



CCQ Level 6 Part 7 - Auditing the Care Plan Note Analysis

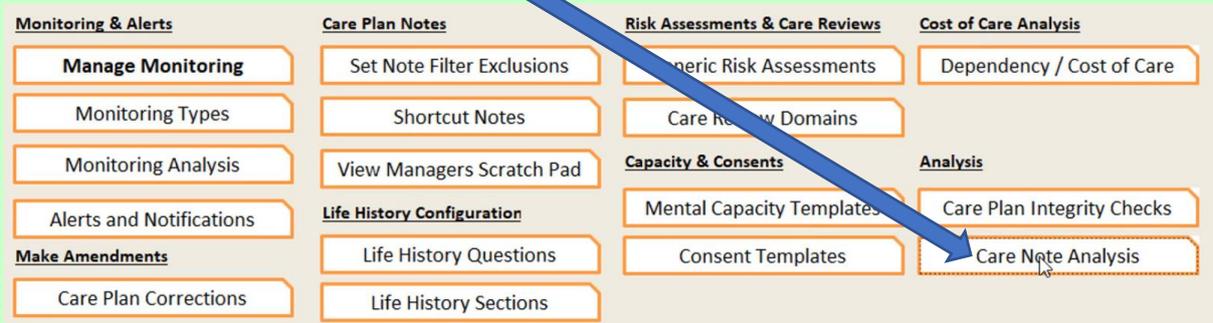
We're now going to look at **Care Plan Note Analysis**. From the **Dashboard** click **Full Admin**:



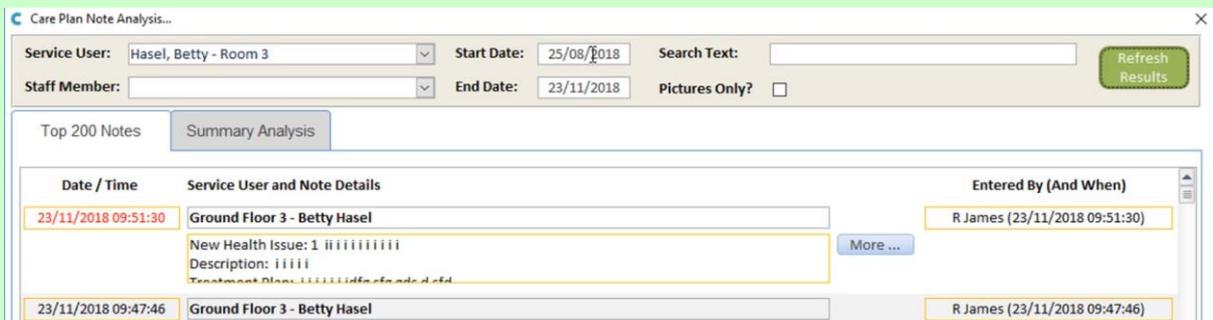
Click on **Care Planning**:



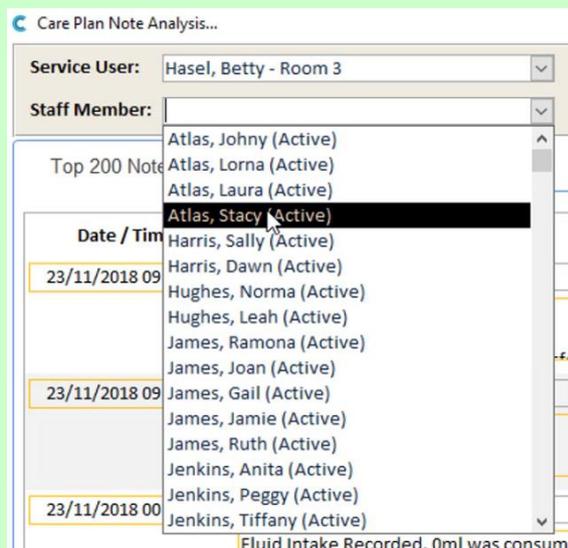
Now click on **Care Note Analysis**:



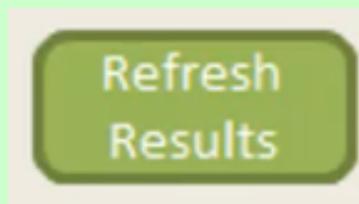
We can now analyse notes that have been put onto the system for any of your residents. Select the resident from the dropdown list and click **Refresh Results**. You can filter using **Staff Member**, by **Date** and specifically by text.



We're going to look at the last month of notes for Betty. Click on the **Start**



Date and amend the date to the previous month. Click **Refresh Results** and you will be given the latest care notes for the



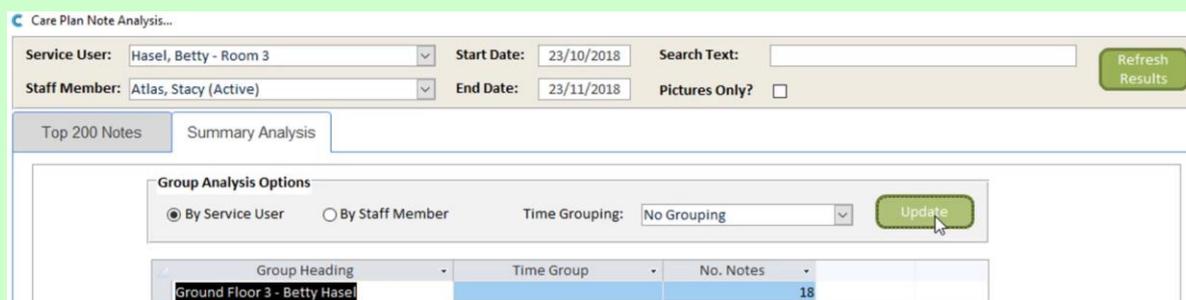
last month. You can read the note by clicking **More ...**, you can see who

actually generated the note, the date and the time. This is important when you have a safeguarding issue, other problems that you want to resolve, or just generally

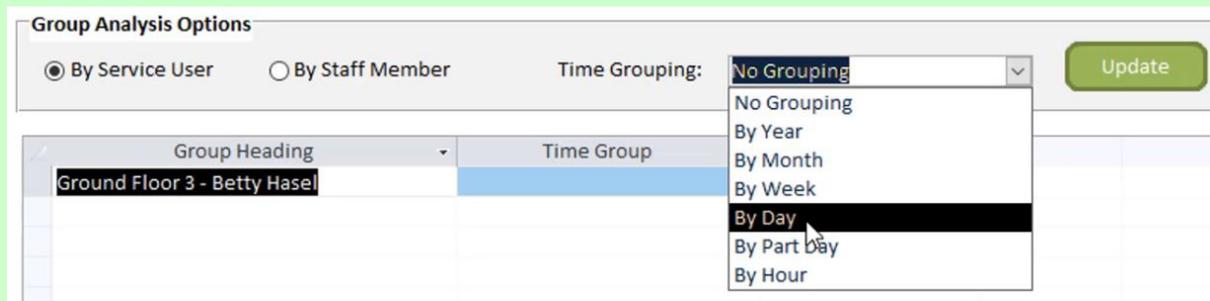
looking at the quality of the notes.

Once you've looked at the notes you may want to look at a specific staff member. Click on the **Staff Member** drop-down list and select the staff member from the list and click **Refresh Results**.

You can look at the summary of the analysis by clicking on **Summary Analysis**



and you can do it by resident, with no time groupings. You can select **Time Groupings** by clicking on the drop-down list and choosing the particular area you wish to see. Click **Update** and the information will be in there.



Here are some examples for various **Timing Groups**. You can even break these groups down **By Staff Member**. Now that you've found the information that you require, you can click the cross at the top of the screen to get you back into the main screen.

Question 1 - If you want to see additional detail that has been added to a service user's notes in the Care Plan Note Analysis, what would you click on?

- A - The date and time box.
- B - Summary Analysis.
- C - The More... box.
- D - The service user's name.