

August 2015



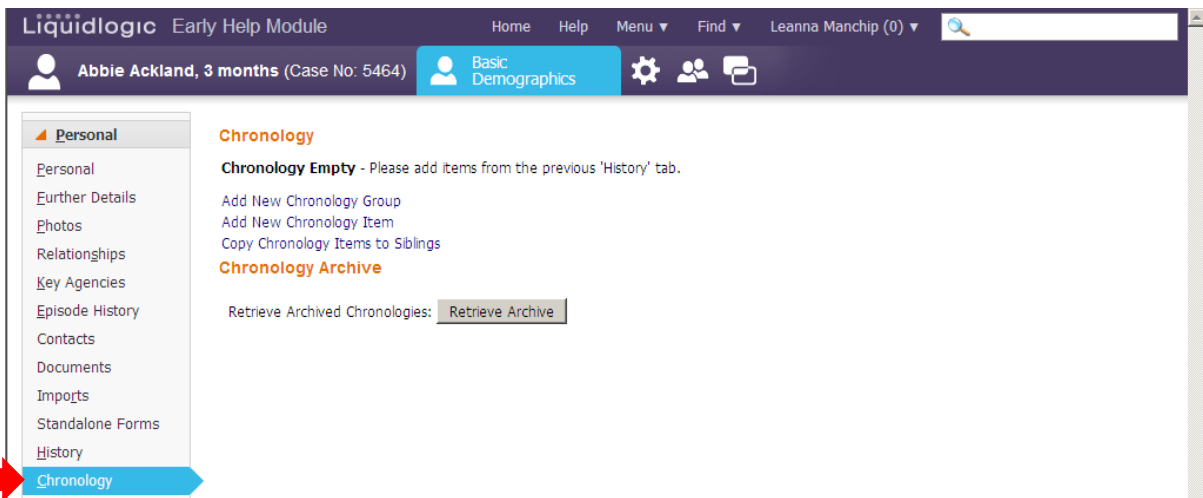
Early Help Module User Guide
Chronology

Index

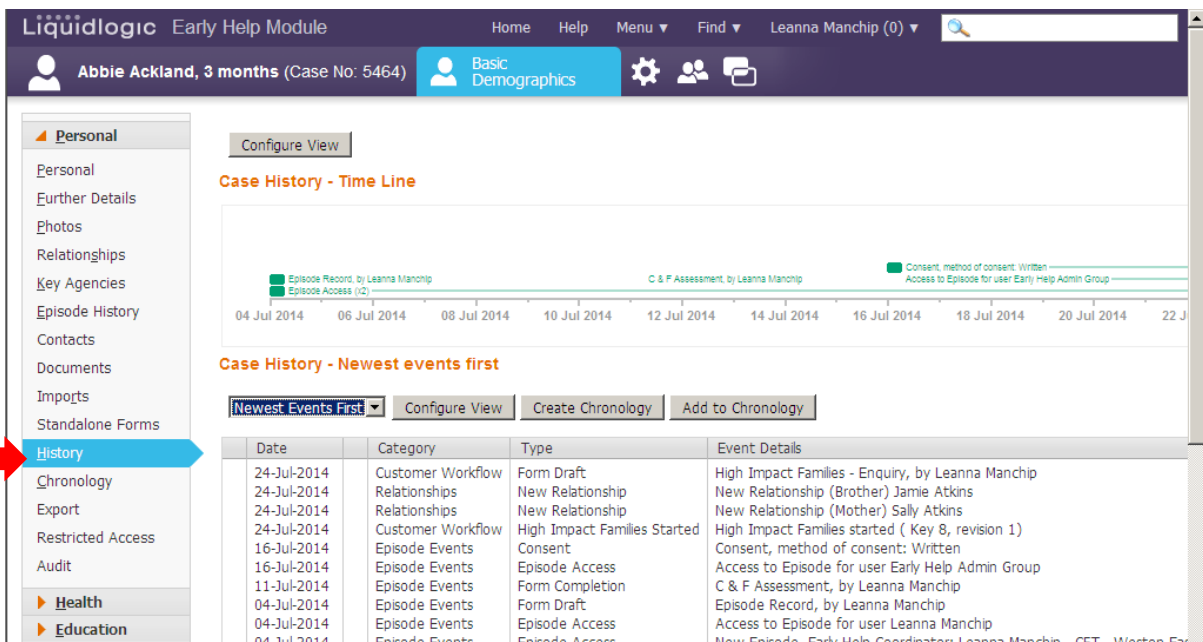
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N.B. With regards to what should be included within the content of a Chronology please refer to the relevant guidance.

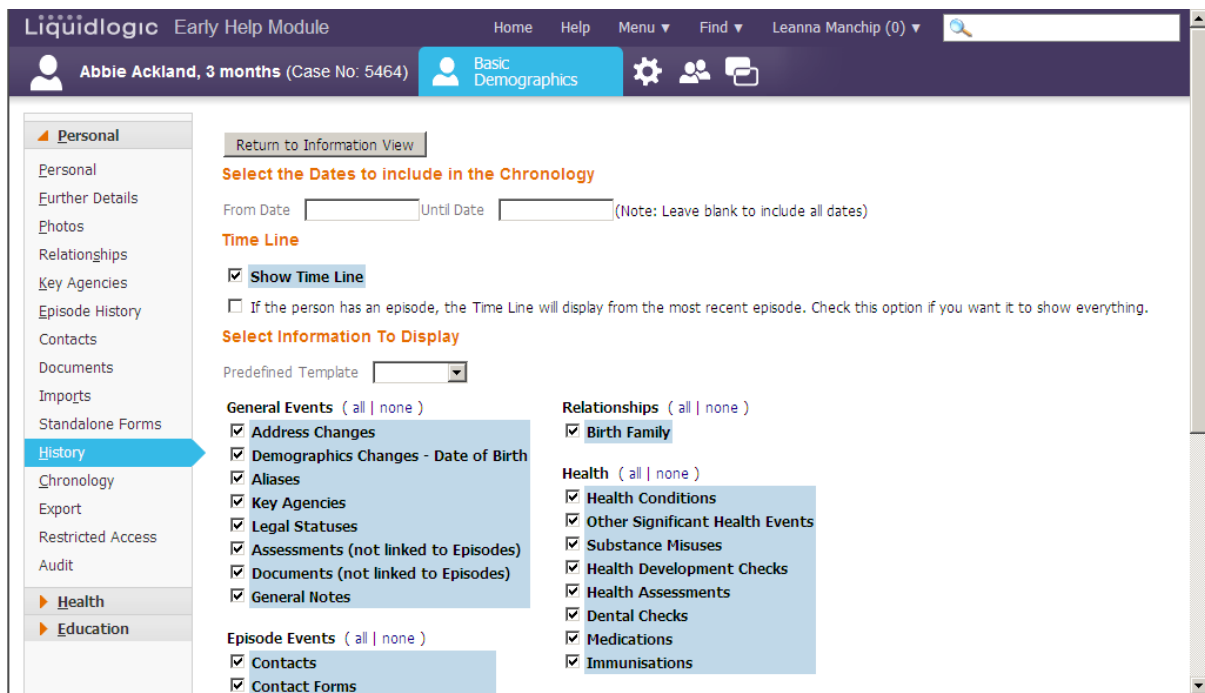
The **Chronology** tab is located in the **Personal Demographics** screen.



The Chronology tab is linked to the **History** tab which is located just above it in the **Personal Demographics**. The History tab contains all activities on the child's ICS Record.

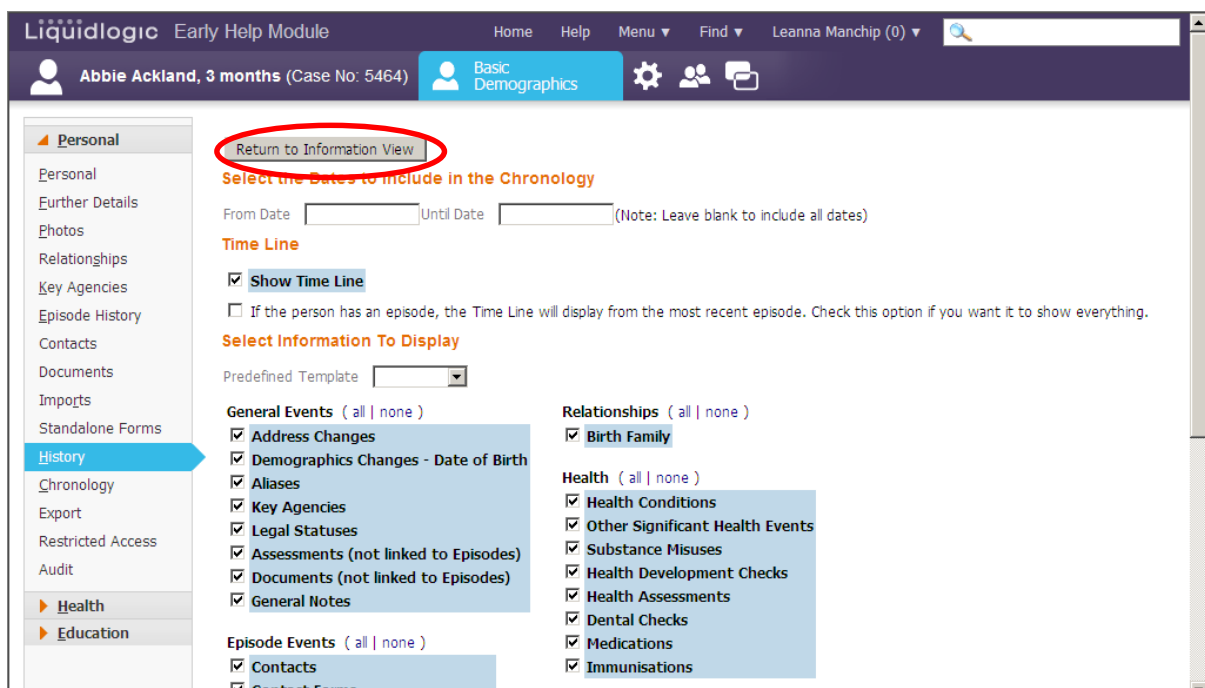


Within the History tab there is a button that says **Configure View**. If you click on this it will take you to the below screen.

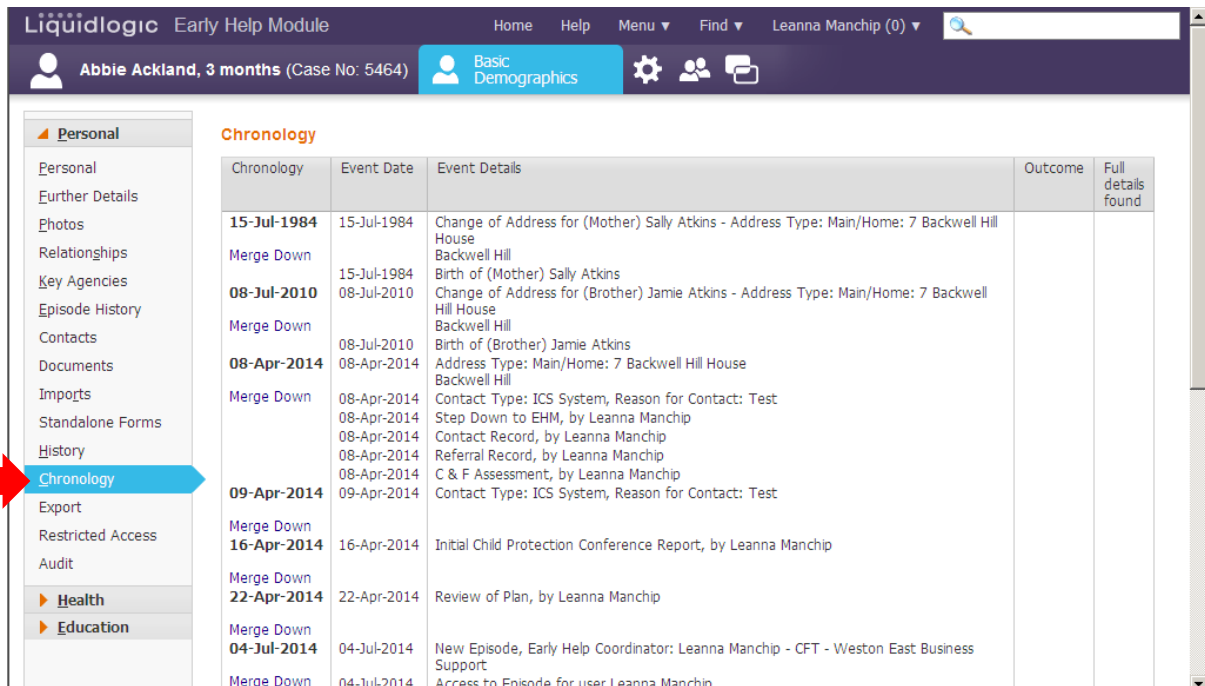


Under the heading 'Select Information To Display' there is a drop down pick list titled 'Predefined Template' – select the option 'Chronology – (Please use this template to start the chronology)' and click 'Return to Information View'.

Automatically ICS will have selected the relevant information that should be included in a chronology.



Click the button **'Create Chronology'** and the system will automatically create a chronology and populate it with these events. You will now be in the Chronology tab.

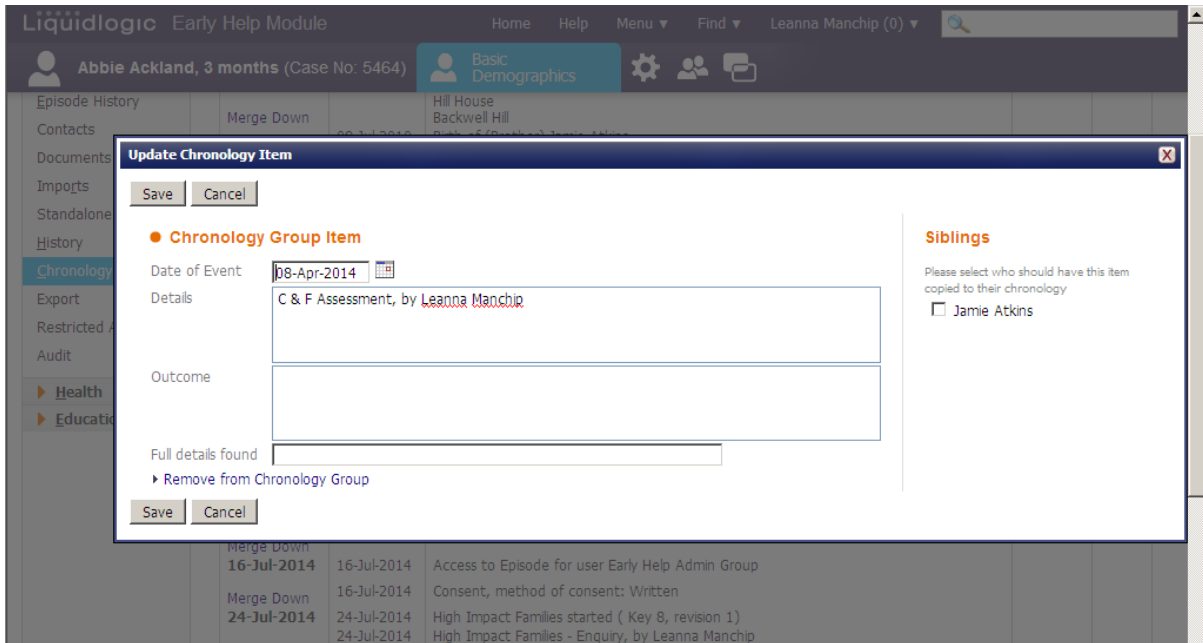


The screenshot shows the Liqidlogic Early Help Module interface. The top navigation bar includes 'Home', 'Help', 'Menu', 'Find', and 'Leanna Manchip (0)'. The user profile is 'Abbie Ackland, 3 months (Case No: 5464)'. The 'Basic Demographics' tab is active. The left-hand navigation menu is expanded, and the 'Chronology' option is highlighted in blue, with a red arrow pointing to it from the left. The main content area displays the 'Chronology' tab with a table of events.

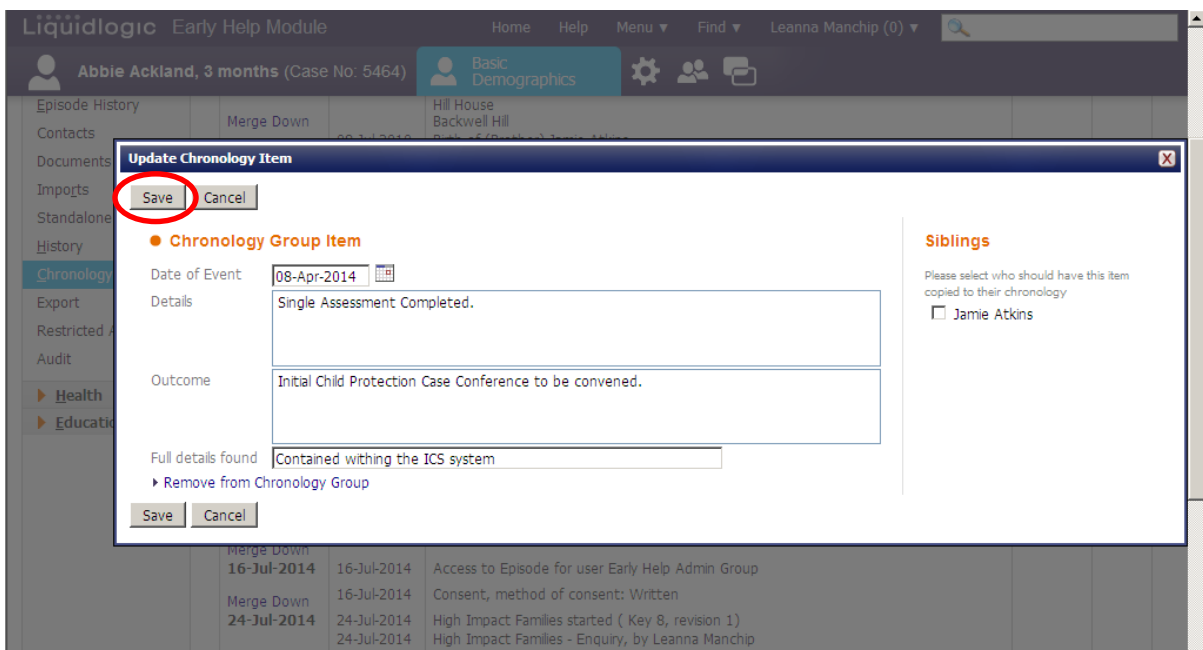
Chronology	Event Date	Event Details	Outcome	Full details found
15-Jul-1984	15-Jul-1984	Change of Address for (Mother) Sally Atkins - Address Type: Main/Home: 7 Backwell Hill House		
Merge Down		Backwell Hill		
	15-Jul-1984	Birth of (Mother) Sally Atkins		
08-Jul-2010	08-Jul-2010	Change of Address for (Brother) Jamie Atkins - Address Type: Main/Home: 7 Backwell Hill House		
Merge Down		Backwell Hill		
	08-Jul-2010	Birth of (Brother) Jamie Atkins		
08-Apr-2014	08-Apr-2014	Address Type: Main/Home: 7 Backwell Hill House		
Merge Down		Backwell Hill		
	08-Apr-2014	Contact Type: ICS System, Reason for Contact: Test		
	08-Apr-2014	Step Down to EHM, by Leanna Manchip		
	08-Apr-2014	Contact Record, by Leanna Manchip		
	08-Apr-2014	Referral Record, by Leanna Manchip		
	08-Apr-2014	C & F Assessment, by Leanna Manchip		
09-Apr-2014	09-Apr-2014	Contact Type: ICS System, Reason for Contact: Test		
Merge Down				
16-Apr-2014	16-Apr-2014	Initial Child Protection Conference Report, by Leanna Manchip		
Merge Down				
22-Apr-2014	22-Apr-2014	Review of Plan, by Leanna Manchip		
Merge Down				
04-Jul-2014	04-Jul-2014	New Episode, Early Help Coordinator: Leanna Manchip - CFT - Weston East Business Support		
Merge Down	04-Jul-2014	Access to Episode for user Leanna Manchip		

When the chronology is created using the History tab the practitioner will need to go into each **individual item** and **edit the content** so that the **significant event is clearly visible and easy to read**.

Click on the **text** you wish to change and you will be able to **edit the content** of that particular chronology item.



Update the information as necessary and click **Save** e.g:



If you wish to add that individual item to the **siblings chronology**, tick the box next to the siblings name when editing.

The chronology will then be relevant, showing significant events to the reader:

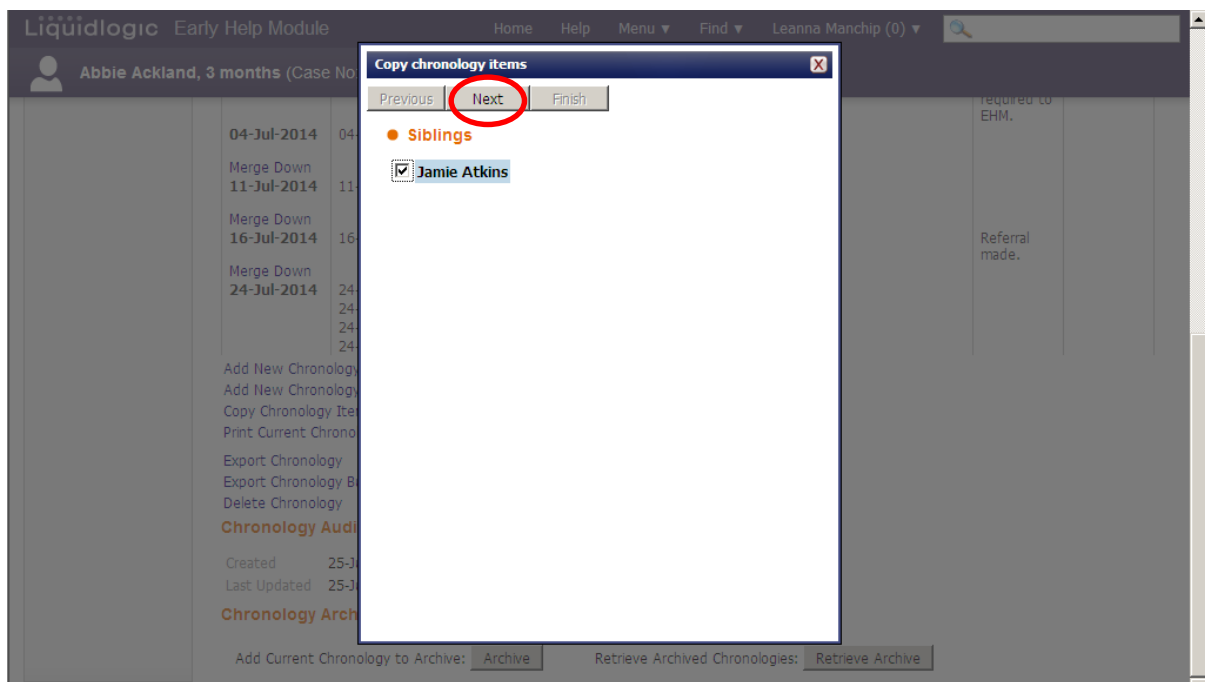
Date	Description	Assessment/Notes
08-Apr-2014	Referral made to Children's Social Care from Early Help.	Single Assessment to be completed. Initial Child Protection Case Conference to be convened.
08-Apr-2014	Single Assessment Completed.	Early Help Assessment dated 07.04.2014 Contained within the ICS system
09-Apr-2014	09-Apr-2014 - Contact Type: ICS System, Reason for Contact: Test	
16-Apr-2014	Initial Child Protection Conference Report, by Leanna Manchip	
22-Apr-2014	Child Protection Plan Reviewed by Leanna Manchip, social worker	Family Support Worker Required. Referral required to EHM. See contents of plan
04-Jul-2014	Early Help - Family Support Worker allocated to family	
11-Jul-2014	Early Help Assessment completed.	
16-Jul-2014	Identification made that HIF need to work with family.	Referral made.
24-Jul-2014	High Impact Families started (Key 8, revision 1)	
24-Jul-2014	High Impact Families - Enquiry, by Leanna Manchip	
24-Jul-2014	New Relationship (Mother) Sally Atkins	
24-Jul-2014	New Relationship (Brother) Jamie Atkins	

If you wish to **add the entire Chronology to a sibling/siblings** click the link at the bottom of the page titled **'Copy Chronology Items to Siblings'**

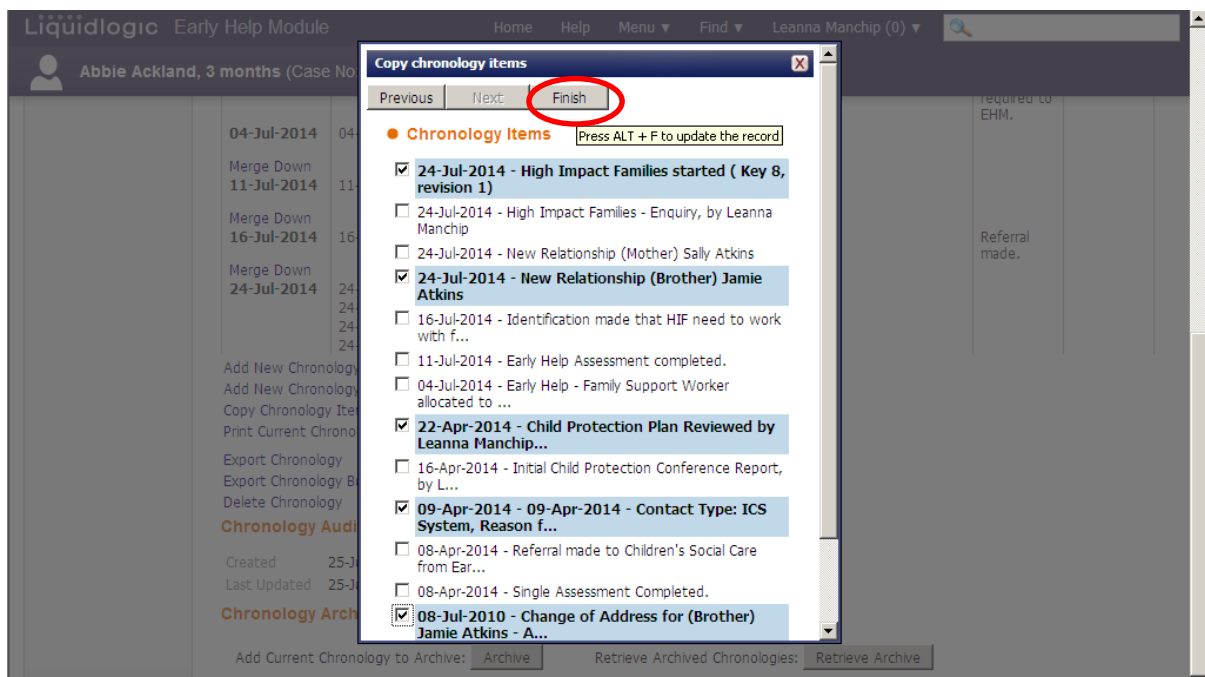
04-Jul-2014	04-Jul-2014	Early Help - Family Support Worker allocated to family	required to EHM.
11-Jul-2014	11-Jul-2014	Early Help Assessment completed.	
16-Jul-2014	16-Jul-2014	Identification made that HIF need to work with family.	Referral made.
24-Jul-2014	24-Jul-2014	High Impact Families started (Key 8, revision 1)	
24-Jul-2014	24-Jul-2014	High Impact Families - Enquiry, by Leanna Manchip	
24-Jul-2014	24-Jul-2014	New Relationship (Mother) Sally Atkins	
24-Jul-2014	24-Jul-2014	New Relationship (Brother) Jamie Atkins	

[Add New Chronology Group](#)
[Add New Chronology Item](#)
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[Print Current Chronology](#)
[Export Chronology](#)
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[Delete Chronology](#)
Chronology Audit
 Created 25-Jul-2014 13:46 by Leanna Manchip
 Last Updated 25-Jul-2014 13:53 by Leanna Manchip
Chronology Archive
 Add Current Chronology to Archive: Retrieve Archived Chronologies:

Chose the sibling/s you wish to copy the Chronology to and click **'Next'**



Chose relevant items to copy and click **Finish** – this will then populate the sibling/s chronology.



To add/remove information to an **existing chronology** using the History Tab, click the **Remove/Add** buttons under the column 'Chronology' and edit.

The screenshot shows the 'Case History - Time Line' and 'Case History - Newest events first' sections. The table below lists various events with their dates, categories, types, and details. The 'Chronology' column contains 'Remove' and 'Add -->' buttons for each event.

Date	Category	Type	Event Details	Chronology
24-Jul-2014	Customer Workflow	Form Draft	High Impact Families - Enquiry, by Leanna Manchip	Remove
24-Jul-2014	Relationships	New Relationship	New Relationship (Brother) Jamie Atkins	Remove
24-Jul-2014	Relationships	New Relationship	New Relationship (Mother) Sally Atkins	Remove
24-Jul-2014	Customer Workflow	High Impact Families Started	High Impact Families started (Key 8, revision 1)	Remove
16-Jul-2014	Episode Events	Consent	Consent, method of consent: Written	Add -->
16-Jul-2014	Episode Events	Episode Access	Access to Episode for user Early Help Admin Group	Add -->
11-Jul-2014	Episode Events	Form Completion	C & F Assessment, by Leanna Manchip	Remove
04-Jul-2014	Episode Events	Form Draft	Episode Record, by Leanna Manchip	Add -->
04-Jul-2014	Episode Events	Episode Access	Access to Episode for user Leanna Manchip	Add -->
04-Jul-2014	Episode Events	Episode Access	New Episode, Early Help Coordinator: Leanna Manchip - CFT - Weston East Business Support	Remove
22-Apr-2014	Episode Events	Form Completion	Review of Plan, by Leanna Manchip	Remove
16-Apr-2014	Episode Events	Form Completion	Initial Child Protection Conference Report, by Leanna Manchip	Remove
09-Apr-2014	General Events	General Note	Contact Type: ICS System, Reason for Contact: Test	Add -->

To **add items** to the chronology without using the History tab click the 'Add New Chronology Item' link.

The screenshot shows a list of events under the 'Education' category. A red arrow points to the 'Add New Chronology Item' link in the sidebar menu.

Date	Category	Type	Event Details	Family Support Worker Required. Referral required to EHM.	See contents of plan
22-Apr-2014	Education	Child Protection Plan Reviewed	Child Protection Plan Reviewed by Leanna Manchip, social worker		
04-Jul-2014	Education	Early Help - Family Support Worker allocated	Early Help - Family Support Worker allocated to family		
11-Jul-2014	Education	Early Help Assessment completed.	Early Help Assessment completed.		
16-Jul-2014	Education	Identification made that HIF need to work with family.	Identification made that HIF need to work with family.	Referral made.	
24-Jul-2014	Education	High Impact Families started (Key 8, revision 1)	High Impact Families started (Key 8, revision 1)		
24-Jul-2014	Education	High Impact Families - Enquiry, by Leanna Manchip	High Impact Families - Enquiry, by Leanna Manchip		
24-Jul-2014	Education	New Relationship (Mother) Sally Atkins	New Relationship (Mother) Sally Atkins		
24-Jul-2014	Education	New Relationship (Brother) Jamie Atkins	New Relationship (Brother) Jamie Atkins		

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[Delete Chronology](#)
Chronology Audit
 Created 25-Jul-2014 13:46 by Leanna Manchip
 Last Updated 25-Jul-2014 13:53 by Leanna Manchip

Enter the **date** and **details** of event and click if you want to add to siblings and click 'Create'.

Liquidlogic Early Help Module

Home Help Menu Find Leanna Manchip (0)

Abbie Ackland, 3 months (Case No: 5464) Basic Demographics

Education 22-Apr-2014 22-Apr-2014 Child Protection Plan Reviewed by Leanna Manchip, social worker Merge Down Family Support Worker See contents of plan

New Chronology Item

Create Cancel

● Chronology Group Item

Date of Event 25-Jul-2014

Details Mother contacted worker to say she was moving the family away to be closer to Grandparents.

Outcome Social Worker informed and details of the move taken.

Full details found Case Notes

Create Cancel

Siblings

Please select who should have this item copied to their chronology

Jamie Atkins

Export Chronology
Export Chronology Bundle
Delete Chronology