Recording and uploading Return Home Interviews in the correct place on LCS

We must ensure that once a young person has had their Return Home Interview, that it is uploaded in the correct place on LCS.

Social workers must ensure the following:

Every missing episode that is on LCS has a Return home interview.
 Once going into the individuals file, by clicking the 'Additional' Tab, you will see a record of the individuals missing episodes.

Personal	Disability	Archived / Paper File
reisula	☐ Is Disabled?	No paper files found.
Additional	☐ Is on a Disability Register?	► Add Paper File Record
Identity		
Photos		Last Modified
Risks	No Disabilities Recorded	Modified By SERVICE
IAS Details	r Auu a Disability	Modmed Date 02-JUI-2020 10:37
Relationships		
Involvements	 Categories of Need 	
CIN	Started On Ended On Category of Need	
СР	22-Aug-2019 - N1 - Abuse or neglect	
CLA	11-Dec-2017 05-Nov-2018 N5 - Family dysfunction	
Adoption	27-Sep-2017 31-Oct-2017 N1 - Abuse or neglect	
Cos <u>t</u> s		
Episodes	Legal Statuses	
<u>H</u> istory	Started On Lenal Status	wet
Chronology	20-Nov-2019 CLA - V2 - Single period of accommodation under Section 20	
Impo <u>r</u> ts	23-Jan-2018 CLA - V2 - Single period of accommodation under Section 20 06-Jun-2018	
<u>F</u> orms	► Add Legal Status	
<u>D</u> ocuments		
Case <u>N</u> otes	Missing Person records	
Audit	Started Ended Missing Status Finalised?	
CP-IS Audit	09-Jul-2020 23:47 10-Jul-2020 01:30 Found No	
▶ <u>H</u> ealth	05-Jul-2020 00:21 05-Jul-2020 15:35 Found Yes	
	These Missing Episodes should not be finalised until the Return Home intervie is completed and uploaded in the correc place (see page 2).	w ct
	To get into the missing episode, you ne to click specifically on the missing episo date.	ed ode

2) Once clicking into the Missing Episode, Your screen will look like this:

Episode Forms	Other Unfinalised Episodes exist for this person	Risks No Risks Recorded
Documents Case Notes Audit	Missing Details Missing Status Missing Episode Start Date 09-Jul-2020 23:47 Local Authority Luton	Risk Factor (contact with person/s posing ris Risk Assessment Completed > Add a new Risk to Missing Person • Notified
	Additional Information Status History <u>Started On Status Primary Missing Reason</u> 09-Jul-2020 23:47 Missing Update Episode Status Update Episode Status Missing Person Location Location missing from Location when gone missing Additional information Instructions Found Details	Notifi Linked Episodes for Siblings No other episodes are linked to this one.
Or ho 'do the	the left hand side of the page, there are 5 tabs. The NYAS return me interview needs to be uploaded under this tab named ocument'. The NYAS return interview needs to be uploaded under e missing episode that it corresponds with.	

3) After clicking into the documents tab within the selected missing episode, you then need to upload the NYAS Return interview which will be saved within your file. We need to ensure we are evidencing every single Return Home Interview.

Episode Documents Forms Coaste/Attack Document	New Document
Documents There are no documents. Case Notes Audit	Previous Next Finish • Document Type
Audit	Category Child Looked After V Type Return Interview V Date 10-Jul-2020
	Notes
	Notification
	Change notifications for involved users Update notifications

- 4) If one NYAS interview has been completed for 3 separate missing episodes; the same form will need to be uploaded in the separate 3 missing episodes. For example, if NYAS carried out one Return home interview for someone who went missing on the 2nd June, 4th June and 5th June (so a joint referral would have been made to NYAS by the social worker). Social worker must ensure the NYAS return home interview document is uploaded under every episode.
- 5) Within the missing episode, social workers also need to ensure they have updated the 'found section'. This is located within the missing episode under the Episode tab.

Episode	Mssing Details	Risks
Forms	Status Missing	No Risks Recorded
<u>D</u> ocuments	Episode Start Date 05-Jul-2020 01:12	Risk Factor (contact with person/s posing risk)
Case Notes	Local Authority Luton	Risk Assessment: Completed
Audit	Addiddat Information	Add a new Risk to Missing Person
	Status History	Notified
	Started On Status Primary Missing Reason	Natifi
	05-Jul-2020 01:12 Missing	
	Update Episode Status	Linked Episodes for Siblings
	Missing Person Location	No other episodes are linked to this one.
	Location missing from	
	Location when gone	
	Additional Information	
	Instructions	
	Found Details	
	Epideae chie chiefe con an 2020 tot. 15	
	Outcomes	
	Actions	
	Update Missing Person Record	
	P Delete Episode Task	
	 De Assiss Falsada Task 	
	Re-Assign Episode Task Einalise Mission Person Percord	

This will then take you to the screen where you need to enter the details of the Return interview. Please ensure you complete this in order for the data to show correctly.

Missing	• Found Details	
Found	Episode End Date	05-Jul-2020 06:15
		Is this an approximate End Date and time?
	End Reason	•
	Additional Information	
	Outcomes	
	Return Intervie	w
	Return interview offered?	Yes No Not Applicable
	Return interview accepted?	Yes No Not Applicable
	Date Return Interview Completed	10-Jul-2020
	Return Interview	NYAS
	Additional Information	