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Recording A Care Plan

- Click **Menu**
- Click **Quick Menu**
- Click **Clients View**

The **Client Search** screen will display.

- **Search** for your Client

Please select a Care Plan

Please Select

- Please Select
- C&F Family Nurse Partnership
- C&F Health Visiting
- C&F Infant Feeding Team
- Epilepsy Management
- Learning Disability
- Staffordshire School Nursing
- Staffs Special School Nursing

Clinical Portal - Clients View displays.

- Locate **Navigation Pane**
- Click **CR – Care Plan**
- Click **Care Planning**

Navigation

- + Case Record
- CR - Care Plan
- Care Planning
- + CR - Referrals

Care Planning screen displays.

Select your service

Recording New Problem/Need

- Click **New Problem/Need**
- Select **Problem Category**
- Select **Problem Type**
- Select **Care Pathway** (if required)
- Enter **Problem Date**
- Enter **Description**
- Click **Save**

New Problem/Need Add from Library Change Problem Order

New Problem/Need

Problem Category
 HV - Healthy Weight & Nutrition

Problem Type
 0-3 No / little understanding

Care Pathway
 Please Select

Problem Date
 17 April 2023 12:29

Description
 Lily is not gaining weight as he should - discussed feeding with Mrs Tajudji, she is regularly breastfed but doesn't comprehend that the child should now be eating solids.

Last Autosave: 12:34:21 Cancel Save



The Problem/Need displays

HV - Healthy Weight & Nutrition - 0-3 No / little understanding Created/modified by [PETITIT, Janice](#) 17 Apr 2023, 12:50
Entered 17 Apr 2023, 12:50
Problem Date 17 Apr 2023, 12:29

Lilty is not gaining weight as he should - discussed feeding with Mrs Tajuddi, she is regularly breastfeed but doesn't comprehend that the child should now be eating solids.

[Edit History](#) [Edit](#) [New Intervention](#) [Close](#)

Recording an Intervention

Once the Problem is recorded, the Intervention(s) should be added

- Click **New Intervention**
- Select **Intervention Category**
- Select **Intervention Type**
- Select **Care Pathway** (if required)
- Select **Responsible Professional**
- Enter **Intervention** details
- Click **Save**

Edit Intervention

Intervention Category
Monitor/Review

Intervention Type
Growth

Care Pathway
Please Select

Responsible Professional
Penrose, Elizabeth

Intervention
After discussing the introduction of finger foods, regular monitoring, weekly weighing and reviewing Mrs Tajuddi's understanding four weekly reviews

[Cancel](#) [Save](#)

The Intervention displays

Growth (Monitor/Review) - Last Updated 17 Apr 2023, 13:15 ^

Intervention Created/modified by [PETITIT, Janice](#) 17 Apr 2023, 13:15
Entered 17 Apr 2023, 13:03

After discussing the introduction of finger foods, regular monitoring, weekly weighing and reviewing Mrs Tajuddi's understanding four weekly reviews

Goal(s)
For Lilty to experience new foods and increase to healthy weight

Review Date
24 Apr 2023, 13:05

Responsible Professional
Penrose, Elizabeth

[Edit](#) [Close](#)

Editing a Problem or Intervention

- Click **Edit**

Make any changes you require

- Click **Save**
- Click **Edit History**

You can see both versions, before and after edits

HV - Healthy Weight & Nutrition

Lilty is not gaining weight as he should - di

[Edit History](#)



If there are several Care Plans open in a patient's record, then you can change the order according to your preference

Changing a Problem Order

- Click **Change Problem Order**

Change Problem Order

Change Problem Order screen displays

- Click **Problem** you wish to move up

- Click

This will move the Problem up step by step

- Click

If you wish to move directly to the top of the Problem Order

- Click **Save**

Closing a Care Plan Intervention

Locate the Care Plan Intervention

- Click **Close**
- Click **Outcome**

Edit **New Intervention** **Close**

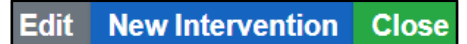
- Enter **Close Intervention Comment**
- Click **Close Intervention**

The Intervention is no longer shown



Closing a Care Plan Problem

Locate Care Plan Problem



- Click **Close**
- Click **Outcome**
- Enter **Close Problem/Need Comment**
- Click Close **Problem/Need**

The Problem is no longer shown

Are you sure you want to close the Problem/Need?

Outcome

7-10 has insight and ability to change

Close Problem/Need Comment

Mrs Tajuddi has full understanding of the importance of regular feeding with nutritionally good foods to promote a healthy weight in her child

Cancel Close Problem/Need

Displaying a Closed Care Plan

Once a Care Plan has been closed it is possible to still view it, or re-open it

- Click **Show Closed**



The Closed Care Plan will display with a red border

(CLOSED) HV - Healthy Weight & Nutrition - 0-3 No / little understanding

Created/modified by PETITIT, Janice 17 Apr 2023, 14:39
Entered 17 Apr 2023, 12:50
Problem Date 17 Apr 2023, 12:29

Lilly is not gaining weight as he should - discussed solid food feeding with Mrs Tajuddi, she is regularly breastfeed but doesn't comprehend that the child should now be eating solids.

Outcome

7-10 has insight and ability to change

Comment

Mrs Tajuddi has full understanding of the importance of regular feeding with nutritionally good foods to promote a healthy weight in her child

[Edit History](#)

Re-Open

Re-Opening a Closed Care Plan

- Click **Re-Open**

Information prompt displays

- Click **Yes**

Information

Are you sure you want to re-open this Problem/Need and all its Interventions?

Yes No

The re-opened care plan will now be active and display again.