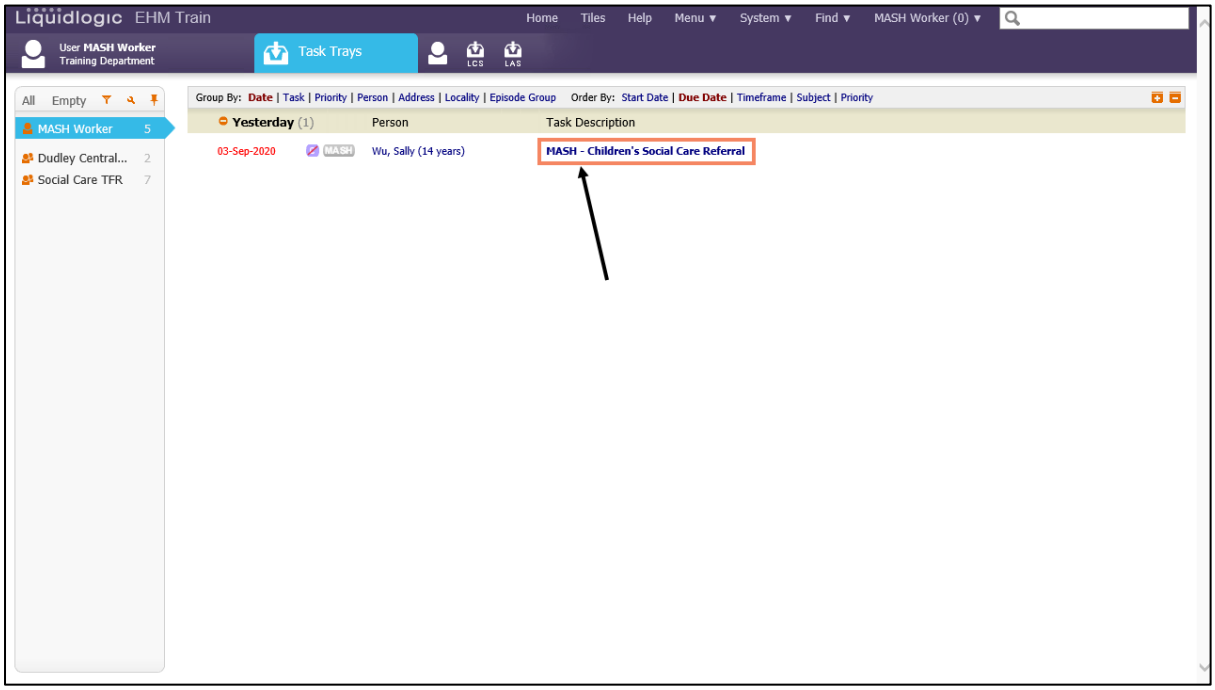
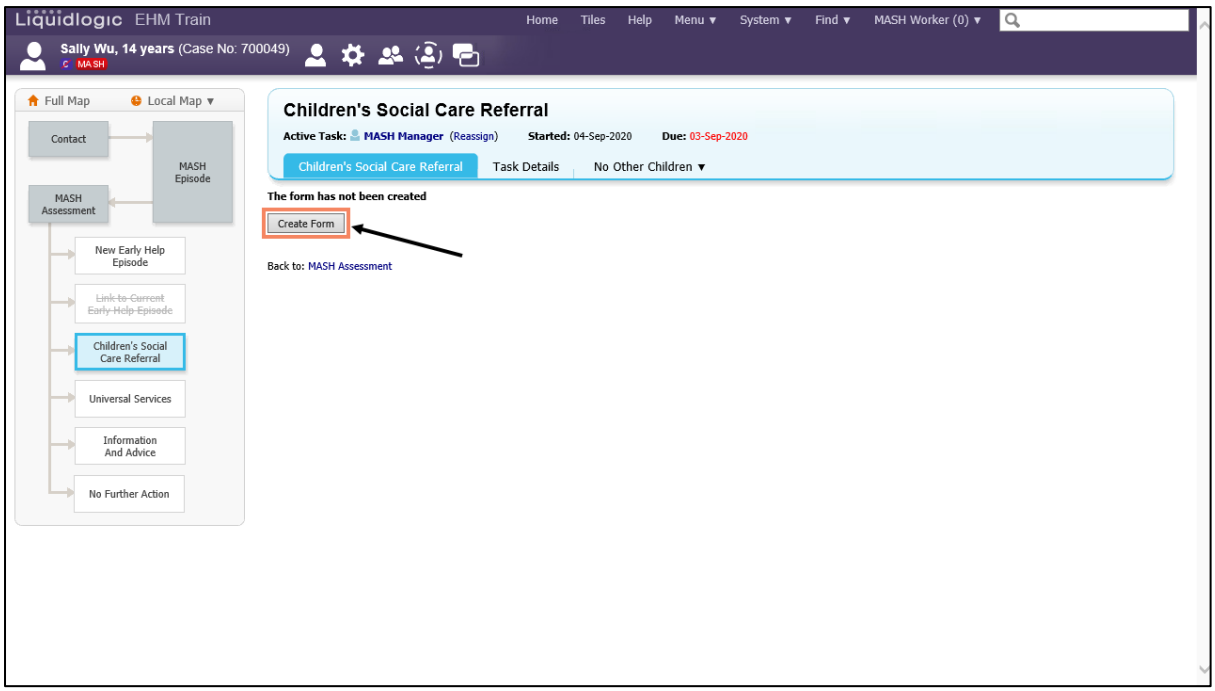
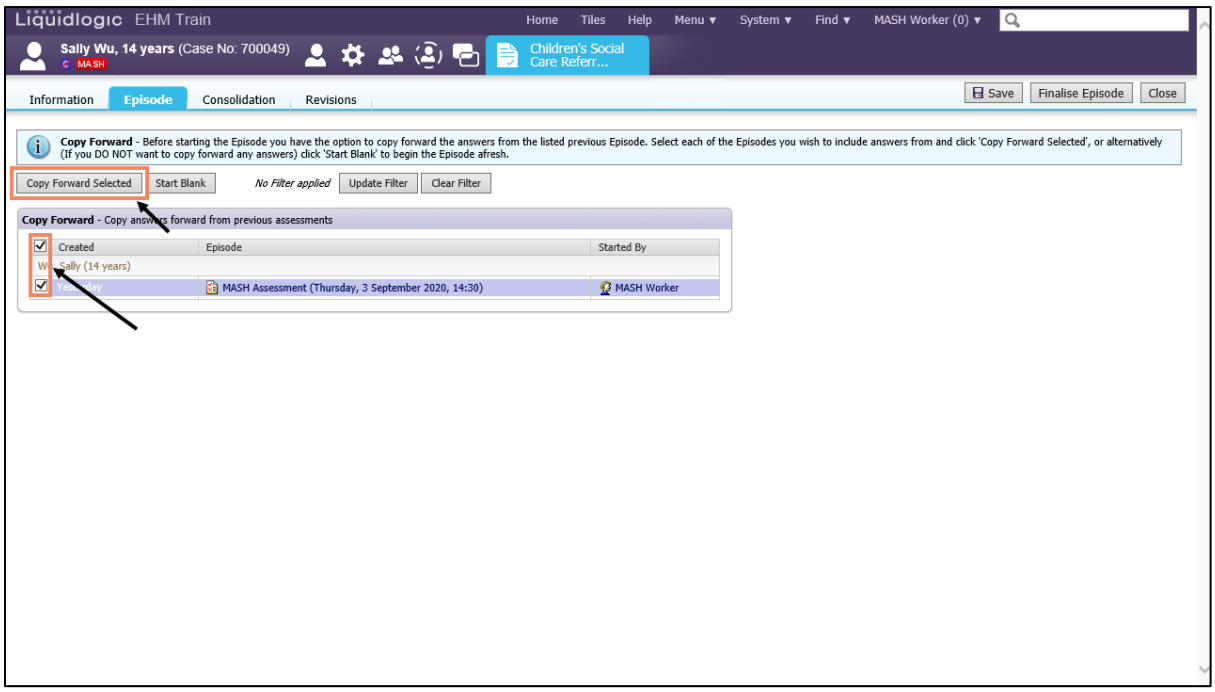
MASH - Step up to LCS – User Guide



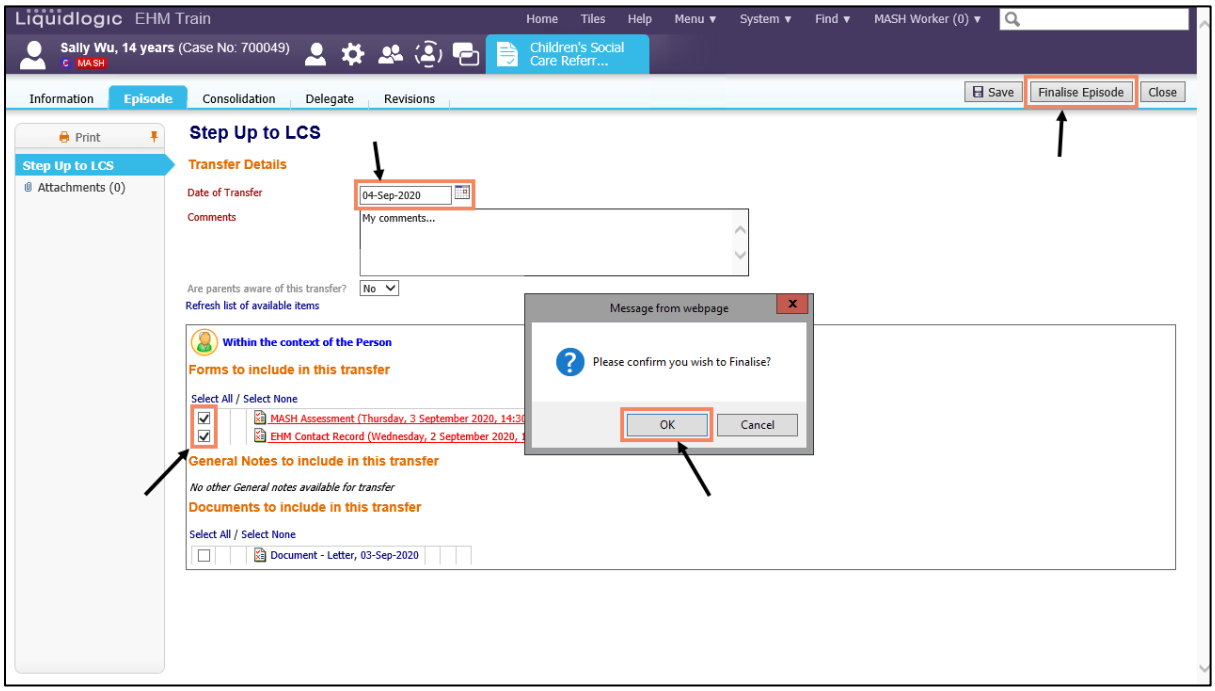
The MASH social worker will go to their worktray and access the Children's Social Care Referral task.



They will 'Create' the form …

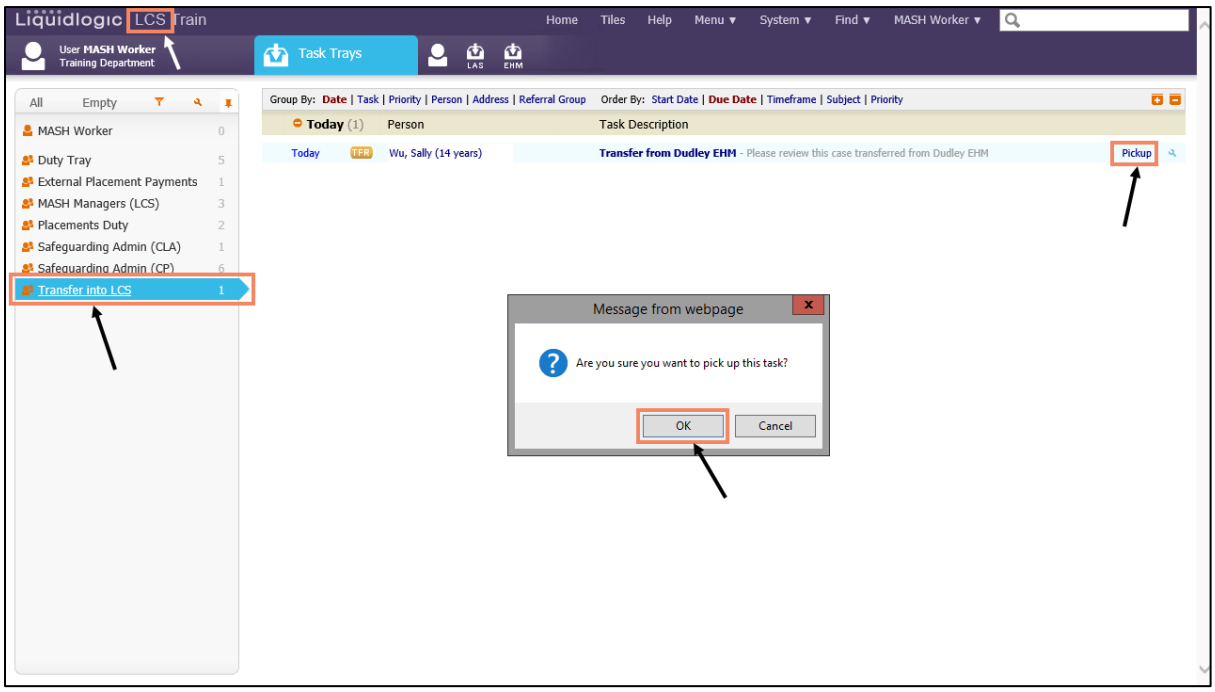


… and 'Copy Forward' the MASH Assessment.

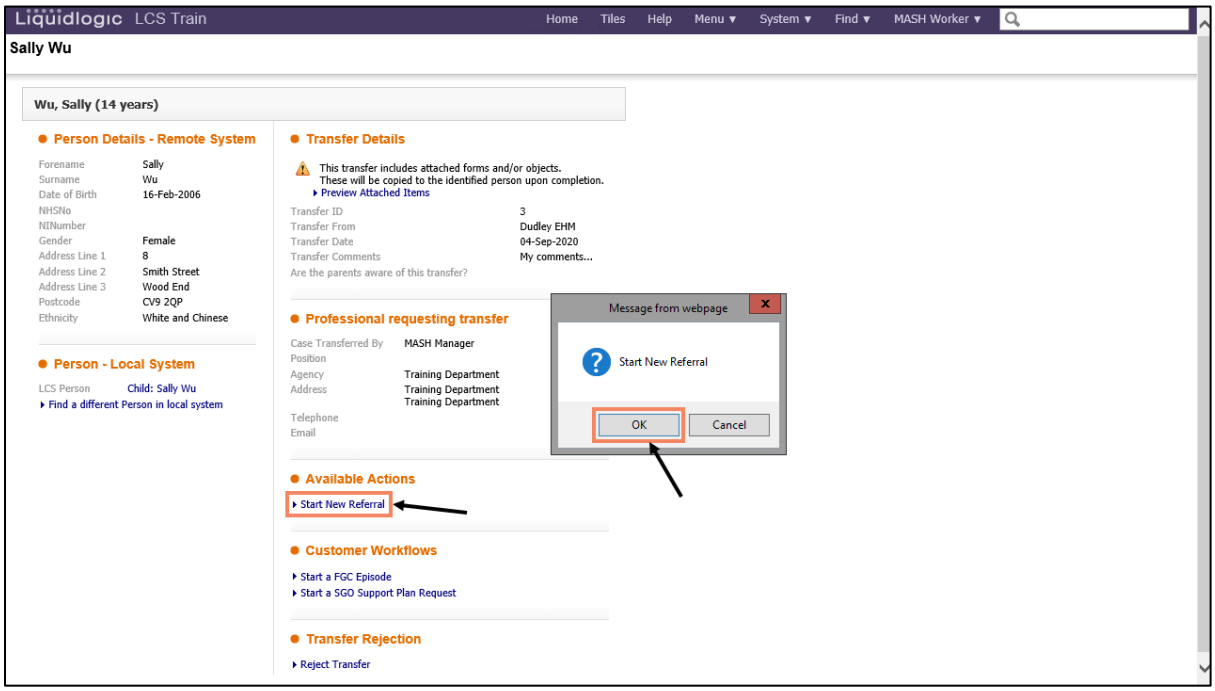


The worker will then record the date of transfer. They will selected the documents to include in the transfer – which should definitely include the MASH Assessment – and then 'Finalise' the episode, and confirm with 'OK'.

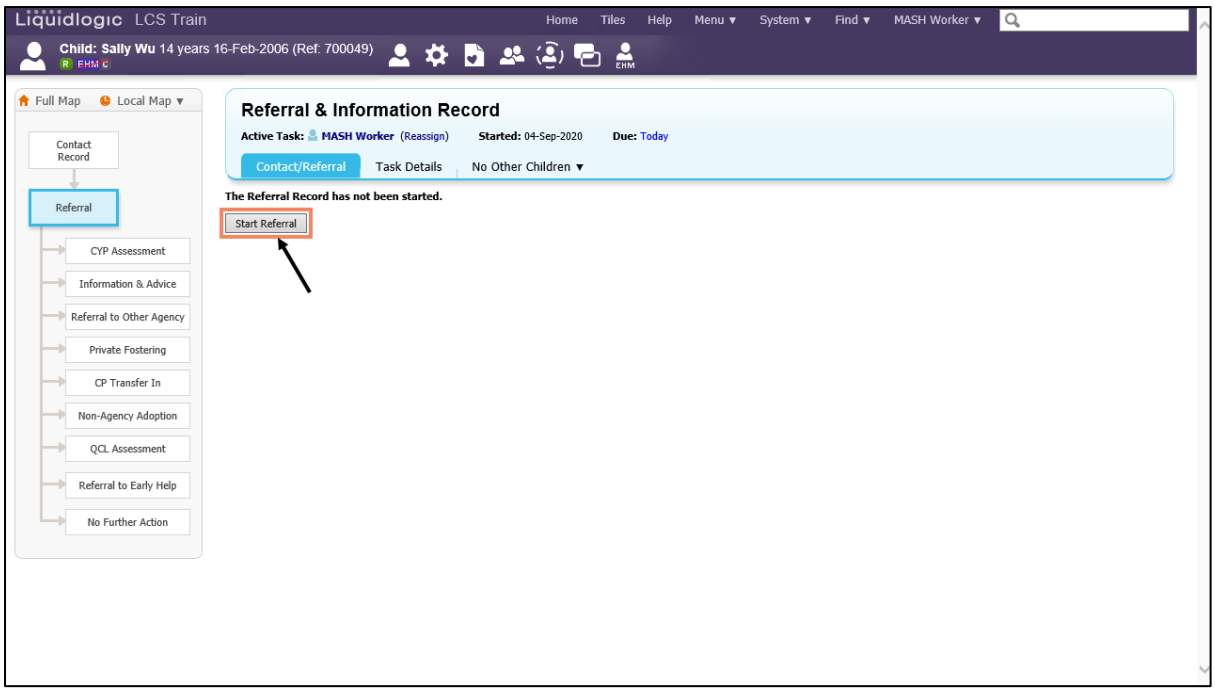
The young person's case has now been transferred out of EHM (Early Help) and into LCS (the Children's System).



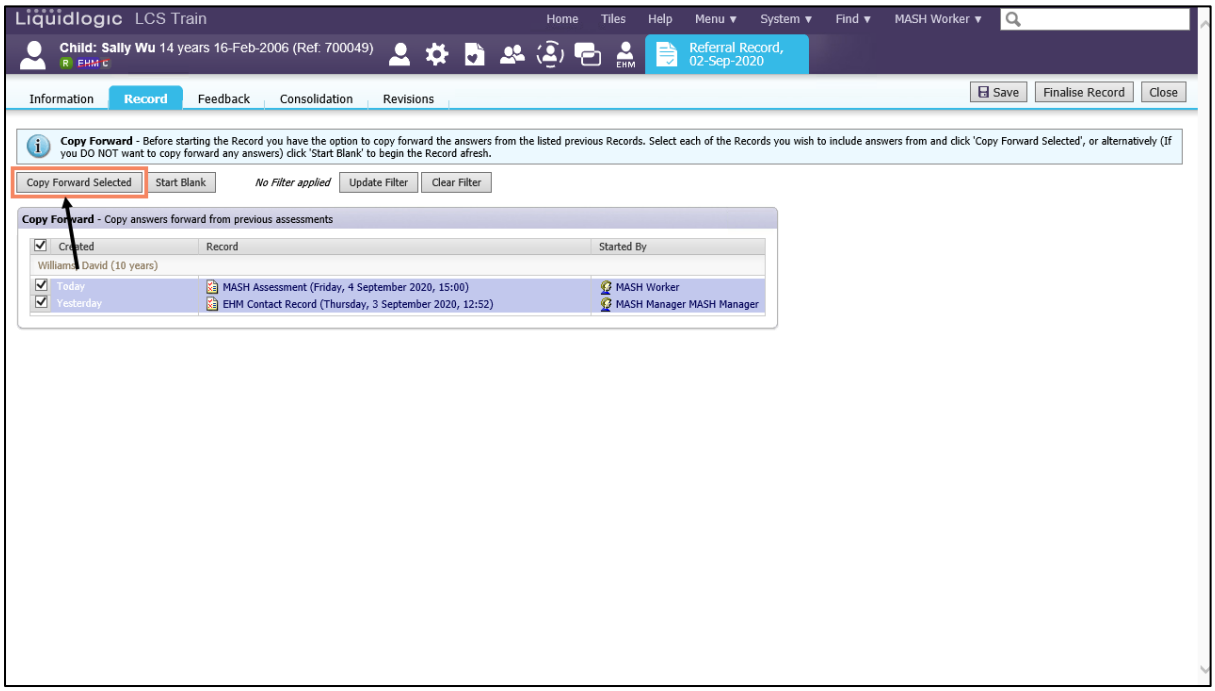
The MASH social worker will now switch from EHM to the LCS system, where they will 'Pickup' the transfer task from the 'Transfer into LCS' tray.



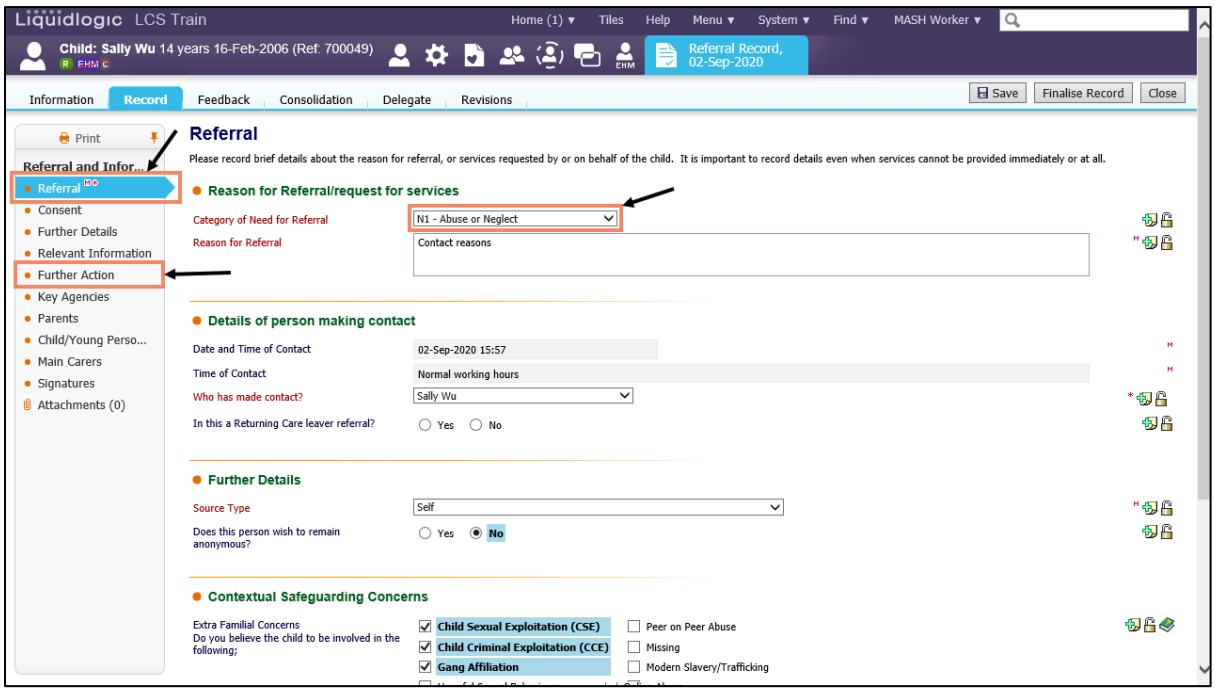
They check the transfer details and then click 'Start New Referral' and 'OK' to confirm.



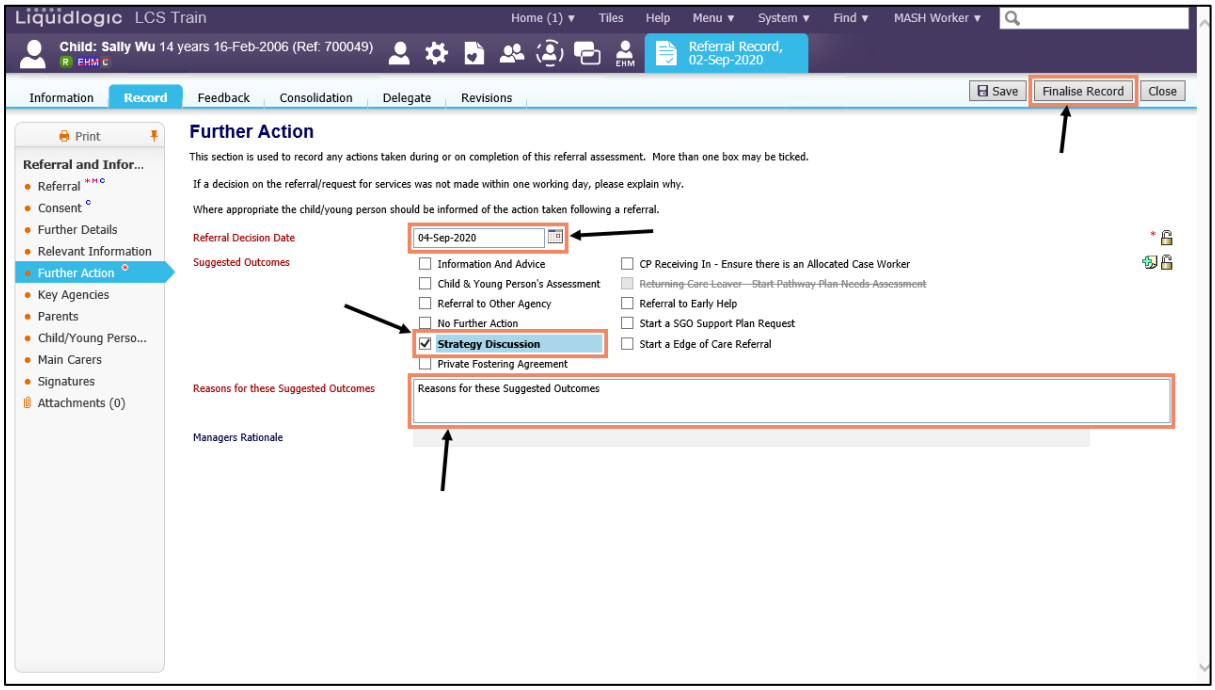
The worker will 'Start' the referral …



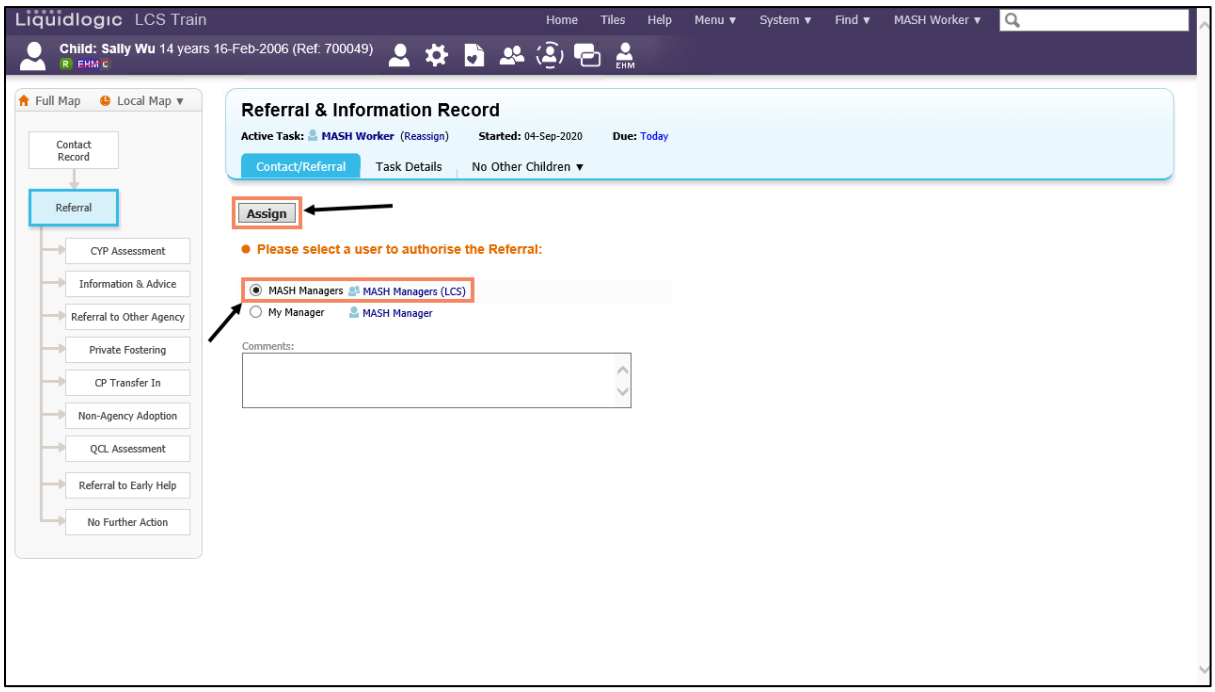
… and 'Copy Forward' the EHM Contact Record and the MASH Assessment.



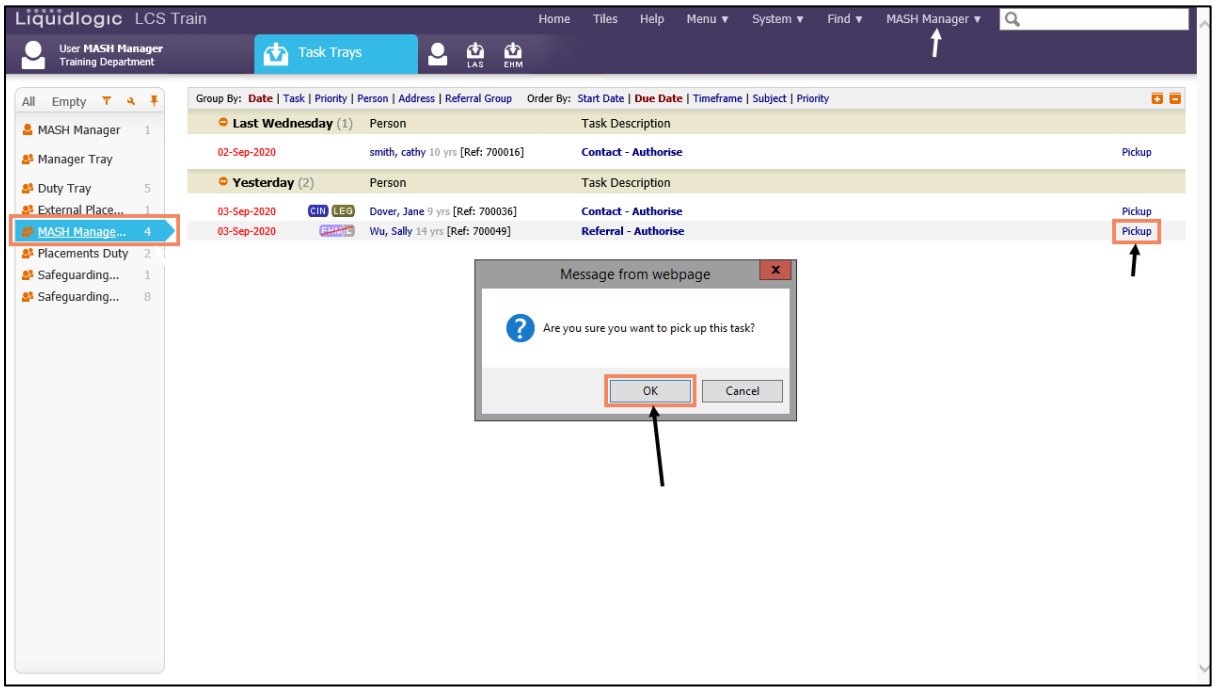
In the 'Referral' page, they will record the 'Category of Need for Referral'. They will then check the information in the form, adding or updating anything as necessary. After that, they will go to the 'Further Action' page.



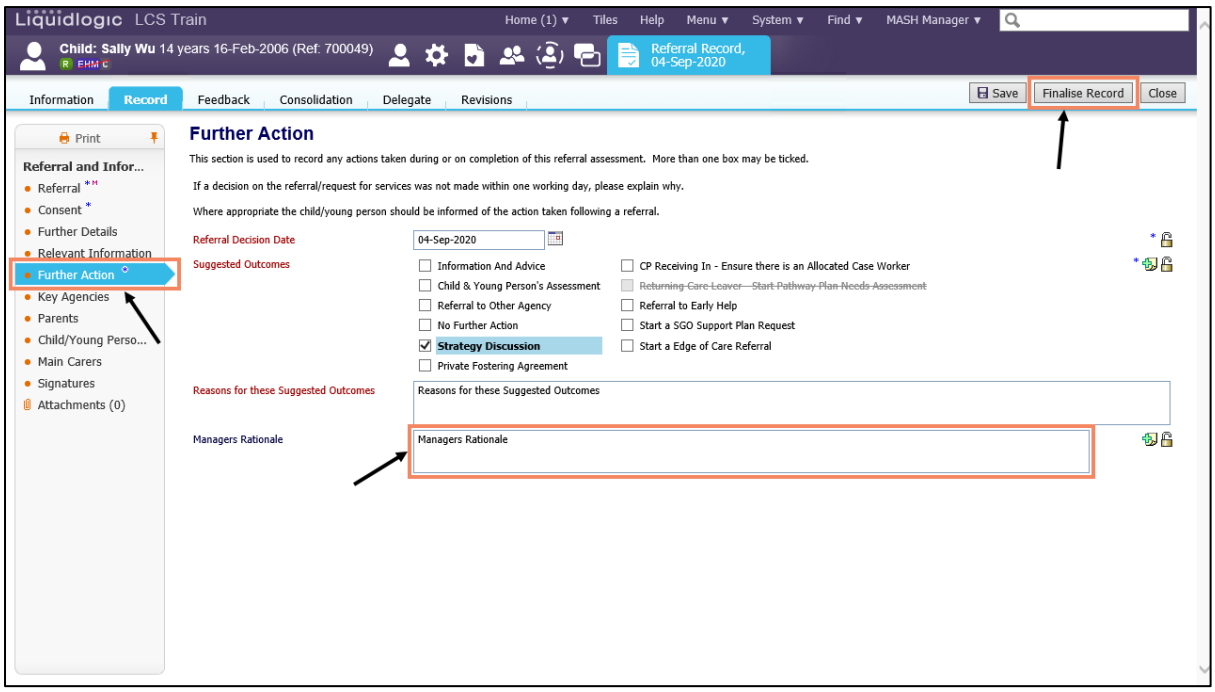
The worker will now record the decision date and the outcome and their reasons for this. There are several different outcomes available, and some would send the task to other workers or teams, or even end the case. In this example the outcome is a strategy discussion. They will then 'Finalise' the record and confirm this with 'OK'.



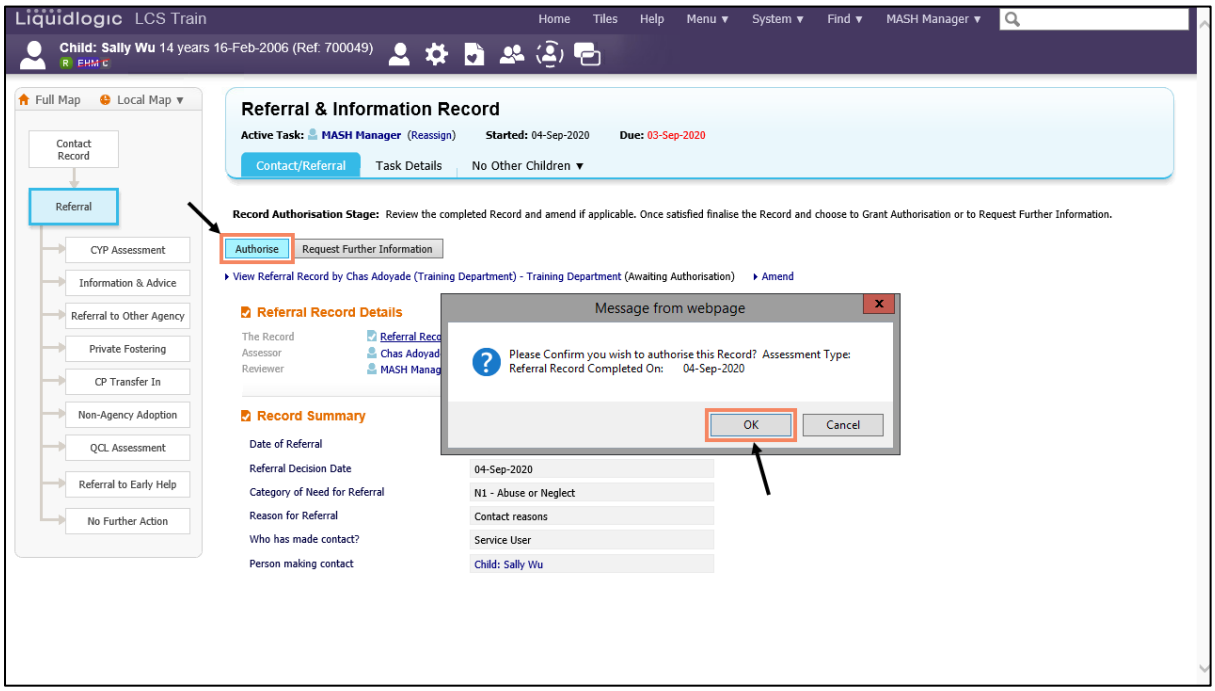
The referral should be sent to the MASH Managers tray for authorisation.



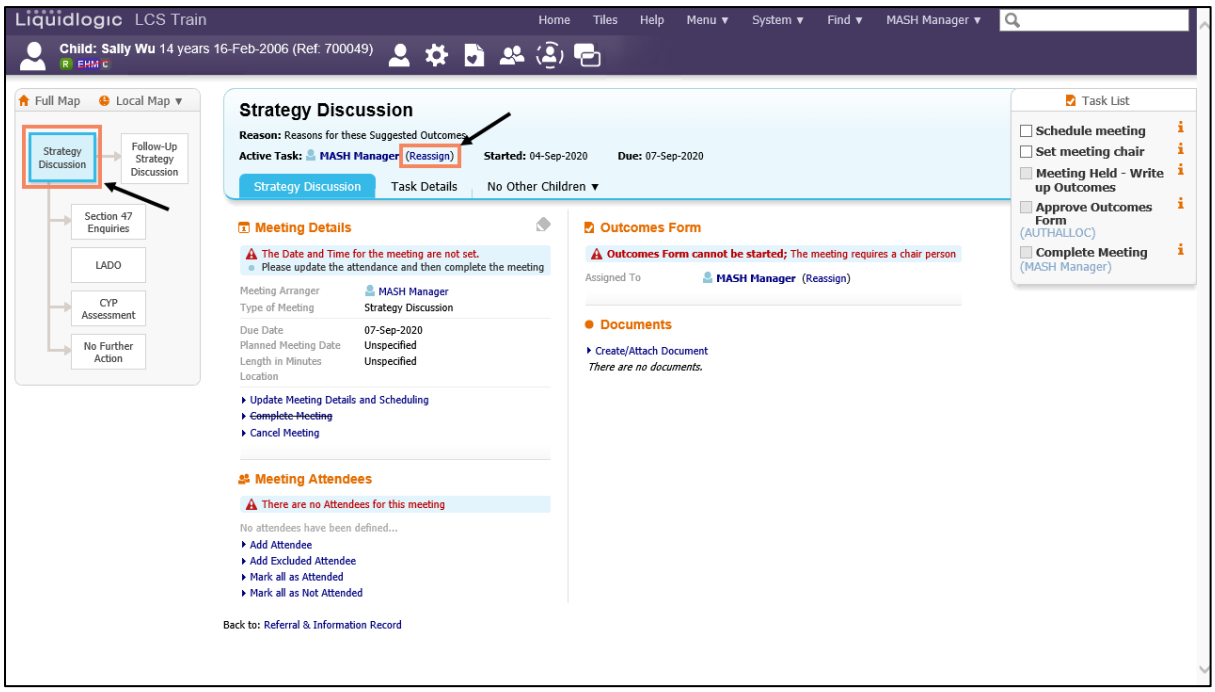
The MASH Manager will go to the MASH Managers tray and ‘Pickup’ the authorisation task.



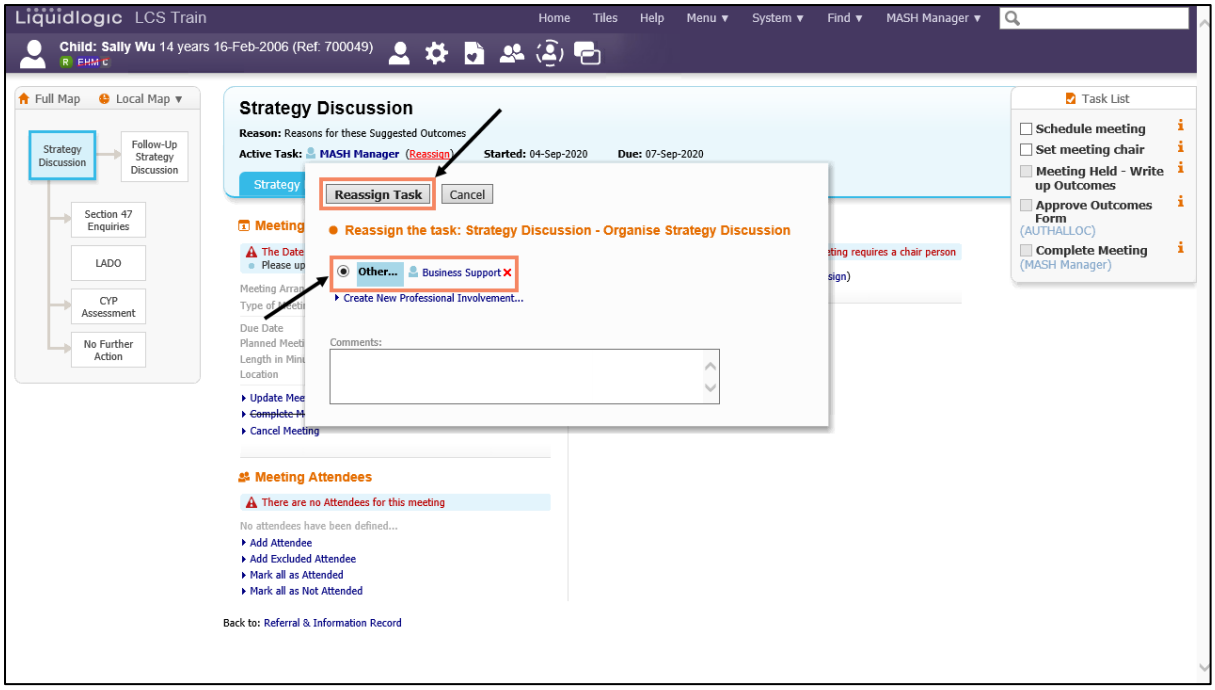
They will check through the form and then go to the 'Further Action' page. They will record their rationale and 'Finalise' the record.



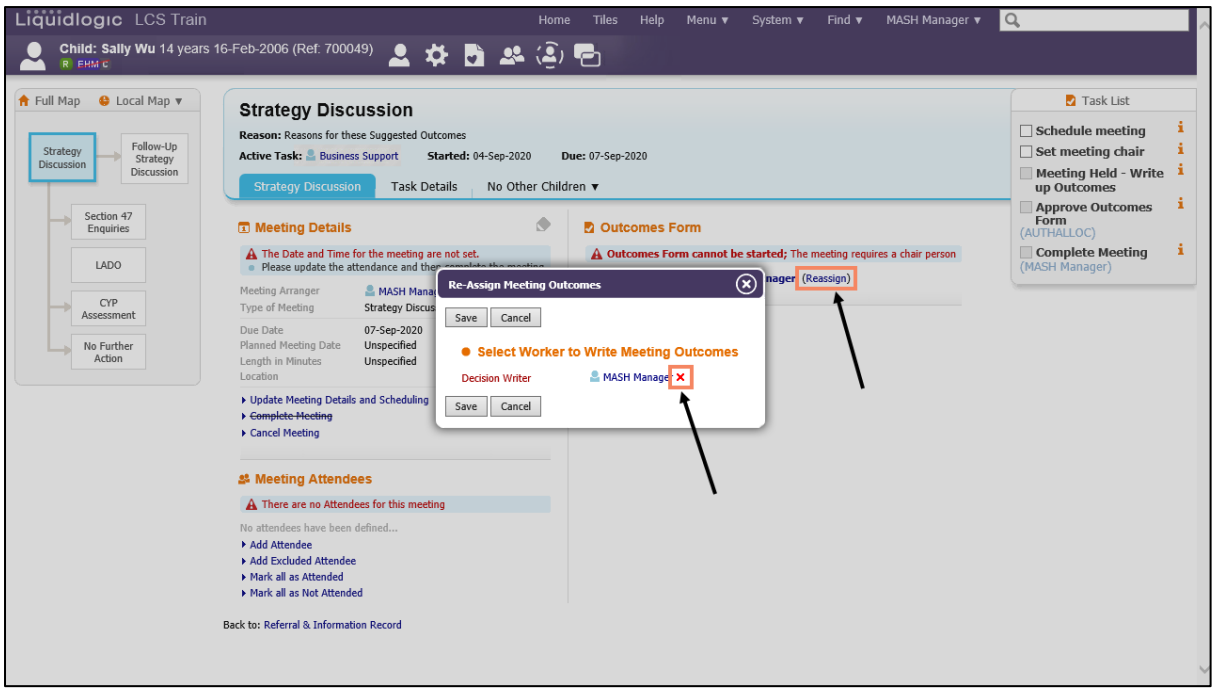
If the manager needed more information before they could authorise, they could send the form back to the worker by clicking 'Request Further Information'. If everything is ok, they will 'Authorise' it.



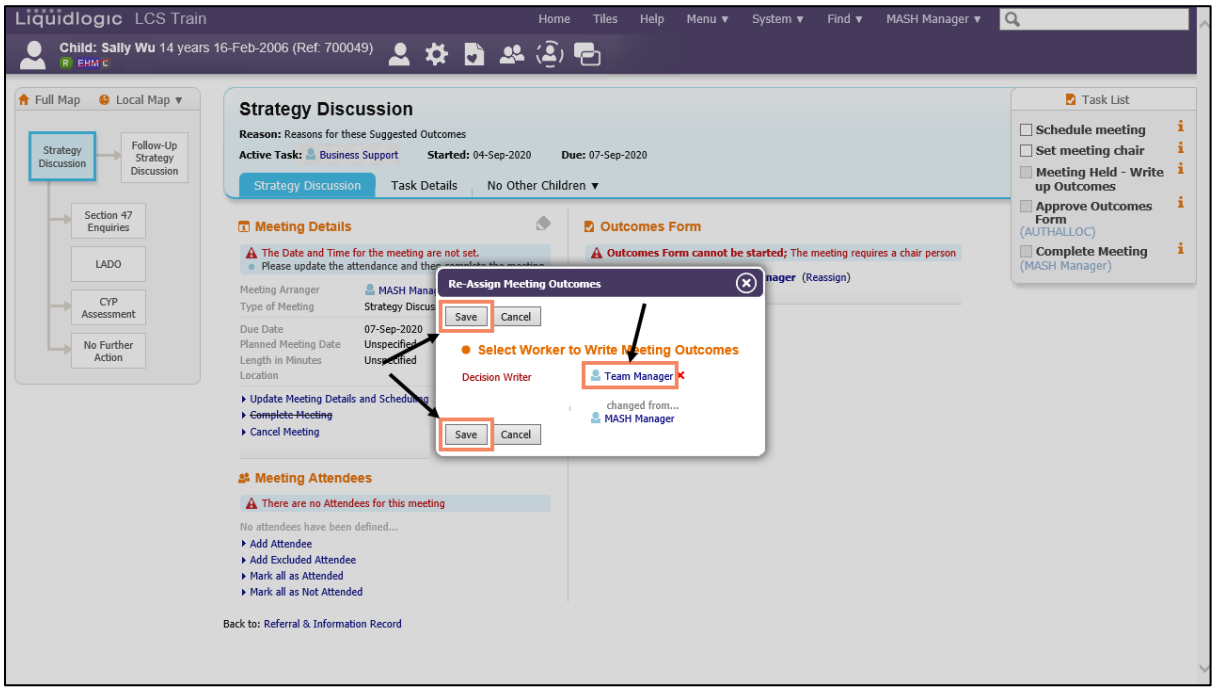
The Strategy Discussion stage has opened. The first two steps need to be done by MASH Business Support, so the MASH manager will need to reassign the task to them.



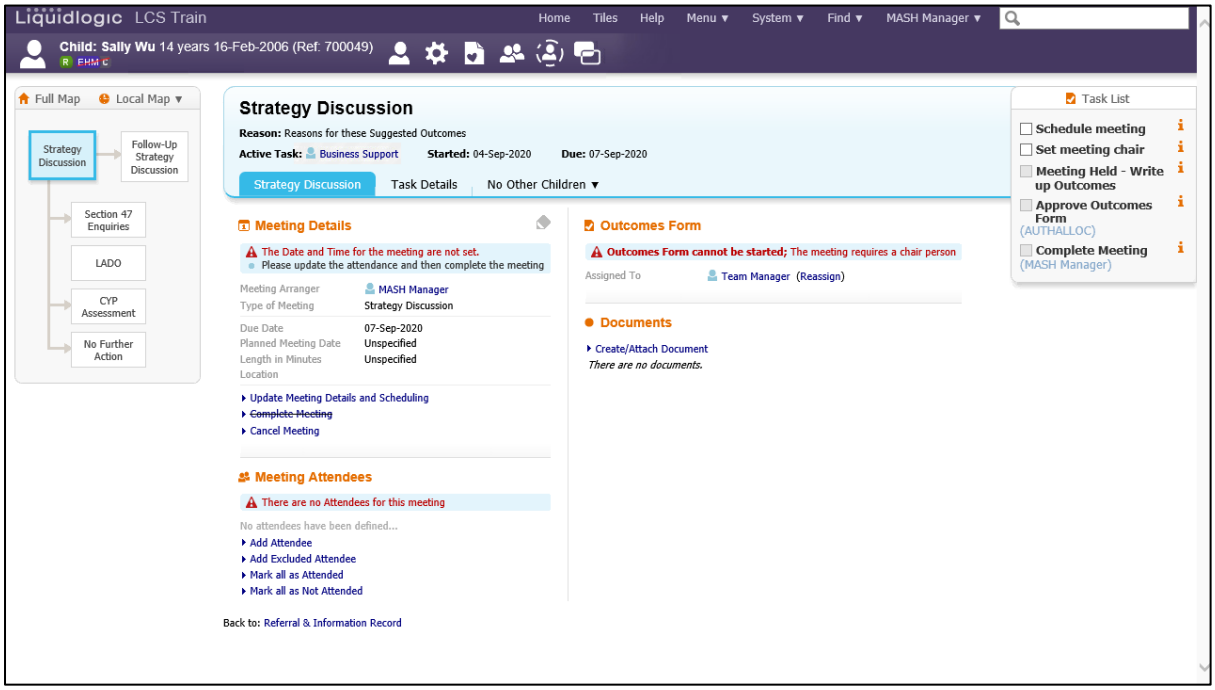
They will select ‘Business Support’ and ‘Reassign’ the task.



After that, the Outcomes and recommendations will be done by the Assessment Duty Team Manager, the MASH manager will assign that part of the form to them. They will click 'Reassign' in the 'Outcomes Form' section, and remove 'MASH Manager' as the decision writer.



They will choose the 'Team Manager' as the new decision writer and 'Save'.



The Strategy Discussion meeting is now ready to be organised by MASH Business Support.

Key points to take away:

- In the Step Up to LCS form, you choose which forms to include in the transfer – but you must include the MASH Assessment.
- Once the case is transferred from EHM to LCS, the same MASH worker will complete the referral in LCS.
- A CP or CLA notification can be added in the referral if needed.
- The Strategy meeting Outcomes form needs to be completed by the Assessment Duty Team Manager.