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Overview

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

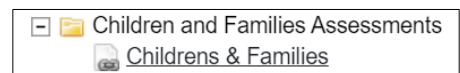
- Click **Menu**
- Click **Quick Menu**
- Click **Client's View**



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 
- C  [CFHV Care Plan 21](#)

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 |
| V | V | V | V | V | V | V | V | V | V | V | V | V |
| 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

Save • Click

Wait for 6 blue buttons to display

| | | | | | |
|--------------|------------|-------|---------|------------------|-------------------------|
| Edit current | Create new | Index | History | Entered In Error | Save validation details |
|--------------|------------|-------|---------|------------------|-------------------------|

The file now displays in white which indicates a Care Plan has been recorded on the record

[CFHV Care Plan 21](#)



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 Plans 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 | |

- Select the Care Plan you need to complete

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 from Pre Score range

Outcome

Complete as required

Completed

Enter Date of Review

Comments

Complete as required

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

- Click **Save**

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 |
|-----|------------|---|--------------------|

Post Score

Complete as required

Outcome

Achieved

Completed

Today's date

- Click **Save**

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

| | | | | |
|----|---|-------|---|----|
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|----|---|-------|---|----|