

# LCS Help Guide: The Family Group Conference (FGC) Workflow

Version	ICS version	Date updated	Owner
V1	V10	10/7/15	MF
V2	V10	06/10/15	MF
V3	V10	16/11/15	MF
V4	V10	18/12/15	MF

### Summary

A Family Group Conference offers family members and others close to the family a chance to get together to find out what is happening in their family and to discuss how to sort out any problems. During a Family Group Conference the family make their plans without the social worker or other workers being there.

An independent co-ordinator helps to organise the meeting. 'Independent' simply means that they do not play any part in the decisions made about children by Islington Children's Services.

Traditionally recording has been carried out outside of LCS but a request was made by the team responsible for managing Family Group Conferences for more of this work to be recorded within the system against the records of the children involved.

A simple pathway has been developed in LCS which includes two dedicated forms (a referral form and a decisions form) and a meeting element.



### FGC Referral Process Diagram



# 1.) Generating an FGC Referral

1.1 The referral form is accessed by clicking the 'Family Group Conference Referral' link on the child's record in LCS. This may be activated by a social worker from any team.

<u>Personal</u>	💄 Personal I	Details		Address 🔊	Main Carer(s)/Cares For				
Personal	Case Number	ICS-271090		Main Home Address New Municipal Office,	Relationship	FullName			
Additional	Full Name	test4 Futerman		Sep 2003 to present 222 Upper Street, London N1 1XR	Friend	test6 futerman			
Identity	Gender	Male		Address History / Update Addresses					
Photos	Actual DOB	01-Sep-2003			🛨 Importan	t Information			
Risks	Age	12 years		C Telephones	There are no specific alerts at this				
Parental Factors		0200		Add Contact Number	Add Missing I	Person Record			
Relation <u>s</u> hips	Status Det	tails		Show Relevant Contact Numbers					
Involvements	Education / Work Status	c.			Contact	& Referral			
CIN	Marital Status	Marital Status		🛛 E-Mail 🔊	Create a new Contact				
CP				E-Mail	· create a new	contact			
CLA	Identifiers		۲		• Events				
Adoption				Post Adoption Record	- Litenes	and the second second			
listory	-			□ Is this a Post Adoption	Family Group	Conference Referral			
<u>C</u> hronology	<ul> <li>Actions</li> </ul>			Record?	Start a Early	Support Episode			
Eorms	Update Details	rd as a Duelicate							
<u>D</u> ocuments	<ul> <li>View/Update A</li> </ul>	liases			# Relations	ships			
Case <u>N</u> otes	► Printable View				test4 l	Futerman - 12 years			
IAS Details	<ul> <li>Copy to Briefca</li> </ul>	ise			This Ch	ild CIN R			
Restricted Access					test6 test4's	Tuterman - 11 years Friend CIN R			
Audit						and the second			

1.2 The worker should click 'OK' when prompted.





1.3 Then the worker should select who they wish the FGC task to be assigned to and click the 'Assign' button. (Typically this will be themselves)

Liquidlogic	LCS (UATBome 1	Tiles Help Menu▼ System▼ Find▼ System Admin - Mark
Child: Test	Futerman12 15 years (	(Ref: ICS-271108) 💄 🗱 📑 🐣 🔁 👁
🔒 Full Map	🔮 Local Map 🔻	Family Group Conference Referral
Contact Record Details	Referral Record Details	Active Task: System Admin - Mark Futerman (Reassign) Start
		Family Group Conference Referral Task Details No C
Family Group Conference Referral	Family Group Conference not required	Assign
		Please select a user to complete this FGC Referral
		Allocated Case Worker     System Admin - Mark Futerman
		O Other
Family Group Conference Episode	Family Group Conference	
		Comments:

1.4 The worker should then click the 'Start FGC Referral' button

🔒 Full Map	😉 Local Map 🔻	Family Group Conferenc
Contact Record Details	Referral Record Details	Active Task: System Admin - M Family Group Conference Ref
Family Group Conference Referral	Family Group Conference not required	The FGC has not been started yet Start FGC Referral



1.5 Once completed the worker should 'Finalise' the form in the normal way

Liquialogic LCS (	UATZ)	нате нер Мели V зуцет V на V зуцет Лата - М	ark Futerman 🔻 🔍
Child: mark futerm	an36 3 weeks (Ref. ICS-271133)	🗱 🗗 🥵 🔁 👁 📄 160 Meternal, 16-	
Information Assessm	ent Consolidation Delegate	Revisions	iave Finalise Assessment
😝 Print 👎	FGC Referral		
FGC Referral #*	Family name	futerman06	
Child details "	Is the case in PLO pre-proceedings or in care proceedings?	Ko C Pre-proceedings     Care Proceedings	
	The Family accepted the Family Group Conference at the time of: The family's position at referral	Legal Planning Wetling	
	Please give the date of the above event If precise date is not known please give an approximate date	16-fox-2015	
	What preferences have the family expressed for a co-ordinatory i.e. ethnisty, gender etc		
	Are there any issues regarding health and safety the co-ordinator should be aware of?		
	Any important dates coming up? La. Chort, CDN meeting, CP Conference. Header Int.		
	Family Group Conferencing is family led. There	fore it is essential the family are aware of the referral and the PGC process. It should be explained to the family they are being offered an spportunity to make decisions and plans for their child/em) through the PGC process.	
	Has the social worker explained the FGC process to the family?	O Yes O No	
	Are the family and child(ren) in agreement with the FGC referral?	O ves O no	
	Would the family like a visit from an FGC coordinator to discuss the FGC process?	O Yes O Re	
	Ideally at least three adults will attend a Family	r Group Conference.	
	Please list family / relevant others who are invo	olved with the family and / or could be invited to the family group conference.	

1.6 The referral form then passes directly to Nicky Pallis for authorisation.

🕈 Full Map	😫 Local Map 🔻	Family Group Conference Referral
Contact Record Details	Referral Record Details	Active Task: Active Pallis Started: 16-Nov-2015 Due: 16:26
	1	Family Group Conference Referral Task Details No Other People
Family Group	Family Group	• This Assessment has been sent to Nicky Pallis for authorisation.
onference Referral	Conference not required	Family Group Conference Referral
		The Assessment           Egg C Referral (Assigned to Nicky Pallis) [ Print ]           Assessor         System Admin - Mark Futerman (16-Nov-2015 to 16-Nov-201           Assigned to Reviewer         Nicky Pallis (16-Nov-2015)
Family Group Conference Episode	Family Group Conference	
End Episode		

#### What Happens Next:

Once she has received the form Nicky Pallis will meet with you or speak on the phone if any further information is needed.

After this the FGC referral is allocated to a co-ordinator who will contact you to arrange a meeting. As is currently the case, the co-ordinator will assist you to write the Information for the Family.

The (Word) template for this form is available on **izzi (click here)** or can be obtained from the FGC Service directly.



It is your responsibility to obtain written consent from the parent(s) / carer(s) that this information can be shared with the wider family, and then upload the signed Information for the Family on to LCS (in Documents (described below)).

Similarly, after the Family Group Conference the co-ordinator will type up and email the family's plan to you. You will need to upload this on to LCS (in Documents (described below)) and write a case note to say that the FGC took place.

## 2.) Uploading Documents Relating to the Family Group Conference

Both of the Document types for 'Family Group Conference' come under the category 'k) Other'.

2.1 Once you have selected the appropriate document type you should click the 'Update notifications' link, as shown below:

ume	nts
e/Attac	New Document 🔀
V	Previous Next Finish
t-2015	Document Type
t-2015	Category k) Other
	Туре
	Date Complaints and investigations Direct Work
	Notes Family Group Conference - Family Plan Family Group Conference - Information for the Family
	Historical document (uncategorised)
	Quality Assurance Activity
	Request for Access to Records (non-adoption)
	Notification
	Notification None Selected
	Change notifications for involved users
	Update notifications



2.2 Select 'Nicky Pallis' when prompted to select a worker to notify:



2.3 Nicky Pallis will now be notified that the document has been uploaded:

New Docum	nent	×
Previous	Next Finish	
• Docu	ment Type	
Category	k) Other	
Туре	Family Group Conference - Information for the Family	
Date	15-Dec-2015	
Notes	The FGC 'Information for the Family' document for this young person	
<ul> <li>Notifi</li> </ul>	cation	
Notification	Nicky Pallis - Safeguarding and Quality Assurance Team	
	Change notifications for involved users	
Update i	notifications	
L		

**IMPORTANT NOTE:** In the case of the 'Family Group Conference -Information for the Family' Document, the co-ordinator **can only get started on organising the FGC** once Nicky has been made aware that the document has been uploaded.



# 3.) Progression of the Referral by the FGC Team

3.1 The finalised referral shows as a task in Nicky Pallis's (the TM's) tray

Group By: Date	Task   Person   Address   Referral Group Order By:	Start Date   Due Date   Timeframe   Person	
• Today	Person	Task Description	
16:26	📴 🚧 🛛 futerman36, mark 3 wks	Please authorise the FGC referral	

3.2 Once the task has been clicked the TM will be presented with the following screen:

quidlogic I	_CS (UAT2)	
Child: mark f	futerman36 3 weeks (Re	ef. ICS-271133) 🚨 🗱 🔂 🕰 🔁 👁
✿ Full Map Contact Record Details	Local Map ▼     Referral Record     Details	Family Group Conference Referral         Active Task:       System Admin - Mark Futerman (Reassign)         Started:       16-Nov-2015         Due:       1
Family Group Conference Referral	Family Group Conference not required	Family Group Conference Referral       Task Details       No Other People ▼         Assessment Authorisation Stage:       Review the completed Assessment and amend if applicable. Once satisfies         > Update FGC Referral by System Admin - Mark Futerman - LCS (In Progress)
Family Group Conference Episode	Family Group Conference	Family Group Conference Referral The Assessment Assessor Assigned to Reviewer System Admin - Mark Futerman (16-Nov-2015) System Admin - Mark Futerman (16-Nov-2015)

3.3 The TM will be able to access the 'For Office Use Only' section of the form and add these details before clicking the 'Finalise Assessment' button.

Liquidlogic LCS (UAT2)						
Child: mark futer	man36 3 weeks (Ref: ICS-271133)	) 🚨 🗱 🗟 🕾 🖻 👁 📄 FGC Referral, 16- Nov-2015				
Information Assess	ment Consolidation Delega	ate Revisions				
🖶 Print 🕴	For Office Use Only					
FGC Referral <sup>M</sup> *	Date of referral for FGC	16-Nov-2015				
<ul> <li>Child details <sup>M</sup></li> </ul>	Date of Allocation					
• For Office Use Only Please ensure that the professional involvements for this child have been updated accordingly.						



ALTERNATIVELY the TM may wish to **reassign** this referral to the '**FGC Pending Allocation**' tray if the allocation details are not confirmed: In order to this they should take the following steps:

(i) Save the referral form by clicking on the 'Save' button

Liquidiogic LCS (	A12)	Home	нер	Menu 🔻	System ¥	Find ¥	System Admin - Mark Futer
Child: mark futerma	136 3 weeks (Ref. ICS-271133) 💄 🗱 📑 🤽 🖶 👁 📄 FGC Refermit, 16-						
Information Assessme	t Consolidation Delegate Revisions						🗄 Save
😝 Print 🕴	For Office Use Only						
FGC Referral	Date of referral for FGC 16-tov-2015						
Child details "	Date of Allocation						
For Office Use Only	Please ensure that the professional involvements for this child have been updated accordingly.						

(ii) Click the 'Close' button

Liquidlogic LCS (UAT2)	Hame Help Menu + System + Find + System Admin - Mack Futurmian + 🔍
🚨 Child: mark futerman36 3 weeks (Ref. ICS-271133) 💄 🏟 🗟 🚨 🕾 🖻 👁 🗎 ROC Referral.	
Information Assessment Consolidation Delegate Revisions	B Save Finalise Assessment Cancel Close
e Pret For Office Use Only	
FGC Referral *** Date of referral for PGC 16-Nov-2015	80
Child details "     Date of Alecation	<u>କ</u>
For Office Use DNY Please ensure that the professional involvements for this child have been updated accordingly.	

(iii) From the 'Family Group Conference Screen' click 'Task Details' tab



(iv) Click the 'click here to reassign this task...' link

Family Gro	oup Conference Referral	Task Details	No
Task Details	÷		
Assigned To:	💄 System Admin - Mark	Futerman	
Task	Please authorise the FGC re	ferral	
Date Started:	16-Nov-2015 16:52		
Due Date:	16-Nov-2015 16:26		
Click here to rea	ssign this task		
Export Calendar	Event		
Stage Detail	S		



(v) Select 'Other' and click the 'Click here to select a user' link

System Admin - Mark Futerman (Reassign)	Started: 16-Nov-2015	Due: 16:26
r Reassign Task Cancel		
Reassign the task: Please authorise	e the FGC referral	
• <b>Other Q</b> Click here to select a user		
Create New Professional Involvement	•	
e 3		
Comments:		
		^
		$\sim$
t ·		
hanyes		

(vi) Enter '%fgc%' into the 'Description' box

Liquidlogic LCS (UAT2)					
Select an Active User, Department or Group Previous Bookmark Cancel					
<ul> <li>★ My Contacts</li> <li>▲ All Professionals</li> <li></li></ul>	Search Groups     Reset     Search       • Group Name       Description     %fgc%     ×				
Budget Trays Children's Social Care	Group Details <u>Category     </u> Active Status       Identifiers      Group ID				

(vii) Select the group tray 'FGC Pending Allocation'

Liquidlogic LCS (UAT	2)								
Select an Active User,	Departmer	nt or Grou	ip <u>P</u> re	evious Book <u>m</u> ark	Cancel				
★ My Contacts	Q	Search	Groups	Back Printable	View				
		Query Resu	Its (1)	Description	Catagony	Info	Activo Status	ReadOnly	CitaID
All Groups		FGC	46	FGC Pending Allocation	Children's Social Care	1110	Active	No	LBI
Budget Trays Children's Social Care									



### (viii) Click the 'Confirm' button

quidlogic LCS (UAT2)		. —
Select an Active User, D	epartment or Group Previous	Book <u>m</u> ark <u>C</u> onfirm Cancel
🖌 My Contacts	FGC Pending Allocation	
All Professionals	Workgroup Details	
🛔 All Departments	Description FGC Pending Allocation Category Children's Social Care	n
All Groups	Info	
🔮 Children's Social Care	Active Status Active	
FGC Pending Allocation	Professionals in Group	
	Professionals in Group	
	🚨 Ben Pope	ICT Programme Manager - Social Care
	Nicky Pallis System Admin Child	Family Group Conference Manager
	System Admin - Mark Futerman Tray Publication/Subscriptions	(User Imported from Swift)

(ix) Click the 'Reassign Task' button

System Admin - Mark Futerman (Reassign)	Started: 16-Nov-2015	Due: 16:26
Reassign Task Cancel		
Reassign the task: Please authori	se the FGC referral	
Grante New Professional Journal Allocation X		
Create New Professional Involvement		
Comments:		_
		^
		$\sim$
,		
iges		

(x) The task will appear in the 'FGC Pending Allocation' tray awaiting pickup

Liquidlogic LOS ( Unr System Admin - PL LCS	UAT2) ark Faterman 🚺 Task	1mg 🗘 🗘		Home	Help Me	nu▼ S	iystem 🕶	Find <b>v</b>	System Admin - Mark Futerman 🔻	đ
All Empty 4 F	Group By: Date   Task   Per	rson   Address   Referral Group Order By: St	ert Date   Due Date   Timeframe   Person							
& Worktray 4ct	O No Due Date	Person	Task Description							
at Manager Trans	His Dee Date	20 (20) 40 (A)	Please complete the FGC details							Pickup
a manager may	No Date Date		Please complete the FGC details							Pickup
< Ben Pope 1003	No Due Date	GES futermank7, test 3 wild	Please complete the FGC details							Pickup
< Elleen O'N., 27	No Due Dele	futermand6, mark ( vii)	Please complete the FGC details							Pickup
< Hazel Lewis	O Today	Person	Task Description							
Jackie Perkins 1     Jackie Per 75	16:26	🔂 🖾 futerman36, mark 7 oile	Please authorise the FGC referral							(Edge)



#### 4.) Generating a Family Group Conference

Once the FGC Team Mgr. has authorised the referral the screen below will appear:

Liquidlogic	LCS (UAT2)	Home Tiles	Help Menu	▼ System ▼	v Find ▼	System Admi
Child: futer	man80 test 1 day (Ref	ICS-271214)	2 🌣 🖯	) 🐣 🔁	0	
🔒 Full Map	😫 Local Map 🔻	Family	Group Conf	erence Refe	erral	
Contact Record Details	Referral Record Details	Active Tas	sk: 💄 System Ad	min - Mark Fute	rman (Reassign	i) Started:
Family Group Conference Referral	Family Group Conference not required	Outcom     Family C	1es Group Conference I	pisode Sta	Int (Assigned to	o Yourself)
		💿 Family (	Group Conference r	ot required Sta	art (Completes	Automatically)
Family Group Conference Episode	Family Group Conference					

This will show in the FGC TM's tray as a task titled '**Family Group Conference Referral – Outcomes'**:

Liquidlogic LCS (	JAT2) Home	Tiles Help	Menu 🔻 🤉	System 🔻	Find <b>v</b>	System Admin - Mark Futerman 🔻	Q
User System Admin - M LCS	ark Futerman 🚺 Ta	isk Trays	🞴 🖆				
All Empty 🍳 🖡 🔨	Group By: Date   Subject Warning -the number of ta	t   Priority   Person <mark>Isks in your worktra</mark> y	Address   Referra	Il Group Orc	ler By: Star play limit of	t Date   Due Date   Timeframe   Person   F 501 tasks. There are other tasks in your wo	Priority rktray that are not being d
💄 Worktray 565	<b>C Today</b> (8)	Per	son		٦	ask Description	
🔮 Manager Tray	18-Dec-2015	CP 🕬 test	, futerman80 1 day	/	F	amily Group Conference Referral - Out	comes
< Ben Pope 1105	18-Dec-2015	CP 🕬 Fute	erman12, Test 15 y	rs	(	)rganise an FGC Meeting	
< Eileen O'N 27	18-Dec-2015				F	lease complete the Family Group Conf	erence details
Eileen O'N 27	18-Dec-2015 18-Dec-2015	CP 🖂 test	, futerman80 1 day	/	Г (	Please complete the Family Group Conf Child Protection - Complete Review Chi	erence details Id Protection Conferenc
<ul> <li>Eileen O'N 27</li> <li>Hazel Lewis 65</li> </ul>	18-Dec-2015 18-Dec-2015 18-Dec-2015	CP 🕬 test	, futerman80 1 day	1	1 (	Please complete the Family Group Conf Child Protection - Complete Review Chi Child Protection - Active Child Protectio	erence details ld Protection Conferenc n Plan
<ul> <li>Eileen O'N 27</li> <li>Hazel Lewis 65</li> <li>Jackie Perkins 1</li> </ul>	18-Dec-2015 18-Dec-2015 18-Dec-2015 18-Dec-2015	CP 🕬 test	, futerman80 1 day	(	I ( (	lease complete the Family Group Conf hild Protection - Complete Review Chi child Protection - Active Child Protectio child Protection - Organise Core Group	erence details Id Protection Conferenc n Plan Meeting

It is currently envisioned that the FGC Team Mgr. will not progress beyond this point <u>UNTIL</u> the Social Worker has uploaded the 'Family Group Conference – Information for the Family' document against the child records.

However, once this has been received the following steps should be taken to begin the Family Group Conference Episode.



4.1 Click the 'Start' button against 'Family Group Conference Episode' under Outcomes:

✿ Full Map Contact Record Details	▲ Local Map ▼ Referral Record Details	Family Group Conference Referral         Active Task:       System Admin - Mark Futerman (Reassign)         Started:       17-         Family Group Conference Referral       Decisions         Task Details
Family Group Conference Referral	Family Group Conference not required	Outcomes     Family Group Conference Episode     Family Group Conference not required Start (Completes Automatically)
End Episode		

4.2 Record a 'Reason for Decision' (if desired) and click the 'Confirm' button:

f Full Map	😉 Local Map 🔻	Family Group Conference Referral
Contact Record Details	Referral Record Details	Active Task: System Admin - Mark Futerman (Reassign) S Family Group Conference Referral Decisions Task
Family Group Conference Referral	Family Group Conference not required	Confirm Cancel Family Group Conference Episode - You must confirm the following Da Mark futerman36 Family Group Conference Episode (Assigned to 1)
		Date of Initiation or Completion: 16-Nov-2015 Reason for Decision: (reset)
Family Group Conference Episode	Family Group Conference	Testing
Conference Episode	Conference	



4.2 You will see the screen below. Click the blue link, circled:

	Tutermanse 3 weeks (R	ei. ics-2/1133) 👱 🏟 🖬 🕰	
Full Map	🕒 Local Map 🔻	Family Group Conference R	Referral
Contact Record Details	Referral Record Details	Active Task: 💄 System Admin - Mark F	Futerman (Reassign) Started: 17-Nov-2015 Due: 16:26
		Family Group Conference Referral	al Decisions Task Details No Other People 🔻
Family Group	Family Group	Outcomes	Date of Initiation or Completion:
nference Referral	required	Family Group Conference Episode Active	16-Nov-2015 ve - Decisions
		Decisions Completed:	Reason for Decision:
		Outcomes Completed	Testing

4.3 Then click the 'Decisions' tab, 'Today's date' (or enter an alternate date) and then click the 'Start' button:

	• Local riop	Family Group Conference Epi	sode
Contact Record Details	Referral Record Details	Reason: Testing Active Task: 🚔 System Admin - Mark Fut	terman (Reassign) Started: 17-Nov-2015 Due: unspecifi
Family Group nference Referral	Family Group Conference not required	Family Group Conference Episode  Outcomes	Decisions         Task Details         No Other People v           Date of Initiation or Completion:
-		Family Group Conference     Start (essign     End Ben's Test Episode	ned to Yourself) Today's Date
			Reason for Decision: (reset)

4.4 Click the 'Confirm' button:





4.5 Click the 'Family Group Conference' box and you will be able to record the meeting details in the normal way:

Full Map	Local Map  Referral Record	Family Group Conference Active Task: System Admin - Mark Futerman (Reassion)	Started: 17-Nov-2015 Due: unspecified
Details	Details	Family Group Conference Task Details No Othe	er People 🔻
Family Group	Family Group Conference not	Meeting Details	Outcomes Form
	required	A The Date and Time for the meeting are not set.	Once the meeting has been held, Please Start the Outcomes For
+		Meeting Arranger System Admin - Mark Futerman Type of Meeting FGC Meeting Review	Assigned To 🔮 System Admin - Mark Futerman (Reassign)
		Planned Meeting Date Unspecified Length in Minutes Unspecified Location	
Family Group	Family Group Conference	Update Meeting Details and Scheduling	
L		Complete Heeting     Cancel Meeting	
		Attendees	
		A There are no Attendees for this meeting	
*		No attendees have been defined	
End Episode		Add Attendee	



4.6 Once you have entered Meeting Details and Meeting Attendees (and confirmed attendance) you will be able to access the 'Meeting Outcomes' form by clicking on the blue link – circled below:

Full Map	😉 Local Map 🔻	Family Group Conference
Contact Record Details	Referral Record Details	Active Task:       System Admin - Mark Futerman (Reassign)       Started: 17-Nov-2015       Due: Today         Family Group Conference       Task Details       No Other People ¥
Family Group onference Referral	Family Group Conference not	Meeting Details     S     Outcomes Form
	required	Please update the attendance and then complete the meeting     Once the meeting has been held, Please Start the Outcome
+		Meeting Arranger System Admin - Mark Futerman (Reassigned To Syste
		Planned Meeting Date 17-Nov-2015 Length in Minutes Unspecified Location
Family Group onference Episode	Family Group Conference	Update Meeting Details and Scheduling     Gomplete Meeting     Cancel Meeting     Export meeting     Export meeting
		Meeting Attendees     A Invitations have not been sent to all Attendees
•		Attendee Chr Inv Agr Con Att Pre Min
End Episode		Present
		▲ mark futerman36 - Subject



# 5.) Accessing the Family Group Conference Workflow and Forms

(i) Once an FGC workflow has been started the 'Family Group Conference Referral' link will be crossed out until the FGC workflow has ended.

Liquidlogic L	CS (UATBome	Tiles Help M	enu 🔻	System 🔻 🛛 Find 🔻	<ul> <li>System Admin - Mark</li> </ul>	Futerman 🔻 🔍	
Child: test fu	terman26 8 weeks	(Ref: ICS-271121)	2	Basic Demographics	🌣 🖪 🎎 🖻	) 👁	
<u>Personal</u>	💄 Personal I	Details	۲	Address	۲	Main Carer(s)/Cares For	
<u>P</u> ersonal	Case Number	ICS-271121		Main Home Address	MUNICIPAL OFFICES	No Main Carer(s) or cared children defined	
<u>A</u> dditional	Full Name test futerman26			19 Oct to present	222 UPPER STREET,		
Identity	Gender	Male			LONDON N1 1XR	★ Important Information	
<u>P</u> hotos	Actual DOB	19-Oct-2015		Address History / I	Jpdate Addresses	💥 Single Assessment Alert	
Risks	Age	8 weeks 1 day				🔆 Single Assessment Alert	
Parental Factors	Status Details			Contact Methods		Add Missing Person Record	
Relationships				Add/Update Conta	ct Methods		
Involvements	Education / Work			Show Relevant Co	ntact Methods	Contact & Referral	
CIN	Marital Status						
СР	Hanta Status			🖾 E-Mail		Create a new Contact	
CLA				E-Mail		e Evente	
Adoption	• identifiers		1.54			Events	
Episodes				Post Adoption	on Record	Complete Pause Screening and Intake     Eamily Croup Conference Referral	
<u>H</u> istory	Actions				☐ Is this a Post Adoption	Start a Early Support Episode	
Chanada and	Lindata Dataila				Record?		

(ii) While there are active tasks related to the case, these will be available to view via the 'Involvements' tab or via the 'Episodes' tab (see (iii)).

Child: test futerman26 8 weeks (Ref: ICS-271121)									
Personal	Professionals								
<u>P</u> ersonal	Role	Professional	Start Date	End Date	Contact Numbers	Core Group Member			
Additional	Allocated Case Worker	System Admin - Mark Futerman	19-Oct-2015		Show Contact Numbers	No	1		
Identity Photos	Add Professional     Initiate case transfer process								
Risks Parental Factors Relation <u>s</u> hips	Key Agencies No Key Agencies have been defined.      Add Key Agency								
Involvements	, , , , , , , , , , , , , , , , , , ,								
CIN	Current Tasks fo	r this child							
	Assigned	Subject				Date Started	Due Date		
CLA Adoption	System Admin - Mark Fu System Admin - Mark Fu	System Admin - Mark Futerman Child In Need - Active Child's Plan System Admin - Mark Futerman Child In Need - Organise Review Meeting					20-Apr-2016 16:5		
Episodes	System Admin - Mark Fu System Admin - Mark Fu	tark Futerman Child & Family Assessment - Please do Child & Family Assessment for Child Mark Futerman Child Protection - Organise Initial Child Protection Conference				19-Oct-2015 16:54 19-Oct-2015 16:55	02-Nov-2015 19-Oct-2015		
<u>H</u> istory	Ben Pope	Child Protection - Comp	lete Initial Chik	d Protection (	Conference Outcomes Form	19-Oct-2015 16:56	19-Oct-2015		
<u>Chronology</u>	System Admin - Mark Fu System Admin - Mark Fu	Iterman Single Assessment Alert Iterman Please complete the Fa	: mily Group Con	iference deta	ails	19-Oct-2015 20:30 15-Dec-2015 17:33	19-Oct-2015		
<u>F</u> orms	System Admin - Mark Fu	Iterman Organise an FGC Meetin	ng			15-Dec-2015 17:34			



(iii) But once an FGC workflow has been closed then the workflow and the documents relating to it will only be visible by clicking on the 'Episodes' tab:

Child: test fute	erman26 8 w	eeks (Ref: ICS	-271121)	2	Basic Demogra
<u>Personal</u>	• Family	/ Group Confe	erence		
<u>P</u> ersonal	Start Date	e End Date	Revision		
Additional	15-Dec-20	115	6	-	
Identity	15-Dec-20	015 15-Dec-2015	5		
Photos					
Risks					
Parental Factors					
Relation <u>s</u> hips					
Involvements					
CIN					
СР					
CLA					
Adoption					
Episodes					