



Centre for Professional Practice

## Practice Briefing Note

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| <b>Title:</b>          | <b>Inputting and updating Chronologies on CCM</b> |
| <b>Effective From:</b> | 03. 10. 2017                                      |

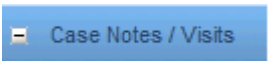
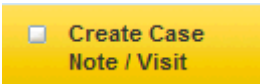





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| <b>Practice Note:</b> | <p>The Centre for Professional Practice has developed a new process for entering case chronologies within CCM.</p> <p>Please find attached the guide for entering the new Case Chronology on CCM.</p> <p>In order to maintain a clear and up-to-date record for all cases please ensure this method of inputting and updating chronologies is followed on all cases.</p> <p>In order to support this process the Centre for Professional Practice will be delivering 6 mandatory workshops on the 9<sup>th</sup> October 2017 at Mary Stevens Park (AM) and Corbyn Road (PM).</p> <p>For those who have not already booked on or those who are unable to attend on this day please email <a href="mailto:CPP@dudley.gov.uk">CPP@dudley.gov.uk</a></p> |
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| <b>Reason:</b> | The CCM procedure for entering chronologies has been updated |
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| <b>Adopted at:</b> | Children's Business Development Group 13. 09. 2017 |
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| <b>Authorised by:</b> | Darren Shaw<br>Lead for Professional Practice |
| <b>Date:</b>          | 03/10/2017                                    |
| <b>Review Date:</b>   | 02/10/2018                                    |
| <b>Reference No:</b>  | 0008/2017/ CPP                                |


## Guide for inputting and updating chronologies on CCM

- Load the Childs record that you want to record a chronology entry for.
- Click 
- Click 
- Click
- Select “ C- Chronology Information” in the “Note/Visit Type”
- The date and time will pre-fill
- Enter “Chronology Event” in the headline.
- Click into the case note text box and enter “See Questionnaire for Details”
- Click 
- Click 
- Enter the Date of the Significant Event you are recording.
- Enter the “Significant Event Details”
- Enter the “Source of Evidence/Document Reference”
- Enter the “Significance and Impact on the Child”
- Click  Click  (This will take you back to the maintain case note)
- Click 

| Chronology Information                |             |             |                   |
|---------------------------------------|-------------|-------------|-------------------|
| Question                              | List Answer | Date Answer | Text Answer       |
| Date                                  |             | 18/08/2017  |                   |
| Significant Event Details             |             |             | Significant Event |
| Source of Evidence/Document Reference |             |             | Evidence          |
| Significance and Impact on child      |             |             | Impact on Child   |

## Copy Chronologies To Family Members

- Once you have completed and saved the extra questions Click  (This will take you back to the maintain casenote)
- Select “Yes” against “Copy note to Family Members”
- Click into the “Copy” Column against the family member you want to copy the case note to.
- Click  (You should see a message confirming the Successful Copy), Click 

Click  to return you to the “Browse Casenotes Screen”

Is this note/visit a significant event?  Yes  No  
 Input By Mr Simon Finch on 03/11/2017  
 Copy note to family members?  Yes  No

### Copy Note to Family Members

Displaying 1...1 of 1 records

| Related Person                                   | Person Identifier | Date of Birth | Age           | Relationship | Start Date | NHS Number   | EC | OKC | KH | NK | PR | PC | VU | Hazards exist | End Date | Copy                                | Complete                 | Previously Copied        | Copy Answers             | Delete                   |
|--|-------------------|---------------|---------------|--------------|------------|--------------|----|-----|----|----|----|----|----|---------------|----------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <a href="#">Xxxx</a><br><a href="#">Dobly Dr</a> | 280294            | 24/06/1924    | 93 yrs 4 mths | Wife         | 18/11/2016 | 490-373-6989 | Y  | N   | Y  | Y  | N  | Y  | N  | Y             |          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |