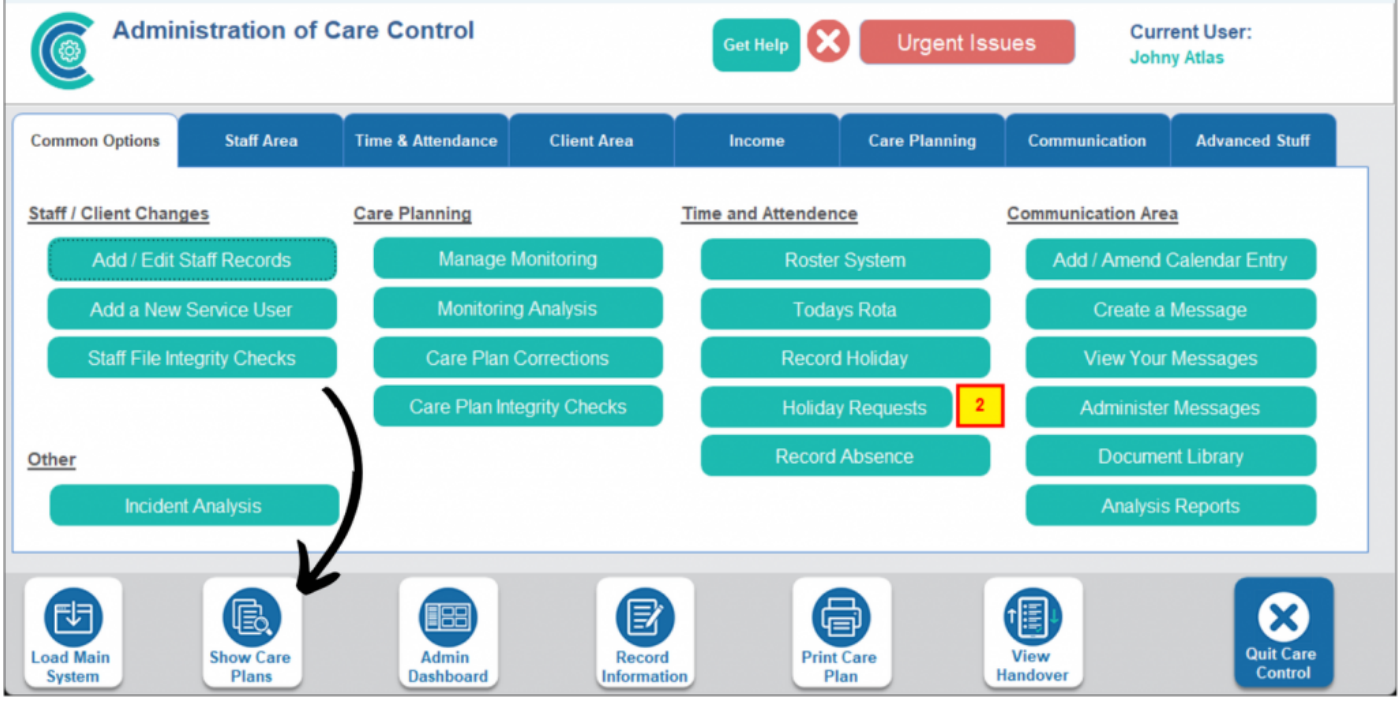
Amending Personal Appearance

Care Plans Windows · https://cclearninghub.co.uk/docs/amending-personal-appearance/

Amending Personal Appearance

This guide will cover how to amend the Personal Appearance section of the Care Plan. This includes things like service user height, weight, eye colour and more.





1

In the Administration of Care Control Windows, navigate to the **Show Care Plans** tool, which can be found at the bottom of the page.

2

Select a **service user** from the left hand list, then, choose **Personal Details** from the options on the right hand list.

Use this screen to quickly jump to an area of a service users care plan for you to review, read or edit: -

Step 1: Select a Service User from the list below

Active | Past

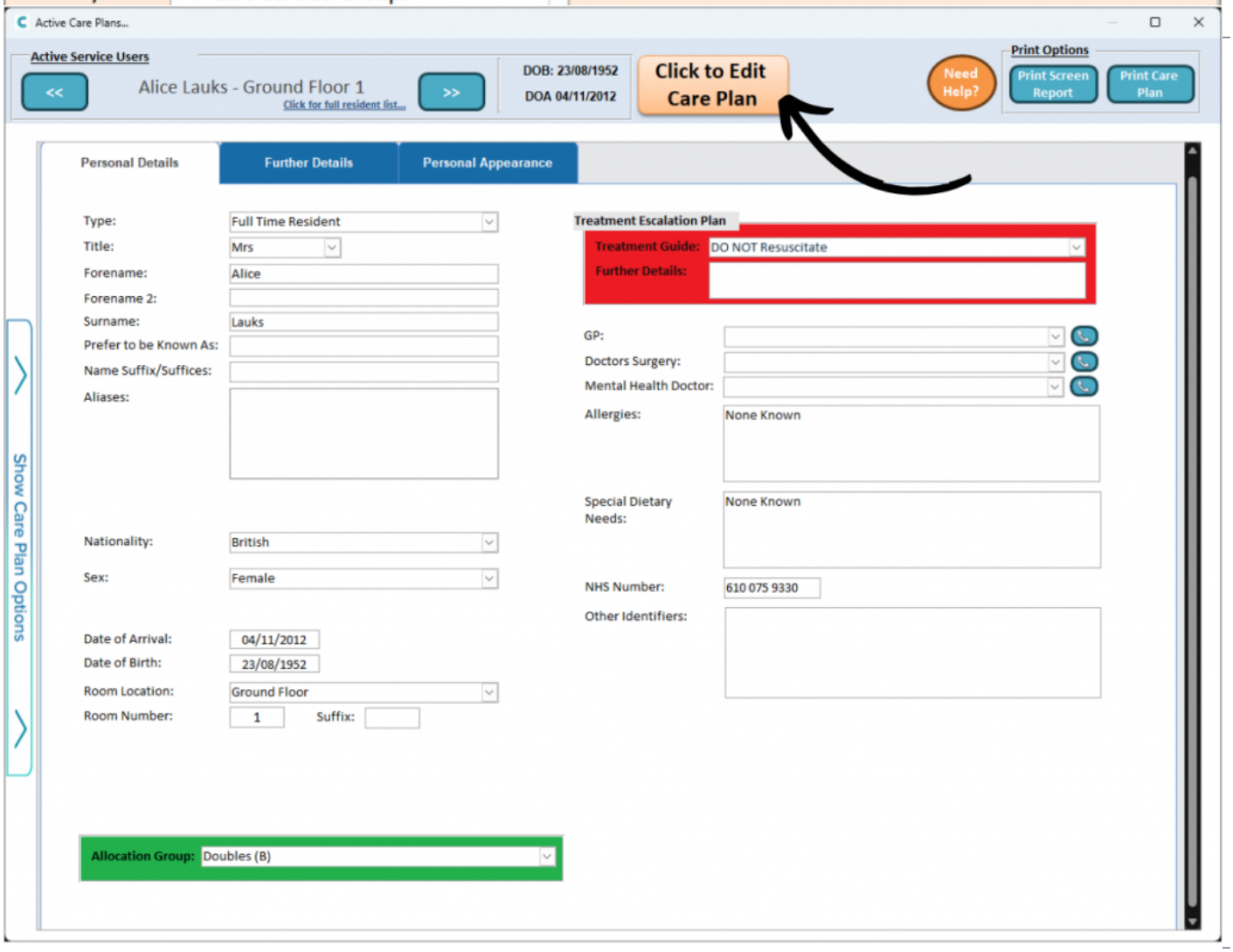
- Alice Lauks - Ground Floor 1
- Amanda Langhorn - Ground Floor 2
- Betty Hasel - Ground Floor 3
- Bonnie Hinnerk - Ground Floor 4
- Doreen Hache - Ground Floor 5
- Issabel Jackson - Ground Floor 6
- Frank Jones - Ground Floor 7
- Emma Smith - First Floor 8
- Eve Gieves - First Floor 9
- Esther Goulding - First Floor 10
- Leah Gallyon - First Floor 11
- Lisa Dovey - First Floor 12
- Lorna Daber - First Floor 13
- Laura Derby - First Floor 14
- Polly Drake - First Floor 15

Service User Search:

Step 2: What do you want to see?

- Access Care Plan
- Personal Details
- Key Contact Numbers
- Last 7 Days of Notes
- Latest Care Review
- Incident Analysis
- Monitoring Analysis
- Resident Weight Details
- Consents & Mental Capacity Assessments
- Linked Documents
- Latest Falls Risk Assessment
- Latest Bed Rail Risk Assessment
- Latest General Risk Assessment
- Latest PEEPs Assessment
- Latest Movement Risk Assessment
- Latest Medication Risk Assessment
- Latest Burns Scalds Risk Assessment
- Medication Details

Filter By CSG: All Care Service Groups

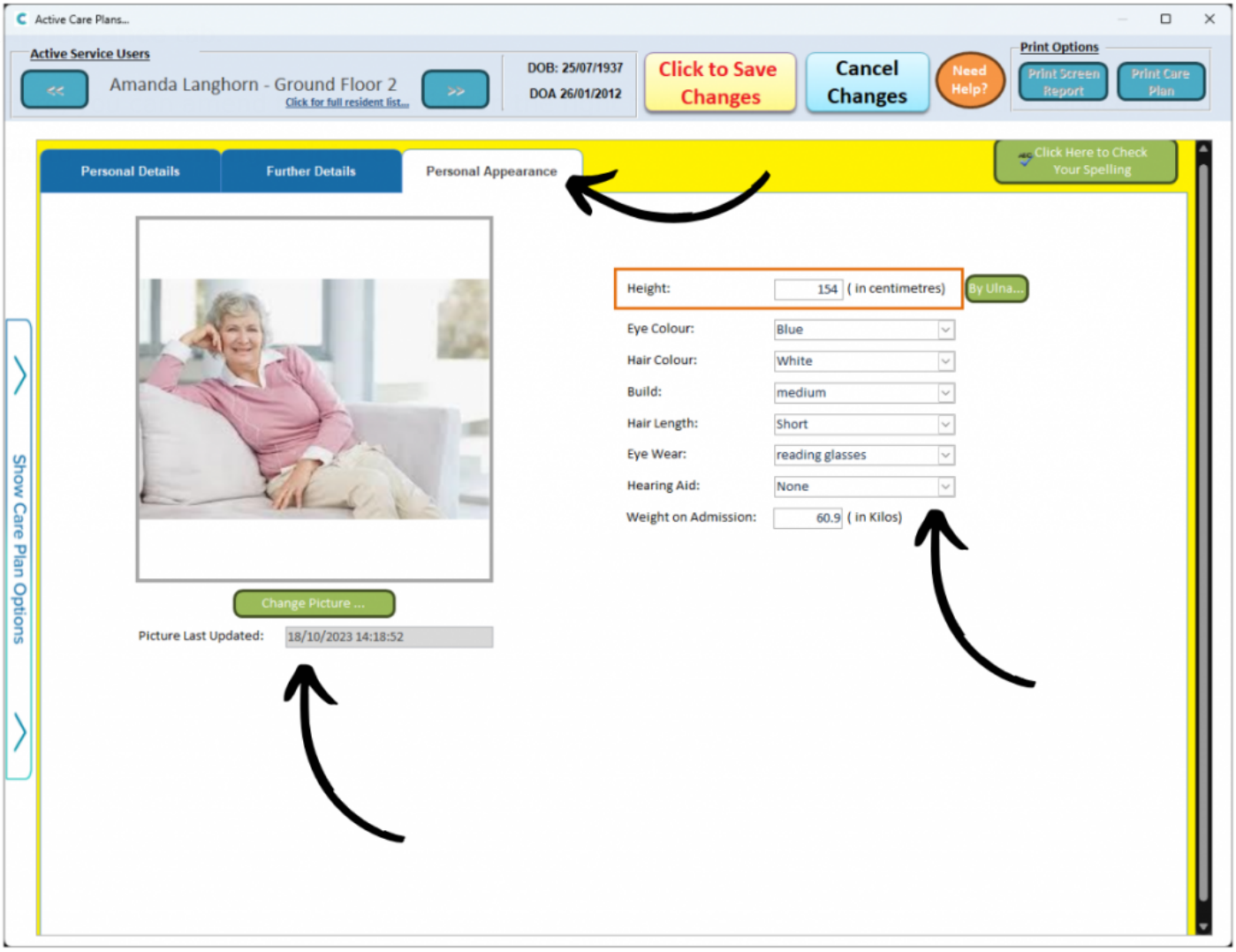


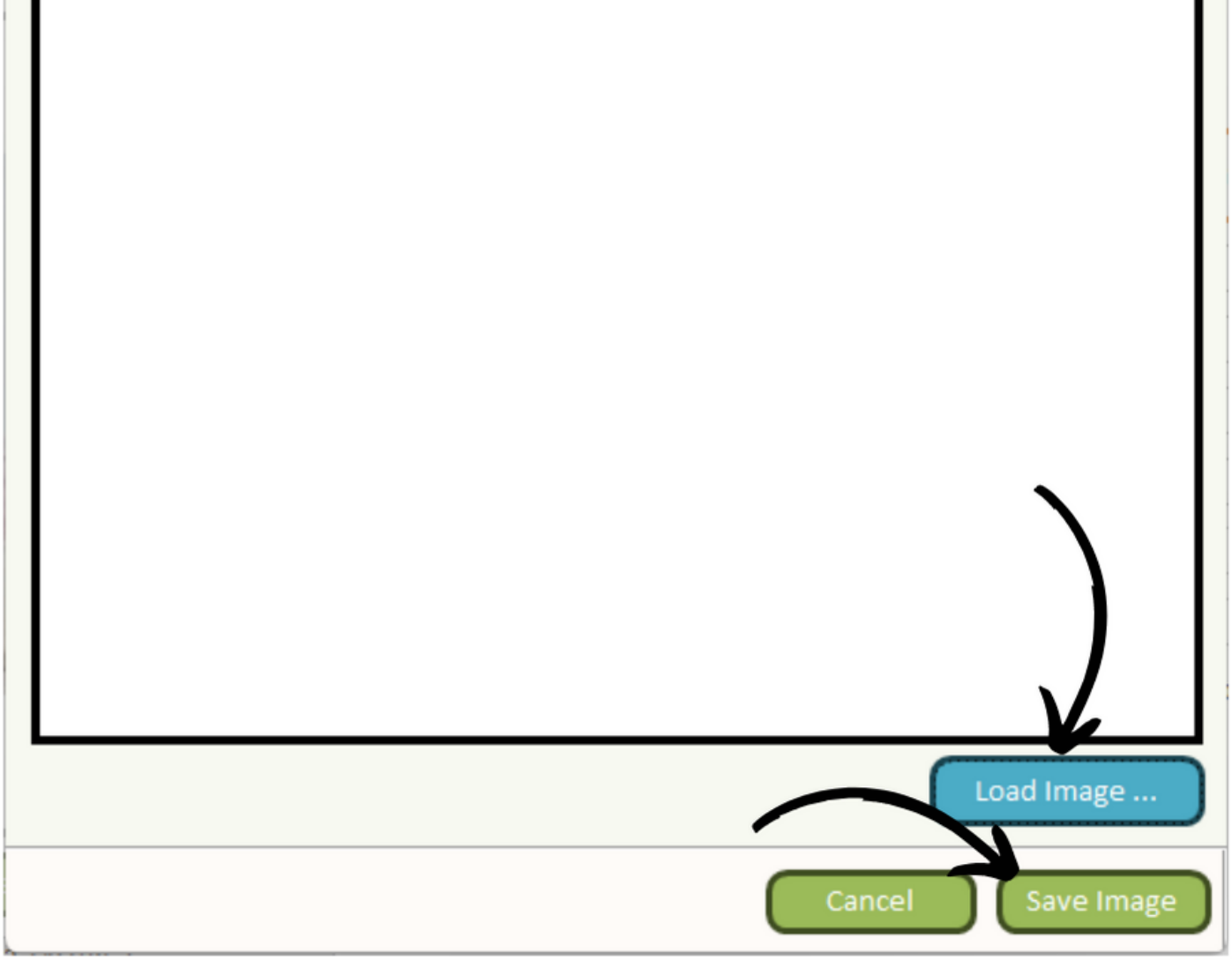
3

Press **Edit Care Plan** at the top of the window.

4

The background will turn yellow to indicate that you are in edit mode. Click on the **Personal**





5

You can now press **Load Image** to select an image from the files on your computer.

After doing so, press **Save Image** and then press **Save Changes** at the top of the Personal Details page to save all changes made.