



# How to Find and Submit ‘in progress’ Forms in the Universal Care Plan

## Introduction

The option to save information as ‘*in progress*’ for six forms in Universal Care Plan (UCP) will be removed to prepare for editable access for Londoners.

**Your Action: Please review and submit any ‘*in progress*’ forms before 14<sup>th</sup> April to avoid any information being removed.**

The six forms are:

- Personal Information
- Personal and Professional Contacts
- Communication and Accessibility
- What Matters to Them
- Thinking Ahead
- Daily Activities and Support Needs

## How to find and review ‘in progress’ forms

The image below shows how forms that have been saved as ‘*in progress*’ appear within the UCP. Under the form name, a yellow box will display the ‘*in progress*’ status.

### OL Universal Care Plan

Last update: 6 Feb 2026, 14:59 · Sara Lewis  
TRAINING [Details](#)

Actions ▾

- ✔ **Communication and accessibility**  
In progress  
Last update: 6 Feb 2026, 14:59 · Sara Lewis TRAINING
- ✔ **What matters to them**
- ✔ **Thinking ahead**
- ✔ **Diagnoses and prognosis** In progress  
Last update: 24 Oct 2025, 10:43 · Sara Lewis TRAINING
- ✔ **Symptom management plan**
- ✔ **CPR and treatment escalation decision**
- ✔ **Medications and allergies**
- ✔ **Daily activities and support needs**
- ✔ **Medical devices**

Care plan history

#### COMMUNICATION AND ACCESSIBILITY

LEWIS, Henry 🕒 15 Oct 2025 · 3m 22d 📄 NHS No: 999 955 3753 ⚠️ No information available 🔔 Patient alerts (1)

Communication aids

<input checked="" type="checkbox"/> Glasses	<input checked="" type="checkbox"/> Hearing aid
<input type="checkbox"/> Apps on mobile device	<input type="checkbox"/> Switches
<input type="checkbox"/> My Communication Passport	<input type="checkbox"/> Hearing Loop
<input type="checkbox"/> Pen and paper or white board	<input type="checkbox"/> Yes/No board
<input type="checkbox"/> My personal communication book or device	<input type="checkbox"/> Other

Please select the ways to make communication easier for the person.

Communication method

<input checked="" type="checkbox"/> Give the person more time	<input checked="" type="checkbox"/> Use short sentences
<input type="checkbox"/> Use facial expressions	<input type="checkbox"/> Makaton
<input checked="" type="checkbox"/> Talk about one topic at a time	<input type="checkbox"/> Signs and symbols
<input type="checkbox"/> Use easy read	<input checked="" type="checkbox"/> With the support of their carer
<input type="checkbox"/> Lip Reading	<input type="checkbox"/> Use a provided communication device
<input type="checkbox"/> Other	

Please select communication professionals that are required

Cancel
Save progress...
Submit

To review and submit the form, select the form name in the list of content to display the entered information. Once you have reviewed and updated the information as needed, select **submit** in the bottom right-hand corner of the form (you may need to scroll down).

## Web Portal Users

If you access the UCP via the web portal, you will see all forms you have saved *‘in progress’* on your dashboard when you first log in. You can select any item in this list to be taken directly to the form within the relevant care plan.

MY DASHBOARD

Last Viewed Patients (10)

- DEMENTIA, Barbara (Mrs.)**  
05-Apr-1945 · 80y 10m  
NHS No: 556 769 4415  
1 day ago
- LEWIS, Henry (Mr.)**  
15-Oct-2025 · 3m 27d  
NHS No: 999 955 3753  
5 days ago
- MARSHALL, Alison (Miss)**  
01-Oct-1991 · 34y 4m  
NHS No: 999 732 0921  
5 days ago
- BABY, Oliver (Mr.)**  
06-Jan-2023 · 3y 1m  
NHS No: 999 628 4743  
26 days ago
- BCYP, Lucy**  
05-Feb-2008 · 18y  
NHS No: 999 863 6108  
27 days ago
- ADAMU, Rachel (Ms.)**  
09-Apr-1987 · 38y 10m  
NHS No: 999 563 5321  
1 month ago
- SMITH, Sylvia (Mrs.)**  
25-Dec-1947 · 78y 1m

Forms in Progress (5)

- Communication and accessibility**  
In progress  
6 Feb 2026 · Sara Lewis TRAINING
- LEWIS, Henry (Mr.)**  
15 Oct 2025 · 3m 27d  
NHS No: 999 955 3753
- Diagnoses and prognosis** In progress  
24 Oct 2025 · Sara Lewis TRAINING
- LEWIS, Henry (Mr.)**  
15 Oct 2025 · 3m 27d  
NHS No: 999 955 3753
- Daily activities and support needs**  
In progress  
23 Jan 2025 · Sara Lewis TRAINING
- SMITH, Sylvia (Mrs.)**  
25 Dec 1947 · 78y 1m  
NHS No: 999 609 5428
- Diagnoses and prognosis** In progress  
23 Jan 2025 · Sara Lewis TRAINING
- SMITH, Sylvia (Mrs.)**  
25 Dec 1947 · 78y 1m  
NHS No: 999 609 5428
- Thinking ahead** In progress  
23 Jan 2025 · Sara Lewis TRAINING
- SMITH, Sylvia (Mrs.)**  
25 Dec 1947 · 78y 1m

My Patients (8)

- ADAMU, Rachel (Ms.)**  
09-Apr-1987 · 38y 10m  
NHS No: 999 563 5321
- JONES, Frank (Mr.)**  
11-May-1943 · 82y 9m  
NHS No: 999 370 4210
- LEWIS, Elizabeth (Ms.)**  
03-Jun-1969 · 56y 8m  
NHS No: 480 336 7930
- LEWIS, Henry (Mr.)**  
15-Oct-2025 · 3m 27d  
NHS No: 999 955 3753
- MARSHALL, Alison (Miss)**  
01-Oct-1991 · 34y 4m  
NHS No: 999 732 0921
- SMITH, Sylvia (Mrs.)**  
25-Dec-1947 · 78y 1m  
NHS No: 999 609 5428
- THOMPSON, Harold (Mr.)**  
11-Dec-1945 · 80y 2m  
NHS No: 999 444 3593
- WESTBURY, Michael (Mr.)**  
03-Sep-1997 · 28y 5m

Web portal users can also view which care plans contain 'in progress' forms using the Worklists functionality. After navigating to Worklists, use the filters in the top left-hand corner to display only care plans with 'in progress' forms. Full guidance on using Worklists can be found [here](#).

← User home WORKLISTS Last update: 3 minutes ago [Update now](#)

**My patients** ▾  
2 patients on the list (2 with UCP)

Filters  
 Forms in progress

Reset
Find patients on the list
Clear

Patient	Last updated	Forms saved In progress	CPR recommendation	CPR Review date	Last opened by Urgent care
<b>SMITH, Sylvia (Mrs.)</b> 25 Dec 1947 · 78y 1m NHS No: 999 609 5428	<b>Personal and professional contacts Alerts</b> 04 Jun 2025 by MILLWAY MEDICAL PRACTICE	<b>Thinking ahead</b> 23 Jan 2025 at 12:38 <b>Diagnoses and prognosis</b> 23 Jan 2025 at 12:40 <b>Daily activities and su...</b> 23 Jan 2025 at 12:44 <b>Symptom management plan</b> 26 Oct 2025 at 15:24	DNACPR	Due 4m ago	<a href="#">Remove</a>
<b>LEWIS, Henry (Mr.)</b> 15 Oct 2025 · 3m 27d NHS No: 999 955 3753	<b>Care Plan Management</b> 25 Nov 2025 by ST GEORGES UNIVERSITY HOSPITALS...	<b>Diagnoses and prognosis</b> 24 Oct 2025 at 10:43 <b>Communication and acces...</b> 06 Feb 2026 at 14:39			<a href="#">Remove</a>