Dependency Levels

Contents

Dependency Level 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

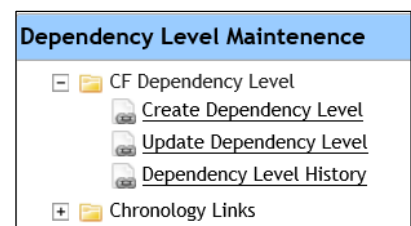- Click the **CF Dependency Levels** tab (top) CF Dependency Levels

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**

Client	EDWARDS, Harley (Miss) - 2463882
Recorded Date/time	25 September 2018 09:00
Specialty	HEALTH VISITING
Dependency Level	Medium
Start Date/Time	25 September 2018 09:00
Comments	See Progress Note

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) **CF 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**
25 Sep 2018		HEALTH VISITING	Medium	See Progress Note

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

- 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

- 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**
11 Nov 2020		HEALTH VISITING	Low	See Progress Note

Best Care
Healthy Communities

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.

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

- Click **OK**

The **Dependency Historical View** report displays in a new window, the report can be printed if necessary.

Report Run Date & Time	NHS Number	Givent Name	Family Name	Age	Date of Birth
18 Aug 2021 12:33		Harley	EDWARDS	2 year(s), 11 month(s)	21 Aug 2018
Activity	**Activity Date/Time**	**Speciality**	**Dependency Level**	**Start Date**	**Comments**
Change Dependency Level	18 Aug 2021 11:37	HEALTH VISITING	Low	11 Nov 2020 09:00	See Progress Note
New Specialty Dependency	18 Aug 2021 09:46	HEALTH VISITING	Medium	25 Sep 2018 09:00	See Progress Note

- Click **Print**

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

The **Dependency Level** tab will display