

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

Full Amin

Click on Care Planning

Care Control Administrati	ion - Atlas House Care H	ome - Windows System	2.15				3
Adm	ninistratio	on of Care C	ontrol	Need Valp?		ISSUES	Current User: Lorna Atlas
Common Options	Staff Area	Rota & Payroll	Client Area	Income (BETA)	Care Planning	Communication	Advanced Stuff
Adding Staff or Re Add / Edit St	aff Records	Care Planning Manage Mo	nitoring	tota's and Absences Consolidated	Rota Ac	munication Area	ar Entry

Now click on Care Note Analysis

Monitoring & Alerts	Care Plan Notes	Risk Assessments & Care Reviews	Cost of Care Analysis
Manage Monitoring	Set Note Filter Exclusions	peric Risk Assessments	Dependency / Cost of Care
Monitoring Types	Shortcut Notes	Care No. w Domains	
Monitoring Analysis	View Managers Scratch Pad	Capacity & Consents	Analysis
Alerts and Notifications	Life History Configuration	Mental Capacity Templates	Care Plan Integrity Checks
Make Amendments	Life History Questions	Consent Templates	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.

ice User: Hasel,	etty - Room 3 Start Date: 25	5/08/2018 Search Text:	Refresh
ff Member:	End Date: 23	3/11/2018 Pictures Only?	Results
Top 200 Notes	Summary Analysis		
Date / Time	Service User and Note Details		Entered By (And When)
23/11/2018 09:51:30	Ground Floor 3 - Betty Hasel		R James (23/11/2018 09:51:30)
	New Health Issue: 1	M	ore
			B James (23/11/2018 09:47:46)

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



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

ervice User:	Hasel, Betty - Room 3	~	Start Date:	23/10/2018	Search Text:			Refresh
taff Member:	Atlas, Stacy (Active)	~	End Date:	23/11/2018	Pictures Only?			Results
Top 200 Not	Summary Analysis							
	Group Analysis Options							
	By Service User) By Staff Member	T	ime Grouping:	No Grouping		- Update	
	Z Group Head	ling -	Tin	ne Group	 No. Notes 	· ·		

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.

Group Analysis Options					
By Service User	O By Staff Member		Time Grouping:	No Grouping No Grouping	Vpdate
Group H Ground Floor 3 - Bett	eading y Hasel	•	Time Group	By Year By Month By Week	
				By Day By Part bay By Hour	

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.

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