How to view Single Custom Form Workflows

Resident Care Plans · https://cclearninghub.co.uk/docs/how-to-view-single-custom-form-workflows/

How to use the Navigation Menu

This guide explains how to view the workflow history for a Single Custom Form, including who claimed and completed each section and when it was completed.

Takes 3 minutes

For: Seniors

Updated: 31st July 2026

Introduction

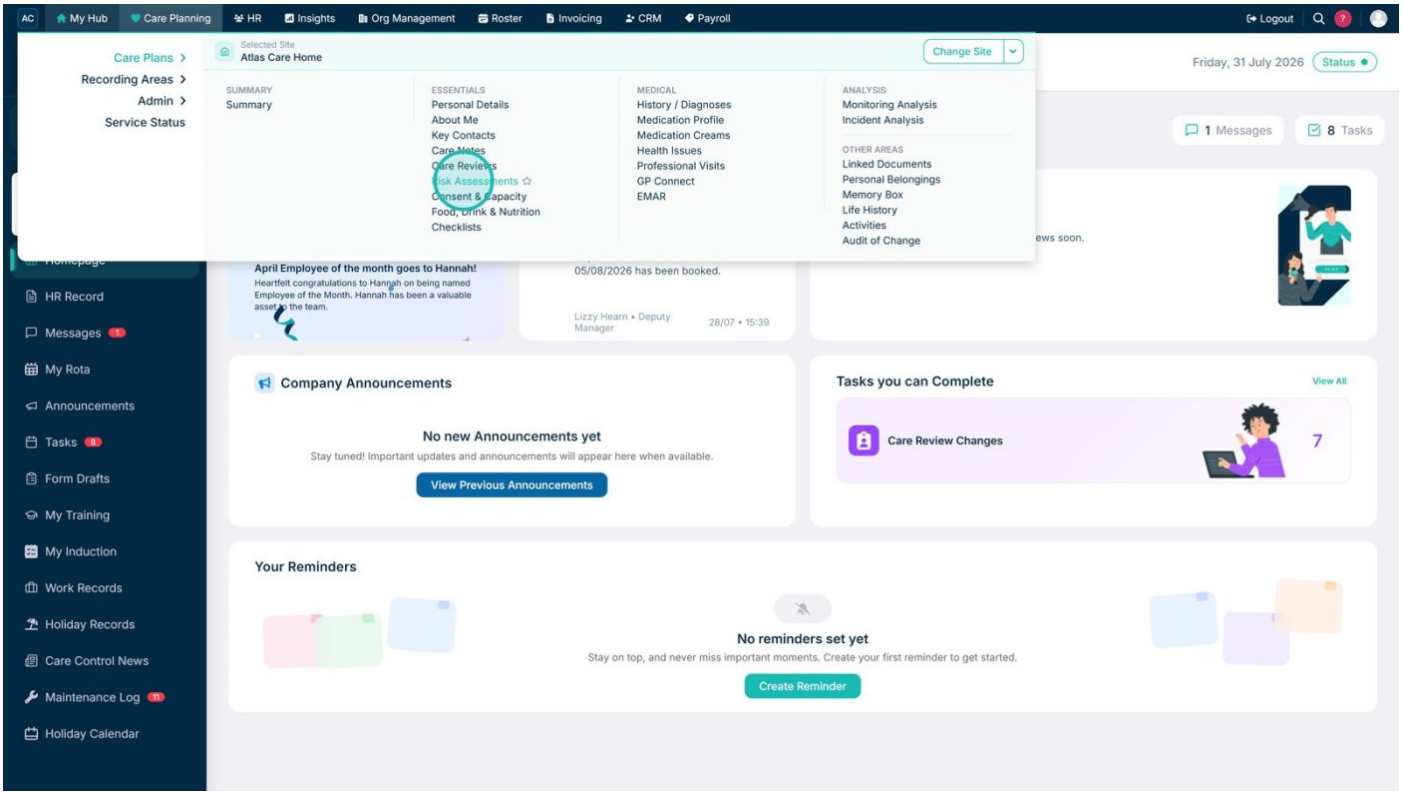
Single Custom Form workflows provide a clear record of how an assessment has progressed. From the Risk Assessment, Incident Analysis and the Monitoring Analysis areas you can review each workflow section and see who claimed it, when it was completed, and which staff member completed it.

In this guide you'll learn how to:

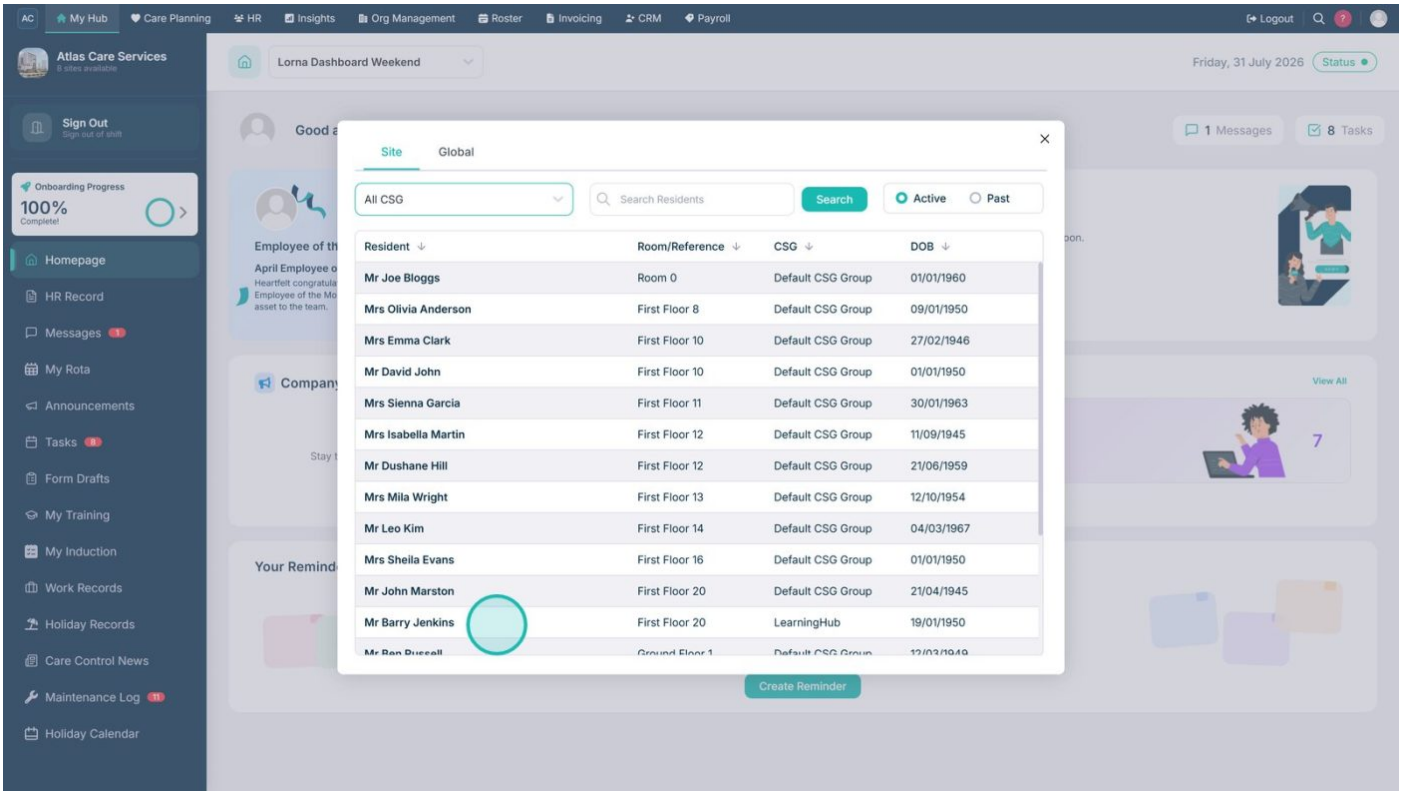
- Open the Risk Assessments area
- Select a service user and custom monitoring assessment
- Open the workflow history

- Review who claimed and completed each section

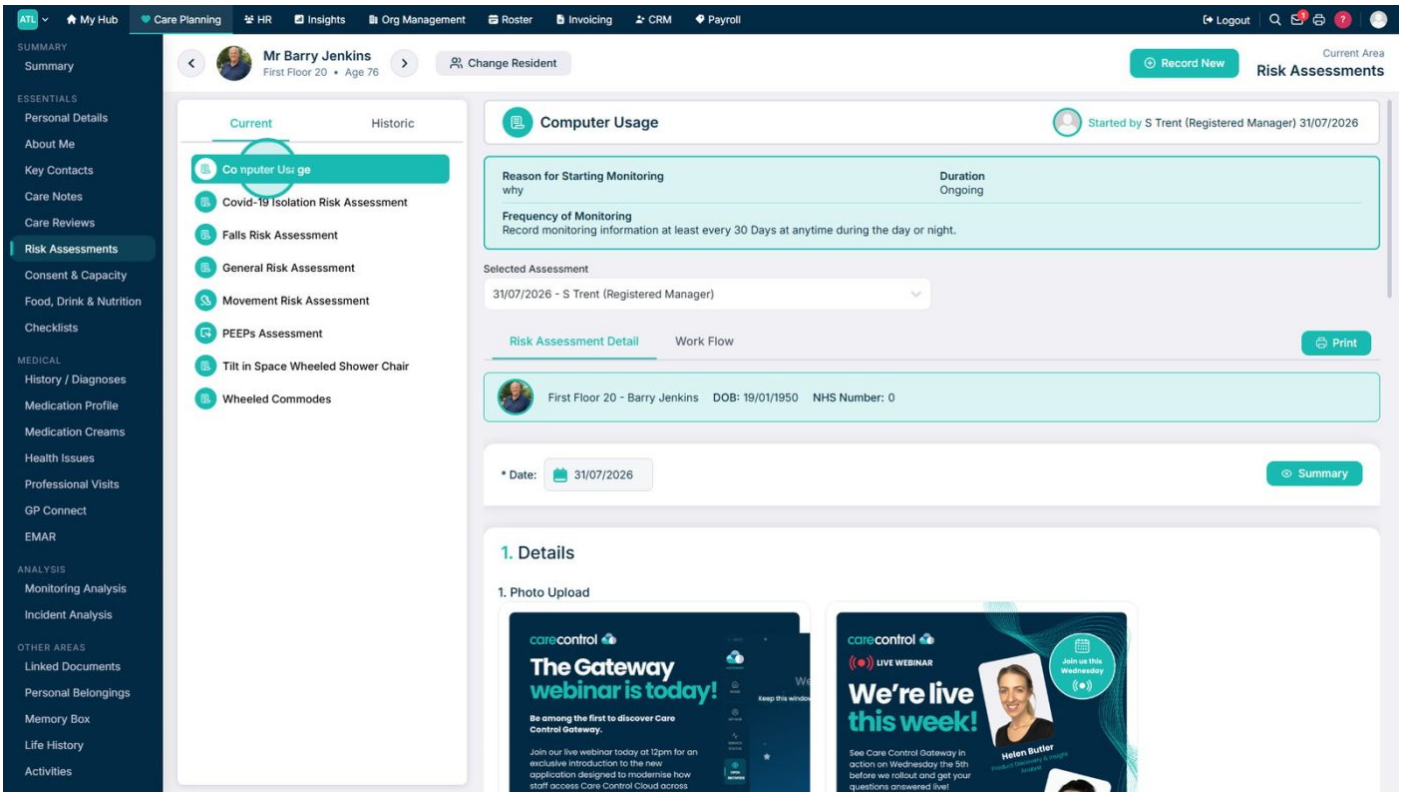
Open Risk Assessments from Care Plans.



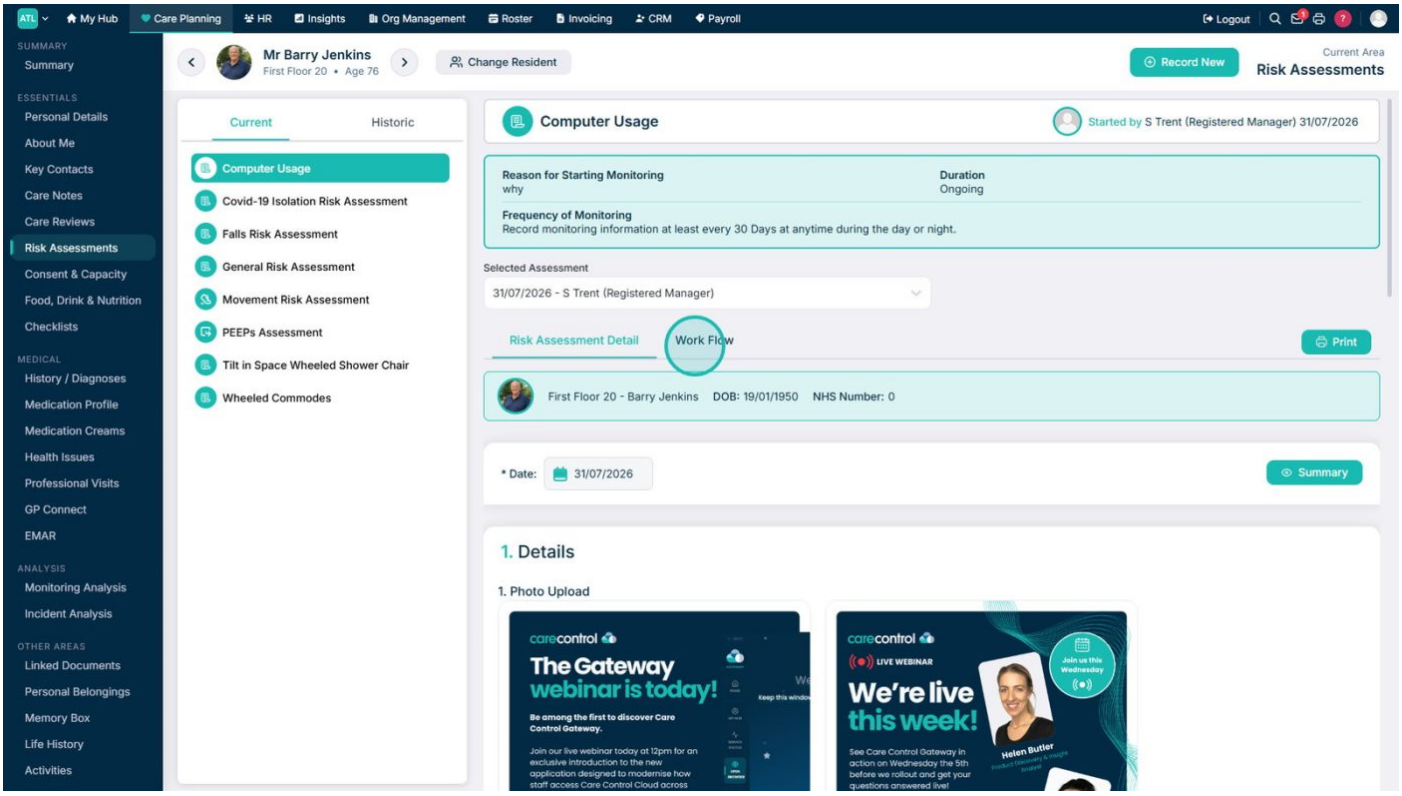
Select the required service user.



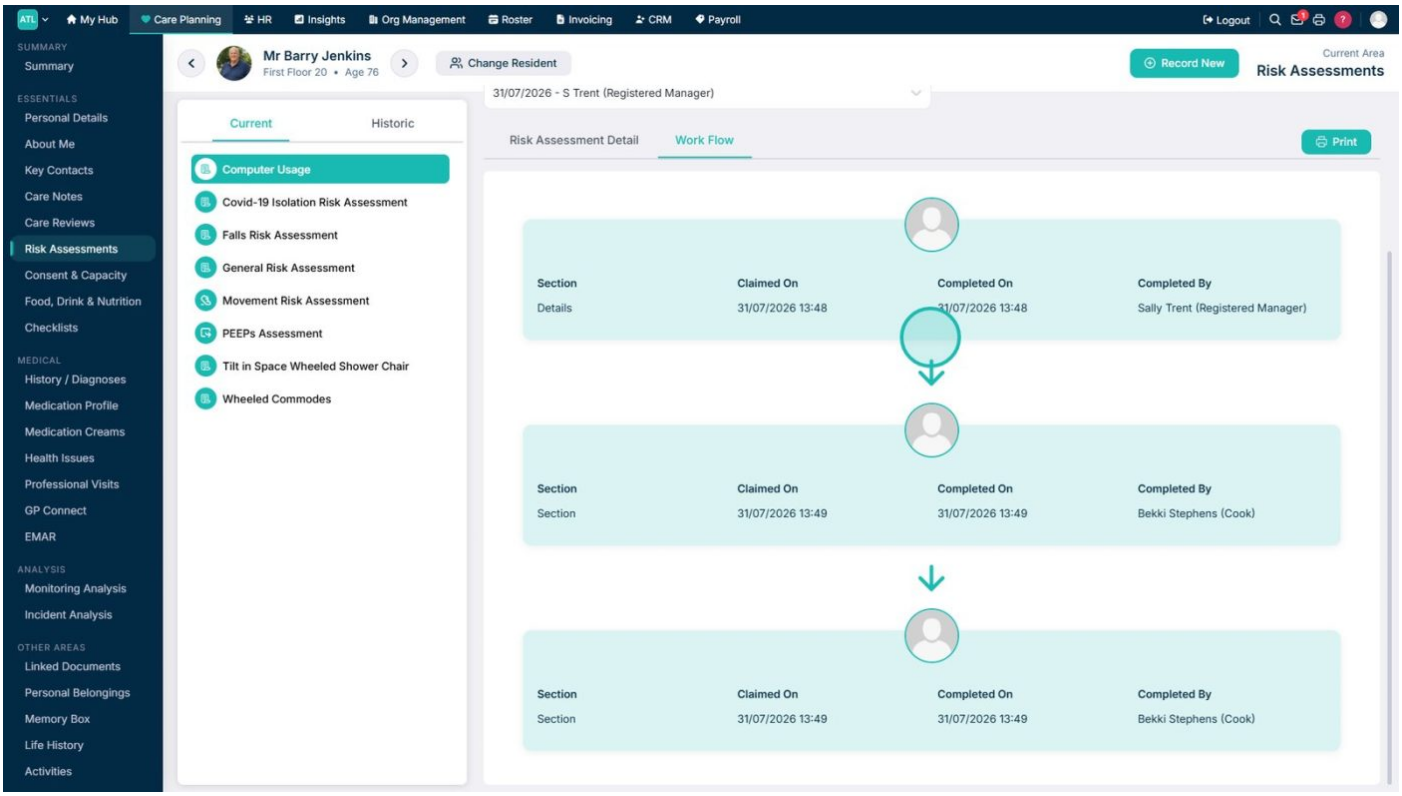
Select the custom monitoring assessment from the list.



Select Work Flow while viewing the assessment.



Review who claimed and completed each section and when it was completed.



Top tip

Use the workflow history to check the progress of each section and identify which staff members have claimed or completed it.

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