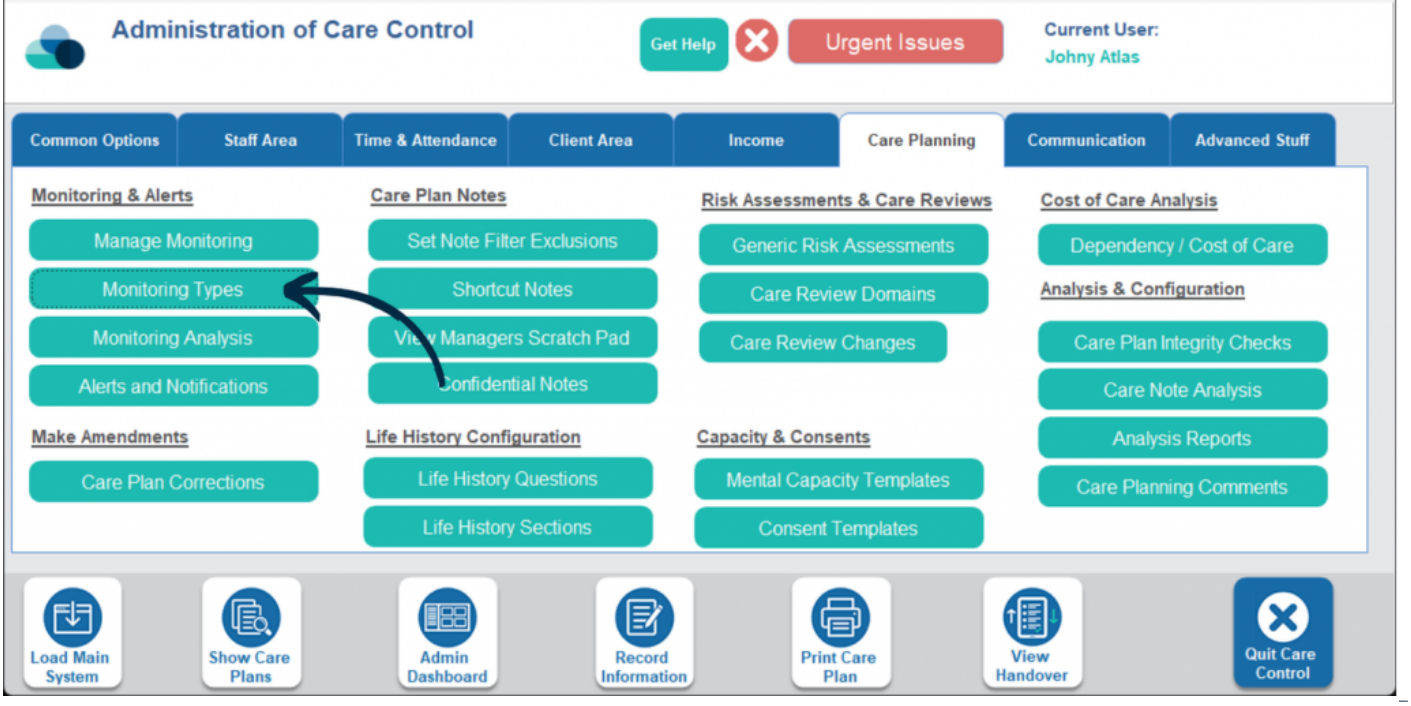
Single Custom Form Question Types

https://cclearninghub.co.uk/docs/single-custom-form-question-types/

Single Custom Form Question Types

This guide will explain each of the available question types when creating a Single Custom Form monitoring type. This includes the new additions released in our April 2024 update.





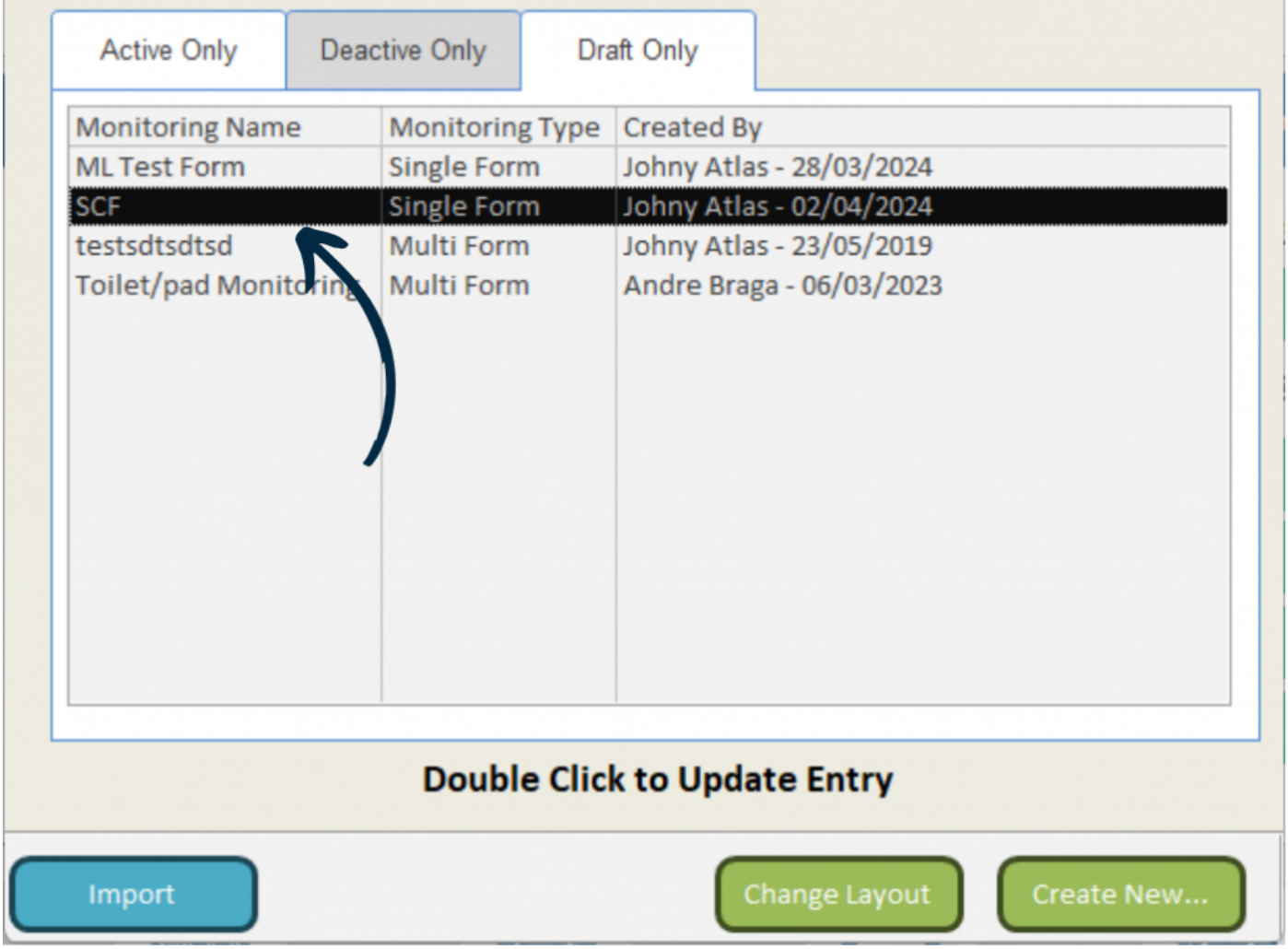
1

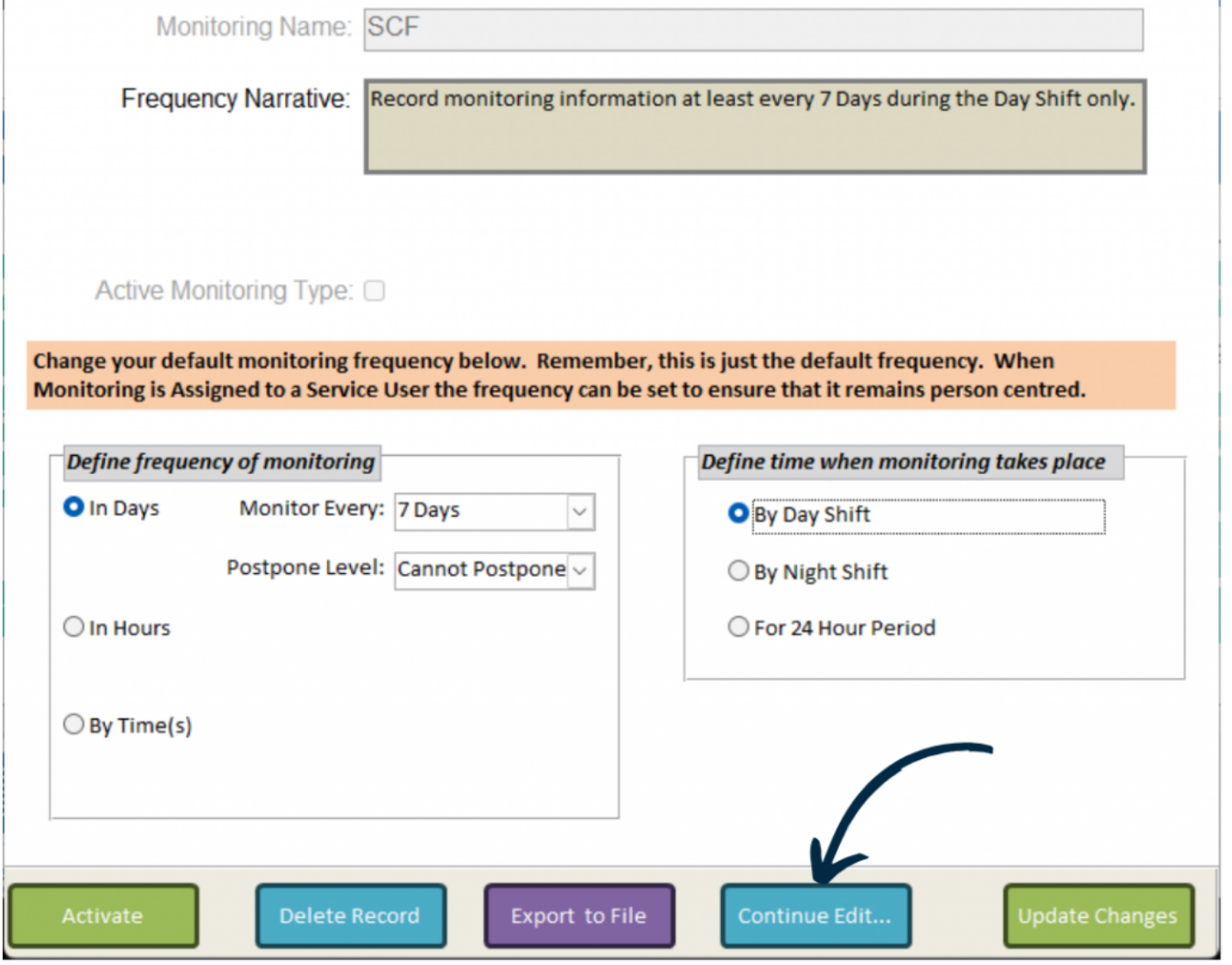
In the Administration of Care Control Windows, navigate to the **Monitoring Types** tool, which can be found under the Care Planning tab.

2

A new window will open. Here, we can access a draft form under the **Draft Only** tab.

Double click on a form to open it.


Active Only
Deactive Only
Draft Only
Monitoring Name
Monitoring Type
Created By
ML Test Form
Single Form
Johny Atlas - 28/03/2024
SCF
Single Form
Johny Atlas - 02/04/2024
testsdtsdtsd
Multi Form
Johny Atlas - 23/05/2019
Toilet/pad Monitoring
Multi Form
Andre Braga - 06/03/2023
Double Click to Update Entry
Import
Change Layout
Create New...



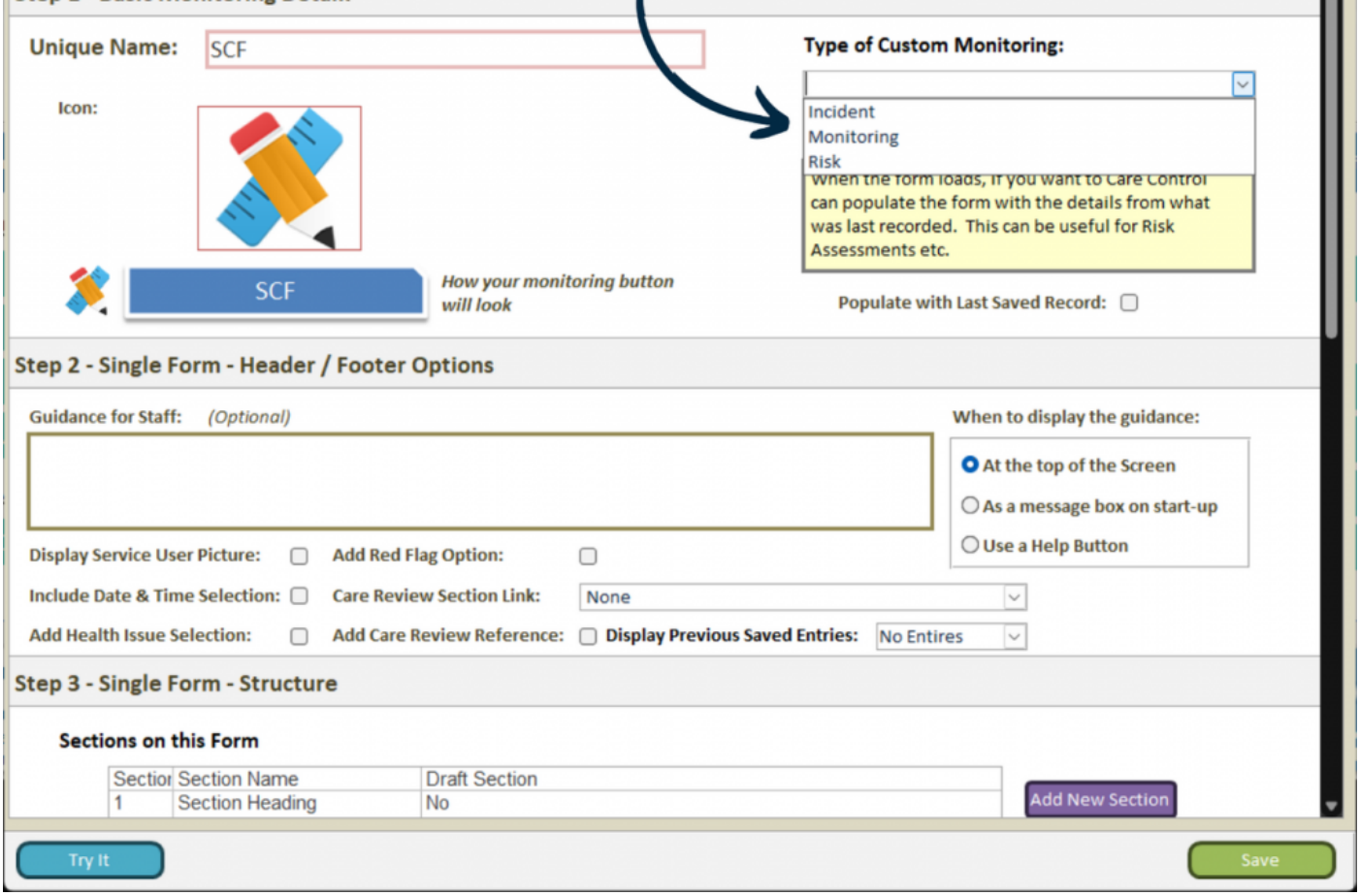
3

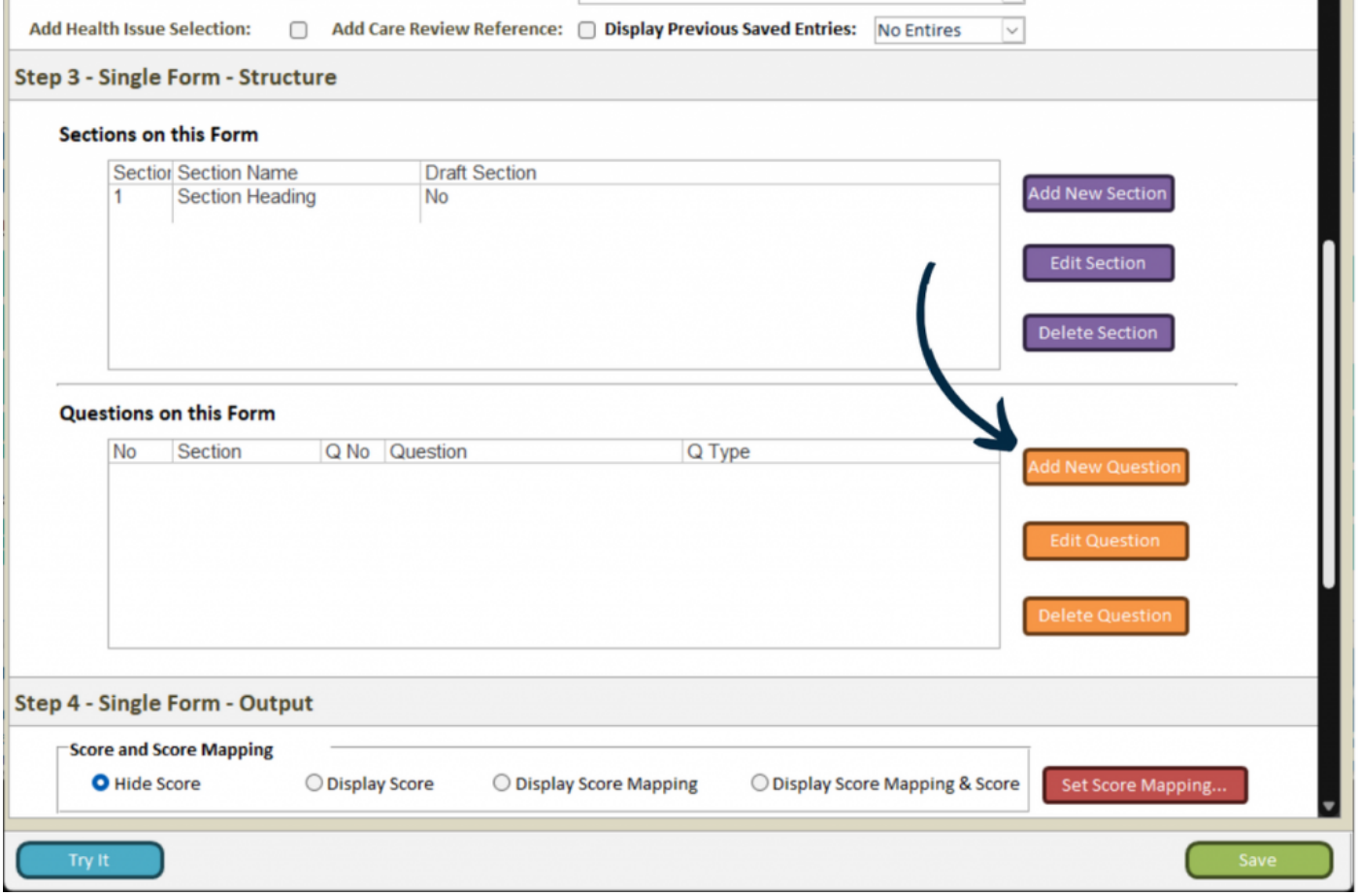
Press **Continue Edit**.

4

New: you can now choose a form type to categorise this new single custom form. This could be an **Incident**, **Monitoring** or **Risk** form.

Risk and Monitoring forms can be configured to '**Populate with Last Saved Record**'. This means that when recording a new version of the form, the information from the last one is loaded and can be edited if needed. This cannot be done for incident type forms.


Unique Name:
SCF
Type of Custom Monitoring:
Incident
Monitoring
Risk
Icon:
When the form loads, if you want to Care Control can populate the form with the details from what was last recorded. This can be useful for Risk Assessments etc.
SCF
How your monitoring button will look
Populate with Last Saved Record:
Step 2 - Single Form - Header / Footer Options
Guidance for Staff: (Optional)
When to display the guidance:
At the top of the Screen
As a message box on start-up
Use a Help Button
Display Service User Picture:
Add Red Flag Option:
Include Date & Time Selection:
Care Review Section Link:
None
Add Health Issue Selection:
Add Care Review Reference:
Display Previous Saved Entries:
No Entires
Step 3 - Single Form - Structure
Sections on this Form
Section
Section Name
Draft Section
1
Section Heading
No
Add New Section
Try It
Save

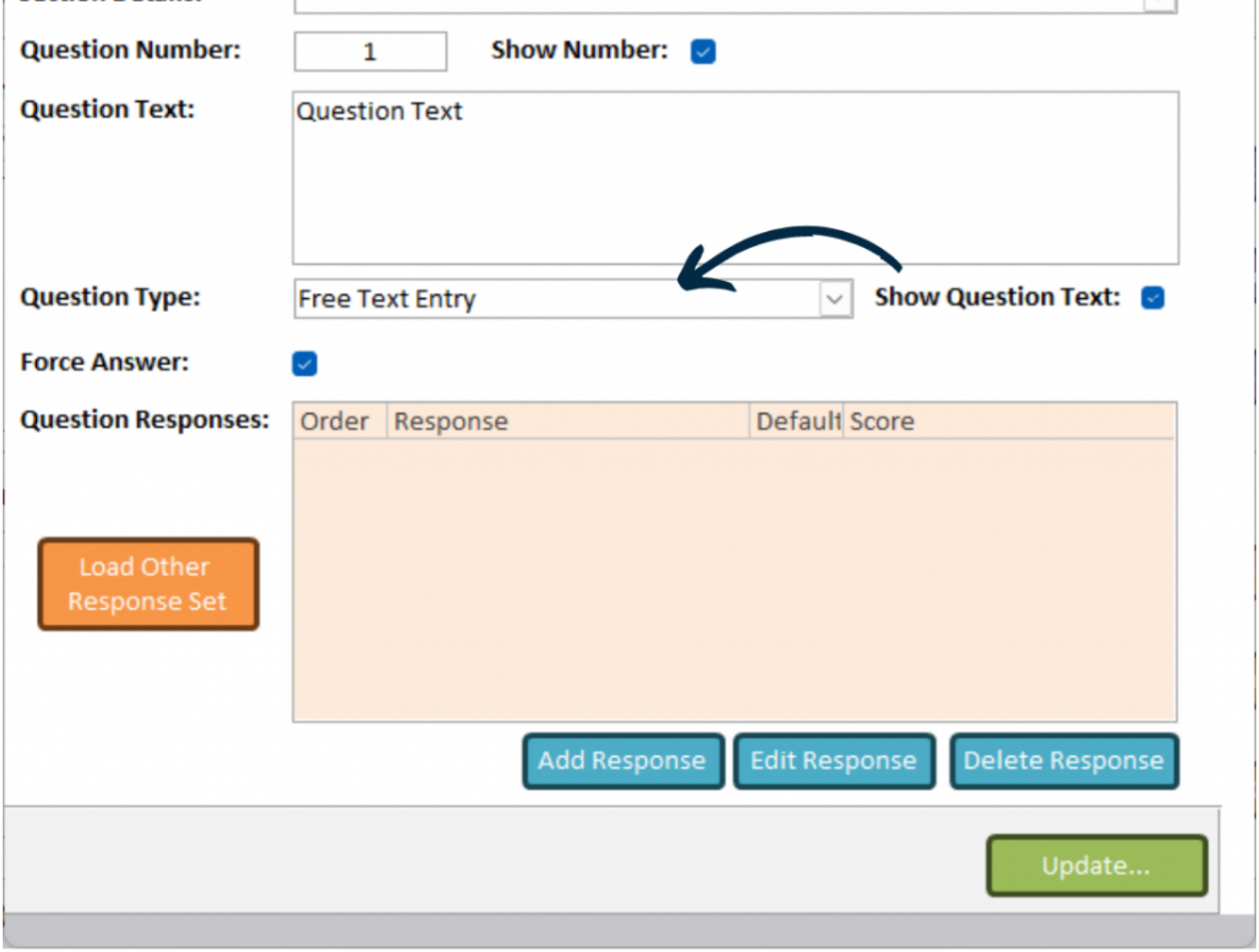


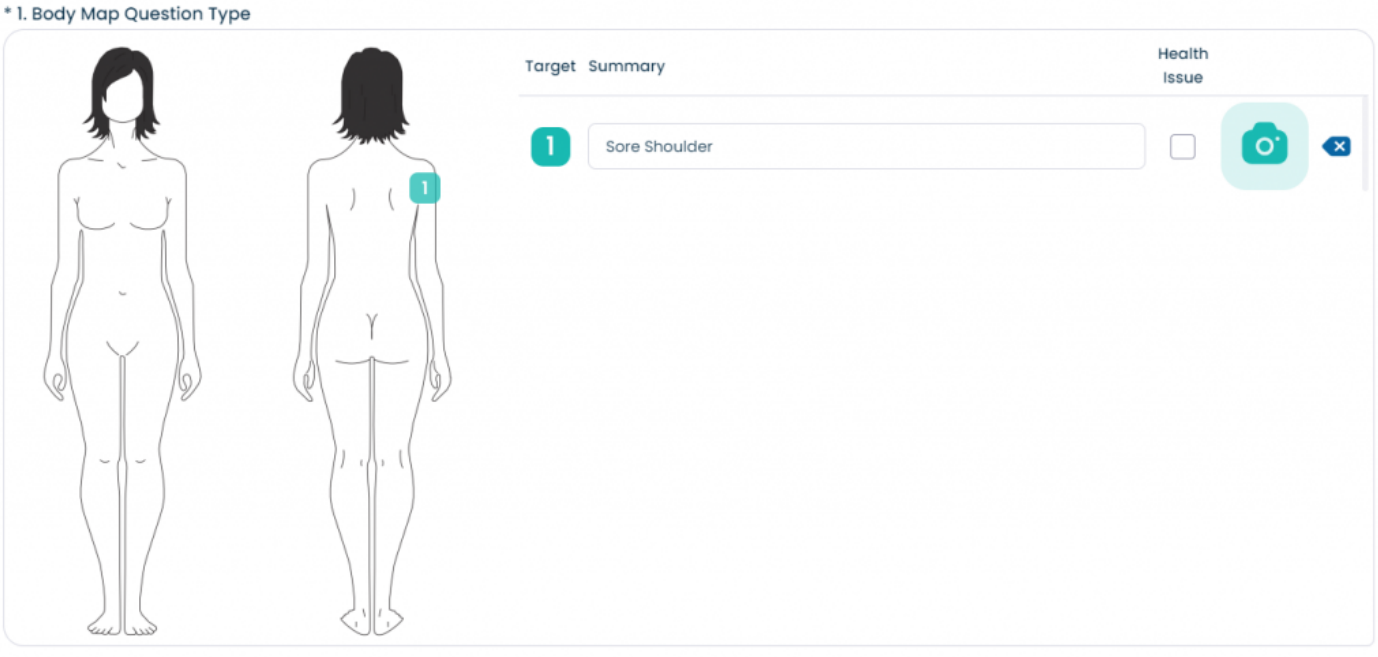
5

Scroll down to the '**Questions**' section. Here, press **Add New Question**.

6

A new question builder window will open. Here, you can select a **Question Type** from the drop-down list. In the following steps, each of the question types will be explained.

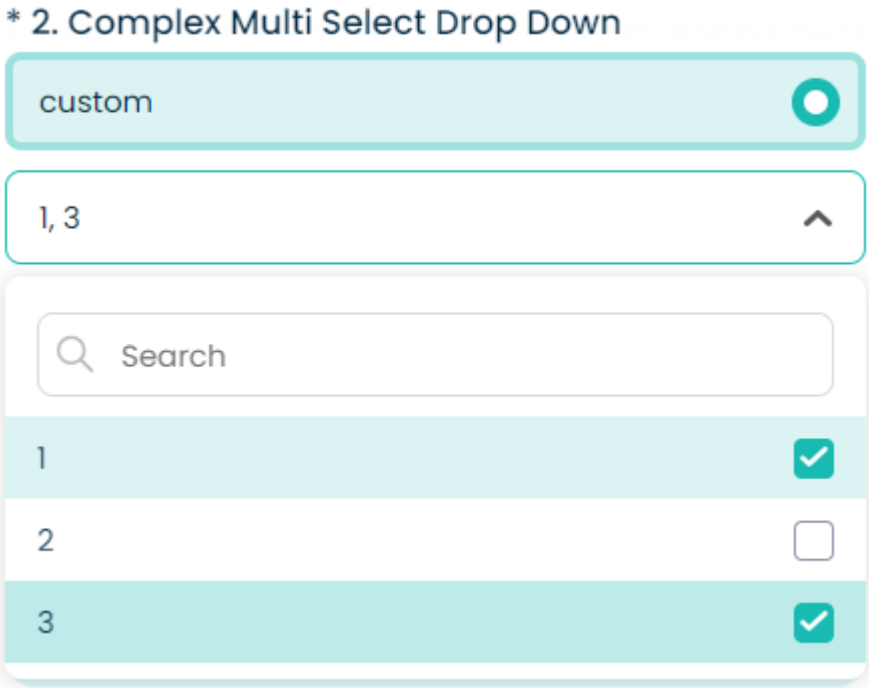

Question Number:
1
Show Number:
Question Text:
Question Text
Question Type:
Free Text Entry
Show Question Text:
Force Answer:
Question Responses:
Order
Response
Default
Score
Load Other Response Set
Add Response
Edit Response
Delete Response
Update...


* 1. Body Map Question Type
Target
Summary
Health Issue
1
Sore Shoulder

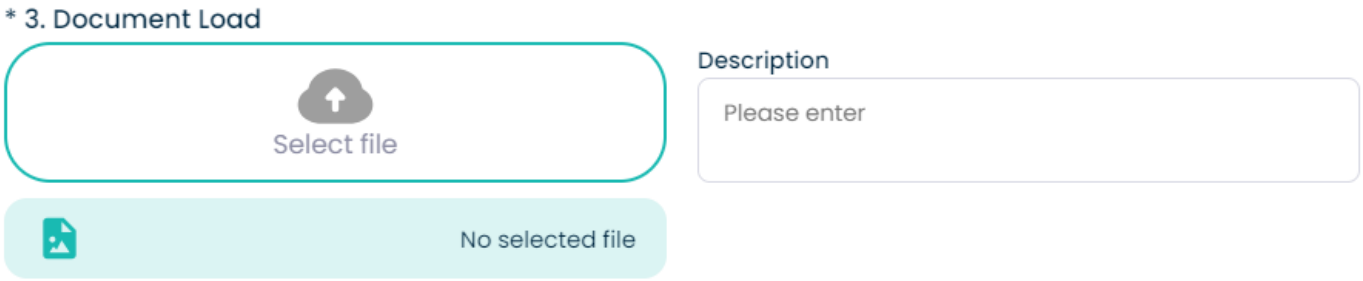
Body Map

Adding a body map to a form allows the user to mark areas on a map when recording the form. This could be useful for an incident form, where an injury might need to be located.

Complex Multi Drop Down



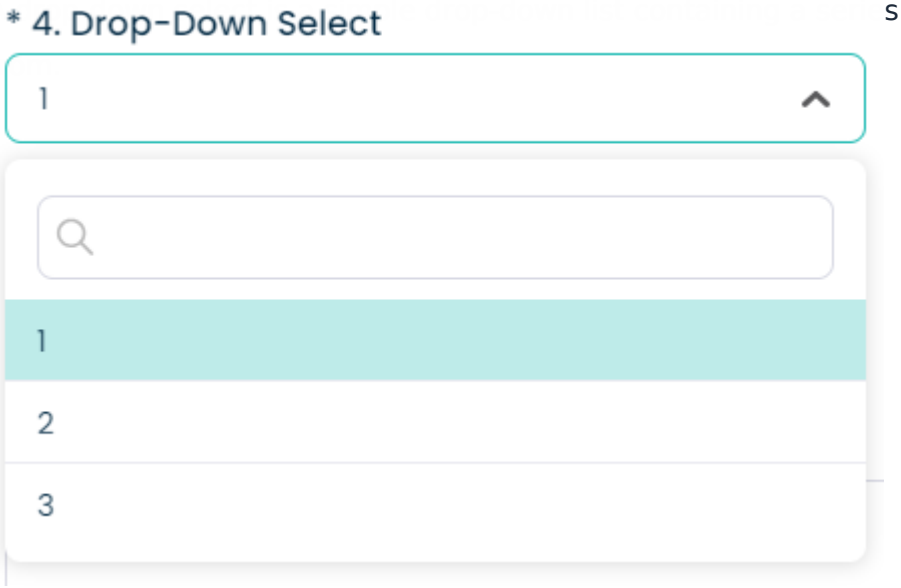
e responses from multiple lists in



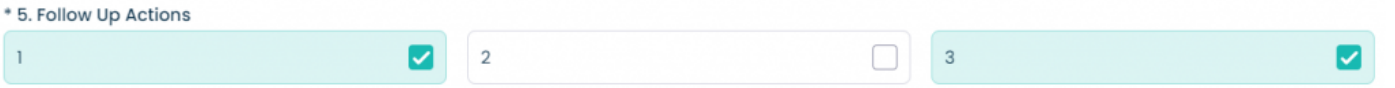
Document Load

Adding a document loader to a form allows a user to upload and attach documents when recording the form. This could be useful if policy documents or care health records need to be attached to monitoring or risk assessment forms.

Drop Down Select



s of options for a user to choose

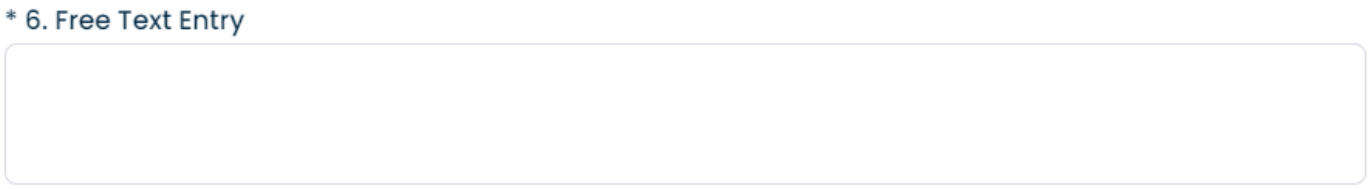


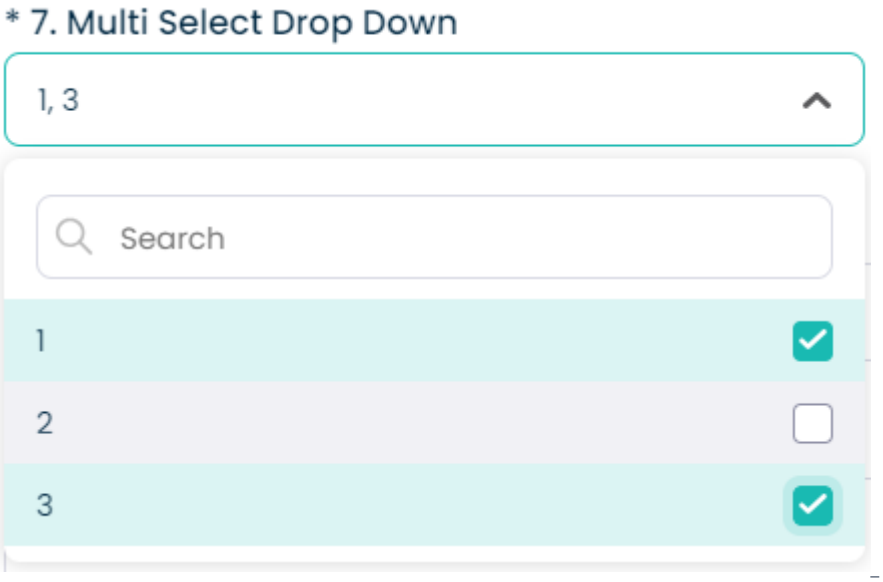
Follow Up Actions

Adding a Follow Up Actions question type allows users to select multiple pre-set actions from a list. This can be useful on incident forms for recording post-incident steps to take.

Free Text Entry

Adding a Free Text Entry question allows users completing the form to input their own text when recording the form. This can be useful when adding comments or notes to a form.



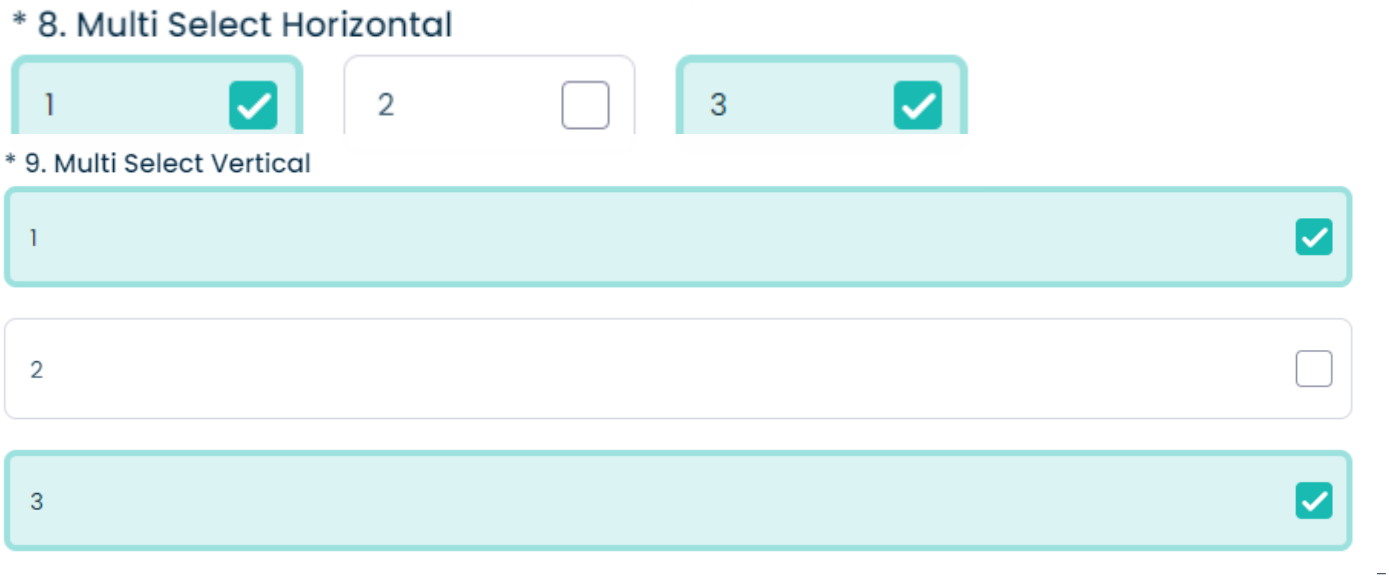


Multi Select Drop Down

The Multi Select Drop Down allows users to select more than one option from a drop-down list.

Multi Select Horizontal

Similarly to the above, this question type allows users to select more than one option from a series of choices, presented in a horizontal list (not a drop-down)

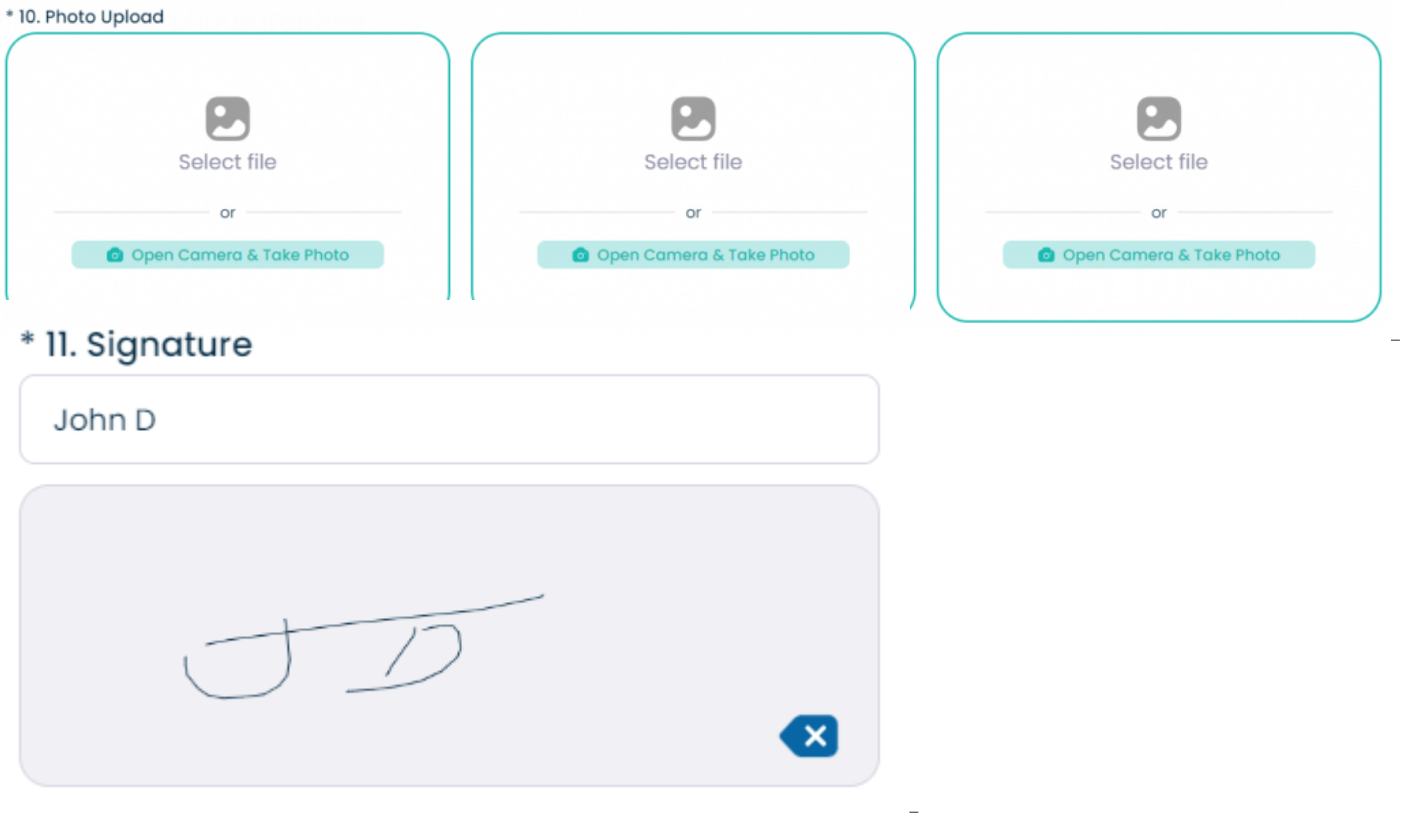


Multi Select Vertical

Similarly to the above, this question allows users to select more than one option from a series of choices, presented in a vertical list (not a drop-down).

Photo Upload

This question type allows users to take and attach a photo to the form when completing it. This could be useful in monitoring or incident forms where photo evidence is required, or if an injury

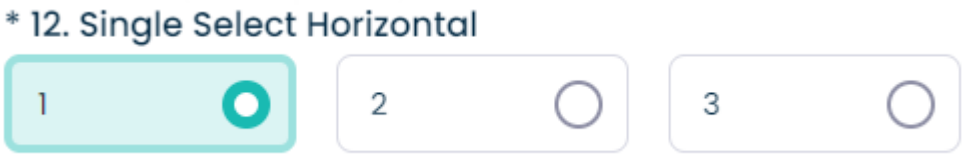


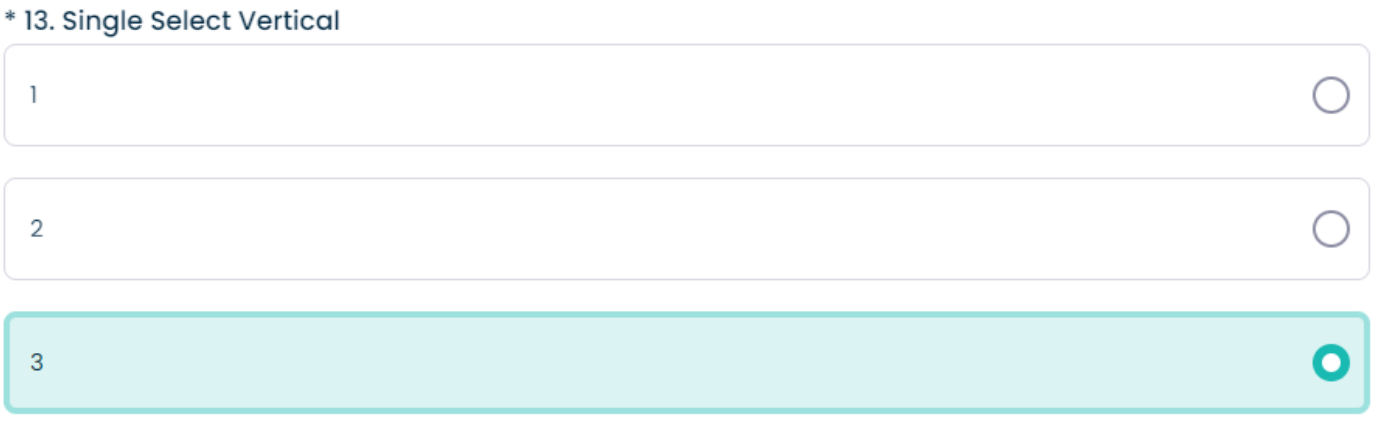
Signature

Adding a signature section to a form allows users to add a signature when recording. This can be useful for forms which require signing off by a particular member of staff.

Single Select Horizontal

This question type allows users to select one option from a series of options presented in a horizontal list (not drop-down)





Single Select Vertical

This question allows users to select one option from a series of options presented in a vertical list (not drop-down)