

# CONSOLIDATING SIBLING GROUPS

## Contents

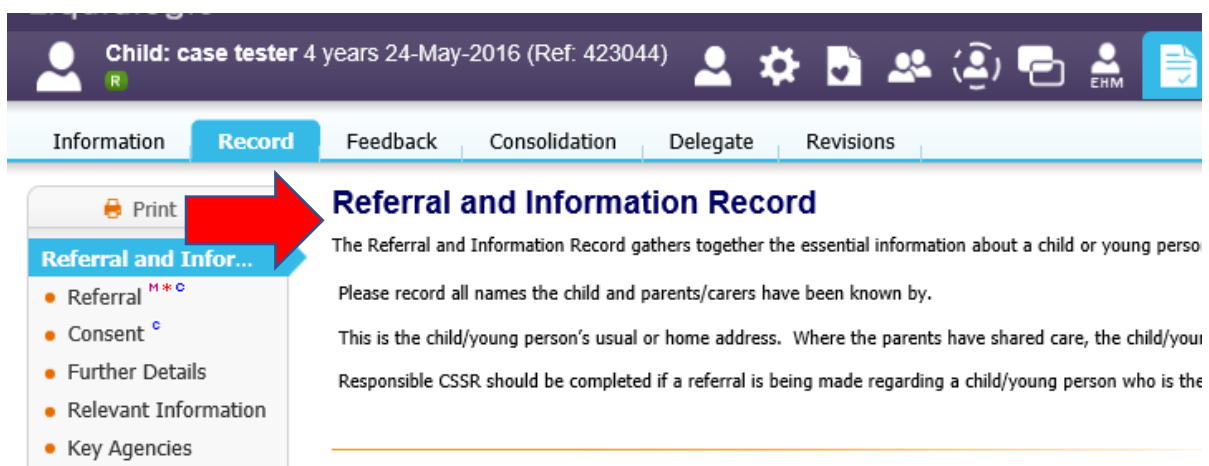
Creating a Referral Group .....	2
Consolidating Children on a Meeting Stage.....	5
Consolidating Children on a Standalone Form .....	6

## Creating a Referral Group

Within Liquidlogic you can consolidate siblings before starting the task.

The yellow bar above each form lists each sibling which has been consolidated. The below is an example of a consolidated form compared to Non-consolidated form.

### Non-Consolidated Task:



Child: case tester 4 years 24-May-2016 (Ref: 423044)

Information **Record** Feedback Consolidation Delegate Revisions

Print

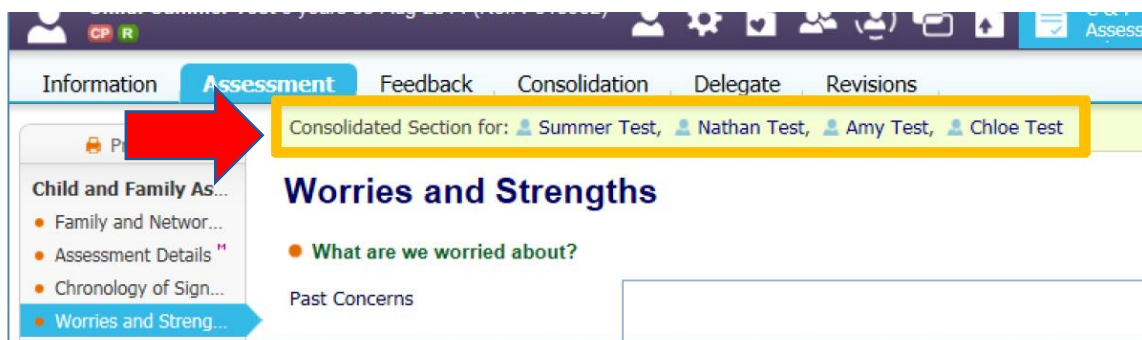
### Referral and Information Record

The Referral and Information Record gathers together the essential information about a child or young person. Please record all names the child and parents/carers have been known by.

This is the child/young person's usual or home address. Where the parents have shared care, the child/young person's Responsible CSSR should be completed if a referral is being made regarding a child/young person who is the

- Referral
- Consent
- Further Details
- Relevant Information
- Key Agencies

### Consolidated Task:



Child: Summer Test 3 years 03-Aug-2014 (Ref: P313932)

Information **Assessment** Feedback Consolidation Delegate Revisions

Consolidated Section for: Summer Test, Nathan Test, Amy Test, Chloe Test

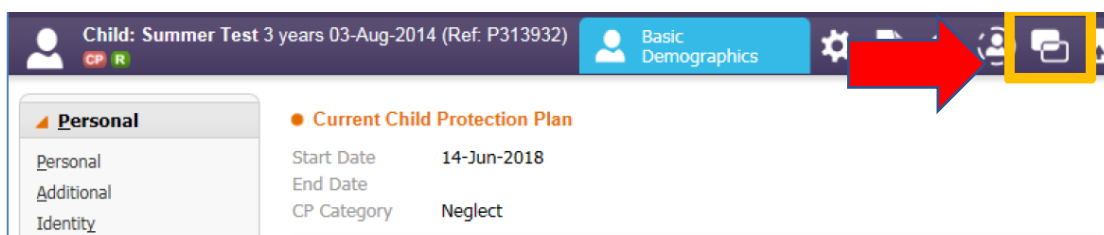
### Worries and Strengths

What are we worried about?

Past Concerns

- Family and Network
- Assessment Details
- Chronology of Sign...
- Worries and Strengths

You must create a Referral Group before starting any tasks e.g. Assessments, Plans, Meetings, and Reviews. To do this, click on the **Case Pathway** icon at the top of a record.



Child: Summer Test 3 years 03-Aug-2014 (Ref: P313932)

Basic Demographics

Personal

Current Child Protection Plan

Start Date: 14-Jun-2018

End Date

CP Category: Neglect

This will open a current stage in the child's Case Pathway. Top right of this screen you will find a tab that says either '**All Children**' or '**No Other Children**'

**Liquidlogic LCS UAT**

Child: **Sister test** 9 years 18-Aug-2011 (Ref: 518028)

**Child & Young Person's Assessment**

Reason: edf  
Active Task: **Jake Williams** (Reassign) Started: 26-Oct-2020 Due: 14-Dec-2020

**Child & Young Person's Assessment** **No Other Children**

**Record Details:**  
The Assessment Assigned to Assessor **Jake Williams** (26-Oct-2020)

**Assessment Summary**

Date the referral was received	26-Oct-2020
Date the assessment was started	26-Oct-2020

**Reason for Assessment/Record**

Click on this tab and select **Grouped Referrals**. Add any siblings to the group using the **Add to Group** button. Click the **Go Back** button to return to the previous screen once all children have been grouped.

**Liquidlogic LCS UAT**

Child: **Sister test** 9 years 18-Aug-2011 (Ref: 518028)

Active Referral: 26-Oct-2020

**Grouped Referrals**

**Referral Details**

Referral Started 26-Oct-2020  
Referral Closed  
Category of Need for Referral N6 - Socially Unacceptable Behaviour  
Reason for Referral dd  
[View Referral Pathway](#)

**Referral Group / Other Children in the Child's Family**

Relation	Person	Age	Latest Contact	Latest Referral
Children / Young People in Referral Group				
Self	Sister test	9 years	Completed on 10-Dec-2018	Completed on 26-Oct-2020
Other related Children / Young People not in Referral Group				
Sister	case tester	4 years	Completed on 05-Dec-2018	Starte

[Click Here to Update Relationships for Sister test...](#)

**<< Go Back** **Add to Group**

The **All Children** tab will now list all the children currently in the Referral Group. This means any tasks you start from this point on will be consolidated and you will find a pale-yellow banner at the top of every page on forms

### Child & Young Person's Assessment

**Reason:** rf

**Active Task:** **Jake Williams** (Reassign)    **Started:** 26-Oct-2020    **Due:** 14-Dec-2020

Child & Young Person's Assessment    Task Details    All Children (2) ▼

**Record Details:**

The Assessment    **Child & Young Person's Assessment**

Service User/s    case tester 4 yrs    Sister test 9 yrs

Assigned to Assessor    Jake Williams (26-Oct-2020)

**Assessment Summary**

Date the referral was received    26-Oct-2020

Date the assessment was started    26-Oct-2020

**This referral concerns:**

tester, case (4 years) Active

**Other related referrals:**

test, Sister (9 years) Active

► Open grouped referrals

**Child: case tester** 4 years 24-May-2016 (Ref: 423044)    EHM    Child & Young Person's Assess...

Information    **Assessment**    Consolidation    Delegate    Revisions

Consolidated Section for: case tester, Sister test

**Child & Young Person's Assessment**

- Child & Family Info...
- Circumstances
- Analysis
- Factors Identified a...
- Decisions & Furthe...
- Child & Young Pers...
- Signatures & com...
- Attachments (0)

**Assessment**

Date the referral was received    26-Oct-2020

Date the assessment was started    26-Oct-2020

Date the assessment is due    14-Dec-2020

Date the assessment was completed   


Internal Review Date

## Consolidating children at a Meeting Stage

To add children to a meeting stage e.g. CLA Review, CP Conference, Core Group, CIN Review Meeting etc. click on 'Add children to this meeting' before starting any tasks. This option will only be available if you have created a Referral Group, see previous section of this guide for details.

### Meeting Details

- Please update the attendance and then complete the meeting
- Awaiting completion of the Pre-Meeting Report

Meeting Arranger	 Jake Williams
Type of Meeting	CLA Review Meeting
Statutory Due Date	09-Feb-2021
Planned Meeting Date	09-Feb-2021
Length in Minutes	Unspecified
Location	
Comments	Address Type of Location: Was the Review Planned: Unknown Review Reason: Status: Status Reason: Scheduled Date: 02/02/2021 Completed Date:
Meeting ID	REV714636

- 
- ▶ Update Meeting Details and Scheduling
  - ▶ Add children to this meeting
  - ▶ Complete Meeting
  - ▶ Cancel Meeting
  - ▶ Export meeting event

Select the siblings from the list and click **Add Selected to Meeting**.

### CLA Review Meeting planned for 09-Feb-2021

#### ● Add Subjects

The following is the list of children that can be added in this meeting.  
Only children in the same Referral Group and stage in the process are included.  
Please select the children that you want to add to this meeting.



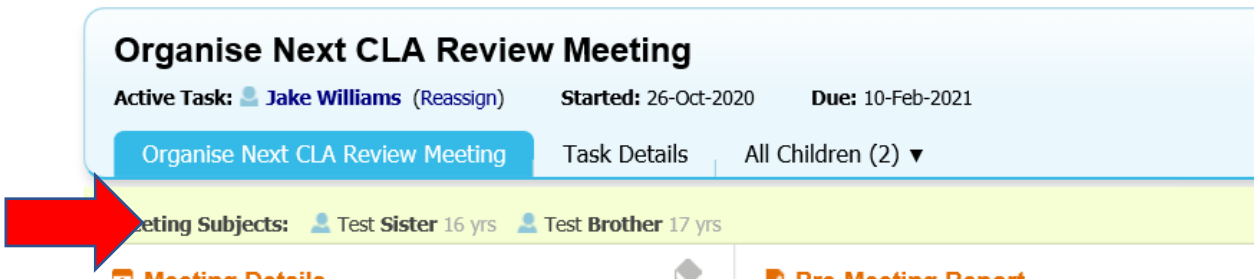
☐ Child: Test Brother

Add Selected to Meeting

#### ● Return

- ▶ Return to Pathway

You will now see the pale-yellow banner across the top of the meeting screen.



**Organise Next CLA Review Meeting**

Active Task: **Jake Williams** (Reassign)    Started: 26-Oct-2020    Due: 10-Feb-2021

Organise Next CLA Review Meeting    Task Details    All Children (2) ▼

Meeting Subjects: Test Sister 16 yrs    Test Brother 17 yrs

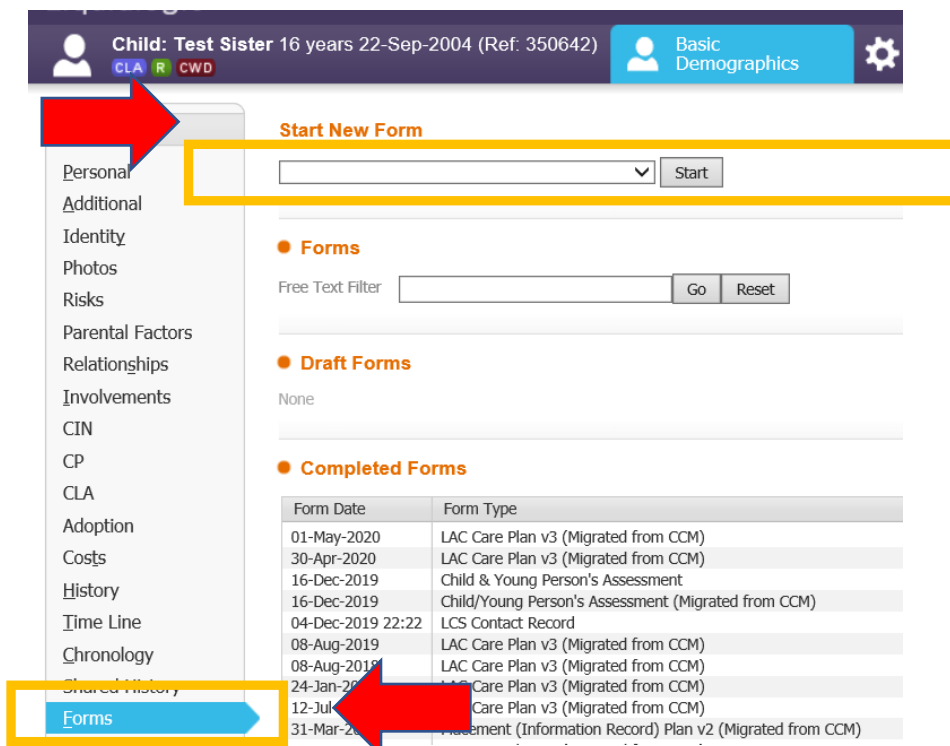
Meeting Details    See Meeting Report

## Consolidating children on a Standalone Form

When starting any standalone form, the system does not automatically consolidate (start) it on all the siblings. This option will only be available if you have created a Referral Group, so check this, see page 3 of this guide.

Once you have a Referral Group, start the standalone form that needs completing, this is done from the **Forms** tab on **Basic Demographics**.

Click **Start** once you have selected the form from the list.



Child: **Test Sister** 16 years 22-Sep-2004 (Ref: 350642)    Basic Demographics   

**Start New Form**

**Forms**

Free Text Filter

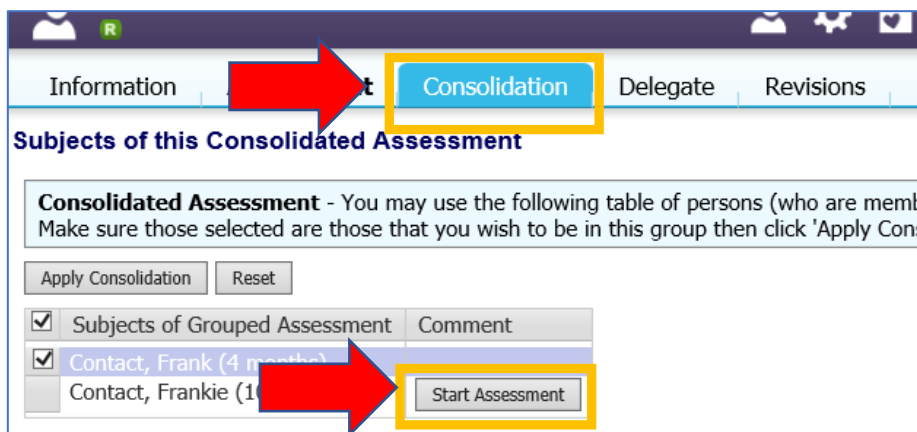
**Draft Forms**

None

**Completed Forms**

Form Date	Form Type
01-May-2020	LAC Care Plan v3 (Migrated from CCM)
30-Apr-2020	LAC Care Plan v3 (Migrated from CCM)
16-Dec-2019	Child & Young Person's Assessment
16-Dec-2019	Child/Young Person's Assessment (Migrated from CCM)
04-Dec-2019 22:22	LCS Contact Record
08-Aug-2019	LAC Care Plan v3 (Migrated from CCM)
08-Aug-2019	LAC Care Plan v3 (Migrated from CCM)
24-Jan-2019	LAC Care Plan v3 (Migrated from CCM)
12-Jul-2018	LAC Care Plan v3 (Migrated from CCM)
31-Mar-2018	Child/Young Person's Assessment (Information Record) Plan v2 (Migrated from CCM)

Open the form, navigate to the **Consolidation** tab and click **Start Assessment** next to all the children that you want to start the form on.



Information **Consolidation** Delegate Revisions

**Subjects of this Consolidated Assessment**

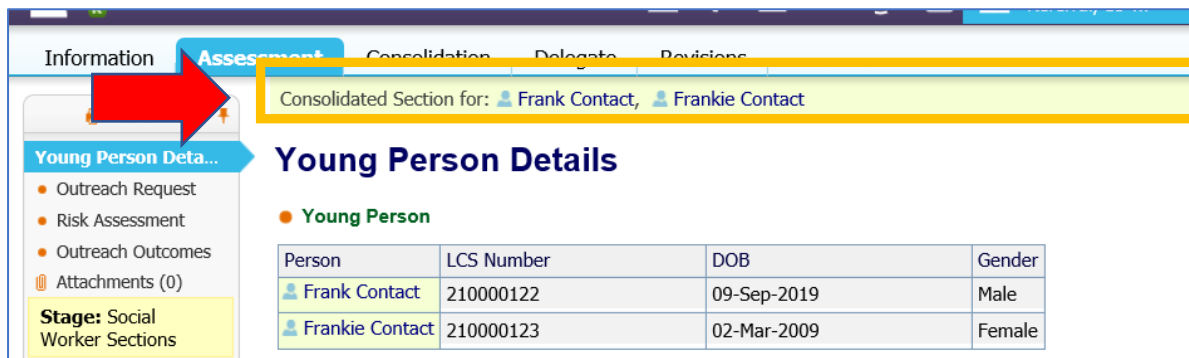
**Consolidated Assessment** - You may use the following table of persons (who are members of the group) to select those that you wish to be in this group then click 'Apply Consolidation'. Make sure those selected are those that you wish to be in this group then click 'Apply Consolidation'.

Apply Consolidation Reset

<input checked="" type="checkbox"/>	Subjects of Grouped Assessment	Comment
<input checked="" type="checkbox"/>	Contact, Frank (4 months)	
<input checked="" type="checkbox"/>	Contact, Frankie (1)	

Start Assessment

Return to the Assessment tab and check that you have a pale-yellow banner with all the children included on the form.



Information **Assessment** Consolidation Delegate Revisions

Consolidated Section for: Frank Contact, Frankie Contact

**Young Person Details**

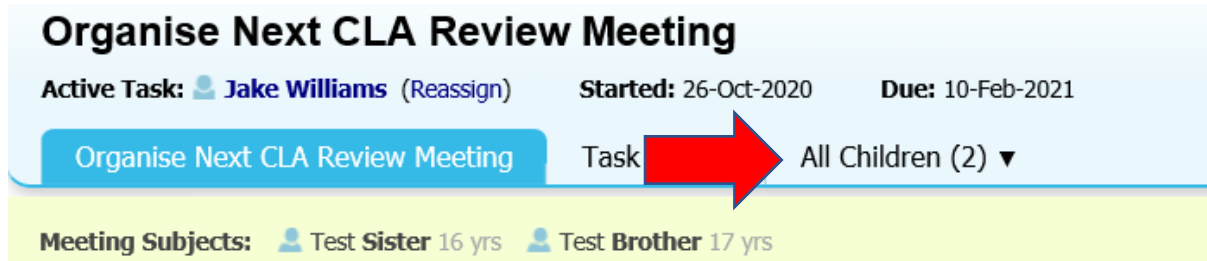
● **Young Person**

Person	LCS Number	DOB	Gender
Frank Contact	210000122	09-Sep-2019	Male
Frankie Contact	210000123	02-Mar-2009	Female


## Removing a Child from a Sibling Group


If you need to remove a child from a sibling group, open their record and navigate to the **Case Pathway**.



Click on the **All Children** tab on any current pathway stage.



**Organise Next CLA Review Meeting**

Active Task:  **Jake Williams** (Reassign)    Started: 26-Oct-2020    Due: 10-Feb-2021

Organise Next CLA Review Meeting    Task  All Children (2) ▼

Meeting Subjects:  Test Sister 16 yrs     Test Brother 17 yrs

Click on the **Open Grouped Referrals** link



**Organise Next CLA Review Meeting**

Active Task:  **Jake Williams** (Reassign)    Started: 26-Oct-2020    Due: 10-Feb-2021

Organise Next CLA Review Meeting    Task Details    All Children (2) ▼

Meeting Subjects:  Test Sister 16 yrs     Test Brother 17 yrs

**Meeting Details**

- Please update the attendance and then complete the meeting
- Awaiting completion of the Pre-Meeting Report

Meeting Arranger:  **Jake Williams**

Type of Meeting: CLA Review Meeting

Meeting Due Date: 10-Feb-2021

**This referral concerns:**


-  Sister, Test (16 years)    Active    CLA



**Other related referrals:**

-  Brother, Test (17 years)    Active    CLA

[Open grouped referrals](#)

Click **Remove from Group** on the child/ren that you want to remove from the Group.



 20     Feb 2020

[Remove from Group](#)

[Remove from Group](#)