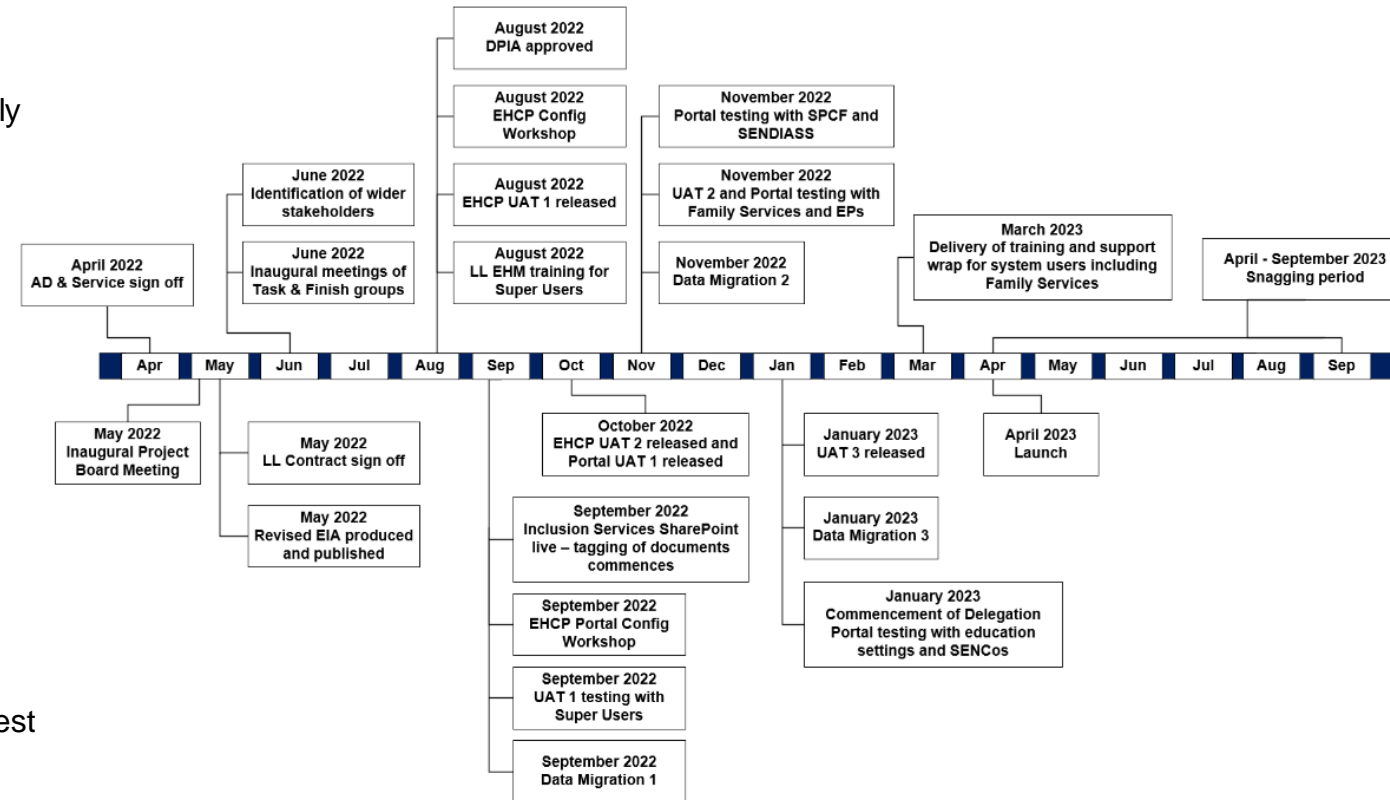


Liquidlogic EHCP functionality implementation

January 2023: Update

Key recent progress includes:

- Agreement of key migration and Go Live dates with Liquidlogic and Family Services
- Successful completion of Data Migration 3
- Required module and EHCP portal configuration changes raised with Liquidlogic following completion of testing with stakeholders
- Continued development of system forms configuration following testing
- Commencement of delegation portal testing with education settings and SENCOs
- Presentation of a paper to CYP LT to agree approach to the use of functionality by Health to support the EHC and annual review process
- Completion of tagging all area document sets with corresponding Liquidlogic IDs and content types (excluding anomalies to be addressed and new additions)
- Continuation of piece of work to create new graphics for CYP portal request form in conjunction with a young person with an EHCP
- SENCo engagement and identification of next steps for testing
- Streamlined version of required Liquidlogic E Learning is currently being developed by WFD. Family Services will be required to complete the E learning, which is anticipated to take approximately two hours to complete, in February.



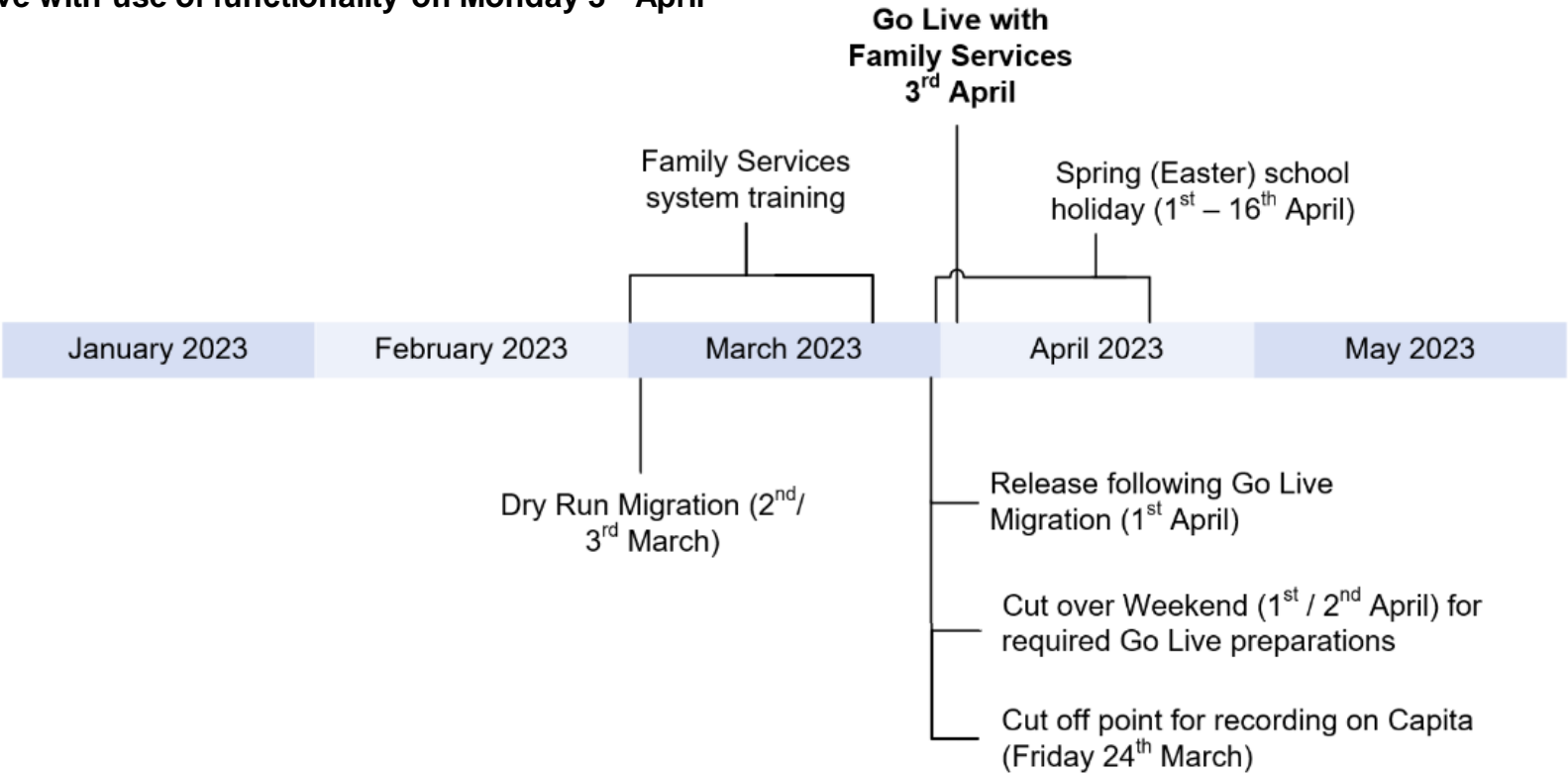
Key next steps include:

- Family Services to receive invitations to training in March. P&TS staff to also be trained on the 14th March
- Continuation of work with education settings and preparations to support SENCOs' use of the delegation portal
- Testing session with HNF moderator SENCOs on the 9th February

Updated timeline for Go Live

Discussions with the service and Liquidlogic have allowed for a Go Live date to be agreed.

- Liquidlogic upgrading LCS, EHM, LAS & Portals UAT to latest versions to include SEN2 reports w/c 9th January
- DM3 to take place w/c 16th January
- Liquidlogic to upgrade LCS, EHM LIVE to match UAT on 28/02 & LAS & Portals on 01/03
- Dry Run Migration to take place on 2nd and 3rd March
- Go Live Migration to take place overnight on Friday 31st March. System to be returned to us on the morning of Saturday 1st April ready for cut over weekend.
- **Family Services to Go Live with use of functionality on Monday 3rd April**



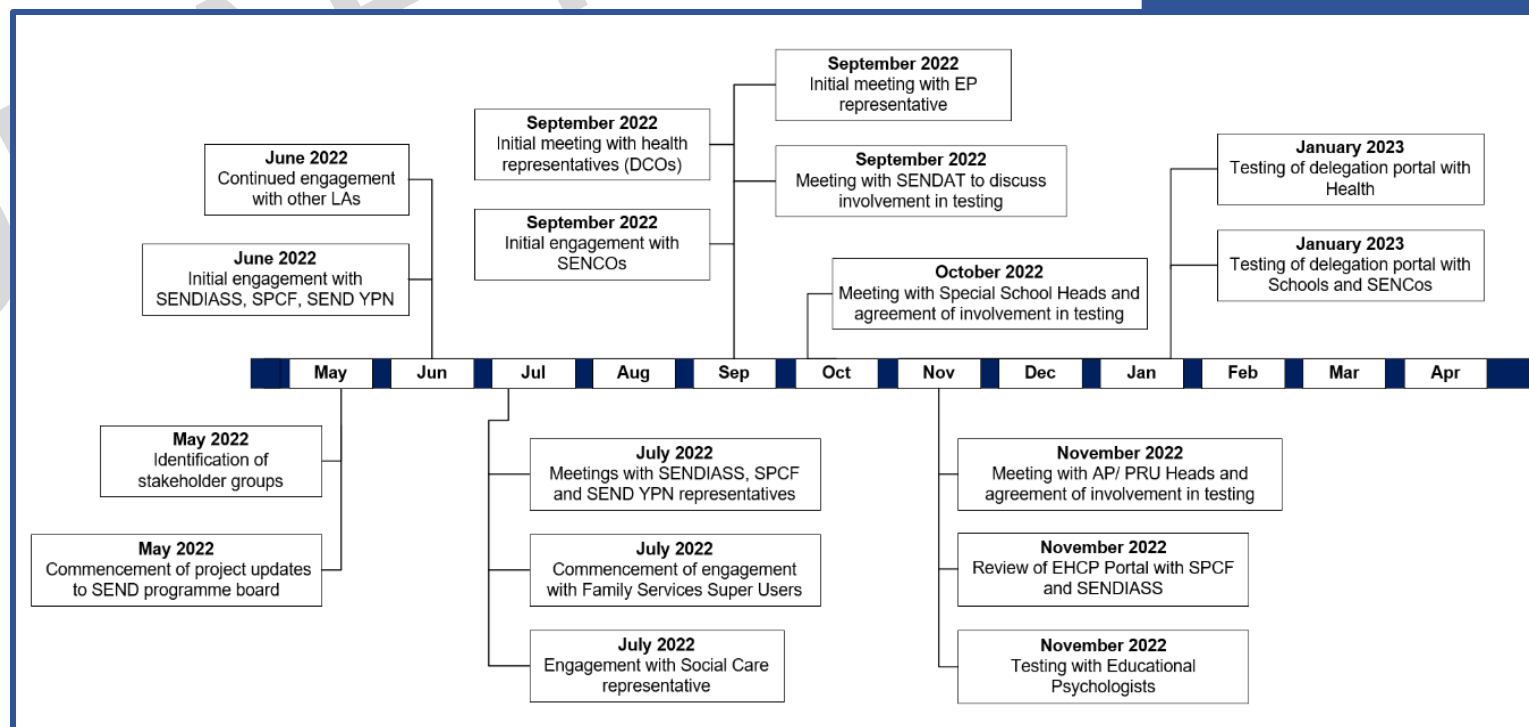
Testing the Delegation Portal functionality with settings

- We have begun engagement with various stakeholders and have scheduled their involvement in testing of portal functionality used for form delegation.
- We are currently commencing a piece of work to contact SENCOs to support delegation portal sign up/ account creation ready for Go Live.
- Alongside the new portal, we are looking at creating a dashboard to allow schools that use the portal, to monitor and track Children with an EHCNA or EHCP.
 - This will include aggregated and line level information to support schools to manage this process.
 - We also hope to share other key information for children with an EHCP, including those also working with Early Help or Social Care. This information will be updated daily.
 - Work with I.T. and IG colleagues to support this dashboard is currently underway.

Requesting and receiving health advice and input using the functionality

Following the completion of a mapping exercise, a paper was taken to CYP on 11/01/23 to set out three possible options for Health access to support the EHC and Annual Review process.

CYP LT agreed to the continuation of BAU for the return of health advice at point of Go Live in April 2023, with access to the Liquidlogic granted to a select group of health professionals including DCOs. Health Information Exchange functionality will also be integrated to support timeliness of the push and pull of health advice.



Upcoming testing with Special School Academy Trusts, AP and PRUs

Setting name	Type	Individuals	Date	Location
Unity	Schools Partnership	SENCOs at Conference Director of Education SEND	18th January, 9-10am	Park Road, Haverhill
The Ashley School	Academy Trust Special School	Administration Headteacher	27th January, 1-3pm	MS Teams
Castle EAST School	Special School	Headteacher	6th February, 1-2pm	MS Teams
Raedwald Trust	Alternative Provisions Partnership	CEO Director of Curriculum and Learning	31st January, 3.45pm	MS Teams
Horizon School	PRU	Headteacher Deputy Headteacher (SENCo, DSL, Designated Teacher for CIC) Welfare and SEND Coordinator, admin lead	26th January, 1.30pm	MS Teams
Olive Academies	Academy Trust Alternative Provision	Headteacher	9th February 2pm	MS Teams
Northgate High School	Maintained School	SENCO	23 rd February 12-1.30pm	Northgate HS, Ipswich
HNF SENCOs		13 SENCOs	February 9 th 4-6pm	Endeavour House

Risk code	Risk	Description	Date	Owner	Likelihood	Impact	Risk Category	Countermeasure
R01	Resolution of discrepancies in data between systems	e.g. a variation in address between Capita One and LL for a child	09/05/22		M	M		There is a need to agree a methodology/ principle not just for this project but others on how we deal in discrepancies in core data across our systems
R02	Service's capacity to engage in project	eg; available time to contribute to process mapping	13/05/22		M	M		Need to ensure that messages are communicated clearly and that there is alignment with Impower/ positive communication
R03	EHCP Portal capacity at launch	To clarify with LL - potential capacity limit for portal access by service users at one time	07/06/22	SS	L	M		Potential for a staggered launch to ease pressure on portal
R04	BSO capacity for data cleansing of inboxes	Possible additional resource required to streamline move of plans from P drive/ inboxes	09/06/22	SC	H	H		Funding for additional BSO resource to support this workstream secured. Recruitment ongoing
R05	Data migration SQL writing	Potential lack of internal resource to complete SQL writing within timescale	09/06/22	HW/GL	M	H		External resource recruited and in post
R06	Project resource recruitment	Difficulties associated with the recruitment of a project manager within timescale	15/07/22	HW	H	M		Project to be prioritised where possible by existing internal resource, further consideration of next steps required
R07	Liquidlogic Team capacity	Limited resource within liquidlogic team to support implementation	28/07/22	HW/RA/C P	H	M		Possibility to consider further recruitment options
R08	Data able to be extracted from LL	The amount of data able to be extracted from LL and routed out may impact how much data we can get back into Capita (how complete this will be depends on how much we obtain out of LL)	28/07/22	RS	M	M		Work ongoing by automation workstream to determine what can we extract quickly and capability with EHCP specifically (APIs)
R09	Single point of failure in regard to project resources	E.g.; in the event of illness key project players are unavailable, impacting on key deliverables	22/08/22	HW/ SC	M	H		Alternative resource to be identified and briefed in the event their involvement is required eg; SEND area managers to have access to the Teams site to allow them to be cited
R10	Possible SEND inspection in January	Project resource will be occupied by preparation. Outcome has the potential to impact the project	30/08/22	WA to be inspection link in to project	M	H		Monitor situation and preparation in advance to limit extent of any impact on project. Project board members to be included in Inspection Framework meetings
R11	Delivering better value in SEND programme	Project resource will be occupied by preparation. Outcome has the potential to impact the project	30/08/22		M	H		Monitor situation and preparation in advance to limit extent of any impact on project
R12	Annual Review Process	Family services are actively processing the backlog of annual reviews that sit in inboxes and on shared Drives. There is a risk to data migration and go live if this backlog is not resolved by the end of March, as they will have to run dual processes	03/11/22	FA	H	H		Enhance supporting, Emergency Business Support team addressing backlog
R13	Portal Security	HW made aware by Rebecca Atkinson (LL manager) from I.T. that they may need to consider the current security for LL portals. A paper will be written by I.T. and presented to both DMTs. At this stage, we continue as planned.	09/01/23					