

# SIMPLE GUIDE TO PEPs FOR SOCIAL WORKERS

First do some checks on LCS, e.g. is Educational Establishment CURRENT? Is Designated Teacher ACTIVE on LCS Address Book? If not, request they are set up for Professional Portal access with ICT (Digital Services Portal) N.B. this can take up to 24 hours for the DT to be selectable from the point at which it was actioned.

Then START INITIAL PEP through FORMS (selecting correct type - see bottom right box). N.B. INITIAL PEPs are started by social workers. Business Support start SUBSEQUENT PEPs

**A child's first PEP is started by the social worker.**

Click on ASSESSMENT tab and complete first two sections named 'My Personal Information' and 'My Health'.

Ensure that every box is completed with as much detail as possible and no boxes are left blank.

If a section is no relevant or you have no information to add, please add N/A.

Once all 6 sections are selected (5 for Early Years) click 'Add New Professional Contributor'. Add Due Date and click CONFIRM, click OK then 'Save and Delegate'. This will generate an email from [noreply@lancashire.gov.uk](mailto:noreply@lancashire.gov.uk) to the DT to alert them they have a PEP to complete (follow up with an email to the DT letting them know you have delegated the PEP and to prompt them to look out for the alert email).

From DELEGATE tab click on the 6 sections (5 for Early Years) to delegate at left hand side of screen, which will highlight in blue once selected. The first section to select is entitled 'My Personal Information'. The final section to select is entitled 'Attendees and Next PEP Meeting'.

**You will then attend the PEP review meeting where progress and future targets are discussed.**

DT then logs in and populates the PEP via the Professional Portal whilst saving as they go. When they do this you will see a star indicator next to the sections (check from the Assessment tab), which shows they have been accessing the PEP and are in the process of filling it in. Once finished they should click SUBMIT CONTRIBUTION and you will receive a 'Delegated section' alert in your Worktray to flag the return to you.

When the PEP has been returned, you must REVIEW IT. Some PEPs show blank or partially blank - in a lot of cases this is a CACHE issue. We would recommend opening PEPs via FORMs rather than your worktray. This normally resolves the issue and the information should appear. Check all questions and sections are complete before RE-ASSIGNING to PEPs Business Support Worktray.

## Key things to note

NEVER FINALISE A PEP - reassign to PEPs Business Support noting in the Assignment Comments which term the PEP is from and the date of the next term's PEP meeting. E.g. **SPRING—17/06/2022** or **SUMMER—10/11/2022**

To retract a PEP go on DELEGATE tab onto named DT and click to retract form (this will LOSE information contained within the form, so only use if necessary)

**Check with the school/setting before retracting the PEP**

If a PEP needs to be amended or RE-DELEGATED back to the DT due to missing information, it needs to be activated (unlocked). From the DELEGATE tab click on the row where the DT's name shows and then click the 'Activate completed sections' hyperlink. You can then enter information from the Assessment tab once more.

## \*TERM DATES\*

AUTUMN - 1st September to 31st December

SPRING - 1st January to 31st March

SUMMER - 1st April to 31st August

ALL children from 2 years of age in Nursery provision require a termly PEP and from 4 years of age to the term in which they become 18 ALL children require a termly PEP regardless of whether they are in education or not.

## \*FORM TYPES\*

Early Years - Nursery and Reception year group

Primary Mainstream - Y1 to Y6

Secondary Mainstream - Y7 to Y11

Key Stage 5 - Y12 to Y13

Primary Special - Y1 to Y6 at special school

Secondary Special - Y7 to Y13 at special school

# LCC Digital Service links for LCS/Professional Portal

## LCS Agency (school/setting): New/Amend:

[https://digital.lancashire.gov.uk/sp?id=sc\\_cat\\_item&sys\\_id=6d6a64471baf7090bd8eecade54bcb1b](https://digital.lancashire.gov.uk/sp?id=sc_cat_item&sys_id=6d6a64471baf7090bd8eecade54bcb1b)

Is this request on behalf of someone else?

-- None --

### Details

Is this for:

- ☒ -- None --  
☐ LCS Only  
☐ EHM Only  
☐ Both LCS & EHM

What do you want to do?

- ☒ -- None --  
☐ New Key Agency  
☐ Amend existing Key Agency

Establishment Name

Address

Post Code

Phone Number

## LCS Portal User: New/Amend:

[https://digital.lancashire.gov.uk/sp?id=sc\\_cat\\_item&sys\\_id=9ade1c871b6f7090bd8eecade54bcb10](https://digital.lancashire.gov.uk/sp?id=sc_cat_item&sys_id=9ade1c871b6f7090bd8eecade54bcb10)

Requests for New, to Amend or to Cease a Pro Portal account

Is this a request on behalf of someone else?

No

### Details

Is this for:

- ☒ LCS Only  
☐ EHM Only

What do you want to do?

- ☒ New Pro Portal Account  
☐ Amend existing Pro Portal Account

Key Agency this account is required for

\* Establishment Name(as it appears in LCS/EHM)

\* Post Code(as it appears in LCS/EHM)

Portal Account Details

\* First Name

\* Surname

## Pro-Portal Technical issue:

[https://digital.lancashire.gov.uk/sp?id=sc\\_cat\\_item&sys\\_id=5bd472401b995110046564a2b24bcbdd](https://digital.lancashire.gov.uk/sp?id=sc_cat_item&sys_id=5bd472401b995110046564a2b24bcbdd)

Is this a request on behalf of someone else?

No

\* Please tell us what the issue is about

- ☐ -- None --  
☐ Laptop / PC / Yoga  
☐ Mobile Phone  
☒ Application / Software  
☐ Printer / Scanner  
☐ Email  
☐ Network / Wi-Fi  
☐ Files / Folders / OneDrive  
☐ MS Teams Telephony (Calls / Call queues / Attendant / IP phones)  
☐ MS Teams Video Conferencing (Creating or using, not network issues)  
☐ MS Teams Collaboration (Chat / Messaging / Status / Client / Files)

\* Please tell us which device you are using whilst experiencing the issue

Please select your PC or mobile asset number, click show all below if your device isn't listed

Note: You can find your asset number by checking the asset tag on the device or on the top right hand corner of your desktop wallpaper

☐ Show All

\* Please tell us which application / software you are having an issue with

LCS

## Please Include:

- SU Number,
- The date for the PEP form.
- An accurate description of the issue, including any pop up or error messages the worker is getting.

## Reopen or Delete a PEP:

[https://digital.lancashire.gov.uk/sp?id=sc\\_cat\\_item&sys\\_id=035500031b2f7090bd8eecade54bcbad](https://digital.lancashire.gov.uk/sp?id=sc_cat_item&sys_id=035500031b2f7090bd8eecade54bcbad)