

ELECTRONIC SOCIAL CARE RECORD SYSTEM

'Implementation of the Electronic Social Care Record System in Education and Children's Services Members asked that an answer be provided on whether it was possible to flag up on the Electronic Record System that there was a paper file for that case.

It is possible to scan documents so that they are turned into electronic images. This means that the electronic images can be saved (and stored) so that paper documents can be destroyed.

The electronic images are saved within an Electronic Document Management System (EDMS) and this provides a structure as to how the documents are saved

Civica is the EDMS in use by Hillingdon and it is being rolled out to various departments. Having the files stored electronically means that documents should be accessible from wherever you are logged in to a PC

The Protocol system and Civica system are linked. Once a record is created in Protocol an equivalent 'folder' is created in Civica – using the same reference number. It is in this 'folder' that documents relating to a person's records are stored