

ChronologyUsing the Chronology in CSS and SEN

The chronology records significant events and changes in the life of a child or young person. The **Chronology** page enables you to log events to build a history of the child. The latest birthday is added as a chronological event; this places the chronology into context with the child/young person's age.

The following processes can be accessed via the chronology:

Activities

Person Details.

Case Notes

Involvements

Child Protection

Risks

Communication Log

Social Network

The CSS/SEN chronology is accessed via Focus | People | Students | Student Details | Links | Chronology.

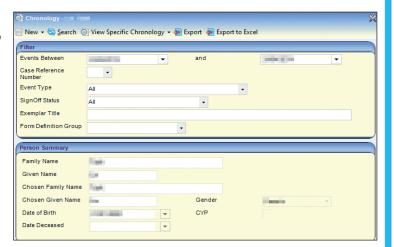
All processes in the chronology are dependent on permissions, access control lists (ACLs) and panel protection.

Searching for a Chronology

To search for a chronology:

- Select Focus | People | Students | Student Details to display the Links panel.
- 2. Click the **Chronology** link to display the child or young person's **Chronology** page.
- To search for a particular chronology, select the required fields in the Filter panel.
- 4. Click the **Search** button to display the read-only **Person Summary** details.

The **Chronology** panel displays at the bottom of the page.



Using the Chronology

Events are displayed in date and time order, with the most recent at the top.

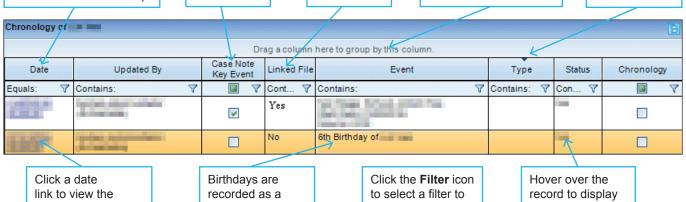
Key Events are recorded here.

chronology event.

Linked Files are recorded here.

Drag a column to the top of the chronology to group by that criteria.

Click a column header to sort by that criteria.



sort the records.



Chronology details.



Related Reference Guide:

the sign off status.

RG_Chronology_ Case Notes

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ChronologyUsing the Chronology in ICS

The chronology records significant events and changes in the life of a child or young person. The **Chronology** page enables you to log events to build a history of the child. The latest birthday is added as a chronological event; this places the chronology into context with the child/young person's age.

The following processes can be accessed via the chronology:

- Activities
- · Case Notes
- · Child Protection
- Communication Log
- · ICS Person Details.
- Involvements
- Risks
- Social Network

The ICS chronology is accessed via Focus | People | ICS Person | ICS Person Details | Links | Chronology.

All processes in the chronology are dependent on permissions, access control lists (ACLs) and panel protection.

Searching for a Chronology

To search for a chronology:

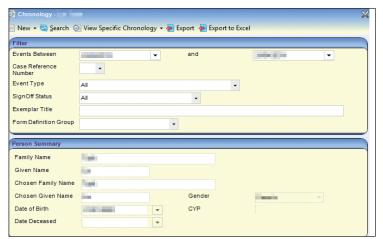
- Select Focus | People | ICS Person | ICS Person Details to display the Links panel.
- 2. Click the **Chronology** link to display the child or young person's **Chronology** page.
- To search for a particular chronology, select the required fields in the Filter panel.
- Click the Search button to display the read-only Person Summary details.

The **Chronology** panel displays at the bottom of the page.

Key Events

here.

are recorded



Using the Chronology Events are displayed in Linked Files Drag a column to the Click a column top of the chronology to header to sort date and time order, with are displayed the most recent at the top. group by that criteria. by that criteria. here. Chronology of Drag a column here to group by this column. Case Form Definition Note Linked Undated By CRN Version Number Status Chronology Date Event Type Group / Form Key Type Event Y Conta. Y Y Equals: Contains Contains Contains Co Contains No Birthday of No



Click a date

link to view the

Chronology details.

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Hover over the

record to display

the sign off status.

Click the Filter icon

to select a filter to

sort the records.

Birthdays are

recorded as a

chronology event.