



Wakefield District Domestic Abuse Service (WDDAS) – DRAM Research Process V1.2

Document	Caredirector Wakefield District Domestic Abuse Service (WDDAS) – DRAM Research Process
Purpose	Completing DRAM research for meeting and notifying the worker.
Version	V1.2
Owner	ICT Business Transformation Team
Last Updated	6/3/2024

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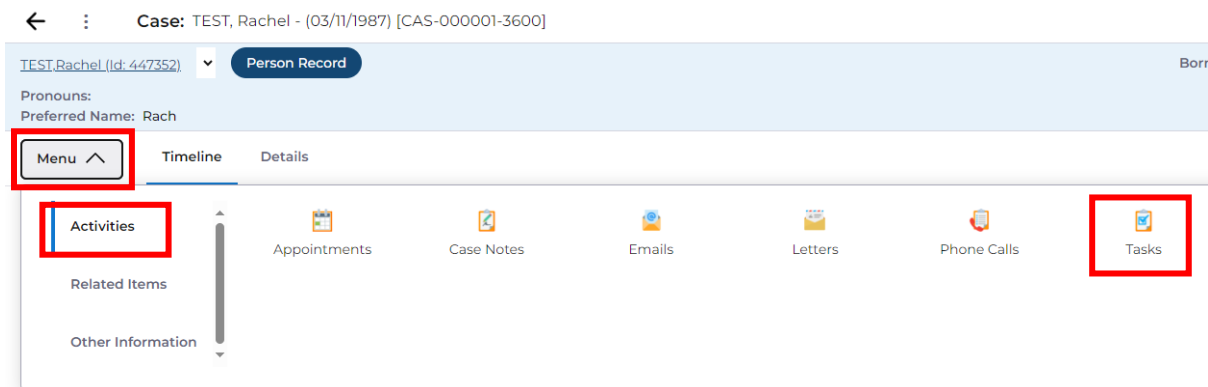
Admin Information

When DRAM research is requested via the Police MARAC APP and it meets the service criteria then:

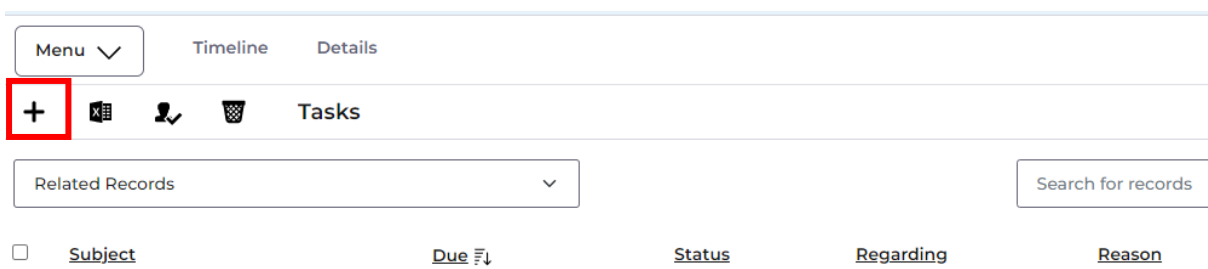
- Open case within Caredirector with the same perpetrator - a task should be created against the case.
- Open case within Caredirector with a different perpetrator – a task should be created against the person.
- No open case but a client record within Caredirector – a task to be created against the person.
- No open case or client record in Caredirector – do not record on Caredirector at this point.

Adding a task to a case

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



3. Select the + icon.

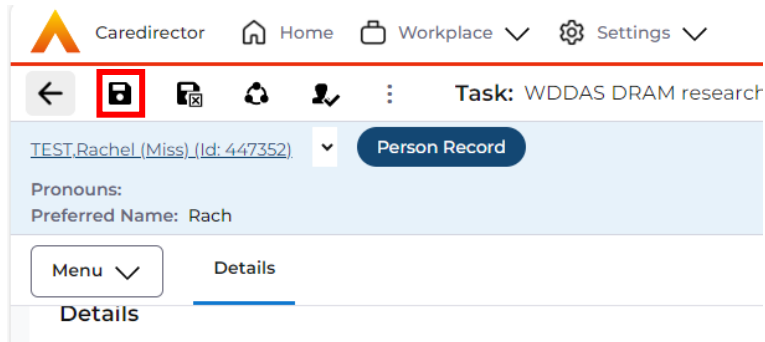


Inputting DRAM Research Task

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

Subject: WDDAS DRAM research & meeting outcome	
Description:	
<u>DRAM Research</u>	
Research uploaded to Police MARAC APP	
MARAC APP ID - WMC	
Client open: Yes/No <delete as appropriate>	
Allocated worker (if open): <enter name if applicable>	
WDDAS DRAM meeting attendee: <enter attendee>	
<u>Meeting Outcome</u>	
<WDDAS DRAM meeting attendee or allocated worker in attendance to copy and paste the actions from the MARAC APP>	
<u>WDDAS Referral requested:</u> Yes/ No <delete as appropriate>	
<u>Will this case be heard at MARAC:</u> Yes/No <delete as appropriate>	
Regarding: Caredirector will populate client name	Responsible Team: populated based on allocated team, if not open then populate with Intake Team
	Responsible User: populate with DRAM Meeting attendee (usually from Intake).
Due Date: following day to be entered	Category: WDDAS Professional Meeting
Status: Open	Sub-Category: DRAM

2. Click **save**



*** This task will appear on the DRAM meeting attendee's dashboard so they will have a list of what clients are to be heard at the DRAM meeting.

Post meeting – Open Case

- Worker to open the task and complete the relevant information:
 - Meeting Outcome
 - Meeting Actions
 - WDDAS Referral requested
 - Will this case be heard at MARAC
- Change the **Responsible User** to the appropriate worker who is allocated to the case.

Regarding*

Reason

Priority

Due*

Status*

Responsible Team*

Responsible User

Category

Sub-Category

Outcome

- The **Task** will appear on the workers dashboard. The worker should read the information in the **Task**. Change the **Status** to **Complete**.

Details

Regarding*

Reason

Priority

Due*

Status*

Responsible Team*

Responsible User

Category

Sub-Category

Outcome

Post meeting – No open case but person on Caredirector

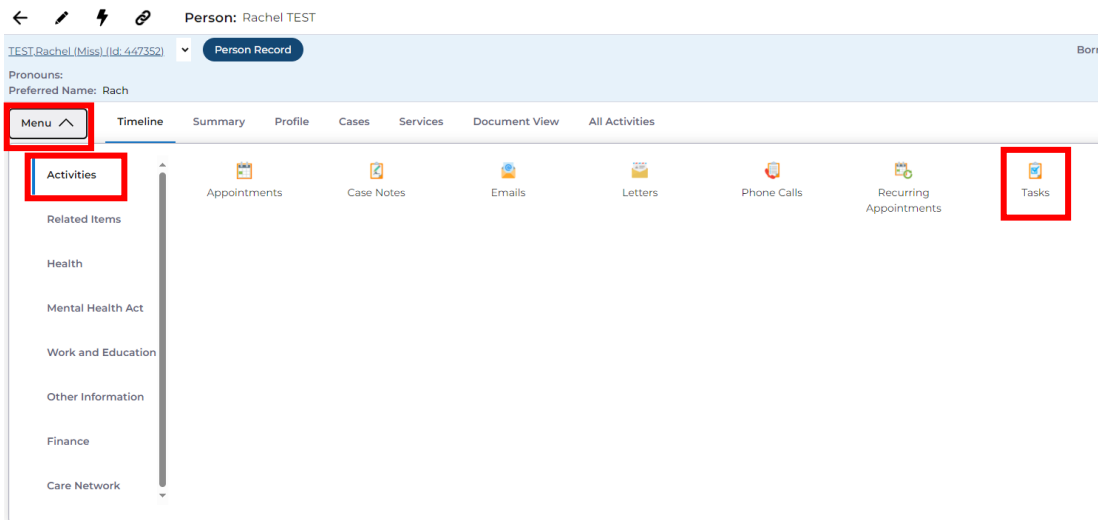
1. Worker to open task against the person and complete the relevant information:
 - Meeting Outcome
 - Meeting Actions
 - WDDAS Referral requested
 - Will this case be heard at MARAC
2. If 'Yes' is selected against **WDDAS Referral requested**, and the DRAM log/referral is received the DRAM task against the person should be cloned across to the case once the case has been created by Admin.

Post meeting – No open case or person on Caredirector

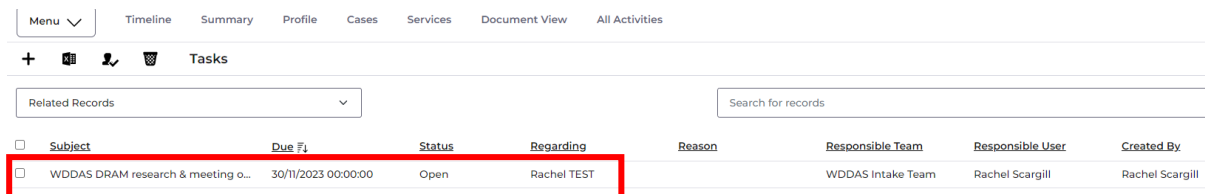
1. Once the DRAM log has been received and the referral meets the service criteria Admin to create a **DRAM Research Task** against the newly created case.
2. Admin worker to populate the **DRAM Research Task** against the case and input the **Responsible User** as the person who attended the DRAM meeting.
3. The person who attended the DRAM meeting needs to complete the relevant information:
 - Meeting Outcome
 - Meeting Actions
 - WDDAS Referral requested
 - Will this case be heard at MARAC
4. Once the relevant information has been completed and saved, then they need to remove their name from the **Responsible User** field and the **Responsible Team** field displays Intake Team.

Cloning a Task onto a Case

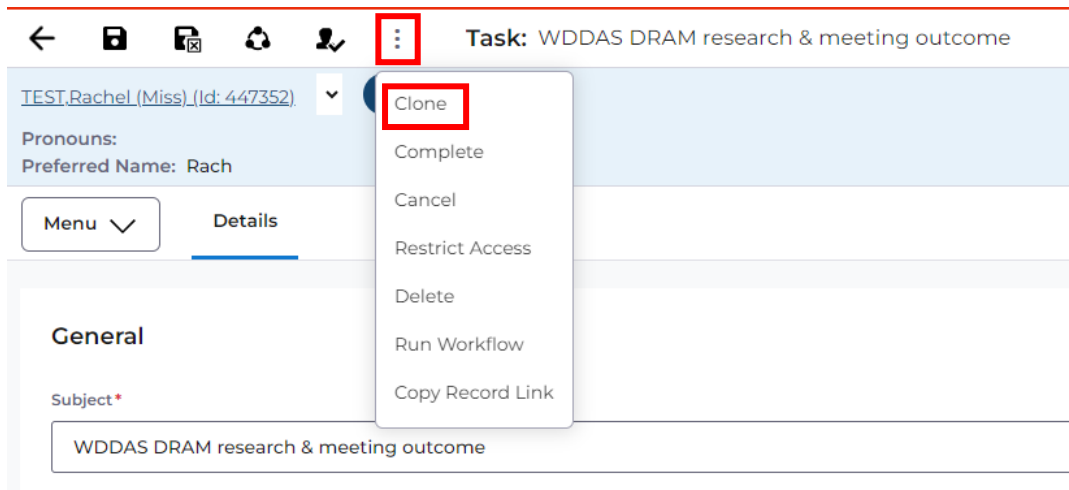
1. Find the relevant **Person > Menu > Activities > Tasks**



2. Select the **Task** and open it.



3. Click the **3 dots** then **clone**



Changing the task to completed

1. Go to the **My Activities** tab on your home screen and select the relevant **Task**.

Team activities | **My activities** | Team cases (all teams) | Service provisions | Dashboards

My Active Tasks/Notes

Subject	Regarding	Due	Modified On	Modified By
<input type="checkbox"/> Overnight Incident	TEST, Rachel - (03/11/1987) [CAS-000001-3593]	19/12/2023 10:44...	18/12/2023 10:45:13	Rachel Scargill
<input type="checkbox"/> WDDAS DRAM research & meeting outcome	Rachel TEST	30/11/2023 00:00...	29/11/2023 10:37:39	Rachel Scargill
<input type="checkbox"/> Phone call needed	TEST, Rachel - (03/11/1987) [CAS-000001-0665]	13/10/2023 00:00...	09/11/2023 10:16:53	Rachel Scargill
<input type="checkbox"/> Overnight Incident	TEST, Rachel - (03/11/1987) [CAS-000001-3595]	06/10/2023 09:54...	05/10/2023 09:54...	Rachel Scargill
<input type="checkbox"/> Phone call needed	Rachel TEST	13/10/2023 00:00...	04/10/2023 11:19:02	Rachel Scargill
<input type="checkbox"/> Overnight Incident	TEST, Rachel - (03/11/1987) [CAS-000001-3600]	05/10/2023 10:42...	04/10/2023 10:42...	Rachel Scargill
<input type="checkbox"/> DRAM Research & Outcome	Rachel TEST	25/09/2023 00:0...	25/09/2023 14:56...	Rachel Scargill

2. Change the **Status** to **Completed** and click **Save & Close**.

Task: Overnight Incident

TEST, Rachel (Miss) [id: 447352] | Person Record | Born: 03/11/1987 (35 Years) Gender: Female NHS No: [redacted]

Menu | Details

Reason: [text input]

Priority: [text input]

Due*: 23/09/2023 | 14:04

Status*: Completed

Responsible User: Rachel Scargill

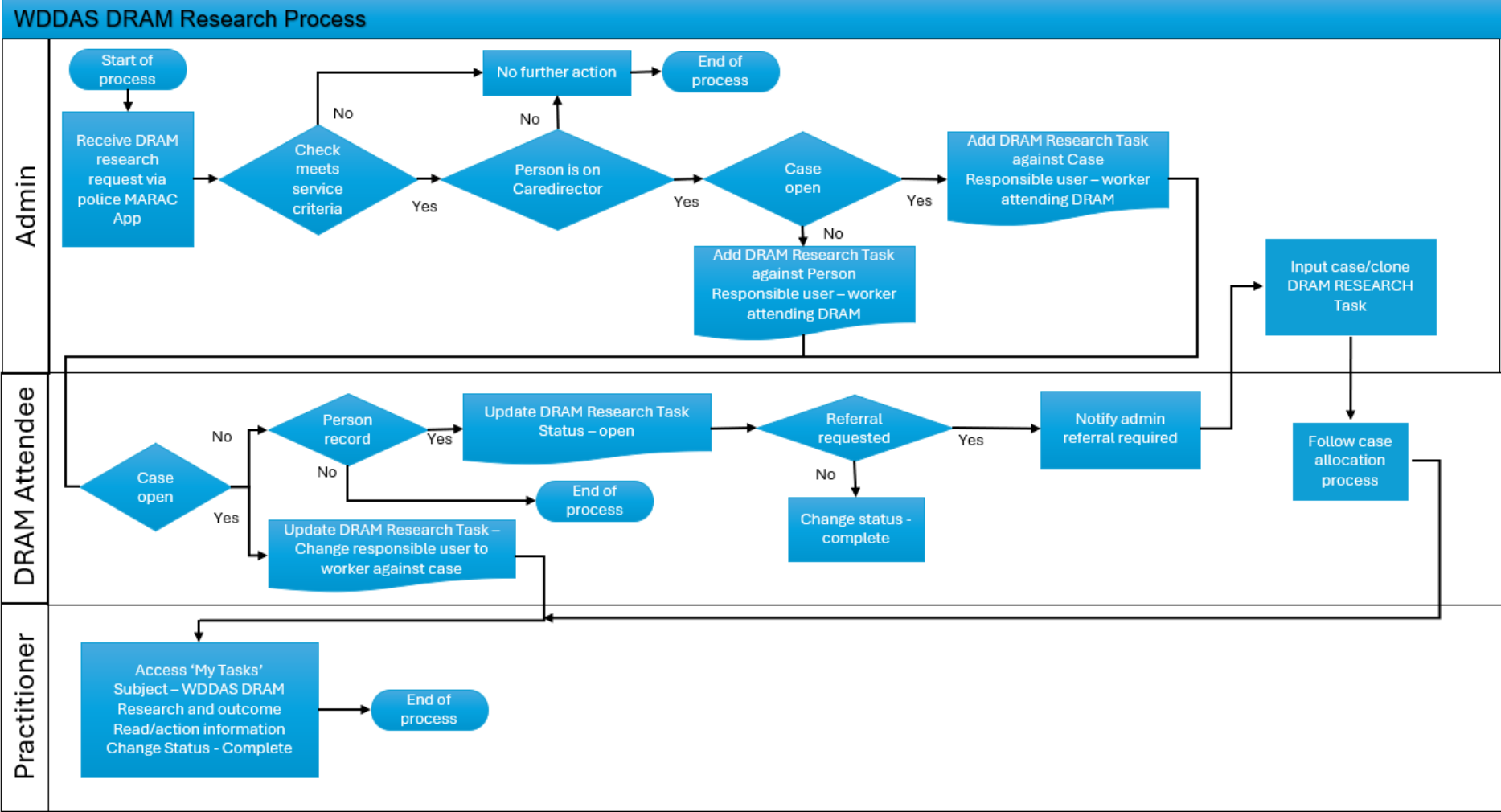
Category: [text input]

Sub-Category: [text input]

Outcome: [text input]

Is Case Note? Yes No

Sender: [text input]



Version Control

Version Number	Change	Author	By Date
V1	Initial Start	Rachel Scargill	18/12/2023
V1.1	Amendments to Post meeting – no open case but person on Care director Added in Post meeting – No open case or person on Caredirector	Rachel Scargill	9/1/2024
V1.2	Update to DRAM Research Task to ass in MARAC APP ID	Rachel Scargill	6/03/2024

