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Creating a CIN

Create a child on ICS.

New contact

Click on the link 'Create a new contact'.

Child: Richard CIN 4 years (Ref: 450)
Basic Demographics

Personal	Additional	Identity	Risks	Parental Factors	Relationships	Involvements	CIN	CP	CLA	Adoption	Costs	History	Chronology	Forms	Documents	Case Notes
Child	Personal Details	Address	Main Carer(s)/Cares For													
	Case Number: 450 Title: Master Surname: CIN Forename: Richard Gender: Male Actual DOB: 13-Aug-2009 Age: 4 years Type: Child Aliases: Update Details View/Update Aliases Printable View	Home Address: 1 Green Road from 13-Aug-2009 Fleet Hants GU51 3YK Address History / Update Addresses	No Main Carer(s) or cared children defined Important Information There are no specific alerts at this time. Add Missing Child Record													
		Telephones	Contact & Referral													
		Add Contact Number... Show Relevant Contact Numbers	Create a new Contact													
		E-Mail														
		E-Mail														

Complete the contact record.

Select 'Progress to Referral' for suggested outcome.

Save Changes Finalise Record Cancel Record Close

Information Contact Record Consolidation Revisions

Contact Record
Contact Record
Signatures
Attachments (0)
Printable View

Contact Method: Letter
Reason for Contact: Request for service
Further Details: Child in Need

Further Information
Source Type: School
Contact Outcome Code: Request for Service
Contact Reason Code: Request for Service

Further Action
Suggested Outcomes:
 Progress to Referral
 Link to Existing Referral
 Non-Agency Adoption - Ensure there is an Allocated Case Worker
 Enquiry of CP
 Provision of Information/Advice
 Referral to Other Agency
 No Further Action
 Missing Child
 Private Fostering Agreement
 OLA CP notification
 CSE
 Referral to eCAF

Reasons for these Suggested Outcomes: Child in need
Contact Decision Date: 21-Aug-2013

Finalise Record.

Select a user to authorise the contact record.

User will Finalise and Authorise Record.

Referral and Information Record

Social Worker will pick up the task 'Contact - New Contact Record Received - Outcomes' from their work tray and start the Referral.

This Friday (1)		
23-Aug-2013	CIN, Richard (4 years)	Contact - New Contact Record Received - Outcomes

Complete the referral record.
 Select **'Initial Assessment'** for suggested outcome.

The screenshot shows a web interface for a referral record. At the top, there are buttons for 'Save Changes', 'Finalise Record', 'Cancel Record', and 'Close'. Below these are tabs for 'Information', 'Referral and Information Record', 'Feedback', 'Consolidation', and 'Revisions'. The left sidebar shows a tree view of the record's sections, with 'Further Action' selected. The main content area is titled 'Further Action' and contains instructions: '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.' Below this, there is a 'Referral Decision Date' field set to '21-Aug-2013' and a 'Suggested Outcomes' section with several checkboxes. The 'Initial Assessment' checkbox is checked and highlighted with a red box. Other checkboxes include 'Provision of Information/Advice', 'Private Fostering Agreement', 'Referral to Other Agency', 'CP Transfer In - Ensure there is an Allocated Case Worker', 'No Further Action', 'OT Assessment', 'Other Action (please specify)', 'CSE', 'Non-Agency Adoption - Ensure there is an Allocated Case Worker', and 'Referral to eCAF'. At the bottom, there is a 'Reasons for these Suggested Outcomes' section with a text area containing 'Child in Need'.

Finalise Record.
 Select a user to authorise the contact referral.
 User will Finalise and Authorise Referral.

The child will now have an open referral. **REF**

Initial Assessment

Social Worker will pick up the task **'Please do Initial Assessment'** from their worktray and start the Initial Assessment.

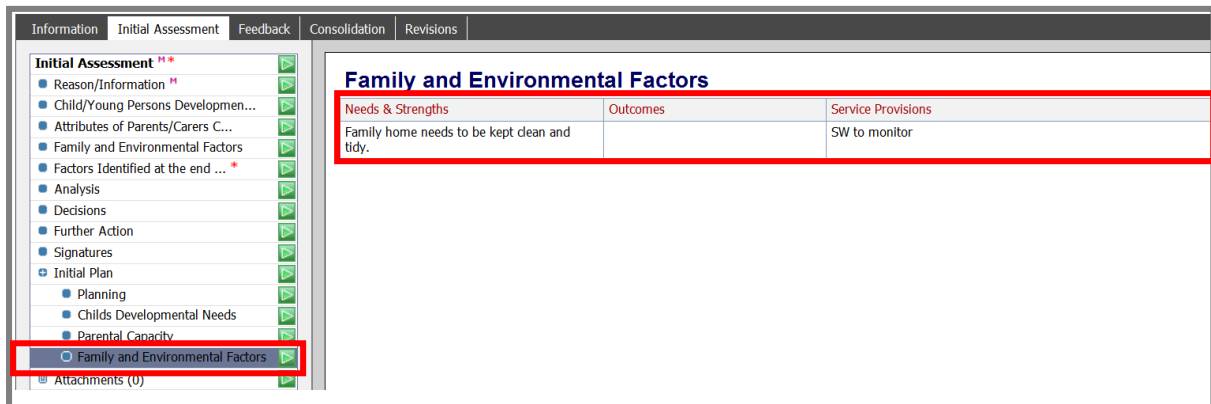
Next Month (1)		
04-Sep-2013	CIN, Richard (4 years)	Initial Assessment - Please do Initial Assessment for Child

Click the **'Start Blank'** button and complete the Initial Assessment.
 Remember to create a child's plan from the Initial Assessment.
 From the Initial Plan (Planning) tab click the **'Create Initial Plan'** button.

The screenshot shows a web interface for an initial assessment. At the top, there are buttons for 'Save Changes', 'Finalise Assessment', 'Cancel Assessment', and 'Close'. Below these are tabs for 'Information', 'Initial Assessment', 'Feedback', 'Consolidation', and 'Revisions'. The left sidebar shows a tree view of the assessment's sections, with 'Initial Plan' selected and its 'Planning' sub-section also selected. The main content area is titled 'Planning' and contains an information icon and text: 'To add Needs & Strengths to this form, you must first create the Initial Plan to accommodate them. You may do this by clicking on the 'create plan' button below.' Below this text is a button labeled 'Create Initial Plan', which is highlighted with a red box.

From here you will be able to create the Initial Plan, covering:

- Childs Development Needs
- Parental Capacity
- Family and Environmental Factors



Select **'Provide Short Term Services'** for suggested outcome.

Complete the rest of the Initial Assessment.

Select **'Provide Short Term Services'** for suggested outcome.

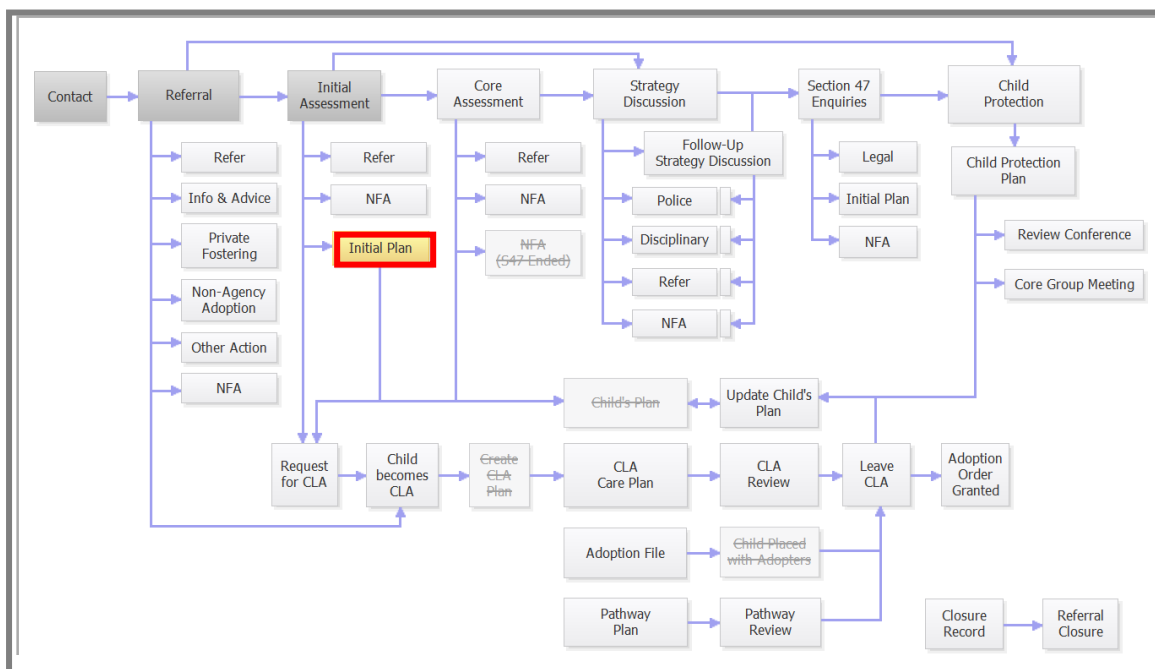
Finalise Assessment.

The Assessment will be sent to your manager for approval.

Next Month (4)			
04-Sep-2013		CIN, Richard (4 years)	Initial Assessment - Authorise
06-Sep-2013	CIN	CIN, Julie (1 week)	Child's Plan - Write Review Meeting Worker's Report
11-Sep-2013	CIN	CIN, Julie (1 week)	Child's Plan - Complete Review Outcomes Form

Manager will Finalise and Authorise Initial Assessment.

The child will now have an Initial Plan.



Following the completed Initial Assessment and Plan, Social Worker has 7 days to call a CIN meeting if it has been identified from the assessment that the child is in fact in Need of co-ordinated services.

The meeting is held and the Social Worker in co-operation with the family and other professionals creates a CIN Plan.

The Social Worker then creates this on ICS as follows:

Childs Plans

From the child's active Initial Plan (Decisions tab) you can **'Update the Child in Needs Plan'**. Click the start button next to **'Update the Child in Needs Plan'**.

The screenshot shows the 'Active Initial Plan' interface. On the left is a flowchart with 'Current Initial Plan' at the top, leading to 'Plan Review' and 'Update Initial Plan'. Below this are 'Child's Plan', 'Close Initial Plan', and 'No Further Action'. The main panel has tabs for 'Initial Plan', 'Decisions', 'Task Details', and 'No Other Children'. Under 'Decisions', there is a list of tasks: 'Review Initial Plan', 'Update Initial Plan', 'Child In Need Update Child's Plan' (highlighted with a red box), and 'Finalise Initial Plan'. Each task has a 'Start' button and '(Assigned to Yourself)'. To the right, there are fields for 'Date of Initiation or Completion' (with 'Other Date' selected) and 'Reason for Decision: (reset)'.

Enter the date of Initiation or completion and reason for decision. Click the **'Confirm'** button.

This screenshot shows the same interface as above, but with a confirmation dialog box open. The dialog has a 'Confirm' button (highlighted with a red box) and a 'Cancel' button. The message reads: 'Child In Need Update Child's Plan - You must confirm the following Date & Reason are correct before continuing with this action.' Below the message, there is a checked checkbox for 'Richard CIN Child In Need Update Child's Plan (Assigned to Yourself)'. The 'Date of Initiation or Completion' section has 'Today's Date' selected (highlighted with a red box) and 'Other Date: 21-Aug-2013' with a '(reset)' link. The 'Reason for Decision: (reset)' field contains the text 'Child in Need' (highlighted with a red box).

This will then generate CIN. **CIN**

No Due Date	CIN Train1, Rebecca (10 years)	CLA - Current Episode of Care
No Due Date	Train1, SallySB (6 years)	Initial Plan - Active Initial Plan
No Due Date	CIN CIN, Richard (4 years)	Child In Need - Update Child's Plan

Update Part One and Part Two of the Childs Plan.

Finalise Record for both parts.
Send for authorisation.

The Manager will now have a task in their worktray to authorise the Plan.

No Due Date	CIN CIN, Julie (1 week)	Child In Need - Active Child's Plan
No Due Date	CIN CIN, Richard (4 years)	Child In Need - Update Child's Plan - Authorise Plan

Once authorised the Social Worker will receive notification that the plan has been successfully authorised.


No Due Date	CIN CIN, Richard (4 years)	Child In Need - Update Child's Plan - Successfully Authorised
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Pick up this task and click 'Finalise Plan Revision' button.

Finalise Plan Revision

Plan Details | Plan Summary | S17 Placements

Plan Details

	Plan Revision	Child's Plan v2.0	Created By	Train 1
	Key Worker	Train 1	Creation Date	21-Aug-2013 13:59
	Effective From	21-Aug-2013 13:59	Status	Draft
	Effective To			

Authorisation

Plan Authoriser	Trainer 1
Authorisation State	Authorisation Granted
Authorisation Date	21-Aug-2013 14:09

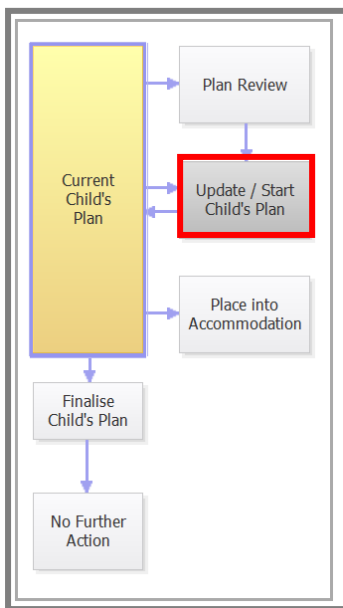
Forms: Child's Plan v2.0

- ▶ View Part One Form (finalised)
- ▶ View Part Two Form (finalised)

Actions

- ▶ Print View
- ▶ Print View Landscape

The 'Update/Start Child's Plan' will be greyed out on the case pathway.



The next step will be to review the Progress of the Plan. Currently Local Policy identifies that the plan needs to be reviewed every four weeks. Thus after the first CIN meeting held a date will have been agreed for the following CIN meeting.

CIN Reviews

From the Active Childs Plan, click on the 'Decisions tab'.

Click 'Start' against 'Child in Need Review'.

Enter the date of Initiation or completion and reason for decision.

Click the 'Confirm' button.

Once selected a task will go in the Social Workers tray to 'Write Review Meeting Worker's Report'.

Write Pre Meeting Report

Click the link 'Write pre meeting report'. This will be a brief report of progress made within the review period

Child In Need - Review

Child's Plan - Review (unscheduled)

Pre-Meeting Report

The Pre-Meeting Reports have not been written
They have been assigned to Train 1

[Write Pre-Meeting Report](#)

[Re-Assign Report](#)

Meeting

Meeting Details

Meeting Arranger	Train 1	★ The prerequisite report has not been done (completion disabled)
Type of Meeting	Child's Plan - Review	★ The Date and Time for the meeting are not set
Planned Meeting Date		★ There are no Attendees for this meeting
Length in Minutes	0	
Location		
Meeting ID		

[Update Meeting Details and Scheduling](#)

Outcomes Form

The Outcomes form have not been written
They have been assigned to Train 1

[Re-Assign Outcomes Form](#)

Actions

[Complete Meeting](#)

[Cancel Meeting](#)

Meeting Attendees

No attendees have been defined...

[Add Attendee](#)

Excluded Attendees

No attendees have been excluded...

[Add Excluded Attendee](#)

Click the link to open the report.

Child's Plan - Review (unscheduled)

Pre-Meeting Report

[21-Aug-2013, Childs/Young Persons In Need Review Worker's Report by Train 1 - Rochdale Childrens Social Care Team \(Copy Forward\) \[Print \]](#)

[Re-Assign Report](#)

Copy forward selected answers from previous assessments.

Enter date Child in Need Pre Meeting report completed.

Complete the pre meeting report.

Once completed 'Finalise Review'.

The Pre-Meeting report goes to the Manager for approval.

Organise the Meeting

Pick up the task to 'Organise Review Meeting' from the Social Workers work tray.

This Friday (1)

23-Aug-2013 14:29	CIN CIN, Richard (4 years)	Child In Need - Organise Review Meeting
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Click the link 'Update Meeting Details and Scheduling'.

Child's Plan - Review (unscheduled)

Pre-Meeting Report

21-Aug-2013, Childs/Young Persons In Need Review Worker's Report by Train 1 - Rochdale Childrens Social Care Team (Completed) [Print]

Approved by: Train 1 on 21-Aug-2013

Meeting

Meeting Details

Meeting Arranger	Train 1
Type of Meeting	Child's Plan - Review
Planned Meeting Date	
Length in Minutes	0
Location	
Meeting ID	

[Update Meeting Details and Scheduling](#)

Outcomes Form

The Outcomes form have not been written
They have been assigned to Train 1

[Re-Assign Outcomes Form](#)

Actions

- [Complete Meeting](#)
- [Cancel Meeting](#)

Meeting Attendees

No attendees have been defined...

[Add Attendee](#)

Excluded Attendees

No attendees have been excluded...

[Add Excluded Attendee](#)

Enter planned meeting date, length and location of meeting.

Click 'Update'.

Update Cancel - **Update:** Child's Plan - Review (unscheduled)

Update Child's Plan - Review (unscheduled)

If the details of the meeting are changed, you must inform all invited attendees by sending further communication

Meeting Details

Type of Meeting	Child's Plan - Review
Planned Meeting Date	21-Aug-2013 Set From Calendar
Length in Minutes	20
Location	Crossfield Mill
Comments	

You now have the option to email the meeting to another user and add attendees.

Review Outcomes

Pick up the task to 'Complete Review Outcomes' from the Social Workers work tray.

21-Aug-2013 **CIN** CIN, Richard (4 years) **Child's Plan - Complete Review Outcomes Form**

Click **'Complete Meeting Outcomes'**.

Child's Plan - Review planned for 21-Aug-2013

Pre-Meeting Report

21-Aug-2013, Childs/Young Persons In Need Review Worker's Report by Train 1 - Rochdale Childrens Social Care Team (Completed) [Print]

Approved by: Train 1 on 21-Aug-2013

Meeting

Meeting Details

Meeting Arranger	Train 1
Type of Meeting	Child's Plan - Review
Planned Meeting Date	21-Aug-2013
Length in Minutes	20
Location	Crossfield Mill
Meeting ID	

There are no Attendees for this meeting

Outcomes Form

The Outcomes form have not been written
They have been assigned to Train 1

Re-Assign Outcomes Form

Actions

- Complete Meeting Outcomes
- Complete Meeting
- Cancel Meeting

Meeting Attendees

No attendees have been defined...

Add Attendee

Excluded Attendees

No attendees have been excluded...

Add Excluded Attendee

Enter Actual Meeting date and click **'Update'**.

Click on the link to open up the outcomes form.

Outcomes Form

21-Aug-2013, Childs/Young Persons In Need Review Outcomes by Train 1 - Rochdale Childrens Social Care Team (Assigned to You) [Print]

Re-Assign Outcomes Form

Complete the review and update as required.

Click **'Finalise Review'** button.

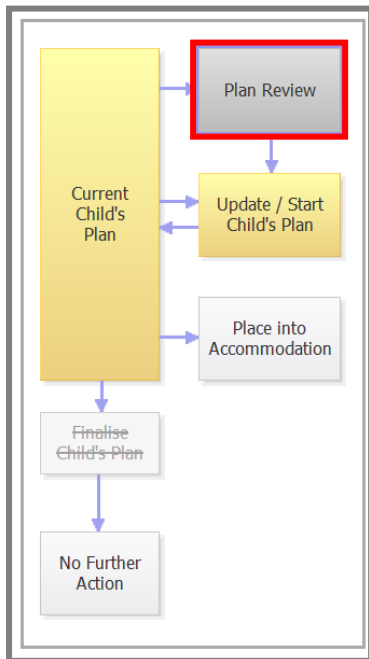
Manager will pick up the task to approve or reject the outcomes report.

Today (1)

21-Aug-2013	CIN	CIN, Richard (4 years)	Child's Plan - Complete Review Outcomes Form - Please check the Report and Approve or Reject it
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Once approved click the link **'Complete Meeting'**.

The 'Plan Review' will be greyed out on the case pathway and there will be a task in the Social Workers work tray to update the child's plan.



Restarting the Review

From the Child's current plan (decisions tab) you can restart the CIN Review whenever you like.

Status	Description
1 Active - Decisions	Child's Plan v2.2 for Child: Richard CIN (Current)
2 Completed 21-Aug-2013	Child's Plan v2.1 for Child: Richard CIN (Current)
3 Completed 21-Aug-2013	Child's Plan v2.0 for Child: Richard CIN (Current)

Click on the 'Child's Current Plan' (Decisions tab).
Click the 'Restart' button against 'Child in Need Review'.

Confirm the date and reason.
The task to complete the Review will now be in the Social Workers work tray.

***REMEMBER THE CIN PLAN WILL NEED TO BE UPDATED AFTER EVERY CIN MEETING. THIS WILL EVIDENCE PROGRESS.**

PLANS TO BE SENT TO ALL PROFESSIONALS AND MOST IMPORTANTLY THE FAMILY

F:\Information Unit\Training Team\Training Documents\CHILDRENS\Liquidlogic ICS\Ref Guides\CIN\CIN reviewing plans.docx