

LIQUIDLOGIC CHILDREN'S SYSTEM

USER Guidance

Liquidlogic Children's System Case Audit Tool Guidance

Scope:

Completing the Case Audit Tool as an Auditor

Completing the Case Audit Tool as a Manager

Printing the Case Audit Tool

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Date: 22nd February, 2017

Version 1.1

Version	Title	Type	Date	Reviewer
1.0	LIQUIDLOGIC CHILDREN'S SYSTEM Case Audit Tool Guidance	Draft	22 nd February, 2017	Karyn Wheatley
1.1	LIQUIDLOGIC CHILDREN'S SYSTEM Case Audit Tool Guidance	Draft	28 th February, 2017	Karyn Wheatley

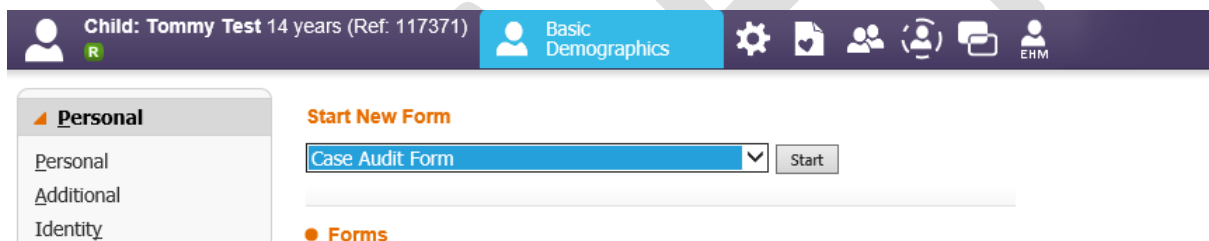
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This guidance is for use by Auditors when you have been allocated a case to audit and Managers when you are responding to audit actions. The following is a simple step by step guide when completing the audit tool in LIQUIDLOGIC CHILDREN'S SYSTEM .

The audit is completed in two stages: Auditor completes Stage One; Case holding Manager completes Stage Two

Completing the Case Audit Tool as an Auditor

1. In LIQUIDLOGIC CHILDREN'S SYSTEM , select the case number that has been allocated to you
2. Open the case record in the usual way
3. Select Forms from the menu on the left. The Case Audit Form is located in the Start New Form drop down list. Please select Case Audit Form and click on Start.



IMPORTANT: Please note that you will only have **14 working days** from allocation to complete the audit so we suggest the audit is started as soon as it is allocated to you.

Once you've started the Case Audit Form a task will appear in your LIQUIDLOGIC CHILDREN'S SYSTEM work tray. This means that, should you have to complete another task before you finish recording your audit section, you can save the form and return to it later.

All Empty		Group By: Date Subject Priority Person Address Referral Group	Order By: Start Date Due Date Timeframe Person Priority
Worktray 2	No Due Date (1)	Person	Task Description
Manager Tray	No Due Date	Test, Tommy 14 yrs [Ref: 117371]	Case Audit Form - Please complete the Auditors Report

4. Within the Audit Form, the following sections are required to be completed:

1. Risk
2. Involvement of Children, Young People and Families
3. Decision-making
4. Timely Assessments
5. Co-ordination
6. Diversity
7. Quality of Plans
8. Permanence
9. Effective Regular Reviews
10. Quality of Placements
11. Independence
12. Help Provided Improved Outcomes

5. Complete the Judgement section with your judgement e.g. exceeds good, meets goods, does not meet good or not applicable. This is a mandatory section and you will be required to select from a drop-down menu

6. For each of the judgements please complete the text section with your commentary. The text box will 'wrap' text as you type however, please remember to keep this evaluative and succinct

7. Complete the 'Auditors Overall Grading' section by selecting a judgement e.g. exceeds good, meets good, does not meet good, or not applicable. This is a mandatory section and you will be required to select from a drop-down menu before being able to progress the form

8. Auditors Additional Comments. This is an optional box for you to input any commentary that you wish to highlight from the audit

9. Please select the Manager from the case holding team that you want to be responsible for ensuring that the actions are completed from the audit. This is mandatory and you will be required to select from the list of Professionals within the LIQUIDLOGIC CHILDREN'S SYSTEM address book

Please note: if there are no Actions and no further work needs to be undertaken then do not record anything in the Agreed Actions section. The audit will be held on file

10. To select the manager click on the hyperlink that says "click here to select a user"

Please select the Manager to complete the actions of this audit

 [Click here to select a user...](#)

11. This link will take you to the address book where you can search for the manager you require:

Address Book Previous Bookmark Cancel

★ My Contacts

👤 All Professionals

📁 All Departments

👤 All Groups

Search Professionals Reset Search

● **Professional Name**

Surname

Forename

● **Professional Details**

Job Title

Staff Type

Active Status

● **Professional Identifiers**

Unique ID

Login ID

Once you've found the manager you require select their name and choose confirm. This will then put the Manager's name into the form. This name tells the system who to allocate the next stage of the form to.

12. Complete the 'Agreed Actions' section with the actions that you want to bring this case up to a good standard. If you select this option, you will be required to input:

1. **The name of the person to complete the individual action and note that this can be any professional (e.g. the Allocated Case Worker or the Manager themselves)**
2. **Date you wish the agreed actions to be completed by**

13. The audit is now completed and ready to be sent to the Manager responsible to ensure that the actions are completed

14. Select **Re-Assign to Manager** from the buttons at the top of the form

Please Note: If the assigned Manager is not in the office to complete the audit another manager can pick the task up from the Manager's work tray to complete it. If you require access to a manager's tray or need an audit task reassigning please email LIQUIDLOGIC CHILDREN'S SYSTEM Help@coventry.gov.uk

15. The Case Audit Form now moves from your work tray to the Manager's work tray that you have selected to complete the actions
16. This concludes your role as the Auditor

Completing the Response to the Case Audit Form as a Manager

When an audit appears in your work tray, you will be required to respond to the audit.

IMPORTANT: Please note that you will only have **5 working days** from when the Auditor allocates this to you to respond to the actions

1. Select the audit from your work tray that has been tasked to you by an Auditor
2. Open the Audit and you will see the Auditors Comments. Please Note: the Auditors comments cannot be changed. There is a section (Response from Manager) at the bottom of the audit form for you want to comment on the audit if you wish
3. Scroll down to the '**Agreed Actions**' section at the bottom of the form
4. Update details of the action taken e.g. completed; awaiting further details etc. This is mandatory and you will be required to enter either:
 - a. **Date of completion or**
 - b. **Date to be completed**
5. **Response from Manager Additional Comments.** This is an optional box for you to input any commentary that you wish to highlight in response to the audit

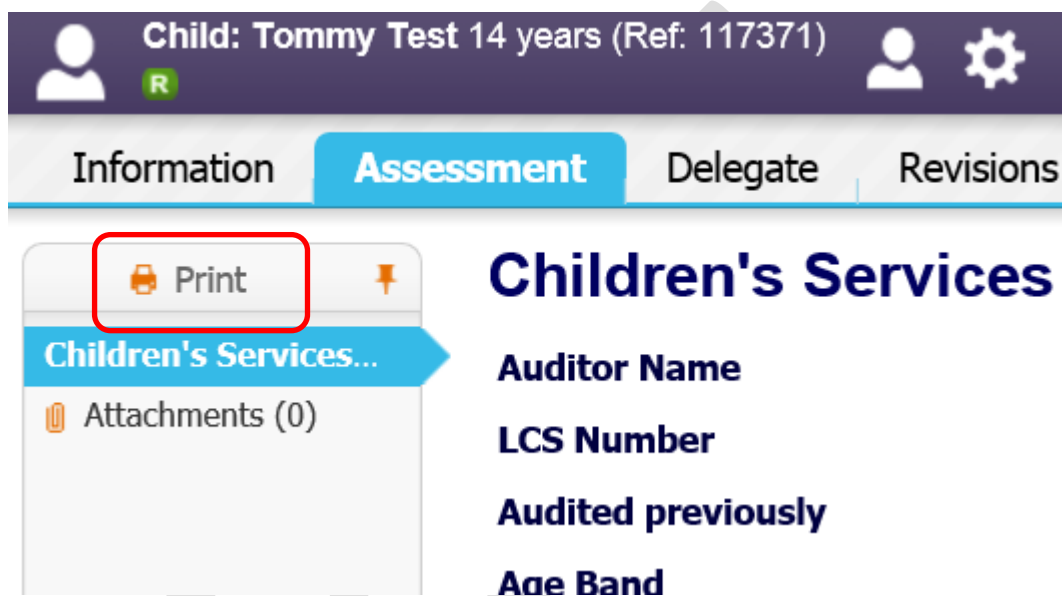
Note: You can save and close the audit at any stage by pressing Save (*located at the top of the form*). This will save the audit form and allow you to complete the form at a later date by accessing the task in your work tray.

6. Select **Audit Response Completed** (*located at the top of the form*) when you have completed your response
7. The audit is now completed and updated with your actions. By completing the actions, this ensures that the audit will be brought up to a good standard
8. This concludes your role in the audit process

Printing the Case Audit Tool

Should you need to, the Case Audit Tool can be printed within the LIQUIDLOGIC CHILDREN'S SYSTEM system. To do this please follow this step-by-step guide:

1. Under for Forms Tab of the child's record, click on the Case Audit Form you wish to print.
2. On the left hand side of the form select the print option:



3. This will then show the print options screen. As this is a case audit, it is important that no personal information be included in the print out so that it does not identify the child. For this reason it's essential that you un-tick the option of Print Service User Details:

Configure Printable Style of Assessment

- Use Large Font
- Print Landscape (remember to i
- Print For Paper Form Fill
- Show question IDs

Configure What to Print

- Print Service User Details
- Reduce Service User Details
- Hide Address from Service User Details
- Print Guidance Notes
- Print Feedback Record
- Print Multi line answers beneath the Question

Configure Sections to Print

- Print Current Heading Only
- Select Headings to Print

Cancel Print Assessment

4. Once you've done this click Print Assessment. This will then bring up the printable view. There are a number of options across the top of the printable view. The option we suggest you choose is the Export to PDF option at the far right of the options:



Please Note: Only print the audit form to paper if it is absolutely necessary to do so. Exporting the document to PDF will provide you an electronic copy of the Case Audit Form outside of LIQUIDLOGIC CHILDREN'S SYSTEM . This can be sent via email if needed.

5. The option will then launch your PDF program (i.e. Foxit Phantom PDF or Adobe) where you will have the option to save the file where you need to.

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