How to Add a Case Note

Click on the Episode History Tab

Click on the link to open the current open Episode

Click on the Case Note Tab

Click on the link Add Case Note

Place ticks in the fields 'Interviewed' or 'Seen During Interview' if you spoke to the child and/or saw them when you spoke to them. Then click on 'Update'

Enter the date the contact took place, select the type of contact from the drop down menu e.g. Telephone Call; Enter the reason for contact – this should be a short summary e.g. Telephone Call with mother

Click on the 'Detailed Notes' tab; here you can enter the full details of the contact, enter any analysis and action points that are required following the contact. When all details are entered click on the link Finalise Case Note

Click on Ok when the prompt appears
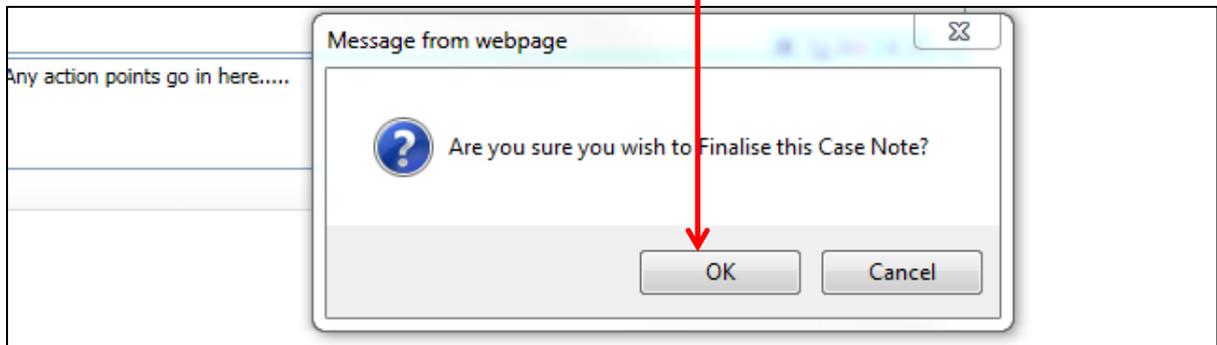
The completed case note will now appear in the tab

Adding Case Note on Siblings

If you have siblings and wish to add case notes on all of them, from the 'Create New Case Note' screen you will be able to select them all by clicking next to the sibling's name.

Select if the child was seen or spoken to and click on Create

Both siblings will now be included in the case note. Please complete the rest of the case note with the above instructions.