



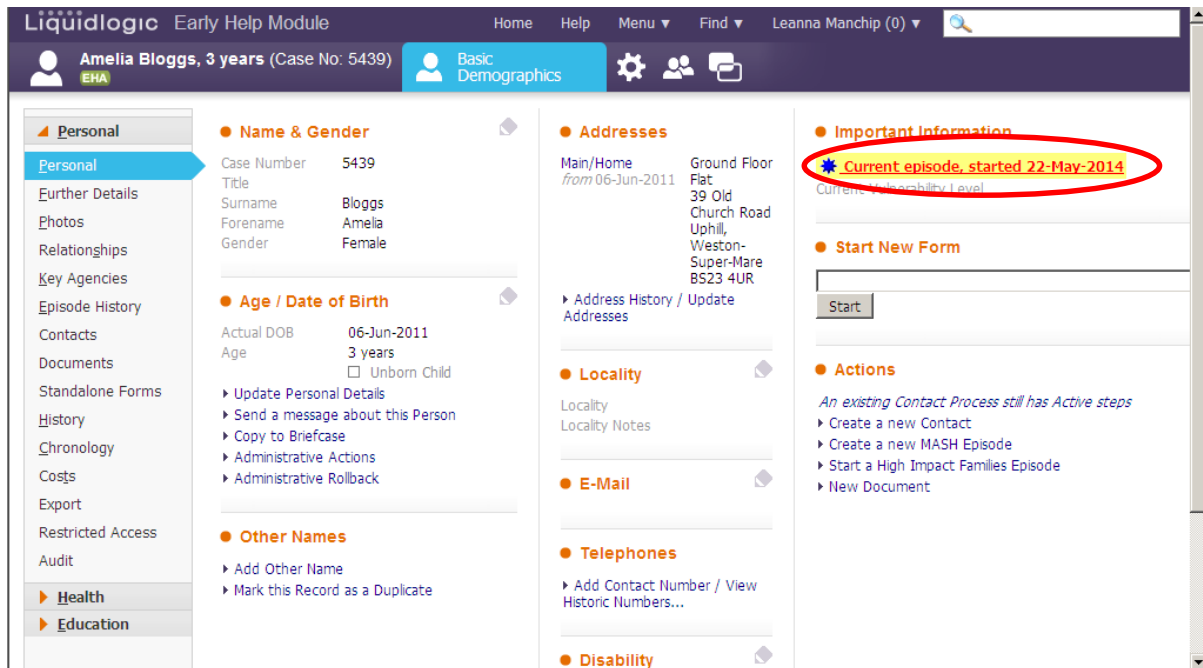
Early Help Module Case Recordings/Case Notes  
User Guide

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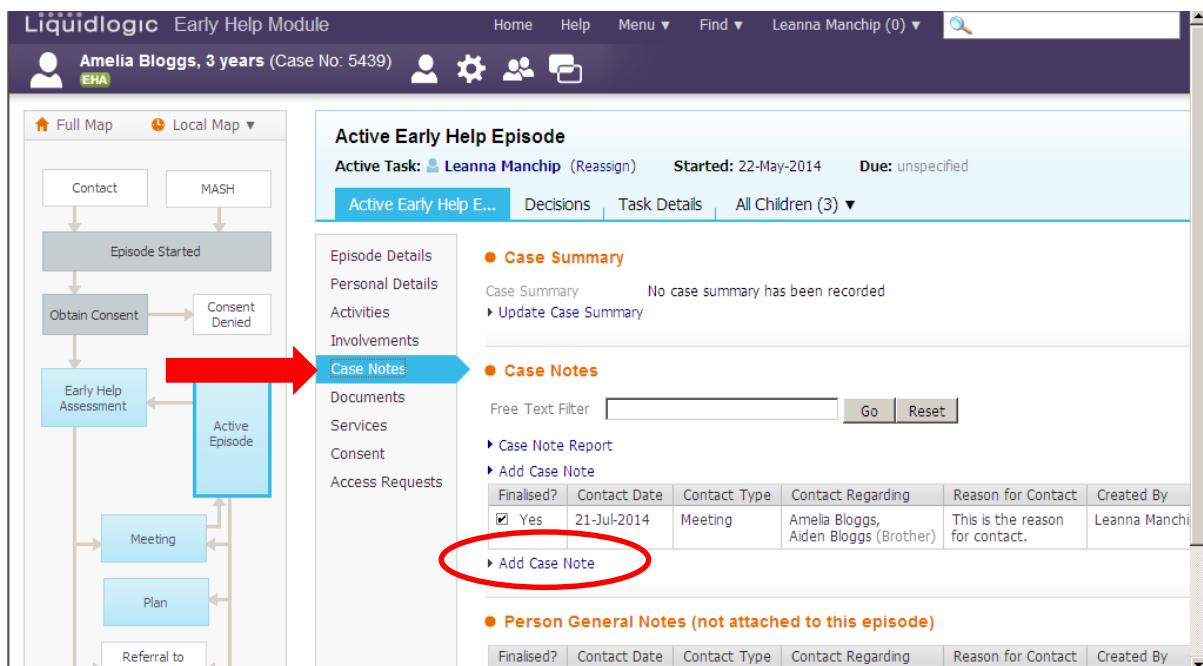
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In order to **view or add a Case Note** you will **need consent** to view the Episode.

To access the **Episode** click on the **link** that is located in the child's **Personal Demographics**.



The **Case Note Tab** is located in the **Active Episode**.



Click the link **'Add Case Note'** and you will be asked to complete whether the child was **Interviewed** and **Seen During the Interview**. You will also be asked whether you wish to **notify another practitioner** that uses the EHM system of the case note. To do this you would click on the link **'Select another User to be notified'**.

Click **Update**.

Liquidlogic Early Help Module

Home Help Menu Find Leanna Manchip (0)

Update Cancel - Update Case Note Individual

Update Case Note Individual: Amelia Bloggs

- Case Note Individual
  - Individual's Name: Amelia Bloggs
  - Please tick if 'Amelia Bloggs' was interviewed
    - Interviewed?
  - Please tick if 'Amelia Bloggs' was seen during the interview
    - Seen During Interview?
- Notify
  - Users to be Notified
  - Notify Role(s)
    - Case Worker (Leanna Manchip, Business Support Administrator)
  - Notify User(s)
    - Select another user to be notified...

The **Contact Date**, **Contact Type**, **Contact Regarding** and **Reason for Contact** are all **Mandatory** questions.

Liquidlogic Early Help Module

Home Help Menu Find Leanna Manchip (0)

Amelia Bloggs, 3 years (Case No: 5439) EHA

Create Cancel - Create New Case Note

Part 1 - Contact

From Context Of: Amelia Bloggs

Contact Date

Contact Type

Contact Regarding

| Relation   | Person           | Age        | Interviewed? | Seen? | Alone? | Regarding Assessment |
|--|------------------|------------|--------------|-------|--------|----------------------|
| Children / Young People involved in this Case Note     |                  |            |              |       |        |                      |
| <input type="checkbox"/> Self                          | Amelia Bloggs    | 3 years    | Yes          | Yes   | No     | None                 |
| Adults also present / interviewed                      |                  |            |              |       |        |                      |
| No Adults recorded...                                  |                  |            |              |       |        |                      |
| Other relations you can add to this case note          |                  |            |              |       |        |                      |
| <input type="checkbox"/> Brother                       | Aiden Bloggs     | 4 years    |              |       |        |                      |
| <input type="checkbox"/> Brother                       | Mr Joshua Bloggs | 7 years    |              |       |        |                      |
| <input type="checkbox"/> Mothers Former Spouse/Partner | Jack Nimble      | ≈ 29 years |              |       |        |                      |
| <input type="checkbox"/> Mother                        | Mary Bloggs      | ≈ 34 years |              |       |        |                      |
| <input type="checkbox"/> Mothers Partner               | Steve Baker      | ≈ 40 years |              |       |        |                      |
| <input type="checkbox"/> Grandmother                   | Joan Bloggs      | unknown    |              |       |        |                      |
| <input type="checkbox"/> Grandfather                   | Walter Bloggs    | unknown    |              |       |        |                      |

Reason for Contact

### **Contact Date**

You can either type in the **date** of the event or use the calendar provided and then type in the **time** next to date manually (using the 24 hour clock).

Alternatively, you can type the word '**Today**' which will automatically populate the date the case note was written upon finalisation, or '**Now**' which will automatically populate the date and time the case note was written.

**NB. If you use the words Today or Now then this may not reflect the date/time of the actual event.**

### **Contact Type**

This is a pick list.

### **Contact Regarding**

This is where you would **add a sibling**, so that you don't have to duplicate inputting the information onto their record also.

**Click next to the name of the person you wish to include** and add whether the child was **Interviewed** and **Seen During the Interview**. You will also be asked whether you wish to **notify another practitioner** that uses the EHM system of the case note. To do this you would click on the link 'Select another User to be notified'.

Click **Update**.

## Reason for Contact

This should be kept **short and relevant** as this is the information that will appear in the case note list and also will populate to the chronology (*please see the User Guide for Chronologies*).

Navigate to the **Detailed Notes tab** to input the **detailed notes, analysis** and **actions**.

The click **'Create'**.

**NB: DO NOT FINALISE AT THIS POINT.**

The screenshot displays the 'Liquidlogic Early Help Module' interface. At the top, the user is logged in as 'Leanna Manchip (0)'. The case details for 'Amelia Bloggs, 3 years (Case No: 5439)' are visible. The 'Create New Case Note' form is open, with the 'Create' button circled in red. A red arrow points to the 'Detailed Notes' tab in the left-hand navigation pane. The main content area shows the 'Detailed Notes' section with a text input field containing 'Detailed notes in here.....'. Below this is the 'Part 2 - Write Up' section, which includes 'Analysis of information' (with a text input field 'Analysis in here.....') and 'Action' (with a text input field 'Any actions in here.....'). A rich text editor toolbar is visible above the 'Action' field. At the bottom, there is an 'Actions' section with a 'Finalise Case Note' link.

Go back into the Case Note by clicking on it and click the link **Update this Case Note**

Liquidlogic Early Help Module

Home Help Menu Find Leanna Manchip (0)

Amelia Bloggs, 3 years (Case No: 5439) Case Note, 23-Jul-2014

Part 1 - Contact

Audit

From Context Of: Amelia Bloggs  
 Contact Date: 23-Jul-2014  
 Contact Type: Meeting  
 Contact Regarding:

| Relation   | Person           | Age     | Interviewed? | Seen? | Alone? | Regarding Assessment |
|--|------------------|---------|--------------|-------|--------|----------------------|
| Children / Young People involved in this Case Note |                  |         |              |       |        |                      |
| <input type="checkbox"/> Self                      | Amelia Bloggs    | 3 years | Yes          | Yes   | No     | None                 |
| <input type="checkbox"/> Brother                   | Mr Joshua Bloggs | 7 years | Yes          | Yes   | No     | None                 |
| Adults also present / interviewed                  |                  |         |              |       |        |                      |
| No Adults recorded...                              |                  |         |              |       |        |                      |

Reason for Contact: This is the reason for the contact.....

Detailed Notes: Detailed notes in here.....

Actions

- [Update this Case Note](#)
- [Finalise Case Note](#)
- [Printable View](#)

Click **next** to the child's name and you can now **highlight** whether you **saw the child alone** and whether you **saw their bedroom**. Then click **Update**.

Liquidlogic Early Help Module

Home Help Menu Find Leanna Manchip (0)

Update Cancel - Update Case Note Individual

(Press ALT + U to update the record)

Update Case Note Individual: Amelia Bloggs

Case Note Individual

Individual's Name: Amelia Bloggs

This individual is a Child / Young Person

Please tick if 'Amelia Bloggs' was interviewed

Interviewed?

Please tick if 'Amelia Bloggs' was seen during the interview

Seen During Interview?

Seen Alone?

Seen Bedroom?

Notify

Users to be Notified

Notify Role(s)

Case Worker (Leanna Manchip, Business Support Administrator)

Notify User(s)

Select another user to be notified...

Once this has been done for **all children** included in the case note, click **Update**.

The screenshot shows the 'Update Case Note' dialog box. At the top, there is a header with 'Amelia Bloggs, 3 years (Case No: 5439)' and a search bar. Below the header, there are buttons for 'Update' (circled in red) and 'Cancel'. The main content area is titled 'Part 1 - Contact' and contains a form with the following fields: 'From Context Of' (Amelia Bloggs), 'Contact Date' (23-Jul-2014), 'Contact Type' (Meeting), and 'Contact Regarding'. Below these fields is a table with columns: 'Relation', 'Person', 'Age', 'Interviewed?', 'Seen?', 'Alone?', and 'Regarding Assessment'. The table lists 'Self' (Amelia Bloggs, 3 years) and 'Brother' (Mr Joshua Bloggs, 7 years). Below the table, there are sections for 'Adults also present / interviewed' (No Adults recorded...) and 'Other relations you can add to this case note' (listing various family members like Aiden Bloggs, Jack Nimble, etc.).

Then click the link '**Finalise Case Note**'

The screenshot shows the 'Case Note, 23-Jul-2014' page. The header includes 'Amelia Bloggs, 3 years (Case No: 5439)' and a search bar. The main content area is titled 'Part 1 - Contact' and contains an 'Audit' section. Below the audit section, there is a form with the following fields: 'From Context Of' (Amelia Bloggs), 'Contact Date' (23-Jul-2014), 'Contact Type' (Meeting), and 'Contact Regarding'. Below these fields is a table with columns: 'Relation', 'Person', 'Age', 'Interviewed?', 'Seen?', 'Alone?', and 'Regarding Assessment'. The table lists 'Self' (Amelia Bloggs, 3 years) and 'Brother' (Mr Joshua Bloggs, 7 years). Below the table, there are sections for 'Adults also present / interviewed' (No Adults recorded...) and 'Reason for Contact' (This is the reason for the contact.....). Below these sections, there is a 'Detailed Notes' section (Detailed notes in here.....) and an 'Actions' section. The 'Actions' section contains three links: 'Update this Case Note', 'Finalise Case Note' (highlighted with a red arrow), and 'Printable View'.