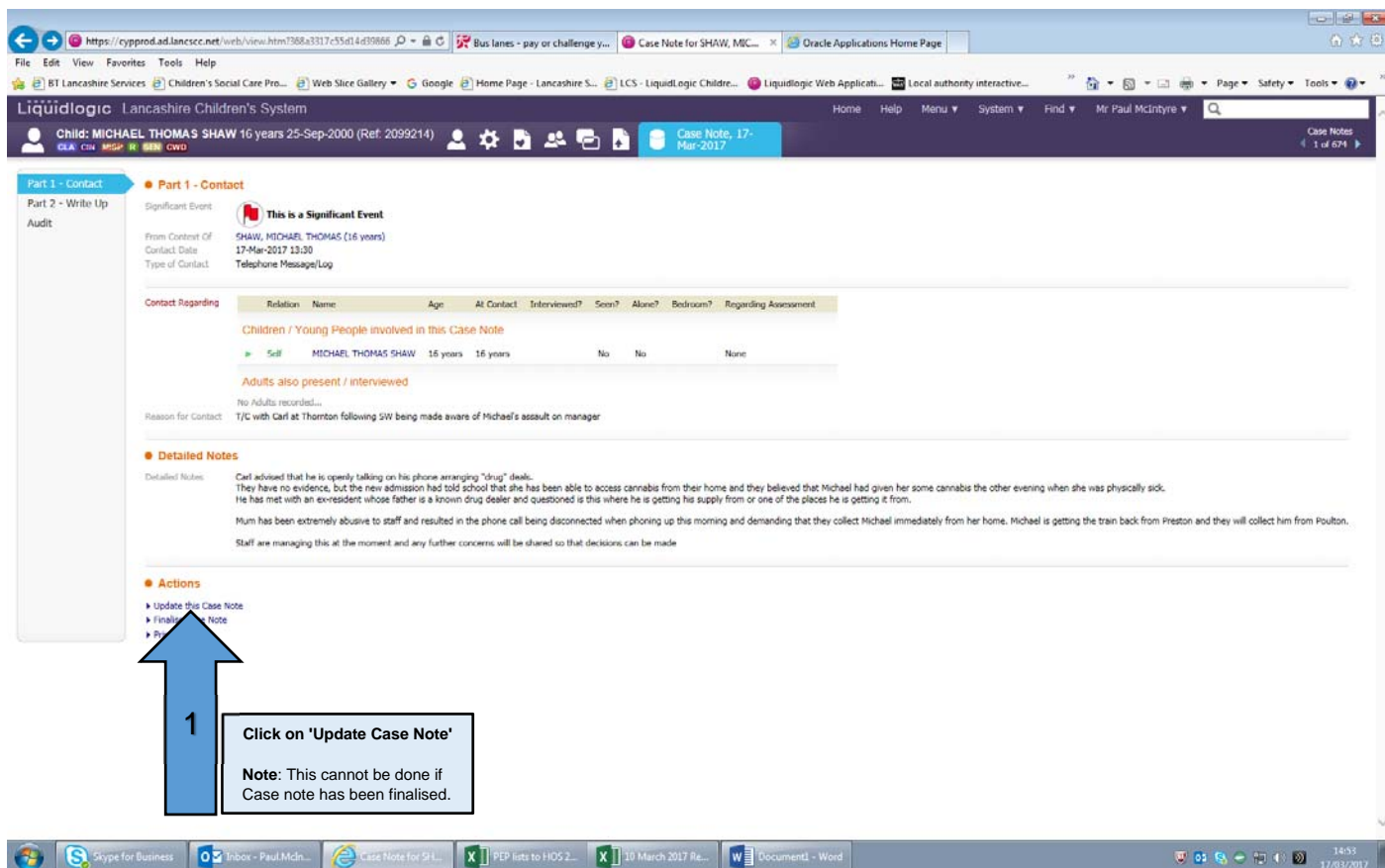


## HOW TO SEND A CASE NOTE AS AN ALERT



**Part 1 - Contact**

Significant Event: **This is a Significant Event**

From Contact Of: SHAW, MICHAEL THOMAS (16 years)

Contact Date: 17-Mar-2017 13:30

Type of Contact: Telephone Message/Log

**Contact Regarding**

Relation	Name	Age	At Contact	Interviewed?	Seen?	Alone?	Bedroom?	Regarding Assessment
<b>Children / Young People involved in this Case Note</b>								
Self	MICHAEL THOMAS SHAW	16 years	16 years	No	No	No	No	None
<b>Adults also present / interviewed</b>								
No Adults recorded...								
Reason for Contact: T/C with Carl at Thornton following SW being made aware of Michael's assault on manager								

**Detailed Notes**

Carl advised that he is openly talking on his phone arranging "drug" deals. They have no evidence, but the new admission had told school that she has been able to access cannabis from their home and they believed that Michael had given her some cannabis the other evening when she was physically sick. He has met with an ex-resident whose father is a known drug dealer and questioned is this where he is getting his supply from or one of the places he is getting it from. Mum has been extremely abusive to staff and resulted in the phone call being disconnected when phoning up this morning and demanding that they collect Michael immediately from her home. Michael is getting the train back from Preston and they will collect him from Poulton. Staff are managing this at the moment and any further concerns will be shared so that decisions can be made.

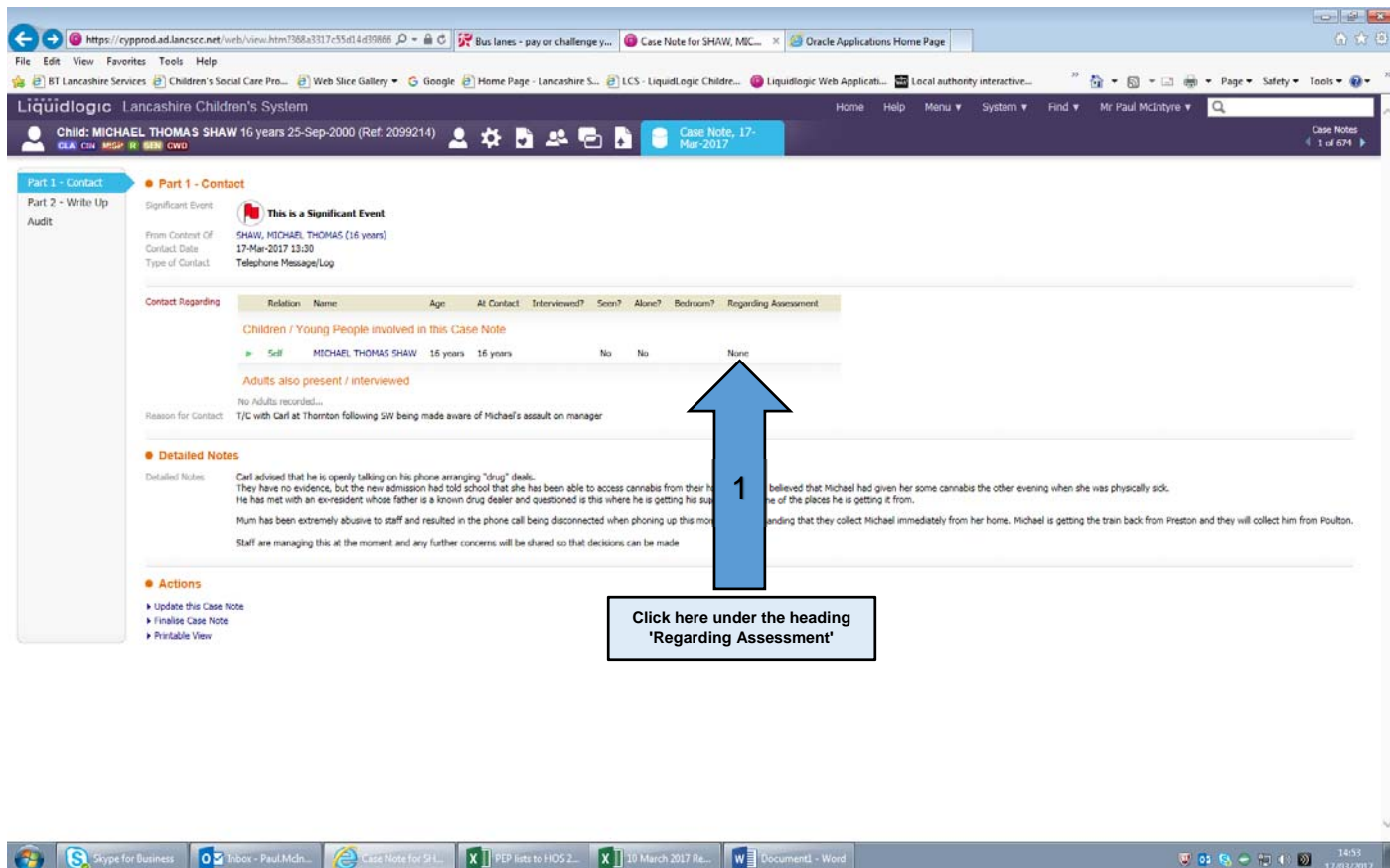
**Actions**

- Update this Case Note
- Finalise Case Note
- Printable View

**1** Click on 'Update Case Note'

Note: This cannot be done if Case note has been finalised.

From the Case Note click on 'Update This Case Note'



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**Actions**

- Update this Case Note
- Finalise Case Note
- Printable View

**1** Click here under the heading 'Regarding Assessment'

**Update Case Note Individual**

Case Note Individual: SHAW, MICHAEL THOMAS (16 years)

**Individual**

Name: SHAW, MICHAEL THOMAS (16 years)

☒ This individual is a Child / Young Person

Click if 'MICHAEL THOMAS SHAW' was interviewed: ☐ Yes ☐ No

Click if 'MICHAEL THOMAS SHAW' was seen during the interview: ☐ Yes ☐ No

**Notify Role(s)**

- ☒ Case Worker (Current Approver, Social Worker)
- ☐ Case Worker's Supervisor (Nathan Kay, Practice Manager)
- ☐ Case Worker's Manager (Barbara Wood, Team Manager)
- ☒ Personal advisor (Janet Lees, Community support worker)

**Notify User(s)**

- ☐ Mr Paul McIntyre, Senior Manager Residential (Youself)
- ☐ Barbara Bath, Post Serv Mgr (Your Supervisor)
- ☐ Amanda Hatten, DCS (Your Manager)
- [Select another user to be notified...](#)

**Update** **Cancel**

**Click on 'Update' if the users required to be ALERTED have been identified.**

**Click on 'Select another user to be notified'**

**This will take you to the next page which is an LCS search engine**

**Note:** Also check lists 'Notify Role' & 'Notify User(s)' and tick boxes of those required to be informed such as; Social Worker, Team Manager, Practice Manager and Residential Managers. You may not need to progress any further and can go to update in the top left hand corner (see green arrow).

**Select User to be Notified** **Previous** **Bookmark** **Cancel**

**Search Groups** **Reset** **Search**

**Group Name**

Description:

**Group Details**

Category:

Active Status:

**Identifiers**

Group ID:

**To search for EDT or another user/group type in here.**

**Note:** Remember to use the % symbol when searching.

https://cypprod.ad.lancscc.net/web/addressbook.htm?grt

File Edit View Favorites Tools Help

RT Lancashire Services Children's Social Care Pro... Web Slice Gallery Google Home Page - Lancashire S... LCS - LiquidLogic Childre... Liquidlogic Web Applicati... Local authority interactive...

Liquidlogic Lancashire Children's System

Select User to be Notified Previous Bookmark Confirm

1

Click on 'Confirm' if you find the correct user/group.

My Contacts

- All Professionals
- All Departments
- All Groups
- Children's Social Care
- EDT (Children's Team)

EDT (Children's Team)

Workgroup Details

Description EDT (Children's Team)

Category Children's Social Care

Info

Active Status Active

Professionals in Group

Mr Adem Ozbek	Social Worker
Alex Townsend	EDT
Alison Maden	EDT
Mr Andy Smith	Interim Safeguarding Manager
Angela Hornby	EDT
Anna Robinson	EDT
Ash Southward	EDT Support
Becky Clark	EDT
Ms Bernie Pike	Practice Manager EDT
Mr Brendon Gray	Practice Manager
Mr Carl Spedding	EDT social worker
Catherine Brooks	EDT
CC super002	
Mrs Cori Meredith	EDT Business support officer
Charlotte Hynn	CARIT/EDT Support Worker
Chris Jackson	EDT
Christine Greeney	EDT
Mr Damon Howarth	EDT
Dawn Nicholls	EDT
Debbie Edmondson	EDT Social Worker

Pages: 1 2 3 4 5 (filter)

Skype for Business

Inbox - Paul.McIn...

Select User to be...

PEP lists to HOS 2...

10 March 2017 Re...

Document1 - Word

15:12 17/03/2017

**Click on 'Select another user to be notified' if further users/group are required to be ALERTED.**

**Note:** Also check the new user/group you have added has appeared in the list and is ticked to be ALERTED.