



Wakefield District Domestic Abuse Service (WDDAS) – MARAC Actions Process V1.0

Document	Caredirector Wakefield District Domestic Abuse Service (WDDAS) – MARAC Actions Process
Purpose	Completing task for MARAC actions.
Version	V1.0
Owner	ICT Business Transformation Team
Last Updated	18/12/2023

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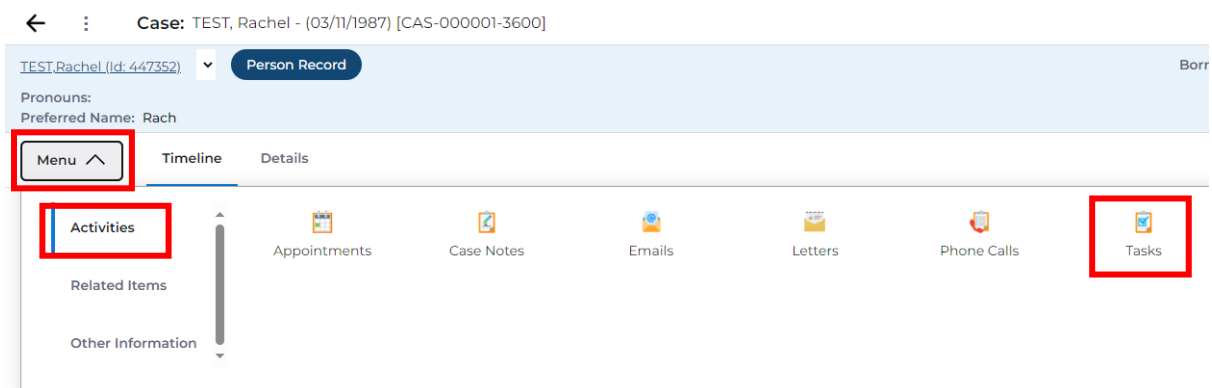
Admin Information

When MARAC Action Matrix is received from Wakefield MARAC to inbox it should be checked client by client to see if there are actions allocated to WDDAS.

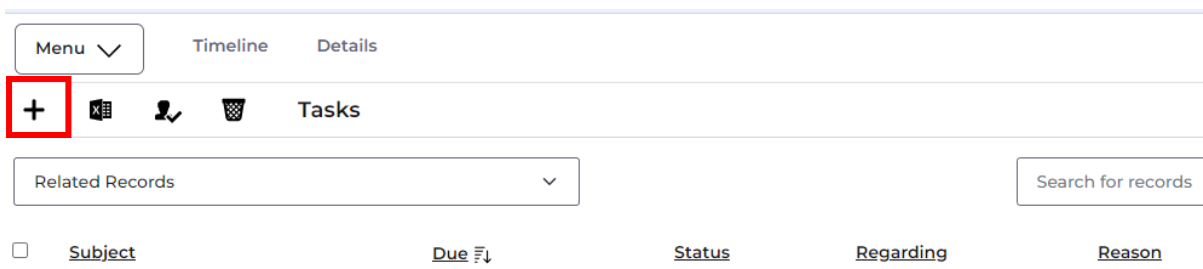
When actions have been allocated to WDDAS a Task should be created against each of the clients' open cases. If a case has been heard at MARAC there should be a WDDAS case open.

Adding a task to a case

1. Find the relevant case
2. Select **Menu**, **Activities** then **Tasks**.



3. Select the + icon.

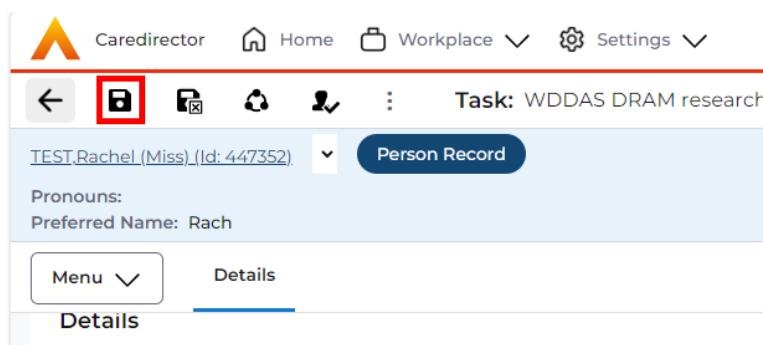


Inputting MARAC Meeting Actions Task

1. Complete the task with the details below. Most of the information can be copied and pasted.

Subject: WDDAS MARAC Meeting Actions <enter meeting date DD.MM.YYYY>	
Description:	
<u>MARAC Meeting Actions</u>	
<ul style="list-style-type: none"> • <Admin to paste the WDDAS actions received in the Action Matrix for this client> 	
<u>MARAC Meeting Action Updates</u>	
<ul style="list-style-type: none"> • <WDDAS responsible user to enter action updates> 	
Regarding: Caredirector will populate client name	Responsible Team: populated based on allocated team
	Responsible User: populate Case workers name
Due Date: 1 week from date Action Matrix has been received	Category: WDDAS Professional Meeting
Status: Open	Sub-Category: MARAC

2. Click **save**



*** This task will appear on the workers dashboard so they can action as required.

Responsible Worker

1. The **Task** will appear on the workers dashboard. Worker to open the task and complete the relevant information:
 - MARAC Meeting Action Updates

**** The task must be to be left **Open** until all the actions are completed.

2. When all **Actions** are complete then the worker should change the **Status** to **Completed**.

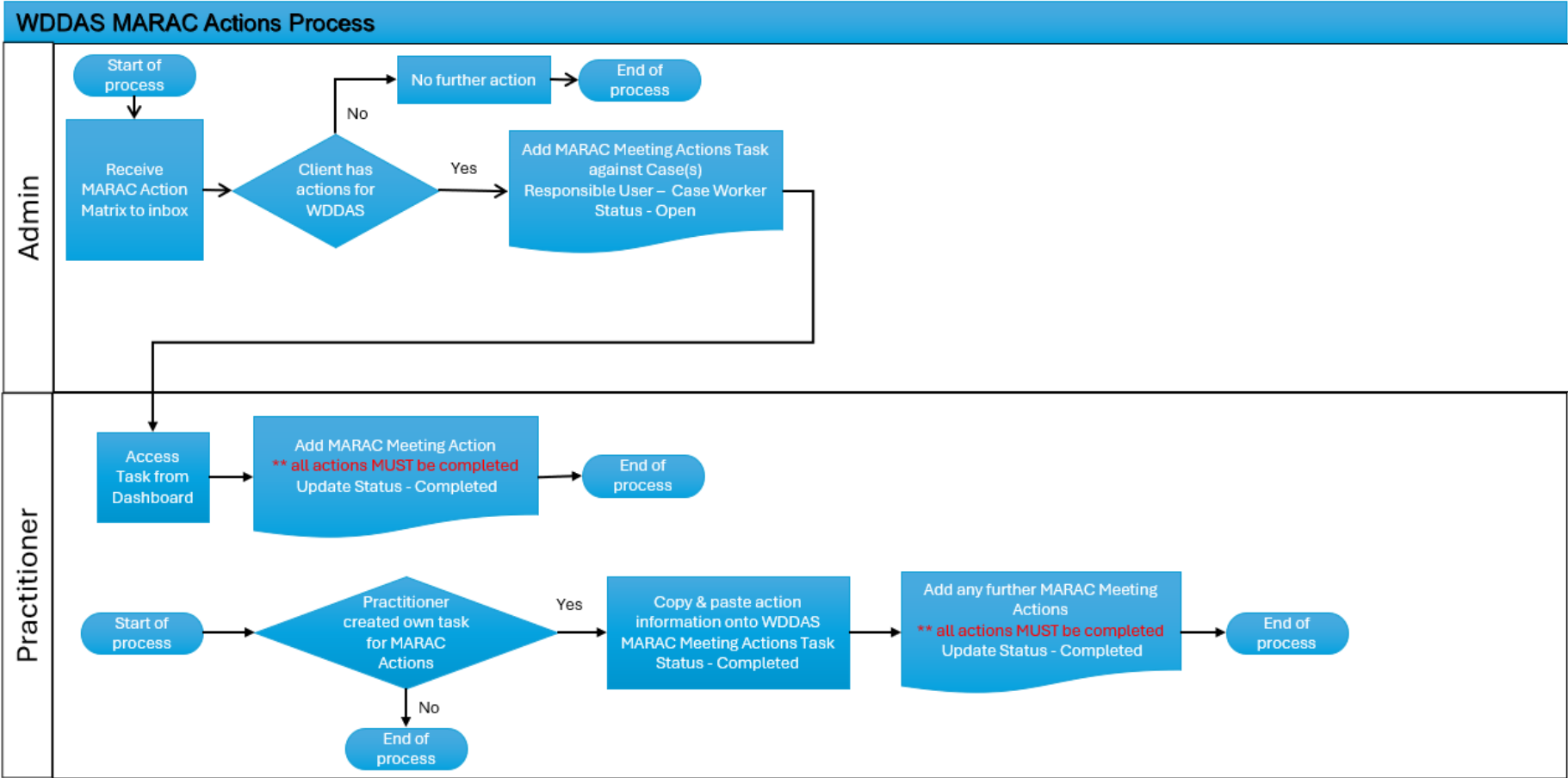
Details

Regarding*	Responsible Team*
<input type="text" value="Rachel TEST"/>	<input type="text" value="WDDAS Intake Team"/>
Reason	Responsible User
<input type="text"/>	<input type="text" value="Rachel Scargill"/>
Priority	Category
<input type="text"/>	<input type="text" value="WDDAS Professional Meeting"/>
Due*	Sub-Category
<input type="text" value="30/11/2023"/> <input type="text" value="00:00"/>	<input type="text" value="DRAM"/>
Status*	Outcome
<input type="text" value="Completed"/>	<input type="text"/>

Worker has populated their own Task

If a worker has already created a task for their actions before admin have created the task the below needs to be followed.

1. Worker to copy and paste their updates into the MARAC task created by Admin and close the task they created.
2. Task created by Admin to remain open until all actions are complete.



Version Control

Version Number	Change	Author	By Date
V1	Initial Start	Rachel Scargill	19/12/2023

