

Dudley Lighthouse Links

Referrals to Dudley Lighthouse Links (DLL) are recorded as standalone forms from the child's Basic Demographics.

The screenshot shows the 'Start New Form' menu in the Liquidlogic LCS Train system. The left-hand navigation menu has 'Forms' selected. The 'Start New Form' menu lists various forms, with 'DLL Mental Health Risk Assessment' highlighted in orange. An arrow points from the 'Forms' menu item to this form. Other forms listed include 'CIN - Core Assessment - 3-4 years (Migrated from CCM)', 'CIN - Core Assessment - 5-9 years (Migrated from CCM)', 'CIN - Initial Assessment (Migrated from CCM)', 'CIN Plan v1 (Migrated from CCM)', 'CIN Plan v2 (Migrated from CCM)', 'Contextual Safeguarding - MACE', 'Contextual Safeguarding - Assessment Tool', 'Contextual Safeguarding - Peer Assessment', 'Contextual Safeguarding - Screening Tool', 'Contextual Safeguarding - What Happens Tool', 'Core Assessment 0 - 2 Years (Migrated from CCM)', 'Core Assessment 10 - 14 Years (Migrated from CCM)', 'Core Assessment 15 Years Upwards (Migrated from CCM)', 'Core Assessment 3 - 4 Years (Migrated from CCM)', 'Core Assessment 5 - 9 Years (Migrated from CCM)', 'DLL Appointment', 'DLL Consultation/Assessment', 'DLL Discharge Form', 'DLL Referral', 'DLL Support Plan', 'Domestic Violence - Plan of Action', 'Domestic Violence and Abusive Relationship referral', 'Early Help Transfer Information & Checklist', 'Family Time Plan', 'Family Time Referral', 'Family Time Referral Closure', 'Formal Dispute Resolution Form', 'Graded Care Profile', and 'Informal Dispute Resolution'. The 'Cancelled Forms' section below is empty.

They're normally recorded by the child or young person's allocated social worker.

The exception is if the child is subject to a special guardianship order, in which case the guardian will contact the MASH team with their concerns and a MASH worker will fill the form out instead.

You should copy everything forward when you create the form.

The screenshot shows the 'Copy Forward' dialog box in the Liquidlogic LCS Train system. The dialog box has a 'Copy Forward' section with a list of assessments. The 'Copy Forward' section has a table with columns 'Created', 'Assessment', and 'Started By'. The table lists three assessments: 'Placement Plan (Tuesday, 15 September 2020)' started by 'Chas Adoyade', 'CLA Request for Child to be Looked After (Tuesday, 15 September 2020)' started by 'Chas Adoyade', and 'Referral Record (Tuesday, 1 September 2020, 11:37)' started by 'Charlie Flint'. The 'Copy Forward' section also has a 'Copy Forward Selected' button, a 'Start Blank' button, a 'No Filter applied' button, an 'Update Filter' button, and a 'Clear Filter' button. The 'Copy Forward' section also has a 'Copy Forward' button.

It's quite simple – it mainly contains a list of basic information for the DLL worker to get up to speed on the child's case, as well as an assessment of their situation.

Liquidlogic LCS Train
 Home (1) Tiles Help Menu System Find Chas Adoyade

Child: Cathy Smith 9 years 12-Dec-2010 (Ref: 700001)
 ELA LEG

Assessment Consolidation Delegate Revisions

Save Send to DLL Team Cancel ReAssign Close

Dudley Lighthouse Links Referral

Child/Young Person Details

Full Name: Cathy Smith

Placement Supervisor/Social Worker: [Text Field]

Placement Supervisor/Social Worker's Address: [Text Field]

Placement Supervisor/Social Worker's Phone Number: [Text Field]

Carer's Name: [Text Field]

Care Address: [Text Field]

Carer's Phone Number: [Text Field]

Placements with this Carer: No Placements Recorded

Placements with this Carer: [Text Field]

School/Contact: [Text Field]

School/Contact Phone Number: [Text Field]

Who has Parental Responsibility: [Text Field]

Date Child/Young Person Became Looked After: [Text Field]

Number of Moves Child/Young Person has Experienced: [Text Field]

Number of Placement Moves in the Last 2 Years: [Text Field]

Placement Type: ☐ Placed with Connected Person ☐ Internal Fostering ☐ External Residential ☐ SGO

Left Sidebar:
 Dudley Lighthouse...
 Attachments (0)
 Stage: Send to Duty Officer
 Send to Duty Officer

The next step is to record where the referral is coming from.

Liquidlogic LCS Train
 Home (1) Tiles Help Menu System Find Chas Adoyade

Child: Cathy Smith 9 years 12-Dec-2010 (Ref: 700001)
 ELA LEG

Assessment Consolidation Delegate Revisions

Save Send to DLL Team Cancel ReAssign Close

Child/Young Person's Understanding of Life Story

What is the child/young person's understanding of their life story and future: [Text Field]

Child/Young Person's Resilience

What are the strengths/protective factors (e.g., resilient carer's, good physical health of child, some positive relationships etc): [Text Field]

What Outcomes are you Hoping for

What outcomes are you hoping for by the involvement of the Lighthouse Links Team: [Text Field]

Referrer Details

Name of Referrer: Chas Adoyade

Role of Referrer: Allocated social worker

Referring Team/Agency: ☒ Children in Care Service ☐ Care Management Service ☐ Care Leavers Service ☐ Self Referral ☐ CAMHS ☐ Fostering Service ☐ SGO Service ☐ Other

Referrer's Address: [Text Field]

Referrer Contact Number: [Text Field]

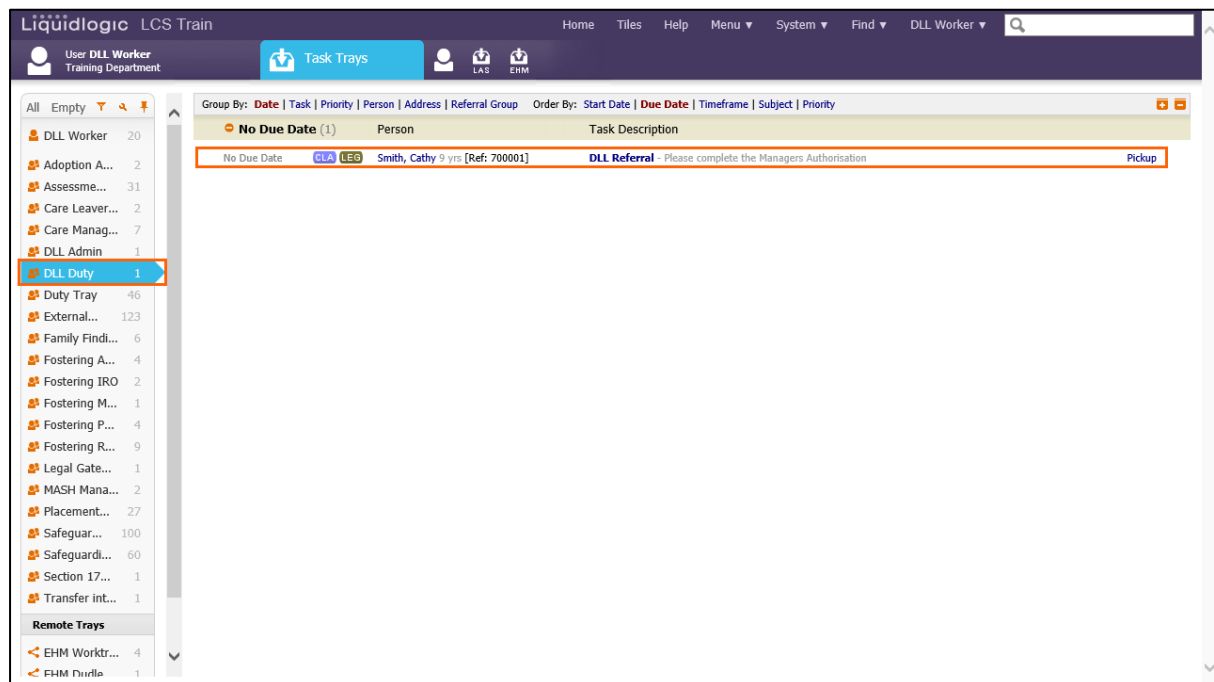
Referral Date: 01-Oct-2020

Left Sidebar:
 Dudley Lighthouse...
 Attachments (0)
 Stage: Send to Duty Officer
 Send to Duty Officer

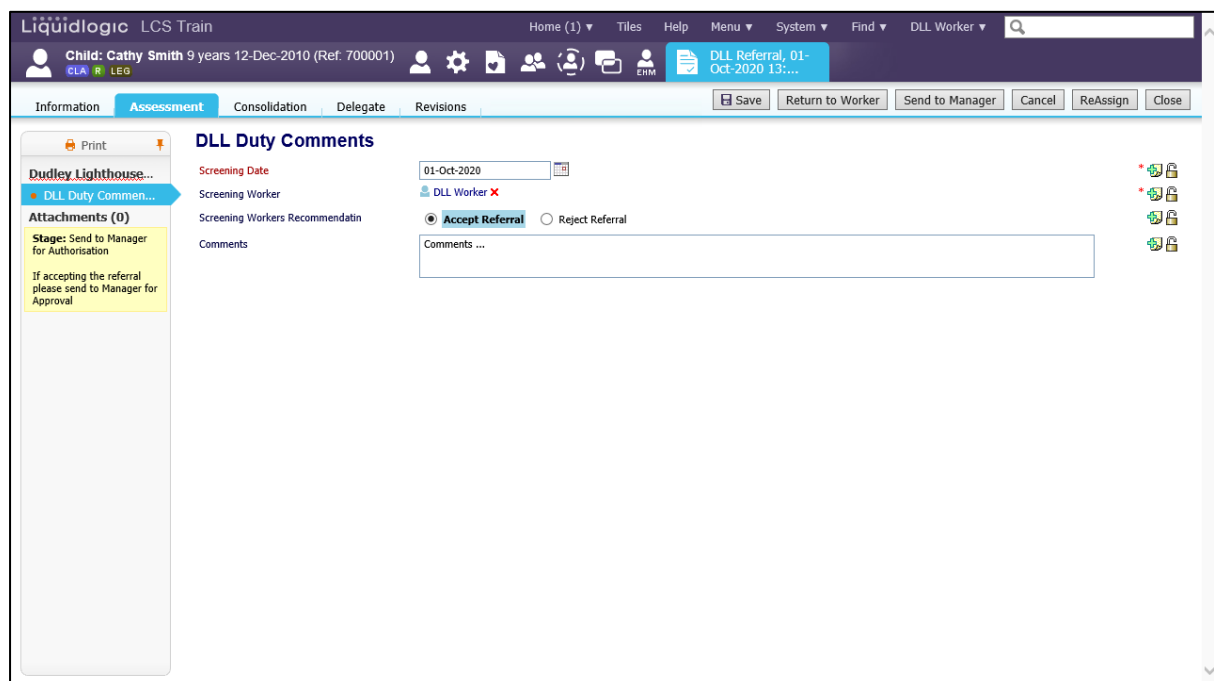
Now the form can be dated and sent to the DLL Team.

This doesn't go to your manager for authorisation – it will be up to the DLL duty worker to determine whether the case meets the criteria for their services.

They will pick it up from the DLL Duty tray and decide whether it should be accepted or rejected.



They will enter their recommendation as to whether the referral should be accepted on the 'DLL Duty Comments' page and sign and date the form.



It will then be sent to the manager, who will review it and record their own views in the new 'DLL Manager Approval' section.

If it's clear that an assessment is needed, they can progress the case directly to an assessment, though in many cases, the process will begin with a consultation.

The screenshot shows the 'DLL Managers Approval' form in the Liquidlogic LCS Train system. The form is for a child named Cathy Smith, 9 years old, with a referral date of 12-Dec-2010 (Ref: 700001). The 'Assessment' tab is active. The 'Referral Accepted or Rejected' section has 'Accepted' selected. The 'Date of Managers Decision' is 01-Oct-2020. The 'Managers Name' is DLL Manager. The 'Action Required' section has 'Progress to DLL Consultation' selected and highlighted with a red box. Other options include 'Progress to DLL Direct Assessment', 'Referral to CAMHS', 'Signposted/Referral to Other Agency', and 'Referral Not Appropriate - No Further Action'. The 'Managers Comments' section has a text area for 'Further comments ...'. There are also checkboxes for 'Do you want to notify the worker of the Referral being Accepted?' and 'Notify Admin of the Referral being Accepted?'. The left sidebar shows 'Dudley Lighthouse...' and 'Attachments (0)'. The top navigation bar includes 'Home (1)', 'Tiles', 'Help', 'Menu', 'System', 'Find', and 'DLL Manager'.

The other options here would all end DLL involvement in the case, either by rejecting the referral or passing it on to a different agency.

This screenshot shows the same 'DLL Managers Approval' form, but with the 'Referral to CAMHS' and 'Signposted/Referral to Other Agency' options highlighted with a red box. The 'Progress to DLL Consultation' option remains selected. The rest of the form, including the child's details, decision date, manager name, and checkboxes, is identical to the previous screenshot. The left sidebar and top navigation bar are also the same.

They can send a notification to the admin and the child's social worker to let them know how the referral is progressing, if necessary.

The screenshot shows the 'DLL Managers Approval' form in the Liqidlogic LCS Train system. The form is for a child named Cathy Smith, 9 years old, with a referral number of 700001. The form is currently in the 'Assessment' stage. The 'Referral Accepted or Rejected' section has 'Accepted' selected. The 'Date of Managers Decision' is 01-Oct-2020. The 'Managers Name' is Chas Adayade. The 'Action Required' section has 'Progress to DLL Consultation' selected. The 'Managers Comments' section has a text box for 'Further comments ...'. The 'Do you want to notify the worker of the Referral being Accepted?' section has 'Yes' selected. The 'Notify Admin of the Referral being Accepted?' section has 'Yes' selected. The form includes a sidebar with 'Print', 'Dudley Lighthouse...', 'DLL Duty Commen...', 'DLL Managers App...', 'Attachments (0)', and 'Stage: Accepted'. The top navigation bar includes 'Home (1)', 'Tiles', 'Help', 'Menu', 'System', 'Find', and 'DLL Manager'.

Once the referral has been accepted, the manager will allocate a DLL worker to the case by creating a new involvement.

Once that's done, the worker will need to start the DLL consultation as a standalone form from the child's Basic Demographics.

Note that the consultation and the assessment both use the same form.

The screenshot shows the 'Start New Form' screen in the Liqidlogic LCS Train system. The screen is for a child named Cathy Smith, 9 years old, with a referral number of 700001. The 'Personal' tab is selected in the sidebar. The 'Start New Form' section lists various forms, including 'Core Assessment 10 - 14 Years (Migrated from CCM)', 'Core Assessment 15 Years Upwards (Migrated from CCM)', 'Core Assessment 3 - 4 Years (Migrated from CCM)', 'Core Assessment 5 - 9 Years (Migrated from CCM)', 'DLL Appointment', 'DLL Consultation/Assessment', 'DLL Discharge Form', 'DLL Mental Health Risk Assessment', 'DLL Referral', 'DLL Support Plan', 'Domestic Violence - Plan of Action', 'Domestic Violence and Abusive Relationship referral', 'Early Help Transfer Information & Checklist', 'Family Time Plan', 'Family Time Referral', 'Family Time Referral Closure', 'Formal Dispute Resolution Form', 'Graded Care Profile', 'Informal Dispute Resolution', 'Initial Assessment Initial Plan (Migrated from CCM)', 'Initial Conference Outline Plan (Migrated from CCM)', 'IPA - All Residential and Fostering SPOT', 'IPA - Fostering Framework', 'IPA - Supported Accommodation', 'IPAV - All Residential and Fostering SPOT', 'IPAV - Fostering Framework', 'LAC Care Plan v1 (Migrated from CCM)', 'LAC Care Plan v2 (Migrated from CCM)', 'LAC Care Plan v3 (Migrated from CCM)', and 'Local Working Risk Assessment'. The 'Cancelled Forms' section is empty. The sidebar includes 'Personal', 'Additional', 'Identity', 'Photos', 'Risks', 'Parental Factors', 'Relationships', 'Involvements', 'CIN', 'CP', 'CLA', 'Adoption', 'Costs', 'History', 'Time Line', 'Chronology', 'Shared History', 'Forms', 'Documents', 'Case Notes', 'Audit', 'CP-IS Audit', 'Health', 'Education', 'Young Carer', and 'Special'. The top navigation bar includes 'Home', 'Tiles', 'Help', 'Menu', 'System', 'Find', and 'DLL Worker'.

You can select which one you're completing at the top.

Liquidlogic LCS Train

Home (1) Tiles Help Menu System Find DLL Worker

Child: Cathy Smith 9 years 12-Dec-2010 (Ref: 700001)

Information Assessment Consolidation Delegate Revisions

Print

DLL Consultation/...

Attachments (0)

Are you completing an Initial Consultation ? ☐ Yes ☐ No

Are you completing a Direct Assessment ? ☐ Yes ☐ No

Details

Categories Identified at :

Initial Consultation Direct Assessment

Anxiety Based (e.g. separation, generalised, panic, OCD)

Low Mood (e.g. depression)

Extreme Mood (e.g. difficulties regulating, bi-polar)

Carer Support of Young Person (e.g. carer needs)

Disturbed by Traumatic Incident (e.g. PTSD)

Difficulties Attaching to Carer

Delusional Beliefs or Hallucinations (e.g. psychosis)

Toileting Concerns (e.g. urinary or faecal)

Eating Difficulties (e.g. anorexia or bulimia)

Neurodevelopment Concerns (e.g. AS or ADHD)

Substance Misuse

Behavioural Concerns

Save Finalise Assessment Cancel ReAssign Close

Finally, the worker will need to add an outcome and finalise the form.

Liquidlogic LCS Train

Home (1) Tiles Help Menu System Find DLL Worker

Child: Cathy Smith 9 years 12-Dec-2010 (Ref: 700001)

Information Assessment Consolidation Delegate Revisions

Print

DLL Consultation/...

Attachments (0)

Are you completing an Initial Consultation ? ☒ Yes ☐ No

Consultation Date 01-Oct-2020

Worker Responsible DLL Worker

Summary of Initial Consultation

Attendance list, background history and current presentation

Summary ...

Consultation Outcome

☐ Carer Group ☐ Signposted to Other (please give details)

☐ Referred to Education ☐ No Further Action

☐ One to One Support to Carer's ☒ Direct Assessment

☐ Signposted to CAMHS

Are you completing a Direct Assessment ? ☐ Yes ☒ No

Details

Categories Identified at :

Initial Consultation Direct Assessment

Anxiety Based (e.g. separation, generalised, panic, OCD)

Low Mood (e.g. depression)

Extreme Mood (e.g. difficulties regulating, bi-polar)

Carer Support of Young Person (e.g. carer needs)

Disturbed by Traumatic Incident (e.g. PTSD)

Difficulties Attaching to Carer

Delusional Beliefs or Hallucinations

Save Finalise Assessment Cancel ReAssign Close

They could start the assessment – or any other DLL form they might need to fill out – from the ‘Forms’ page of the child’s record, like all the others.

The screenshot shows the 'Liquidlogic LCS Train' interface. The top navigation bar includes 'Home', 'Tiles', 'Help', 'Menu', 'System', 'Find', and 'DLL Worker'. The main header displays 'Child: Cathy Smith 9 years 12-Dec-2010 (Ref: 700001)' and 'Basic Demographics'. The left sidebar lists various categories: Personal, Health, Education, and Young Carer. The 'Forms' category is selected, showing a list of forms under 'Start New Form'. The forms listed include: CIN Plan v1 (Migrated from CCM), CIN Plan v2 (Migrated from CCM), Contextual Safeguarding - MACE, Contextual Safeguarding - Assessment Tool, Contextual Safeguarding - Peer Assessment, Contextual Safeguarding - Screening Tool, Contextual Safeguarding - What Happens Tool, Core Assessment 0 - 2 Years (Migrated from CCM), Core Assessment 10 - 14 Years (Migrated from CCM), Core Assessment 15 Years Upwards (Migrated from CCM), Core Assessment 3 - 4 Years (Migrated from CCM), Core Assessment 5 - 9 Years (Migrated from CCM), DLL Appointment, DLL Consultation/Assessment, DLL Discharge Form, DLL Mental Health Risk Assessment, DLL Referral, DLL Support Plan, Domestic Violence - Plan of Action, Domestic Violence and Abusive Relationship referral, Early Help Transfer Information & Checklist, Family Time Plan, Family Time Referral, Family Time Referral Closure, Formal Dispute Resolution Form, Graded Care Profile, Informal Dispute Resolution, Initial Assessment Initial Plan (Migrated from CCM), Initial Conference Outline Plan (Migrated from CCM), IPA - All Residential and Fostering SPOT, and 01-Sep-2020 11:37 - Material Record. The 'Cancelled Forms' section shows 'None'.

When the work is complete, they will complete the DLL Discharge Form, again from this list.

Key points to take away:

- All DLL forms are started as standalone forms from the child or young person’s record, from the referral through the assessment to the discharge.
- You can send notifications to the allocated social worker at the point of authorisation, in order to let them know the referral has been accepted.