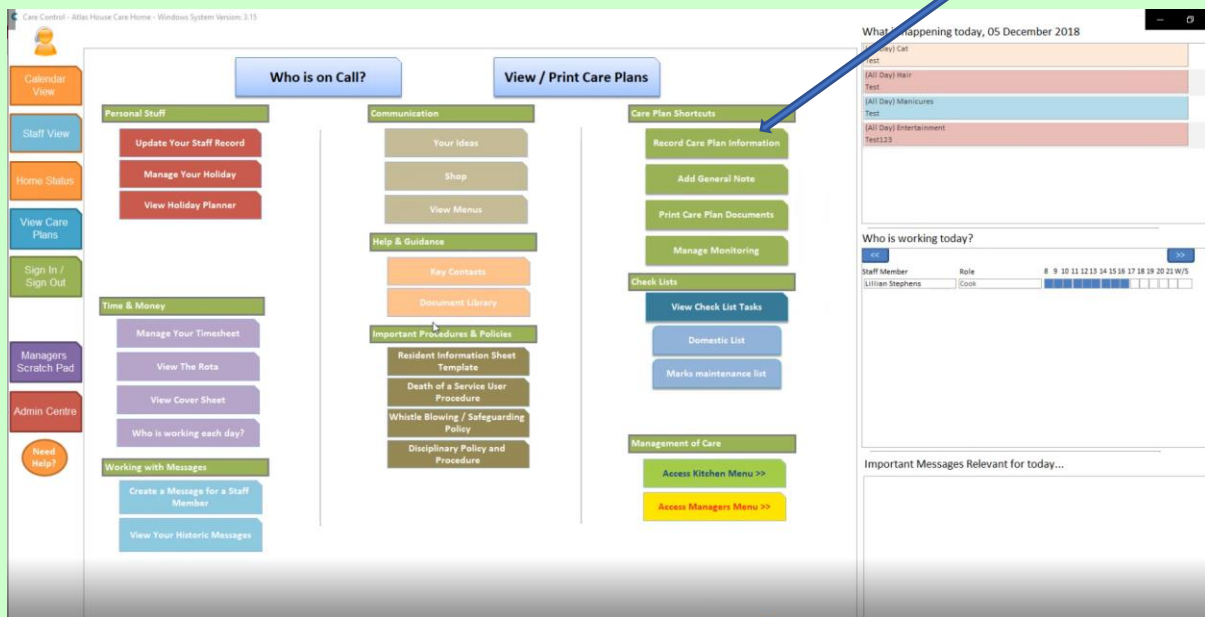


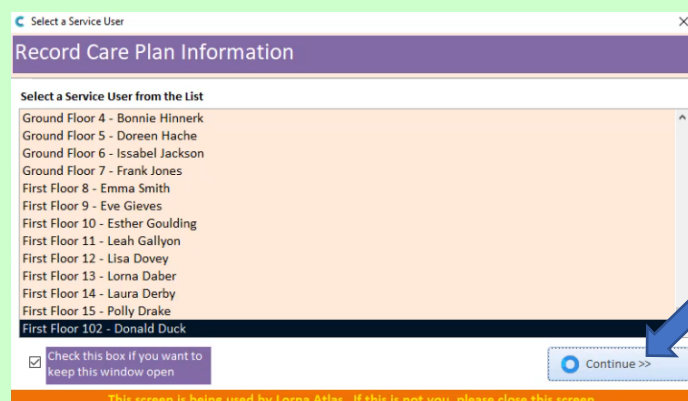
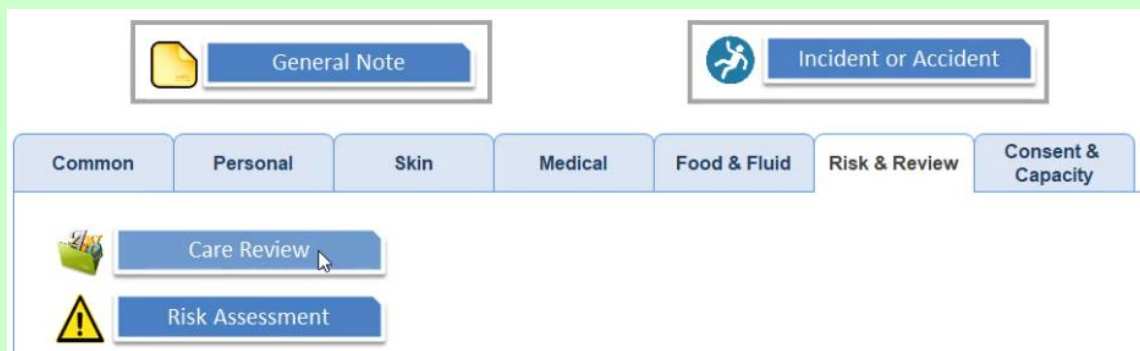


## CCQ Level 5 Part 3 - Completing a Care Plan (Review) / Adding a Care Review to the Care Plan

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.

Section	Completed
Start - Introduction	No
Health - Continence	No
Health - Hearing	No
Health - Mobility	No
Health - Nutrition and Hydration Need	No
Health - Oral	No
Health - Sight	No
Health - Skin Condition	No
Health - Sleep	No
Health - Physical Health	No
Health - Breathing	No
Health - End of Life	No
Health - Foot Care	No
Medicine - Medication	No
General - Behaviour	No
General - Communication	No
General - Altered State of Consciousness	No
Mental Health - General / Cognition	No
Personal Care - Bathing	No
Personal Care - Dressing	No
Personal Care - Eating	No
Personal Care - Washing	No
Personal Care - Activity/Social/Religion	No
Personal Care - Psychological / Emotional	No
Finish - Complete	No

Status: 0% Changed

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.

Weight of Service User (Kilos):  kg [Weight Converter...](#)

Please provide an overview of this resident:

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.

Please provide an overview of this resident:

What is Donald like as a person?  
 What are the issues that Donald Faces?  
 How can we support Donald?  
 What are his likes?  
 What are his dislikes?  
 This is an overview of Donald so that if any new member of staff and any agency workers can quickly find out about Donald.

[Check Spelling](#)

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**.

Care Review Sections To Complete:	
Section	Completed
Start - Introduction	Yes
<b>Health - Continence</b>	No
Health - Hearing	No
Health - Mobility	No
Health - Nutrition and Hydration	No
Health - Oral	No
Health - Sight	No
Health - Skin Condition	No
Health - Sleep	No
Health - Physical Health	No
Health - Breathing	No
Health - End of Life	No
Health - Foot Care	No
Medicine - Medication	No
General - Behaviour	No
General - Communication	No
General - Altered State of Consciousness	No
Mental Health - General / Cognition	No
Personal Care - Bathing	No
Personal Care - Dressing	No
Personal Care - Eating	No
Personal Care - Washing	No
Personal Care - Activity/Social/Religion	No
Personal Care - Psychological / Emotional	No
Finish - Complete	No

Care Review for Mr Donald Dick - 05 December 2018

**Health - Continence**

Level of Need: **NOT SET** [Change...](#)

Describe present situation with this domain:

What actions are you going to take?:

[Bullet Point Text](#) [Get Quick Note](#)

References:

**Health - Continence**

**Level of Need**

	Previous	Now
NO NEED:	<input type="radio"/>	<input type="radio"/>
LOW:	<input type="radio"/>	<input type="radio"/>
MODERATE:	<input type="radio"/>	<input type="radio"/>
HIGH:	<input type="radio"/>	<input type="radio"/>
SEVERE:	<input type="radio"/>	<input type="radio"/>

**Guidance to help you judge the level of need**

No Need = Donald is continent and is takes himself to the toilet.

Low Level = Donald is continent, but may require reminding / assistance to the toilet.

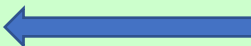
Moderate Level = Donald singularly incontinent and required to wear pads. Assistance is required to visit the toilet.

High Level = Donald is doubly incontinent and is required to wear pads. Donald always requires support to visit the toilet.

Severe = Donald is doubly incontinent and is required to wear pads. Due to health reasons Donald Is unable to visit the toilet.

**Set Level of Need**

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".

**Care Review for Mr Donald Duck - 05 December 2018**

**Health - Continence**

**Level of Need** **Dependency Analysis**

Level of Need for this Domain: **No Need**

**Describe present situation with this domain:**

Donald has no issues at thi

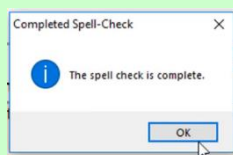


In the "**What actions are you going to take?**" box, type in the information you'd like the staff to do to support Donald for the next month.

**What actions are you going to take?:** **Expand**

Staff to monitor and report to the senior team any concerns that they may have about Donald and his Continence.





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.

Level of Need	Previous	Now
NO NEED:	<input type="radio"/>	<input type="radio"/>
LOW:	<input type="radio"/>	<input type="radio"/>
MODERATE:	<input type="radio"/>	<input type="radio"/>
HIGH:	<input type="radio"/>	<input type="radio"/>
SEVERE:	<input type="radio"/>	<input type="radio"/>

**Guidance to help you judge the level of need**

No Need = Donald is able to hear well.

Low Level = Donald does not require a hearing aid, however he requires people to speak clearly in order for them to be understood.

Moderate Level = Donald is required to wear a hearing aid. Once work he is able to hear well.

High Level = Donald has to wear a hearing aid. Even with a hearing aid he often struggles to hear effectively.

Severe = Donald is unable to hear even with the use of a hearing aid.

You can add the bullet points or remove the bullet points just by clicking the button -



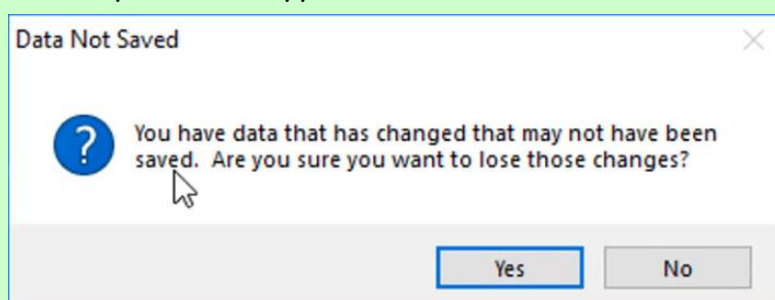
By clicking **Expand** this will open up the screen for you to type in the information in a wider format. Once you are

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.

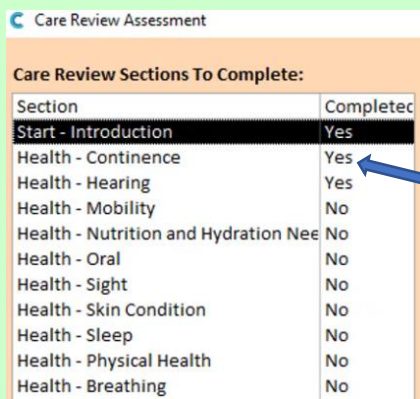
Just click **Next** and move onto the next section.

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!



Care Review Sections To Complete:	
Section	Completed
Start - Introduction	Yes
Health - Contenance	Yes
Health - Hearing	Yes
Health - Mobility	No
Health - Nutrition and Hydration Needs	No
Health - Oral	No
Health - Sight	No
Health - Skin Condition	No
Health - Sleep	No
Health - Physical Health	No
Health - Breathing	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 not necessary to confirm that you have asked the service user to take part in the review.
- B - It is 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.