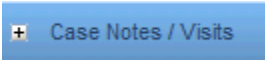
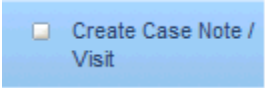







Centre for Professional Practice

Practice Briefing Note

Title:	CCM Special Guardianship Order (SGO) Case Note Type
Effective From:	26 th July 2018
Practice Note:	<p>There is now the option to add a case note by the SGO team Social Workers.</p> <p>Please follow the below guidance to inputting this case note type:</p> <p>Inputting Guidance</p> <ul style="list-style-type: none"> • Load the Child's record that you need to add a case note to. • Click  • Click  • A new case note will open. • Select 'Special Guardianship Order Case Note' from the drop down list. <p>Note/Visit Type* </p> <ul style="list-style-type: none"> • Input the date of the case note. • Input the time of the case note. • Enter your case note headline. • In the Notes Section you can type in the details of the case note. • Is this a significant event – select 'Yes' or 'No'. • Copy note to family members if required – if yes if selected then another box will appear below. • Tick the copy box for any siblings the case note needs to be copied to. • Click  • You will get a message advising case was successfully copied. • Do you wish to complete the case note, select 'yes' or 'no'. • Finally click  to complete the case note.
Reason:	Request by the SGO Team
Adopted at:	Business Development Group
Authorised by:	Darren Shaw, Head of Practice Improvement (PSW)
Date:	26 th July 2018
Review Date:	26 th July 2019
Reference No:	0036/2018/ CPP

