

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:

- 1) 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

Personal
Additional
Identity
Photos
Risks
IAS Details
Relationships
Involvements
CIN
CP
CLA
Adoption
Costs
Episodes
History
Chronology
Imports
Forms
Documents
Case Notes
Audit
CP-IS Audit

Health

Disability

Is Disabled?
 Is on a Disability Register?

Disabilities

No Disabilities Recorded
[Add a Disability](#)

Categories of Need

Started On	Ended On	Category of Need
22-Aug-2019	-	N1 - Abuse or neglect
25-Mar-2019	29-May-2019	N1 - Abuse or neglect
11-Dec-2017	05-Nov-2018	N5 - Family dysfunction
27-Sep-2017	31-Oct-2017	N1 - Abuse or neglect

Legal Statuses

Started On	Legal Status	Expiry Date	Actual End Date	Court
20-Nov-2019	CLA - V2 - Single period of accommodation under Section 20			
23-Jan-2018	CLA - V2 - Single period of accommodation under Section 20		06-Jun-2018	

[Add Legal Status](#)

Missing Person records

Started	Ended	Missing Status	Finalised?
09-Jul-2020 23:47	10-Jul-2020 01:30	Found	No
05-Jul-2020 00:21	05-Jul-2020 15:35	Found	Yes
01-Jul-2020 23:40	03-Jul-2020 00:33	Found	Yes

Archived / Paper File

No paper files found.
[Add Paper File Record](#)

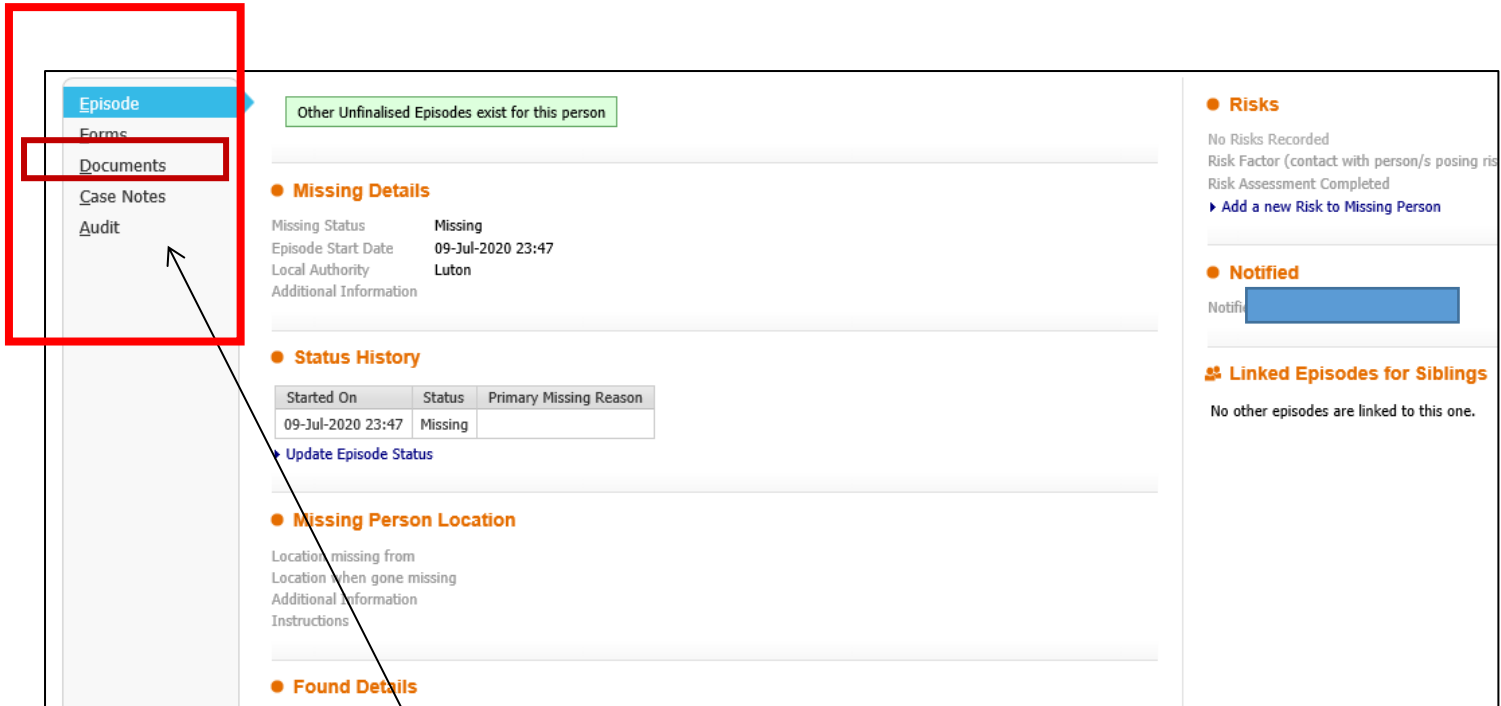
Last Modified

Modified By SERVICE
Modified Date 02-Jul-2020 10:37

These Missing Episodes should not be finalised until the Return Home interview is completed and uploaded in the correct place (see page 2).

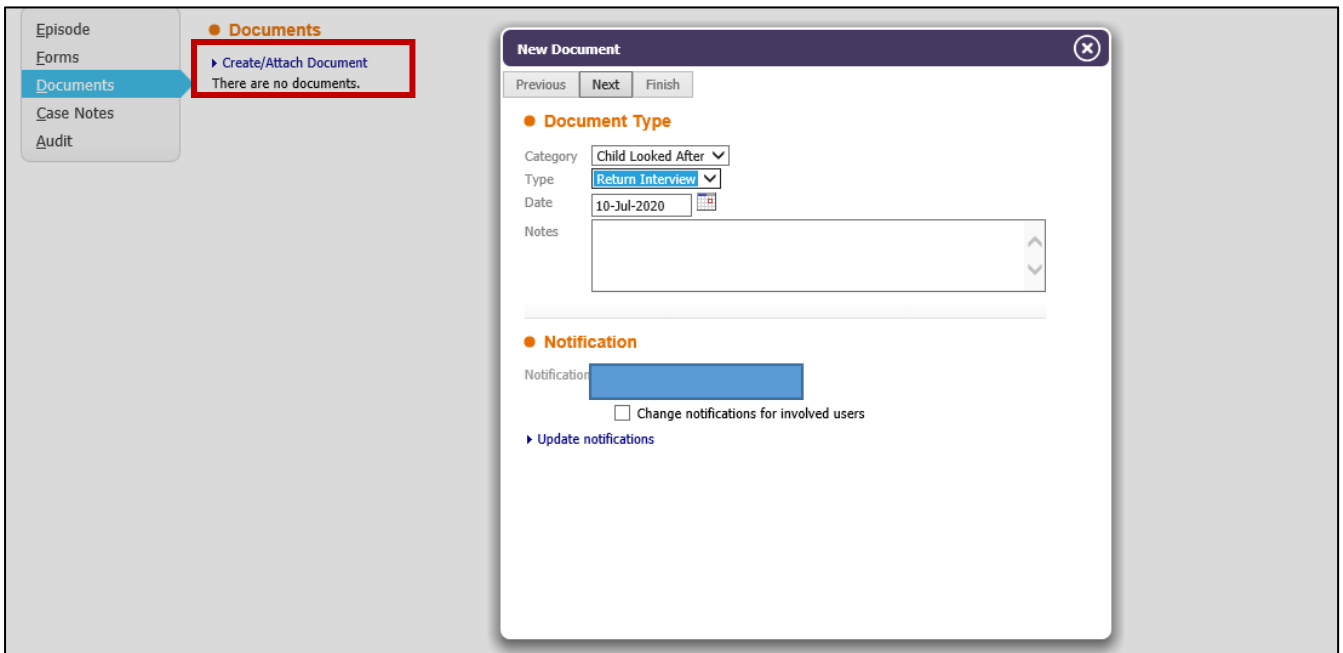
To get into the missing episode, you need to click specifically on the missing episode date.

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

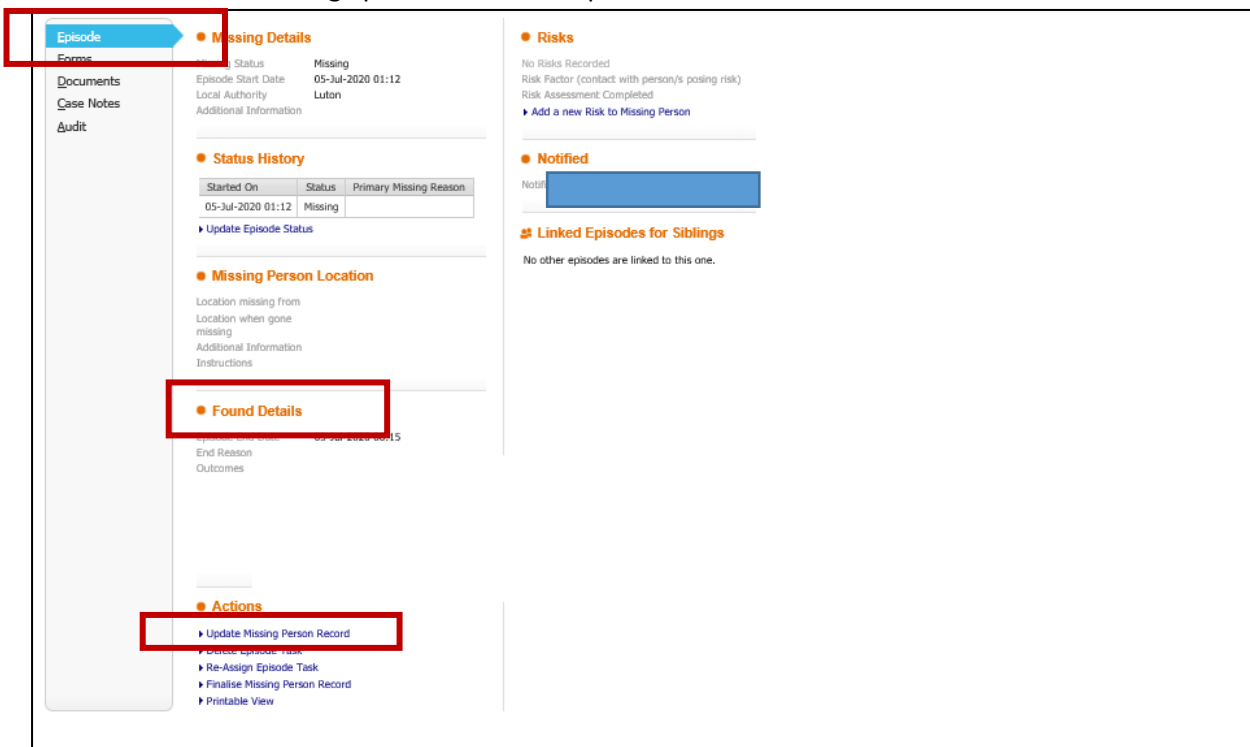


On the left hand side of the page, there are 5 tabs. The NYAS return home interview needs to be uploaded under this tab named 'document'. The NYAS return interview needs to be uploaded under the missing episode that it corresponds with.

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.



- 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.



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.

