

Inputting services to ICS

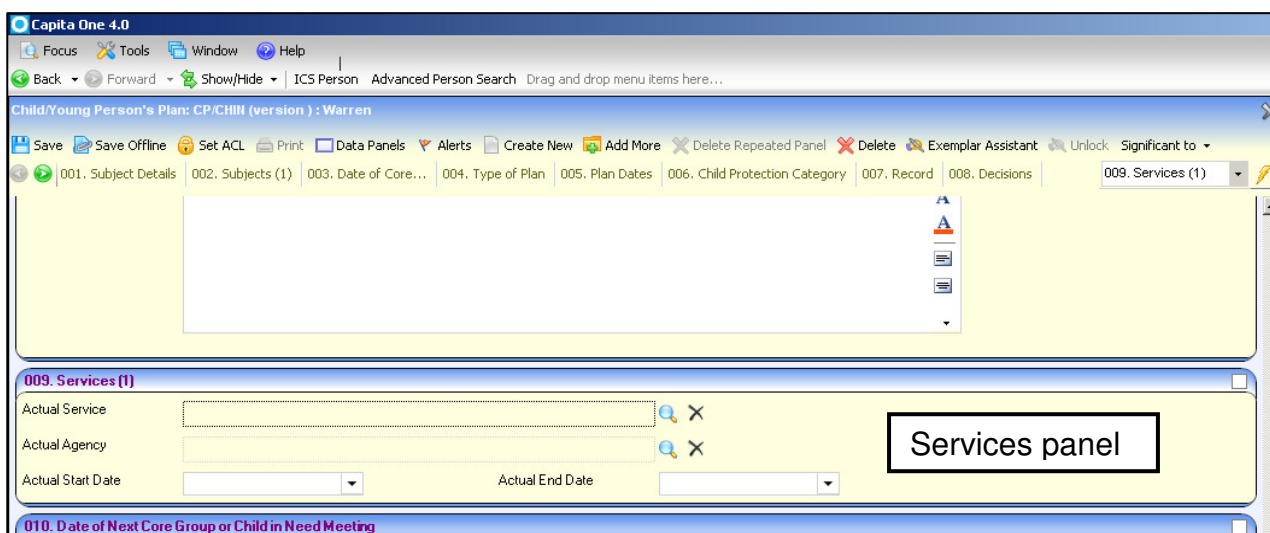
Services **must be added** for every child who is open during the reporting period of **1 April – 31 March** who should have a **Plan** – the decision to add a **Plan** is at the discretion of the case holding Social Worker.

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 a **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:

4
Highlight the correct service

5
Click - Select

Description	Service Category	Universal Service	Service Type	Active
Adoption support	Social services		A - Adoption support	Yes
Aids and adaptations	Social services		AI - Aids and adaptations	Yes
DCS - direct payments	Social services		D - Disabled children's services	Yes
DCS - short breaks at another setting	Social services		D - Disabled children's services	Yes
DCS - short breaks in the child's home	Social services		D - Disabled children's services	Yes
DCS - Receiving overnight 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. guardianship order support	Yes
additional support	Social services			Yes

Service Definition

Save New

18 Records Found

9
Click - Search

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

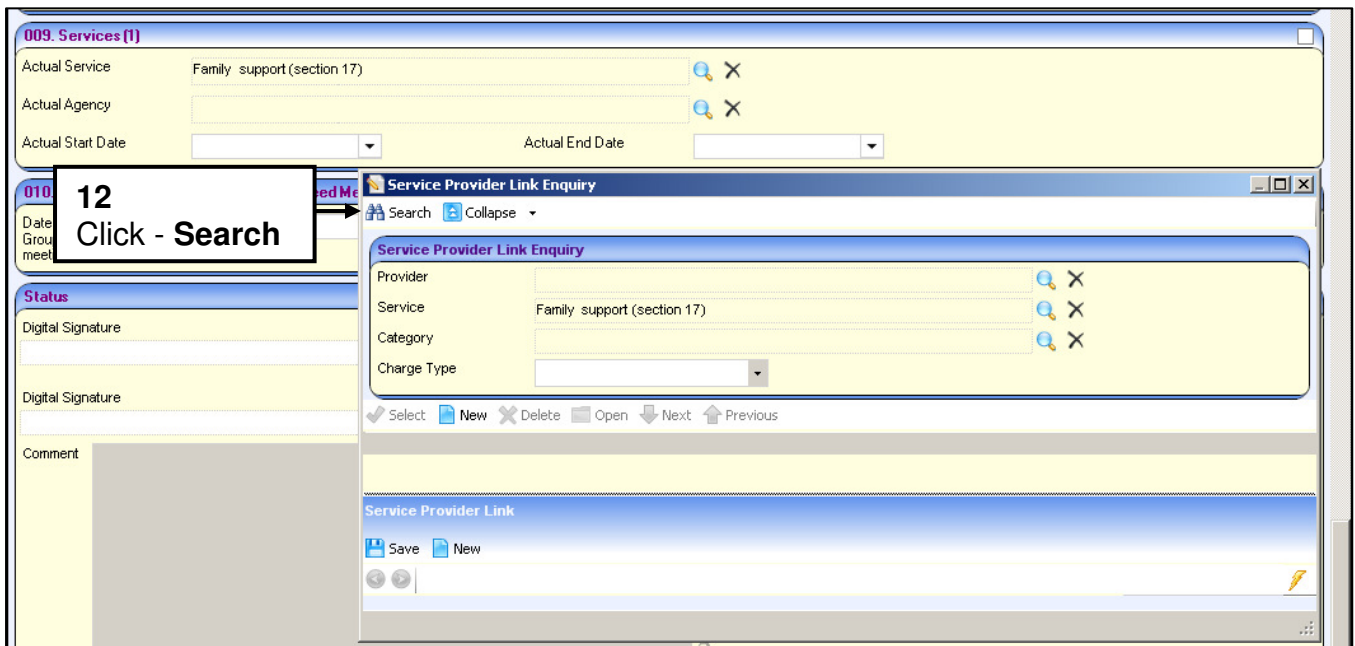
Hint – click in to the **Service Category** field and press the letter **S** on your keyboard to auto-select **Social Services**

10
Highlight the same service as previously selected – see no 4

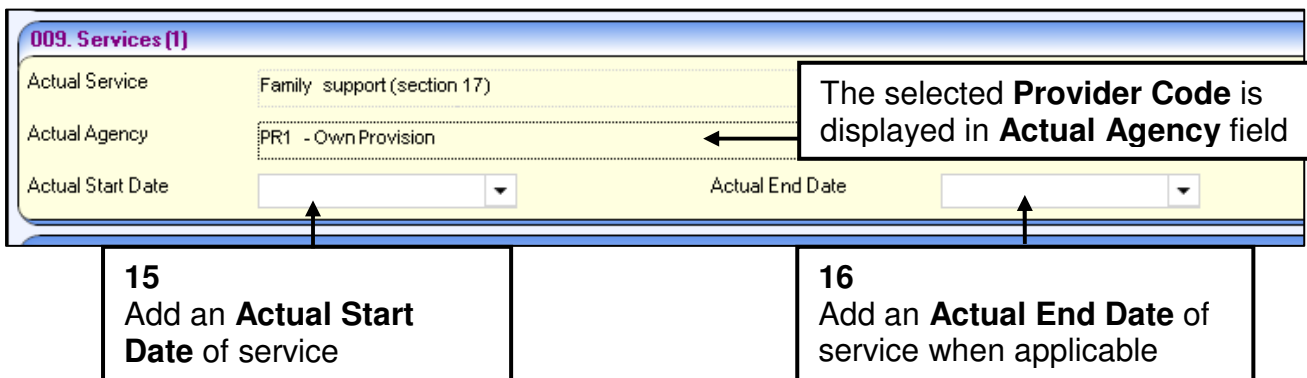
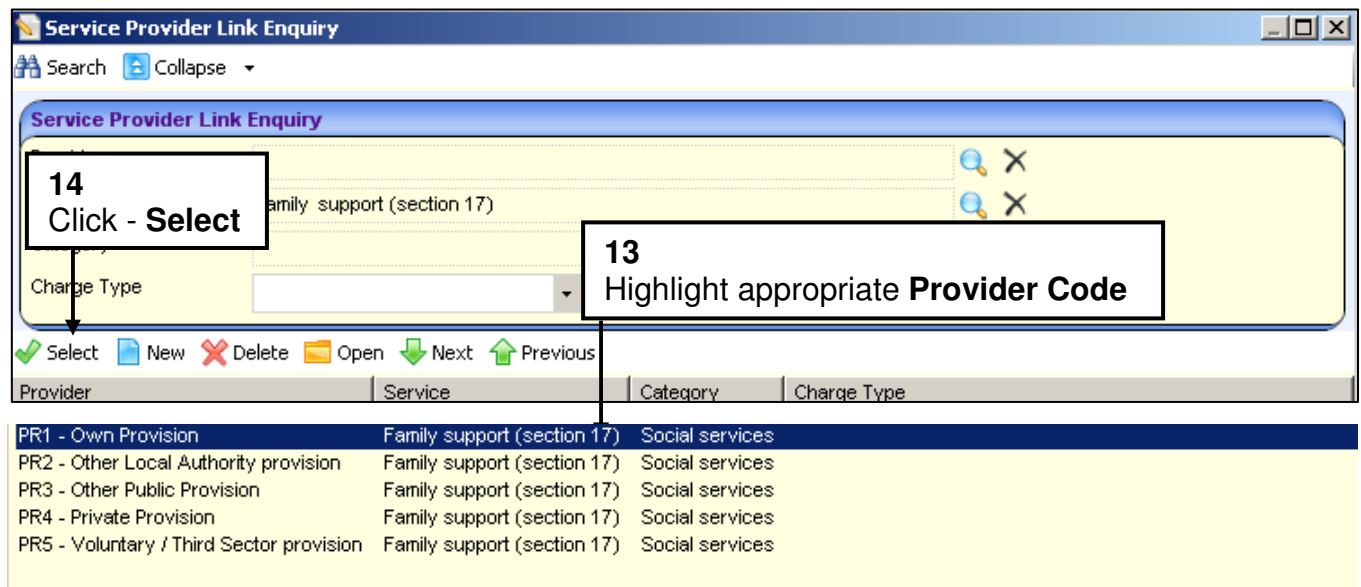
11
Click - Select

Description	Service Category	Universal Service	Service Type	Active
Adoption support	Social services		A - Adoption support	Yes
Direct payments	Social services		AI - Aids and adaptations	Yes
Short breaks at another setting	Social services		D - Disabled children's services	Yes
DCS - Receiving day care short breaks in the child's home	Social services		D - Disabled children's services	Yes
DCS - Receiving overnight 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. guardianship order support	Yes
Additional support	Social services			Yes

Step 12 will list the Provider Codes



Step 13 and 14 will select the Provider Code



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**

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