

Genogram program user guide

Child protection

March 2016

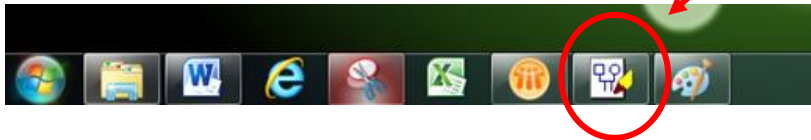



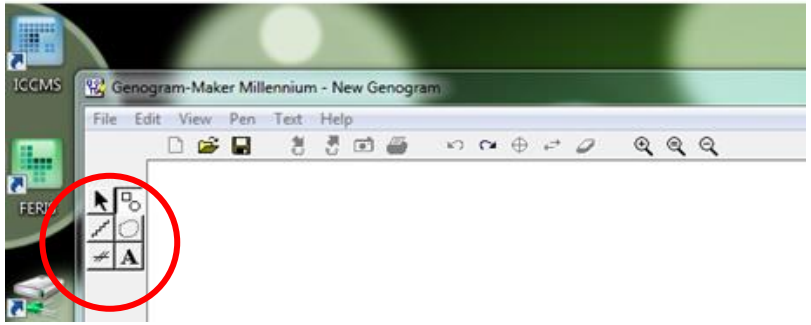
Purpose

To provide child protection practitioners with a guide to creating, editing and using the program Genogram Maker Millennium, available on departmental ultrabooks and designated desktop computers in child protection offices.

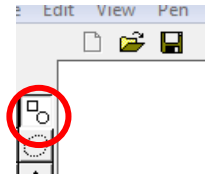
Practitioners are required to create a genogram using the Genogram Maker Millennium program, save the genogram on the ultrabook (or desktop, if applicable), and attach the file to CRIS and court reports.

This guide will provide step-by-step instructions on how to complete this process.

1. Creating the genogram

<p>Open Genoware software via your computers Start menu.</p>	
<p>The following buttons are located along the top margin of the Genogram-Maker window.</p>	<p> If, in the course of editing a genogram, you make a mistake, you can take it back, by pressing the Undo Button. Press the Undo Button many times to take back many operations.</p> <p> To remove an element from the genogram, select it, and then press the Delete Button or click on the delete button on your keyboard.</p> <p> If you just want to start over, press the New Button.</p> <p>To move an element, click on it, and drag the mouse to a new position before releasing it.</p>
<p>The <i>Tool Pad</i> is the cluster of buttons located at the top of the left margin. You use the Tool Pad to specify what will happen when you click on an empty area of the workspace.</p>	

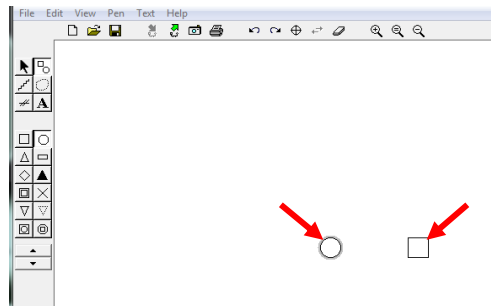
You use the *Figure Tool* to create a figure.



But you don't simply click on the workspace. Instead, you drag the mouse from some empty space to the place where the new figure is to appear.

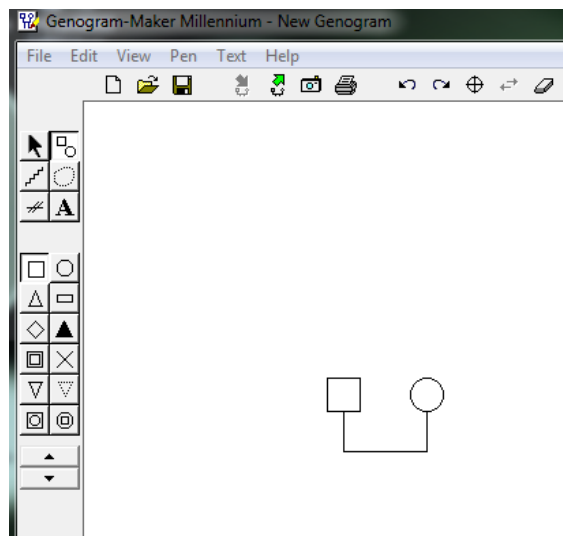
If you drag to the left, the new figure will be male.

If you drag to the right, the new figure will be female.



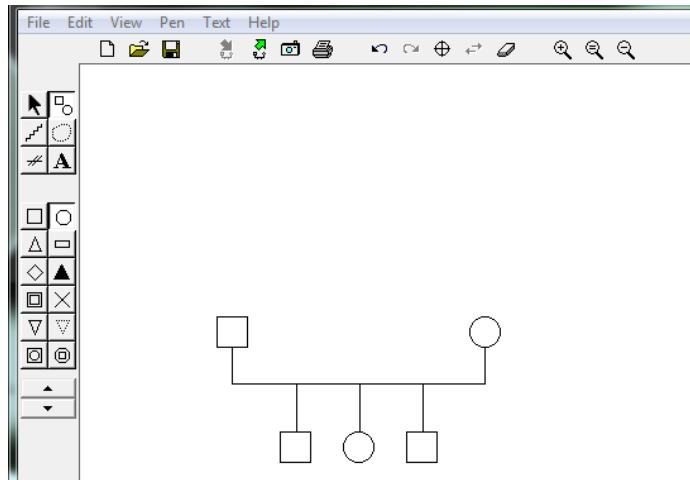
To create family relationships

- create a figure to represent a person
- click on the shape button to select and click on the page to create a shape
- place the cross shaped cursor just beneath the figure just created
- depress and HOLD DOWN the left button on your mouse
- while HOLDING DOWN the left mouse button, slide the cursor up until it touches the bottom of the figure
- a spouse and marriage line will be AUTOMATICALLY CREATED

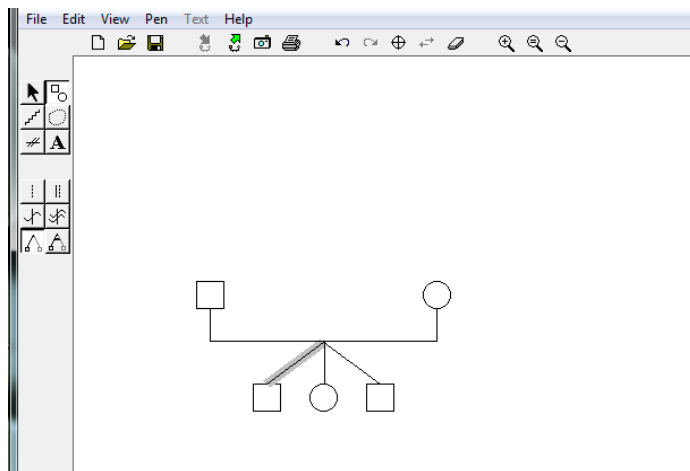
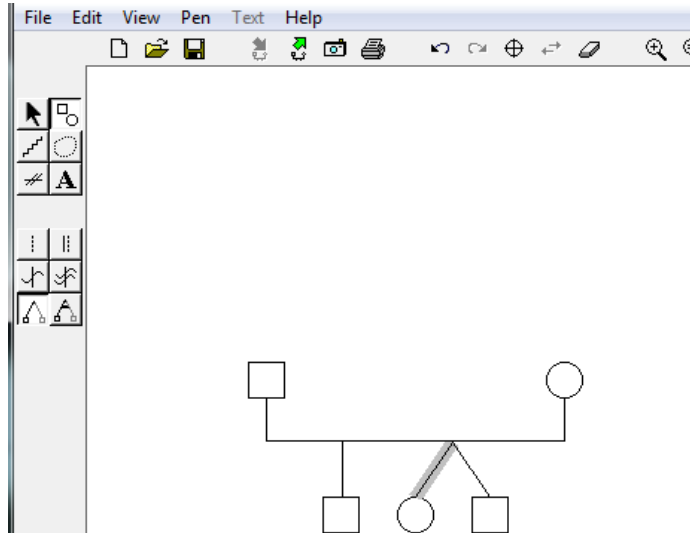


To create children

- place the cursor just below the horizontal portion of the marriage line
- depress and HOLD DOWN the left mouse button
- while HOLDING DOWN the left mouse button slide the cursor up until it touches the horizontal portion of the marriage line.
- repeat the process to create all children in the family dragging left or right to create male or female children.



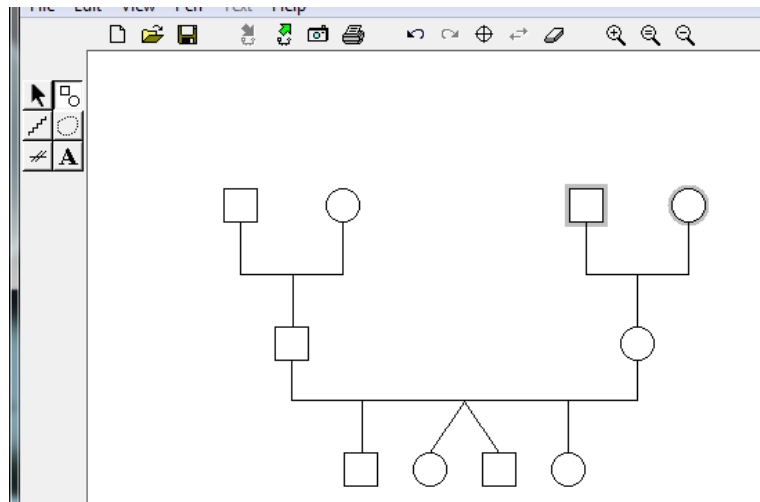
- To create twins, create one child first and then highlight relationship line this will display a new set of icons. Select the twin icon and this will join the siblings from the left to the right. You can identify identical twins or join a third child for triplets



To create parents/grandparents above an existing figure

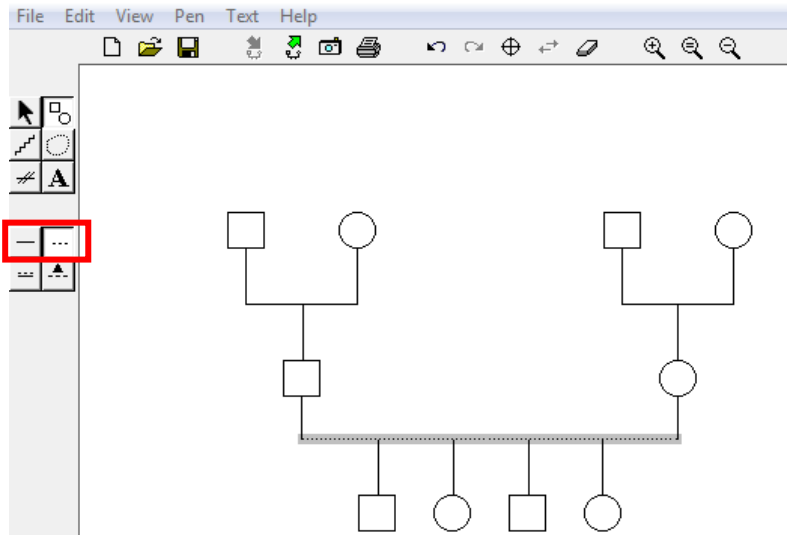
- place the cursor just ABOVE an existing figure
- depress and HOLD DOWN the left button on your mouse

while HOLDING DOWN the left button, slide the cursor DOWN until it touches the existing figure parents will be AUTOMATICALLY CREATED



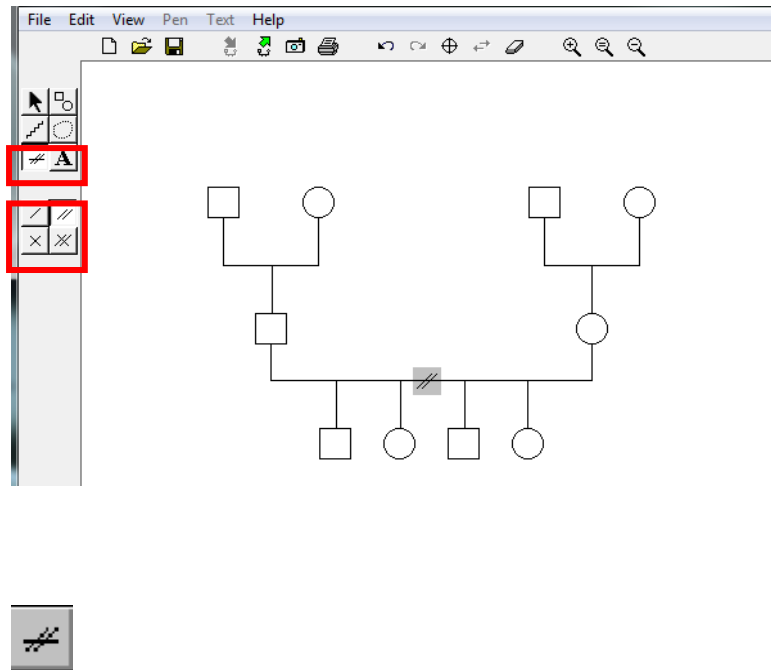
To create the relationship between the parents

- place the cursor so it JUST TOUCHES the horizontal portion of the marriage line
- depress and release the left mouse button on your mouse and you should see the marriage line highlighted.
- A new set of marriage status buttons appeared at the left of the work space.
- left mouse on the button that describes the state of the marriage / relationship you want to depict
- the marriage line should show the line pattern representing the state of the marriage/relationship.
- select the dotted line for a defacto or living together relationships or the solid line for marriage



Create symbols for divorce, separation, etc.

- click on the "Separation-divorce-reconciliation" button (horizontal line with two diagonal lines through it) in the tool pad at the top left of the screen just outside the white work space
- place the cursor so it JUST TOUCHES the horizontal portion of the marriage line
- depress and release the left mouse button on your mouse and you should see a diagonal line appear within a grey shaded box
- a new set of "property" buttons has now appeared at the left of the work space
- select according to known relationship status i.e. married/divorced/separated/de facto/living together/remarried/getting back together after divorce



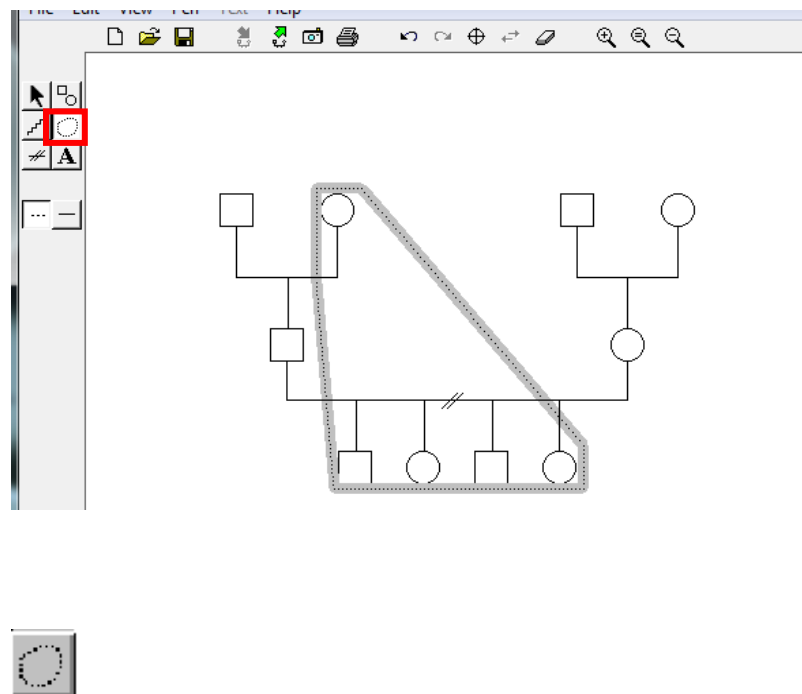
Create symbols for households

A household designates a collection of figures living together.

The colour and thickness of a household boundary can be modified from the Pen Menu.

To create a household, select the Household Tool from the Tool Pad. Then drag the mouse around a circuit, enclosing a collection of figures that live together.

To modify a household, drop the mouse on its boundary, then drag it along the corrected path, making sure to release the mouse where the correction rejoins the boundary. If you don't get it right the first time, delete the household line by highlighting and delete and try again

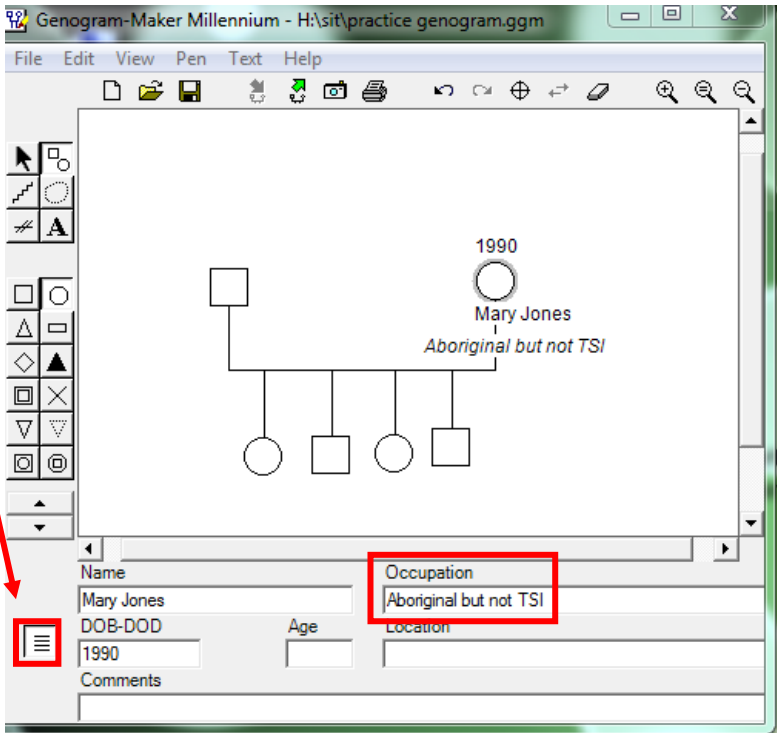


2. Illustrating the client or a family member is Aboriginal and/or Torres Strait Islander

To enter a person's Aboriginal and/or Torres Strait Islander status on the genogram

- Click on the icon for the person in the genogram and select to add information.
- Enter the person's Aboriginal and/or Torres Strait Islander status in the 'Occupation' box. This will appear as a text box that can be moved as necessary to ensure this information is readily accessible and does not obscure other information.

NB. There is no specific space to record cultural identity, however it is critical that Aboriginal and/or Torres Strait Islander status is recorded accurately and included on the genogram.



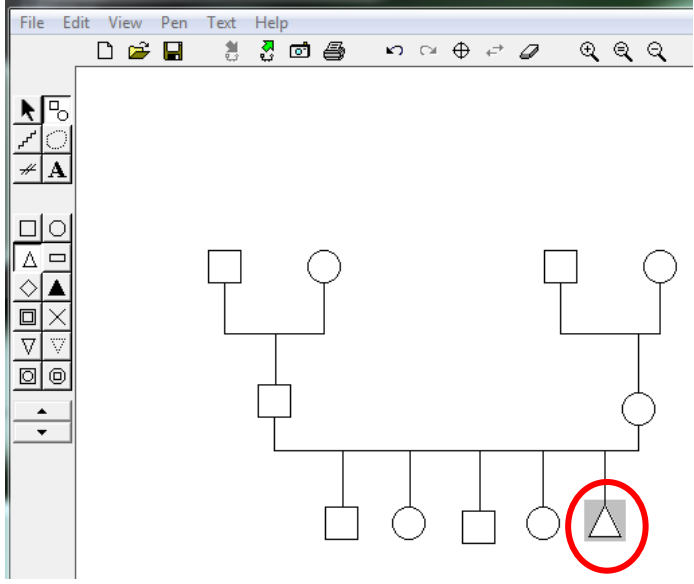
3. Specifying children's profile

To create a pregnancy

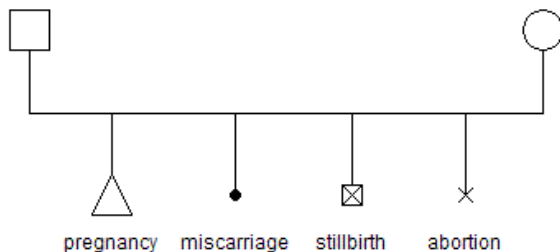
To create a pregnancy


- place the cursor just below the horizontal portion of the marriage line
- depress and HOLD DOWN the left mouse button
- whilst HOLDING DOWN the left mouse button slide the cursor up until it touches the horizontal portion of the marriage line.
- Click on the newly created child and click on the pregnancy symbol in on the left hand tool bar menu.

repeat the processes listed above if this is multiple pregnancy



To create a miscarriage, stillbirth or abortion



To create any of the figures shown above, first create a child, using the Figure Tool . Select the child by clicking on it.

To create a miscarriage,

- Use the property pad to make the figure into a circle.
- Use the Pen Menu to set its Fill Colour to black.
- Use the Pen Menu to set its Figure Size to tiny.

To create a stillbirth,

- Use the property pad to place an X on the figure.
- Use the Pen Menu to set its Figure Size to small.

To create an abortion,

- Use the property pad to place an X on the figure.
- Use the Pen Menu to set its Figure Size to small.

- Click repeatedly on the shape, until the figure's shape disappears.

4. Adding names, ages, and critical dates

NAMES

You must enter the given and family names of all people included in the genogram.

AGES

You must add the Date of Birth (DOB) of all people included in the genogram. Adding the age is possible, but you will also need to date the genogram.

To enter names, ages or critical dates as a 'comment' into the genogram

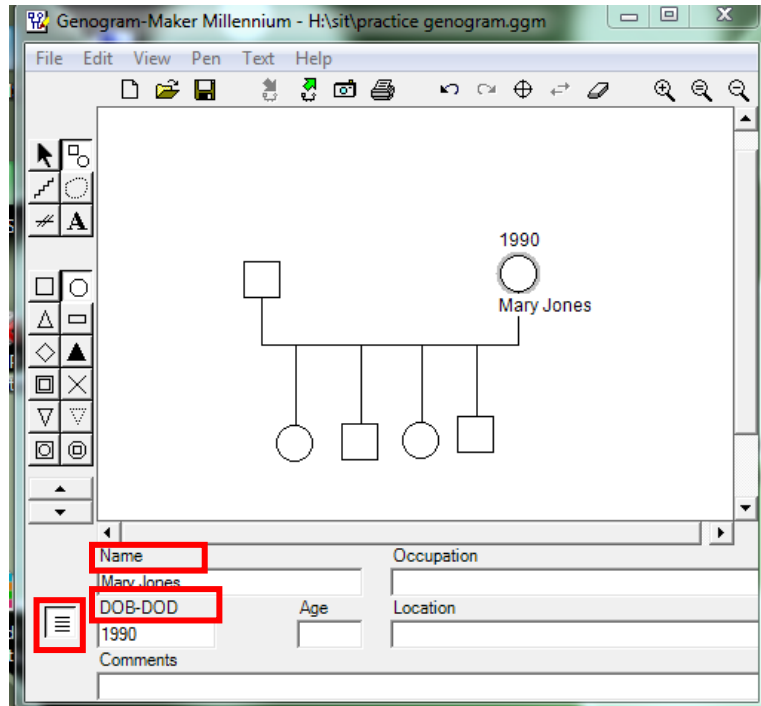
- click on the icon for the person in the genogram and fields will be displayed in the grey space below
- you can now enter the name, DOB, Aboriginal status and other comments for the person.

If the text boxes are not visible, click on the text box icon in the bottom left of your screen to make this visible.

These populate in text boxes in the genogram and can be moved to convenient locations as required.


CRITICAL DATES

You may choose to enter a key date but please keep this to a minimum. e.g. If a couple married in 1975 and separated in 1985, this would be 'm 1975 s 85'



Note: Practitioners may develop more detailed and complex genograms at times, for example, mapping protective concerns, perpetrators, RSO status, intergenerational issues, child protection involvement, CRIS numbers etc. These can be used in supervision and consultations with internal staff such as practice leaders and principal practitioners, a tool to aid assessment. These versions, however, while a useful representation for practitioners, are not to be provided to families or magistrates with the Court reports. These should be recorded on CRIS with a file name that clearly identifies that they are not for distribution.

5. Copying and pasting your genogram into another document.

<p>Save the Genogram file</p> <p>Click on File and select Save As</p> <p>Open a new folder on your Ultrabook H drive and create a file name such as Family name, and CRIS number of oldest child. "Smith_genogram_52067600_v1"</p> <p>Saving a file in this format will ensure that you can locate them again for any future updates.</p> <p>Attach a dated copy of the genogram to the CRIS file.</p> <p>Make sure a copy of the genogram is provided with all relevant reports.</p> <p>Ensure you delete the file from your ultrabook when you transfer or close a case.</p>	 <p>The screenshot shows the 'Genogram-Maker Millennium - New Genogram' window. The 'File' menu is highlighted with a red circle. The menu options are File, Edit, View, Pen, Text, and Help. The toolbar below the menu includes icons for file operations like Open, Save, Print, and Undo, as well as drawing tools like a selection tool, a line tool, and a text tool. The background of the window is a blurred green and white pattern.</p>
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6. Deleting your off-line genogram from your ultrabook

When transferring or closing a case, return to the folder where your off-line genogram is saved. Delete the file.

7. Communication of genograms to the Children's Court and clients

Children's Court

Magistrates will need to be provided with the one page summary of the symbols used in the genograms.

