



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

Introduction

In early March, 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 early March 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](#).

WORKLISTS

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
SMITH, Sylvia (Mrs.) 25 Dec 1947 · 78y 1m NHS No: 999 609 5428	Personal and professional contacts Alerts 04 Jun 2025 by MILLWAY MEDICAL PRACTICE	Thinking ahead 23 Jan 2025 at 12:38 Diagnoses and prognosis 23 Jan 2025 at 12:40 Daily activities and su... 23 Jan 2025 at 12:44 Symptom management plan 26 Oct 2025 at 15:24	DNACPR 10 Apr 2025	Due 4m ago	Remove
LEWIS, Henry (Mr.) 15 Oct 2025 · 3m 27d NHS No: 999 955 3753	Care Plan Management 25 Nov 2025 by ST GEORGES UNIVERSITY HOSPITALS...	Diagnoses and prognosis 24 Oct 2025 at 10:43 Communication and acces... 06 Feb 2026 at 14:39			Remove