

How to Add a Case Note

Click on the Episode History Tab

Liquidlogic EHM LIVE Shared Database

Home Help Menu System Find EHM Admin Person (0)

EHM Test, 12 years (Case No: 5029215) (Restricted) Basic Demographics

Personal

- Personal
- Further Details
- Photos
- Risks
- Relationships
- Key Agencies
- Episode History
- Contacts
- Documents
- General Notes
- Standalone Forms
- History
- Chronology
- Costs
- Restricted Access
- Audit

Name & Gender

Case Number 5029215
Title
Surname Test
Forename EHM
Gender Male

Age / Date of Birth

Actual DOB 01-Feb-2003
Age 12 years
 Unborn Child

Addresses

Primary from 01-Feb-2003 12 Court House Gardens London N3 1PX
▶ Address History / Update Addresses

E-Mail

Telephones

▶ Add Contact Number / View Historic Numbers...

Important Information

★ **Current episode, started 27-Feb-2015**
Current Vulnerability Level

Start New Form

Start

Actions

- ▶ Start a YFSS Episode
- ▶ New Document

Relationships

- EHM Test - 12 years**
This child CAF
- Barnet Test - 6 years**
EHM's Sibling TFAM

Click on the link to open the current open Episode

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Home Help Menu System

EHM Test, 12 years (Case No: 5029215) (Restricted) Basic Demographics

Personal

- Personal
- Further Details
- Photos

Episodes

Episode Date	End Date	Lead Professional	Status
27-Feb-2015		Elena Timotheou - Systems & Data	

Click on the Case Note Tab

Liquidlogic EHM LIVE Shared Database

Home Help Menu System Find EHM Admin Person (0)

EHM Test, 12 years (Case No: 5029215) (Restricted) Episode 27-Feb-2015

Episode Details

- Personal Details
- Activities
- Involvements
- Case Notes
- Documents
- Services
- Consent
- Access Requests

Episode Details

Lead Professional Elena Timotheou - Systems & Data
Episode Date 27-Feb-2015
End Date
Status
Reason Development of Baby, Child or Young Person - Behavioural Development
Additional Notes test

▶ Episode Pathway
▶ Initial Contact Pathway
▶ Update Episode

Primary Codes

No Primary Reason Codes Recorded
▶ Add a Primary Code

Click on the link Add Case Note

The screenshot shows the 'EHM LIVE Shared Database' interface. The user is logged in as 'EHM Test, 12 years (Case No: 5029215) (Restricted)'. The 'Case Notes' section is active, showing a 'Free Text Filter' and a 'Go' button. A red arrow points from the instruction above to the 'Add Case Note' link at the bottom of the section.

Place ticks in the fields 'Interviewed' or 'Seen During Interview' if you spoke to the child and/or saw them when you spoke to them. Then click on 'Update'

The screenshot shows the 'Update Case Note Individual' form for 'EHM Test'. The 'Case Note Individual' section has 'Individual's Name' set to 'EHM Test'. There are two sections with checkboxes: 'Please tick if 'EHM Test' was interviewed' with a checked 'Interviewed?' box, and 'Please tick if 'EHM Test' was seen during the interview' with a checked 'Seen During Interview?' box. A red arrow points from the instruction above to the 'Interviewed?' checkbox.

Enter the date the contact took place, select the type of contact from the drop down menu e.g. Telephone Call; Enter the reason for contact – this should be a short summary e.g. Telephone Call with mother

The screenshot shows the 'Create New Case Note' form. The 'Part 1 - Contact' section is active. The 'From Context Of' is 'EHM Test'. The 'Contact Date' is '10-Aug-2015'. The 'Contact Type' is 'Telephone Call (tn)'. The 'Significant Event' checkbox is checked. The 'Contact Regarding' section has a table with columns: Relation, Person, Age, Interviewed?, Seen?, Alone?, Regarding Assessment. The table has one row: 'Self', 'EHM Test', '12 years', 'Yes', 'Yes', 'No', 'None'. The 'Reason for Contact' is 'Telephone call with mother'. A red arrow points from the instruction above to the 'Reason for Contact' text box.

Relation	Person	Age	Interviewed?	Seen?	Alone?	Regarding Assessment
Self	EHM Test	12 years	Yes	Yes	No	None

Click on the 'Detailed Notes' tab; here you can enter the full details of the contact, enter any analysis and action points that are required following the contact. When all details are entered click on the link Finalise Case Note

Part 1 - Contact

Detailed Notes

Detailed Notes

Mother telephone in today and we discussed.....
She also told me.....

Part 2 - Write Up

Analysis of information

Any analysis goes in here.....

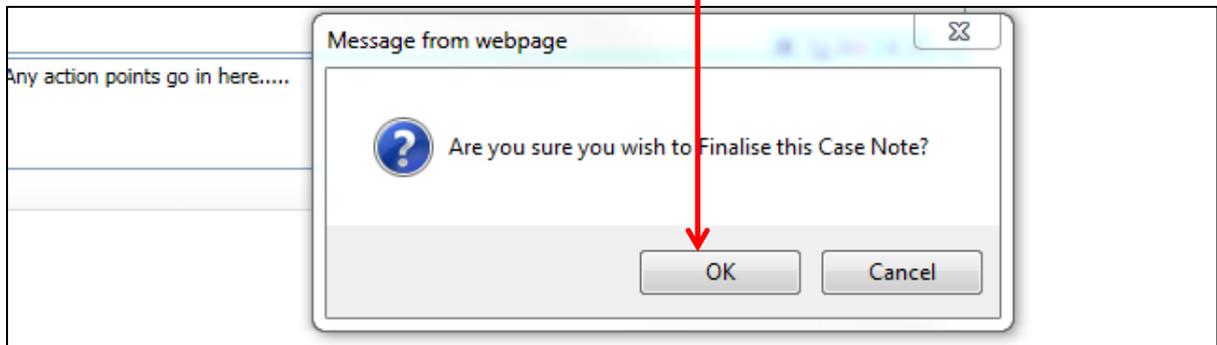
Action points

Any action points go in here.....

Actions

Finalise Case Note

Click on Ok when the prompt appears



The completed case note will now appear in the tab

Episode Details

Personal Details

Activities

Involvements

Case Notes

Documents

Services

Consent

Access Requests

Case Summary

Case Summary No case summary has been recorded

Update Case Summary

Case Notes

Free Text Filter

Go Reset

Case Note Report

Add Case Note

Finalised?	Significant Event	Contact Date	Contact Type	Contact Regarding	Reason for Contact	Created By
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10-Aug-2015	Telephone Call (In)	EHM Test	Telephone call with mother	EHM Admin Person

Add Case Note

Adding Case Note on Siblings

If you have siblings and wish to add case notes on all of them, from the 'Create New Case Note' screen you will be able to select them all by clicking next to the sibling's name.

The screenshot shows the 'Create New Case Note' form. The 'Contact Regarding' section includes a table for selecting individuals:

Relation	Person	Age	Interviewed?	Seen?	Alone?	Regarding Assessment
Children / Young People involved in this Case Note						
<input type="checkbox"/>	Self	Penny Barnet	6 years	No	No	No
Adults also present / interviewed						
No Adults recorded...						
Other relations you can add to this case note						
<input type="checkbox"/>	Sibling	Paul Barnet	8 years			

A red arrow points to the checkbox next to the 'Sibling' row.

Select if the child was seen or spoken to and click on Create

The screenshot shows the 'Add new Case Note Individual' form. The 'Case Note Individual' section includes the following options:

- Interviewed?
- Seen During Interview?

The 'Notify' section includes checkboxes for 'Case Worker (Elena Timotheou)' and 'Paul Kennedy (Your Supervisor)', along with a link to 'Select another user to be notified...'.

Both siblings will now be included in the case note. Please complete the rest of the case note with the above instructions.

Liquidlogic EHM UAT Shared Database Home Help Menu System Find Elena Timotheou (2)

Penny Barnet, 6 years (Case No: 5029606) **Penny Barnet, 6 years - New C...**

Create Cancel - Create New Case Note

Part 1 - Contact

Part 1 - Contact

From Context Of **Penny Barnet**

Contact Date

Contact Type

Significant Event

Contact Regarding

Relation	Person	Age	Interviewed?	Seen?	Alone?	Regarding Assessment
Children / Young People involved in this Case Note						
<input type="checkbox"/> Self	Penny Barnet	6 years	No	No	No	None
<input type="checkbox"/> Sibling	Paul Barnet	8 years	Yes	Yes	No	None
Adults also present / interviewed						
No Adults recorded...						
Other relations you can add to this case note						
<input type="checkbox"/>	Amy Barnet	8 years				
<input type="checkbox"/>	Jamie Barnet	≈ 30 years				
<input type="checkbox"/>	Jane Barnet	≈ 30 years				

Reason for Contact

Actions

Finalise Case Note