Contents

Overview

Dependency levels are used by the Children's & Families Division within our Trust. The Dependency levels are set in line with the 'Right Help, Right Time' guidance used by Birmingham Early Years to assist professionals to identify the support that a child, young person, or family might need and how best this support can be provided.

Recording a Dependency

- Click **Menu**

- Click **Quick Menu**

- Click **Client's View**

- **Search** for the Client

The **Clinical Portal Client's View screen** will display

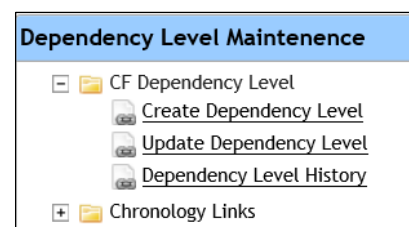- Click the **CF Dependency Levels** tab (top) CF Dependency Levels

The tab displays in two panes:

Dependency Levels – this displays all dependencies that have been recorded

Dependency Level Maintenance – where the dependency information is created and updated

In **Dependency Level Maintenance** pane (located on right)

- Click the **CF Dependency Level** folder

- Click the **Create Dependency Level** link

The **CF Dependency Levels** screen will display

Complete the form

- **Recorded Date/Time:**   Use date/time recorded

- **Specialty:**   As required

- **Dependency Level:**   As required

- **Start Date/Time:**   Date/Time

- **Comments:**   As required

- Click **Save**

The **Dependency Level** screen now displays the information you have just recorded

- Click the **Client's name** on the banner bar to return to the main Clinical Portal – Clients' View screen

The **Dependency Levels** tab will display

- Click the **Summary** tab to return to the standard view

Viewing Dependency Levels

Once a Dependency Level as been created it can be viewed via the Dependency Level pane.

- Click **Menu**

- Click **Quick Menu**

- Click **Client's View**

- **Search** for the Client

The **Clinical Portal Client's View screen** will display

- Click the **CF Dependency Levels** tab (top)

Dependency Levels

The **Dependency Level** screen displays on the left of the screen. This will always show the most up to date Dependency that has been recorded

Dependency Levels				
Start Date	Activity Date/Time	Service	Dependency Level	Comments
27 Apr 2023		CHILDREN IN CARE	Medium	

Updating a Dependency Level

If a Child's Dependency Level changes it can be updated

- Open the Child's **Clinical Portal – Client's View**

- Open the **Dependency Level** tab

- Click the **CF Dependency Level** folder

- Click the **Update Dependency Level** link

A new window opens displaying the **Dependency Level – Update** screen

Maximise the window by clicking on the maximise icon (top right of window) ⬜

- Click the **Change Level/End Dependency** link for the dependency you want to update

A new window will open which displays the previous Dependency Level

Maximise the window by clicking on the maximise icon (top right of window) ⬜

- Click the **Activate All Fields** button (bottom)

- **Change Dependency Level** as required

- **Change Start Date/Time** as required

- Click **Save**

The **Dependency Level** window will refresh and display with the updated information

- Click **X** to **close** the **CF Dependency Level** window

- Click **X** to **close** the **Dependency Level – Update** window

The **Dependency Level** tab will display

- Click the **Client's Name** link on the banner bar (top left) to refresh the screen

The updated Dependency Level will now display

Dependency Levels				
Start Date	Activity Date/Time	Service	Dependency Level	Comments
27 Apr 2023		CHILDREN IN CARE	High	

Viewing Dependency Level History

Rio generates a report style view of the Dependency Level History

- Open the Child's **Clinical Portal – Client's View**

- Open the **Dependency Level** tab

- Click the **CF Dependency Level** folder

- Click the **Dependency Level History** link

A new window opens displaying the **Dependency Historical View** screen. Maximise window.

- Select your **Dependency Specialty** from the picklist

- Click **OK**

The **Dependency Historical View** report displays, the report can be printed if necessary.

Report Run Date & Time	NHS Number	Givent Name	Family Name	Age	Date of Birth
27 Apr 2023 13:27		Khayber	'	1 year(s), 11 month(s)	07 May 2021
Activity	Activity Date/Time	Speciality	Dependency Level	Start Date	Comments
Change Dependency Level	27 Apr 2023 12:35	CHILDREN IN CARE	High	27 Apr 2023 12:35	
New Specialty Dependency	27 Apr 2023 12:30	CHILDREN IN CARE	Medium	27 Apr 2023 12:30	

- Click **Print**

- Click the **Close** button or the **X** to **close** the **Dependency Historical View** window

The **Dependency Level** tab will display