

# 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**

- 1. 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.

Child: Betty I	LCS Train Heinz 9 months 01-Jar	-2020 1	Basic Demographi	s 🎝 🗗 🖧 遵	н С
▲ <u>P</u> ersonal	Personal Deta	ils	۲	Address	ć
<u>P</u> ersonal	Case Number	701612		Primary Address 24 St James	s's Road,
Additional	Full Name	Miss Betty Heinz		01 Jan to present Dudley DY1 3	IJВ
Identit <u>y</u>	Gender	Female		Address History / Update Address	es
Photos Risks	Actual DOB Age	01-Jan-2020 9 months		Contact Methods	
Parental Factors Relation <u>s</u> hips	<ul> <li>Status Details</li> </ul>		۲	<ul><li>Add/Update Contact Methods</li><li>Show Relevant Contact Methods</li></ul>	
<u>I</u> nvolvements	Education / Work Stat	us			
CIN	Marital Status			🖬 E-Mail	ť

2. You can see the address history for a person

econda	ry Addres	s for Child	: Betty I	leinz									
Addro	ess Infori	nation	🕈 Effe	ctive Date						C.	Telephones		
Type Secondary Address Fro					01-Jan-2020						Add Contact Number		
Address 6 Purlin Wharf Netherton DY2 9PG		arf	To This add	ress is confidential	Present U Was this address invalid (e.g. entered by mistake)? No								
Addr	ess Histo	rv	<ul> <li>Updati</li> <li>Add N</li> <li>Admin</li> </ul>	e this Address ew Address istrative Actions									

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



Address Histo	ory									
Туре	From	То	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

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

Child: Betty I	Heinz 9 mor	nths 01-	Jan-2020 (Ref: 70	1612)	2 1	<b>4</b>	) 🐣 (	<u>.</u> 2, –		<u> </u>	Ipdate Addre	ess
ate Cancel - U	odate: Seconda	ary Addres	s for Child: Betty Hein	z								
odate Secondar	y Address f	or Child	Betty Heinz									
Address Infor	mation	• Mor	e Details		• E	ffective	Date					
ype Secondary	Address	Flat No			From	01-Jan-	2020	2				
ddress 6 Purlin Wi	harf	Floor			То			1				
DY2 9PG		Room				🔲 Wa	s this address	 invalid (e.ç	g. entered	d by mistake)	?	
		Notes				🔲 Thi	is address is c	onfidential				
Address Hist	ory											
Туре	From	То	Address	Area	Town	County	Post Code	Country	Notes	Confidentia	4	
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		

6. The **More Details** section is used to record additional details

Mor	e Details
Flat No	2
Floor	Ground
Room	
Notes	Intercom Broken

7. 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



• Ef	fective Date
From To	01-Jan-2020
	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.

• Ef	fective Date
From To	01-Jan-2020
	<ul> <li>Was this address invalid (e.g. entered by mistake)?</li> <li>This address is confidential</li> </ul>

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

date Cancel - U	pdate: Seconda	ary Addres	s for Child: Betty Heinz	z						
pdate Secondar	y Address f	or Child	: Betty Heinz							
Address Infor	mation	• Mor	e Details		• E	fective	Date			
Type Secondary Address 6 Purlin Wi Netherton DY2 9PG	Address harf	Flat No Floor Room Notes	2 Ground Intercom Broken		From To	01-Jan-	2020 as this addre is address is	ss invalid confident	(e.g. en ial	tered by mista
Address Hist Type	t <b>ory</b> From	То	Address	Area	Town	County	Post Code	Country	Notes	Confidential
Primary Address	01-Jan-2020 01-Jan-2020	Present Present	24 St James's Road 6 Purlin Wharf		Dudley Netherton		DY1 3JB DY2 9PG			No No

10. The address details will be updated.



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

Child: Betty	Heinz 9 mor	nths 01-Jan-	2020 (Ref: 7016	12)	<b>.</b> ☆	•	رقي ᆇ	-	RHM Pri	mary Address	
rimary Address	for Child: B	etty Heinz									
Address Infor	mation	♠ Effectiv	e Date						Telephones		
ype Primary Ad	dress	From 01-Jan-2020							Add Contact Number		
Address 24 St James's Road Dudley DY1 3JB		To Present Was this address invalid (e.g. entered by mistake)? This address is confidential No									
		<ul> <li>Update this</li> <li>Add New A</li> <li>Administrat</li> </ul>	Address ddress ive Actions						1		
Address Histo	ory										
Туре	From	То	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	<del>01 Jan 2020</del>	<del>01 Jan 2020</del>	Flat 2	-	Netherton	-	<del>DY2 9PG</del>	-	Intercom Broken	Yes	

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

Address	٢
Primary Address 01 Jan to present	24 St James's Road, Dudley DY1 3JB
Secondary Address 01 Jan to present	Flat 2, Floor Ground, 6 Purlin Wharf, Netherton (Confidential)
Notes	Intercom Broken
Address History / U	Jpdate Addresses

#### Adding a new address

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

#### Liquidlogic User Guide



Liquidlogıc L	<sub>-</sub> CS Train Heinz 9 months 01-Jai	n-2020 (Re 1	Basic Demographic	s 🗱 🗗 🎎 🎒	
▲ <u>P</u> ersonal	💄 Personal Deta	ails	۲	✿ Address	
<u>P</u> ersonal	Case Number	701612		Primary Address 24 St James's	Road,
Additional	Full Name	Miss Betty Heinz		01 Jan to present Dudley DY1 3JB	-
Identit <u>y</u>	Gender	Female		<ul> <li>Address History / Update Addresses</li> </ul>	$\leq$
Photos Risks	Actual DOB Age	01-Jan-2020 9 months		Contact Methods	
Parental Factors Relation <u>s</u> hips	Status Details	S		<ul> <li>Add/Update Contact Methods</li> <li>Show Relevant Contact Methods</li> </ul>	
Involvements	Education / Work Sta	tus			
CIN CP	Marital Status			🖾 E-Mail	

2. Click the link Add New Address



3. The following screen has several fields to complete

quidlo	ogic L	CS Train									Home (1) 🔻	Tiles
Chil	d: Betty I	Heinz 9 mor	nths 01-,	Jan-2020 (Ref: 7	01612)	. 🚨 🕯	ې ا	) 🕰 (	<u>.</u> ) (	ይ 🏯 🔼	New Address	
reate Ca	ancel - Ado	l Address										
New Add	iress											
• Addr	ess Infor	mation		More Detail	s		• E	ffective Da	ate			
Туре			•	Flat No			From					
Address	Please sear	ch for an addre	ess	Floor			То			1		
	•••• L	ookup Address		Room								
				Notes								
Add	ress Hist	ory										
Туре		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	
Seconda	ry Address	01-Jan-2020	Present	Flat 2 6 Purlin Wharf		Netherton		DY2 9PG		Intercom Broken	Yes	

- 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.

n Address	
Placement Today to present	21 Oakham Avenue, Dudley DY2 8AE
Primary Address 01 Jan to present	24 St James's Road, Dudley DY1 3JB
Secondary Address 01 Jan to present	Flat 2, Floor Ground, 6 Purlin Wharf, Netherton (Confidential)
Notes	Intercom Broken

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.



Liquidlogic LCS Train											
azetteer / Add	ress Lookup Can	cel									
Search for Address	Reset										
Address		Help									
House No / Name	2	Matching addresses are listed below. If the address you require is listed, select									
Secondary Name											
Street	purlin wharf		<b>T</b>	Country	De atro da	Countral	14/2 0				
Area		Address	Netherten	County	POSICODE	Country	Wdfffr				
		2 Purlin Whart	Netherton		DYZ 9PG						
Town / City											
<u>T</u> own / City <u>C</u> ounty											
<u>T</u> own / City <u>C</u> ounty <u>P</u> ost Code											

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

Address Information							
Туре	Primary Address 🔹						
Address	2 Purlin Wharf Netherton DY2 9PG DV2 9PG						

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

More Details								
Flat No								
Floor								
Room								
Notes	Dog at Property							

9. 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								
То	This address is confidential								

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

jůidlo	ogic l	CS Train									Home (3) 🔻	Tiles	Help	Menu 🔻	
Chil	d: Betty   R	Heinz 9 mor	nths 01-,	Jan-2020 (Ref: 70	1612)	2	¢ 5	Ì 🐣 (	<u>.</u> ) (	5 🛔 🔎	New Address	;			
eate Ca	ncel - Ade	l Address													
lew Add	lress														
Addro	ess Infor	mation	•	More Details			• Effec	tive Date		Othe	er Household	Membe	rs		
Туре	Primary Ad	dress 💌	Fla	Flat No			From 15/08/2020			Please	Please select those who will also be recorded at this address Unborn Heinz , Born on: 01-Jan-2021				
Address	2 Purlin Wh Netherton DY2 9PG	arf	Flo	Floor Room				This addre	ential						
	0000 L	ookup Address	No	Dog at Propert	у										
• Add	ress Hist	ory													
Туре		From	То	Address	Area	Town	County	Post Code	Country	Notes	Confidential				
Placeme	nt	26-Oct-2020	Present	21 Oakham Avenue		Dudley		DY2 8AE			No				
Seconda	ry Address	01-Jan-2020	Present	Flat 2 6 Purlin Wharf		Netherton		DY2 9PG		Intercom Broken	Yes				

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										
Туре	From	То	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 User Guide



Liquidlogic I	LCS Train				Home (2) 🔻	Tiles Help Menu 🔻 System 🔻			
Child: Betty CLA R	Heinz 9 months 01-Jan	1-2020 (Ref: 701612)	Basic Demographic	🗱 🎝	🐣 😩 🖶 🏯				
▲ <u>P</u> ersonal	💄 Personal Deta	ills	۲	Address	۲	Main Carer(s)/Cares For			
<u>P</u> ersonal	Case Number	701612		Placement	21 Oakham Avenue,	No Main Carer(s) or cared children defined			
<u>A</u> dditional	Full Name	Miss Betty Heinz		loday to present	Dudley DY2 8AE				
Identit <u>y</u>	Gender	Female		Primary Address 15 Aug to present	2 Purlin Whart, Netherton DY2 9PG	★ Important Information			
Photos	Actual DOB	01-Jan-2020		Notes	Dog at Property	W No Case Status Information defined			
Risks	Age	9 months		Secondary Address	Flat 2, Floor Ground, 6	Ho Case Status Information defined			
Parental Factors				01 Jan to present	Purlin Wharf, Netherton (Confidential)	<ul> <li>Add Missing Person Record</li> </ul>			
Relationships	Status Details	;		Notes	Intercom Broken				
Involvements	Education / Work Stat	us		Address History / I	Jpdate Addresses	Contact & Referral			
CIN	Marital Status					Create a new Contact			
СР				Contact Meth	nods				
CLA						Evente			
Adoption	<ul> <li>Identifiers</li> </ul>		1.54	<ul> <li>Add/Update Conta</li> <li>Show Relevant Conta</li> </ul>	ct methods	• Events			
Costs				, onor resonant ou		<ul> <li>Start a Edge of Care Referral</li> </ul>			
<u>H</u> istory	Actions								
Time Line	h Hadata Datalla			🖾 E-Mail		Relationships			
<u>C</u> hronology	<ul> <li>Opdate Details</li> <li>Mark this Record as</li> </ul>	a Duplicate		E-Mail		Betty Heinz - 9 months			
Shared History	View/Update Aliases	5				This Child CLA R			
Eorms	Printable View					Unborn Heinz - unborn			
<u>D</u> ocuments						Betty's Sibling BLA R			
Case Notes						Dionne Creighton - 46 years			