

Inputting services to ICS

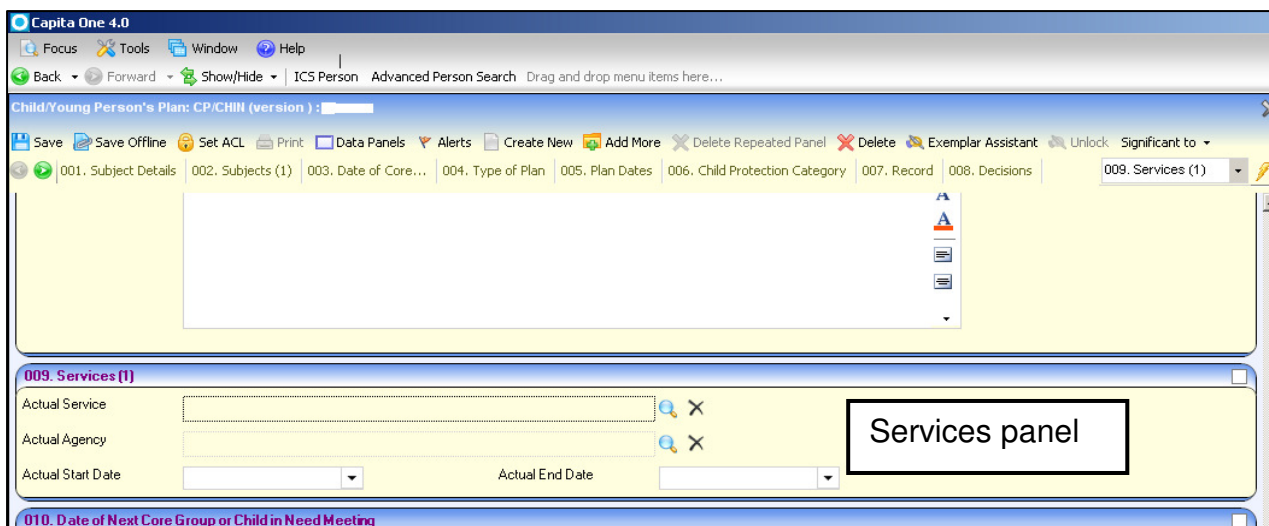
Services **must be added** for every child who is open during the reporting period of **1 April – 31 March** who should have a **Plan** – the decision to add a **Plan** is at the discretion of the case holding Social Worker.

This includes:

1. all children with an open referral
2. children who were open at the start of the reporting period but are now closed
3. children opened and closed to Social Services in the reporting period

Services can be added to the **Child/Young Person’s Plan: CP/CHIN, Care Plan or Pathway Plan**.

In the appropriate exemplar, navigate to the **Services (1)** panel



To record a Service and Provider Code

1
Click magnifier against **Actual Service**

2
From the **Service Category** drop down list - select **Social services**

3
Click - **Search**

Hint – click in to the **Service Category** field and press the letter **S** on your keyboard to auto-select **Social Services**

A list of **Services** will be displayed:

Important – the service selected in this user guide is for guidance purposes only and is not necessarily the service you need to select

4 Highlight the correct service

Description	Service Category	Universal Service	Service Type	Active
Adoption support	Social services		A - Adoption support	Yes
Aids and adaptations	Social services		AI - Aids and adaptions	Yes
payments	Social services		D - Disabled children's services	Yes
short breaks at another setting	Social services		D - Disabled children's services	Yes
short breaks in the child's home	Social services		D - Disabled children's services	Yes
short breaks at another setting	Social services		D - Disabled children's services	Yes
DCS - Receiving overnight short breaks in the carer's home	Social services		D - Disabled children's services	Yes
DCS - Receiving overnight short breaks in the child's home	Social services		D - Disabled children's services	Yes
DCS - child receiving direct payments	Social services		D - Disabled children's services	Yes
DCS - receiving day care short breaks in the carer's home	Social services		D - Disabled children's services	Yes
DCS - receiving day care short breaks: befriending service	Social services		D - Disabled children's services	Yes
Disabled children's services	Social services		D - Disabled children's services	Yes
Family support (section 17)	Social services		Y - Family support (Section 17)	Yes
Other care and accommodation	Social services		P - Other care and accommodation	Yes
Residence order payments	Social services		X - Residence order support	Yes
Section 24 leaving care support	Social services		Z - Section 24 support	Yes
Special guardianship order support	Social services		SG - Spec. guard'ship order support	Yes
additional support	Social services			Yes

5 Click - Select

The selected code will display in the **Actual Service** field

6 Click magnifier against **Actual Agency**

7 Click magnifier against **Service**

009. Services (1)

Actual Service: Disabled children's services

Actual Agency: [magnifier icon]

Actual Start Date: [dropdown]

Actual End Date: [text box]

010. Date of Next Core Group or Child in Need Meeting

Date of next Core Group or Child in Need meeting: [text box]

Status

Digital Signature: [text box]

Digital Signature: [text box]

Comment: [text box]

Service Provider Link Enquiry

Provider: [text box]

Service: [text box]

Category: [text box]

Charge Type: [dropdown]

Select New Delete Open Next Previous

9 Click - Search

8 From the **Service Category** drop down list - select **Social services**

Hint – click in to the **Service Category** field and press the letter **S** on your keyboard to auto-select **Social Services**

10 Highlight the same service as previously selected – see **No 4**

11 Click - Select

Description	Service Category	Active
Adoption support	Social services	Yes
Aids and adaptations	Social services	Yes
Residence order payments	Social services	Yes
Short breaks at another setting	Social services	Yes
Short breaks in the child's home	Social services	Yes
Short breaks at another setting	Social services	Yes
DCS - Receiving overnight short breaks in the carer's home	Social services	Yes
DCS - Receiving overnight short breaks in the child's home	Social services	Yes
DCS - child receiving direct payments	Social services	Yes
DCS - receiving day care short breaks in the carer's home	Social services	Yes
DCS - receiving day care short breaks: befriending service	Social services	Yes
Disabled children's services	Social services	Yes
Family support (section 17)	Social services	Yes
Other care and accommodation	Social services	Yes
Residence order payments	Social services	Yes
Section 24 leaving care support	Social services	Yes
Special guardianship order support	Social services	Yes
Additional support	Social services	Yes

Step 12 will list the Provider Codes

12
Click - **Search**

All Provider Codes will display

Provider	Service	Category	Charge Type
PR1 - Own Provision	Disabled children's services	Social services	
PR2 - Other Local Authority provision	Disabled children's services	Social services	
PR3 - Other Public Provision	Disabled children's services	Social services	
PR4 - Private Provision	Disabled children's services	Social services	
PR5 - Voluntary / Third Sector provision	Disabled children's services	Social services	

5 Records Found

Step 13 and 14 will select the Provider Code

13
Highlight appropriate **Provider Code**

14
Click - **Select**

Provider	Service	Category	Charge Type
PR1 - Own Provision	Disabled children's services	Social services	
PR2 - Other Local Authority provision	Disabled children's services	Social services	
PR3 - Other Public Provision	Disabled children's services	Social services	
PR4 - Private Provision	Disabled children's services	Social services	
PR5 - Voluntary / Third Sector provision	Disabled children's services	Social services	

009. Services (1)	
Actual Service	Disabled children's services
Actual Agency	PR1 - Own Provision
Actual Start Date	28/01/2011
Actual End Date	

The selected **Provider Code** is displayed in **Actual Agency** field

15
Add an **Actual Start Date** of service

16
Add an **Actual End Date** of service when applicable

The **Services (1)** panel is a repeatable panel

Note - if more than one service is provided, use the **Add More** function to add additional Services panels

Important - you cannot add another service with the same codes in the **Actual Service** and **Actual Agency**

009. Services (1)	
Actual Service	Disabled children's services
Actual Agency	PR1 - Own Provision
Actual Start Date	03/12/2009
Actual End Date	

009. Services (2)	
Actual Service	Disabled children's services
Actual Agency	PR1 - Own Provision
Actual Start Date	01/10/2010
Actual End Date	

X

Important - you can add another service with the same codes in the **Actual Service** but different **Provider Code** in **Actual Agency**

009. Services (1)	
Actual Service	Disabled children's services
Actual Agency	PR1 - Own Provision
Actual Start Date	03/12/2009
Actual End Date	

009. Services (2)	
Actual Service	Disabled children's services
Actual Agency	PR5 - Voluntary / Third Sector prov...
Actual Start Date	01/10/2010
Actual End Date	

✓

Important - you can have multiple services **starting** and **ending** on the **same date**

Important - you can have multiple services **starting** on the **same date** but **ending** on a **different date**

Data Quality – a service that is no longer required **must be ended** in **all versions** of the **Plan** that holds that service