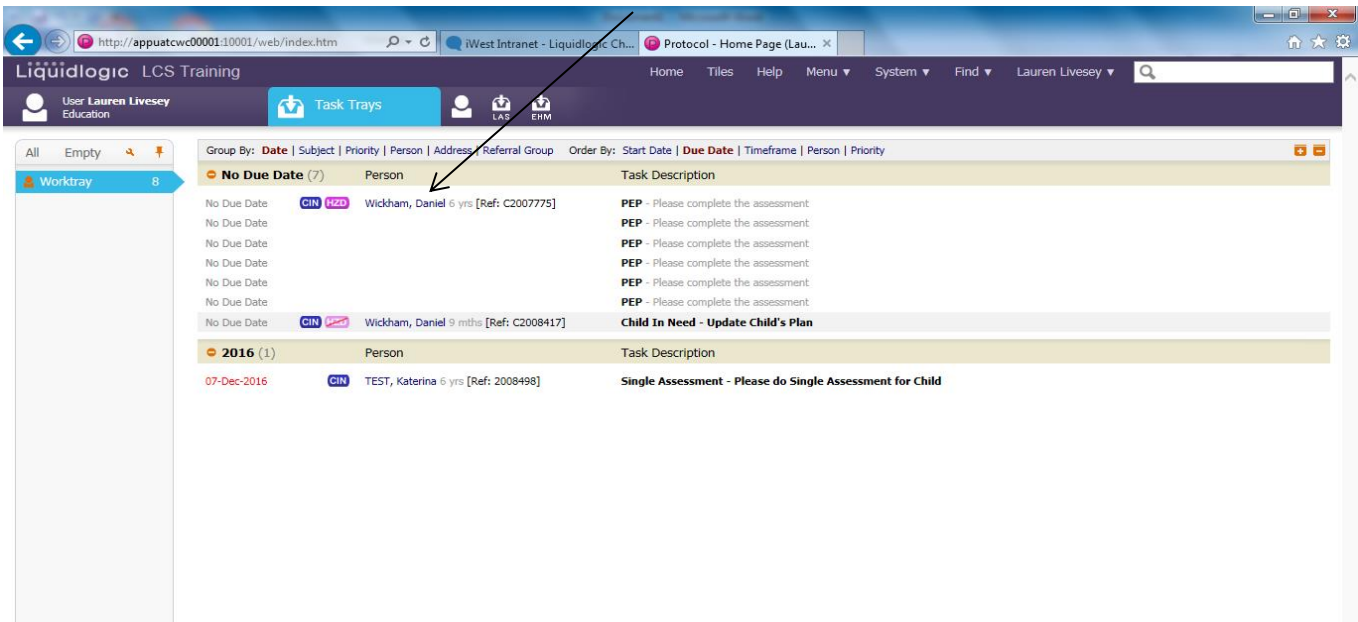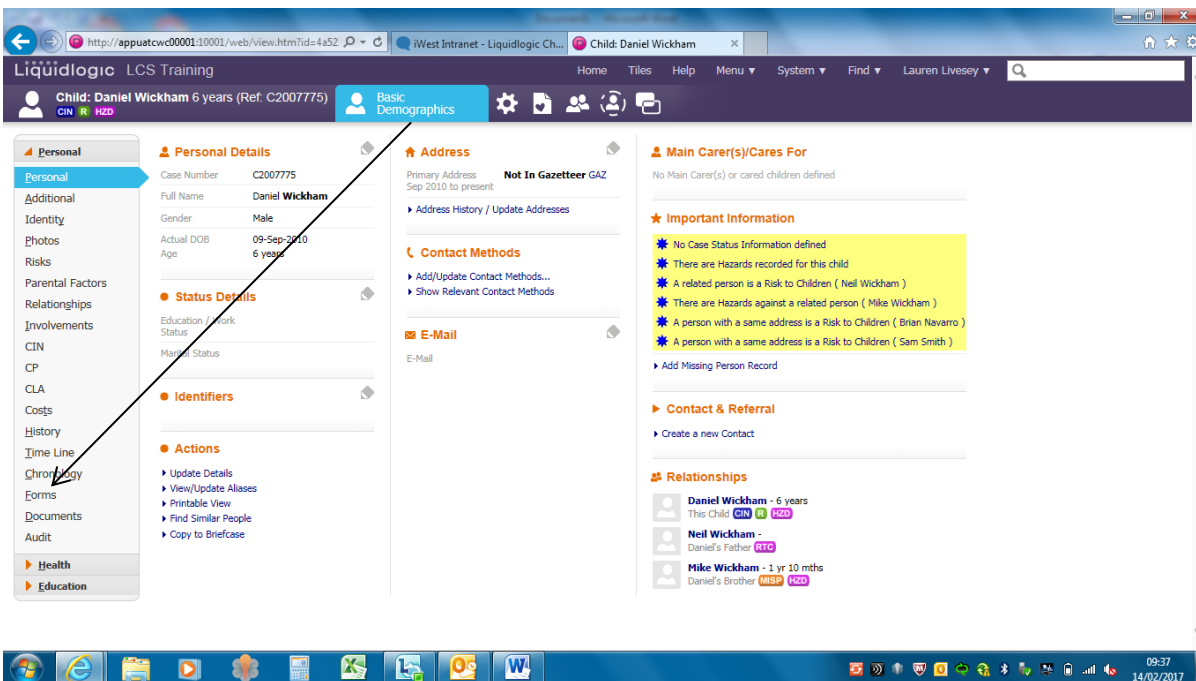## PEP How to Guide for Social Workers
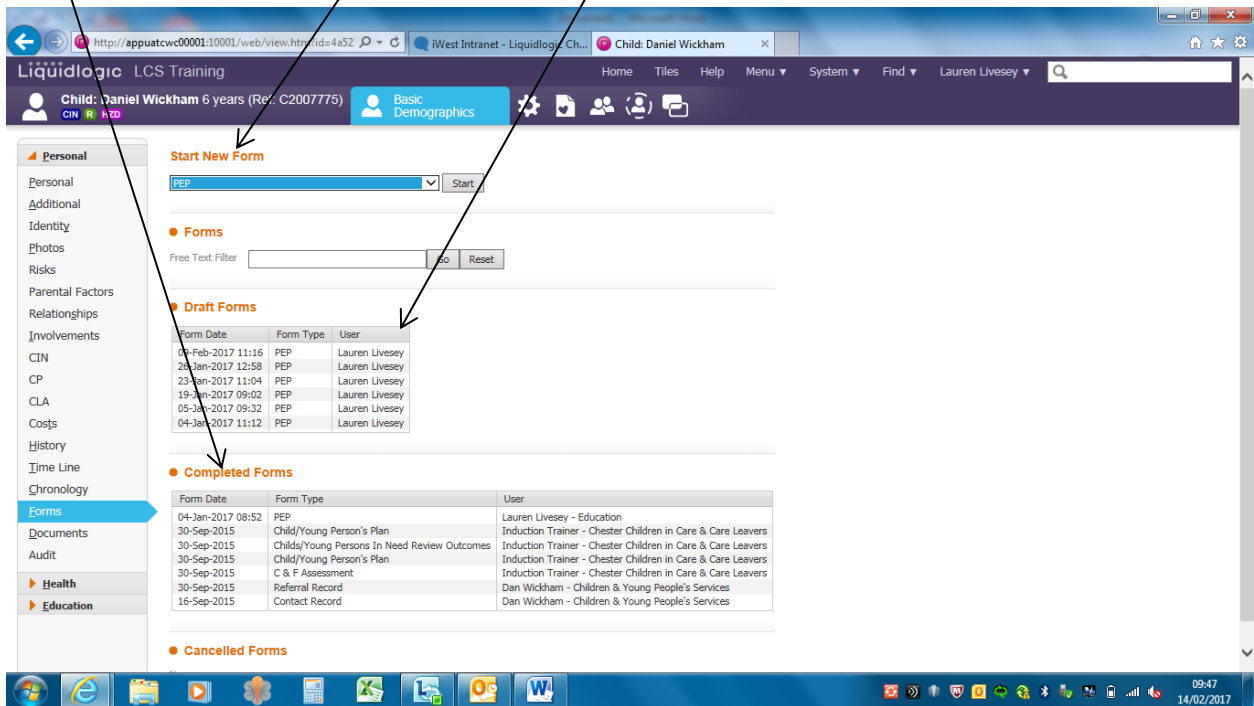
1) Find the young person on Liquid Logic and click on their name.

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'.

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.
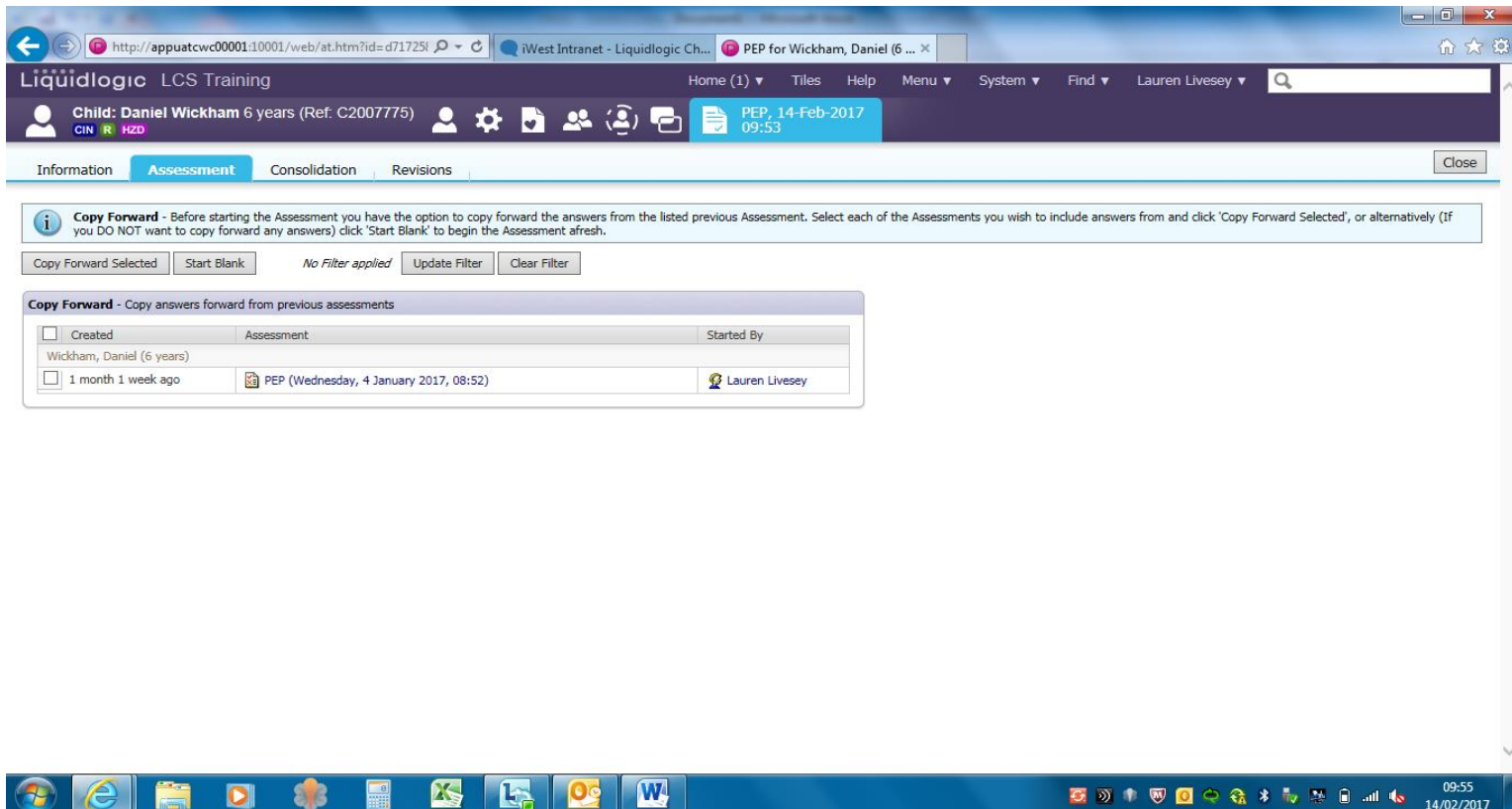
5) Once the form is started it is the Social Workers responsibility to fill in the first two pages up until the 'PEP Meeting' subheading. If you do not fill in the first page of the PEP form completely then the rest of the form will not be generated and Business Support will be unable to send the form 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.

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.'

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.