



Audit Process for All Managers V1.3

Document	Audit Process for All Managers
Purpose	A step by step guide for each audit task on Caredirector
Version	V1.3
Owner	ICT Business Transformation Team / Adults System Support

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How to find a Person Record (Service User)

1. Select the **Person Search** icon on the **Navigation Menu**



2. This will show different fields that you can search for a **Service User** with. An example is if you type **Training** into the **First Name** field then select **Search** or press Enter on your keyboard.

← +	Person Search	
First Name		
Training	3	
Middle Nam	ne	
Last Name		
Stated Gend	der	
		~
NHS No.		
DOB		
		Ê
Use Date	e of Birth Range	
Date of Birt	h From	-
Date of Birt	h To	
Clear Filters	s Search	



3. This will show a list on the right-hand side of all available **Service Users** with their first name being **Training**.

Hazard/Risk	ld	<u>First Name</u> ≟↓	Last Name ≟↓	Preferred Name	DOB	Stated Gender	Age	NHS No.
No	444344	Training	Five		06/05/1991	Female	31	
No	444343	Training	Four		06/01/1979	Male	43	
No	444340	Training	One		09/07/1949	Female	73	
No	444345	Training	Six		15/03/1972	Female	50	
No	444342	Training	Three		15/08/1956	Female	66	
No	444341	Training	Two		24/12/1982	Male	39	

4. You can also search via a wildcard - **First Name** to **Tra***. Then select **Search** or Enter on your keyboard.

т	r erson search	
First Name		
Tra∜		
Middle Name		
Last Name		
Stated Gender		
		~
NHS No.		
DOB		
		#
Use Date of	Birth Range	
Date of Birth F	rom	
Date of Birth To	0	



5. This will bring up all **first names** beginning with **Tra** then the * fills in the rest with potential results. Such as **Tra**cey or **Tra**vis. This is called a wildcard and can be placed at any location of the word.

Hazard/Risk	ld	<u>First Name</u> ≟↓	Last
No	344560	Tracey	Adar
No	346593	Tracey	Adey
No	236165	Tracey	Akro
No	243350	Tracey	Allan
No	267010	Tracey	Alling
No	421186	Tracey	Anas
No	217711	Tracy	Ancil
No	245949	Michelle	Ande
No	268768	Tracey	Ande
No	247617	Rita	Ande
No	441973	Tracey	Angı

6. Something you may have noticed is this Tra* search result has brought back names such as Rita or Michelle. This is because their Alias or Preferred name is set to something beginning with Tra. This can be found either in the Preferred Name column on that screen or within their Person Record > Menu > Other Information > Aliases.





 Another feature is Use Sounds Like button. This will allow you to search for the name of the person, but it will show names that sounds like the name written. If you type Tracy into the First Name field and then scroll down to Use Sounds Like and checkbox it, then select Search or enter on your keyboard.

- T		
L		
Property No		
Street		
Vlg/District		
T (0'1		
Town/City		
County		
Postcode		
Phone		
🗹 Use Sounds I	_ike	
Include Inact	ive?	

8. It will bring back search results that sound like Tracy.

Hazard/Risk	ld	<u>First Name</u> ≟↓
No	344560	Тгасеу
No	346593	Tracey
No	263494	Theresa
No	12123	Tariq
No	33845	Teresa

- 9. Select from the list on the right-hand side. This will open their **Person Record.**
- 10. This is how you search for a **Person Record**.



Difference between Contact/ Case / Person Record

- 1. The main difference between these three constructs of Caredirector is the process in which Wakefield Council utilises them in their process.
- 2. A **Contact** is the first initial contact between Wakefield Council and a Service Users referral. This is dealt with by Customer Services/ Adults Triage but a few teams such as Hospital Social Work team can deal with this initial contact too.
- 3. This Contact is inputted into the system via **Workplace > My Work > Contacts**.



4. Once selected it will show a list view of all Contacts with different Status. These Status's define the triage decision, of if this needs to be escalated to a Case and given a responsible user/ worker by the council or if it is not eligible and has been dealt with then without the need of a Case.



D 🗟 🗘 🎝 🗄	Contact: Initial contact for	r Matthew TESTLamming r	eceived 09/12/2022 referred by Family member or friend	(
FLAMMING,Matthew (Id: 444316) Perso	on Record		Born: 13/07/1989 (33 Yea	ars) Gender: Male NHS No:
nouns:				<
Deteile				
enu V Details				
Contact Information				
Contact Id*			Responsible Team*	
CON-36			Adults Triage Team	Q
tegarding			Responsible User	
Matthew TESTLamming		Q		Q
Date/Time Contact Received*			Contact Type*	
09/12/2022	11:43	0	Initial contact	XQ
Contact Source				
Contact Source*			Contact Made By (Free text)	
Family member or friend		X Q		
Contact Made By				
		Q		
s the Person/Group aware of the Contact?*			Does Person/Group agree/support this Contact?*	
Yes		~	Yes	~
s Parent(s)/Carer(s) aware of this Contact				
		~		
N.O.K/Carer aware of this Contact?				
Yes		~		
Contract Dataila				
Lontact Details				
Contact Reason *			Presenting Need*	
A - Assessment of needs		XQ	info	
resenting Priority*			Additional Information	
*Initial contact- to be determined		XQ		
Contact Status and Outcomes				
service status and outcomes				
Contact Status*			Route of Access	
New Contact		X Q		Q
Contact Outcome			Other Actions	
		Q		
riority Of Referral				
riority Of Referral		Q	Date/Time Contact Assigned	
riority Of Referral		Q	Date/Time Contact Assigned	0
viority Of Referral		Q	Date/Time Contact Assigned Contact Summary	C

5. In the Contact stage, there is no Person Record or Case Record created for this individual. There may be situations where the Person Record is already available on Caredirector as they have had a prior Case with us. Which we can put in the Regarding field, but no Case information has been created.

 Inside of the Contact, there is limited information about the person and what the referral is about. Activities can be made and dealt with via the Menu > Activities on a Contact but a Contact is the first stage.

←	٦		٥	2 , : C	contact: Initial contact for	Matthew TESTLamm	ing received 09/12/20	22 referred by Family me	mber or friend	
TESTL	AMMING	<u>G,Matthe</u>	<u>ew (Id: 4</u>	44316) Person R	ecord					Born: 13/07/1989 (33 Years
Pronc Prefe	uns: rred Nan	ne:								
Ме	nu 🔨		etails							
	Relate	d Items	ĺ	Appointments	Case Notes	Emails	Letters	Q Phone Calls	e Tasks	
	Activit	ies								

7. After the Contact, if it is triaged and a Case is created for it. This requires a Person Record to be created and a Case record relating to this contact. A Person record is considered the centralised hub for all information regarding the service user. It will have the person's information, any service provisions, financial assessment and more – this is far more extensive than a contact or case. Once a contact has been triaged into a case, the contact then becomes a part of the Person Record.

Caredirector 🟠 Ho	me 📋 Workplace 🗸	😥 Settings 🗸					Q B & (🕑 🌅 CareDirectorTes
< / ∳ Ø	Person: Matthew T	ESTLamming						0
TESTLAMMING.Matthew (ld: 44- Pronouns: Preferred Name:	4316) Person Record						Born: 13/07/1989 (33 Years) G	iender: Male NHS No: 🗸
Menu 🔨 Timeline	Summary Profile	Cases Service	s Document View	All Activities				
Activities		Q	10	R	0	B	.	4
Related Items	Addresses	Alerts And Hazards	Allegations (Alleged Abuser)	Allegations (Alleged Victim)	Attachments	Audit	Complaints And Feedback	Contacts
Health	Forms (Person)	Primary Support Reasons	Subject Access Requests					
Mental Health Act								
Work and Education								
Other Information								
Finance								
Care Network								

8. Whereas the Case, holds information regarding what is required for the case. Any forms that have any packages of care assigned to them or what the detail of the referral is.



人 Caredirector 🎧 Home 🗂 Workplace 🗸 🕸 Settings 🗸	🔍 🎚 🛠 🕲 🧔 CareDirectorTest
← 🖬 🔂 🎝 🎝 : Case: Tom, TEST - (21/06/2022) [CAS-000001-0087]	0
TOM,TEST (Id: 444267) V Person Record	Born: 21/06/2022 (29 Weeks, 3 Days) Gender: Male NHS No: 🗸
Pronouns: Preferred Name:	In the second se
Menu V Timeline Details	
Contact Details	
Case No*	Contact Received By*
CAS-000001-0087	Shannon Hey Q
Person*	Contact Reason*
TEST Tom Q	A - AMHP Assessment Q
Case Date/Time*	Presenting Priority
20/09/2022	٩
Initial Contact	Referral Reason
Q	
Date/Time Contact Received *	Additional Information
20/09/2022	
Cankash Carisan Janghadi	

9. This is the main difference between the three. How it is used within the process and how much and what information each holds.



Case Audit Process

- Caredirector has a person record, a case record and service provision records available. These can be checked individually for forms, activities, attachments, or it can be viewed together. The way you do, is completely up to you and I have included how to find these specifics later in the guide. However, this has been shown to be helpful when collating together all information together.
- 2. Find the person record, then from this record it will have the tabs **Case**, **Services**, **Document View**, and **All Activities**.



a. **Cases** will show each individual case that this person has been allocated with. This can be selected and looked through separately.

	Caredirector	ы	ome 💾 Workplace 🔨	/ ĝ Settin	gs 🗸				€	ł	\Diamond	€		CD VE	Team
←	1 4	Ø	Person: Jayne Tes	t											?
TEST	Jayne (Mrs) (Id: 4	<u>00004)</u>	 Person Record)				Born: 06/06/1996 (26 Yes	ars) Gender	: Fem	ale NI	HS No:	777 08	0 6534	\sim
Pror Pref	ouns: She/Her erred Name: Jayr	ne			_					$\langle \! \rangle$	0	d (3 6		-
м	enu 🗸 🗸 T	imeline	Summary Prof	ile Cases	Services	Document	View All Ac	tivities							
+	+ 如 ∅ 𝔄 𝓌 : Cases														
Re	elated Records			~			Search for reco	ords						Q	S
	Responsible Tea	am	Responsible User	Case D	ate/Time ₹↓	<u>Case Sta</u>	<u>itus</u>	<u>Contact Reason</u> ≟↓	Case No			ļ	Present	ing Pric	<u>ority</u>
	CD V6 Team			20/02/2	023 00:00:00	WDDAS	Assign for Tria	A - Adult Safeguarding	CAS-0000	001-470)7				Î
	CD V6 Team			22/12/20	022 00:00:00	Closed L	Inder Review	A - OT assessment	CAS-0000	001-205	6				
	CD V6 Team			14/12/20	022 08:20:00	WDDAS	Assign for Tria	A - Adult Safeguarding	CAS-0000	001-177	9				
	AMHP Coordina	ator	Ruth Lalor	30/11/20	22 16:08:00	Closed		A - AMHP Assessment	CAS-0000	001-1139	•	1	Pending	g Decisi	on
	AMHP Coordina	ator		17/11/20	22 14:36:00	Closed 8	Logged As En	A - Advice and informat	CAS-0000	001-113	7		Priority	1 - Urge	nt



viakefieldcouncil working for you

	Ca	aredirector 🎧 H	ome 🖰 Workpla	ce 🗸 🔞 Setti	ngs 🗸				€	<u>ال</u>	x 🖸	٢	CD V6	Team
÷		1 4 0	Person: Jayne	e Test										?
TEST	<u>Jayr</u>	ne (Mrs) (Id: 400004)	Person Reco	ord			Bo	orn: 06/06/1996 (26 Years)	Gender:	Female	NHS NO	o: 777 080	0 6534	\sim
Pror Pref	ouns	s: She/Her I Name: Jayne							<	8 !	d	3 &		*
м	enu	✓ Timeline	Summary	Profile Cases	Services	Document View	All Activities							
+	latec	Service Provisions	4 : Se	ervice Provision	~	Sea	rch for records						Q	S
	<u>I</u>	Person	Status	Planned St 🗤	Planned End	Actual Star 🗳	Actual End D	Service Element 1	Service	e Elemen	t 2	Finance	e Clien	<u>Pr</u>
	1	Jayne Test	Cancelled			12/03/2018	19/03/2018	Adult Residential Care	Respite	e for Clier	nt	Older P	People	A
	2	Jayne Test	Booking Request			21/08/2022		SDS - Managed Acco	Day Ca	are				
	2	Jayne Test	Draft			26/10/2022		SDS - Managed Acco	Home	Care				Ir
	2	Jayne Test	Cancelled			15/12/2022		Advocacy	Advoca	acy				A

c. **Document View** will show all **Forms**, **Attachments**, and **Letters** that has been linked to this person. For example, if there are 5 cases available – rather than selecting each case to look at each form separately. Document view will show all forms that all 5 cases have in one collective space.

\rm Caredirector 🎧 Home 🗂 Workplace 🗸	ĝi Settings ∨	Q	A A	€	0	D V6 Team
← / ∮ & Person: Jayne Test						0
TEST, Jayne (Mrs) (Id: 400004) Y Person Record		Born: 06/06/1996 (26 Years) Gender	: Female I	HS No: '	777 080 6	534 🗸
Pronouns: She/Her Preferred Name: Jayne			< 😼	a 🤇	3	ei 🏄
Menu V Timeline Summary Profile	Cases Services Document View All /	Activities				
🛃 🗗 Document View						
Common Filters Date From 04/02/2023 Date To 04/04/2023 Profession Type	 FORMS CASE FORM CASE FORM CASE FORM CAUITS Mental Capacity & amp: Best Into CAUITS Mental Capacity & Adult Continuing Healthcare Checklist, CAUIT Continuing Healthcare Checklist, CAUIT Continuing Healthcare Checklist, CAUIT Continuing Healthcare Checklist, CAUIT Continuing Healthcare Checklist, 	rrest. Start Date: 30/03/2023, Status: Open arest. Start Date: 30/03/2023, Status: Open Start Date: 28/03/2023, Status: Open Start Date: 21/03/2023, Status: Closed 07/02/2023, Status: Open				
Q	□ 🕎 🕹 Adult Conversation Record 1. Start Date	: 07/02/2023. Status: Closed				



d. **All Activities** works the same way document view does except for all types of activities available.

Caredirector 🎧 Home 🗂 Works	olace 🗸 🔞 Settings 🗸	Q 🛃 🛠 🕑	CD V6 Team						
🔶 🖋 🥊 🤗 Person: Jay	/ne Test		?						
TEST.Jayne (Mrs) (ld: 400004) V Person Record Born: 06/06/1996 (26 Years) Gender: Female NHS No: 777 080 6534 V									
Pronouns: She/Her Preferred Name: Jayne		I I I I I I I I I I I I I I I I I I I	الج 💼 ک						
Menu V Timeline Summary	Profile Cases Services Document Viev	All Activities							
🖨 🖬 🗗 All Activities									
Keyword	Regarding <u>Subject</u> Activity	Status Start/Due Date Actual End	Case Not 📃						
	Adult Continuin CHC Checklist to Task	Completed 21/03/2023 00:00	Yes						
Activity Type	Adult Care and S Support - Tasks t Task	Completed 14/03/2023 00:0	Yes						
All 🗸									
Date Type									
Created Date 🗸									

 Document View will show results from the past two months – this is shown on the left-hand side via the filters. This can be changed to what you would like to show. However, to see an overview select Document View, select Clear Filters then Search. From there, select whatever form you would like to see from the right-hand side.

Caredirector 🎧 Home 🗂 Work	(place ∨ ĝ Settings ∨	🔍 🖳 🛠 🔁 킻 CD V6 Team
🔶 🖌 🖣 🔗 Person: Ja	ayne Test	0
TEST,Jayne (Mrs) (Id: 400004)	Record Born: 06/06/1996 (26	5 Years) Gender: Female NHS No: 777 080 6534 🗸
Pronouns: She/Her Preferred Name: Jayne		🚸 🛂 🖉 💩 🍓
Menu V Timeline Summary	Profile Cases Services Document View All Activities	
🛃 🗗 Document View		
Common Filters		
Date From	다. Adults Mental Capacity & amp: Best Interest. Start Date: 30/03/2023	, <u>Status: Open</u>
m	🗆 🔄 🛃 Adults Mental Capacity & amp; Best Interest, Start Date: 30/03/2023	, <u>Status: Open</u>
Date To	🗆 📮 🕁 Adult Continuing Healthcare Checklist, Start Date: 28/03/2023, Stat	tus: Open
m	🗆 📮 🕁 Adult Continuing Healthcare Checklist, Start Date: 21/03/2023, Statu	us: Closed
Profession Type	🗋 🔄 🕁 Adult Interim Support Plan, Start Date: 07/02/2023, Status: Open	
Q	🗋 📑 🕁 Adult Conversation Record 1, Start Date: 07/02/2023, Status: Closed	
	🗆 📑 🕁 Adult Care and Support Plan, Start Date: 07/02/2023, Status: Open	
Form Filters	🗆 📑 🕁 Adult Care and Support Plan Review. Start Date: 07/02/2023. Status	s: Open
Close Eiltore	Adults Telecare Referral Form NEW. Start Date: 07/02/2023. Status:	<u>Open</u>



4. All Activities will show results from the past one month by default – this is shown on the left-hand side via the filters. This can be changed to what you would like to show, and it can be filtered to which type of activity and who is the responsible user for example. However, to see an overview select All Activities, select Clear Filters then Search. Under the regarding field, it will show which case (it could be on the person record – this is only done if there were no case records when the activity was placed) it is linked to. Select whichever activity you would like to view from the list on the right.

人 Caredirector 🎧 Home 🗂 Wor	rkplace 🗸 🔞 Settings 🗸	/			Ð. 8		© 🤇	D V6 Team
🔶 🖍 🦸 🔗 Person: J	layne Test							?
TEST, Jayne (Mrs) (Id: 400004) Pronouns: She/Her	Record			Born: 06/06/1996	(26 Years) Gender: Fe	male NH	5 No: 777	080 6534 🗸
Preferred Name: Jayne						> -0 8	🦉 🕒	6 📑 😤
Menu 🗸 Timeline Summary	Profile Cases Se	ervices Docume	nt View All Activ	vities				
🖨 📮 🗗 All Activities								
Keyword	Regarding	<u>Subject</u>	Activity	<u>Status</u>	Start/Due Date	Actual E	nd	Case Not
	Adult Continuin	CHC Checklist to	Task	Completed	21/03/2023 00:00			Yes
Activity Type	Adult Care and S	Support - Tasks t	Task	Completed	14/03/2023 00:0			Yes
All ~	Test, Jayne - (06/	Test SLT creatin	Task	Open	27/02/2023 08:4			No
	Jayne Test \ Attl	Service provisio	Task	Completed	24/02/2023 00:0			Yes
Date Type	Adult Conversati	Support - tasks t	Task	Open	22/02/2023 00:0			Yes
Created Date ~	🗸 🗆 Adult Conversati	Support - tasks t	Task	Open	22/02/2023 00:0			Yes
From	Adult Conversati	Support - tasks t	Task	Open	22/02/2023 00:0			Yes
m	Adult Conversati	Support - tasks t	Task	Open	22/02/2023 00:0			Yes
То	Adult Conversati	SD Support - tas	Task	Completed	22/02/2023 00:0			Yes
	Adult Conversati	Support - tasks t	Task	Completed	22/02/2023 00:0			Yes
	Test, Jayne - (06/	New Occupation	Task	Completed	22/02/2023 00:0			Yes
Clear Filters Search								
2 2								

5. Together, brings forward a chronological picture of the cases and service provisions that this person has had a journey with. Beyond in this guide will show individual areas of the Case if required.



How to find a Form

- 1. There are two types of Forms available on Caredirector:
 - a. Form (Person)
 - b. Form (Case)
- 2. (Person) being a Form located on the Person Record (Service User).
- 3. Locate the relevant Person Record and then **Menu > Related Items > Forms** (Person).



4. Once selected, it will open a list view of all existing Forms linked to a person record.

Menu 🗸	Timeline Summary	Profile Cases	Services	Document View All Activities	
+ 💵 🗶	🗑 🛛 Forms (Pe	erson)			
Related Records	~			Search for records	QG
Due Date	Form Type	Start Date	Status	Responsible User Responsible Tea Created By	Created
			E	V jii	
			NO RE	CORDS	
			No results for this	; were found s screen.	

5. The primary location to find Forms linked to a Case is via the Form (Case) option.

6. Locate the relevant Case Record and then **Menu > Related Items > Forms** (Case).

\rm Caredirector 🛛 🔓 Hon	ne 📥 Workplace 🕚	✓ 🐼 Settings ∨			€ 2 <	ζ
← : Case: Tom, T	EST - (21/06/2022) [0	CAS-000001-0010]				
TOM,TEST (ld: 444267)	Person Record			Born: 21/06/20:	22 (29 Weeks, 3 Da	iy: <
Menu A Timeline	Details					
Activities	1	٢	Ø			
Related Items	Actions	Adult Safeguarding	Attachments	Audit	Conferences/Mee	iti
Other Information	Forms (Case)	Involvements	Rinvolvements History	Joint Case Members	Status Histor	У

7. When selected, it will show all Forms linked to that selected Case.

4	Case: Tom,	TEST - (21/06/2022) [CAS-000001-0010]				?
TOM	1, <u>TEST (Id: 444267)</u>	V Person Record		Born: 21/06/	2022 (29 Weeks, 3 Days) Ger	nder: Male NHS No: ∨
Pror Pref	nouns: erred Name:					腸 🍳 🗿 🐁
м	enu 🗸 🛛 Tim	neline Details				
+	SII 2./	Forms (Case)				
Re	elated Records 🛛 🗸		Search f	or records		Q 3
	Due Date	Form Type	Start Date	<u>Status</u>	Responsible User	Responsible Team
	20/12/2022	Occupational Therapy Conversation Record	10/11/2022	Closed	Scott Simpson	CareDirectorTest
	20/12/2022	Occupational Therapy Conversation Record	10/11/2022	In Progress	Scott Simpson	CareDirectorTest
	18/11/2022	Financial Assessment Referral - Respite V1	17/11/2022	In Progress	Scott Simpson	CareDirectorTest
	11/11/2022	Adult Care and Support Plan	09/11/2022	In Progress	Scott Simpson	CareDirectorTest
	23/06/2022	Adult Care and Support Plan	21/06/2022	Closed		CareDirectorTest
		AMHP Report Form	03/10/2022	In Progress	Scott Simpson	CareDirectorTest

8. With both lists, select the appropriate row containing the desired form, this will navigate you to the Form details section. This section is the instructional step of "instructing" Caredirector which form you want the system to open. This area shows SALT Details, the Status in which the form is in and who is the responsible worker/ team but not the contents.



🖬 🗟 🖍 📮 🤅 Form (Case): Adult Care a	and Support Plan for Tom,	EST - (21/06/2022) [CAS-000001-0010] Starting 09/1	1/2022 created by Scott Simpson
M.TEST (Id: 444267) Person Record		Born: 21/06/2	022 (29 Weeks, 3 Days) Gender: Male NHS No:
nouns:			(A) 🛂 💁 🙆 🤷
General			
Case*		Responsible Team *	
Tom, TEST - (21/06/2022) [CAS-000001-0010]	Q	CareDirectorTest	9
Form Type*		Responsible User	
Adult Care and Support Plan	Q	Scott Simpson	× a
Status*		Due Date	
In Progress	~	11/11/2022	Ê
Start Data#		Periou Date	
09/11/2022	66		A
05112022			
Preceding Form	0		
=	Q		
Additional Information			
Sanarata Ascassmant		Combined Carer Assessment	
Separate Assessment		Ves	
 No 		 No 	
- Carer Dealined Assessment		Joint Cover	
		Joint Carer	(
 No 			
Delay Reason		New Person?	
	0	⊖ Yes	
	Q	No	
Target Start Date	Q	No Terminated Date	
Target Start Date		No Terminated Date	Ĩ
Target Start Date Trigger Date		No Terminated Date	(iii)
Target Start Date		No Terminated Date	Ê
Trigger Date Trigger Date Actions/Outcomes		No Terminated Date	Ê
Trigger Date Trigger Date Actions/Outcomes Actions/Outcomes Actions/Outcom Actions/Outcom Responsible Tea Cre	ated By Create	e No Terminated Date	
Trigger Date Trigger Date Actions/Outcomes t III IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	ated By Create	e No Terminated Date d On Modified By Modified On	Ê
Target Start Date Trigger Date Actions/Outcomes t I I I I I I I I I I I I I I I I I I I	ated By Create	No Terminated Date	
Target Start Date Trigger Date Actions/Outcomes Actions/Outcom. Actions/Outcom. Responsible Tea Cre	ated By Create	e No Terminated Date d On Modified By Modified On CORDS	
Target Start Date Trigger Date Actions/Outcomes Actions/Outcom. Actions/Outcom. Responsible Tea Cre	ated By Create No REL No results for this	No Terminated Date	
Target Start Date Trigger Date Actions/Outcomes Actions/Outcom Actions/Outcom Responsible Tea Cre	ated By Create NO RE No results for this	Terminated Date	
Target Start Date Trigger Date Actions/Outcomes Actions/Outcom Actions/Outcom Responsible Tea Cree	ated By Create NO RE No results for this	Terminated Date	0-0
Target Start Date 'rigger Date Actions/Outcomes + Image: Image	ated By Create No RE No results for this	e No Terminated Date d On Modified By Modified On CORDS were found screen.	0-0
Target Start Date Trigger Date Actions/Outcomes Actions/Outcom Actions/Outcom Responsible Tea Cre	ated By Create NO RE No results for this	Terminated Date	۴
Actions/Outcomes Actions/Outcom. Actions/Outcom. Responsible Tea Cre I Page1 Cloning Information	ated By Create NO RE No results for this	Terminated Date	
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Target Start Date Trigger Date Actions/Outcomes	ated By Create NO RE No results for this	Terminated Date	6/2022) [CAS-000001-0010] Starting 21/0
Target Start Date Trigger Date Actions/Outcomes Actions/Outcom Actions/Outcom Responsible Tea Cre It I Page1 Cloning Information s Coned? Yes No	ated By Create NO RE No results for this	Terminated Date Terminated Date d On Modified By Modified On CORDS were found screen. Cloned From Cloned From Cloned From	6/2022) [CAS-000001-0010] Starting 21/0
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Target Start Date Trigger Date Actions/Outcomes Actions/Outcom. Actions/Outcom. Responsible Tea Cre Actions/Outcom Actions/Outcom Responsible Tea Cre Cloning Information ts Cloned? Yes No SALT Details SALT Activity Type	ated By Create NO RE No results for this	Terminated Date Terminated Date	6/2022) [CAS-000001-0010] Starting 21/0
Target Start Date Trigger Date Actions/Outcomes Actions/Outcom. Actions/Outcom. Responsible Tea Cre Actions/Outcom Actions/Outcom Responsible Tea Cre Cloning Information ts Cloned? Yes No SALT Details SALT Activity Type	ated By Create NO RE No results for this	Terminated Date d On Modified By d On Modified By Modified Date Modified On CORDS Ware found screen. Conset From Modified Care and Support Plan for Tom, TEST - (21/0) Sequel to ST-Max Modified Date	6/2022) [CAS-000001-0010] Starting 21/0 C
Trigger Date Trigger Date Trigger Date Actions/Outcomes Actions/Outcom Actions/Outcom Responsible Tea Cre Actions/Outcom Actions/Outcom Responsible Tea Cre Cloning Information s Cloned? Yes No SALT Details SALT Activity Type Route of Access	ated By Create NO RE No results for this	No Terminated Date d On Modified By Modified On OCRDS were found screen. Coned From Coned From Image: Coned From Sequel to ST-Max Image: Coned Street Coned Form Sequel to ST-Max Image: Coned Form Sequel to ST-Max Known	6/2022) [CAS-000001-0010] Starting 21/0
Target Start Date Trigger Date Actions/Outcomes Actions/Outcom Actions/Outcom Responsible Tea Cre Actions/Outcom Actions/Outcom Responsible Tea Cre Cloning Information scloned? Yes No SALT Details SALT Activity Type Route of Access	ated By Create NO RE No results for this	Conception	6/2022) [CAS-000001-0010] Starting 21/0 C
Target Start Date Trigger Date Actions/Outcomes Actions/Outcom. Actions/Outcom. Responsible Tea Cre Actions/Outcom Actions/Outcom Responsible Tea Cre Cloning Information scloned? Yes No SALT Details SALT Details SALT Activity Type Route of Access	ated By Create NO RE No results for this	Conced From Conce	6/2022) [CAS-000001-0010] Starting 21/0 C
Trigger Date Trigger Date Actions/Outcomes Actions/Outcomes Actions/Outcom Actions/Outcom Responsible Tea Cre Actions/Outcom Actions/Outcom Responsible Tea Cre Cloning Information ts Cloned? Yes No SALT Details SALT Activity Type Route of Access Sequel to Request for Support	ated By Create NO RE No results for this	Conception Conce	
Trigger Date Trigger Date Actions/Outcomes Actions/Outcom. Actions/Outcom. Responsible Tea. Cre Actions/Outcom. Actions/Outcom. Responsible Tea. Cre Cloning Information ts Cloned? Yes No SALT Details SALT Activity Type Route of Access Sequel to Request for Support	ated By Create NO RE No results for this	No Terminated Date Image: Construction of the system of t	6/2022) [CAS-000001-0010] Starting 21/0 C
Target Start Date	ated By Create NO RE No results for this	No Terminated Date Image: Constant of the second s	6/2022) [CAS-000001-0010] Starting 21/0 C
Target Start Date	ated By Create NO RE No results for this	No Terminated Date Image: Constant of the second s	Следородо Солородо Starting 21/0 С Состоя Солородо Солородо Starting 21/0 С С С С С С С С С С С С С С С С С С



9. To locate the contents of the form, select the pencil (edit) icon from the toolbar. This is the same for Form (Person) and Form (Case).

人 Caredirector 🖨 📥 Workplace 🗸 🕸 Settings 🗸		Ð	ł	$\hat{\nabla}$	3		CareDire	ctorTest
🔶 🖬 📓 🖍 📮 🗄 Form (Case): Adult Care and Support	Plan for Tom, TEST - (21/06/2022) [CAS-000001-00]	i0] Sta	irting	09/11/	2022	create	d by Sc	?
OM,TEST (Id: 444267) V Person Record	Born: 21/06/20	22 (29 \	Weeks	, 3 Day	s) Ge	nder: N	vale NHS N	10: V
ronouns: ireferred Name:					\otimes	0	9 🔕 ≬	9 🔞
Menu 🗸 Details								
General								
Case*	Responsible Team *							
Tom, TEST - (21/06/2022) [CAS-000001-0010]	Q CareDirectorTest						(۹
Form Type*	Responsible User							

10. Once selected, you will see the contents of the form.

Caredirector 🎧 Home	💾 Workplace 🗸 🔞 Settings 🗸		🔍 🛃 🛠 🖸 🌅 CareDirectorTest
	Adult Care and Support Plan		
TOM,TEST (Id: 444267) Person Pronouns: Preferred Name:	Record	Born: 21	/06/2022 (29 Weeks, 3 Days) Gender: Male NHS No: 🗸
Client Details	Client Details		✓ ■
Service Details Provider Details			
Additional Information Specialist Input	First Name 🖉	Last Name 🖕 •	Address
Professional completing t	TEST	Tom	WFI 2DD
Office use only	Date of Birth	NHS Number	ID
<	21/06/2022		444267
	Mobile Phone 🗁		
	Home Phone 🖕		

11. That is how you locate and read a Form.



How to find Activities

- 1. Like Forms, Activities also have a section within the Person Record and on the Case Record.
- Activities located on the person record can be found via opening the relevant Person Record and then Menu > Activities and selecting the appropriate activity type.



 Activities located on the Case Record are linked to the Case in question, this can be done via locating the relevant Case Record and then Menu > Activities and selecting the appropriate activity type.

Caredi	rector 🏠 Home 🗂 Workplace	✓ 🛱 Settings ✓) ()	\Diamond	છ 🏅	CareD	irector	Test
← :	Case: Tom, TEST - (21/06/2022)	[CAS-000001-0010]								Ċ	?
TOM,TEST (Id: -	444267) V Person Record				Born: 21/06/2022	2 (29 Weeks, 3	Days) (Gender:	Male NHS	No: `	~
Pronouns: Preferred Nan							Â	•	9 3	9	6
Menu 🔨	Timeline Details										
Activit	ies 🕅	Ŕ	2		Q	S					ĺ
Relate	d Items	Case Notes	Emails	Letters	Phone Calls	Tasks					

4. For both, when the appropriate Activity type has been selected, they will show a list of each activity that is linked to the section. For this example, you can see there are 3 Tasks linked to the Case via the Regarding column.

+	🕼 🎝 🗑 Tasks						
Re	elated Records	~		Search for records			Q S
	Subject	<u>Due</u> ≣↓	<u>Status</u>	Regarding	Reason	Responsible Team	Responsible User
	Test subject P&A fdjndf	11/11/2022 14:00:00	Completed	Tom, TEST - (21/06/2022)		CareDirectorTest	Scott Simpson
	dfsdf	10/11/2022 00:00:00	Completed	Tom, TEST - (21/06/2022)		CareDirectorTest	Scott Simpson
	Test	31/10/2022 00:00:00	Open	Tom, TEST - (21/06/2022)		CareDirectorTest	



5. From this list, select the appropriate row and it will open the activity details.

🔥 Caredirector 🎧 Home 🗂 Workplace 🗸 🛞 Settings 🗸		🍳 🎚 🛠 🕲 킻 CareDirectorTest
🔶 🎝 🎝 🗗 🚱 : Task: Test subject P&A fdjndf		0
TOM/TEST (Id: 444267) Y Person Record		Born: 21/06/2022 (29 Weeks, 3 Days) Gender: Male NHS No: 🗸
Pronouns: Preferred Name:		(A) 🛂 💁 (A)
Menu 🗸 Details		
General		
Subject*		
Test subject P&A fdjndf		
Description		
$\mathbb{B} \ I \ \underline{\mathbb{U}} \ \mathbb{S} \ \mathbf{x}_{i} \ \mathbf{x}^{i} \ \ \mathbf{\phi}^{i} \ \mathbf{I}_{i} \ \ \mathbf{\Xi} \ \mathbf{\Xi} \ \ \oplus \ \oplus \ \ \mathbf{y} \ \ \mathbf{\Xi} \ \mathbf{\Xi} \ \equiv \ \ \mathbf{w} \ \mathbf{w} \ \ \mathbf{H} \ \equiv \ \oplus \ \mathbf{w} \ \ \mathbf{H} \ \equiv \ \oplus \ \mathbf{\Omega} \ > \ \mathbf{H} \ \mathbf{H} \ = \ \mathbf{W} \ \mathbf{W} \ \ \mathbf{H} \ = \ \mathbf{W} \ \mathbf{W} \ \ \mathbf{H} \ = \ \mathbf{W} \ \mathbf{W} \ \ \mathbf{H} \ = \ \mathbf{W} \ \mathbf{W} \ \ \mathbf{W} \ = \ \mathbf{W} \ \mathbf{W} \ \ \mathbf{W} \ = \ \mathbf{W} \ \mathbf{W} \ \ \mathbf{W} \ = \ \mathbf{W} \ \mathbf{W} \ \ \mathbf{W} \ = \ \mathbf{W} \ \mathbf{W} \ \ \mathbf{W} \ = \ \mathbf{W} \ \mathbf{W} \ \ \mathbf{W} \ = \ \mathbf{W} \ \mathbf{W} \ \ \mathbf{W} \ = \ \mathbf{W} \ \mathbf{W} \ \ \mathbf{W} \ = \ \mathbf{W} \ \mathbf{W} \ \ \mathbf{W} \ = \ \mathbf{W} \ \mathbf{W} \ \ \mathbf{W} \ = \ \mathbf{W} \ \mathbf{W} \ = \ \mathbf{W} \ \mathbf{W} \ \ \mathbf{W} \ = \ \mathbf{W} \ = \ \mathbf{W} \ \mathbf{W} \ = \ W$		
Styles - Format - Fort - Size - A - 🖾 - 🐰 🗅 🗟 🗟 🐟 🏕 Q	🎼 🕸 🗟 🗃 Source 💥	
This is done.		
		Paragraphs: 1, Words: 3 🦼
Details		
Regarding *	Responsible Team*	
(Tom, TEST - (21/06/2022) [CAS-000001-0010]	CareDirectorTest	٩
Reason	Responsible User	
	Scott Simpson	٩
Priority	Category	
	2	Q
Due*	Sub-Category	
11/11/2022	•	٩
Status*	Outcome	
Completed		٩
Contains Information Provided By A Third Party?	Is Case Note?	
○ Yes	O Yes	
No	No	

6. Alternatively, you can find Activities found on both a Person Record and all Cases combined via the All Activities on the Person Record. Locate the relevant Person Record and select the **All Activities** tab.

🗼 Caredirector 🔓 Home 🕒 Workplace 🗸 🕲 Settings 🗸		€	5	Q	3	0	CareDi	ectorTest
+ / y Person: TEST Tom								0
TOM.TEST.()(d: 444267) V Person Record	Born: 21/06/2022	(29 We	eks, 3	Days)	Gend	er: Male	NHS N	lo: ∨
Pronouns: Preferred Name:				4	> •	10	0	6 🤗
Menu V Timeline Summary Profile Cases Services Document View All Activities								
All Activities								
Keyword								
Activity Type								
Date Type								
Created Date V								
From No RECORDS								
14/12/2022 🛍 🕻								
То								
13/01/2023								
Actual End (From)								
m								
Actual End (To)								
Clear Filters Search								



7. Delete the **From** field contents and then select **Search**. This will show all activities available for this person regardless of it is located on the person or case record since the beginning. Utilise the other filters on the left to further narrow your search.

🖨 🗗 All Activiti	es								
yword			Regarding	Subject	Activity	Status	Start/Due Date Actual End	Case Note	Regarding Type
			Tom, TEST - (24/	Hospital Dischar	Task	Open	30/11/2022 09:00:	No	Case
ivity Type			Tom, TEST - (21/0	Stuff	Task	Completed	25/11/2022 00:00:	No	Case
AII	~		Tom, TEST - (21/0	This stuff needs	Task	Completed	17/11/2022 00:00:	No	Case
- T			Tom, TEST - (24/	ss - Test Subject	Task	Open	14/11/2022 09:00:	No	Case
e type			Tom, TEST - (21/0	Test subject P&A	Task	Completed	11/11/2022 14:00:00	No	Case
Created Date			Tom, TEST - (24/	Test	Task	Open	11/11/2022 09:20:00	No	Case
m			TEST Tom	CHC Funding D	Task	Open	10/11/2022 13:09:42	Yes	Person
		< 🗆	TEST Tom	CHC Funding D	Task	Open	10/11/2022 13:09:42	Yes	Person
			TEST Tom	CHC Funding D	Task	Open	10/11/2022 13:09:42	Yes	Person
13/01/2023	Ê		TEST Tom	CHC Funding D	Task	Open	10/11/2022 13:09:42	Yes	Person
ual End (From)			Tom, TEST - (21/0	dfsdf	Task	Completed	10/11/2022 00:00:	No	Case
	m		Occupational Th	Support - Tasks t	Task	Open	10/11/2022 00:00:	Yes	Form (Case)
			Adult Care and S	Support - tasks t	Task	Open	10/11/2022 00:00:	Yes	Form (Case)
ual End (To)		• •	Adult Care and S	Support - tasks t	Task	Open	09/11/2022 00:00:	Ves	Form (Case)

8. That is how you find activities on Caredirector.



How to find Address/ Telephone Details

1. Locate the relevant Person Record and select either the **Person Banner** dropdown option or the **Profile** tab. This will show the current main address for the service user.

~ /	4 Ø	Person: Tom Mullen	Test				10
MULLENTEST.Tor	m (<u>ld: 444264</u>)	 Person Record 				Born: 03/05/195	5 (67 Years) Gender: Male Nhad
Pronouns: Preferred Nam Address (Home Gateway 1 Street Wakefield WF6 2EE	2 Home: Work: Mobile: Email:	Email	P				In the second se
Menu 🗸	Timeline	Summary Profile	Cases Services D	ocument View All Activities			
Demograph	iics Risk	Care Network	Health Work Conser	nt			
Nationality	у	Ethnicity	Religion	Marital Status	Active Case 河	All Phone & Ema	
		White British			Yes	Additional Inform	nation 🗷
Full Addre	iss Street Wakef	iold WEG 265	Settled	Lives Alone	Employment Status 河	Details Of Death	
Gateway, I	, street, waker	Ield, WHO ZEE	NOCKIOWI			External Identifie	ərs
Emergenc	y Contact	Next Of Kin	Primary Carer 河	GP	Surgery 🕅	Finance Details	
						Communication	Support
	AX	9	A.R	V		>	
PREFE	ERRED LANGUA	GE INTERPRETE	ER REQUIRED? PREFER	RED CONTACT METHOD	PREFERRED DAY	PREFERRED TIME	DOCUMENT FORMAT
		ľ	NO				

2. To see all addresses this person has lived or moved to, select **Menu > Related Items > Addresses**.

< /	4 O	Person: Tor	m MullenT	est
MULLENTEST,To	<u>vm (Id: 444264)</u>	✓ Person I	Record	
Pronouns: Preferred Name	2:			
Address (Home Gateway 1 Street Wakefield WF6 2EE) Phone and Er Home: Work: Mobile: Email:	mail		
Menu 🔨	Timeline	Summary	Profile	Cases
Activitie	5 2	Addres	3 sses	Alerts 4
Related	ltems	r î n		



3. To see contact information, select the person banner icon to expand the banner.

< / 4 d	Person: Tom MullenTest	<u></u>
MULLENTESTTom (Id: 444 Pronouns: Preferred Name Address (Home Gateway 1 Street Wakefield WoF6 2EE Email:	144264) ♥ Person Record ne and Email ne: 01924557899 kc lile: 074565666555 alt:	Born: 03/05/1955 (67 Years) Gender: Male NHS No: 🔨

4. Alternatively, select Profile > All Phone & Email hyperlink.



5. This is how you find address and phone information.



Advocate Details

- 1. These can be found within Relationships.
- 2. Select the relevant Person Record and then **Menu > Care Network > Relationships**

Caredirector 🟠 Ho	me 💾 Workplace	V 🐼 Setting	gs 🗸		
< ≠ ₽ Ø	Person: Tom Mu	ullenTest			
MULLENTEST,Tom (Id: 444264)	V Person Reco	rd			
Pronouns: Preferred Name					
Menu 🔨 Timeline	Summary Pr	ofile Cases	Services	Document View	All Activities
Activities	Çanagaram.	Sec.	onto Dolo	🚑	
Related Items	Genogram	Involvem	ents Rela	tionship wizard	Relationships
Health					
Mental Health Act					
Work and Education					
Other Information					
Finance 2					
Care Network					

3. Once selected, you can see if there are any relationships with a type of **Advocate** linked via the **Relationship** column or you can create a new one.

M	lenu 🗸 Timeline	Summary Profile	Cases Services	Document View	w All Activities
+	M 2, W	Person Relationship			
R	elated Records 🗸 🗸				Search for records
	Related Person	<u>Relationship</u>	Inside Household	Family Mem	ber Primary Carer
	TEST Tom	Brother	No	Yes	
	Test Yellow	Brother	No	Yes	
	TEST Tom	Brother	Yes	Yes	
	TEST Tom	Friends or Family Advo			



Carers Details

- 1. The location of the Carers details of a Service User, can be found in two locations. Depending on what type of carer they are and who they are contracted to, they will show in two different locations. Either on the Service Provision or the relationships of a person record.
- 2. First check the person's relationship via the relevant Person Record > Menu
 > Care Network > Relationships

Caredirector 🏠 Ho	me Workplace 🗸	හි Settings 🗸		
< 1 4 8	Person: Tom Mullen	Test		
MULLENTEST,Tom (Id: 444264)	✓ Person Record			
Pronouns: Preferred Name				
Menu 🔨 Timeline	Summary Profile	Cases Serv	ices Document View	All Activities
Activities	•		Selationship Winned	
Related Items	Genogram	Involvements	Relationship Wizard	Relationships
Health				
Mental Health Act				
Work and Education				
Other Information				
Finance 2				
Care Network				

3. Next, check the Person Record > Menu > Health > Health Care Professionals



< 1 4 ∂	Person: Tom MullenTest
MULLENTEST,Tom (Id: 444264)	Person Record
Pronouns: Preferred Name:	
Menu 🔨 Timeline	Summary Profile Cases Services Document View All Activities
Activities	Absences Disabilities/Impairments Health Details Health Professionals
Related Items	
2	

4. If there any carers linked, they will be listed here. However, they can be found on individual service provision records. Locate your relevant person record and select **Services** and select the appropriate one from the list.

	Caredirector <table-cell> H</table-cell>	ome 🗂 Workpla	ace 🗸 🔯 Setting	gs 🗸				€	R 🛇	€		CareDire	ctorTest
÷	1 4 0	Person: Tom	MullenTest										0
MU	LLENTEST,Tom (Id: 444264) 🗸 Person Re	ecord				Born:	03/05/1955	(67 Years) Gen	der: Male	NHS NO	»: ~
Pro Pret	nouns: ferred Name:								۹	0	5	3	
M	1enu 🗸 Timeline	Summary	Profile Cases	Services	Document Vi	ew All Activities							
+	⊈ <i>€</i> ∂ L ,	📌 : s	ervice Provision	s									
R	elated Service Provisions		~			Search for records						C	G
	I Person	<u>Status</u>	Planned St 🛓	Planned End	Actual Star	Actual End D	Service Element 1	Service	Element 2	1	<u>Finance</u>	<u>Clien</u>	<u>Provide</u>
	2 Tom MullenTest	Authorised			07/10/2022		SDS - Managed Acco	Telecare	Rapid Re	sp			Telecar
	2 Tom MullenTest	Draft	08/11/2022				SDS - Managed Acco	Home C	are				A J Soci
	2 Tom MullenTest	Authorised	09/11/2022				Adult Residential Care	Long-Te	rm Care		Older Pe	ople	ABBEY
_													

5. Once selected, go to **details**, and scroll down to **Commissioning**. Under **Provider/Carer** will show who the **Carer** is.



🔨 Caredirector 🎧 Home 🗂 Workplace 🗸 🐯 Settings 🗸		🔍 🛃 🛠 🛈 🌅 CareDirectorTes						
🗲 🖬 🗟 🗘 🗜 : Service Provision: TEST Tom \ 2 HIL	L CLOSE \ Adult Residential Care \	ACP Long Term Placement \ Spot \ 220081 \ 28 Sep 2						
OM. <u>TEST (ld: 444267)</u> V Person Record		Born: 21/06/2022 (29 Weeks, 3 Days) Gender: Male NHS No: 🛇						
ronouns: referred Name:		I 🕄 😒 😒 I I I I I I I I I I I I I I I I I						
Menu V Timeline Details Rate Periods Costs Per Week Fin:	ance Transactions							
Start Reason*								
Admitted from Hospital	Q							
Commissioning Purchasing Team	Frequency in Weeks*							
Hospital Team Network 1	Q 1	2						
Service Provided *	Provider/Carer*							
2 HILL CLOSE \ Adult Residential Care \ ACP Long Term Placement \ Spot	Q 2 HILL CLOSE	٩						
Rate Required*	Cost Per Week	Cost Per Week						
Yes	50.00							

6. These will show who the carer is for the service user.



How to find Case Notes

- 1. **Case Note** is a type of **Activity** which can be found under the <u>How to find</u> <u>Activities</u> section.
- 2. Open the relevant **Case Record > Menu > Activities > Case Notes**.

Caredirector 🔓 Hom	ne 💾 Workplace 🗸	🗸 😥 Settings 🗸
← : Case: Test, Ja	ayne - (06/06/1996) [C	CAS-000001-2056]
TEST,Jayne (Id: 400004) Pronouns: She/Her Preferred Name:	on Record	
Menu 🔨 Timeline	Details	
Activities 2	iii Appointments	3 Case Notes
Related Items		
Other Information		



Continuing Health Care Checklist

- 1. Note: The process is currently not in use, however, below is how Caredirector is setup.
- Locate the appropriate Case Record > Menu > Related Items > Form (Cases).

←	Case: MullenTest, Tom - (03/05/1955) [CAS-000001-0101]								
MULI	ENTEST,Tom (Id: 444264)	V Person Reco	ord			Born: 0	03/05/1955 (67 Years) Ge	nder: Male NHS No: 🗸	
Pron Prefe	Pronouns: Preferred Name:								
Me	nu A	Details							
	Activities	lite:	٨	Ø			9	Ē.	
16	Related Items	Actions	Adult Safeguarding	Attachments	Audit	Conferences/Meetings	Deprivations Of Liberty	Forms (Case)	
	2	*	2	<u> </u>					
1	Other Information	Involvements	Involvements History	Joint Case Members	Status History				
_						100T 100DC0D			

3. Within this section it will show if there are any **Forms** with the **Form Type "Adults Continuing Health Care Checklist".** Select anywhere across the row to open.

Menu 🗸 Time	eline Details					
+ 💵 🎗 🕅	Forms (Case)					
Related Records ~			Search for records			Q
□ <u>Due Date</u> =	Form Type	Start Date	<u>Status</u>	Responsible User	Responsible Team	Completed B
20/01/2023	Adult Continuing Healthcare Checklist	13/01/2023	In Progress	Scott Simpson	CareDirectorTest	

4. Then select the pencil (edit) option from the toolbar to open the form.

Caredirector 🔓 Home 🖨 Workplace 🗸 🕲 Settings 🗸	€	ł	\Diamond	3		CareDire	ectorTest
🔶 🖪 🗟 📝 📮 : Form (Case): Adult Continuing Healthcare Checklist for MullenTest, Tom - (03/05/1955) [C	AS-0	0000	1-0101] Star	ting 13	/01/20	?
MULLENTEST.Tom (Id: 444264) Person Record Born: C Pronouns: Preferred Name:)3/05/1	1955 (6	57 Year	rs) Gei	nder: M	ale NHS I	No: 🗸
Menu V Details							
General							ĺ
Case* Responsible Team* MullenTest, Tom - (03/05/1955) [CAS-000001-0101] Q CareDirectorTest							۹



COP / Deputy & Estates referral form

1. Locate the appropriate Case Record > Menu > Related Items > Form (Cases).

÷	Case: MullenTest, T	"om - (03/05/1955) [CAS-000001-0101]						?
MULLE	ENTEST,Tom (Id: 444264)	 Person Reco 	ord			Born: 0	03/05/1955 (67 Years) G	ender: Male NHS No:	\sim
Prono Prefer	uns: red Name:						I 🛞	🗳 🤱 😉 🚷	
Men	nu 🔨 Timeline	Details							
	Activities	lê:	٨	Ø	Ē		0		
L F	Related Items	Actions	Adult Safeguarding	Attachments	Audit	Conferences/Meetings	Deprivations Of Liberty	Forms (Case)	
	2	.	28	<u>100</u>	1				
(Other Information	Involvements	Involvements History	Joint Case Members	Status History				
-					10 - KOOTOCC				

 Within this section it will show if there are any Forms with the Form Type "Deputy and Estates Team Referral Form" Select anywhere across the row to open.

м	Menu V Timeline Details							
+	S 🕹 🕹	Forms (Case)						
Re	lated Records	~		Search for records			Q 3	
	<u>Due Date</u> ≣↓	Form Type	Start Date	<u>Status</u>	Responsible User	Responsible Team	Completed By	
	15/02/2023	Adult Conversation Record	06/01/2023	In Progress	Sarah Coupland-Jenkins	CD V6 Team		
	10/02/2023	Adult Conversation Record	03/01/2023	Closed	Sarah Coupland-Jenkins	CD V6 Team	Sarah Coupland-Jen	
	20/01/2023	Deputy and Estates Team Referral Form	13/01/2023	In Progress	Scott Simpson	CD V6 Team		
	14/01/2023	CoP - One Off Cash Request Form	13/01/2023	In Progress	Scott Simpson	CD V6 Team		
0	//		/ /					

3. Then select the pencil (edit) option from the toolbar to open the form.

Caredirector 🔓 Home 🖨 Workplace 🗸 🕸 Settings 🗸	€	2	\Diamond	3	📒 c	areDirec	ctorTest
🔶 🖻 🗟 📝 🛱 : Form (Case): Adult Continuing Healthcare Checklist for MullenTest, Tom - (03/05/1955) [CAS-0	00000	1-0101) Startir	ng 13/01	/20	?
MULLENTEST.Tom (Id: 444264) Person Record Bot	n: 03/05,	/1955 (6	57 Year	s) Gende	er: Male	NHS N	o: 🗸
Pronouns: Preferred Name:			A	0	2	3	
Menu V Details							
General							
Case* Responsible Team*							
MullenTest, Tom - (03/05/1955) [CAS-000001-0101] Q CareDirectorTest						C	2



Deprivation of Liberty Safeguards

1. Locate the relevant Safeguarding Case by **Person Record > Cases.**

🔶 Caredirector 🎧 Home 🗂 Workplace 🗸	ගී Settings 🗸			© ₽ <	x 🖸 🄇	CareDirectorTest	
🔶 🖋 🥊 🤗 Person: TEST Tom						0	
TOM.TEST.(Id: 444267)	TOM,TEST (Id: 444267) V Person Record Born: 21/06/2022 (29 Weeks, 3 Days) Gender: Male NHS N						
Pronouns: Preferred Name:					۹ 😒 🔇	🌄 🗿 🚳 🤗	
Menu V Timeline Summary Profil	e Cases Services	Document View All A	ctivities				
🕇 🖾 🛷 🎝 📌 🗄 Cases							
Related Records V		Search for	records			Q 3	
<u>Responsible Team</u> <u>Responsible User</u>	Case Date/Time	Case Status	Contact Reason ≟↓	Case No	Pres	enting Priority	
Forensic Team Shannon Hey	20/09/2022 09:20:00	Awaiting Allocation	A - AMHP Assessment	CAS-000001-0087			
CareDirectorTest	24/06/2022 00:00:00	Assign To Team	A - Assessment of needs	CAS-000001-0018		2	
Adult Safeguarding Tea	21/06/2022 07:00:00	Assign To Team	A - Adult Safeguarding	CAS-000001-0010			

2. When selected, go to Menu > Related Items > Deprivations Of Liberty.

Caredirector 🞧 Hom	ne 🗂 Workplace	e 🗸 🔞 Settings 🗸				€ ₹	\Diamond	3	Ca	areDirectorTest
← : Case: Tom, T	EST - (21/06/2022)	[CAS-000001-0010								0
TOM,TEST (Id: 444267)	TOM.TEST (ld: 444267) V Person Record Born: 21/06/2022 (29 Weeks, 3 Days) Gender: Male NH5 No: V									
Pronouns: Preferred Name							<	> 🧧	2 👱 😓	3 🤗 🔞
Menu 🔨 Timeline	Details									
Activities	lis:	٩	Ø			Q		6		ĺ
Caletard Harris (2)	Actions	Adult Safeguarding	Attachments	Audit	Conferences/Meetings	Deprivatio Liber	ons Of y		Forms (C	ase)
Related Items	. ¥	-28	(24)							
Other Information	Involvements	Involvements History	Joint Case Members	Status History						

3. When selected, it will show any **Deprivations Of Liberty** linked to this Safeguarding Case.

← Case: Tom, TEST - (21/06/2022) [CAS-000001-0010]	(?)
TOM,TEST (ld: 444267) Y Person Record	Born: 21/06/2022 (29 Weeks, 3 Days) Gender: Male NHS No: 🗸
Pronouns: Preferred Name:	In the second se
Menu V Timeline Details	
🕂 💷 🎝 🗑 Deprivations of Liberty	
All Deprivation of Liberty View 🛛 🗸	Search for records Q 2
Date of Unauthorised Request Date Authorisation Request Completed	Date of Completion for Full Requirement Original Authorisation End Date Authorisation S
13/01/2023	



Employment and Accommodation Status

1. Locate the relevant **Person Record > Menu > Work and Education > Employment.**



2. When selected, it will show a list of all employment and address of employment.

🔥 Caredirector 🎧 Home 🖨 Workplace 🗸 🕸 Settings 🗸		र् 🛃 🛠 🗓 킻 CareDirectorTest
🔶 🖊 🤌 Person: Tom MullenTest		0
MULLENTEST.Tom (Id: 444264) Yerson Record	Born: 0	3/05/1955 (67 Years) Gender: Male NHS No: 🗸
Pronouns: Preferred Name:		🚸 🔧 🍒 🗿 🚳 🙎
Menu V Timeline Summary Profile Cases Services Document	View All Activities	
🕂 🕼 🎗 🗑 Employments		
Active Employment Related View 🗸	Search for records	Q 2
Employer Occupation Employment Status Employment Type	Start Date FU End Date Reason Left	Responsible Team Modified By
Wakefield Council Carer Employed	13/01/2023	CareDirectorTest Scott Simpson



Financial Assessment

Caredirector 🎧 Hor	me 🍈 Workplace 🗸	😥 Settings 🗸	
< ≠ ₽ @	Person: TEST Tom		
<u>TOM,TEST (Id: 444267)</u>	Person Record		
Pronouns: Preferred Name:			
Menu 🔨 1 Timeline	Summary Profile	Cases Services	Document View
Activities	Allowances	🧭 Finance	Financial 3
Related Items		Transactions	Assessment
Health	Service Delivery	Service Provision	Services Package
Mental Health Act	Variations		-
Work and Education			
Other Information			
Finance			

1. Locate the relevant **Person Record > Finance > Financial Assessment.**

2. When selected, will show any Financial Assessments linked to this person.

Caredirector Home Workplace Significant Q Q	5 Team
Image: Constraint of the state of the st	 ? . .
TEST.Jayne (Mrs) (Id: 400004) Person Record Born: 06/06/1996 (26 Years) Gender: Female NHS No: 777 080 653 Pronouns: She/Her Preferred Name: Image: Cases Services Document View All Activities	×
Pronouns: She/Her Preferred Name:	-
Manu X Timeline Summary Profile Cases Services Document View All Artivities	
🕂 💷 🛷 🎝 🧯 E Financial Assessments	
WMDC Related Records Search for records C	С
□ Id Financial Assess Calculati Start Date Fi End Date Charging Rule Financial Assess Income Support Income Support	<u>Fina</u>
43263 Draft No 15/11/2022 Fairer Charging No Financial Det IS (Calculate to n	Sing



Section 117 Completed

- 1. Note: The process is currently not in use, however, below is how Caredirector is setup.
- 2. Locate the relevant **Person Record > Mental Health Act > Section 117** Entitlements.

Caredirector 🞧 Hor	me 🗋 Workplace 🗸	🔞 Settings 🗸	
< 1 4 ∂	Person: Tom Muller	Test	
MULLENTEST,Tom (Id: 444264)	✓ Person Record		
Pronouns: Preferred Name:			
Menu 🔨 Timeline	Summary Profile	Cases Services	Document View
Activities			Section 117
Related Items	MITA Appeals	MITA Legal Statuses	Entitlements
Health 2			
Mental Health Act			

3. When selected, will show any **Section 117 Entitlements** linked to this person.





Financial Representatives

1. Locate the relevant **Person Record > Summary > Dashboard = WMDC Finance.** Under Key Contacts will have the **Financial Representatives.**

vo realiti									
?									
34 🗸									
5 🛃									
Menu V Timeline Summary Profile Cases Services Document View All Activities									



Mental Capacity Act Assessment(s)

1. Locate the appropriate Case Record > Menu > Related Items > Form (Cases).

←	Case: MullenTest, 1	[om - (03/05/1955]) [CAS-000001-0101]					?)
MULL	ENTEST,Tom (Id: 444264)	 Person Reco 	ord			Born: 0	03/05/1955 (67 Years) Ge	nder: Male NHS No: 🛝	/
Prono Prefer	Pronouns: Preferred Name:								
Mer	nu 🔨 Timeline	Details							
_	Activities	i	٢	0	Ē		٩		
1 F	Related Items	Actions	Adult Safeguarding	Attachments	Audit	Conferences/Meetings	Deprivations Of Liberty	Forms (Case)	
1.1	2	*	28	<u>100</u>	1				
1	Other Information	Involvements	Involvements History	Joint Case Members	Status History				
					In Francisco				

2. Within this section it will show if there are any **Forms** with the **Form Type** "Adults Mental Capacity & Best Interest" Select anywhere across the row to open.

٨	Caredirector (ධ Home 🗂 Workplace 🗸	영 Settings 🗸				Q	<u>ا</u>	٩	٢	CD V6	Team
4	Case: Test, J	layne - (06/06/1996) [CAS-000	001-2056]									?
TEST	[<u>Jayne (Id: 400004)</u>	Person Record				Born: 06/06/1996 (26 Years	s) Gender:	Female N	HS No:	777 08	0 6534	\sim
Pror Pref	ouns: She/Her erred Name:							<	8 !	0	ė	-
м	enu 🗸 Tim	eline Details										
+	QII 2, 1	Forms (Case)										
Re	elated Records		~		Search for records						Q	S
	Due Date 🗐	Form Type		Start Date	Status	Responsible User	Responsi	ble Team		Comp	pleted B	x
	15/02/2023	Adult Conversation Record		06/01/2023	In Progress	Sarah Coupland-Jenkins	CD V6 Te	am				
	10/02/2023	Adult Conversation Record		03/01/2023	Closed	Sarah Coupland-Jenkins	CD V6 Te	am		Sarah	Coupla	nd-Jen
	16/01/2023	Adults Mental Capacity & Best	Interest	13/01/2023	In Progress	Scott Simpson	CD V6 Te	am				

3. Then select the pencil (edit) option from the toolbar to open the form.

Caredirector 🖳 Home 📥 Workplace 🗸 🐯 Settings 🗸	ତ୍ 🛃 🛠 🕑 🌅 CareDirectorTest
🔶 🖻 🗟 📝 🖨 🗄 Form (Case): Adult Continuing Healthcare	- e Checklist for MullenTest, Tom - (03/05/1955) [CAS-000001-0101] Starting 13/01/20 🧿
MULLENTEST.Tom (ld: 444264) V Person Record	Born: 03/05/1955 (67 Years) Gender: Male NHS No: 🗸
Pronouns: Preferred Name:	In the second se
Menu V Details	
General	
Case*	Responsible Team*
MullenTest, Tom - (03/05/1955) [CAS-000001-0101]	CareDirectorTest



Dolic Completed

1. Locate the appropriate Case Record > Menu > Related Items > Attachments

← Case: MullenTest, Tom - (03/05/1955) [CAS-000001-0101]								?)
MULLE	<u>NTEST,Tom (ld: 444264)</u>	V Person Reco	ord			Born: (03/05/1955 (67 Years) G	iender: Male NHS No: 📏	/
Pronou Preferr	ins: ed Name:						I 🛞 🛞	🗳 🤰 🗿 🚳 🙎	
Men	u A Timeline	Details							
	Activities	ii e	٨	Ø		Ē	0	<u>A</u>	
IГ		Actions	Adult Safeguarding	Attachments	Audit	Conferences/Meetings	Deprivations Of Liberty	Forms (Case)	l
	Related Items	- 16	*	<u> </u>	1				
(Other Information	Involvements	Involvements History	Joint Case Members	Status History				
- 					10 1 10 0 10 0 0				

2. Under attachments you will see **Dols in Community.**

NHS Number

1. Locate the relevant Person Record and look at the Person Banner.

人 Caredirector 🎧 Home 🗅 Workplace 🗸 🕸 Settings 🗸	€	Ę	\Diamond	€		CD V6 T	ieam
← Case: Test, Jayne - (06/06/1996) [CAS-000001-2056]						(?
TEST.Jayne (Id: 400004) Person Record Born: 06/06/1996 (26 h)	ars) Gende	r: Fema	NH:	S No: '	777 080	6534	\sim

PIC Considered (within attachments)

1. Locate the appropriate Person Record > Menu > Related Items > Attachments.

Caredirector	🔓 Home 💾 Workplace	e 🗸 🔞 Settings 🗸				⊕ <u>e</u>	% O 🦲	CD V6 Team
< / f	Person: Jayne	Test						?
TEST, Jayne (Mrs) (Id: 40	Person Record			E	Born: 06/06/1996 (26 Yea	rs) Gender: Femal	le NHS No: 777 08	0 6534 🗸
Pronouns: She/Her Preferred Name:							🚸 🌄 🗵	ઢ 🦂
Menu 🔨 Ti	meline Summary F	Profile Cases Servi	ces Document Vie	w All Activities				
Activities	i 🔶	9	围	围	Ø		20	Î
Related Items	Addresses	Alerts And Hazards	Allegations (Alleged Abuser)	Allegations (Alleged Victim)	Attachments	Audit	Complaints Feedbac	And k
1	2 👢	<u>a</u>	é	9				
Health	Contacts	Forms (Person)	Primary Support Reasons	Subject Access Requests				



 When selected, this shows all Attachments linked to this Person Record. However, attachments can be found this way of Menu > Related Items > Attachments on most records. Select the attachment labelled PIC.



Privacy notice explained and shared

1. Process currently not in use. To be updated at a later point.



How to locate relationships

- 1. There are two ways to search for relationships on a person record.
- Locate the Person Record and select Menu > Care Network > Relationships.

Caredirector 🞧 Home 🖰 Workplace 🗸 🚳 Settings 🗸	0् ह्यु 🔩 🕲 🤵 CareDirectorTest
+ Person: TEST Tom	0
TOM,TEST (Id: 444267) Person Record	Born: 21/06/2022 (14 Weeks, 6 Days) Gender: Male NHS No: 🗸
Pronouns: Preferred N	In the second se
Menu A Timeline Summary Profile Cases Services Document View All Activities	
Activities Relationships Cenogram Relationship Wizard	
Related items 3	
Health	
Mental Health Act	
Work and Education	
Other Information	
Finance	
Care Network	
(()	
A new record of service provision was created by Scott Simpson.	
Actual Start Date: Service Provided: Personalisation & amp; Assessment T - Direct Payment Booking \ Direct Pi Spot	Status: Team \SDS Draft ayments \
Reset Refresh Apply	

3. This will show a list of **Relationships** for this user. Alternatively, Locate the **Person Record** then when selected, on the **Person Banner** there will be a dropdown arrow next to the **Person's** name.





🔶 Caredirector 🎧 Home 🗂 Workplace 🗸	₿ Settings ∨	0 B & C	CareDirector
🔶 🖌 🦸 🤌 Person: Jayne Test			(?)
TEST.Jayne (Mrs) (Id: 400004) Person Record Pronouns: Rachel TEST (Adoptive Data Jack Test (Carer) Data Tendition Courtney Test (Cousin)	ighter)	5/1996 (26 Years) Gender:	Female NHS No: 🗸
Menu Timeline Saran Test (Mother) Jason Test (Step Father) Joesph Test (Grand Father) Filter By Joanne Test (Aunt) Joanne Test (Grand Mother) Joanne Test (Grand Mother)	A new record of task was created by Scott Simpson.		28/10/2022 14:58:31
то	Responsible Team: Responsible User: AMHP rota Scott Simpson	Subject: Case has been	allocated
Team Q	Case Involvement Created A new record of case involvement was created by Scott Simpson.		28/10/2022 14:58:00
Profession Type	Involvement Member: Role: Scott Simpson Responsible User	Start Date: 28/10/2022	
Reset Refresh Apply	Case Updated Scott Simpson changed Case Status from 'Assign To Team' to 'Allo	ocated'. Responsible User	28/10/2022 14:58:00 from 'Emptv' to

4. When selected, this will show a list of **Relationships** to this person.



Resource Allocation (Indicative Budget)

1. Locate the appropriate Case Record > Menu > Related Items > Form (Cases).

←	Case: MullenTest, 1	[om - (03/05/1955]) [CAS-000001-0101]					?)
MULL	ENTEST,Tom (Id: 444264)	 Person Reco 	ord			Born: 0	03/05/1955 (67 Years) Ge	nder: Male NHS No: 🛝	/
Prono Prefer	uns: red Name:						I 🖓 🥵	😫 🤰 😫 🙎	
Mer	nu 🔨 Timeline	Details							
_	Activities	i	٢	0	Ē		٩		
1 F	Related Items	Actions	Adult Safeguarding	Attachments	Audit	Conferences/Meetings	Deprivations Of Liberty	Forms (Case)	
1.1	2	*	28	<u>100</u>	1				
1	Other Information	Involvements	Involvements History	Joint Case Members	Status History				
					In Francisco				

2. Within this section it will show if there are any **Forms** with the **Form Type** "**Indicative Budget Tool**" Select anywhere across the row to open.

<u>r</u>	•		CD V6	Team			
				0			
TEST.Jayne (ld: 400004) Person Record Born: 06/06/1996 (26 Years) Gender: Female NHS No: 777 080 6534							
		03	કં	-			
			Q	S			
ble Team	1	<u>Comp</u>	leted B	9x			
im							
im		Sarah	Coupla	nd-Jen			
im							
im		Sarah	Coupla	nd-Jen			
im							
	emale F m m m m m m m	emale NH5 No emale NH5 No emale Team m m m m m m m m m	R R C C emale NHS No: 777 080 R R C R R C R R C M Sarah m Sarah m Sarah m Sarah	Image: Complete term Image: Complete term Image: Complete term Image: Completerm Image: Completet			

3. Then select the pencil (edit) option from the toolbar to open the form.

人 Caredirector 🔐 Home 🗂 Workplace 🗸 🕲 Settings 🗸	् । छि 😓 CareDirectorTest
🔶 🖻 🗟 📝 📮 : Form (Case): Adult Continuing Healthca	Ire Checklist for MullenTest, Tom - (03/05/1955) [CAS-000001-0101] Starting 13/01/20 🧿
MULLENTEST.Tom (Id: 444264) V Person Record	Born: 03/05/1955 (67 Years) Gender: Male NHS No: 🗸
Pronouns: Preferred Name:	In the second
Menu V Details	
General	
Case*	Responsible Team *
MullenTest, Tom - (03/05/1955) [CAS-000001-0101]	CareDirectorTest



Risk Assessment field appropriate and up to date

1. Process currently not in use. To be updated at a later point.



SALT fields

1. Locate the appropriate Case Record > Menu > Related Items > Form (Cases).

←	Case: MullenTest, T	"om - (03/05/1955	[CAS-000001-0101]						?
MUL	MULLENTEST.Tom.(ld: 444264) V Person Record Born: 03/05/1955 (67 Years) Gender: Male NHS No: V								
Pron Prefe	Pronouns: Preferred Name:								
М	rnu A	Details							
	Activities	lit:	8	Ø			•		
16	Delete d la sec	Actions	Adult Safeguarding	Attachments	Audit	Conferences/Meetings	Deprivations Of Liberty	Forms (Case)	- 1
	Related Items	.	2	(24)	1		-		
t	Other Information	Involvements	Involvements History	Joint Case Members	Status History				

2. Select an applicable form.

	Caredirector	Home 🛱 Workplace 🗸	😥 Settings 🗸				0 B & D) 🤦 CD V6 Team
←	Case: Test, Ja	ayne - (06/06/1996) [CAS-0000	01-2056]					?
TEST	<u>,Jayne (Id: 400004)</u>	Person Record				Born: 06/06/1996 (26 Years	6) Gender: Female NHS No	o: 777 080 6534 🗸
Pron Prefe	ouns: She/Her erred Name:						$\langle \! \rangle$	🛃 🕹 🚨
M	enu 🗸 Time	line Details						
+	a 1, T	Forms (Case)						
Re	elated Records		~		Search for records			Q B
	<u>Due Date</u> ≣↓	Form Type		Start Date	<u>Status</u>	Responsible User	Responsible Team	Completed By
	15/02/2023	Adult Conversation Record		06/01/2023	In Progress	Sarah Coupland-Jenkins	CD V6 Team	
	10/02/2023	Adult Conversation Record		03/01/2023	Closed	Sarah Coupland-Jenkins	CD V6 Team	Sarah Coupland-Jen
	16/01/2023	Adults Mental Capacity & Best In	terest	13/01/2023	In Progress	Scott Simpson	CD V6 Team	
	05/01/2023	Financial Assessment Referral -	Respite NEW	04/01/2023	Closed	Sarah Coupland-Jenkins	CD V6 Team	Sarah Coupland-Jen
		Indicative Budget Tool		13/01/2023	In Progress	Scott Simpson	CD V6 Team	

3. Then scroll down until you see the heading SALT Details.

🔥 Caredirector 🎧 Home 🗋 Workplace 🗸 🕸 Settings 🗸	Q 🖳 🛠 🛈 🌅 CD V6 Te	am
🔶 🖻 🗟 🖍 🖨 : Form (Case): Indicative Budget Tool for	r Test, Jayne - (06/06/1996) [CAS-000001-2056] Starting 13/01/2023 created by Scott Si	?
TEST.Jayne (ld: 400004) Person Record	Born: 06/06/1996 (26 Years) Gender: Female NHS No: 777 080 6534	\sim
Pronouns: She/Her Preferred Name:	In the second se	-
Menu V Details		
SALT Details		
SALT Activity Type	Sequel to ST-Max	
c	Q Q	
Route of Access	Date Sequel To ST-Max Known	
C	Q 🗎	
Sequel to Request for Support	SALT Reason for Review	
C	٩	
Date Sequel to Request for Support Known	SALT Sequel to Review	
<u> </u>	۹ مراجع المراجع	
	Date Sequel Known	
	m	

viakefieldcouncil working for you

Version Control

V	Change	Author	By Date
V1	Creation of document	SS	13/01/23
V1.1	Changes:	SS	17/01/23
	 Title change – "Audit Process for Service 		
	Managers" to "Audit Process for All Managers"		
	 Continuing Health Care and Section 117 – 		
	"Note: The process is currently not in use,		
	however, below is how Caredirector is setup.		
	Added.		
	 Risk assessment field and privacy - Process 		
	currently not in use. To be updated at a later		
	point. Added.		
	 Dolic completed – instructions given 		
	- Change on order.		
V1.2	Changes:	SS	04/04/23
	 I've added Case File Process. This is to 		
	showcase a simple way of seeing most of the		
	files in the case without going through each		
	individual case		
V1.3	Changes:		2108/2023
	- Change our version control to 1.1, 1.2, 1.3		
	 Added our team name. 		