

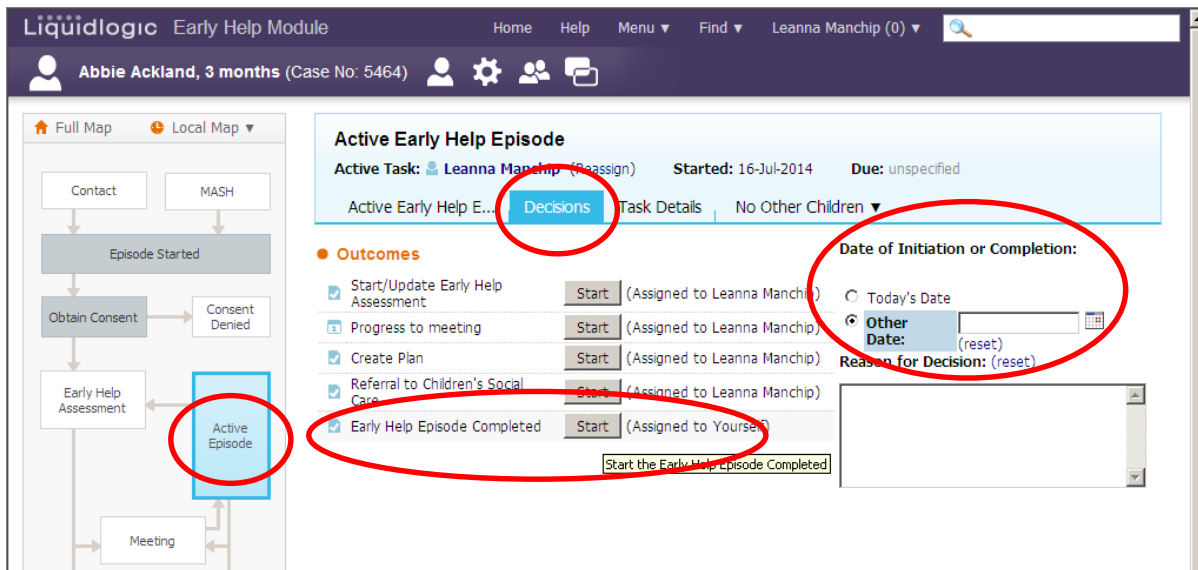


North Somerset's Early Help Guide Closing a Case

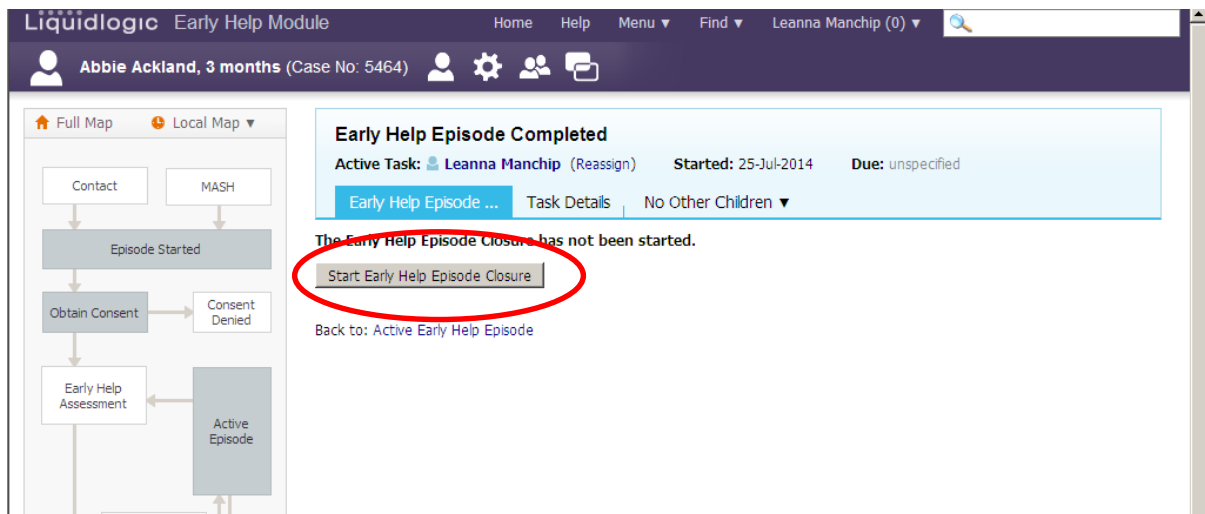
To **close a case** you will require **consent** to access the child's Episode. You can access this via the **link** on the child's **Personal Demographics** screen.

The screenshot shows the 'Liúidlogic Early Help Module' interface. At the top, there is a navigation bar with 'Home', 'Help', 'Menu', 'Find', and a user profile for 'Leanna Manchip (0)'. Below this, the user is logged in as 'Abbie Ackland, 3 months (Case No: 5464)' and is viewing the 'Basic Demographics' screen. The interface is divided into several sections: 'Personal' (with a sub-menu on the left), 'Name & Gender', 'Age / Date of Birth', 'Other Names', 'Addresses', 'Locality', 'E-Mail', 'Telephones', 'Disability', 'Important Information', 'Start New Form', and 'Actions'. The 'Important Information' section is highlighted with a red circle, showing a link for 'Current episode, started 04-Jul-2014' with a blue star icon. The 'Start New Form' section has a 'Start' button. The 'Actions' section lists several options: 'Create a new Contact', 'Create a new MASH Episode', 'Start a High Impact Families Episode', and 'New Document'.

Go into the **Decisions Tab** of the **Active Episode**, enter the **Date of Closure** and click **Start** and then **Confirm**.



Click the button 'Start Early Help Episode Closure'



Complete the form as fully as possible and **Finalise Record**.

The screenshot shows the 'Episode Record' form in the Liquidlogic Early Help Module. The form is titled 'Episode' and contains several sections: 'Date Closure Record started', 'Coordinator' (Leanna Manchip), 'Episode Dates' (Start Date: 04-Jul-2014, End Date: empty), and 'Reason for Episode' (Reason: Parents and Carers - Guidance, Boundaries & Stimulation). The 'Finalise Record' button is circled in red.

Indicate who you would like to authorise the **Case Closure Record** (it can be yourself) and click **Assign**.

The screenshot shows the 'Early Help Episode Completed' task in the Liquidlogic Early Help Module. The task is assigned to Leanna Manchip and started on 25-Jul-2014. The 'Assign' button is circled in red. Below the button, there is a list of users to select from: 'Other Role', 'Early Help Admin Group', 'Early Help Coordinator' (Leanna Manchip), and 'Other...'. A red bracket highlights the user selection options.

Go back into the link **Update Episode Closure**

Liquidlogic Early Help Module Home Help Menu Find Leanna Manchip (0)

Abbie Ackland, 3 months (Case No: 5464)

Early Help Episode Completed
Active Task: **Leanna Manchip** (Reassign) Started: 25-Jul-2014 Due: 14:13
Early Help Episode ... Task Details No Other Children

Record Authorisation Stage: Review the completed Record and amend if applicable. Once satisfied finalise the Record and choose to Grant Authorisation or to Request Further Information.

[Update Episode Closure by Leanna Manchip - CFT - Weston East Business Support \(In Progress\)](#)

Early Help Episode Closure Details
The Record **Episode Closure** (Assigned to You) [Print]
Assessor **Leanna Manchip** (25-Jul-2014 to 25-Jul-2014)
Assigned to Reviewer **Leanna Manchip** (25-Jul-2014)

Record Summary

Start Date of Episode	04-Jul-2014
End Date of Episode	25-Jul-2014
Reason	Parents and Carers - Guidance, Boundaries & Stimulation
Additional Notes	.
End Reason	Child moved to another Authority

And **Finalise Record**

Liquidlogic Early Help Module Home Help Menu Find Leanna Manchip (0)

Abbie Ackland, 3 months (Case No: 5464)

Episode Closure, 25-Jul-2014 ...

Information **Record** Feedback Consolidation Delegate Revisions Save **Finalise Record** Cancel Close

Episode Record

- Episode
- Person Details
- Signatures
- Attachments (0)

Episode

Date Closure Record started 25-Jul-2014

Coordinator

Episode Coordinator **Leanna Manchip**

Episode Dates

Start Date of Episode 04-Jul-2014
End Date of Episode 25-Jul-2014

Reason for Episode

Reason Parents and Carers - Guidance, Boundaries & Stimulation
Additional Notes .
End Reason Child moved to another Authority

Details of Work Carried Out

Then click **Authorise**

The screenshot shows the 'Early Help Episode Completed' page in the Liquidlogic Early Help Module. The user is logged in as Leanna Manchip (0). The case is for Abbie Ackland, 3 months old (Case No: 5464). The page title is 'Early Help Episode Completed' with an active task assigned to Leanna Manchip (Reassign), started on 25-Jul-2014, and due at 14:13. The 'Record Authorisation Stage' section contains two buttons: 'Authorise' (highlighted with a red circle) and 'Request Further Information'. Below this, there is a link to 'View Episode Closure by Leanna Manchip - CFT - Weston East Business Support (Awaiting Authorisation)' and an 'Amend' link. The 'Early Help Episode Closure Details' section lists the record as 'Episode Closure (Session Finalised)', with Leanna Manchip as both the assessor and reviewer for the period 25-Jul-2014 to 25-Jul-2014. The 'Record Summary' table shows the start date as 04-Jul-2014, end date as 25-Jul-2014, and the reason as 'Parents and Carers - Guidance, Boundaries & Stimulation'. A flowchart on the left shows the process from 'Contact' and 'MASH' through 'Episode Started', 'Obtain Consent', 'Early Help Assessment', 'Active Episode', 'Meeting', 'Plan', and 'Referral to Children's Social Care'.

The Episode is now Closed

The screenshot shows the 'Early Help Episode Completed' page in the Liquidlogic Early Help Module. The user is logged in as Leanna Manchip (0). The case is for Abbie Ackland, 3 months old (Case No: 5464). The page title is 'Early Help Episode Completed' with a history tab selected. The 'Record Authorisation Stage' section contains two buttons: 'Early Help Episode ...' and 'History'. Below this, there is a link to 'View Episode Closure by Leanna Manchip - CFT - Weston East Business Support (Completed)' and an 'Amend' link. The 'Early Help Episode Closure Details' section lists the record as 'Episode Closure (Completed)', with Leanna Manchip as both the assessor and reviewer for the period 25-Jul-2014 to 25-Jul-2014. The 'Record Summary' table shows the start date as 04-Jul-2014, end date as 25-Jul-2014, and the reason as 'Parents and Carers - Guidance, Boundaries & Stimulation'. The 'End Reason' is 'Child moved to another Authority', the 'Success Rating' is 2, and the 'Vulnerability Level' is 1 - Universal. A 'Back to: Active Early Help Episode' link is present. A flowchart on the left shows the process from 'Contact' and 'MASH' through 'Episode Started', 'Obtain Consent', 'Early Help Assessment', 'Active Episode', 'Meeting', 'Plan', 'Referral to Children's Social Care', and finally 'Episode Completed' (highlighted with a red box).