

Liquidlogic EHM T	Frain	Home Tiles Help Menu 🔻 System 🔻 Find 🔻 MASH Worker (0) 🔻 🔍	
User MASH Worker Training Department	🔂 Task Trays	<b>đ</b> 145	
All Empty 🔻 🔍 🖡		Episode Group Order By: Start Date   Due Date   Timeframe   Subject   Priority	0 0
AMASH Worker 5	• Yesterday (1) Person	Task Description	
A PUSAT WORKER     S	03-Sep-2020 <table-cell> <section-header> 🕬 Wu, Sally (14 years)</section-header></table-cell>	MASH - Children's Social Care Referral	

## 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.

Full Map Local Map Contact MASH Epicode MASH Epicode MASH Epicode MASH Epicode Mash Mash Epicode Children's Social Care Referral Task Details No Other Children ▼ The form has not been created Create Form Create Form Create Form	Full Map ● Local Map ▼ Contact MASH Episode MASH Episode Contact MASH Manager (Reassign) Started: 04-Sep-2020 Due: 03-Sep-2020	iquidlogic EHM Train Sally Wu, 14 years (Case No: 7)	700049) 🙍 🚜 🐽 🖓 📖	Home Tiles	Help Menu <b>v</b> Sy	stem 🔻 🛛 Find 🔻 🛛 N	1ASH Worker (0) ▼	2
Link to Current Early Holp Episod Children's Social Care Referal Universal Services Information And Advice		Salty Wu, 14 years (Case No: 7 MASH Full Map Contact MASH MASH MASH MASH New Early Help Episode Children's Social Care Referral Universal Services Information And Advice	Active Task: A MASH Manager (Reassigned Children's Social Care Referral The form has not been created	Referral m) Started: 04-Sep-202	20 <b>Due: 03-Sep-2020</b>	stanr¥ Find¥ N	æssi worker (u) ▼	

They will 'Create' the form ...



Liquidlogic EHM Train	Home Tiles Help Menu 🔻	System v Find v	MASH Worker (0) 🔻 🔍	1
Sally Wu, 14 years (Case No: 700049) 🚨 🗱 🧟) 🖻	Children's Social Care Referr			
Information Episode Consolidation Revisions			Save	Finalise Episode Close
(i) Copy Forward - Before starting the Episode you have the option to copy forward the answers (If you DO NOT want to copy forward any answers) click 'Start Blank' to begin the Episode afree	s from the listed previous Episode. Select each of t esh.	the Episodes you wish to inclu	de answers from and click 'Copy Forw	ard Selected', or alternatively
Copy Forward Selected Start Blank No Filter applied Update Filter Clear Filter				
Copy Forward - Copy answers forward from previous assessments				
Created Episode	Started By			
Vi Sairy (14 years)	👰 MASH Worker			
				· · · · · · · · · · · · · · · · · · ·

... and 'Copy Forward' the MASH Assessment.

Solly Wu, 14 years (Case No. 70004)          Ally Wu, 14 years (Case No. 70004)       Image: Revisions         Information       Episode       Consolidation       Delegate       Revisions         Information       Episode       Consolidation       Delegate       Revisions         Step Up to LCS       Tansfer Details       Delegate       Revisions         Information       One       Image: Revisions       Image: Revisions         Reference       Image: Revisions       Image: Revisions       Image: Revisions         Step Up to LCS       Tansfer Details       Image: Revisions       Image: Revisions         Image: Revisions       Image: Revisions       Image: Revisions       Image: Revisions         Mathematic (Image: Revisions       Image: Revisions       Image: Revisions       Image: Revisions         Image: Revisions       Image: Revisions       Image: Revisions       Image: Revisions       Image: Revisions         Image: Revisions       Image: Revisions       Image: Revisions       Image: Revisions       Image: Revisions         Image: Revisions       Image: Revisions       Image: Revisions       Image: Revisions       Image: Revisions         Image: Revisions       Image: Revisions       Image: Revisions       Image: Revisions       Image: Revisions         Image: Revisi	Liquidlogic EHM		Home Tiles Hel	p Menu 🔻 System 🔻	Find <b>v</b>	MASH Worker (0) 🔻 🔍		
Intolination Episode Consolidation Delegate Revisions Output LCS Frant Step Up to LCS Transfer Details Date of Transfer Output Stansfer Output Stansfer Comments Are parents aware of this transfer Refeab list of available items Message from webpage Message from webpage Person of this transfer Select All / Select None Ceneral Notes to include in this transfer Select All / Select None	Sally Wu, 14 years	; (Case No: 700049) 💄 🗱 🐣 🏝 🗐 🗗	Children's Social Care Referr					
Step Up to LCS       Transfer Details         @ Attachments (0)       Date of Transfer         My comments       My comments         Are parents aware of this transfer?       No v         Refersh lst of available flems       Message from webpage         Image: Select All / Select None       Please confirm you wish to Finalise?         Image: Select All / Select None       Image: Select All / Select None         Image: Select All / Select None       Image: Select All / Select None         Image: Select All / Select None       Image: Select All / Select None         Image: Select All / Select None       Image: Select All / Select None         Image: Select All / Select None       Image: Select All / Select None         Image: Select All / Select None       Image: Select All / Select None         Image: Select All / Select None       Image: Select All / Select None         Image: Select All / Select None       Image: Select All / Select None         Image: Select All / Select None       Image: Select All / Select None	Information Episode	Consolidation Delegate Revisions				■ Save	Finalise Episode	Close
	Step Up to LCS	Transfer Details         Date of Transfer         Comments         My comments         Are parents aware of this transfer?         Refresh list of available items         Within the context of the Person         Forms to include in this transfer         Select All / Select None         Image: HHM Contact Record (Wednesday, 3 September 20 Image)         General Notes to include in this transfer         No other General notes available for transfer         Documents to include in this transfer         Select All / Select None	220, 14:30	firm you wish to Finalise?			1	

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).



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User MASH Worker	Task Trays 🚨 🥶 🖽	
All Empty 🍸 🍳 🃮	Group By: Date   Task   Priority   Person   Address   Referral Group Order By: Start Date   Due Date   Timeframe   Subject   Priority	0 0
Search 2 MASH Worker 0	• Today (1) Person Task Description	
🚨 Duty Tray 5	Today TER Wu, Sally (14 years) Transfer from Dudley EHM - Please review this case transferred from Dudley EHM	Pickup 🤍
Sternal Placement Payments 1		t
S MASH Managers (LCS) 3		
Placements Duty 2		1
Safeguarding Admin (CLA) 1		
Safequarding Admin (CP) 6		
Transfer into LCS 1	Message from webpage	
	Message from webpage	

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.



Liquidlogic LCS Train	Home	Tiles Help Menu 🔻	System 🔻 🛛 Find 🔻	MASH Worker 🔻 🔍	
Child: Sally Wu 14 years 16-Feb-2006 (Ref: 700049)	) 🐣 (â) 🦷	<b>- -</b>			
Full Map S Local Map     Referral & Information Rec     Active Task: A MASH Worker (Reassign)		Due: Today			

The worker will 'Start' the referral ...

Liquidlogic LCS Train	Home Tiles Help Menu <b>v</b> Sys	stem 🔻 Find 🔻 MASH Worker 🔻 🔍
Child: Sally Wu 14 years 16-Feb-2006 (Ref: 700049) 💄 🔅 🛅 🚨	E) 🔁 🏯 📄 Referral Record	L
Information Record Feedback Consolidation Revisions		Save Finalise Record Close
() Copy Forward - Before starting the Record you have the option to copy forward the answers from the you DO NOT want to copy forward any answers) click 'Start Blank' to begin the Record afresh.	ted previous Records. Select each of the Records y	you wish to include answers from and click 'Copy Forward Selected', or alternatively (If
Copy Forward Selected Start Blank No Filter applied Update Filter Clear Filter		
Copy Forward - Copy answers forward from previous assessments		
Created Record	Started By	
Williams David (10 years)		
<ul> <li>✓ Today</li> <li>✓ MASH Assessment (Friday, 4 September 2020, 15:00)</li> <li>✓ Yesterday</li> <li>✓ EHM Contact Record (Thursday, 3 September 2020, 12:52)</li> </ul>	MASH Worker	
resterday Resterday Record (Thursday, 3 September 2020, 12:52)	🧟 MASH Manager MASH Manager	

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



Liquidlogic LCS T	rain	Home (1) 🔻 T	iles Help	Menu 🔻	System 🔻	Find 🔻	MASH Worker 🔻 🔍		1
Child: Sally Wu 14 y	years 16-Feb-2006 (Ref: 700049)	🌣 🖬 🐣 😩 🖻	🔒 📄	Referral Re 02-Sep-20	ecord, 20				
Information Record	Feedback Consolidation Deleg	ate Revisions					🖬 Save	Finalise Record	Close
Print     Referral and Infor     Referral and Infor     Consent     Further Details     Relevant Information     Further Action     Key Agencies	Referral Please record brief details about the reason for r Reason for Referral/request for s Category of Need for Referral Reason for Referral		alf of the child.	It is important	to record details	even when	services cannot be provided imn	nediately or at all.	\$8 " {8 6
<ul> <li>Parents</li> <li>Child/Young Perso</li> <li>Main Carers</li> </ul>	Details of person making contact Date and Time of Contact	02-Sep-2020 15:57							н
Signatures     Attachments (0)	Time of Contact Who has made contact? In this a Returning Care leaver referral?	Normal working hours Sally Wu Yes No	~						- 
	Further Details Source Type Does this person wish to remain anonymous?	Self O Yes ( No			~				
	Contextual Safeguarding Concerts Extra Familial Concerts Do you believe the child to be involved in the following;	NS Child Sexual Exploitation (CSE) Child Criminal Exploitation (CCE Gang Affiliation	Missing	n Peer Abuse Slavery/Traffic	king				\$ <b>6</b> \$

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.

Liquidlogic LCS T	rain	Home (1) ▼ Tile	s Help Menu 🔻	System 🔻 🛛 Find 🔻	MASH Worker 🔻 🔍	
Child: Sally Wu 14 y	/ears 16-Feb-2006 (Ref: 700049)	🗱 📑 🚨 🤹	Referral Re 02-Sep-20	ecord, 20		
Information Record		gate Revisions			🗄 Save	Finalise Record Close
<ul> <li>Print</li> <li>Referral and Infor</li> <li>Referral *<sup>H+0</sup></li> <li>Consent <sup>9</sup></li> </ul>	Further Action This section is used to record any actions taken If a decision on the referral/request for service Where appropriate the child/young person sho	s was not made within one working day, plea	e explain why.	ay be ticked.		T
Further Details     Relevant Information     Further Action     Key Agencies     Parents     Child/Young Perso     Main Carers	Referral Decision Date Suggested Outcomes	0+-Sep-2020 Information And Advice Child & Young Person's Assessment Referral to Other Agency No Further Action Strategy Discussion Private Fostering Agreement		-		* 6 & 6
<ul> <li>Signatures</li> <li>Attachments (0)</li> </ul>	Reasons for these Suggested Outcomes	Reasons for these Suggested Outcomes				
	Managers Rationale	1				

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'.



Liquidlogic LCS Train	Home 1	Tiles Help	Menu 🔻	System 🔻	Find 🔻	MASH Worker 🔻	Q,	
Child: Sally Wu 14 years 16-Feb-2006 (Ref. 700049) 🚨 🗱 🔂 .	🐣 (Ē) 🖶	енм						
Full Map Contact     Cont	z <b>d:</b> 04-Sep-2020 ner Children ▼	Due: Today						

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

Liquidlogic LCS T	ain	Home Tiles Help Menu v System v Find v MASH Manager v 🔍	~
User MASH Manager Training Department	🔂 Task Trays 🚨 🏩	h î	
All Empty 🍸 🔍 🖡	Group By: Date   Task   Priority   Person   Address   Referral Group	Order By: Start Date   Due Date   Timeframe   Subject   Priority	0 0
Section Manager 1	Last Wednesday (1) Person	Task Description	
² Manager Tray	02-Sep-2020 smith, cathy 10 yrs [Ref: 700016	6] Contact - Authorise	Pickup
🛃 Duty Tray 5	• Yesterday (2) Person	Task Description	
Sternal Place 1	03-Sep-2020 CIN [EE] Dover, Jane 9 yrs [Ref: 700036]	Contact - Authorise	Pickup
ASH Manage 4	03-Sep-2020 EHHT Wu, Sally 14 yrs [Ref: 700049]	Referral - Authorise	Pickup
Placements Duty 2 Safeguarding 1		Message from webpage	1 I
Safeguarding 1		Are you sure you want to pick up this task?      OK Cancel	

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



R FRM C	Feedback Consolidation Dele	egate Revisions	Referral Record, 04-Sep-2020	Save Finalise	Record Close
Referral and Infor Referral *** Consent *	This section is used to record any actions taker If a decision on the referral/request for servic. Where appropriate the child/young person sho	es was not made within one working day, plea	ase explain why.	I	
Consent     Further Details     Relevant Information     Further Action     Key Agencies     Parents     Child/Young Perso     Main Carers	where appropriate the enaryoung person sine Referral Decision Date Suggested Outcomes	04-Sep-2020  Information And Advice Child & Young Person's Assessment Referral to Other Agency No Further Action  Strategy Discussion	a reterral.  CP Receiving In - Ensure there is an / Returning-Gare-Leaver—Start-Pathwa Referral to Early Help Start a EdGo support Plan Request Start a Edge of Care Referral		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Signatures Attachments (0)	Reasons for these Suggested Outcomes	Private Fostering Agreement Reasons for these Suggested Outcomes Managers Rationale			<b>1</b>
		renagers kationaie		 	

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

Liquidlogic LCS Train	Home Tiles Help Menu 🔻 System 🔻 Find 🔻 MASH Manager 🔻 🔍
Child: Sally Wu 14 years 16-Feb-2006 (Ref: 700049)	🖥 🤐 🚇 🖻
Full Map Cocal Map Referral & Information Referral & Contact Contact Record Referral & MASH Manager (Reassign) Contact/Referral Task Details	
Information & Advice View Referral Record by Chas Adoyade (Training	Department) - Training Department (Awaiting Authorisation)
Referral to Other Agency	Message from webpage
Private Fostering The Record Charactering Assessor Charactering Reviewer MASH Manag	Please Confirm you wish to authorise this Record? Assessment Type: Referral Record Completed On: 04-Sep-2020
Non-Agency Adoption	OK Cancel
QCL Assessment Date of Referral	
Referral to Early Help Category of Need for Referral	04-Sep-2020 N1 - Abuse or Neglect
No Further Action Reason for Referral	Contact reasons
Who has made contact?	Service User
Person making contact	Child: Sally Wu

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.



Child: Sally Wu 14 years	16-Feb-2006 (Ref: 700049) 💄 🗱 🛃 🤽 🧟)	-	
📌 Full Map 🛛 😫 Local Map 🔻	Strategy Discussion		Task List
	Reason: Reasons for these Suggested Outcomes		Schedule meeting
Strategy Follow-Up Strategy	Active Task: AMASH Manager (Reassign) Started: 04-Sep-	-2020 Due: 07-Sep-2020	Set meeting chair i
Discussion	Strategy Discussion Task Details No Other Child	dren ▼	Meeting Held - Write i up Outcomes
Section 47 Enquiries	Meeting Details	Outcomes Form	Approve Outcomes i Form (AUTHALLOC)
LADO	A The Date and Time for the meeting are not set. <ul> <li>Please update the attendance and then complete the meeting</li> </ul>	Outcomes Form cannot be started; The meeting requires a chair person     Assigned To     Assigned To     Assigned To	Complete Meeting i (MASH Manager)
CYP Assessment	Meeting Arranger Strategy Discussion	Assigned to PIASH Manager (Keassign)	(
No Further Action	Due Date 07-Sep-2020 Planned Meeting Date Unspecified Length in Minutes Unspecified Location	Documents     Create/Attach Document     There are no documents.	
	<ul> <li>Update Meeting Details and Scheduling</li> <li><del>Complete Meeting</del></li> <li>Cancel Meeting</li> </ul>		
	St Meeting Attendees		
	A There are no Attendees for this meeting		
	No attendees have been defined > Add Attendee > Add Excluded Attendee > Mark all as Attended > Mark all as Not Attended		
	Back to: Referral & Information Record		

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.

Liquidlogic LCS Train Home Tiles Help Menu V System V Find V MASH Manager V	Q
👤 Child: Sally Wu 14 years 16-Feb-2006 (Ref. 700049) 💄 🗱 📑 🕰 🎑 着	
A Full Map         Eccal Map         Strategy Discussion	Task List
Reason: Reasons for these Suggested Outcomes	Schedule meeting
Strategy Follow-Up Strategy Active Task: A MASH Manager (Reassign Started: 04-Sep-2020 Due: 07-Sep-2020	Set meeting chair
Discussion Discussion Strategy Reassign Task Cancel	Meeting Held - Write i up Outcomes
Section 47	Approve Outcomes
Enquiries   Meeting  Reassign the task: Strategy Discussion - Organise Strategy Discussion	(AUTHALLOC)
LADO	Complete Meeting i (MASH Manager)
g Other Business Support X sign)	(MASH Mallager)
CYP Type of reate New Professional Involvement	
Assessment Due Date	
No Further Planned Meet Comments:	
Action Length in Mini Location	
Update Mee	
> Complete H	
Cancel Meeting	
# Meeting Attendees	
A There are no Attendees for this meeting	
No attendees have been defined	
Add Attendee     Add Excluded Attendee	
► Mark all as Attended	
Mark all as Not Attended	
Back to: Referral & Information Record	
	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

They will select 'Business Support' and 'Reassign' the task.



	s 16-Feb-2006 (Ref: 700049) 💄 🔅 🛅 🤽 🏝 📳		
Full Map 🛛 👙 Local Map 🔻	Strategy Discussion	🖸 Task List	
	w-Up Reason: Reasons for these Suggested Outcomes		
Strategy Follow-Up			
Discussion Discussion			
	Strategy Discussion Task Details No Other Children V	up Outcomes	
Section 47 Enquiries	Meeting Details     S     Outcomes Form	Approve Outcomes Form (AUTHALLOC)	
	A The Date and Time for the meeting are not set. A Outcomes Form cannot be started; The meeting rec	uires a chair person	
LADO	Please update the attendance and the reconstruction Meeting Arranger MASH Manager (Reeassign)	(MASH Manager)	
CYP			
Assessment	Type of Meeting Strategy Discus Save Cancel		
No Further	Due Date 07-Sep-2020 Planned Meeting Date Unspecified		
Action	Length in Minutes Unspecified		
	Location Decision Writer AMASH Manage		
	Update Meeting Details and Scheduling     Save     Cancel		
	Complete Meeting     Cancel Meeting		
	, concernitioning		
	St Meeting Attendees		
	A There are no Attendees for this meeting		
	No attendees have been defined		
	► Add Attendee		
	Add Excluded Attendee     Mark all as Attended		
	Mark all as Not Attended		

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.

Child: Sally Wu 14 years 1	Home Tiles Help Menu v System v Find v MASH Manager v 16-Feb-2006 (Ref. 700049) 👤 🔅 🛅 🚨 🤹 🤹	Q^
📌 Full Map 🛛 😫 Local Map 🔻	Strategy Discussion	Task List
	Reason: Reasons for these Suggested Outcomes	Schedule meeting
Strategy Follow-Up Strategy	Active Task: Business Support Started: 04-Sep-2020 Due: 07-Sep-2020	Set meeting chair i
Discussion	Strategy Discussion Task Details No Other Children 🔻	Meeting Held - Write i up Outcomes
Section 47 Enquiries	Meeting Details     S     Outcomes Form	Approve Outcomes i Form (AUTHALLOC)
LADO	A The Date and Time for the meeting are not set.  Please update the attendance and the at	Complete Meeting
CYP Assessment No Further Action	Please update the attendance and the Re-Assign Meeting Outcomes Type of Meeting Outcomes Due Date 07-5ep-2020 Planned Meeting Data Unspecified Location Location Locate Meeting Details and Schedure Save Cancel Decision Writer Cancel Meeting Outcomes Locate Meeting Cancel Meeting Save Cancel MASH Manager Cancel Meeting	(MASH Manager)
	Meeting Attendees	
	A There are no Attendees for this meeting	
	No attendees have been defined > Add Attendee > Add Excluded Attendee > Mark all as Not Attended > Mark all as Not Attended	
	Back to: Referral & Information Record	
		~

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



ap 👙 Local Map 🔻			Task List
Pollow-Up Strategy Discussion	Strategy Discussion           Reason: Reasons for these Suggested Outcomes           Active Task: <ul> <li>Business Support</li> <li>Started: 04-Sep-2020</li> <li>Strategy Discussion</li> <li>Task Details</li> <li>No Other Chil</li> </ul>	Due: 07-Sep-2020 dran ▼	Schedule meeting Set meeting chair Meeting Held - Write up Outcomes
Section 47 Enquiries	Meeting Details	Outcomes Form	Approve Outcomes Form (AUTHALLOC)
CYP Assessment No Further Action	The Date and Time for the meeting are not set.     Please update the attendance and then complete the meeting Meeting Arranger     Stategy Discussion	Outcomes Form cannot be started; The meeting requires a chair person Assigned To     Comparison     Compar	Complete Meeting (MASH Manager)
	Due Date 07-Sep-2020 Planned Meeting Date Unspecified Length in Minutes Unspecified Location	Documents     Create/Attach Document     There are no documents.	
	<ul> <li>Update Meeting Details and Scheduling</li> <li>Complete Meeting</li> <li>Cancel Meeting</li> </ul>		
	Meeting Attendees		
	There are no Attendees for this meeting No attendees have been defined Add Attendee Add Excluded Attendee Mark all as Attended Mark all as Not Attended		

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.