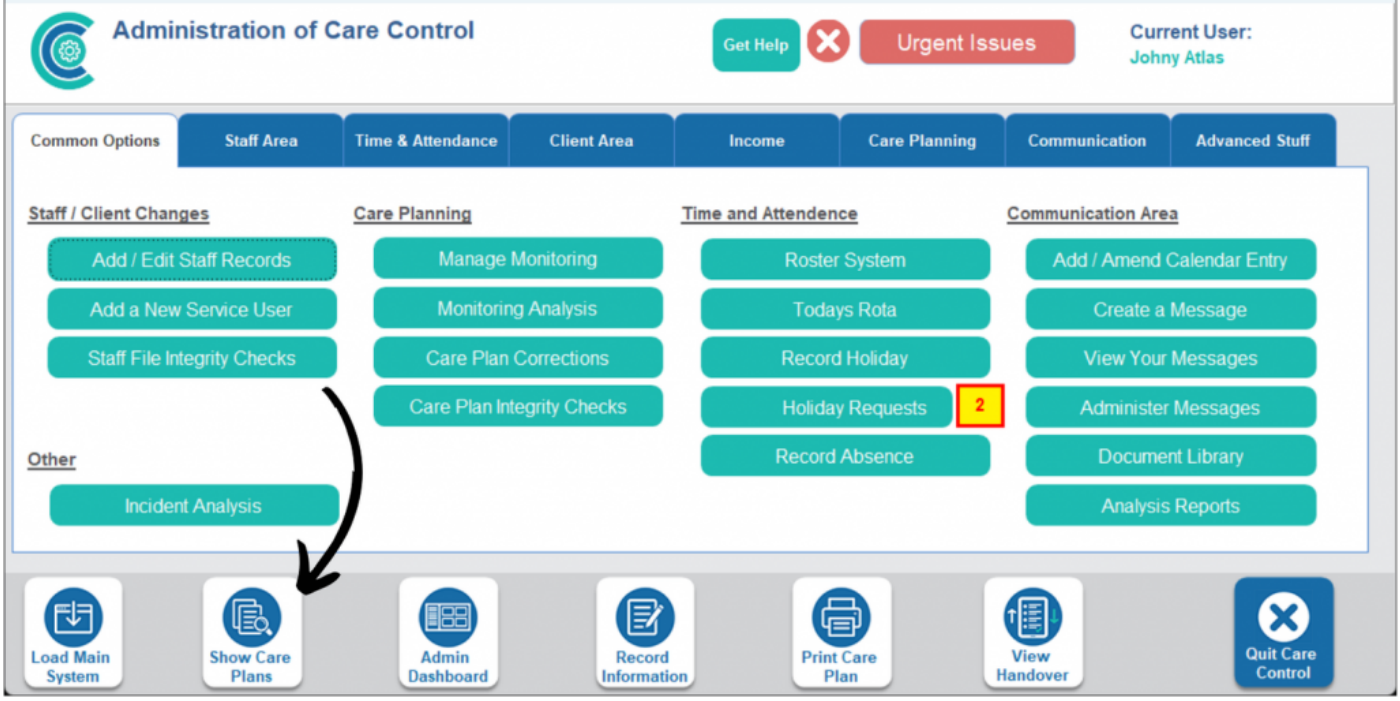
Amending Personal Details

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

Amending Personal Details

This guide will cover how to access and amend the Personal Details section of a service user's Care Plan. This includes how to create custom sections to record information in.



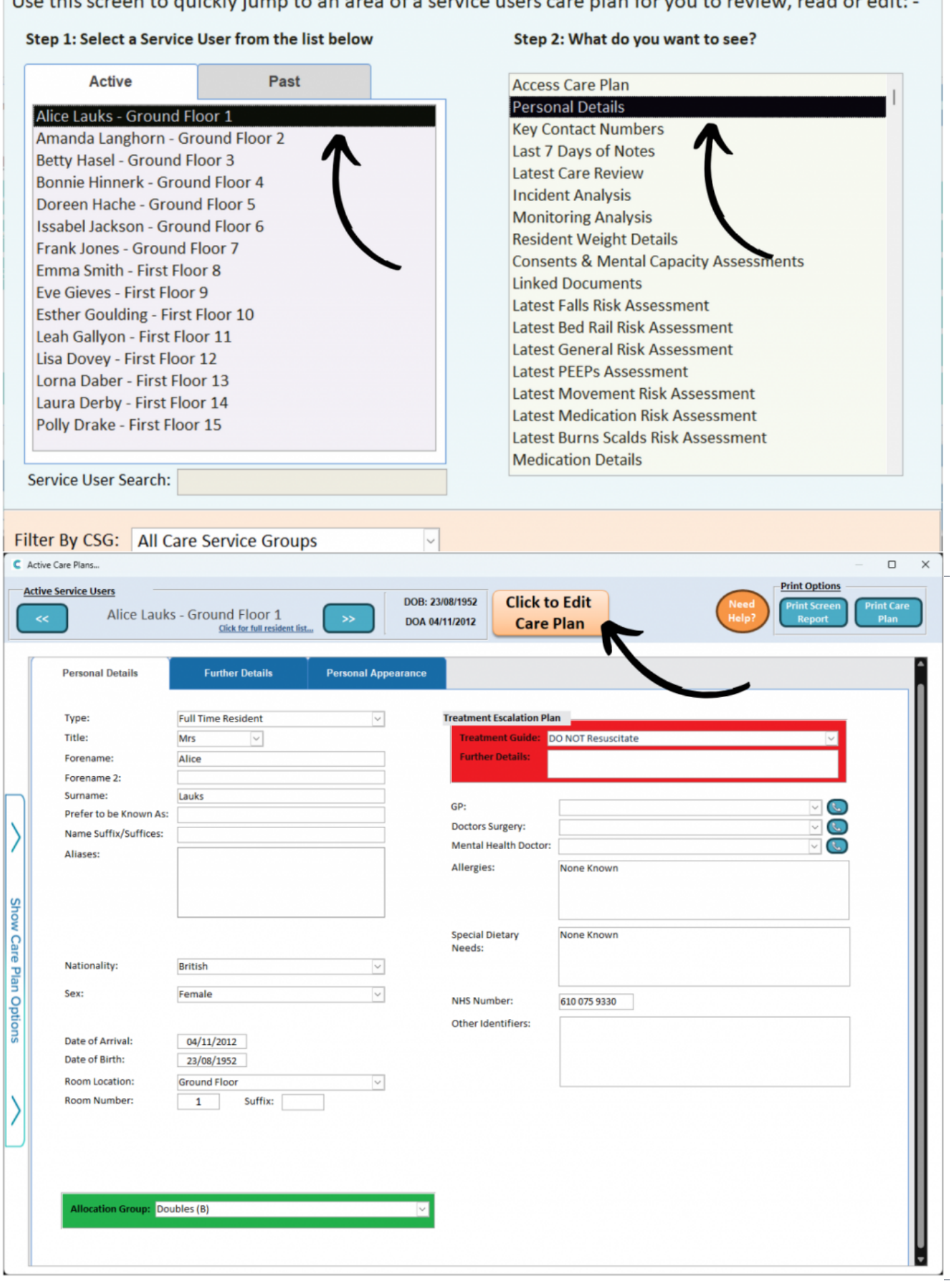


1

In the Administration of Care Control Windows, select the **Show Care Plans** tool, which can be found at the bottom of the screen.

2

Select your **service user**, then choose **Personal Details** from the right hand side.


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
Active Care Plans...
Active Service Users
<<
Alice Lauks - Ground Floor 1
Click for full resident list...
>>
DOB: 23/08/1952
DOA 04/11/2012
Click to Edit Care Plan
Need Help?
Print Options
Print Screen Report
Print Care Plan
Personal Details
Further Details
Personal Appearance
Type:
Full Time Resident
Title:
Mrs
Forename:
Alice
Forename 2:
Surname:
Lauks
Prefer to be Known As:
Name Suffix/Suffices:
Aliases:
Nationality:
British
Sex:
Female
Date of Arrival:
04/11/2012
Date of Birth:
23/08/1952
Room Location:
Ground Floor
Room Number:
1
Suffix:
Treatment Escalation Plan
Treatment Guide:
DO NOT Resuscitate
Further Details:
GP:
Doctors Surgery:
Mental Health Doctor:
Allergies:
None Known
Special Dietary Needs:
None Known
NHS Number:
610 075 9330
Other Identifiers:
Allocation Group:
Doubles (B)
Show Care Plan Options

3

The Personal Details page will open for the selected service user.

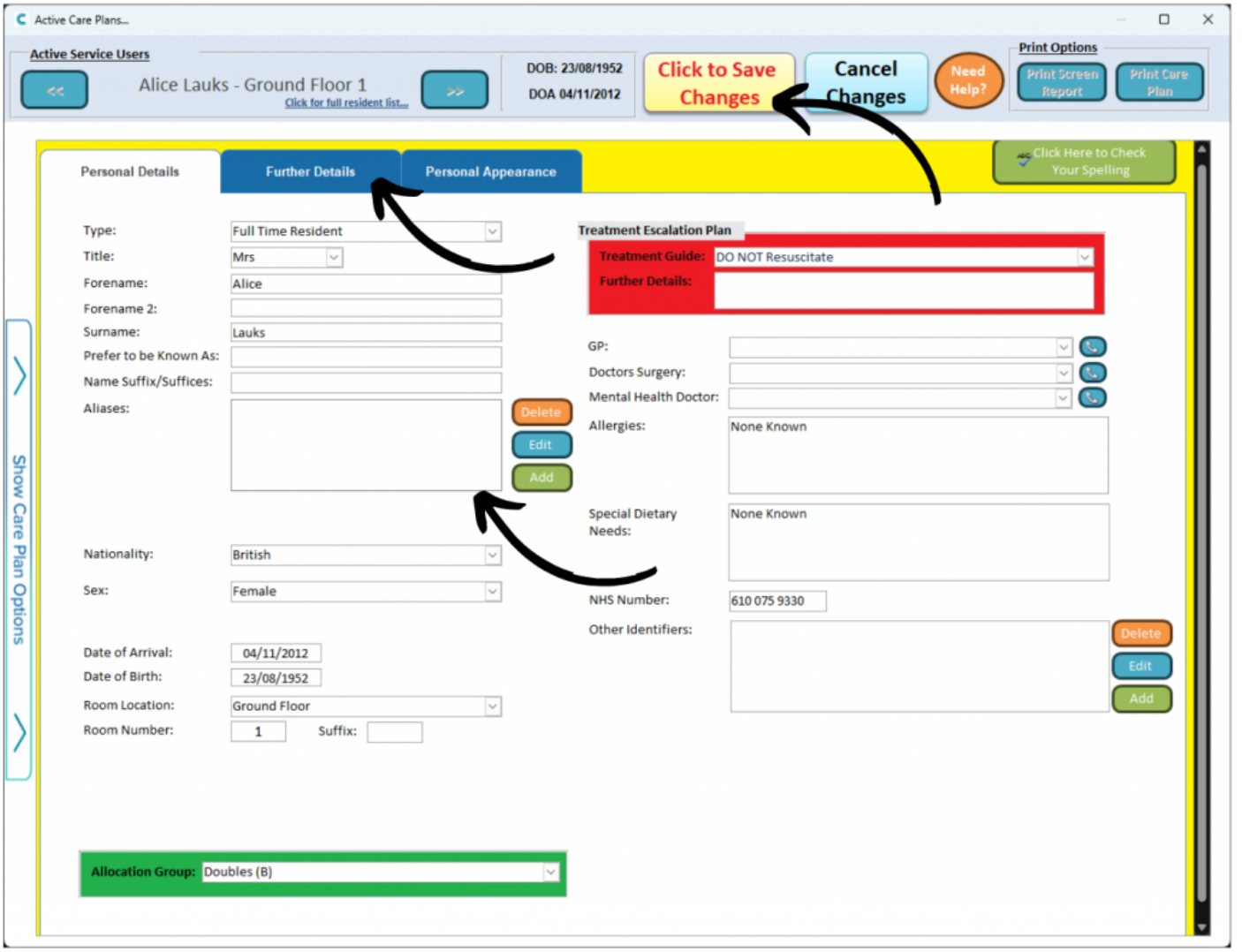
It is split into 3 main tabs – **Personal Details**, **Further Details** and **Personal Appearance**.

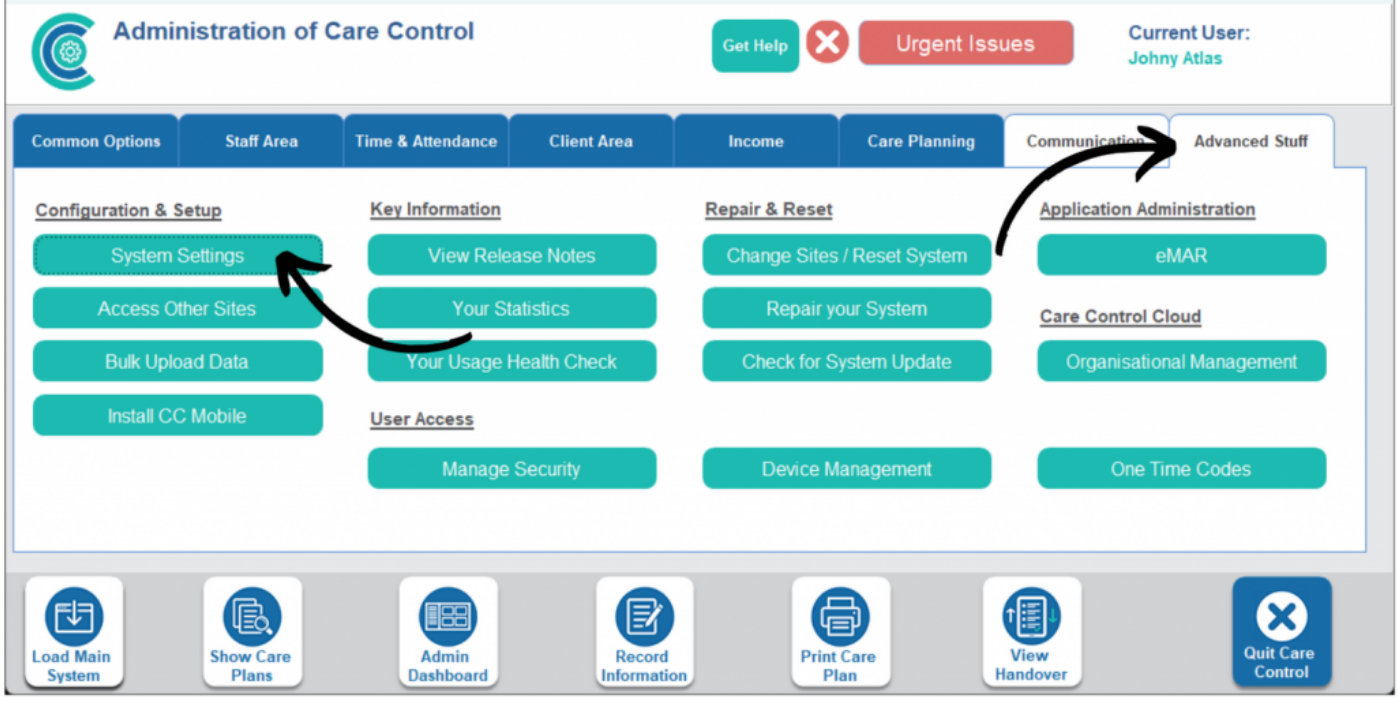
Press **Click to Edit Care Plan** at the top of the window to amend the details.

4

When a yellow border shows in the window, it is in edit mode.

You can add, remove and edit the information here. This part of the care plan contains some





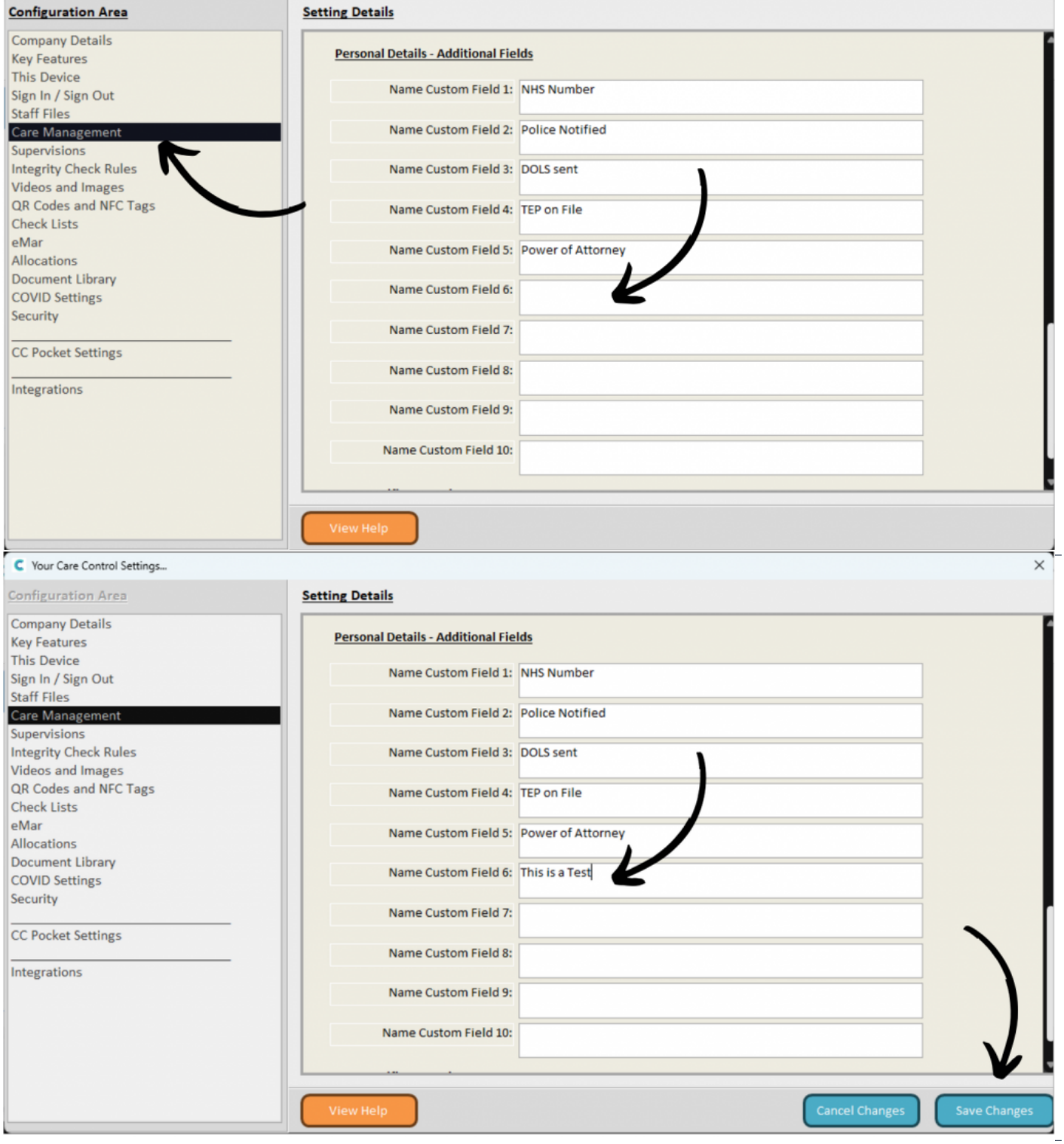
5

To create custom fields for information within the Personal Details area of the Care Plan, begin by opening the **System Settings**, which can be found under the Advanced Stuff tab.

6

A new window will open. Here, select **Care Management** from the options on the left hand side. Then, scroll down to the section labelled **Personal Details – Additional Fields**.

As you can see, we already have some set-up. To create a new one, simply type the **Name** of the custom field in the empty text box.



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In this example, we will simply enter the text '*This is a Test*'.

Some examples of custom areas you might want to use are: names of further contacts, such as the bank branch your service user uses; the name of the service users pet; whether the service user prefers morning or evening visits etc.

Make sure to **Save Changes** after updating any fields.

8

As you can see, now in the **Further Details** tab of the Personal Details page on the Care Plan,

