



Internal Ref:	NELC-CHR-001
Review date	July 2022
Version No.	V01.00

## Liquidlogic – Chronology

BACKGROUND INFORMATION	
Subject	Liquidlogic
Document Purpose	Training Guide
Reference and Version	NELC-CHR-001
Target Audience	Liquidlogic Users
Author	Adam Brown
Last Review	22/07/2022
Copyright	North East Lincolnshire Council

## Chronology

To add items to a chronology. Find the child on the system and enter their **Basic Demographics**. On the left-hand side, click on **History**.

Child: Jojo Ex 3 years 02-Jan-2018 (Ref: 2005955) Basic Demographics

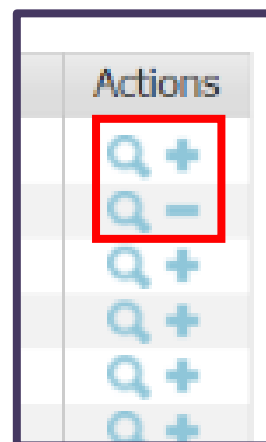
Case History - Newest events first

Newest Events First | Configure View | Add to Chronology

Date	Category	Type	Event Details	Actions
08-Feb-2021	Children's Social Care	Child's Plan - Review	Child's Plan - Review, planned for 08-Feb-2021	🔍 +
11-Jan-2021	Children's Social Care	Form Completion	Child/Young Person's Plan, by Adam Brown	🔍 +
08-Jan-2021	Children's Social Care	Form Completion	Child/Young Persons In Need Review Recommendations, by Adam Brown	🔍 +
08-Jan-2021	Children's Social Care	Child's Plan - Review	Child's Plan - Review, held on 08-Jan-2021	🔍 +
07-Jan-2021	Case Notes	Case Note	Contact Type: Visit - Child in Need, Reason for Contact: Test	🔍 +
07-Jan-2021	Children's Social Care	Form Completion	Child/Young Person's Plan, by Adam Brown	🔍 +
07-Jan-2021	Children's Social Care	Form Completion	C & F Assessment, by Adam Brown	🔍 +
07-Jan-2021	Children's Social Care	New Allocated Case Worker	Started Allocated Case Worker: Adam Brown	🔍 +
07-Jan-2021	Children's Social Care	Form Completion	Referral Record, by Adam Brown	🔍 +
07-Jan-2021	Children's Social Care	Document	Meeting Invite	🔍 +
06-Jan-2021	Children's Social Care	Referral Started	Referral Started by Adam Brown	🔍 +
06-Jan-2021	General Events	Address Change	Primary Address: 27 Lansdowne Avenue	🔍 +
06-Jan-2021	Relationships	Relation Address Change	Change of Address for (Mother) Dot Ex - Primary Address: 27 Lansdowne Avenue	🔍 +
06-Jan-2021	Relationships	New Relationship	New Relationship (Mother) Dot Ex	🔍 +
06-Jan-2021	Relationships	New Relationship	New Relationship (Brother) Drogo Ex	🔍 +
06-Jan-2021	Relationships	Relation Address Change	Change of Address for (Brother) Drogo Ex - Primary Address: 27 Lansdowne Avenue	🔍 +
02-Jan-2018	General Events	Birth	Born 02-Jan-2018	🔍 +
20-Jan-2015	Relationships	Birth In Family	Birth of (Brother) Drogo Ex	🔍 +
22-Jun-1988	Relationships	Birth In Family	Birth of (Mother) Dot Ex	🔍 +

You will see a list of events that have been recorded onto the system for the child. Any events that you would like to add to the chronology can be done by clicking on the + signs. When you add an event, the icon will change to a –

Clicking on the – icon will remove the event from the chronology. The magnifying glass icon will display a pop-up preview of the event.



You can click on the **Add to Chronology** button if you wanted to add all the events listed in the History.

Case History - Newest events first

Newest Events First | Configure View | Add to Chronology

Notice that you can change the **Case History** from **Newest Events First** from the drop-down menu to **Oldest Events First**. You can also configure the view. Click on **Configure View**.

From here, you can select specific dates, choose a predefined template from the drop-down menu and/or select or deselect specific items.

Click back on the **Return to Information View** button.

Click on the **Chronology** link on the left-hand side. The **Chronology** will now be displayed.

Event Date	Event Details	Impact upon the child	Source of Information
22-Jun-1988	Relationships: Birth in Family - Birth of (Mother) Dot Ex		
20-Jan-2015	Relationships: Birth in Family - Birth of (Brother) Drogo Ex		
02-Jan-2018	General Events: Birth - Born 02-Jan-2018		
06-Jan-2021	Children's Social Care: Referral Started - Referral Started by Adam Brown		
06-Jan-2021	General Events: Address Change - Primary Address: 27 Lansdowne Avenue		
06-Jan-2021	Relationships: Relation Address Change - Change of Address for (Brother) Drogo Ex - Primary Address: 27 Lansdowne Avenue		
06-Jan-2021	Relationships: New Relationship - New Relationship (Brother) Drogo Ex		
06-Jan-2021	Relationships: Relation Address Change - Change of Address for (Mother) Dot Ex - Primary Address: 27 Lansdowne Avenue		
06-Jan-2021	Relationships: New Relationship - New Relationship (Mother) Dot Ex		
07-Jan-2021	Children's Social Care: Form Completion - Referral Record, by Adam Brown	Single Assessment	
07-Jan-2021	Children's Social Care: Form Completion - C & F Assessment, by Adam Brown	Child In Need Plan	
07-Jan-2021	Children's Social Care: Form Completion - Child/Young Person's Plan, by Adam Brown		
07-Jan-2021	Children's Social Care: New Allocated Case Worker - Started Allocated Case Worker: Adam Brown		
07-Jan-2021	Children's Social Care: Document - Meeting Invite		
07-Jan-2021	Case Notes: Case Note - Contact Type: Visit - Child In Need, Reason for Contact: Test		
08-Jan-2021	Children's Social Care: Child's Plan - Review - Child's Plan - Review, held on 08-Jan-2021	Child In Need - Update Child's Plan, Child In Need - Review	
08-Jan-2021	Children's Social Care: Form Completion - Child/Young Persons In Need Review Recommendations, by Adam Brown	Child In Need - Update Child's Plan, Child In Need - Review	
11-Jan-2021	Children's Social Care: Form Completion - Child/Young Person's Plan, by Adam Brown		
08-Feb-2021	Children's Social Care: Child's Plan - Review - Child's Plan - Review, planned for 08-Feb-2021		

From here, you can use the links underneath the table to add a new item, copy the chronology to a sibling and print the Chronology.

If you have added an event to the chronology that you wanted to add more information to or remove, click on the event from the chronology and it will appear in a pop-up.

**Update Chronology Item**

Save Cancel

**Chronology Group Item**

Date of Event: 20-Jan-2015

Details: Relationships: Birth in Family - Birth of (Brother)

Impact upon the child

Source of information

Remove from Chronology Group

**Copied From**

No Copied From

**Copied To**

No Copied To

Save Cancel

**Copy To...**

Please select who should have this item copied to their Chronology

All

Drogo Ex

You can edit these boxes with more information

You can select other siblings to Copy To.

To remove, click on the Remove from Chronology Group link. Click on the Save button and click on the X to close the pop-up.

You can also go back into the **History** link to remove events from the chronology.

Back in the **Chronology**, you can add new items that are not in the History link by clicking on the **Add New Chronology Item** link.

Costs

History

Time Line

**Chronology**

Shared History

Forms

Documents

Case Notes

Reindex

Exports

Restricted Access

Audit

CP-IS Audit

Health

Education

Young Carer

Special Guardianship Support

08-Jan-2021	Children's Social Care: Child's Plan - Review - Child's Plan
08-Jan-2021	Children's Social Care: Form Completion - Child/Young Person
11-Jan-2021	Children's Social Care: Form Completion - Child/Young Person
08-Feb-2021	Children's Social Care: Child's Plan - Review - Child's Plan

Add New Chronology Item

Copy Chronology to other siblings

Print Current Chronology

Export Chronology

Export Chronology Bundle

Delete Chronology

**Chronology Audit**

Created: 11-Jan-2021 15:26 by Adam Brown

Last Updated: 11-Jan-2021 16:03 by Adam Brown

**Chronology Archive**

Add Current Chronology to Archive: Save Version of Chronology

**New Chronology Item**

Create Cancel

**Chronology Group Item**

Date of Event

Details

Impact upon the child

Source of information

**Copied From**

No Copied From

**Copied To**

No Copied To

Create Cancel

**Copy To...**

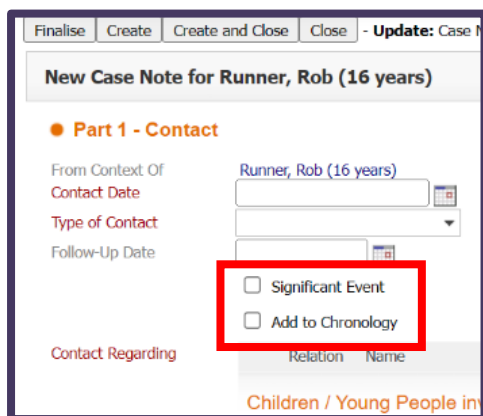
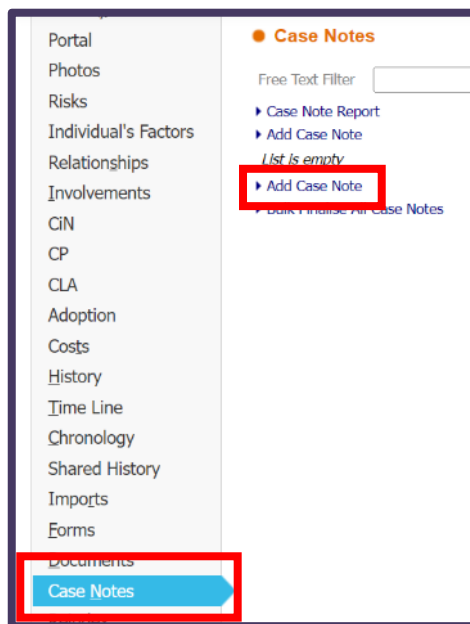
Please select who should have this item copied to their Chronology

All

Drogo Ex

Enter in the details of the new event. Click on the **Create** button and then click on the **X** to close and save the entry.

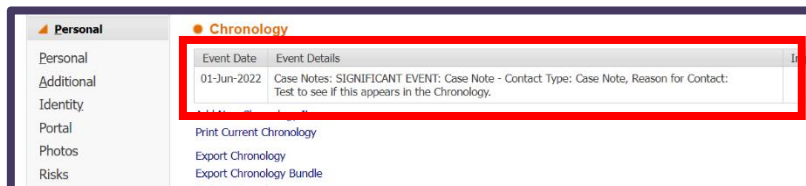
You can add case notes to a chronology from within the note itself. Click on the **Case Notes** link from within a child/young person's basic demographics and the **Add Case Note**.



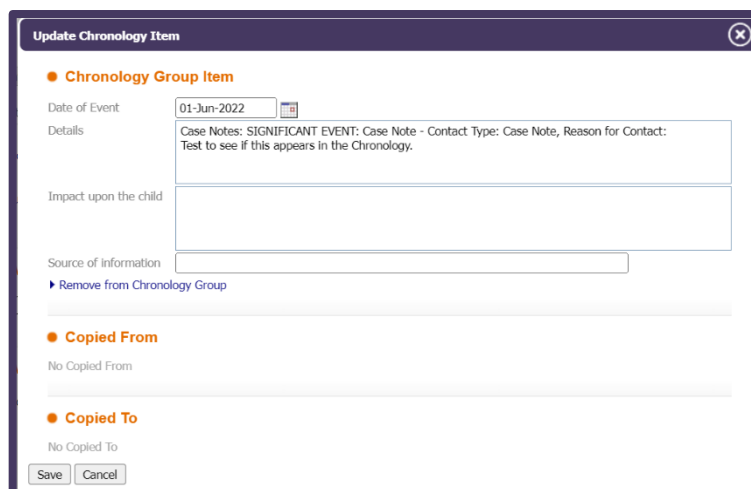
You can tick to state that the case note is a **Significant Event** and/or tick to **Add to Chronology**.

Please be advised that if you have ticked to add the case note to the Chronology, it will only appear in the Chronology once the case note has been finalised.

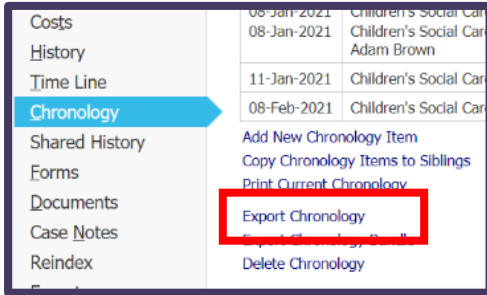
Once finalised, the case note will be within the **Chronology**.



You can click on any event within a chronology to add or edit information. Make sure to click the **Save** button for the changes to take effect.

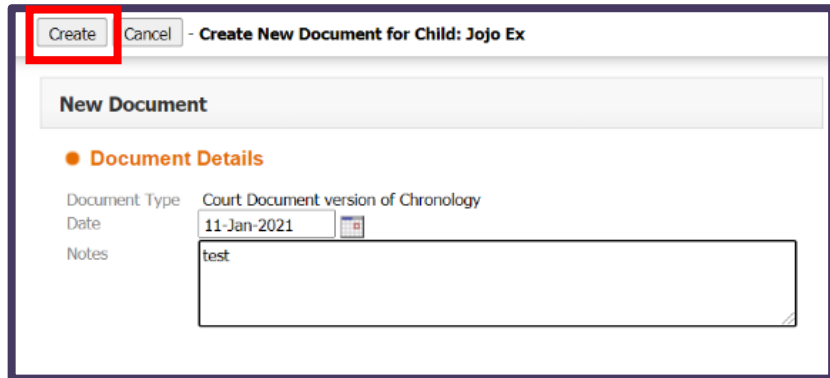


You can also do the above procedure within EHM either in General Notes or from a Case Note on an Early Help Episode.

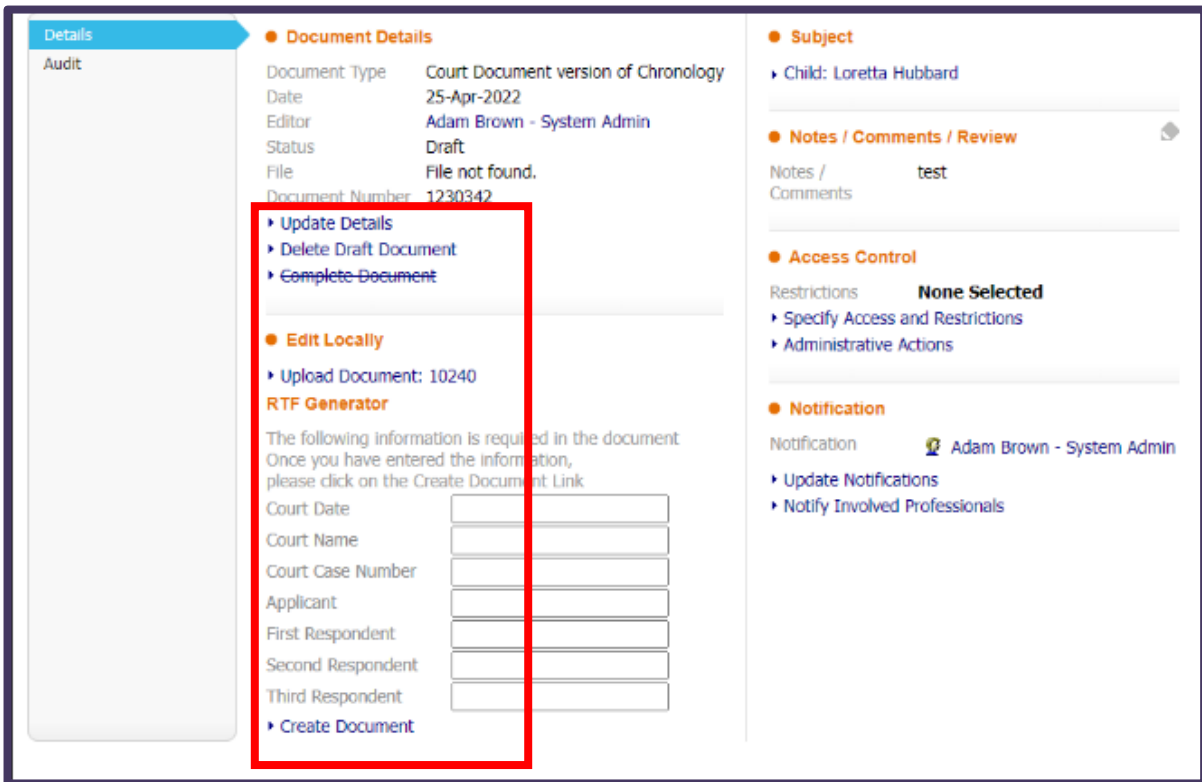


Click on **Export Chronology**.

Enter in the date and document type and then click on **Create**.



From here, you can update, delete, create and upload a document.



Click back on the child's **Basic Demographics** tab and then into the **Chronology** link.



To archive the current Chronology, click on the **Save Version of Chronology** button.

**● Chronology Audit**

Created 11-Jan-2021 15:26 by Adam Brown  
 Last Updated 11-Jan-2021 16:03 by Adam Brown

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**● Chronology Archive**

Add Current Chronology to Archive: Save Version of Chronology

The date and time will be automatically entered although you can edit this. Enter a name for the chronology and then click on the **Create** button.

Create Cancel - **Archive Chronology**

**New Chronology as of Monday 11 January, 2021**

Archive For: Ex, Jojo (3 years)  
 Date Archived: 11-Jan-2021 16:25  
 Archived By: Adam Brown - System Admin  
 Chronology Name:

There is now an archived version of the chronology that you can click on to view.

**● Chronology Archive**

Add Current Chronology to Archive: Save Version of Chronology

Archive No	Date Archived	Archived By	Chronology Name
142	11-Jan-2021 16:25	Adam Brown - System Admin	test