 6AG

Delete Selected

Select Kinship Child

i The End Date must be no more than 16 weeks from the Placement Start Date.
Please note: If the End Date is left blank this field will default to 16 weeks from the Start Date of the approval.

ADM to complete date fields. The End Date will automatically generate once you click Save.

Match Connected Carer Child and then click Save and Finalise Assessment

Print

Connected Carer Reg 24 Emergency Approval

Dates
Date Approval Completed: 01-Apr-2019

Approval
Type: Approval for up to 16 Weeks
Start Date: 01/04/2019
End Date: 22-Jul-2019

Attachments (0)

Reg 24 paperwork can be attached to this stage if required in the attachments tab

Combined Stage for:  Katie Kinship,  Kenny Kinship.

Outcomes

Date of Initiation or Completion:

30-Apr-2019

Kinship Carer Full Kinship Carer Assessment (Assigned to Yourself)

Reason for Decision: (reset)

Close Reg 24 Process (Assigned to Yourself)

From the decision tab ADM/ PA to either start

- Full Connected C Assessment
- Close Reg 24 process

Full Connected Carers Assessment (Connected C) - You must confirm the t

Full Connected Carers Assessment (Connected-C) (Assigned to Fostering Gr

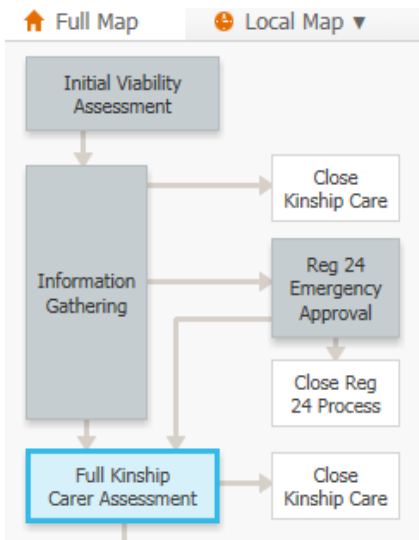
Date of Initiation or Completion:

19-Aug-2019

Reason for Decision: (reset)

Click Confirm

Responsibility: Fostering Team Manager – Assigning Full Connected C Assessment



Full Connected Carers Ass

Active Task: Fostering Group Pickup

Full Connected Carer Assessment

The form has not been created

Back to: [Connected Carer- Reg 24 Emergency Approv](#)

Full Connected C is then received into the Fostering Manager Group where the Fostering Manager will allocate task to Fostering Social Worker

Yesterday (1)	Person	Task Description	
03-Sep-2019	Kinship, Kenny	Full Connected Carers Assessment (Connected C)	Pickup

Fostering TM to pick up task from Fostering Manager Group worktray

Full Connected Carer Assessment Task Details

Task Details

Assigned To: **Tanya Sandhu**

Task: Full Connected Carers Assessment (Connected C)

Date Started: 04-Sep-2019 11:24

Due Date: 03-Sep-2019

[Click here to reassign this task...](#)

[Export Calendar Event](#)

Click here to reassign this task to Fostering SW

Task: Tanya Sandhu (Reassign) Started: 04-Sep-2019 Due: 03-Sep-2019

Conn

Reassign Task Cancel

● Reassign the task: Full Connected Carers Assessment (Connected C)

To:

Other... Tanya Sandhu

ted:

:

a to re

alenda

Detail

Comments:

By:

ate:

ite Changes

Select User and Click Reassign Task to work

Responsibility: Fostering Social Worker- Completing Full Connected C Assessment

Full Kinship Carer Assessment Task Details All

Combined Stage for: Katie Kinship, Kenny Kinship.

The form has not been created

Start Full Assessment

Click Start Full Assessment

Copy Forward - Before starting the Assessment you you DO NOT want to copy forward any answers) click

Copy forward previous form or Start Blank

Copy Forward Selected

Start Blank

No Filter a

Copy Forward - Copy answers forward from previous assess

Created

Assessment

Information **Assessment** Consolidation **Delegate** Revisions

Print

Connected Person/ Family and...

Section A- The Child	Yourself	<input checked="" type="checkbox"/>
Section B- Birth Family	Yourself	<input checked="" type="checkbox"/>
Section C- Applicants	Yourself	<input checked="" type="checkbox"/>
Section D- Temporary Approval	Yourself	<input checked="" type="checkbox"/>
Section E- Information Checklist	Yourself	<input checked="" type="checkbox"/>
Management Comments	Yourself	<input checked="" type="checkbox"/>
Attachments (1)	Yourself	<input checked="" type="checkbox"/>

Assessment Section Delegation

What to do: First select the Assessment sections that you wish to delegate. Then select the user, department or workgroup to whom you want to delegate the sections you have selected. Provide a 'Due Date' if you wish and then add any comments into the 'Notes for Operator' box. Click the 'Confirm' button when you are finished.

Confirm Cancel

New 17-Sep-2019 13:01 by Active

Assessor: Rachel Stringer

Due Date: 27-Sep-2019

Notes for Assessor

There is at least one answer populated in the new sections to be delegated. Please confirm that it is acceptable to show this information to the delegated user.

I confirm that the delegated user is allowed to see the current answers.

Sections A & B have to be delegated out to the Child's Allocated Social Worker to complete.

1. Click on the Delegate Tab
2. Click on Section A & B so they highlight in blue then click Add New Professional Contributor
3. Add the name of ACW
4. Tick the check box then click Confirm

Child's Social Worker will receive task in their work tray to complete this part of the form

Information Assessment Consolidation Delegate Revisions Save Finalise Assessment

Print

Connected Pe...
Section A- Th...
Section B- Bir...

Section A- The Child

A1. Personal Details

Family name test 123

Child's Social Worker completes their part of the assessment then clicks Save and Finalise Assessment

Information Assessment Consolidation Delegate Revisions Save Finalise Assessment

Print

Connected Pe...
Section A- Th...
Section B- Bir...
Section C- Ap...
Section D- Te...
Section E- Inf...
Management...
Attachments...

Section A- The Child

A1. Personal Details

Family name test 123

Forename/s

Other names used

Once the Child's Social Worker has completed their part of the form it will automatically link back in with the main form. Fostering Social Worker can work on their parts of the form at the same time. However the form cannot be fully finalised by the Fostering Social Worker until all delegated sections have been sent back by the Child's Social Worker.

Information Assessment Consolidation Delegate Revisions

Print

Connected Person/...
Section A- The Child
Section B- Birth Fa...
Section C- Applicants
Section D- Tempor...
Section E- Informa...
Attachments (2)
Export Document

Consolidated Section for: Katie Kinship, Kenny Kinship

Section E- Information Checklist

Verification of Documents

Date birth certificate seen	
Date passport or other certification of nationality seen	
Date driving licence seen	

Worker to complete Form C and click Save and Finalise Assessment.

(Form C completed by External Assessor)

Information Assessment Consolidation Delegate Revisions Save Finalise Assessment Cancel Clo

Consolidated Section for: Katie Kinship, Kenny Kinship

Section E- Information Checklist

- Verification of Documents

	Applicant 1	Applicant 2
Date birth certificate seen		
Date passport or other certification of nationality seen		
Date driving licence seen		

If the Form C has been completed by an external assessor they will not have access to complete the LCS template therefore when the completed Form C has been sent back in the Fostering Social Worker will need to attach the completed form to this stage then click Save and Finalise Assessment.

There will not be a requirement to delegate Sections A & B to the child's social worker as this will all be completed on the paper copy sent back in by the external assessor

Print

Connected Person/...

- Section A- The Child
- Section B- Birth Fa...
- Section C- Applicants
- Section D- Tempor...
- Section E- Informa...
- Attachments (2)
- ▶ Export Document

To export the Form C into the BAAF Form template click Export Document

Create Cancel - Create New Document for Connected Person

New Document

- Document Details

Document Type Connected C RTF

Date 17-Sep-2019

Notes

Enter details then click Create

Document Number 2275174

- ▶ Update Details
- ▶ Delete Draft Document
- ▶ Delete
- ▶ Complete Document
- ▶ Change document type

● **Edit Locally**

- ▶ Download Document
- ▶ Upload Document: Browse

Click Complete Document to save the assessment on the record or Download Document to view first.

The RTF Export will NOT import the genogram therefore this will have to be copy and pasted in.

A copy of the authorised completed Connected C Form should be PDF'd and attached to the child's record

Responsibility: Fostering Team Manager- Authorising Connected C Assessment

Connected C will go to the Fostering TM Group worktray for authorisation

Fostering TM to add comments in Management Comments Field and Save and Finalise Assessment. **Please note that these comments will not display in the RTF Export document they will only display on the LCS Form.**

Assessment Authorisation Stage: Review the completed Assessment and amend if applicable. Once satisfied finalise the Assessor

Click Authorise or send back to worker for Further Information

Combined Stage for: Katie Kinship, Kenny Kinship.

Outcomes

- Progress to Panel (Assigned to Yourself)
- Close Kinship Care Process (Assigned to Yourself)

Date of Initiation or Completion:

30-Apr-2019

Reason for Decision: (reset)

From Connected C Assessment Fostering TM can:

- Progress to Panel
- Close Connected C Process

Combined Stage for: Katie Kinship, Kenny Kinship.

Progress to Panel - You must confirm the following Dat

Progress to Panel (Assigned to Yourself)

Date of Initiation or Completion:

Click Confirm

Responsibility: Panel Admin- Panel Process

Connected Carer- Foster Panel Recommendation

Active Task: Panel Admin **Pickup** Started: 04-Sep-2019 Due: 12-Sep-2019

Connected Carer- Foster Panel Recommen... Task Details No Other Foster Carers ▼

Meeting Details

⚠ The Date and Time for the meeting are not set. (Outcomes Write Up is disabled)

Meeting Arranger Panel Admin
 Type of Meeting Foster Panel Recommendation

Due Date 12-Sep-2019
 Planned Meeting Date Unspecified
 Length in Minutes Unspecified
 Location

Meeting Attendees

No attendees have been defined...

Outcomes Form

The Outcomes Form has not been started.

Assigned To Panel Admin **Pickup**

Documents

▶ Create/Attach Document
 There are no documents.

Back to: Full Connected Carers Assessment (Connected C)

Panel Meeting is received into the Panel Admin group worktray.

Panel Admin picks up task from group worktray to complete panel meeting details and adds Outcomes

Information Assessment Consolidation Delegate Revisions Save Finalise Assessment Close

Consolidated Section for: Katie Kinship, Kenny Kinship

Recommendation

Can the panel recommend the approval of this kinship carer?
 Child(ren) being considered

Selected Kinship Child

Adult?	Person Type	Forename	Surname	Gender	Age	Date of Birth	Address
<input checked="" type="checkbox"/>	Child	Xyzanya	Xyzandhu	Female	1 yr 4 mths	06-Dec-2017	15 FAIRFIELD AVENUE, BIRMINGHAM, B43 6AG

Delete Selected

Pathway Approvals

Kinship Child	Type	Approval Type	Start Date	End Date
Xyzandhu, Xyzanya (1 year)	Approval for up to 16 Weeks	Approval for up to 16 Weeks	30-Apr-2019	31-May-2019

Recommendation Approved
 Rejected
 Defer recommendation - start new panel meeting

Reasons for these Recommendation Approved

Panel Admin to enter details and attach minutes then click Save and Finalise Assessment

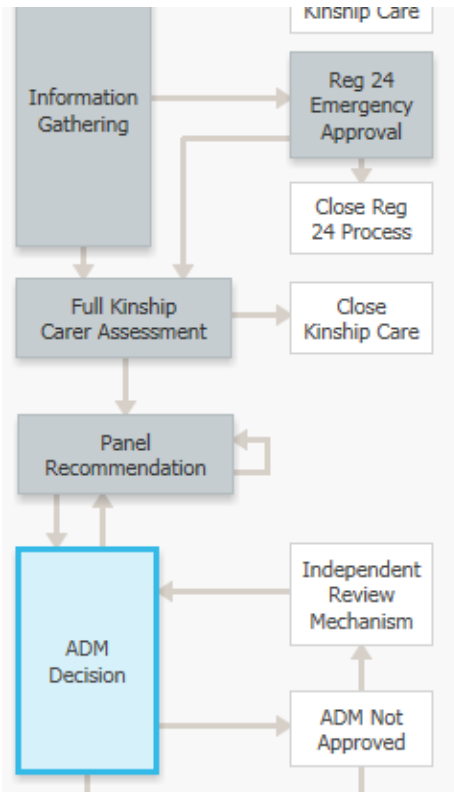
Location

Actual Meeting Date 30-Apr-2019

▶ Complete Meeting

Click Complete Meeting

Responsibility: ADM- ADM Decision



Combined Stage for: Katie Kinship, Kenny Kinship.

The ADM Decision has not been started.

Reason for Assessment/Record

Reason For: Katie Kinship, Kenny Kinship

Approved

[Back to: Kinship Carer - Foster Panel Recommendation](#)

ADM Decision received in Foster ADM group worktray.
ADM picks up task and clicks Start ADM Decision

(If you DO NOT want to copy forward any answers)

No Fill

Copy Forward - Copy answers forward from previous assessment

Created Assessment

Click Copy Forward Selected or Start Blank

Information Decision Consolidation Delegate Revisions

Consolidated Section for: Kate Kinship, Kenny Kinship

ADM Decision

Date of Decision: 30-Apr-2019

ADM Decision: Approved Rejected Defer Decision - go back to Panel

Reasons for this Decision: approved

Please record any further details.

Approval

Type: Approved

Start Date: The Approval will start from the Date of Decision (recorded above)

Selected Kinship Child

Adult?	Person Type	Forename	Surname	Gender	Age	Date of Birth	Address
<input checked="" type="checkbox"/>	Child	Xyziana	Xyzianthu	Female	1 yr 4 mths	06-Dec-2017	15 FAIRFIELD AVENUE, BIRMINGHAM, B43 6AG

[Select Kinship Child](#)

Assessment Approvals

ADM completes decision and clicks Save and Finalise Decision

Person: Katie Kinship 31 years 18-Jul-1987 (Ref: 517878)

Ongoing Work Decisions Task Details All Foster Carers (2)

Outcomes

Close Process **Start** (Completes Automatically)

Date of Initiation or Completion:

Today's Date

Other Date: (reset)

Reason for Decision: (reset)

Information Gathering → Close Kinship Care
 Information Gathering → Reg 24 Emergency Approval
 Information Gathering → Close Reg 24 Process
 Full Kinship Carer Assessment → Close Kinship Care
 Panel Recommendation → ADM Decision
 Panel Recommendation → Independent Review Mechanism
 ADM Decision → Kinship Carer(s) Approved
 ADM Decision → Kinship Carer(s) Not Approved
 Kinship Carer(s) Approved → Ongoing Work

On going work task received in the Panel Admin group worktray.
 Panel Admin to complete On going work to complete workflow click Start next to Close Process under the Decisions Tab

Confirm Cancel

Close Process - You must confirm the following Date &

Close Process (Completes Automatically)

Date of Initiation or Completion:

Today's Date

Other Date: 30-Apr-2019 (reset)

Reason for Decision: (reset)

Click Confirm.
 This will then close down the workflow

Accessing the Connected Carers Module from the Carer's File

Personal

- Personal
- Additional
- Identity
- Photos
- Risks
- Parental Factors
- Carer/Adopter**

Registered Foster Carer / Kinship Carer

Registration date 30-Apr-2019
 Services valid from
 Services valid until

[View Full Foster Carer Details / View Kinship Carer Details](#)

▶ [New Kinship Carer Approval Pathway](#)

New Foster Carer Enquiry

▶ [New Foster Carer Enquiry](#)

To access the Connected C module click on the carer/adopter tab then click View Kinship Carer Details

Kinship Carer Approvals

Kinship Child	Type	Approval Type	Start Date	End Date
Xyzsandhu, Xyztanya (1 year)	Approval for up to 16 Weeks	Approval for up to 16 Weeks	30-Apr-2019	30-Apr-2019
Xyzsandhu, Xyztanya (1 year)	Approval for up to 16 Weeks	Approval for up to 16 Weeks	30-Apr-2019	30-Apr-2019
Xyzsandhu, Xyztanya (1 year)	Approved	Approved	30-Apr-2019	
Xyzsandhu, Xyztanya (1 year)	Approved	Approved	30-Apr-2019	

▶ [New Kinship Carer Approval](#)

Kinship Carer Approval Pathways

Start Date	Started By	Data Entered By	Status
30-Apr-2019	Tanya Sandhu	Tanya Sandhu	Completed

Click into the Kinship Carer Approval Pathway

Information Gathering

Initiator: Tanya Sandhu | Started: 30-Apr-2019 | Completed: 30-Apr-2019

Information Gathering | Decisions | History | All Foster Carers (2)

Carer Details

- Carer Record Status
- Carer Details
- Allowed Children
- Services provided
- Agency

Linked Foster Carers

Main Foster Carer: Foster Carer: Katie Kinship
 Linked Foster Carer: Foster Carer: Kenny Kinship
 ▶ [Update linked foster carers...](#)
 Household ID: 4615

Current Placements with this Carer and linked CA Authority)

No children have been placed with this carer

Current Short-Break Placements with this Carer a

No children have been placed for short breaks with this carer

Current Other Local Authority Placements with th Carers

No children have been placed with this carer or linked carers on another

Click on the Information Gathering section to access the hub which can be updated at any time

Reg 25 Approval

To add further approvals click on to Approvals tab in the Hub, then click New Kinship Carer Approval

Add information then click create