**A blue and white logo

Description automatically generatedHighland Chronology Template**

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| --- | --- |
| **Name of Adult** |  |
| **Date of Birth** |  |
| **CareFirst No.** |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **Date of Event** | **Time of Event** | **Significant Event/Issue** | **Impact**  **(Either Negative of Positive)** | **Action Taken** | **Source/ Author** | **Date of Entry** |
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**Chronologies are a vital tool for practitioners working with adults, supporting practice in a number of different ways.**

*This document is to be used in Highland alongside other social work recording tools and is for all social work practice (not just ASP). Please use in line with local up to date guidance on the ASP webpage for professionals -* [Adult protection | NHS Highland (scot.nhs.uk)](https://www.nhshighland.scot.nhs.uk/staff-and-partners/adult-protection/)

*As well as national guidance published by IRISS -* [Chronologies in Adult Support and Protection: moving from current to best | Iriss](https://www.iriss.org.uk/resources/reports/chronologies-adult-support-and-protection-moving-current-best)

**Chronologies are crucial to:**

* Capture significant events in the adults life
* Consider the adult’s felt and lived experience
* Understand the source of actual and potential harm impacting on the adult
* Identify protective factors and to decide next steps for intervention in a range of contexts.

**The format of a chronology should:**

* Record purpose
* Authorship
* Date of completion
* Nature and sequence of events
* Outcomes or Impact on the adult
* Sources of information
* Show responses to events

**Nine characteristics of good chronologies:**

1. A useful tool in assessment and practice
2. Not an assessment, but part of assessment
3. Not an end in itself, rather a working tool which promotes engagement with people who use services
4. Accurate and relies on good, up-to-date case recording
5. Detailed enough but does not substitute for recording in the file
6. Flexible so that detail collected may be increased if risk increases
7. Reviewed and analysed – a chronology which is not reviewed regularly is of limited relevance
8. Constructed differently according to different applications, for example current work and examining historical events
9. Recognising that single-agency and multi-agency chronologies set different demands and expectations