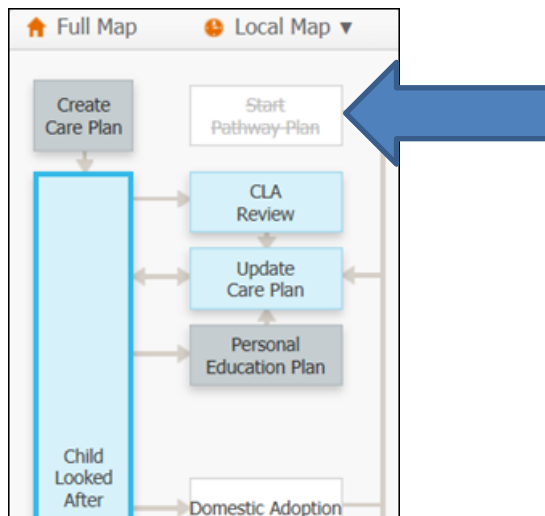
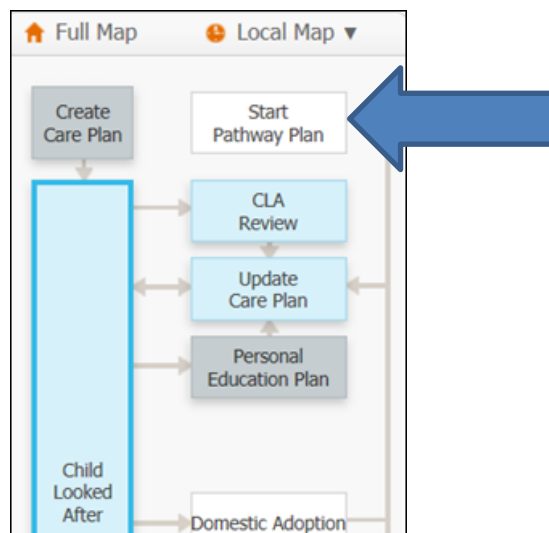


Pathway Plan Process

When the child/young person is **below the age of 15yrs 9mths** continue the CLA Process. The 'Start Pathway Plan' option in workflow is not available.



15yrs 9mths - When the child/young person reaches 15yrs 9mths the 'Start Pathway Plan' is available



When young person is 15yrs 9mths

- Click Start Pathway Plan – this opens the **Pathway Plan (Part 1)** Form
- Pathway Plan (Part 1) is just dates and your Pathway Plan Word document to be attached within it
- Pathway Plan (Part 1) goes to manager to be authorised
- **Ignore CLA POST 18 –Pathway Plan Review** task in your worktray, this is to be used when you have completed Part 1 and started Part 2 when the young person is 18

December (3)	Person	Task Description
15-Dec-2016	✓ CLA [Redacted] 15 yrs	CLA - POST 18 - Proceed to Pathway Plan (Part 2)

- Continue with the CLA Process until the young person reaches 18yrs

When young person is 18yrs

1. Update CLA Care Plan and authorise

2. Close down CLA:

(Make sure you have started the Pathway Plan)

- From your Worktray click on **'Close CLA Care Plan'** task:

Two Weeks Time (1) Person		Task Description
15-Jul-2016		CLA - Close CLA Care Plan

- Select 'Reason Episode Ceased' and choose **CLA Ceased for any other reason**
- Update Record

Your manager will now receive a task to fully close the CLA Care Plan

Three Weeks Time (1) Person		Task Description
18-Jul-2016		Leaving CLA (Close CLA Care Plan) - Outcomes

Manager: click on task and from leaving CLA screen select **End current CLA Process**

When Manager has completed this task:

3. Click on task in your Worktray 'CLA – POST 18 –Pathway Plan Review

December (3)	Person	Task Description
15-Dec-2016	18 yrs	CLA - POST 18 - Proceed to Pathway Plan (Part 2)

4. Click **Proceed to Update Care Plan** – this will go to your Worktray

5. Click **Outcomes Completed** – Click to complete Pathway Plan Part 1 – this will close Part 1 until needed again

6. From your Worktray click on **Update Pathway Plan** task

No Due Date	18 yrs	Pathway Plan - Update Pathway Plan
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- You can amend Part 1 and add an updated document if necessary
- Update Part 2 – this is the Plan table

7. Click **Finalise Plan Revision**

Pathway Plan Review Process

To record the Pathway Plan Review:

1. Click **Decisions** from Current Pathway Plan hub or from the Active Pathway Plan task in Worktray

The screenshot displays the 'Active Pathway Plan' interface. On the left, a flowchart illustrates the process: 'Current Pathway Plan' leads to 'Plan Review', 'Update Pathway Plan', and 'Finalise Pathway Plan', which then leads to 'No Further Action'. On the right, the 'Active Pathway Plan' screen is shown. The 'Decisions' tab is selected, and a blue arrow points to it. The 'Plan Details' section shows: Plan Revision: Pathway Plan v4.0, Key Worker: Kerry Hempleman, Status: Active, Effective From: 01-Jul-2016, Effective To: (blank), Created By: Kerry Hempleman, Manager (LCS), Creation Date: 01-Jul-2016 11:13. Below this, there are links for 'View Part One Form (finalised)' and 'View Part Two Form (finalised)'.

2. Click **Review Pathway Plan**

The screenshot shows the 'Active Pathway Plan' interface with the 'Decisions' tab selected. A blue arrow points to the 'Review Pathway Plan' task. The 'Outcomes' section lists three tasks: 'Review Pathway Plan' with a 'Start' button (Assigned to Yourself), 'Update Pathway Plan' with a 'Restart' button (Assigned to Yourself), and 'Close Pathway Plan' with a 'Start' button (Assigned to Yourself).

3. From your Worktray click on **Review Pathway Plan** task

2017 and beyond (1)	Person	Task Description
01-Jan-2017	18 yrs	Pathway Plan - Review Pathway Plan





4. Click **Update Meeting Details and Scheduling** screen
5. Click **Meeting Held – Write Up Outcomes** – this opens the **Pathway Plan Review (Post 18)**
6. Add Date, Participation etc
7. Finalise
8. Complete Meeting

Information

The automatic Update Pathway Plan task is turned off.

To update the Pathway Plan you do this manually by clicking into Decisions tab of current Pathway Plan.

You will have a task in your Worktray to remind you to complete another Pathway Plan Review, with a future date.

2017 and beyond (1)		Person	Task Description
01-Jan-2017	  	 18 yrs	Pathway Plan - Review Pathway Plan

Troubleshooting

- If the child/young person has a draft placement plan open you will not be able to close the CLA episode.
- If you click on the **Outcomes Completed – Click to complete Pathway Plan Part 1** before you have selected **Proceed to Update Care Plan** the case will need to be rolled back by the Liquidlogic Helpdesk.