

RECORDING CASE NOTES IN LCS

Contents

What are Case Notes?.....	2
Where can I find Case Notes?	2
Case Note Summary.....	3
Updating Case Summary.....	4
Adding a Case Note.....	5
Recording a Case Note.....	5
Reason for Contact Field.....	6
Detailed Notes.....	6
Analysis of Information and Action Fields.....	6
Creating and Finalising Case Notes	8
Create/Create & Close	8
Finalise.....	8
Close.....	8
Updating a Case Note	9
Notifying LCS users about Case Notes.....	9
Consolidating Case Notes.....	11
Removing a Relationship from a Case Note	12
Linking Case Notes to Forms	13
Form Case Notes.....	13
Adding a Case Note to a Chronology.....	14
Recording a Case Note as a Significant Event.....	14
Printing Case Notes.....	16
Case Note Filter	17
Running a Case Note Report	18

What are Case Notes?

Case Notes are a running record of day-to-day work on an open case.

They can include information about:

- Meetings
- Visits
- Telephone Calls and Correspondence
- Consultations with managers and other Professionals

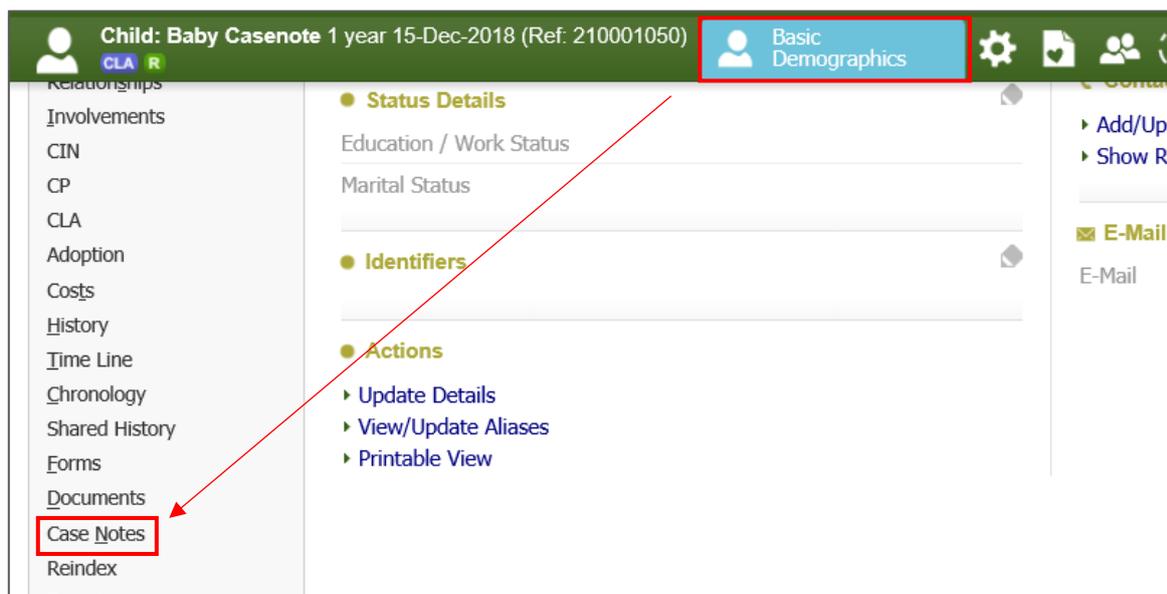
Where can I find Case Notes?

Case Notes can be accessed in several locations in a child’s record.

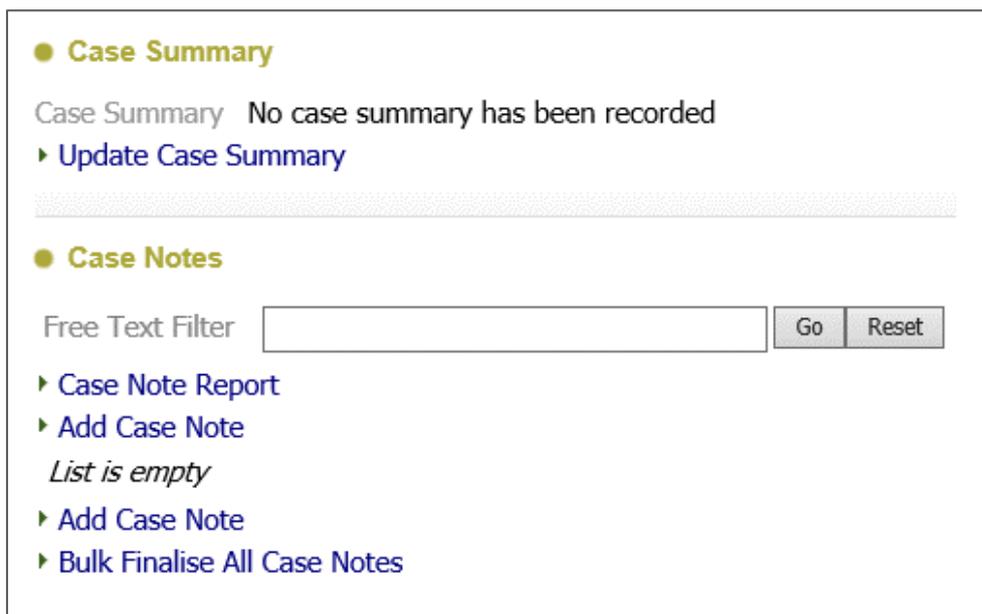
- Within an episode workflow (CIN, CP, CLA etc...)
- Within some forms in LCS (for example, there is a link within the Social Work Assessment form, to add a Case Note)
- From the child’s Basic Demographics screen
- Within Adoption tab

To access Case Notes from the Basic Demographics screen:

Access the child’s record. In Basic Demographics, select the **Case Notes** section.



The Case Notes screen will appear and have several options:



● **Case Summary**

Case Summary No case summary has been recorded

▶ [Update Case Summary](#)

● **Case Notes**

Free Text Filter

▶ [Case Note Report](#)

▶ [Add Case Note](#)

List is empty

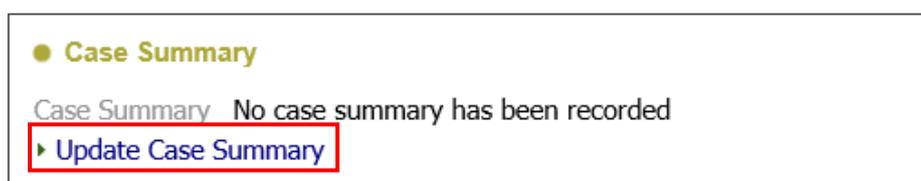
▶ [Add Case Note](#)

▶ [Bulk Finalise All Case Notes](#)

Case Note Summary

The Case Summary is used to provide precise and clear information about the current circumstances for a child and their family. Any reader should be able to get a clear understanding of the case direction and any key plans. This is useful for the Emergency Duty Team to refer to.

Click the link **Update Case Summary**



● **Case Summary**

Case Summary No case summary has been recorded

▶ [Update Case Summary](#)

In the window that appears, add the Case Summary information.

- Record the information as required.
- Case Note Summaries can also be attached to a sibling's record by selecting the check box next to a child's name
- When done, click on the **Create** button to confirm

Child: Baby Casenote 1 year 15-Dec-2018 (Ref: 210001050) Case Note Summary

Create Cancel - Case Summary

New Case Summary for Baby Casenote

● **Summary**

Summary Referral initially received from school due to dishevelled appearance and change in mood for the child and subsequent concerns about neglect. Referral made to children's social services. A social work assessment has been arranged to look at how best to support the child and family.

Other People to Copy
Please select who should also have the same case note summary

Jimmy Casenote

The Case Summary will appear in the main Case Notes screen.

● **Case Summary**

Case Summary Referral initially received from school due to dishevelled appearance and change in mood for the child and subsequent concerns about neglect. Referral made to children's social services. A social work assessment has been arranged to look at how best to support the child and family.

Last Updated On 08-Jan-2020 10:47

Last Updated By Tony Worker

▶ [Update Case Summary](#)

Updating Case Summary

Clicking the link **Update Case Summary** will allow you to create a new Case Summary, following the same directions as above.

A new Case Summary will overwrite the previous one but there will still be a record of previous Case Summaries saved on the child's record.

● **Case Summary**

Case Summary Following concerns of neglect, a Social Work Assessment was completed and determined that the child is a Child in Need. A review meeting is to be carried out to discuss strategies with the family and how best to support them.

Last Updated On 08-Jan-2020 10:59

Last Updated By Tony Worker

▶ [Update Case Summary](#)

● **Case Notes**

Free Text Filter

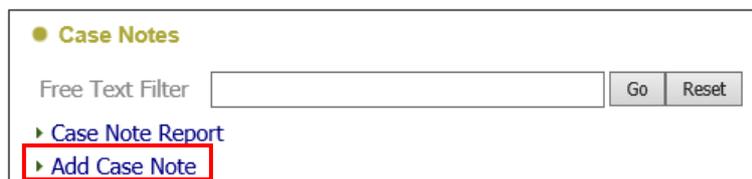
▶ [Case Note Report](#)

▶ [Add Case Note](#)

Finalised?	Significant Event	Contact Date	Seen	Type of Contact	Contact Regarding	Reason for Contact	Att.	Created By
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	08-Jan-2020 10:59	<input type="checkbox"/> No	Case Note Summary	Baby Casenote			Tony Worker - Team 5
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	08-Jan-2020 10:47	<input type="checkbox"/> No	Case Note Summary	Baby Casenote			Tony Worker - Team 5

Adding a Case Note

Click the link **Add Case Note**



The screenshot shows a 'Case Notes' section with a 'Free Text Filter' input field and 'Go' and 'Reset' buttons. Below this, there are two expandable menu items: 'Case Note Report' and 'Add Case Note'. The 'Add Case Note' item is highlighted with a red rectangular box.

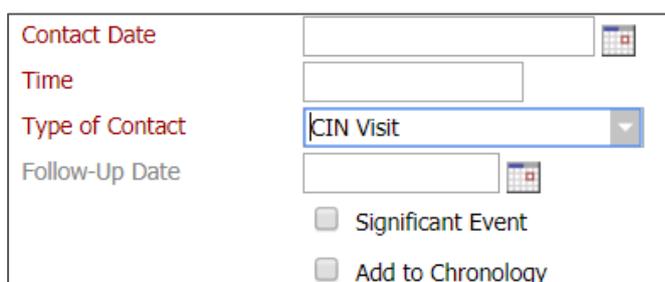
Recording a Case Note

Once a Case Note has been added, there are several fields to complete.

Add the **Contact Date** and **Time** (e.g. 13:00) in the relevant field.

Select the **Type of Contact** from the drop-down menu.

You can choose to mark as significant or add to chronology if required.



The screenshot shows a form with the following fields and options:

- Contact Date:** A date input field with a calendar icon.
- Time:** A time input field.
- Type of Contact:** A dropdown menu with 'CIN Visit' selected.
- Follow-Up Date:** A date input field with a calendar icon.
- Significant Event
- Add to Chronology

The **Contact Regarding** section will list which records the Case Note will be recorded against.

There are various tick boxes which can be selected to record whether the child was **Interviewed**, **Seen**, whether they were **Alone** and if you saw the **Bedroom**.

Ticking these once, will make a "tick" icon appear in the tick box. Ticking it a second time will make a "cross" appear in the tick box.

Contact Regarding	Relation	Name	Age	At Contact	Interviewed?	Seen?	Alone?	Bedroom?	Regarding Assessment
Children / Young People involved in this Case Note									
▶ Self	Baby Casenote		1 year		☑ Yes	☑ Yes	☒ No	☒ No	None

Reason for Contact Field

This field is used to provide a short description about what the Case Note is regarding i.e. Title. It is designed to support current and future practitioners in searching for specific Case Notes. It must be kept brief and concise.

The example below highlights where to see 'Reason for Contact' on the main Case notes screen.

● Case Notes								
Free Text Filter <input type="text"/>							Go	Reset
▶ Case Note Report								
▶ Add Case Note								
Finalised?	Significant Event	Contact Date	Seen	Type of Contact	Contact Regarding	Reason for Contact	Att.	Created By
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	06-Jan-2020	<input type="checkbox"/> No	Home Visit	Jimmy Casenote, Baby Casenote (Sister)	Home visit to discuss concerns		Tony Worker - Team 5
▶ Add Case Note								
▶ Bulk Finalise All Case Notes								

Detailed Notes

This field is where the main Case Note information is recorded. It can record up to 70,000 characters and information can be copied and pasted into it (if appropriate to do so). The text boxes can be formatted using the tool at top right of the text box.



Analysis of Information and Action Fields

Used by the Practitioner to record what is significant about the information that has been recorded and what Actions can be taken if required.

Detailed Notes	<p><u>Details of the Case note can be added here</u></p> <p>You can use formatting in these case note text boxes to:</p> <ul style="list-style-type: none"> • Make Bold • Make <i>Italic</i> • <u>Underline</u> • Add Bullet points • Change text colour - black, red, green or blue. <p>You can add up to 70, 000 characters</p> <p>It will highlight any spelling <u>mistaxes</u></p>
Analysis of information	Analysis of information
Action	Action •

Creating and Finalising Case Notes

When writing a new Case Note, users will have 3 options at the top and bottom of the screen:



Create/Create & Close

Create will “create” the Case Note on the child’s record and save it as a draft. This will allow you to update the Case Note later if needed. Create and Close will also do this but will also close this screen and return the user to the main Case Notes screen in Demographics.

In order to Create a Case Note, you will need to record information in all the mandatory fields first.

Finalise

When you **Finalise** a Case Note, you are informing LCS that you have recorded all the information required and will not need to make any further amendments. This will lock the Case Note, meaning you will not be able to update it at a later stage.

Close

This **Closes** the current screen and returns you to the main Case Notes screen in Basic Demographics. If you have recorded any information, a prompt will appear advising that it will not be saved unless you create/finalise the Case Note.

Updating a Case Note

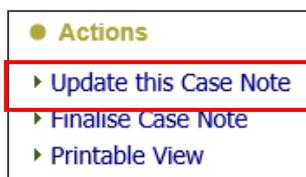
You may be working on a Case Note but then need to stop working on it to deal with another task (i.e. go out on a visit, take a phone call etc). If it is not Finalised, you are able to access the Case Note later and update it.

Click on the Case Note you want to update. In the Case Note list, it will show you whether the Case Note has been finalised or not.

NOTE: You can only update a Case Note if it has not been finalised.

Finalised?	Significant Event	Contact Date ▲	Seen	Type of Contact	Contact Regarding	Reason for Contact	Att.	Created By
<input type="checkbox"/> No	<input type="checkbox"/> No	01-Jan-2020	<input type="checkbox"/> No	Meeting	Baby Casenote	Meeting to discuss progress		Tony Worker - Team 5
<input type="checkbox"/> No	<input type="checkbox"/> No	03-Jan-2020	<input type="checkbox"/> No	General Note	Baby Casenote	Phone call from GP surgery to confirm meeting		Tony Worker - Team 5
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	06-Jan-2020	<input type="checkbox"/> No	Home Visit	Baby Casenote	Home visit to discuss concerns		Tony Worker - Team 5
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	07-Jan-2020	<input type="checkbox"/> No	Telephone Call (In)	Baby Casenote	Call from police to discuss incident at home		Tony Worker - Team 5

A summary of the Case Note will appear which cannot be edited at present. At the Bottom of the page will be some links under the **Actions** section. Click on the link **Update this Case Note**



The Case Note fields will “open” and allow you to continue updating the Case Note. You can continue working on the Case Note and **save** your progress to continue later or you can Finalise the Case Note to complete it.

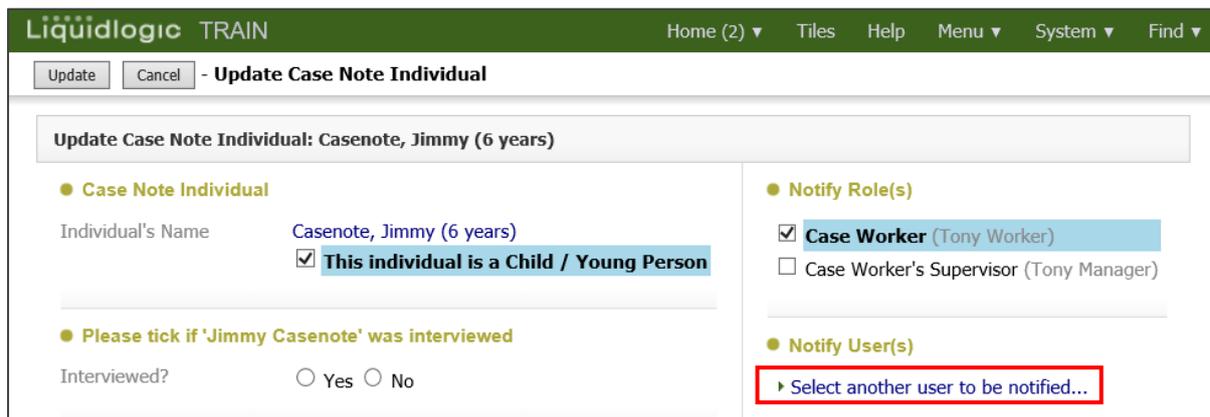
Notifying LCS users about Case Notes

Other LCS users can be notified about a Case Note which has been recorded. This can only be done if the Case Note has not been finalised.

While creating the Case Note, in **Contact Regarding** section, click on the row related to the child the Case Note relates to.

NOTE: Do **not** click on the child's name as this will take you into their record. Click on an empty space in the row.

A screen will appear where you can record additional information. Click the link **Select another user to be notified...**



The Address Book will open. Find the user/group that you wish to notify and once confirmed, their name will appear.

NOTE: For more information on using the Address Book, see guide.

When all users/groups are selected, click **Update**



You will return to the previous screen. Finalise the Case Note when completed.

The User/group will receive an alert advising them that a Case Note has been added to the record.

Today (1)	Person	Task Description
10-Jan-2020	 Casenote, Jimmy 6 yrs	 Case Notes - This child has been added to a Case Note by Tony Worker on 06-Jan-2020

Consolidating Case Notes

When recording a Case Note on one child’s record, these can also be added to a sibling or adult’s record at the same time. To do this, ensure that you have first added details of any relationships to the person’s main demographics.

When you have added the Case Note and are updating it, a list of relationships will appear beneath the **Contact Regarding** section.

Contact Regarding	Relation	Name	Age	At Contact	Interviewed?	Seen?	Alone?	Bedroom?	Regarding Assessment
Children / Young People involved in this Case Note									
▶ Self	Baby Casenote	1 year		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		None
Adults also present / interviewed									
No Adults recorded...									
Other relations you can add to this case note									
■	Brother	Jimmy Casenote	6 years						
■	CAR	Mary Poppins	≈ 55 years						

To add a relation to the Case Note, click on the  to the right of the person you want to add.

■	Brother	Jimmy Casenote	6 years						
■	CAR	Mary Poppins	≈ 55 years						

Once selected, the person’s name will move up, indicating they will be included in the Case Note.

Contact Regarding	Relation	Name	Age	At Contact	Interviewed?	Seen?	Alone?	Bedroom?	Regarding Assessment
Children / Young People involved in this Case Note									
▶ Self	Baby Casenote	1 year		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		None
■	Brother	Jimmy Casenote	6 years		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None
Adults also present / interviewed									
No Adults recorded...									
Other relations you can add to this case note									
■	CAR	Mary Poppins	≈ 55 years						

Removing a Relationship from a Case Note

Please note that this can only be done if the case note is not finalised. If you have added a relationship to a Case Note in error, they can be removed.

Click on the row for the person you want to remove

NOTE: Do **not** click on the person’s name as this will take you into their record. Click on an empty space in the row.

Contact Regarding	Relation	Name	Age	At Contact	Interviewed?	Seen?	Alone?	Bedroom?	Regarding Assessment
Children / Young People involved in this Case Note									
	Self	Baby Casenote	1 year	<input type="checkbox"/>	None				
	Brother	Jimmy Casenote	6 years	<input type="checkbox"/>	None				
Adults also present / interviewed									
No Adults recorded...									
Other relations you can add to this case note									
	CAR	Mary Poppins	≈ 55 years						

A screen will appear and at the bottom will be a link to **Remove this Individual from the Case Note**

● Interview Concerning

Link to Form Social Work Assessment, Started 16-Dec-2019

▶ Remove this Individual from the Case Note

Click **OK** in the message window that appears

You’ll return to the Case Note screen and the name will be removed and will not be included in the Case Note.

Contact Regarding	Relation	Name	Age	At Contact	Interviewed?	Seen?	Alone?	Bedroom?	Regarding Assessment
Children / Young People involved in this Case Note									
	Self	Baby Casenote	1 year	<input type="checkbox"/>	None				
Adults also present / interviewed									
No Adults recorded...									
Other relations you can add to this case note									
	Brother	Jimmy Casenote	6 years						
	CAR	Mary Poppins	≈ 55 years						

Linking Case Notes to Forms

Some forms allow you to record Case Notes directly from them. There is also the option to link Case Notes back to any forms that have this functionality.

NOTE: This functionality will only work if the form is in a **draft** state.

In the Case Note, click on an empty space in the row of the person involved in the Case Note (do not click on the name of the person).

Contact Regarding	Relation	Name	Age	At Contact	Interviewed?	Seen?	Alone?	Bedroom?	Regarding As
Children / Young People involved in this Case Note									
	Self	Baby Casenote	1 year	<input type="checkbox"/>	None				
Adults also present / interviewed									

The Case Note update screen will appear. At the bottom will be a list of forms available for the person. **Select** the form you want to link the Case Note to.

● Interview Concerning

Link to Form

- Social Work Assessment, Started 16-Dec-2019
- Child Looked After/Young Person's Care Plan, Started 16-Dec-2019

Click the **Update** button and the Case Note will show on the linked form.

Form Case Notes

Form Case Notes are recorded in the same way as from Demographics.

Print

- Social Work Assess...
- Family and Networ...
- Assessment Details ^M
- Chronology of Sign...
- Worries and Streng...
- Child, Family and N...
- Analysis and Judge...
- What needs to hap...
- Factors Identified a...
- Assessment Outco...
- Manager's Authoris...

Child, Family and Network's Experience

Was the Child/Young Person seen during this assessment? Yes No

Dates the child/young person & family members were seen and spoken to

- Baby Casenote
List is empty
▶ Add New Case Note
- Jimmy Casenote
List is empty
▶ Add New Case Note

If the Form is consolidated, you can click on each link separately to add Case Notes or you can add multiple siblings within the Case Note.

Adding a Case Note to a Chronology

Case Notes can be added to a child’s Chronology record.

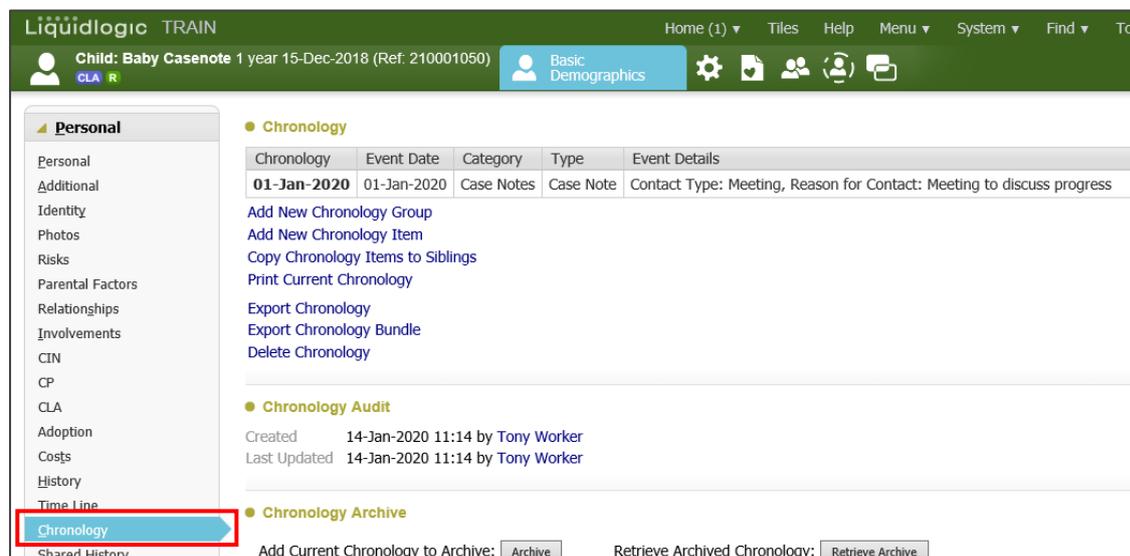
NOTE: A Case Note must be finalised before it will appear in the Chronology.

Within the Case Note, click on the check box **Add to Chronology**



Finalise the Case Note.

The Case Note will now appear in the Chronology.



Recording a Case Note as a Significant Event

A Case Note can be recorded as a Significant event. When this is done, the Allocated Case Worker will receive an **Alert Task** in their work tray.

Within the Case Note, select the check box **Significant Event**.

Update Case Note for Casenote, Baby (1 year) , on 03-Jan-2020 , of type General Note

● **Part 1 - Contact**

From Context Of Casenote, Baby (1 year)

Contact Date 03-Jan-2020

Type of Contact General Note

Follow-Up Date

Significant Event

Add to Chronology

Finalise the Case Note.

The Case Note will be recorded as a Significant Event

Finalised?	Significant Event	Contact Date	Seen	Type of Contact	Contact Regarding	Reason for Contact	Att.	Created By
<input type="checkbox"/> No	<input type="checkbox"/> No	08-Jan-2020	<input type="checkbox"/> No	Office Visit (In)	Baby Casenote	Visit to PC Smith		Tony Worker - Team 5
<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	07-Jan-2020	<input type="checkbox"/> No	Home Visit	Baby Casenote	Home visit		Tony Worker - Team 5
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	07-Jan-2020	<input type="checkbox"/> No	Telephone Call (In)	Baby Casenote	Call from police to discuss incident at home		Tony Worker - Team 5
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	06-Jan-2020	<input type="checkbox"/> No	Home Visit	Baby Casenote	Home visit to discuss concerns		Tony Worker - Team 5
<input type="checkbox"/> No	<input type="checkbox"/> No	03-Jan-2020	<input type="checkbox"/> No	General Note	Baby Casenote	Phone call from GP surgery to confirm meeting		Tony Worker - Team 5
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	01-Jan-2020	<input type="checkbox"/> No	Meeting	Baby Casenote	Meeting to discuss progress		Tony Worker - Team 5

The Alert Task will appear in the Allocated Case Workers work tray.

● Today (2)		Person	Task Description
14-Jan-2020	CLA	Casenote, Baby 1 yr	▲ Significant Event - This child's Case Note involvement on 07-Jan-202...

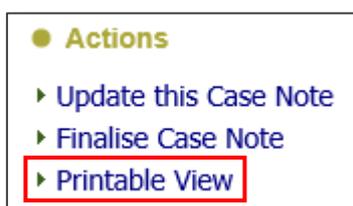
Printing Case Notes

LCS has various options to allow you to print Case Notes.

Select the Case Note that you want to print.

Finalised?	Significant Event	Contact Date ▲	Seen	Type of Contact	Contact Regarding	Reason for Contact	Att.	Created By
<input type="checkbox"/> No	<input type="checkbox"/> No	01-Jan-2020	<input type="checkbox"/> No	Meeting	Baby Casenote	Meeting to discuss progress		Tony Worker - Team 5
<input type="checkbox"/> No	<input type="checkbox"/> No	03-Jan-2020	<input type="checkbox"/> No	General Note	Baby Casenote	Phone call from GP surgery to confirm meeting		Tony Worker - Team 5
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	06-Jan-2020	<input type="checkbox"/> No	Home Visit	Baby Casenote	Home visit to discuss concerns		Tony Worker - Team 5
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	07-Jan-2020	<input type="checkbox"/> No	Telephone Call (In)	Baby Casenote	Call from police to discuss incident at home		Tony Worker - Team 5

Under the **Actions** section, click on **Printable View**



A printable view of the Case Note will appear.

X Close Printable View | Portrait Landscape | Small Medium Large Largest | Print page now | 

ARE YOU PRINTING CONFIDENTIAL OR SENSITIVE INFORMATION?
 If so check that those to whom you will provide copies of the document are entitled to see the information. The information contained in printed documentation and the distribution of that documentation is solely the responsibility of the user of this system. The software and / or system provider cannot in anyway be held liable for the distribution of confidential information to any entity, legal or personal, having no entitlement to be privy to the information contained in forms and documents that the user has produced using this system.

Dudley Metropolitan Borough Council
 Centre Professional Practice
 Corbyn Road
 Dudley
 West Midlands

DY1 2JZ
 Tel:
 Fax:

Dudley
 Metropolitan Borough Council

Case Note for Heinz, Betty (9 months) , on 01-May-2020 09:00 , of type General

Part 1 - Contact

From Context Of	Heinz, Betty (9 months) (Ref: 701612)
Contact Date	01-May-2020
Time	09:00
Type of Contact	General

Rel	Name	Age	At Contact	Int?	Seen?	Alone?	Bed?	Assm
<i>Children / Young People involved in this Case Note</i>								
Self	Betty Heinz	9 months	4 months					None

Various printer options at the top of the page will allow you to page orientation and text size. You are also able to save the Case Note as a **PDF** document. Remember to **Close Print view** with the button.



NOTE: For more details on Printing, please see the associated guidance.

Case Note Filter

The Case Note filter is used to help you search for specific Case Notes by searching for specific keywords.

From the Case Notes screen, you can see the filter field



Case Notes

Free Text Filter Go Reset

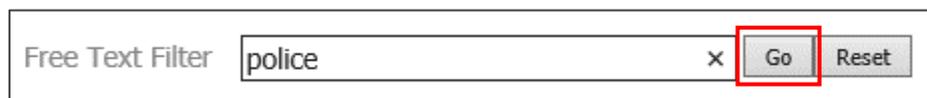
Case Note Report
Add Case Note

Finalised?	Significant Event	Contact Date ▲	Seen	Type of Contact	Contact Regarding	Reason for Contact	Att.	Created By
<input type="checkbox"/> No	<input type="checkbox"/> No	01-Jan-2020	<input type="checkbox"/> No	Meeting	Baby Casenote	Meeting to discuss progress		Tony Worker - Team 5
<input type="checkbox"/> No	<input type="checkbox"/> No	03-Jan-2020	<input type="checkbox"/> No	General Note	Baby Casenote	Phone call from GP surgery to confirm meeting		Tony Worker - Team 5
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	06-Jan-2020	<input type="checkbox"/> No	Home Visit	Baby Casenote	Home visit to discuss concerns		Tony Worker - Team 5
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	07-Jan-2020	<input type="checkbox"/> No	Telephone Call (In)	Baby Casenote	Call from police to discuss incident at home		Tony Worker - Team 5
<input type="checkbox"/> No	<input type="checkbox"/> No	07-Jan-2020	<input type="checkbox"/> No	Home Visit	Baby Casenote	Home visit		Tony Worker - Team 5
<input type="checkbox"/> No	<input type="checkbox"/> No	08-Jan-2020	<input type="checkbox"/> No	Office Visit (In)	Baby Casenote	Visit to PC Smith		Tony Worker - Team 5

Add Case Note
Bulk Finalise All Case Notes

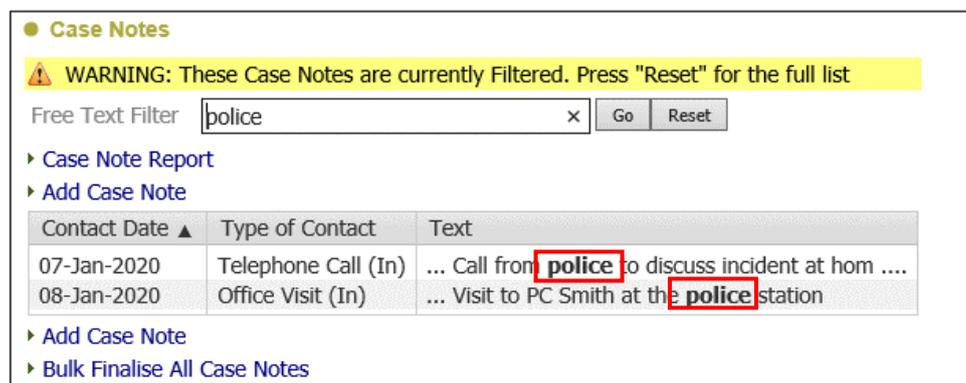
In this example, I want to search for all Case Notes mentioning the word “police”.

Type the keyword into the **Free Text Filter** field and click on **Go**



Free Text Filter × Go Reset

LCS will filter the Case Notes and show only those Case Notes where the keyword appears. You can then click on the relevant row to access the Case Note to read the full information.



Case Notes

WARNING: These Case Notes are currently Filtered. Press "Reset" for the full list

Free Text Filter × Go Reset

Case Note Report
Add Case Note

Contact Date ▲	Type of Contact	Text
07-Jan-2020	Telephone Call (In)	... Call from police to discuss incident at hom ...
08-Jan-2020	Office Visit (In)	... Visit to PC Smith at the police station

Add Case Note
Bulk Finalise All Case Notes

To clear the filter, click on the **Reset** button.

Clicking on the **Column headings** will also sort by Date, Type etc.

Running a Case Note Report

Over time case files will acquire lists of case notes. To make searching manageable and to generate specific lists of filtered case notes, there is a reporting function available.

From the Case notes screen, click on **Case Note Report**.

Case Notes									
Free Text Filter <input type="text"/> <input type="button" value="Go"/> <input type="button" value="Reset"/>									
Case Note Report									
Finalised?	Significant Event	Contact Date	Seen	Type of Contact	Contact Regarding	Reason for Contact	Att.	Created By	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	26-Feb-2020 15:00	<input type="checkbox"/> No	Case Note Summary	Claire Macdonald			Manager 7 - Manager Course	
<input type="checkbox"/> No	<input type="checkbox"/> No	10-Feb-2020	<input checked="" type="checkbox"/> Yes	General Note	Claire Macdonald, Jackie Macdonald (Mother)	Home safety visit		Team2 Manager1 - Team 2.1	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	06-Feb-2020	<input checked="" type="checkbox"/> Yes	Email (Out)	Claire Macdonald, Jackie Macdonald (Mother)	test example		Team2 Manager1 - Team 2.1	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	25-Nov-2019	<input type="checkbox"/> No	Case Note Summary	Claire Macdonald	This is an example of a case.		Craig Ross - Worcestershire County Council	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	10-Sep-2019	<input checked="" type="checkbox"/> Yes	Email (In)	Claire Macdonald, Jackie Macdonald (Mother)	Reason for Contact to record parents permission		Elaine Beaumont - Worcestershire County Council	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	26-Jun-2019	<input checked="" type="checkbox"/> Yes	Statutory Visit (Looked After)	Claire Macdonald, Jackie Macdonald (Mother)	care review from Claire		Elaine Beaumont - Worcestershire County Council	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	05-Nov-2018	<input type="checkbox"/> No	Case Note Summary	Claire Macdonald	Case Note Summary		Tomy Anagnostopoulos - Worcestershire County Council	

The screen opens to allow you to set filters.

Show Report
Cancel
- Choose Case Note Report criteria

Case Note Report for Macdonald, Claire (6 years)

Type of Contact

▶ Select All

Case Note Summary

Email (In)

Statutory Visit (Looked After)

Email (Out)

General Note

Dates

Date From

Date To

Written By

Worker

Department

Significant Events

Significant Events only?

Ordering

Date Descending (Show Newest First)

Select the boxes that apply e.g. emails sent/received and click to show the report. Details will display for printing or exporting to PDF.

X Close Printable View |
 Small |
 Medium |
 Large |
 Largest |
 Print options |
 Print page now |
 🖨️

Case Note Report for Macdonald, Claire (6 years)
 Date: Wednesday, 26 February 2020, 15:27 · User: Team2 Manager1 · Team 2.1

Children's Social Care Confidential Information

Child ID	210000091				
Contact Date	Thursday 6 February, 2020	Type of Contact	Email (Out)	Created By	Team2 Manager1
Reason for Contact	test example			Finalised on	Wednesday 26 February, 2020
Detailed Notes	Damage				
Analysis of Information					
Action					
Contact Date	Tuesday 10 September, 2019	Type of Contact	Email (In)	Created By	Elaine Beaumont
Reason for Contact	Reason for Contact to record parents permission				
Detailed Notes					
Analysis of Information					
Action					