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Care Plans are recorded on a Client’s record via several options – this care plan is via the Core Form. The Care Plan can be infilled as part of the CFHV Visiting Core 21 form via the hyperlink or recorded later directly into the CFHV Care Plan 21 form

Recording A Care Plan

- Click **Menu**
- Click **Quick Menu**
- Click **Client’s View**

The **Client Search** screen will display.

- **Search** for your Client

Clinical Portal – Client’s View displays.

- Locate **Navigation Pane**
- Click **Children and Families Assessments**
- Click **Childrens & Families**



- Click **Service Specific** folder eg 
- Click 

The CFHV Care Plan 21 displays

The Client’s name infills automatically

The Date & Time of now infills automatically

Care Plan via Care Plan 21 Form



Complete the information as required

Care Plan												
Issue/Concern	Pre Score	Detail of Concerns	Desired Outcome	Intervention/Plan	Plan of Care/ Intervention	Intervention By	Review Date	Post Score	Outcome	Completed	Comments	Action
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Breastfeeding	3	Unabl e to latch	Emily to thrive	Advice- Infant Feeding	Support & regular monitoring	Yes – BFS Health	18 July 2023	0	Please Select			Add

Issue/Concern

Select Option

Pre Score

Choose 0 – 3 little or no understanding
4 – 6 some ability to understand and change
7 – 10 insight with ability to change

Details of Concern

As required

Desired Outcome

What you would like to achieve

Intervention/Plan

How you plan to achieve

Plan of Care/Intervention

What you will put in place

Intervention By

As required

Review Date

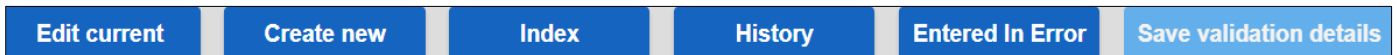
Your intended review date

- Click Add

The completed information should then display in green to indicate this has been added successfully

- Click **Save**

Wait for 6 blue buttons to display



The file now displays white which indicates a care plan has been recorded on the record



Care Plan via Care Plan 21 Form



Reviewing a Care Plan

At the review you will need to complete the right-hand side of the care plan according to your findings

- Click  [CFHV Care Plan 21](#)

The Care Plan display

CFHV Care 21					
Auto-Saved	Date/time	Created by	Updated by	Last updated	Locked/Concealed
	11 July 2023 15:35	Janice Pettitt	Janice Pettitt	11 July 2023 16:07	

- Click **Care Plan**

This displays the current Care Plan allowing you to record your review information.

- Click **Edit Current**
- Click **Activate all fields**

Complete the right-hand side with the following:

Post Score	Choose as from Pre Score range
Outcome	Making Progress
Completed	Date of Review
Comments	Making Progress

Post Score	Outcome	Completed	Comments	Action
6	Ongoing	17 April 2023		Making progress

Adding a Further Review

If the problem is ongoing then add to the following line of the care plan with a new review date


Issue/Concern	Select Option
Pre Score	Choose number from last review
Details of Concern	As before
Desired Outcome	As before
Intervention/Plan	As before
Plan of Care/Intervention	As before
Intervention By	As before
Review Date	Your intended review date

- Click **Add**
- Click **Save**

Issue/Concern	Pre Score	Detail of Concerns	Desired Outcome	Intervention/Plan	Plan of Care/ Intervention	Intervention By	Review Date
Breastfeeding	6	Improving	Emily to thrive	Advice- Infant Feeding	Support & regular monitoring	Yes – BFS Health	25 April 2023

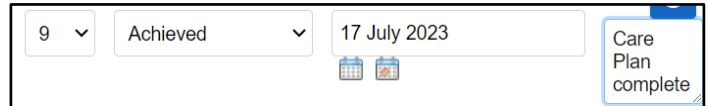


Closing a Care Plan

- Click  [CFHV Care Plan 21](#)
- Click to open the Care Plan you want to close
- Click **Edit current**
- Click **Activate all fields**

Scroll to right side of the Care Plan

Complete as required



9	Achieved	17 July 2023	Care Plan complete
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Post Score 9

Outcome Achieved

Completed Today's date

- Click **Save**

The Care Plan has now been completed – each individual time it has been edited/updated can be viewed by clicking the bottom of the screen. To view each entry move forward or backwards using the directional arrows.

