CONSOLIDATING SIBLING GROUPS

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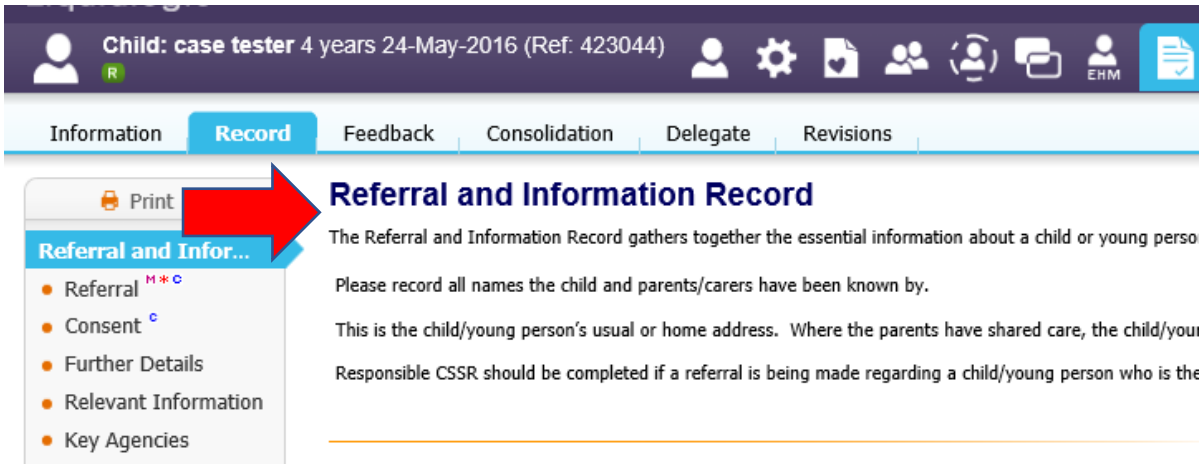
Creating a Referral Group

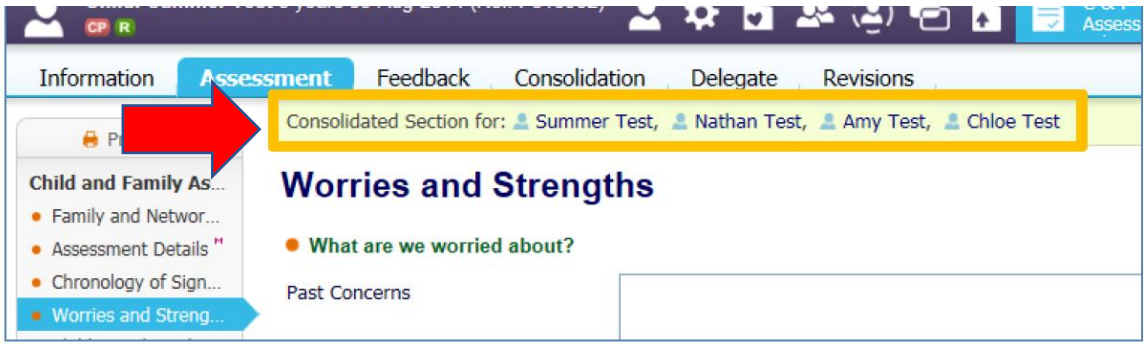
Within Liquidlogic you can consolidate siblings before starting the task.

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.

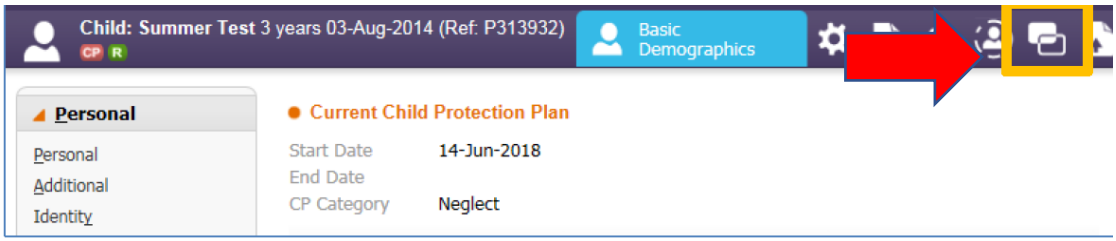
Non-Consolidated Task:



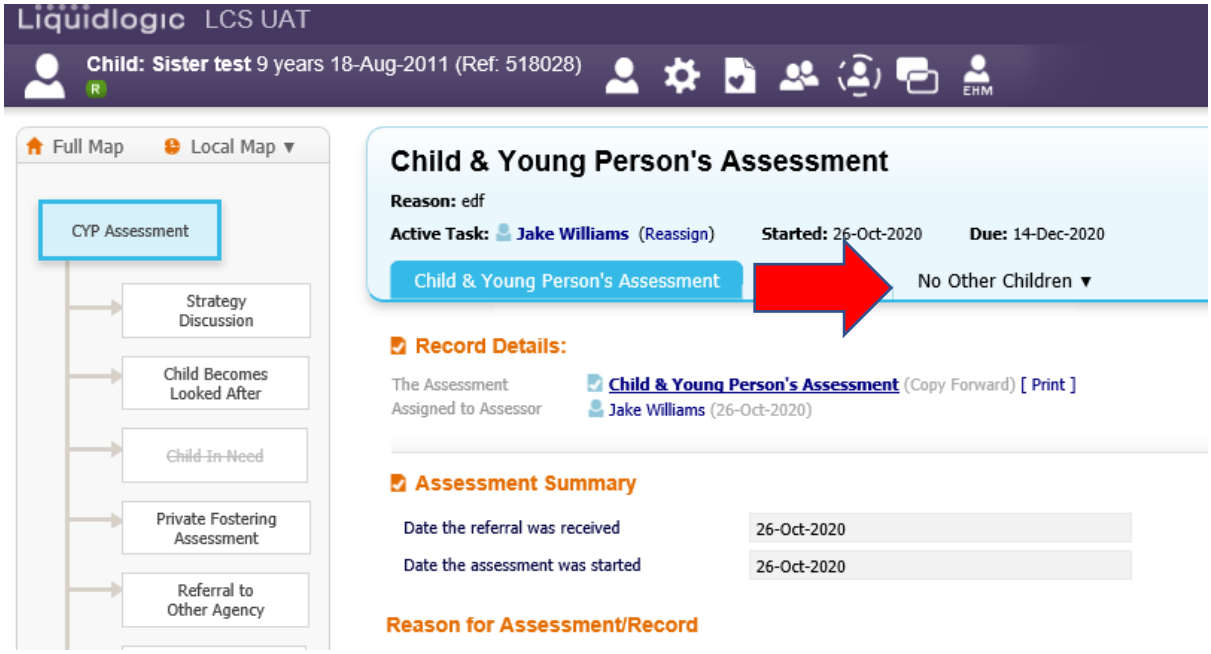
Consolidated Task:



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.

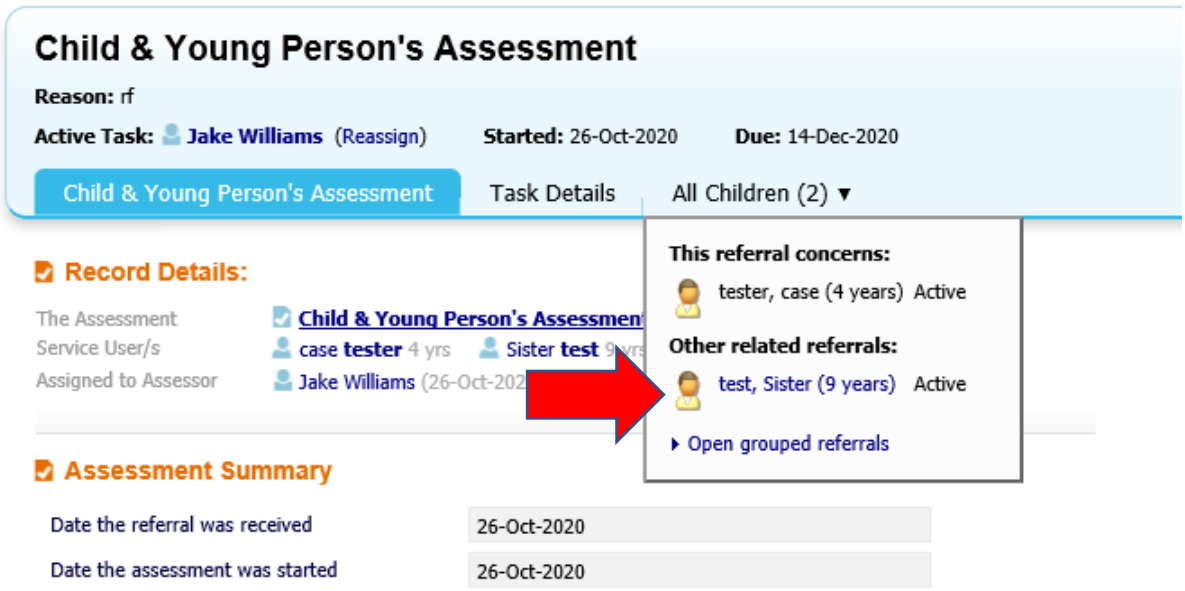


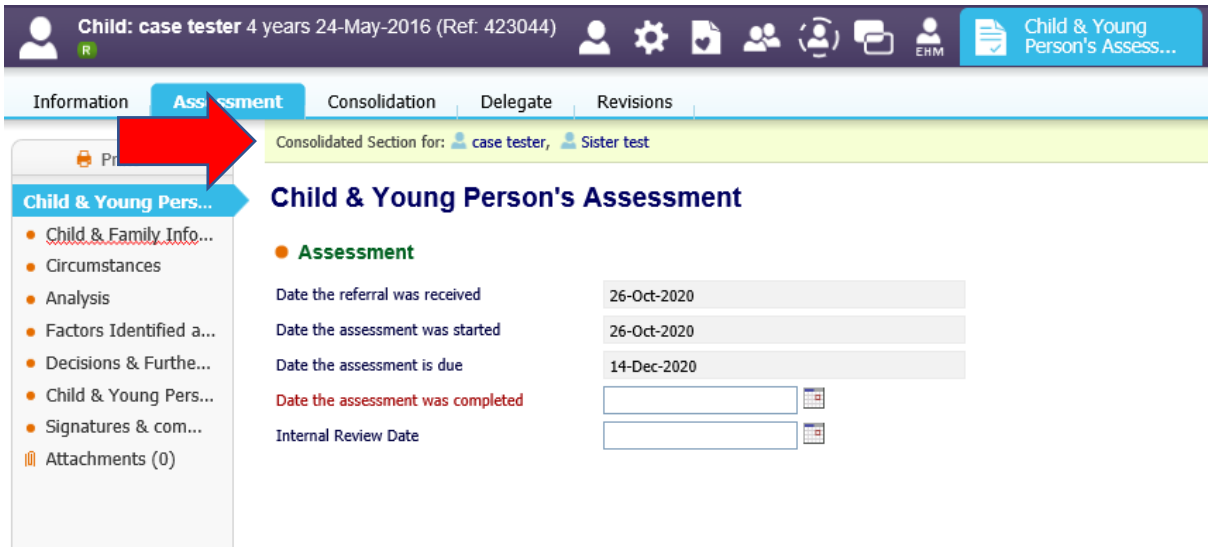
This will open a current stage in the child's Case Pathway. Top right of this screen you will find a tab that says either '**All Children'** or '**No Other Children'**



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.

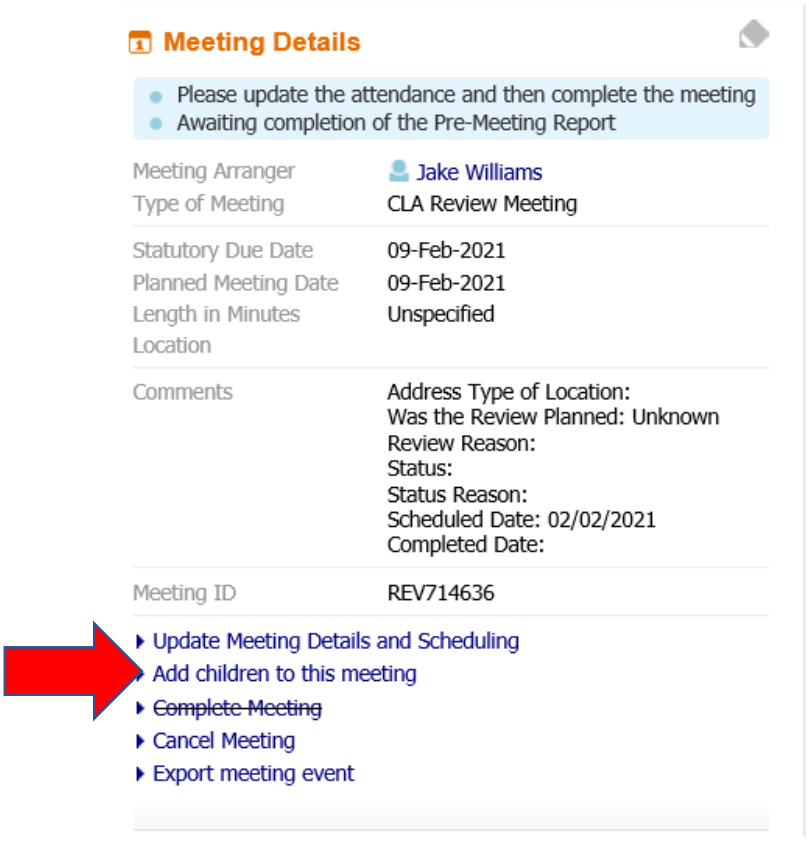
The **All Children** tab will now list all the children currently in the Referral Group. This means any tasks you start from this point on will be consolidated and you will find a pale-yellow banner at the top of every page on forms





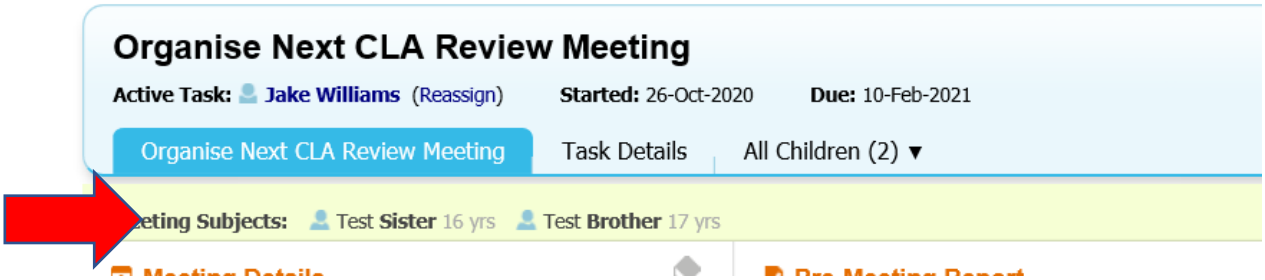
Consolidating children at a Meeting Stage

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.



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

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

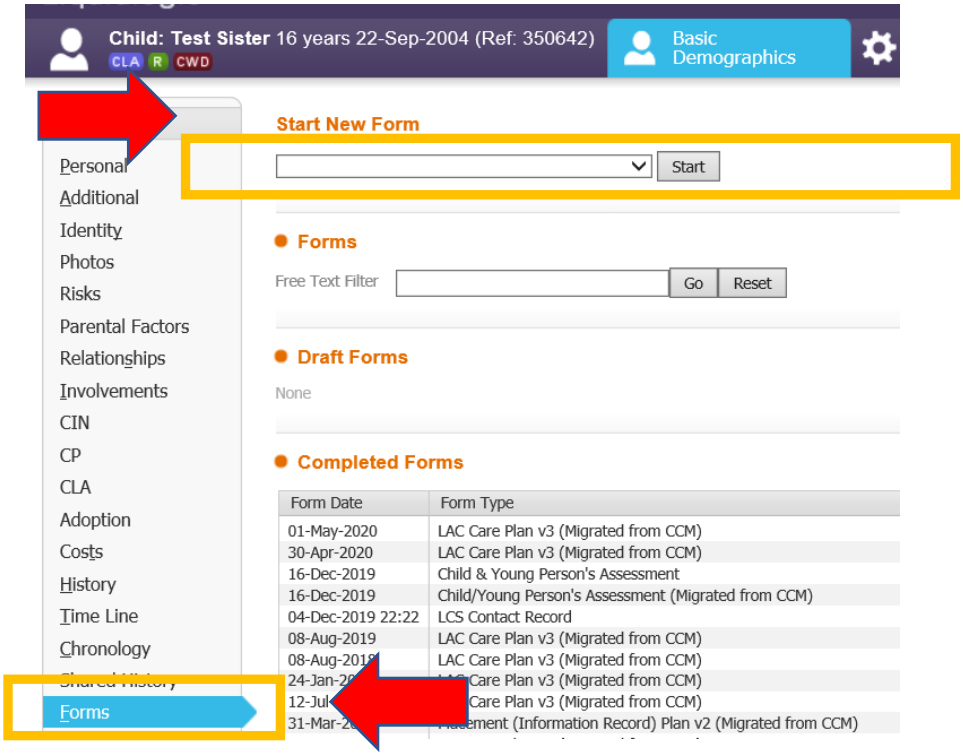


Consolidating children on a Standalone Form

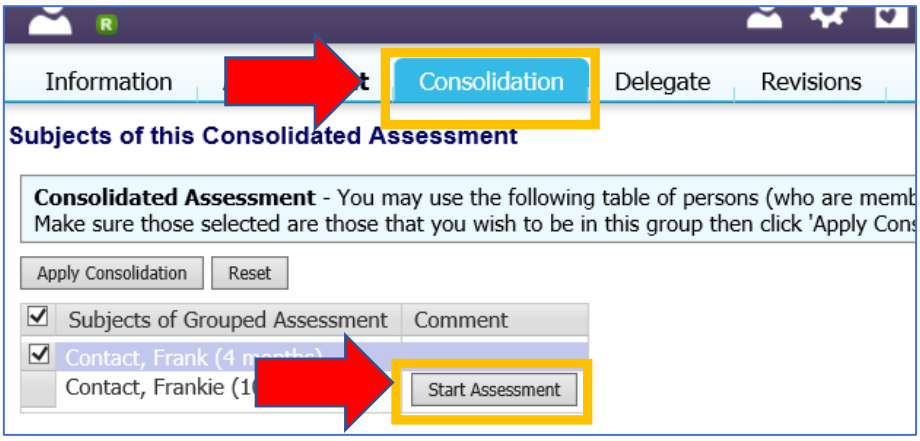
When starting any standalone form, the system does not automatically consolidate (start) it on all the siblings. This option will only be available if you have created a Referral Group, so check this, see page 3 of this guide.

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.



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.

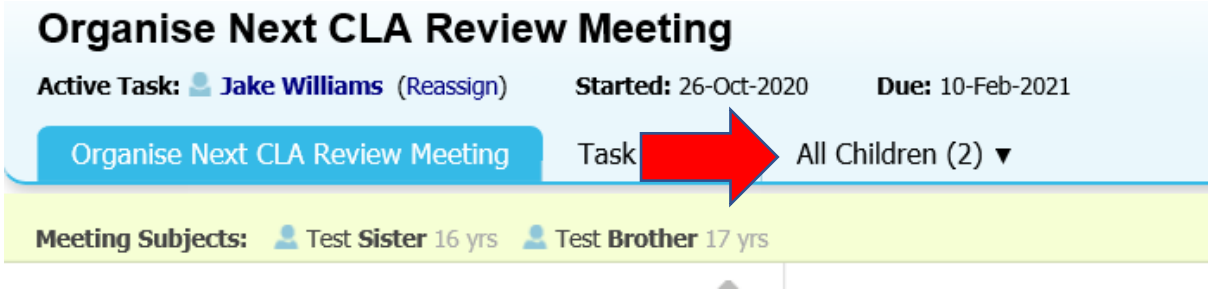


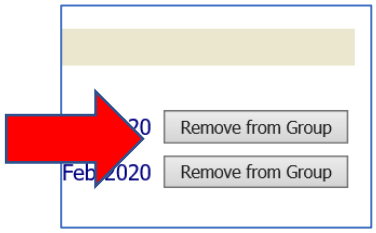
Return to the Assessment tab and check that you have a pale-yellow banner with all the children included on the form.

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.



Click on the **Open Grouped Referrals** link

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