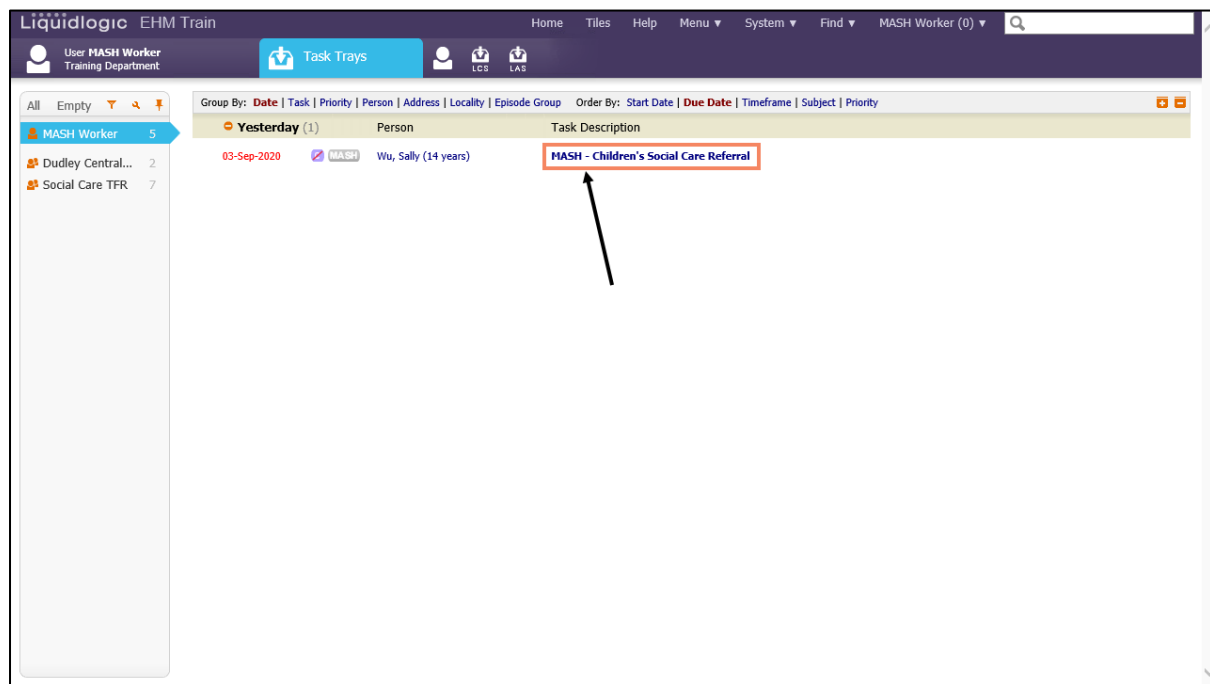
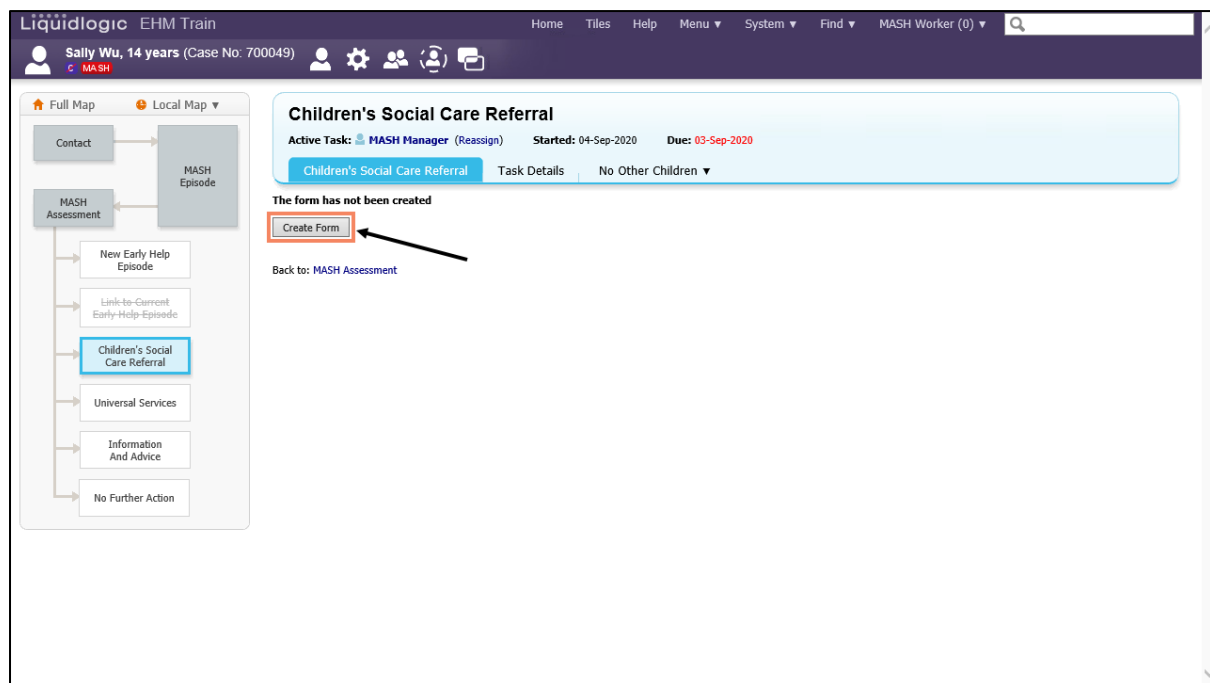


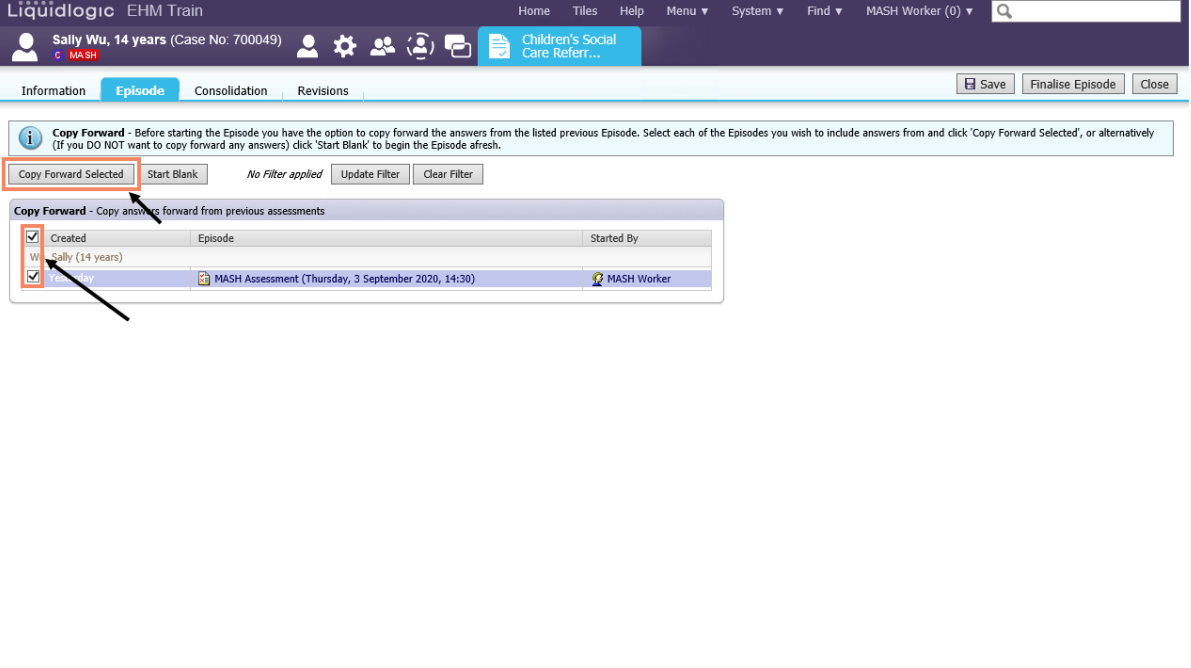
MASH - Step up to LCS – User Guide



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



They will 'Create' the form ...



Liquidlogic EHM Train

Home Tiles Help Menu System Find MASH Worker (0)

Sally Wu, 14 years (Case No: 700049) Children's Social Care Referr...

Information **Episode** Consolidation Revisions Save Finalise Episode Close

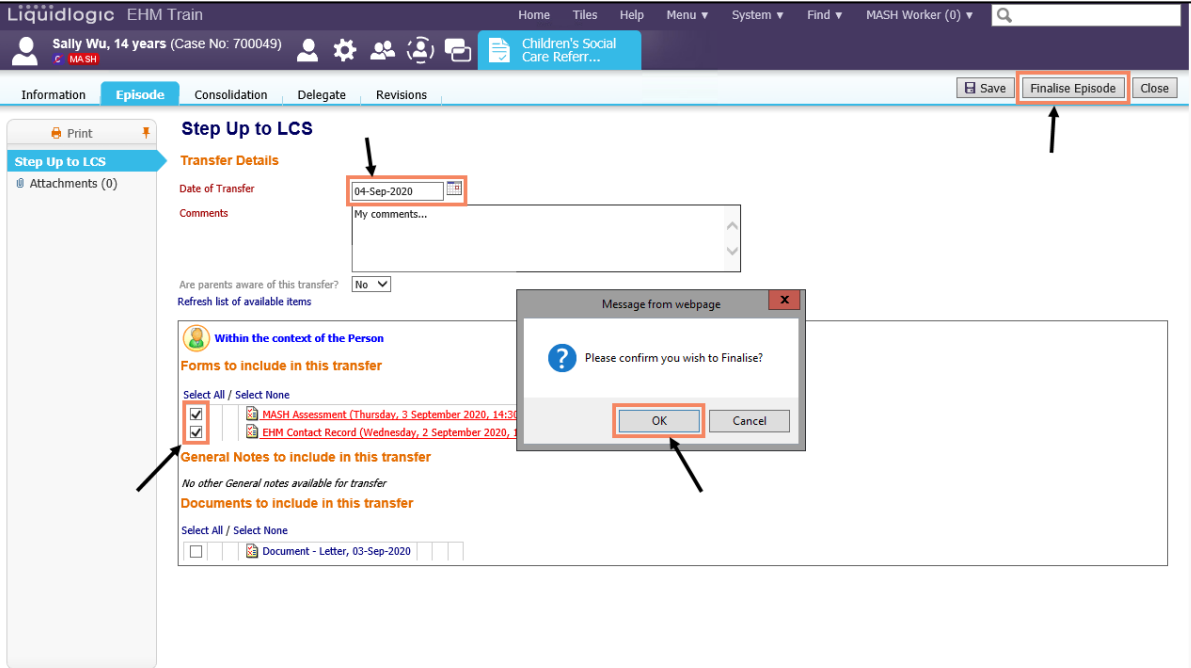
Copy Forward - Before starting the Episode you have the option to copy forward the answers from the listed previous Episode. Select each of the Episodes you wish to include answers from and click 'Copy Forward Selected', or alternatively (If you DO NOT want to copy forward any answers) click 'Start Blank' to begin the Episode afresh.

Copy Forward Selected Start Blank No Filter applied Update Filter Clear Filter

Copy Forward - Copy answers forward from previous assessments

| Created | Episode | Started By |
|-------------------------------------|---|-------------|
| <input checked="" type="checkbox"/> | Wally (14 years) | |
| <input checked="" type="checkbox"/> | MASH Assessment (Thursday, 3 September 2020, 14:30) | MASH Worker |

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



Liquidlogic EHM Train

Home Tiles Help Menu System Find MASH Worker (0)

Sally Wu, 14 years (Case No: 700049) Children's Social Care Referr...

Information **Episode** Consolidation Delegate Revisions Save **Finalise Episode** Close

Step Up to LCS

Print Attachments (0)

Transfer Details

Date of Transfer: 04-Sep-2020

Comments: My comments...

Are parents aware of this transfer? No

Refresh list of available items

Within the context of the Person

Forms to include in this transfer

Select All / Select None

- ☒ MASH Assessment (Thursday, 3 September 2020, 14:30)
- ☒ EHM Contact Record (Wednesday, 2 September 2020, 14:30)

General Notes to include in this transfer

No other General notes available for transfer

Documents to include in this transfer

Select All / Select None

☐ Document - Letter, 03-Sep-2020

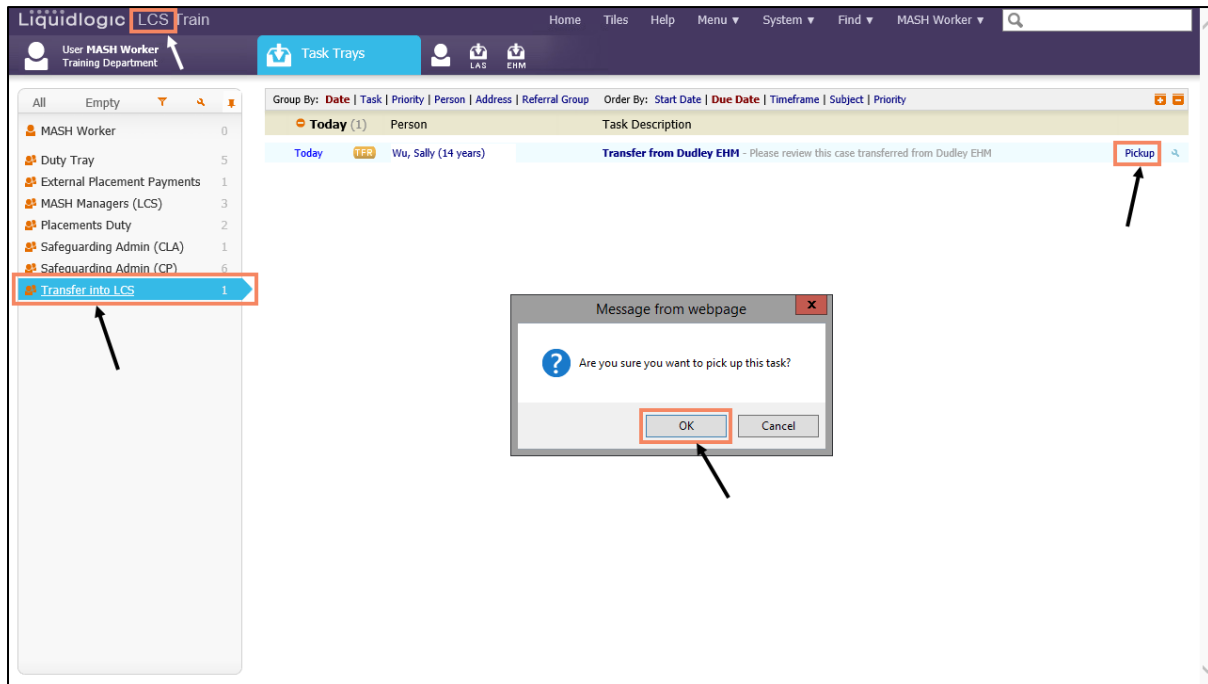
Message from webpage

Please confirm you wish to Finalise?

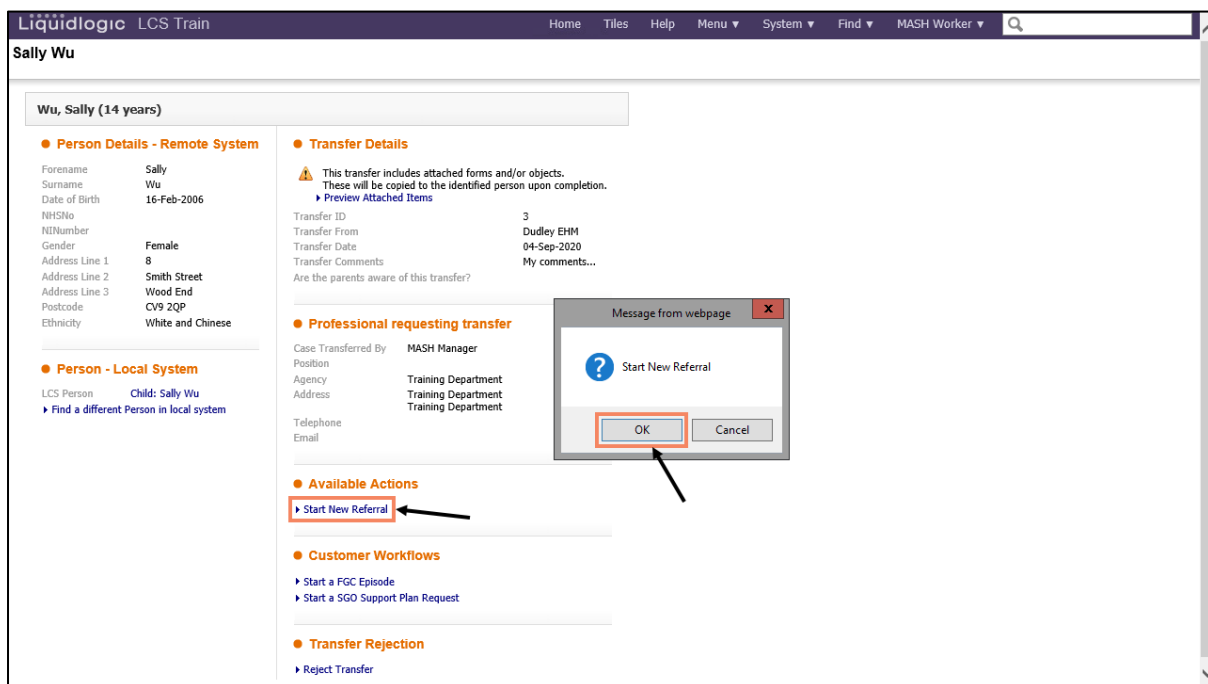
OK Cancel

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.

Liquidlogic LCS Train Home Tiles Help Menu System Find MASH Worker

Child: Sally Wu 14 years 16-Feb-2006 (Ref: 700049) EHM

Full Map Local Map

Contact Record

Referral

CYP Assessment

Information & Advice

Referral to Other Agency

Private Fostering

CP Transfer In

Non-Agency Adoption

QCL Assessment

Referral to Early Help

No Further Action

Referral & Information Record

Active Task: MASH Worker (Reassign) Started: 04-Sep-2020 Due: Today

Contact/Referral Task Details No Other Children

The Referral Record has not been started.

Start Referral

The worker will 'Start' the referral ...

Liquidlogic LCS Train Home Tiles Help Menu System Find MASH Worker

Child: Sally Wu 14 years 16-Feb-2006 (Ref: 700049) EHM

Referral Record, 02-Sep-2020

Information **Record** Feedback Consolidation Revisions

Save Finalise Record Close

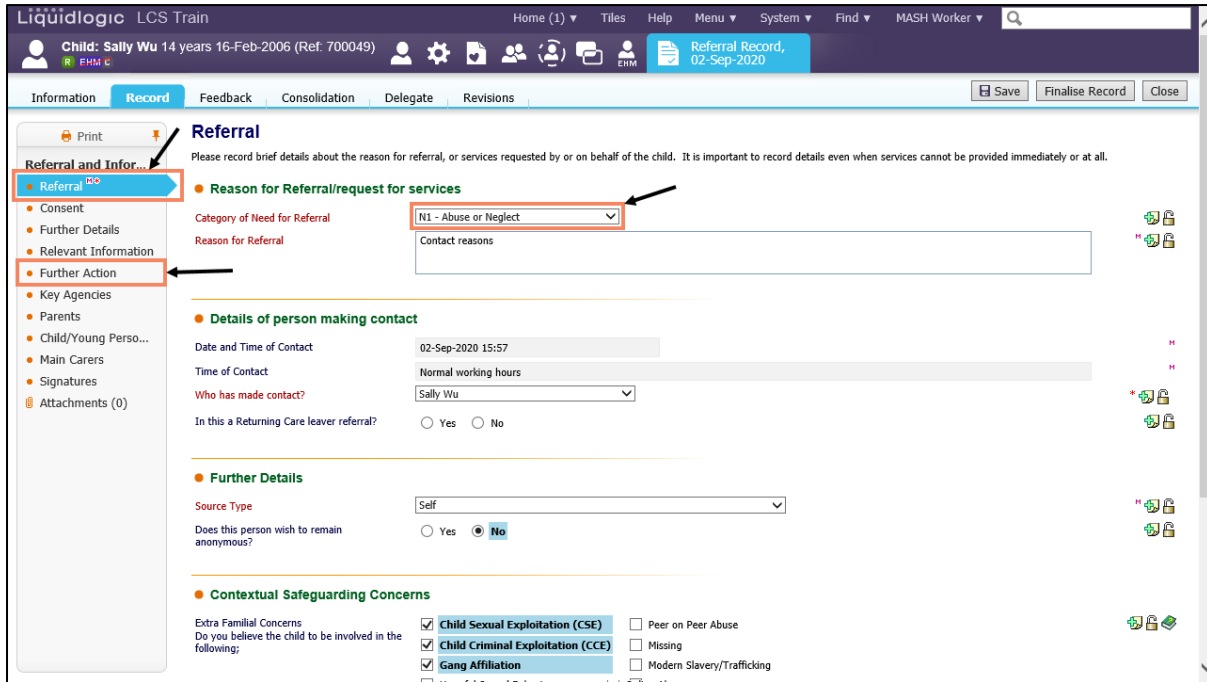
Copy Forward - Before starting the Record you have the option to copy forward the answers from the listed previous Records. Select each of the Records you wish to include answers from and click 'Copy Forward Selected', or alternatively (if you DO NOT want to copy forward any answers) click 'Start Blank' to begin the Record afresh.

Copy Forward Selected Start Blank No Filter applied Update Filter Clear Filter

Copy Forward - Copy answers forward from previous assessments

| Created | Record | Started By |
|-------------------------------------|--|---------------------------|
| <input checked="" type="checkbox"/> | Williams David (10 years) | |
| <input checked="" type="checkbox"/> | MASH Assessment (Friday, 4 September 2020, 15:00) | MASH Worker |
| <input checked="" type="checkbox"/> | EHM Contact Record (Thursday, 3 September 2020, 12:52) | MASH Manager MASH Manager |

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



Liquidlogic LCS Train

Home (1) Tiles Help Menu System Find MASH Worker

Child: Sally Wu 14 years 16-Feb-2006 (Ref: 700049)

Referral Record, 02-Sep-2020

Information **Record** Feedback Consolidation Delegate Revisions

Print

Referral

Please record brief details about the reason for referral, or services requested by or on behalf of the child. It is important to record details even when services cannot be provided immediately or at all.

Reason for Referral/request for services

Category of Need for Referral: N1 - Abuse or Neglect

Reason for Referral: Contact reasons

Details of person making contact

Date and Time of Contact: 02-Sep-2020 15:57

Time of Contact: Normal working hours

Who has made contact?: Sally Wu

In this a Returning Care leaver referral? ☐ Yes ☐ No

Further Details

Source Type: Self

Does this person wish to remain anonymous? ☐ Yes ☒ No

Contextual Safeguarding Concerns

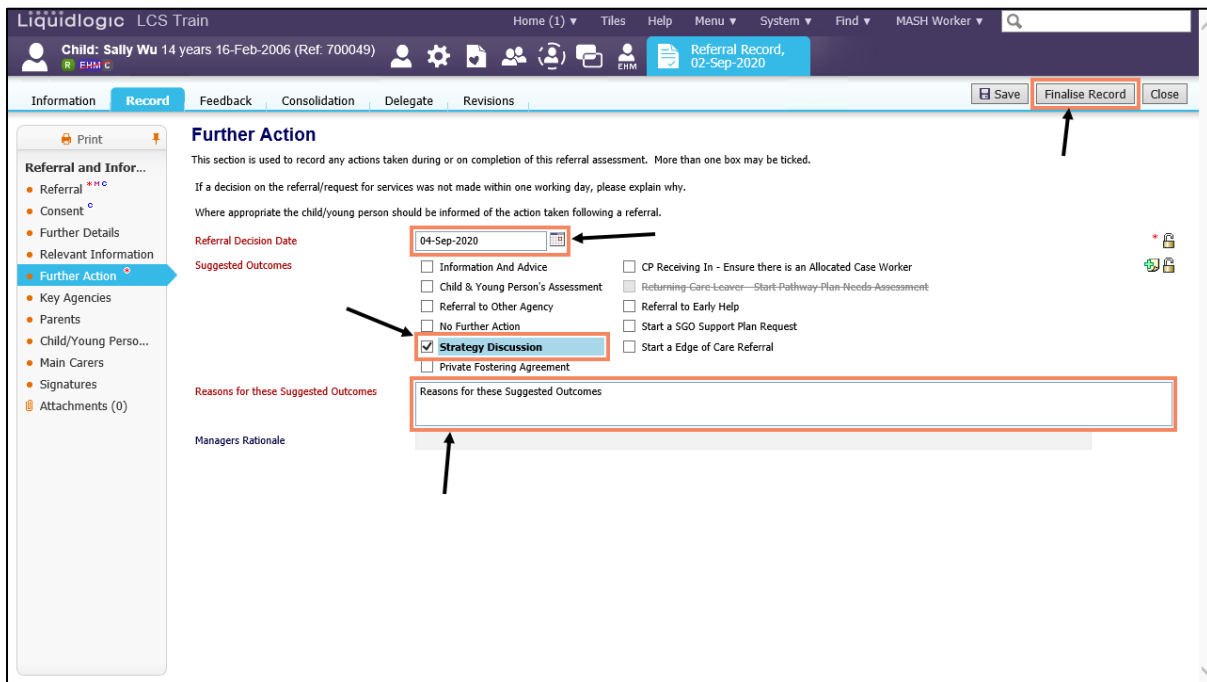
Extra Familial Concerns: Do you believe the child to be involved in the following;

☒ Child Sexual Exploitation (CSE) ☐ Peer on Peer Abuse

☒ Child Criminal Exploitation (CCE) ☐ Missing

☒ Gang Affiliation ☐ Modern Slavery/Trafficking

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 Train

Home (1) Tiles Help Menu System Find MASH Worker

Child: Sally Wu 14 years 16-Feb-2006 (Ref: 700049)

Referral Record, 02-Sep-2020

Information **Record** Feedback Consolidation Delegate Revisions

Print

Further Action

This section is used to record any actions taken during or on completion of this referral assessment. More than one box may be ticked.

If a decision on the referral/request for services was not made within one working day, please explain why.

Where appropriate the child/young person should be informed of the action taken following a referral.

Referral Decision Date: 04-Sep-2020

Suggested Outcomes

☐ Information And Advice ☐ CP Receiving In - Ensure there is an Allocated Case Worker

☐ Child & Young Person's Assessment ☐ Returning Care-Leaver—Start Pathway-Plan-Needs Assessment

☐ Referral to Other Agency ☐ Referral to Early Help

☐ No Further Action ☐ Start a SGO Support Plan Request

☒ **Strategy Discussion** ☐ Start a Edge of Care Referral

☐ Private Fostering Agreement

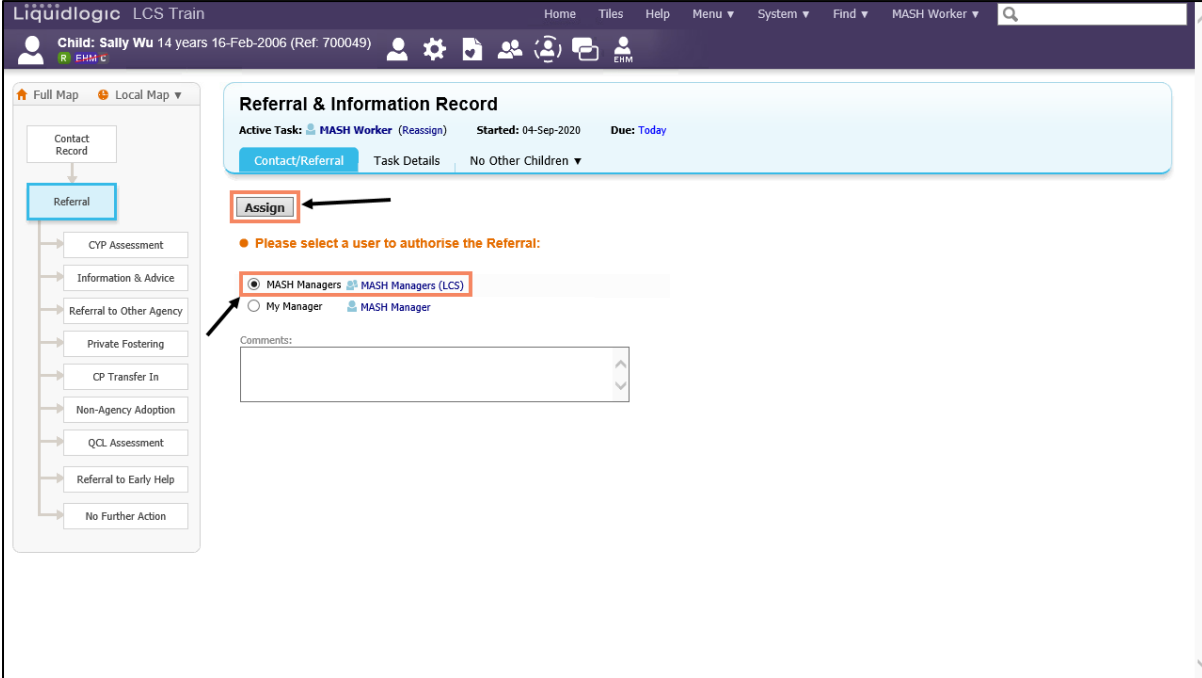
Reasons for these Suggested Outcomes

Reasons for these Suggested Outcomes

Managers Rationale

Managers Rationale

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

Child: Sally Wu 14 years 16-Feb-2006 (Ref: 700049)

Home Tiles Help Menu System Find MASH Worker

Full Map Local Map

Contact Record

Referral

CYP Assessment

Information & Advice

Referral to Other Agency

Private Fostering

CP Transfer In

Non-Agency Adoption

QCL Assessment

Referral to Early Help

No Further Action

Referral & Information Record

Active Task: MASH Worker (Reassign) Started: 04-Sep-2020 Due: Today

Contact/Referral Task Details No Other Children

Assign

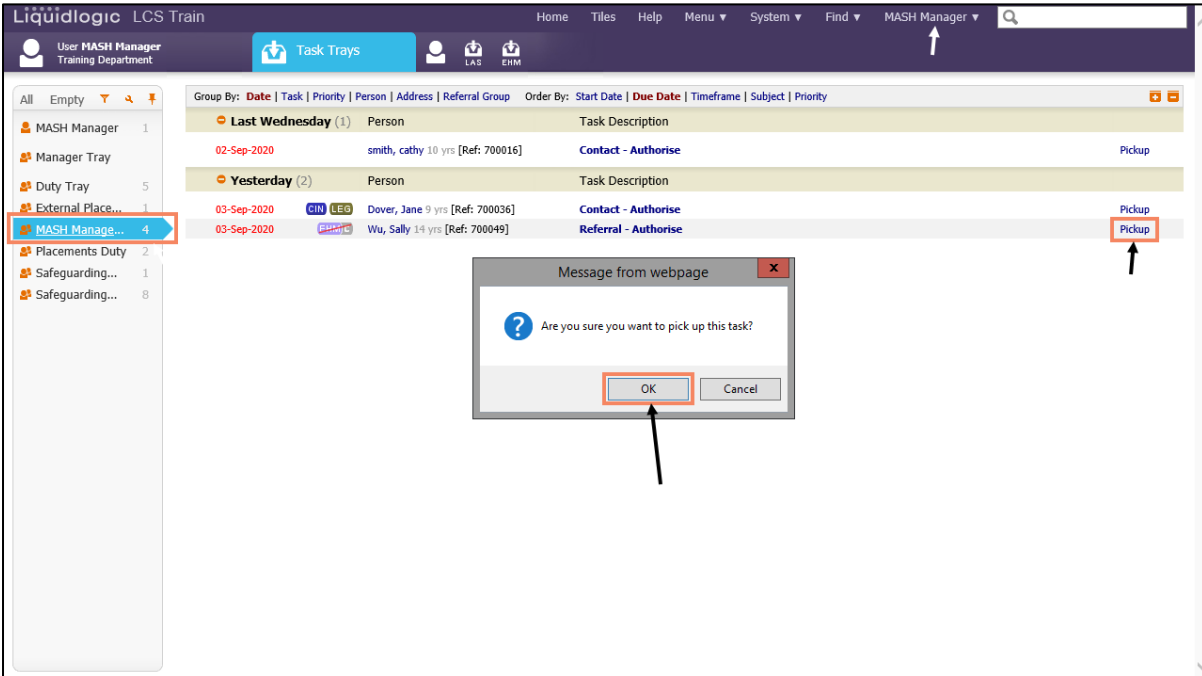
Please select a user to authorise the Referral:

☒ MASH Managers ☐ MASH Managers (LCS)

☐ My Manager ☐ MASH Manager

Comments:

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



Liquidlogic LCS Train

User MASH Manager Training Department

Home Tiles Help Menu System Find MASH Manager

Task Trays

All Empty

MASH Manager 1

Manager Tray

Duty Tray 5

External Place... 1

MASH Manage... 4

Placements Duty 2

Safeguarding... 1

Safeguarding... 8

Group By: Date Task Priority Person Address Referral Group Order By: Start Date Due Date Timeframe Subject Priority

Last Wednesday (1) Person Task Description

02-Sep-2020 smith, cathy 10 yrs [Ref: 700016] Contact - Authorise Pickup

Yesterday (2) Person Task Description

03-Sep-2020 CIL LED Dover, Jane 9 yrs [Ref: 700036] Contact - Authorise Pickup

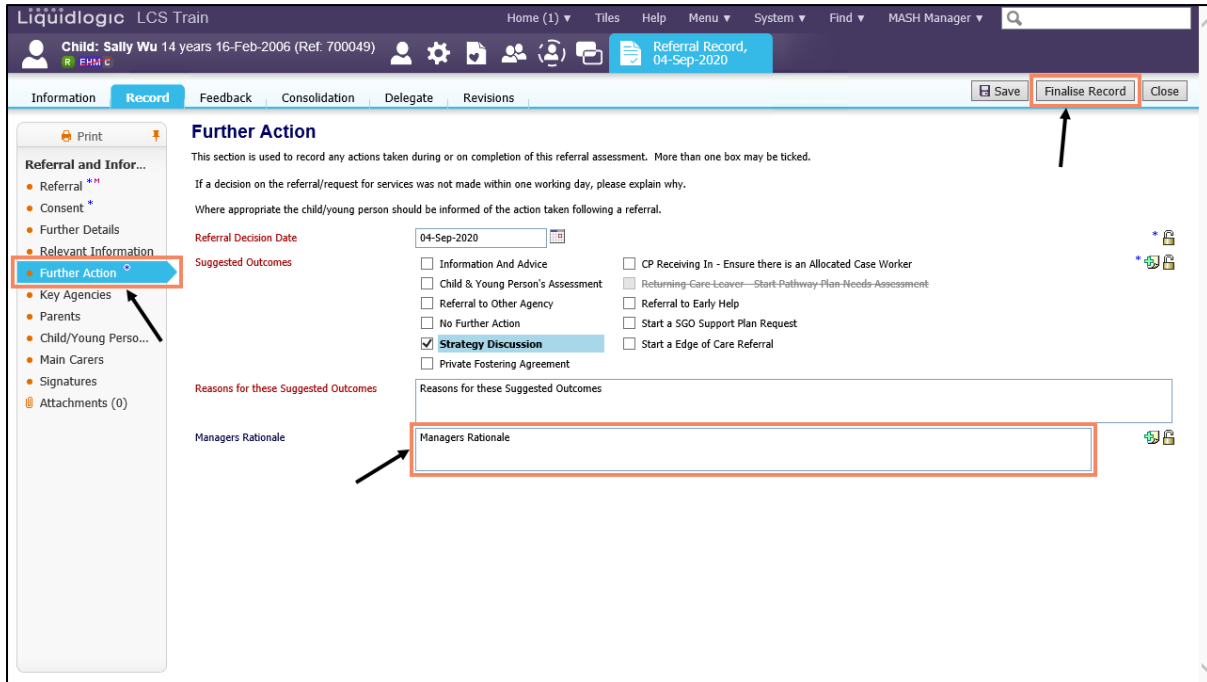
03-Sep-2020 WU, Sally 14 yrs [Ref: 700049] Referral - Authorise Pickup

Message from webpage

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.



Liquidlogic LCS Train

Child: Sally Wu 14 years 16-Feb-2006 (Ref: 700049)

Referral Record, 04-Sep-2020

Information **Record** Feedback Consolidation Delegate Revisions

Print

Further Action

This section is used to record any actions taken during or on completion of this referral assessment. More than one box may be ticked.

If a decision on the referral/request for services was not made within one working day, please explain why.

Where appropriate the child/young person should be informed of the action taken following a referral.

Referral Decision Date: 04-Sep-2020

Suggested Outcomes

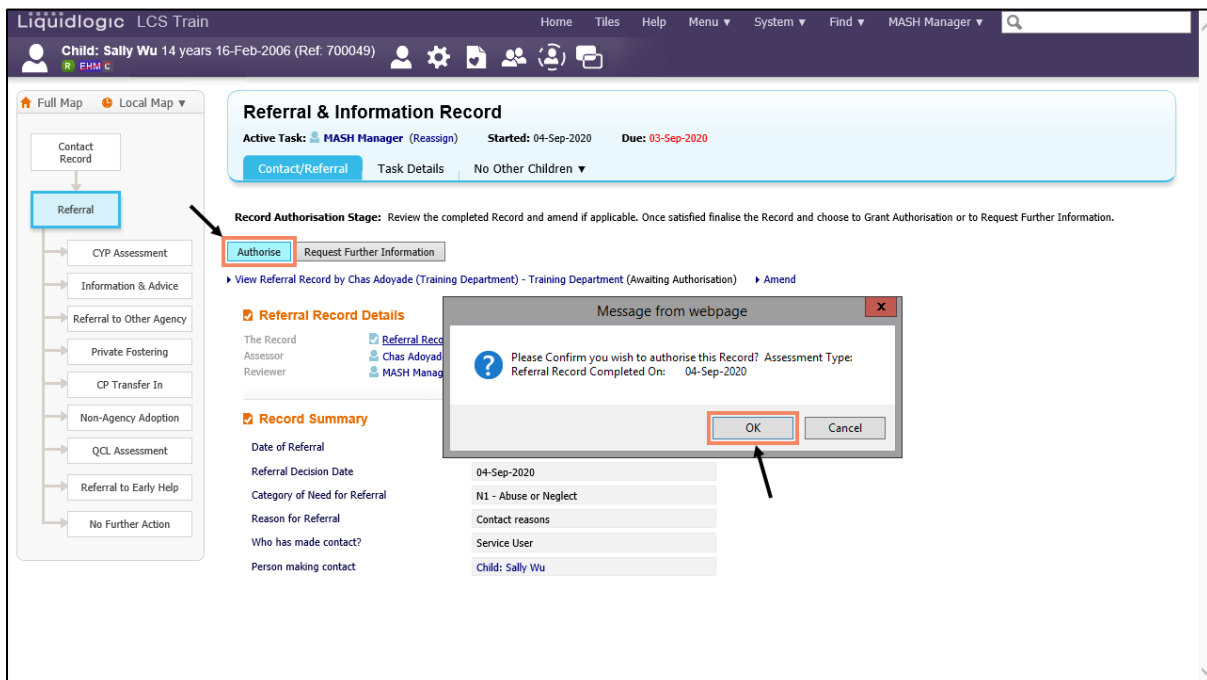
- ☐ Information And Advice
- ☐ Child & Young Person's Assessment
- ☐ Referral to Other Agency
- ☐ No Further Action
- ☒ **Strategy Discussion**
- ☐ Private Fostering Agreement
- ☐ CP Receiving In - Ensure there is an Allocated Case Worker
- ☐ Returning Care-Leaver—Start-Pathway-Plan-Needs-Assessment
- ☐ Referral to Early Help
- ☐ Start a SGO Support Plan Request
- ☐ Start a Edge of Care Referral

Reasons for these Suggested Outcomes

Managers Rationale

Save Finalise Record Close

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

Child: Sally Wu 14 years 16-Feb-2006 (Ref: 700049)

Referral Record, 04-Sep-2020

Full Map Local Map

Contact Record

Referral

CYP Assessment

Information & Advice

Referral to Other Agency

Private Fostering

CP Transfer In

Non-Agency Adoption

QCL Assessment

Referral to Early Help

No Further Action

Referral & Information Record

Active Task: MASH Manager (Reassign) Started: 04-Sep-2020 Due: 03-Sep-2020

Contact/Referral Task Details No Other Children

Record Authorisation Stage: Review the completed Record and amend if applicable. Once satisfied finalise the Record and choose to Grant Authorisation or to Request Further Information.

Authorise Request Further Information

View Referral Record by Chas Adayade (Training Department) - Training Department (Awaiting Authorisation) Amend

Referral Record Details

The Record Referral Record

Assessor Chas Adayade

Reviewer MASH Manager

Record Summary

Date of Referral

Referral Decision Date

Category of Need for Referral

Reason for Referral

Who has made contact?

Person making contact

04-Sep-2020

N1 - Abuse or Neglect

Contact reasons

Service User

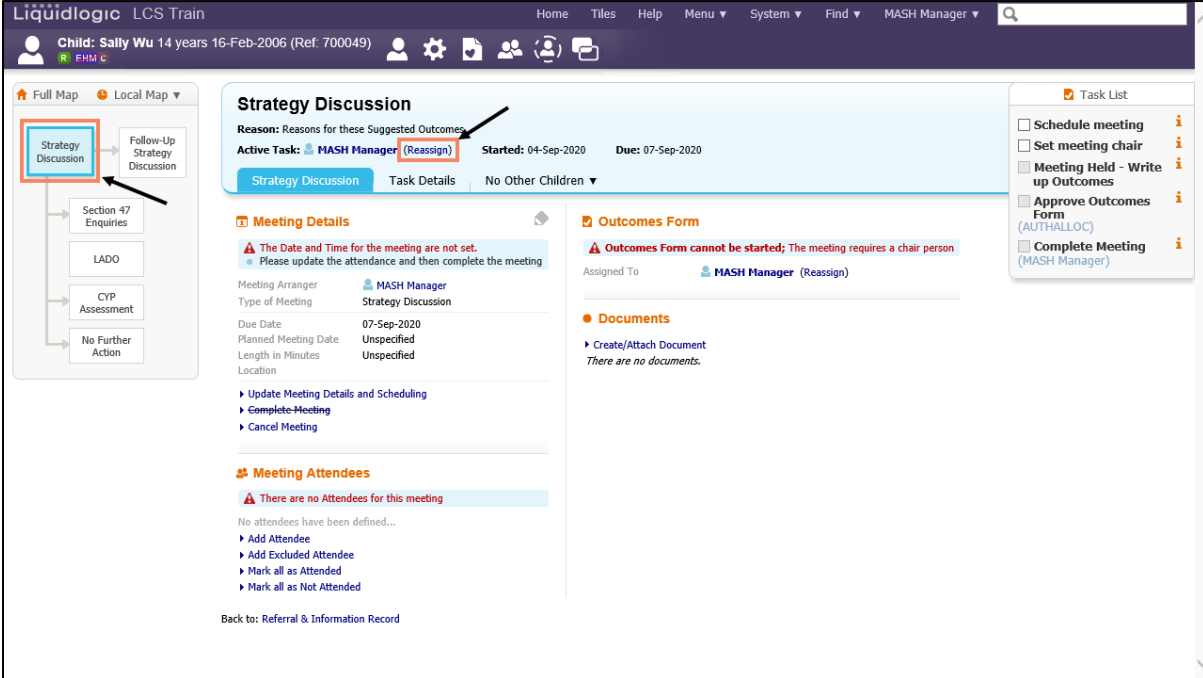
Child: Sally Wu

Message from webpage

Please Confirm you wish to authorise this Record? Assessment Type: Referral Record Completed On: 04-Sep-2020

OK Cancel

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.



Liquidlogic LCS Train

Child: Sally Wu 14 years 16-Feb-2006 (Ref: 700049)

Strategy Discussion

Reason: Reasons for these Suggested Outcomes

Active Task: **MASH Manager (Reassign)** Started: 04-Sep-2020 Due: 07-Sep-2020

Strategy Discussion Task Details No Other Children

Meeting Details

The Date and Time for the meeting are not set. Please update the attendance and then complete the meeting

Meeting Arranger: MASH Manager
Type of Meeting: Strategy Discussion
Due Date: 07-Sep-2020
Planned Meeting Date: Unspecified
Length in Minutes: Unspecified
Location:

Update Meeting Details and Scheduling
Complete Meeting
Cancel Meeting

Outcomes Form

Outcomes Form cannot be started; The meeting requires a chair person

Assigned To: MASH Manager (Reassign)

Documents

Create/Attach Document
There are no documents.

Meeting Attendees

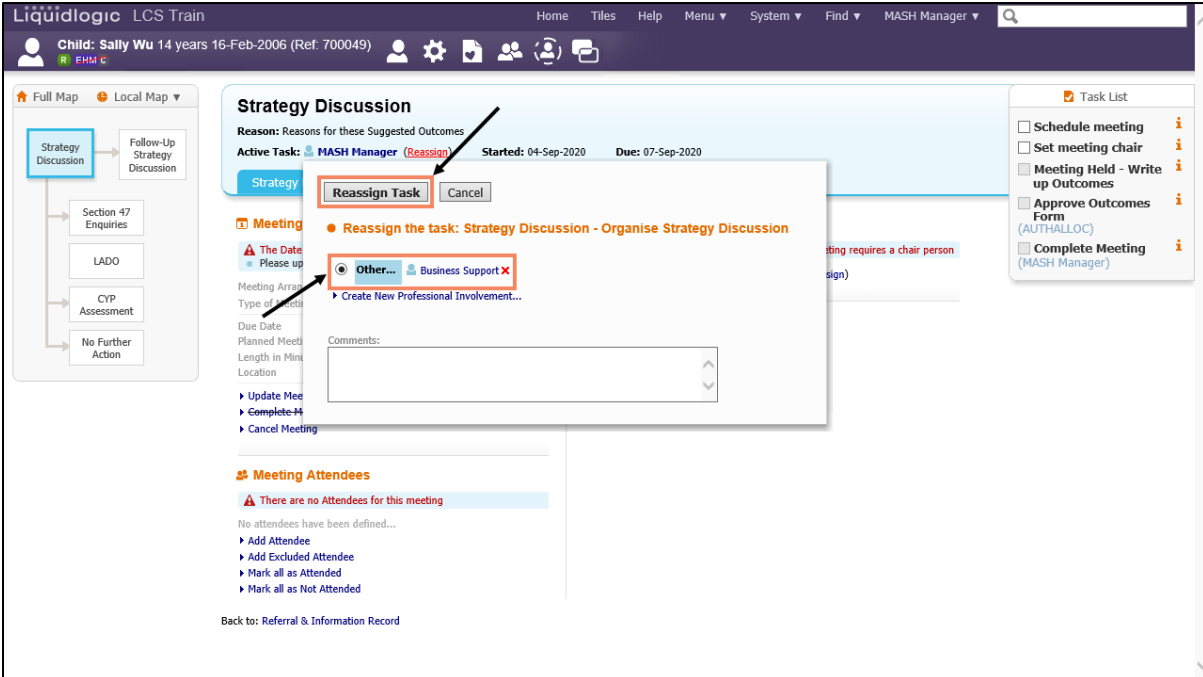
There are no Attendees for this meeting

No attendees have been defined...

Add Attendee
Add Excluded Attendee
Mark all as Attended
Mark all as Not Attended

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

Child: Sally Wu 14 years 16-Feb-2006 (Ref: 700049)

Strategy Discussion

Reason: Reasons for these Suggested Outcomes

Active Task: **MASH Manager (Reassign)** Started: 04-Sep-2020 Due: 07-Sep-2020

Strategy Discussion Task Details No Other Children

Meeting Details

The Date and Time for the meeting are not set. Please update the attendance and then complete the meeting

Meeting Arranger: MASH Manager
Type of Meeting: Strategy Discussion
Due Date: 07-Sep-2020
Planned Meeting Date: Unspecified
Length in Minutes: Unspecified
Location:

Update Meeting Details and Scheduling
Complete Meeting
Cancel Meeting

Outcomes Form

Outcomes Form cannot be started; The meeting requires a chair person

Assigned To: MASH Manager (Reassign)

Documents

Create/Attach Document
There are no documents.

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

Back to: Referral & Information Record

Reassign Task

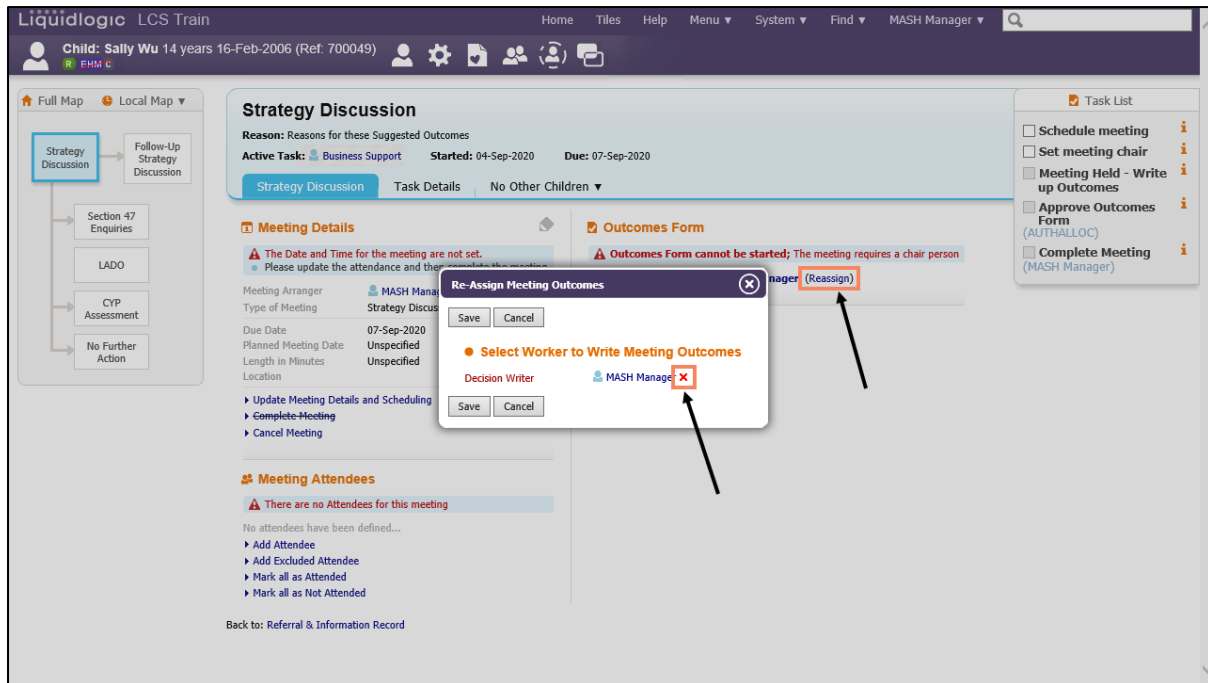
Reassign the task: Strategy Discussion - Organise Strategy Discussion

Other... Business Support X

Create New Professional Involvement...

Comments:

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



Liquidlogic LCS Train

Child: Sally Wu 14 years 16-Feb-2006 (Ref: 700049)

Home Tiles Help Menu System Find MASH Manager

Full Map Local Map

Strategy Discussion Follow-Up Strategy Discussion

Section 47 Enquiries LADO CYP Assessment No Further Action

Strategy Discussion

Reason: Reasons for these Suggested Outcomes

Active Task: Business Support Started: 04-Sep-2020 Due: 07-Sep-2020

Strategy Discussion Task Details No Other Children

Meeting Details

The Date and Time for the meeting are not set. Please update the attendance and the meeting details.

Meeting Arranger: MASH Manager Type of Meeting: Strategy Discus Due Date: 07-Sep-2020 Planned Meeting Date: Unspecified Length in Minutes: Unspecified Location:

Outcomes Form

Outcomes Form cannot be started; The meeting requires a chair person

Re-Assign Meeting Outcomes

Select Worker to Write Meeting Outcomes

Decision Writer: MASH Manager

Save Cancel

Meeting Attendees

There are no Attendees for this meeting

No attendees have been defined...

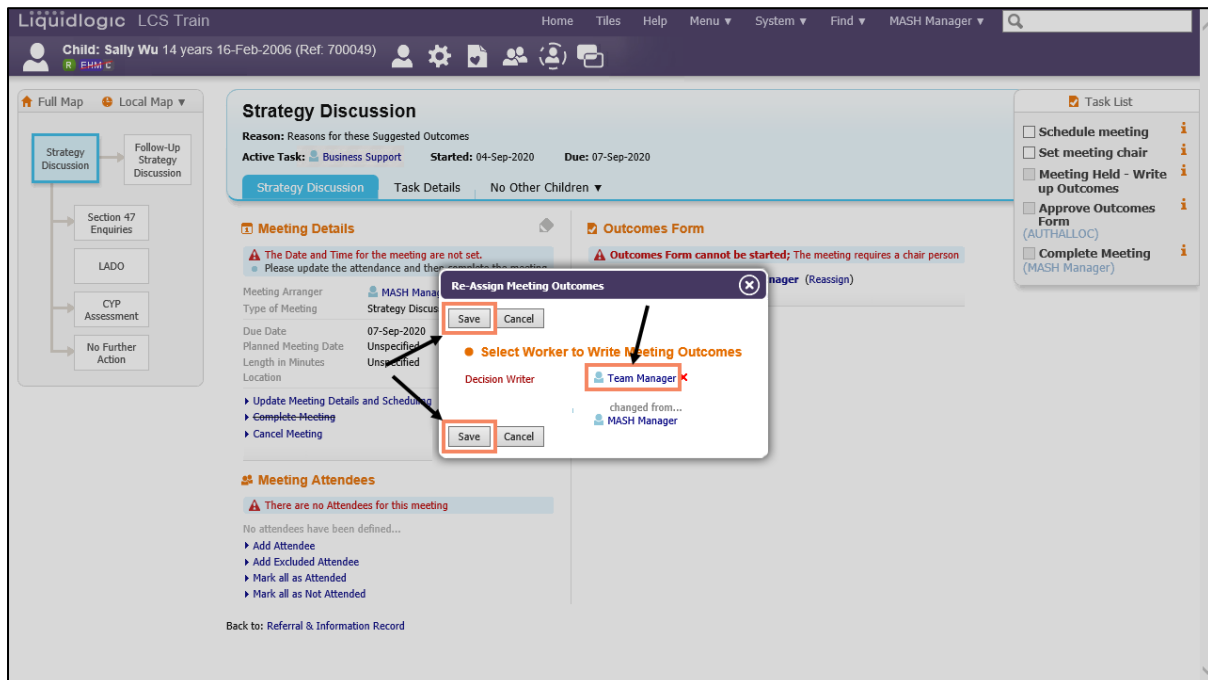
Add Attendee Add Excluded Attendee Mark all as Attended Mark all as Not Attended

Back to: Referral & Information Record

Task List

- Schedule meeting
- Set meeting chair
- Meeting Held - Write up Outcomes
- Approve Outcomes Form (AUTHALOC)
- Complete Meeting (MASH Manager)

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.



Liquidlogic LCS Train

Child: Sally Wu 14 years 16-Feb-2006 (Ref: 700049)

Home Tiles Help Menu System Find MASH Manager

Full Map Local Map

Strategy Discussion Follow-Up Strategy Discussion

Section 47 Enquiries LADO CYP Assessment No Further Action

Strategy Discussion

Reason: Reasons for these Suggested Outcomes

Active Task: Business Support Started: 04-Sep-2020 Due: 07-Sep-2020

Strategy Discussion Task Details No Other Children

Meeting Details

The Date and Time for the meeting are not set. Please update the attendance and the meeting details.

Meeting Arranger: MASH Manager Type of Meeting: Strategy Discus Due Date: 07-Sep-2020 Planned Meeting Date: Unspecified Length in Minutes: Unspecified Location:

Outcomes Form

Outcomes Form cannot be started; The meeting requires a chair person

Re-Assign Meeting Outcomes

Select Worker to Write Meeting Outcomes

Decision Writer: Team Manager

Save Cancel

Meeting Attendees

There are no Attendees for this meeting

No attendees have been defined...

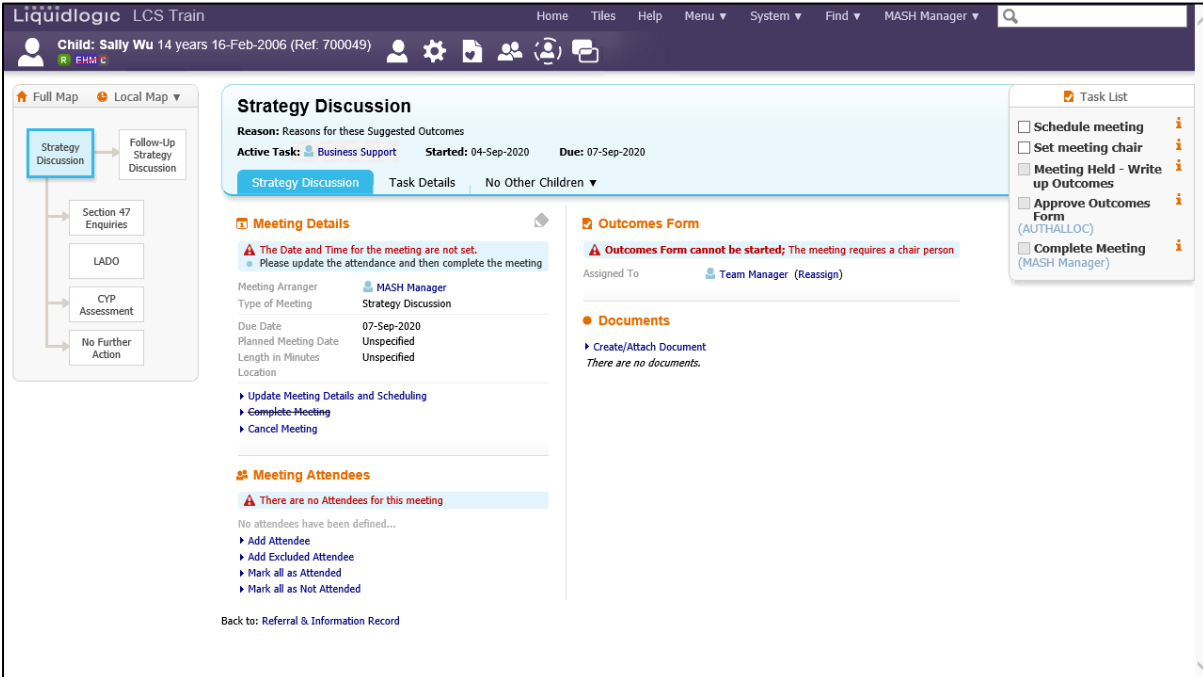
Add Attendee Add Excluded Attendee Mark all as Attended Mark all as Not Attended

Back to: Referral & Information Record

Task List

- Schedule meeting
- Set meeting chair
- Meeting Held - Write up Outcomes
- Approve Outcomes Form (AUTHALOC)
- Complete Meeting (MASH Manager)

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



Liquidlogic LCS Train

Child: Sally Wu 14 years 16-Feb-2006 (Ref: 700049)

Home Tiles Help Menu System Find MASH Manager

Full Map Local Map

Strategy Discussion Follow-Up Strategy Discussion

Section 47 Enquiries LADO CYP Assessment No Further Action

Strategy Discussion

Reason: Reasons for these Suggested Outcomes

Active Task: Business Support Started: 04-Sep-2020 Due: 07-Sep-2020

Strategy Discussion Task Details No Other Children

Meeting Details

The Date and Time for the meeting are not set.
Please update the attendance and then complete the meeting

Meeting Arranger: MASH Manager
Type of Meeting: Strategy Discussion

Due Date: 07-Sep-2020
Planned Meeting Date: Unspecified
Length in Minutes: Unspecified
Location:

Update Meeting Details and Scheduling
Complete Meeting
Cancel Meeting

Outcomes Form

Outcomes Form cannot be started; The meeting requires a chair person

Assigned To: Team Manager (Reassign)

Documents

Create/Attach Document
There are no documents.

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

Back to: Referral & Information Record

Task List

- ☐ Schedule meeting
- ☐ Set meeting chair
- ☐ Meeting Held - Write up Outcomes
- ☐ Approve Outcomes Form (AUTHALOC)
- ☐ Complete Meeting (MASH Manager)

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.