



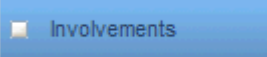





Centre for Professional Practice

Practice Briefing Note

Title:	CCM Special Guardianship Order (SGO) Involvement
Effective From:	26 th July 2018
Practice Note:	<p>The SGO Team now have the ability to record when a SGO worker is involved with a child via the Involvement section of CCM.</p> <p>How to create and end a Special Guardianship Order worker Involvement role, please follow the below guidance.</p> <ol style="list-style-type: none">1. How to create the Involvement2. How to end the Involvement <p>Ensure you adhere to the above from immediate effect.</p>
Reason:	Requested 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:	0037/2018/ CPP



How to create the involvement

- Load the Child's record that you need to add a case note to.
- Click 
- Click 
- Input the 'start date' of the Involvement.
- Click 
- Search for the worker (or input the workers pin number) who is to be inputted as the involved worker.
- Click 
- Click the pin hyperlink against the workers name, to pull them through to the involvement screen.
- Click 
- A blank role line will appear.
- In the 'Role' section use the drop down to select 'SGO Social Worker'
- In the 'Start date' input the date that the role started (this will be the same date as the involvement start date'.
- Click 

Involvement Details

Start date*

Involvement Ms Sophie Gilbert Pin 456029

Key worker Yes No

Organisation Mash Social Care Workers

Organisation address Corbyn Road, Dudley, West Midlands, DY1 2JZ

Telephone number 0300 555 0050



Key team Yes No

Can be contacted Yes No

Weighting

End date

End reason Please select

Consent giver  

Parental consent Yes No Unknown


Parental consent date given / withheld



Consent to share Yes No Unknown


Consent to share date given / withheld

Notes

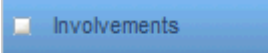

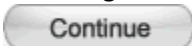

Displaying 1...1 of 1 records

Role*	Start date*	End date	Delete
SGO Social Worker	16/07/2018		 <input type="checkbox"/>


 

Copy involvement to sibling/s? 

How to End the involvement

- Load the Child's record that you need to add a case note to.
- Click 
- Click on the involvement which you need to end.
- Input the 'End date' of when the role has ended, then press the tab key.
- Input the relevant 'End reason' from the drop down box.
- The click 
- A message will appear confirming that all Involvement roles will also be ended, click  and click  again at the next message.

Involvement Details

Start date* 

Involvement Ms Sophie Gilbert Pin 456029

Key worker Yes No

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Telephone number 0300 555 0050


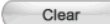
Key team Yes No

Can be contacted Yes No


Weighting

End date 


End reason 

Consent giver  

Parental consent Yes No Unknown



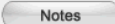
Parental consent date given / withheld 

Consent to share Yes No Unknown

Consent to share date given / withheld 

Notes

Displaying 1...1 of 1 records

Role*	Start date*	End date	Notes	Delete
SGO Social Worker	<input type="text" value="16/07/2018"/> 	<input type="text"/> 		<input type="checkbox"/>

