

ADDRESSES IN LCS

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Introduction

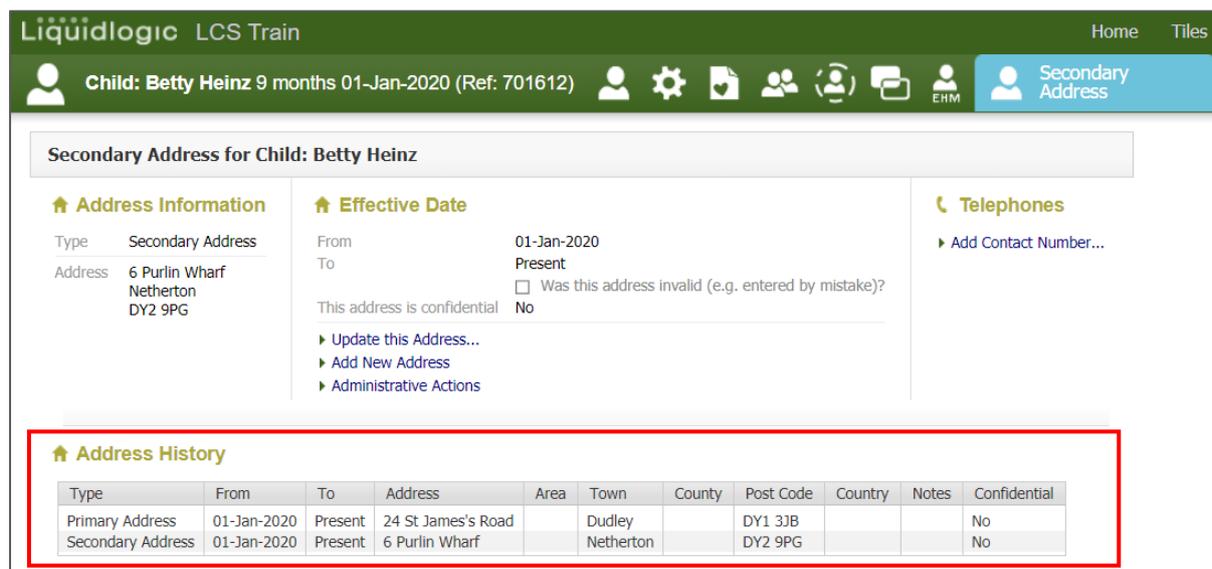
This guidance will describe the process for updating and adding addresses on a record in LCS.

Updating existing addresses

- To Access the relevant record.
 - From **Basic Demographics** ①
 - select the **Personal** tab ②.
 - Under the **Addresses** section, click on **Address History / Update Addresses** ③.



- You can see the address history for a person

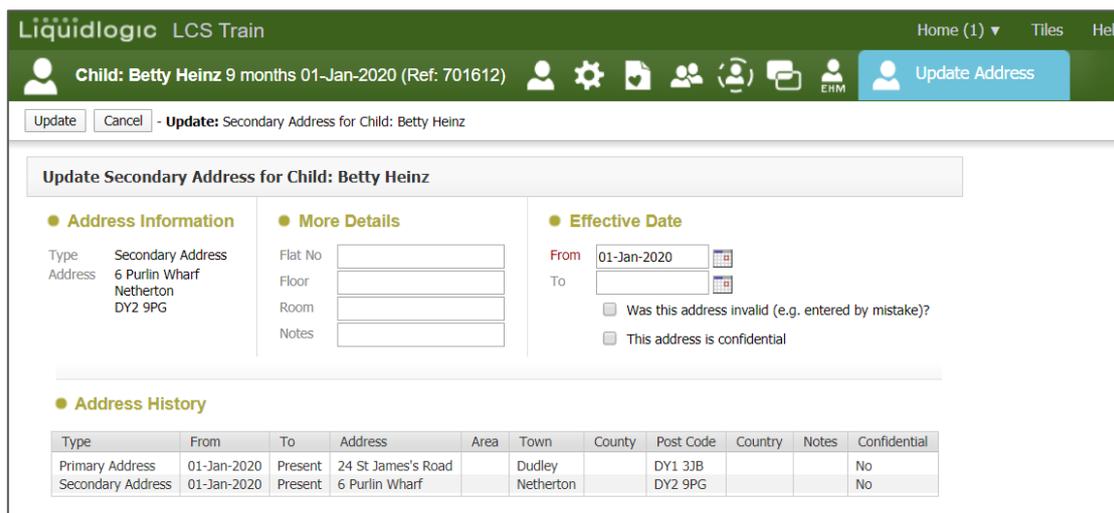


- In the Address History table, click on the address that you want to update

↑ Address History

Type	From	To	Address	Area	Town	County	Post Code	Country	Notes	Confidential
Primary Address	01-Jan-2020	Present	24 St James's Road		Dudley		DY1 3JB			No
Secondary Address	01-Jan-2020	Present	6 Purlin Wharf		Netherton		DY2 9PG			No

- Once selected, click on the link **Update this Address**
- On the following screen, you can update information about the address



Update Secondary Address for Child: Betty Heinz

● Address Information

Type: Secondary Address
Address: 6 Purlin Wharf, Netherton, DY2 9PG

● More Details

Flat No: [input]
Floor: [input]
Room: [input]
Notes: [input]

● Effective Date

From: 01-Jan-2020
To: [input]

Was this address invalid (e.g. entered by mistake)?
 This address is confidential

● Address History

Type	From	To	Address	Area	Town	County	Post Code	Country	Notes	Confidential
Primary Address	01-Jan-2020	Present	24 St James's Road		Dudley		DY1 3JB			No
Secondary Address	01-Jan-2020	Present	6 Purlin Wharf		Netherton		DY2 9PG			No

- The **More Details** section is used to record additional details

● More Details

Flat No: 2

Floor: Ground

Room: [input]

Notes: Intercom Broken

- The **Effective Date** section can be used to change the date the person moved into the address. It can also be used to record when a person moved from the address

● Effective Date

From 

To 

Was this address invalid (e.g. entered by mistake)?

This address is confidential

NOTE: You are not able to add an end date for a Primary address. This is added automatically when you record a new Primary Address on the record. The exception to this is if the person is deceased

- If the address is invalid, select the relevant checkbox. The address can also be marked as confidential. If this is selected, the address will not appear on any printouts.

● Effective Date

From 

To 

Was this address invalid (e.g. entered by mistake)?

This address is confidential

- Once all changes have been made, click on the **Update** button to confirm.

- Update: Secondary Address for Child: Betty Heinz

Update Secondary Address for Child: Betty Heinz

● Address Information

Type Secondary Address
Address 6 Purlin Wharf
Netherton
DY2 9PG

● More Details

Flat No
Floor
Room
Notes

● Effective Date

From 

To 

Was this address invalid (e.g. entered by mistake)?

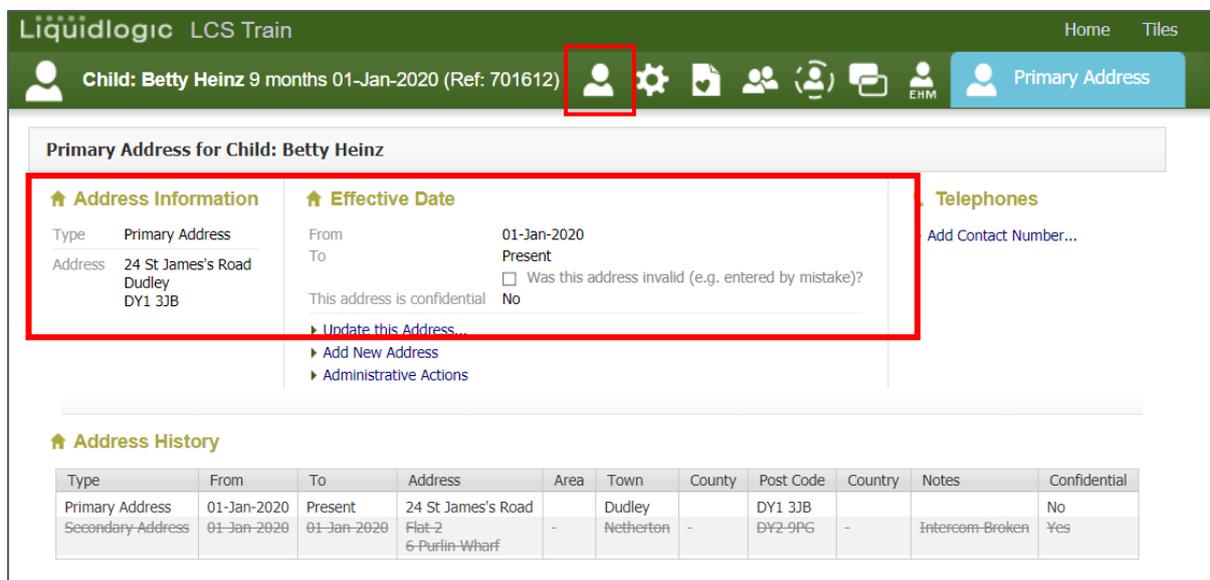
This address is confidential

● Address History

Type	From	To	Address	Area	Town	County	Post Code	Country	Notes	Confidential
Primary Address	01-Jan-2020	Present	24 St James's Road		Dudley		DY1 3JB			No
Secondary Address	01-Jan-2020	Present	6 Purlin Wharf		Netherton		DY2 9PG			No

- The address details will be updated.

- Click on the **Basic Demographics** icon  to return to the person's Personal Details

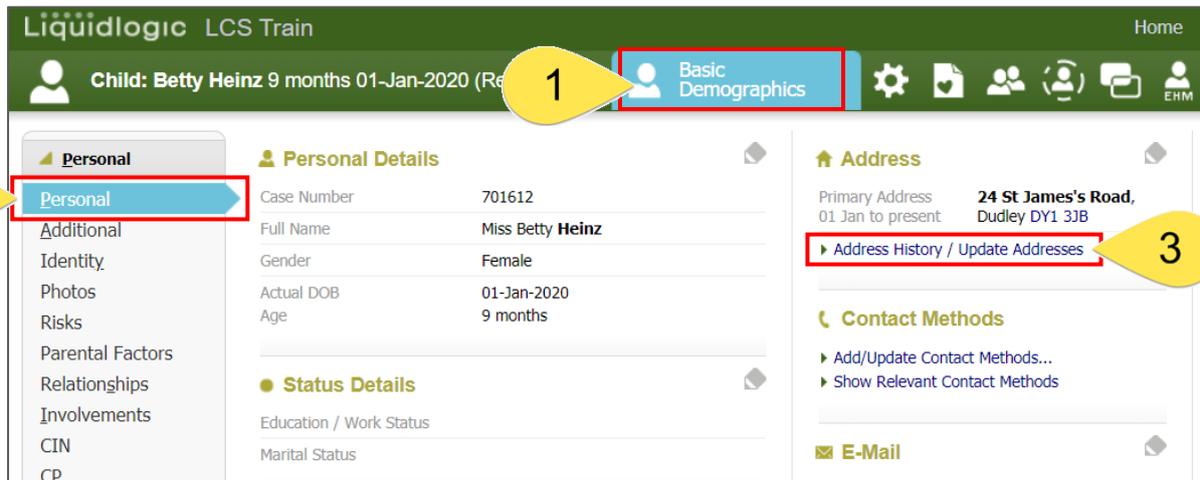


- The addresses will be updated and if the address was marked as confidential, the relevant address will have a coloured background to highlight this.



Adding a new address

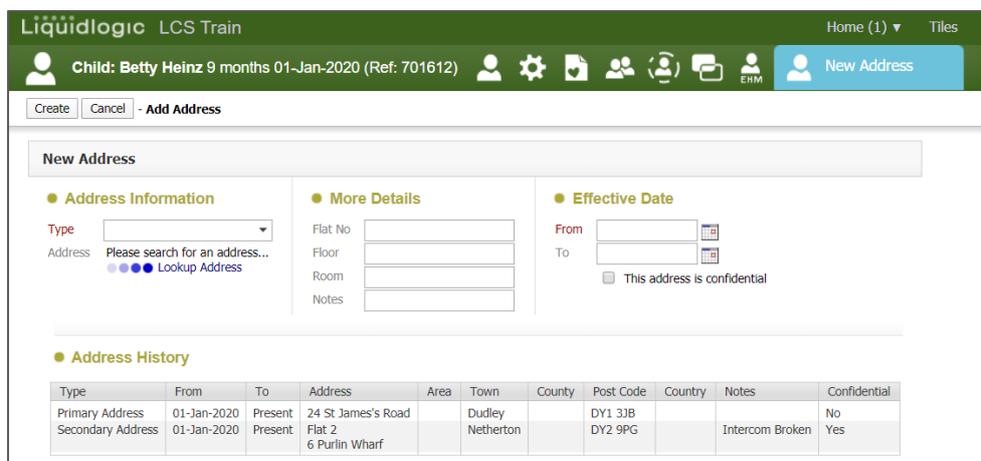
- Access the relevant record.
 - From **Basic Demographics** ①
 - select the **Personal** tab ②.
 - Under the **Addresses** section, click on **Address History / Update Addresses** ③.



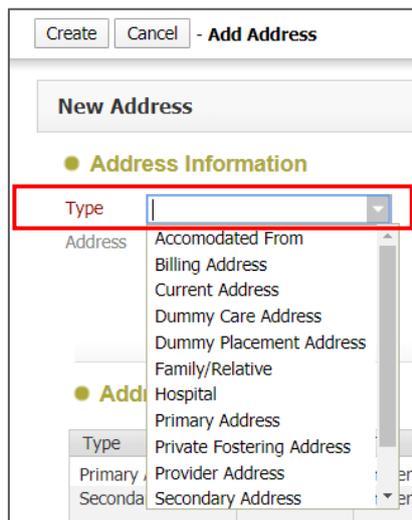
2. Click the link **Add New Address**



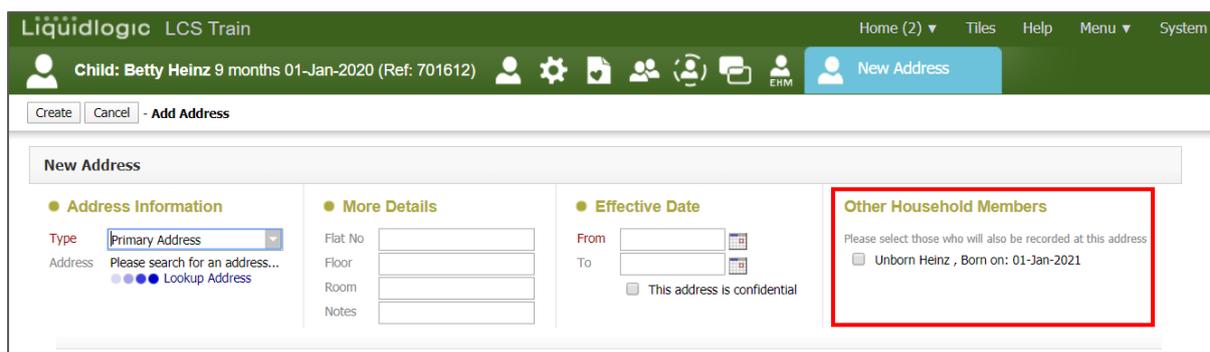
3. The following screen has several fields to complete



4.
5. In the **Address Information** section, click on the dropdown menu to select the relevant address type



If you select **Primary Address**, you will see a list of relations who also live at the current primary address. You have the option to select the checkboxes next to each relation, which will update the address on their records too.



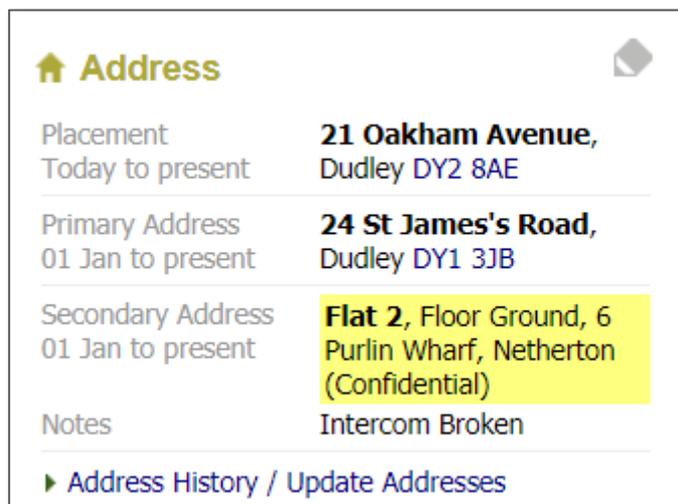
NOTE: There are multiple address types that can be selected. The most common are:

Primary Address – In LCS, every child requires a main home address which is recorded as the Primary Address. This is usually where the person with parental responsibility for the child lives. You cannot add an end date to a primary address. When a new primary address is recorded, the previous primary address will automatically be ended.

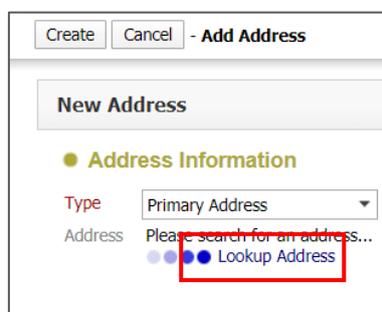
Secondary Address – The secondary address is where the child spends a significant amount of time. This might be the address of a relative or another parent.

Current Address – This is the address where the child is currently residing. This might be the address of another relative, a friend or some temporary accommodation.

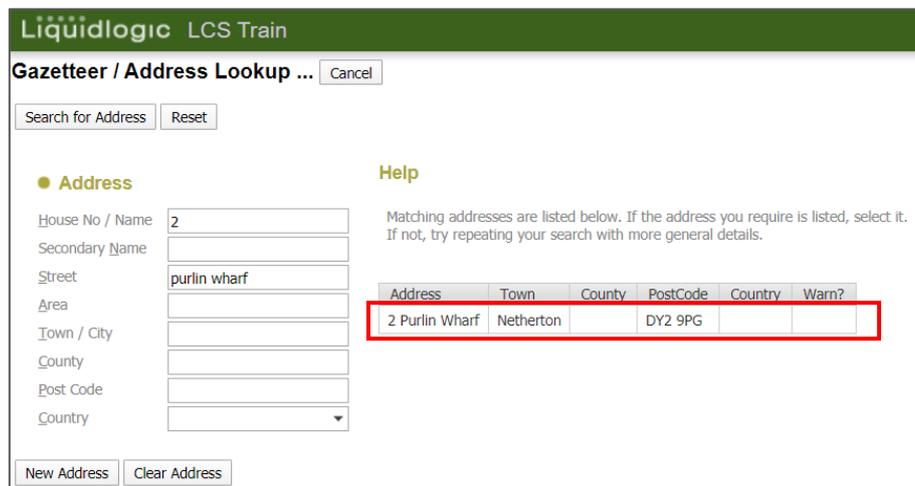
If a child is in a **placement**, this is added automatically as part of the **Looked After Child** process after a placement is identified. This will be recorded on the child’s record separately.



6. Select the link **Lookup Address**.



7. On the following screen, search for the new Primary address. When found, click on the address to select it.



Gazetteer / Address Lookup ...

Search for Address

Address

House No / Name

Secondary Name

Street

Area

Town / City

County

Post Code

Country

Help

Matching addresses are listed below. If the address you require is listed, select it. If not, try repeating your search with more general details.

Address	Town	County	PostCode	Country	Warn?
2 Purlin Wharf	Netherton		DY2 9PG		

You will be returned to the previous screen where the address will appear.



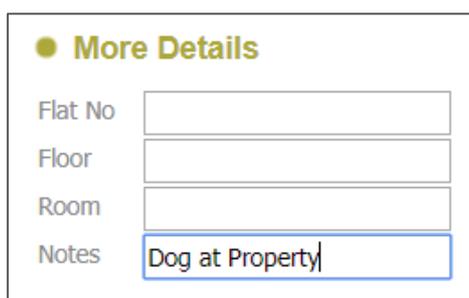
Address Information

Type

Address 2 Purlin Wharf
Netherton
DY2 9PG

Lookup Address

- The **More Details** section allows you to record additional details in relation to the new address.



More Details

Flat No

Floor

Room

Notes

- In the **Effective Date** section, record the date the person moved into the new address in the **From** field. If it is a temporary address, you may also add the end date for being at this address.

You can also record whether the address is confidential. Doing this will prevent the address appearing on printouts.

● **Effective Date**

From 15/08/2020

To

This address is confidential

10. When all the information has been recorded, click on the **Create** button to confirm the new address

Liquidlogic LCS Train Home (3) Tiles Help Menu Sys

Child: Betty Heinz 9 months 01-Jan-2020 (Ref: 701612)

New Address

Create Cancel - Add Address

New Address

● **Address Information**

Type Primary Address

Address 2 Purlin Wharf
Netherton
DY2 9PG

● **More Details**

Flat No

Floor

Room

Notes Dog at Property

● **Effective Date**

From 15/08/2020

To

This address is confidential

● **Other Household Members**

Please select those who will also be recorded at this address

Unborn Heinz , Born on: 01-Jan-2021

● **Address History**

Type	From	To	Address	Area	Town	County	Post Code	Country	Notes	Confidential
Placement	26-Oct-2020	Present	21 Oakham Avenue		Dudley		DY2 8AE			No
Secondary Address	01-Jan-2020	Present	Flat 2 6 Purlin Wharf		Netherton		DY2 9PG		Intercom Broken	Yes
Primary Address	01-Jan-2020	Present	24 St James's Road		Dudley		DY1 3JB			No

11. The new address is added to the Address History. If it is a new Primary Address, the previous primary address will automatically have an end date.

↑ **Address History**

Type	From	To	Address	Area	Town	County	Post Code	Country	Notes	Confidential
Placement	26-Oct-2020	Present	21 Oakham Avenue		Dudley		DY2 8AE			No
Primary Address	15-Aug-2020	Present	2 Purlin Wharf		Netherton		DY2 9PG		Dog at Property	No
Primary Address	01-Jan-2020	15-Aug-2020	24 St James's Road		Dudley		DY1 3JB			No
Secondary Address	01-Jan-2020	Present	Flat 2 6 Purlin Wharf		Netherton		DY2 9PG		Intercom Broken	Yes

12. When done, click on the **Basic Demographics** icon to return to the Personal section of the record. The new address will be recorded on the main screen.

Liquidlogic LCS Train Home (2) Tiles Help Menu System

Child: **Betty Heinz** 9 months 01-Jan-2020 (Ref: 701612) **Basic Demographics**

Personal

Personal Details

Case Number	701612
Full Name	Miss Betty Heinz
Gender	Female
Actual DOB	01-Jan-2020
Age	9 months

Status Details

Education / Work Status

Marital Status

Identifiers

Actions

- Update Details
- Mark this Record as a Duplicate
- View/Update Aliases
- Printable View

Address

Placement Today to present: **21 Oakham Avenue, Dudley DY2 8AE**

Primary Address 15 Aug to present: **2 Purlin Wharf, Netherton DY2 9PG**
Notes: Dog at Property

Secondary Address 01 Jan to present: **Flat 2, Floor Ground, 6 Purlin Wharf, Netherton (Confidential)**
Notes: Intercom Broken

Address History / Update Addresses

Contact Methods

- Add/Update Contact Methods...
- Show Relevant Contact Methods

E-Mail

E-Mail

Main Carer(s)/Cares For

No Main Carer(s) or cared children defined

Important Information

- No Case Status Information defined
- Add Missing Person Record

Contact & Referral

- Create a new Contact

Events

- Start a Edge of Care Referral

Relationships

- Betty Heinz** - 9 months
This Child **CLA** **R**
- Unborn Heinz** - unborn
Betty's Sibling **BLA** **R**
- Dionne Creighton** - 46 years