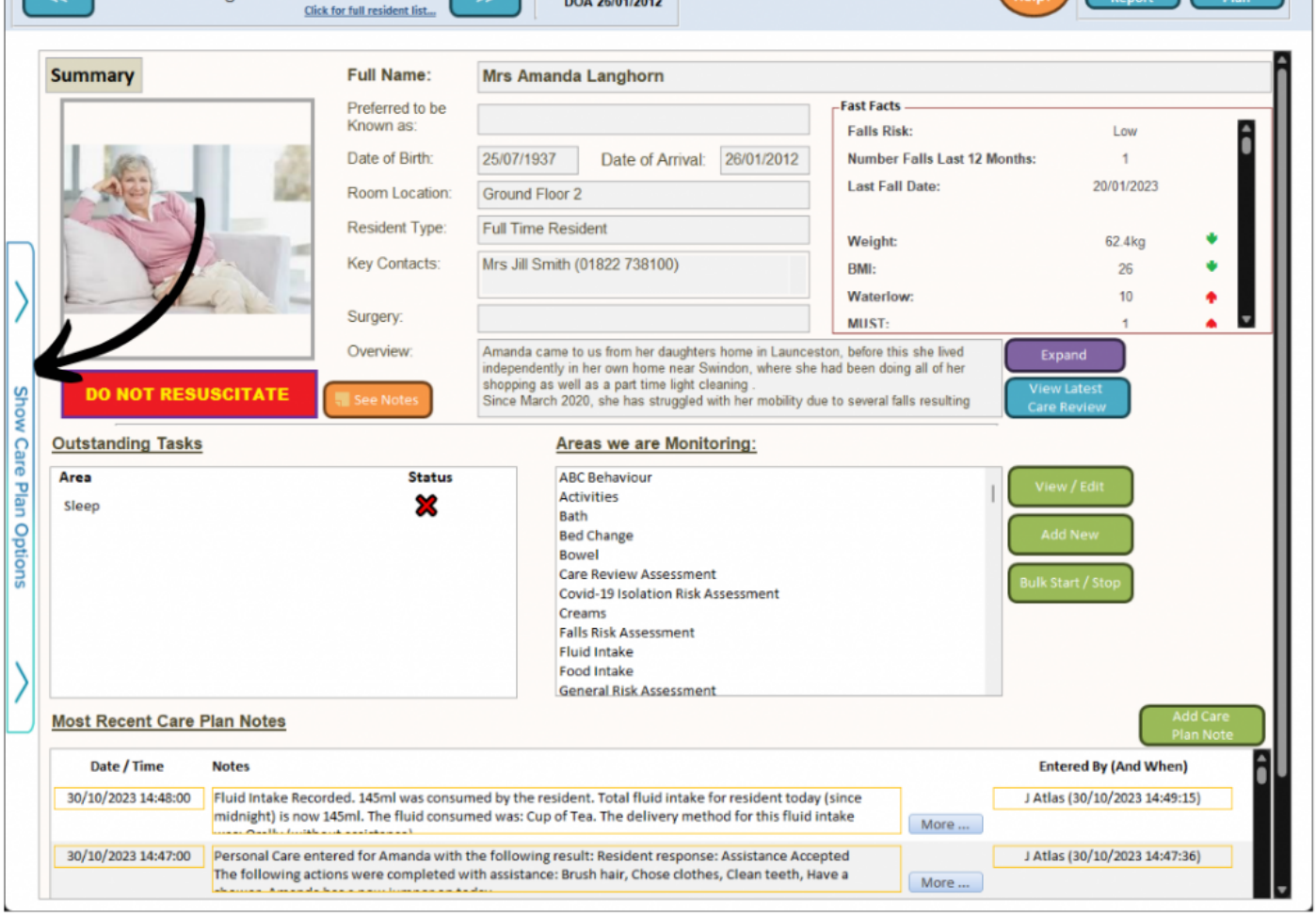
Adding Key Contacts

Care Plans Windows · https://cclearninghub.co.uk/docs/adding-key-contacts/

Adding Key Contacts

This guide will cover how to add Key Contacts to a service users Care Plan via Care Control Windows. These might be the family members or friends closest to the service user.



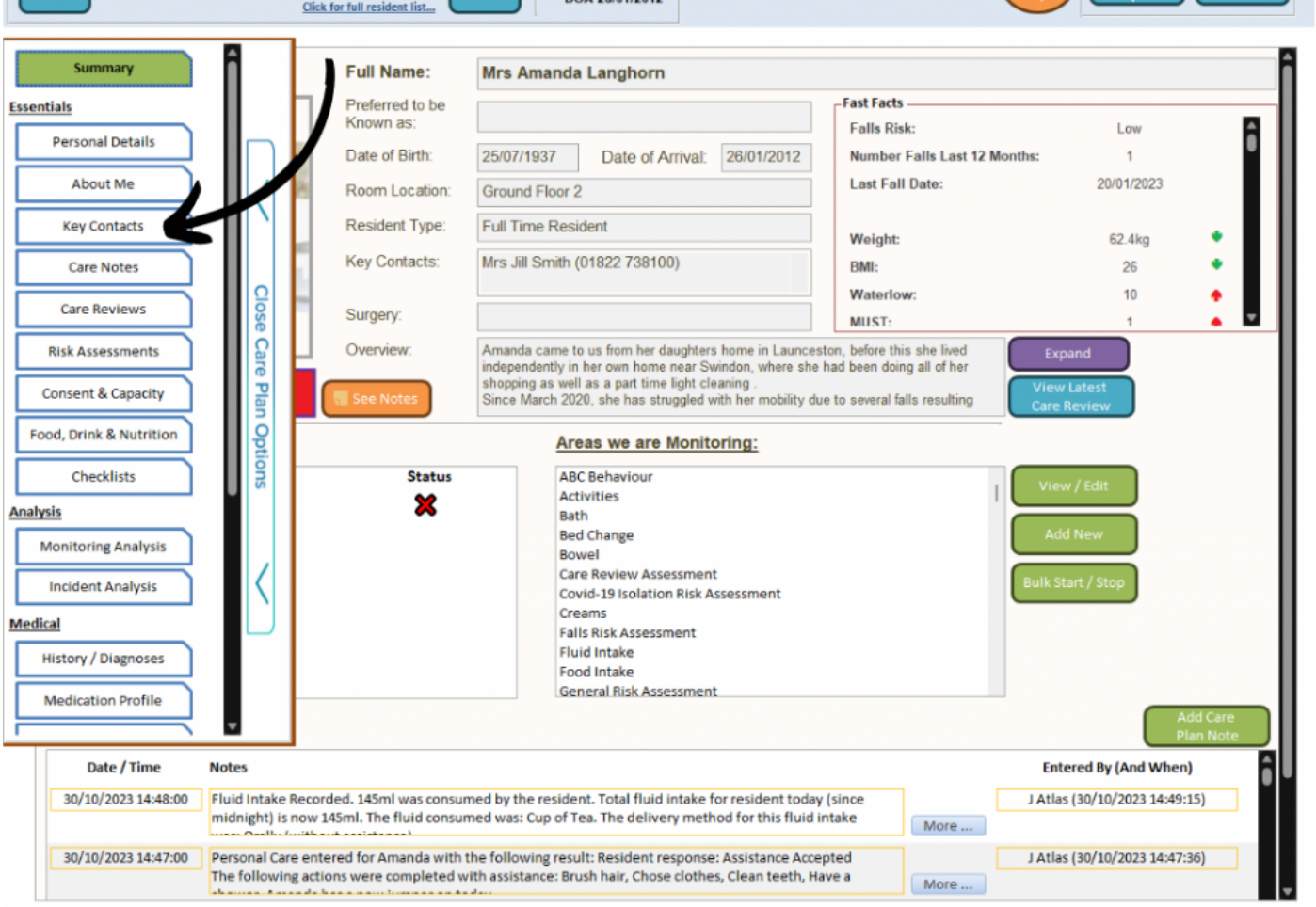


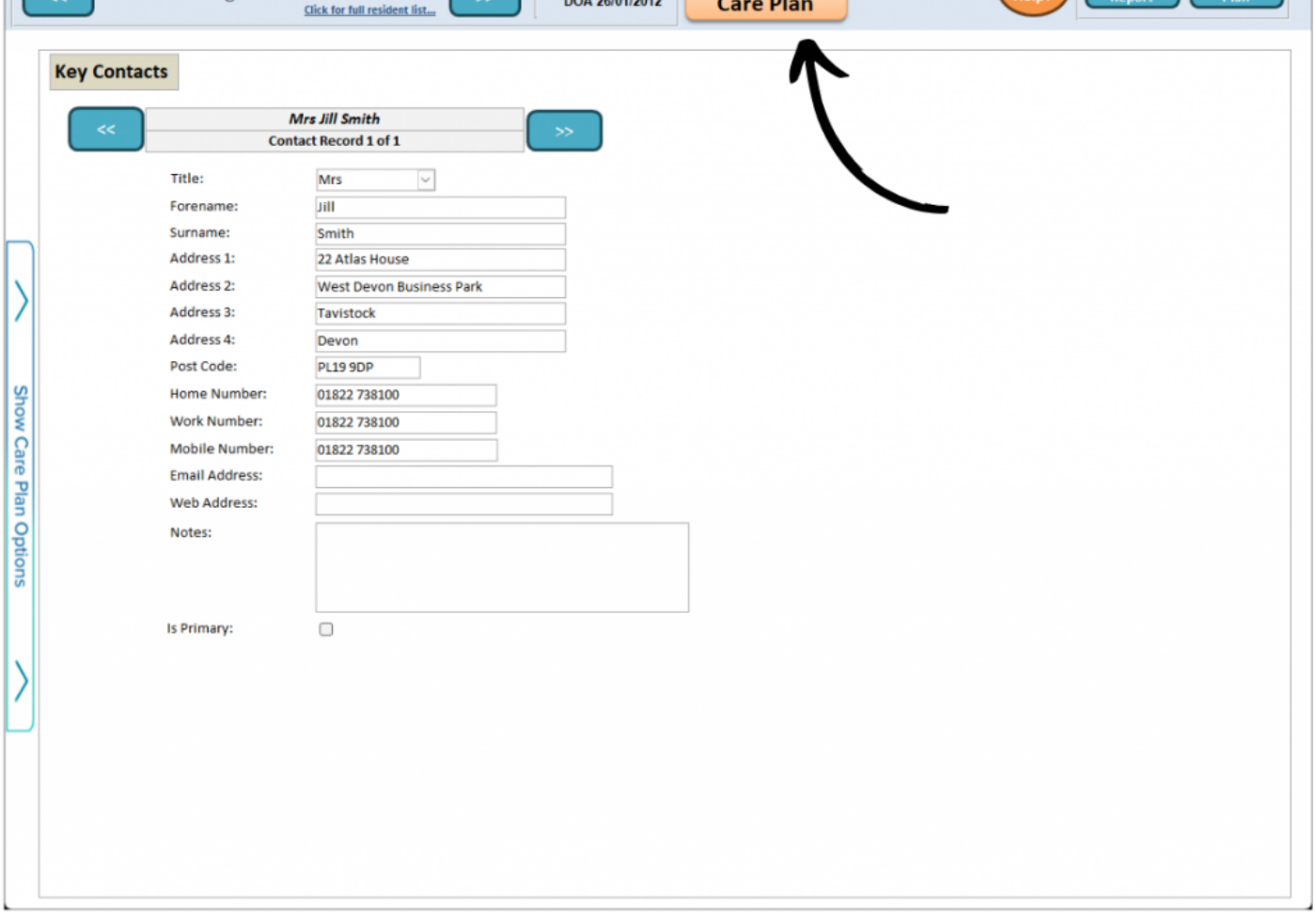
1

When on a service users Care Plan on Care Control Windows, open the side menu, labelled **Show Care Plan Options**.

2

Here, select **Key Contacts**.


Summary
Essentials
Personal Details
About Me
Key Contacts
Care Notes
Care Reviews
Risk Assessments
Consent & Capacity
Food, Drink & Nutrition
Checklists
Analysis
Monitoring Analysis
Incident Analysis
Medical
History / Diagnoses
Medication Profile
Close Care Plan Options
Full Name:
Mrs Amanda Langhorn
Preferred to be Known as:
Date of Birth:
25/07/1937
Date of Arrival:
26/01/2012
Room Location:
Ground Floor 2
Resident Type:
Full Time Resident
Key Contacts:
Mrs Jill Smith (01822 738100)
Surgery:
Overview:
Amanda came to us from her daughters home in Launceston, before this she lived independently in her own home near Swindon, where she had been doing all of her shopping as well as a part time light cleaning .
Since March 2020, she has struggled with her mobility due to several falls resulting
Fast Facts
Falls Risk:
Low
Number Falls Last 12 Months:
1
Last Fall Date:
20/01/2023
Weight:
62.4kg
BMI:
26
Waterlow:
10
MUST:
1
Expand
View Latest Care Review
See Notes
Areas we are Monitoring:
Status
ABC Behaviour
Activities
Bath
Bed Change
Bowel
Care Review Assessment
Covid-19 Isolation Risk Assessment
Creams
Falls Risk Assessment
Fluid Intake
Food Intake
General Risk Assessment
View / Edit
Add New
Bulk Start / Stop
Add Care Plan Note
Date / Time
Notes
Entered By (And When)
30/10/2023 14:48:00
Fluid Intake Recorded. 145ml was consumed by the resident. Total fluid intake for resident today (since midnight) is now 145ml. The fluid consumed was: Cup of Tea. The delivery method for this fluid intake
More ...
J Atlas (30/10/2023 14:49:15)
30/10/2023 14:47:00
Personal Care entered for Amanda with the following result: Resident response: Assistance Accepted
The following actions were completed with assistance: Brush hair, Chose clothes, Clean teeth, Have a
More ...
J Atlas (30/10/2023 14:47:36)



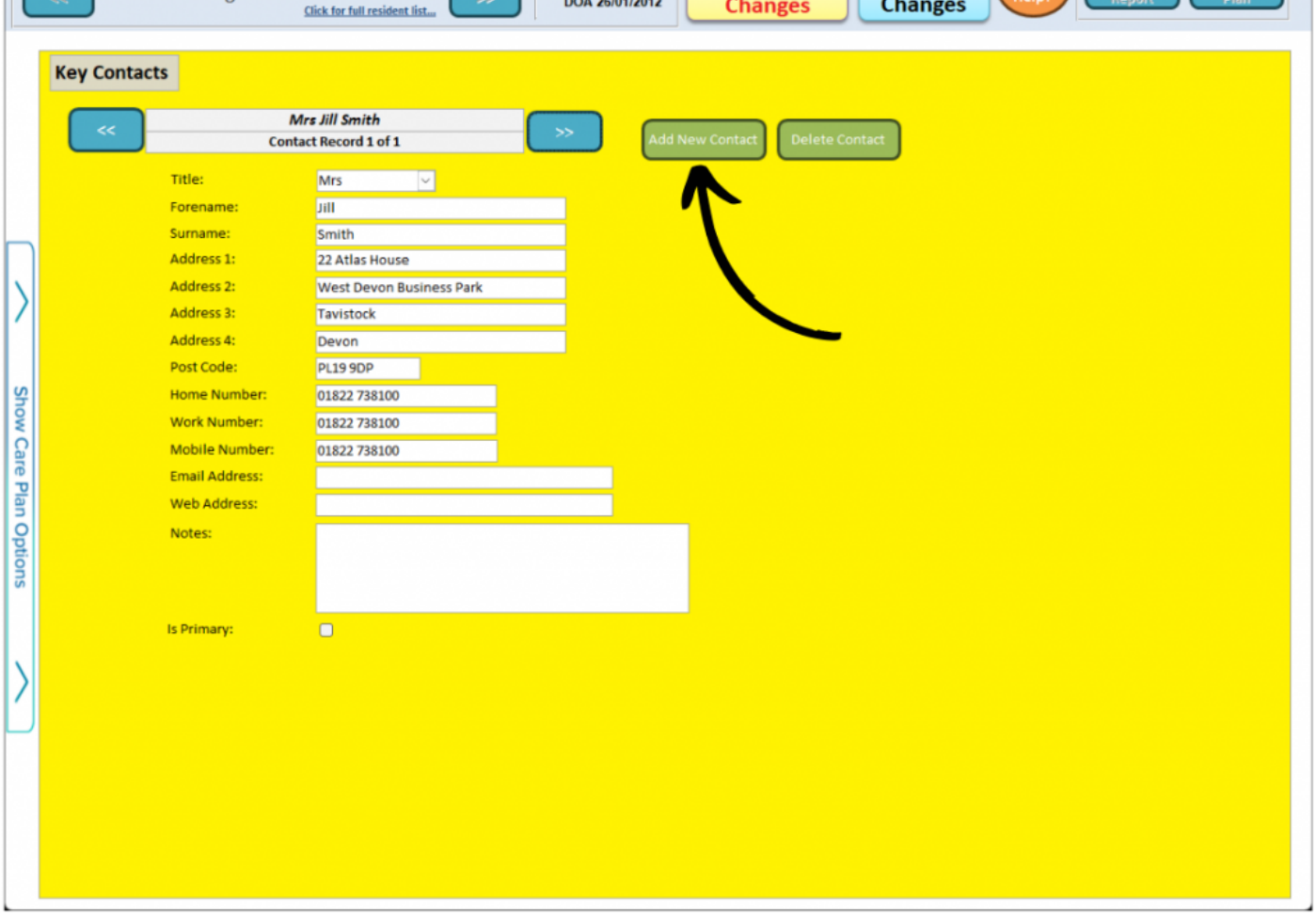
3

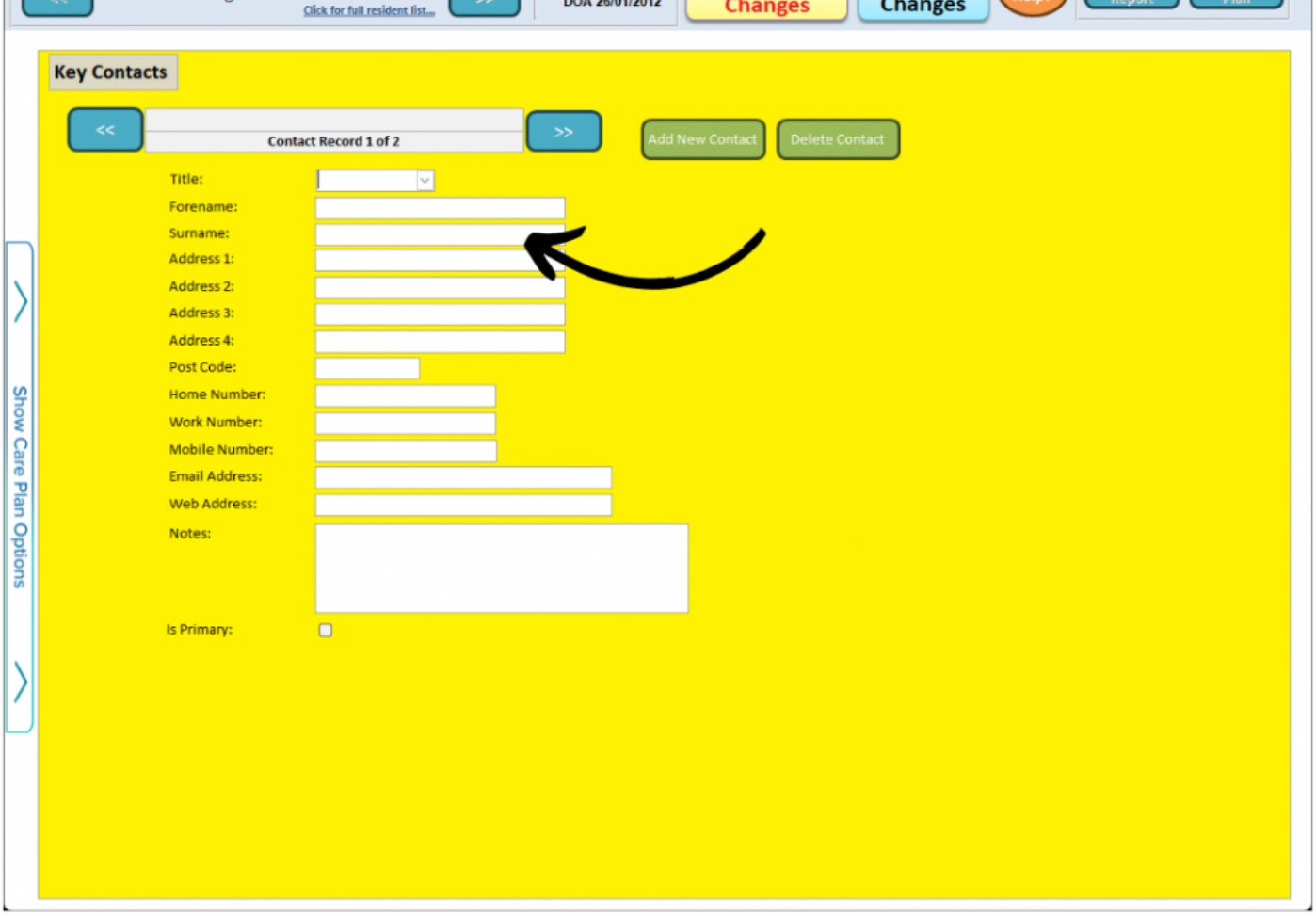
This area of the care plan can contain records of the contacts most important to the service user – this could be family and friends, or GPs and doctors.

Press **Edit Care Plan** to add a new one.

4

Next, press **Add New Contact**.


Click for full resident list...
DOA 26/01/2012
Changes
Changes
Key Contacts
<<
Mrs Jill Smith
Contact Record 1 of 1
>>
Add New Contact
Delete Contact
Title: Mrs
Forename: Jill
Surname: Smith
Address 1: 22 Atlas House
Address 2: West Devon Business Park
Address 3: Tavistock
Address 4: Devon
Post Code: PL19 9DP
Home Number: 01822 738100
Work Number: 01822 738100
Mobile Number: 01822 738100
Email Address:
Web Address:
Notes:
Is Primary:
Show Care Plan Options

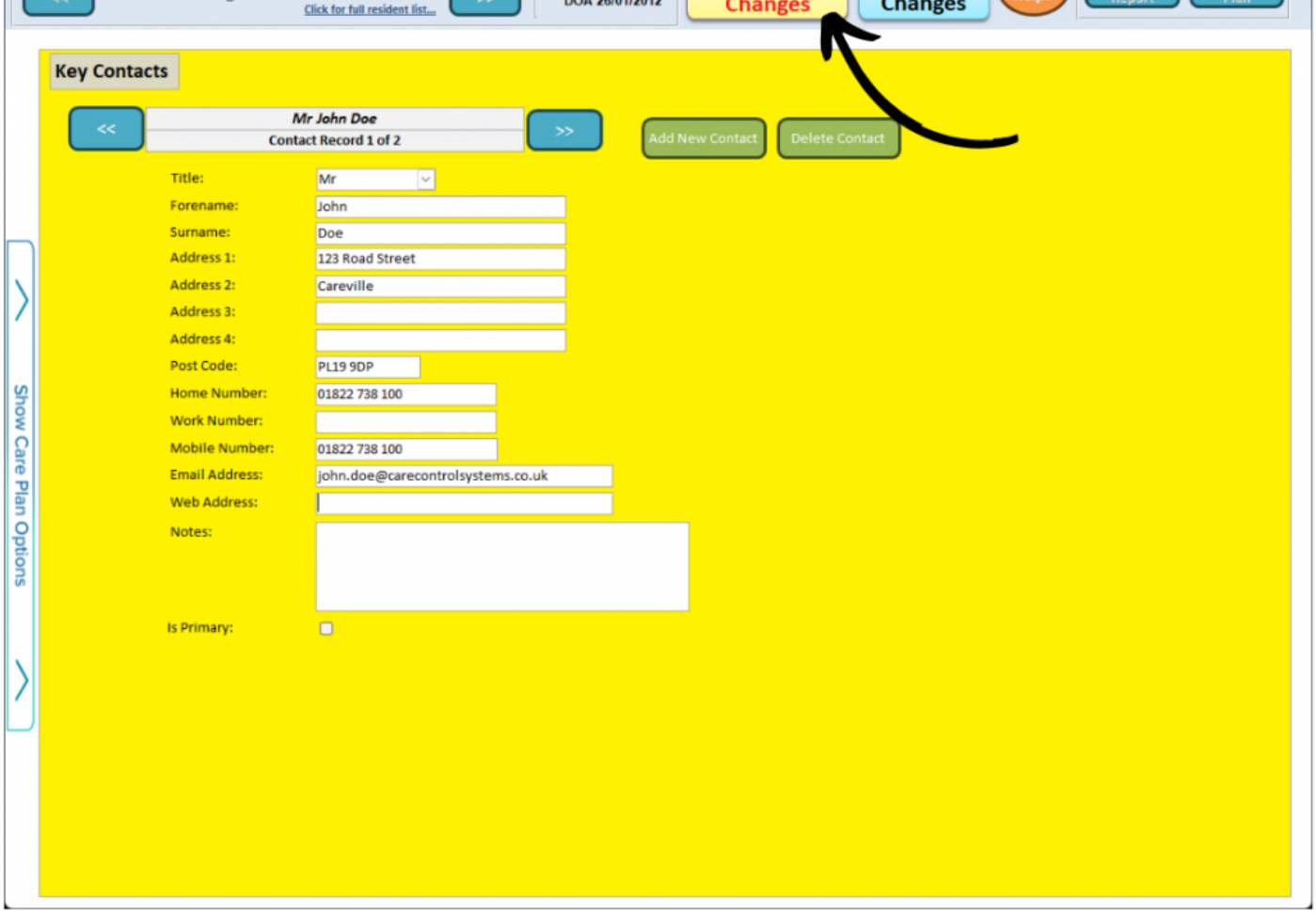


5

A blank contact form will then load. Continue to fill out the details of the contact.

6

Finally, press **Save Changes** after completing the form. The contact will be added to the service users Care Plan.


Click for full resident list...
DOA 26/01/2012
Changes
Changes
Key Contacts
<<
Mr John Doe
Contact Record 1 of 2
>>
Add New Contact
Delete Contact
Title: Mr
Forename: John
Surname: Doe
Address 1: 123 Road Street
Address 2: Careville
Address 3:
Address 4:
Post Code: PL19 9DP
Home Number: 01822 738 100
Work Number:
Mobile Number: 01822 738 100
Email Address: john.doe@carecontrolsystems.co.uk
Web Address:
Notes:
Is Primary:
Show Care Plan Options