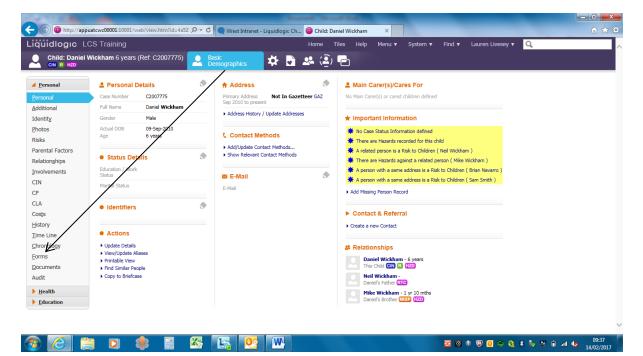
1) Find the young person on Liquid Logic and click on their name.

User Lauren Livesey Education	Task	LAS EHM		
Empty 🍳 🖡			r By: Start Date Due Date Timeframe Person Priority	0
Worktray 8	No Due Date (7)	Person	Task Description	
	No Due Date CIN HZD	Wickham, Daniel 6 yrs [Ref: C2007775]	PEP - Please complete the assessment	
	No Due Date		PEP - Please complete the assessment	
	No Due Date		PEP - Please complete the assessment	
	No Due Date		PEP - Please complete the assessment	
	No Due Date		PEP - Please complete the assessment	
	No Due Date		PEP - Please complete the assessment	
	No Due Date CIN	Wickham, Daniel 9 mths [Ref: C2008417]	Child In Need - Update Child's Plan	
	2016 (1)	Person	Task Description	
	07-Dec-2016 CIN	TEST, Katerina 6 yrs [Ref: 2008498]	Single Assessment - Please do Single Assessment for Child	

2) Under the young person's record click on 'forms'.



3) To start a new PEP form click on 'start new form', select PEP from the drop down menu, and click 'start.' To open an existing draft PEP click on the from under drafts. To open a finalised PEP click on it under 'completed forms'.

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Child: Daniel V CIN R HZD	Wickham 6 years (R	er. C2007775) Basic Demographics	🏄 🖪 🚢 🗐 🔁			
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	26 Jan-2017 12:58 23 Jan-2017 11:04					
	19-Jan-2017 09:02	PEP Lauren Livesey				
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Jiogy	Form Date	Form Type	User			
	04-Jan-2017 08:52 30-Sep-2015	PEP Child/Young Person's Plan	Lauren Livesey - Education Induction Trainer - Chester Children in Care & Care Leavers			
nents	30-Sep-2015	Childs/Young Persons In Need Review Outcomes	Induction Trainer - Chester Children in Care & Care Leavers			
	30-Sep-2015 30-Sep-2015	Child/Young Person's Plan C & F Assessment	Induction Trainer - Chester Children in Care & Care Leavers Induction Trainer - Chester Children in Care & Care Leavers			
lth	30-Sep-2015	Referral Record	Dan Wickham - Children & Young People's Services			
cation	16-Sep-2015	Contact Record	Dan Wickham - Children & Young People's Services			

4) Once you have started the form you will be given the option to either copy forward existing information if the young person has had a PEP previously or start a blank form. WARNING: If you are copying forward information it is important to check that the information, such as education setting, is correct.

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Child: Daniel Wickh	am 6 years (Ref: C2007775) 💄 🗱 🛃 🤐	PEP, 14-Feb-2017 09:53				
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5) Once the form is started it is the Social Workers responsibility to fill in the first two pages up until the 'PEP Meeting' subheading. If you do not fill in the first page of the PEP form completely then the rest of the form will not be generated and Business Support will be unable to send the form to the education setting. It is important that the age and school year are correct otherwise the wrong form will be generated for the young person.

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	This PEP Meeting Date								5
	Date set for next PEP Meeting								1
	Reason for next PEP Meeting not being set								€ 3 €
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	I am on the Welsh Foundation Phase	~							1
	The final updates for this form were completed on								5

6) Once the first two pages have been completed up until the 'PEP Meeting' subheading click 'save'.

7) Inform your Business Support that the form has been started on Liquid Logic and the date of the PEP meeting. They will then send a form to the school so the rest of the information can be collected. You may need to reassign the PEP form to them.

At the PEP meeting any amendments to the form should be noted down. After the meeting these should then be relayed to Business Support (either via a paper copy of the PEP or a version sent to them through secure email.) They will then type up the rest of the form on Liquid Logic.

NB: Please double check with your Business Support that typing up PEPs is part of their role as some teams operate differently.

8) Once the form has been typed up on Liquid Logic Business Support will reassign it to you so it will appear in your tray. Double check the information is correct and complete. If it is click 'finalise assessment.'

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The form will then show up in 'completed forms'.

A copy of the PEP should be forwarded to the education setting and other relevant parties.

Check with Business Support who sends out the final copy of the PEP.