

How to Alert EDT when YP is reported MFH

1. Open LCS as normal onto a case note –Residential – Missing from home.
2. Mark as a significant event.
3. Input information as normal.
4. Next to where you tick seen / alone there is another heading 'Regarding Assessment' click the 'NONE' under this heading.
5. On the right hand side of this page will be 'Notify Role' and 'Notify users' under these headings tick the people who need to be notified ie social worker, team manager, engage worker etc this may already be done for you.
6. To search and add somebody not on the list e.g EDT there is a heading 'Search Groups' under group name type in who you want to add followed by a % e.g EDT% Then click on EDT (Childrens Team) Childrens Social Care or CSC for short.
7. Click 'Confirm'.
8. If you need to add another follow steps 6 and 7 again.
9. When all people you want to alert have been identified click 'update'.

How and who to notify when YP returns home

1. Open up your normal email.
2. Copy and paste the 1st case note from the MFH log and the Last case note from MFH log.
3. At the end of your email inform the Social Worker you want to request a Return Home Interview for as soon as possible.
4. Send your email to cypreferrals@lancashire.gov.uk also copy in Social Worker, Manager of the home, maybe others whom are relevant eg Engage Worker.
5. Under the heading 'Subject' must be the YP's Initials, service user number and the MFH Log number.
6. Send.