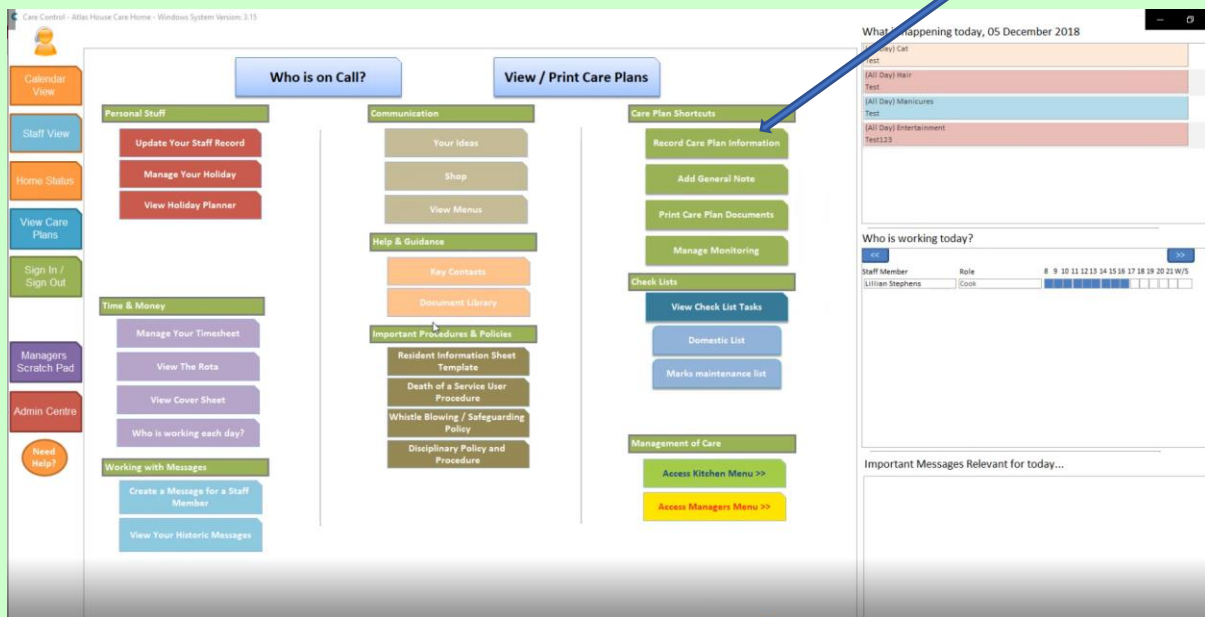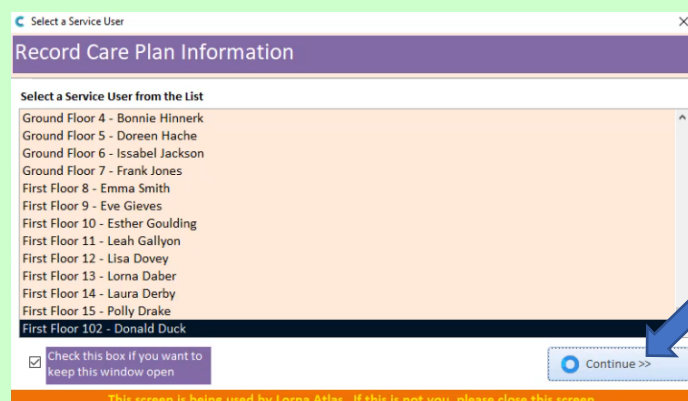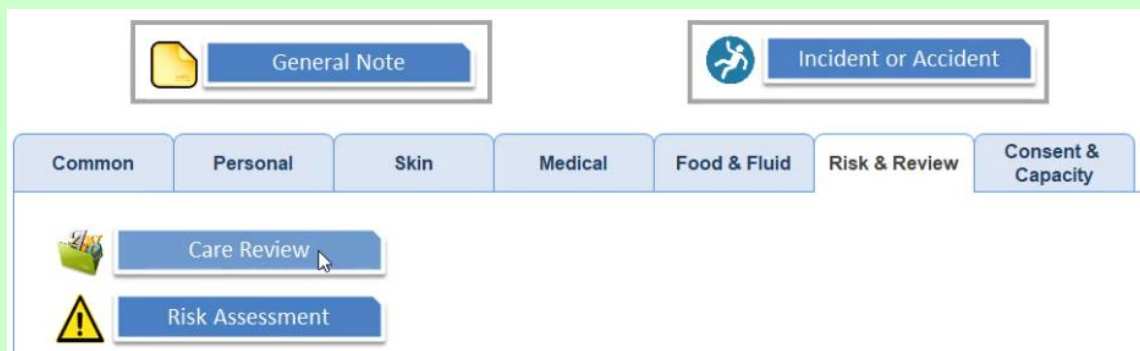# CCQ Level 5 Part 3 – Completing a Care Plan (Review) / Adding a Care Review to the Care Plan

We're going to look at adding a **Care Review** on using **Care Control Windows**. From your **Staff Home Screen** click on **Record Care Plan Information**. Enter

Your 4-digit PIN number, click **Risk and Review,** click **Care Review** and select

the resident from your list.

Now click **Continue** and this will open up the **Care Review** screen.

Click **Start Care Review Assessment** and this will open up the **Care Review** front screen.

You will now need to answer the questions about whether or not the service user has taken part in the **Review** and whether the family member has. You will also have to put in information into the box to explain if they have or not. If it's asking you for the **Weight** to be entered you will need to enter a weight – it will not let you move forward until you do so.

You will need to enter information regarding the resident in the overview box.

Here are some helpful hints on what you will need to enter:

- What is Donald like as a person?
- What are the issues Donald is facing?
- How can we support him?
- What are his likes?
- What are his dislikes?

This box should be an overview of Donald so that any member of staff can quickly ascertain the issues, his likes, his dislikes etc. that he has, and most importantly how to support him as a resident in your care home.

Once you have completed the information in the box, click **Next** to move onto the next screen.

We are now going to start filling in or completing the **Care Review Domain** sections. You will need to select the level of need for this particular **Domain**.

Click **Change** and this will open up a box for you to select the level.
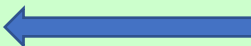
If you are unsure of the level of need, read through the guidance. This will assist you in selecting the level of need. Select on this occasion **NO NEED** and **Set the Level of Need**.

You will need to type in the box information regarding the present situation. Here we have "Donald has no issues at the present time".

In the "**What actions are you going to take?**" box, type in the information you'd like the staff to do to support Donald for the next month.

Check Spelling

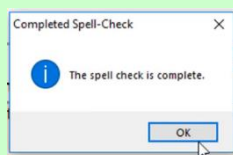Prior to clicking **Next**, check the spelling. Click on **Check the Spelling** button. This will check the spelling in this screen. You can, if you wish, bullet point the information that is in this section . This is helpful if you want to bullet point any key information within this section.

Completed Spell-Check

The spell check is complete.

OK

You can add the bullet points or remove the bullet points just by clicking the button -
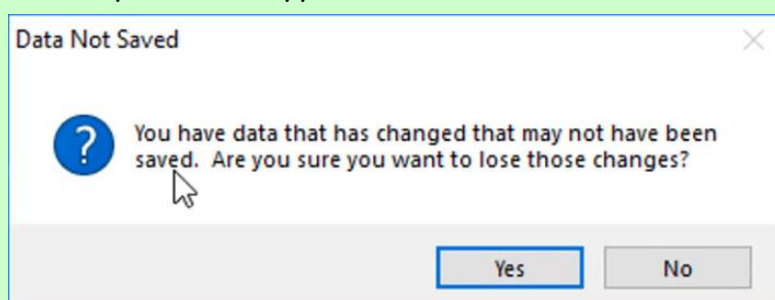
¤ Bullet Point Text

By clicking **Expand** this will open up the screen for you to type in the information in a wider format. Once you are happy with the information click **Next** to take you into the next **Review** section.

As you go up the levels of need then the information that is required will need to be increased – this will allow the staff to have access to full information on how to look after Donald to the best of their ability. You may want to come back to this particular section later.
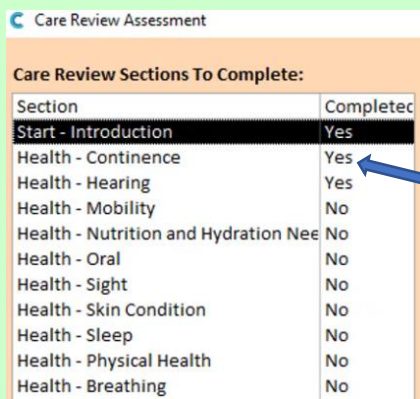
Just click **Next** and move onto the next section.

You may start to type some information into the next section. If you do not click **Next** it will not save that information. I'm going to demonstrate this now for you – this may happen if you are called away. The system will tell you that the data you have entered will not be saved. This is only for this section – please bear that in mind!

Data Not Saved

You have data that has changed that may not have been saved. Are you sure you want to lose those changes?

Yes   No

If you click back into the **Care Review** you will be able to see the areas that are already completed and have the information already saved.

Click **Next**, then **Next** again and then **Next** again. Work your way through each section and complete the **Care Review**.

Question 1 – Which of the following is NOT TRUE about the Care Review front screen?

A – It is <u>not</u> necessary to confirm that you have asked the service user to take part in the review.

B – It <u>is</u> necessary to confirm that you have asked an advocate or family member to take part in the review.

C – You need to add the weight of the service user.

D – You need to provide an overview of this resident.

Question 2 – If you do NOT click on Next when completing the Care Review sections, what will happen?

A – The information you have inputted will be held in draft format.

B – The information you have inputted will not be saved.

C – It doesn't matter if you don't click on Next as information is automatically saved for you when you are completing the Care Review sections.

D – The information will be held for 2 minutes unless you click on Next.