## How to Complete the Consent Statement

The consent statement is automatically generated when the Episode Started form is completed. There will be a task in the work tray - Obtain Consent - Select User to record the Consent Details'



Select yourself and click on Assign.



Click on Start Consent						
Liquidlogic EHM UAT Sha	red Da abase 5: 50296 38) 👤 🚨 👎	Home	e Help	Menu 🔻	System ▼	Find 🔻 🕚
<ul> <li>▲ Full Map</li> <li>▲ Local Map</li> <li>▼</li> <li>Contact</li> </ul>	Obtain Consent Active Task: <sup>©</sup> Worker One (Reassign) Start O tain Consent Task Details No O	ted: 21-Jun-2015 Due: 22-Jun-2 Other Children ▼	2015			
Episode Started Obtain Consent Denied	The Covernt record has not been started Start Consent Back to: CAF Episode Started					

You will then be presented with the following screen. You can either start blank or copy forward by selecting the previous documents and clicking 'Copy Forward Select'.

Liquidlogi	C EHM UA	T Shared E	Database						Home	Help	Menu 🔻	System 🔻	Find <b>v</b>	Wa
Paul You	ung, 6 years (C	ase No: 502	9688) 👤	<u>.</u>	2 🗎	Conse 01-Ju	ent Record In-2015							
Information	Record	Feedback	Consolidatio	n Rev	visions									
(i) Copy Forw want to cop	<b>vard</b> - Before starti py forward any answ	ng the Record yo wers) click 'Start	ou have the opti Blank' to begin	on to copy f the Record	forward the a afresh.	answers fro	om the listed	previous Recor	ds. Select eac	h of the Re	cords you wis	h to include ansv	vers from and	click '
Copy Forward Sele	cted Start Blan	k No I	Filter applied	Update Filt	er Clear	Filter								
Copy Forward - Co	opy answers forwar	d from previous	assessments											
Created		Record						Starte	d By					
Paul Young, 6 ye	ears													
2 weeks 6	days ago	Episode R	ecord (Monday,	1 June 201	5)			🚱 El	ena Timotheou	1				
2 weeks 6	days ago	Contact R	ecord (Monday,	1 June 201	5)			😨 El	ena Timotheou	ı				

The consent statement is now open, click on the t	tab 'Consent'
Liquic logic EHM UAT Shared Database	Home Help Menu 🔻 System 🔻 Find 🔻 Worker One (0) 🔻 🔍
👤 P Iul Young, 6 years (Case No: 5029688) 💄 🚨 🖻 📄 Consent Record, 01-Jun-2015	
Inform tion Record Feedback Consolidation Revisions	☐ Save Finalise Record Close
Print     Print     Consent Record     Consent     Person Details     Signatures	

The consent statement will now display. Enter the date of consent, if there is an expiration date and if a fair process notice has been issued you can enter the details. Under the section Consent Decision, from the drop down menus select the most appropriate answers for the chid/young person.

\*\*\*The consent date cannot be before the Contact start date. We know that you would have consent prior to staring the process but the system will not allow that. \*\*\*

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Paul Young, 6 year	s (Case No: 5029688) 🚨 🕰	Consent Record, 11-Jun-2015				
Information Record	Feedback Consolidation Re	evisions				☐ Save Finalise Record Close
🗧 Print 🕴	Consent	¥				
Consent Record	Consent Dates					
Consent	Date of Consent	01-Jun-2015				* 🖴
Fignatures	Expiration Date					
Attachments (0)	Privacy Notice issued?	🔿 Yes 🔿 No				19 E
	Consent Decision					
	Consent Decision Maker	Child & Parents have Agreed to the CAF		~		* 🚭 🔒
	Method of Consent	Written 🗸				10 B

Enter the details of the person giving consent, and the relationship to the child.

Liquidlogic EHM	JAT Shared Database		Home	Help Men	u 🔻 System 🔻	Find <b>v</b>	Worker One (0) 🔻 🔍		
Paul Young, 6 year	s (Case No: 5029688) 💄 🐣 🔁 📄	Consent Record, 01-Jun-2015							
Information Record	Feedback Consolidation Revisions						🔒 Save	Finalise Record	Close
Print     Consent Record     Consent     Person Details	Related Persons Deciding on Consent No specific Related People have been selected     Click to Define or Update list of people deciding on conse	nt							
Signatures     Attachments (0)	Other Persons Deciding on Consent Person giving consent (if not the Child)							ę	96
	Relationship to Child Further Details								) <b>(</b> ) <b>(</b>
	Sclick here for guidance on the Consent process								

Under the Consent Restrictions you will be able to see your name and that is to confirm that you will have access to the Episode and CAF Assessment.

Consent Restrictions		
Restrictions	Consent is ONLY available to:	
Specify Consent Restrictions		

When all details have been entered, click on Finalise Record, which is located the top right hand corner.

	UAT Shared Database	Consent Record,	Home	Help	Menu 🔻	System 🔻	Find <b>v</b>	Worker One (0) 🔻 🝳			
Information Record	Feedback Consolidation Revi	sions						B Save	Finali	se Record	Close
Print     Consent Record     Consent °     Person Details     Signatures     Attachments (0)	Consent Consent Dates Date of Consent Expiration Date Privacy Notice issued?	01-Jun-2015 E									- - 
	Consent Decision     Consent Decision Maker     Method of Consent	Both Parents have Agreed to the CAF				~					- <b></b>

## Click on ok when the prompt appears

Liquidlogic EHM	UAT Shared Database s (Case No: 5029688) 👤 🤽 🚰 📑 Consent Record,	Home Help Menu v System v Fi	ind 🔻 Worker One (0) 🔻 🔍
Information Record  Print  Consent Record Consent <sup>®</sup> Person Details Signatures Attractment (0)	Feedback     Consolidation     Revisions       Consent     01-Jun-2015       Date of Consent     01-Jun-2015       Expiration Date     Privacy Notice Issued?		문 Save Finalise Record Close
	Consent Decision Consent Decision Maker Method of Consent Writter	OK Cancel	•ଶନ •ଶନ

The consent statement will now be completed

Liquidlogic EHM UAT Sha	ed Database Home Help Menu v System v Find v Worker One (0) v 🕻 2: 5029688) 👤 💐 🔁	<u>ک</u>
A Full Map S Local Map ▼           Contact         MASH	Obtain Consent         Initiator: Elena Timotheou         Started: 01-Jun-2015         Completed: 21-Jun-2015 (by Elena Timotheou)           Obtain Consent         Restart         History         No Other Children ▼	
Episode Started	P Record Details:         The Record       Consent Record (Completed) [ Print ]         Assessor          Worker One (01-Jun-2015 to 21-Jun-2015)	
CAF Assessment Episode	Date of Consent       01-Jun-2015         Method of Consent       Written         Back to: CAF Episode Started       Vertice	