

Person Details >

Person Details >

Basic Details

Fields marked with a * are required

Title

First Names

Last Name*

Date of Birth

or Age

Gender

- Male Female Unknown
 Indeterminate

Context*

- Adult Child

Ethnicity

Sub Ethnicity

First Language Interpreter Needed?

Fluency In English

Religion Practising?

Nationality

Country of Birth

Marital Status

Save

Add/Update any of the information above then click

Person Details >

Addresses

Family move

Display?	Address	From	To	Type
<input type="radio"/>	no display address			
<input checked="" type="radio"/>	THE CROWDALE CENTRE 218 EVERSOLT STREET LONDON NW1 1BD	29/03/2016		Main Address (Primary Address)

To change the address click on the

Find Address – enter search criteria below

At least one field marked with a # is required to search for an address

House No. Street Name #

Post Code # Search through all addresses in UK

Find Address Find Person

Address Details (display only)


7 REGAL LANE
LONDON
NW1 7TH
Authority : Camden
Ward : Camden Town with Primrose Hill

Edit Address Manually

Enter the **Post Code** then click

Find Address

(If the address is outside of Camden then click in **Search through all addresses in UK** before clicking on ). Click on the relevant address.

Select a **Household Structure** and **Tenure Type** and enter an **Access Note** (if necessary), click .

Child becomes Looked After



When a child becomes looked after we need to have 2 current addresses on Framework-i:

- The current placement address
- The child's family address or the address the child will return to if he/she stops being looked after



Click  and search for the address as detailed on the previous screen

Other Details Fields marked with a * are required

Address Settings

Display Address  Primary Address 

Address Type *

From *  To 

Household Structure


Tenure Type



Access Notes

Select **Care Address** as the **Address Type** and the relevant **Household Structure**, Tenure Type and an **Access Note** (if necessary).

Click in **Display address** (as this will display the placement address on the front screen) but don't click in **Primary Address** (this is always the family address or the address the child will go back to if he/she stops being looked after),

click .



If there is a placement move click on the  next to the **Care Address** and search for the address as above.

If the child returns home then click on the  to enter a **To** date to end the Care Address. Once you have saved this you need to click in  **Display?** next to the **Main Address** so that it is displayed on the child's personal details screen.



Person Details  **Telephone Numbers**

Type	Number	From	To	
Home	020 7987 6754	29/03/2016		
Mobile	07869087654	29/03/2016		

Adding Telephone Numbers

Click , enter the **Number**, select a **Type** then click .

Editing Telephone Numbers

Click , update the **Number** and/or the **Type** then click .

Person Details >

e-mail Address

E-mail Address

fred.gordon@gmail.com

Save

Enter the **E-mail Address** then click

Person Details >

Classes

- Service User
- Adoption Enquirer
- Adoptive Carer
- Agency Foster Carer
- BCC client
- Camden Direct Payments Card Scheme user
- Family or Household Member
- Informal Carer
- Local Authority Family Link Foster Carer
- Local Authority Foster Carer
- Notified Homeless Person
- Other
- Other Local Authority Foster Carer
- Person who may present risk to children / vulnerable adults
- Placed in Camden by Another Local Authority
- Private Foster Carer
- Prospective Adoptive Parent
- Prospective Foster Carer
- Registered Only

Save

Select the relevant **Class** then click

Fields marked with a * are required

Title

First Names

Last Name *

Name Type *


From

To

Adding Other Names

Click , enter a **Title**, **First Name**, **Last Name**, select a **Name Type** and enter a **From** date, then click

Editing Other Names

Click  , update as required then click

Date of Death

Enter the **Date of Death** then click

Fields marked with a * are required

GP Name *

From

To

Click , enter the GP's name, click , click on the GP's name then click

Fields marked with a * are required. If you select 'To Date' a reason will also be required.

Organisation *

Relationship Type *


From *

To

Adding Organisation Relationships

Click , click , enter the organisations name, click , click on the organisations name, select a **Relationship Type**, then click

Editing Organisation Relationships

Click , update as required then click

Ending Organisation Relationships

Click , enter a **To Date** then click

Fields marked with a * are required

Relation *

Relationship Type *

From Date *

To Date

Relationship against context person

Relationship against relation

Master Fred Gordon (2131559) has parental responsibility.





Master Fred Gordon (2131559) 's role with regard to Miss Sarah Gordon

<input type="checkbox"/> Advocate	<input type="checkbox"/> BCC supporter	<input type="checkbox"/> Cause for Concern
<input type="checkbox"/> Contact Person	<input type="checkbox"/> Emergency Contact	<input type="checkbox"/> Guardian
<input type="checkbox"/> Informal Carer	<input type="checkbox"/> Key Holder	<input type="checkbox"/> Main Carer
<input type="checkbox"/> Nearest Relative	<input type="checkbox"/> Next of Kin	<input type="checkbox"/> Paid Live-in carer
<input type="checkbox"/> Power of Attorney	<input type="checkbox"/> Special Guardianship	<input type="checkbox"/> Support Carer



Miss Sarah Gordon 's role with regard to Master Fred Gordon (2131559)

<input type="checkbox"/> Advocate	<input type="checkbox"/> BCC supporter	<input type="checkbox"/> Cause for Concern
<input type="checkbox"/> Contact Person	<input type="checkbox"/> Emergency Contact	<input type="checkbox"/> Guardian
<input type="checkbox"/> Informal Carer	<input type="checkbox"/> Key Holder	<input type="checkbox"/> Main Carer
<input type="checkbox"/> Nearest Relative	<input type="checkbox"/> Next of Kin	<input type="checkbox"/> Paid Live-in carer
<input type="checkbox"/> Power of Attorney	<input type="checkbox"/> Special Guardianship	<input type="checkbox"/> Support Carer

Adding Personal Relationships

Click , click , enter the family members name, click , click on the family members name, select a **Relationship Type**, if you are linking an adult to a child and the adult has parental responsibility click in , click in any relevant **Roles** then click 

Editing Personal Relationships


Click , update as required then click 

Ending Personal Relationships


Click , enter a **To Date** then click 


Person Details > **Worker Relationships**

Fields marked with a * are required

Worker * 





Relationship Type *

From Date * 



To Date 

End Reason



Adding Worker Relationships

Click , click , enter the workers name, click , click on the workers name, select a **Relationship Type**, enter/update the date the worker started working with the child in the **From Date** then click 

Editing Worker Relationships


Click , update as required then click 


Ending Worker Relationships

Click , enter a **To Date**, select an **End Reason** then click 

Person Details > **Employment Status**



Fields marked with a * are required

Start Date* 

End Date 

Employment Status*

Adding an Employment Status

Click , enter a **Start Date**, enter an **End Date**(where relevant), select an **Employment Status** then click 

Editing an Employment Status

Click , update as required then click 

Ending an Employment Status

Click , enter an **End Date** then click 



Person Details > **References**

Fields marked with a * are required


Reference type *

Reference *

Adding References

Click , select a **Reference Type**, enter a **Reference** then click 

Editing References

Click , update as required then click 

Person Details > **Service User Groups**

Select Group and then Sub-Group

Fields marked with a * are required to add a user group

Start Date * 

Group *



Sub-Group



Service User Groups

	Group	Sub-Group	Start Date	End Date	
Primary	Family dysfunction	Child exhibiting behaviour parent(s) find difficult to manage	30/03/2016		

Adding Service User Groups

Select a **Group** and **Sub-Group** then click  (Repeat to add further groups). If you have added more than one Service User Group clicking on  will change the pecking order of the **Primary** group


Ending Service User Groups

Click , enter an End Date then click 

Fields marked with a * are required

Type of Note *

Note *





Please don't disclose Fred's address to birth father, Darren Gordon

Adding Warning Notes

Click , select **Warning** as a **Type of Note**, enter the **Note** then click 

Editing Warning Notes

Click , update as required then click 

Ending Warning Notes

Click , enter an **End Date** then click 