Care Plans (non Core)

Contents
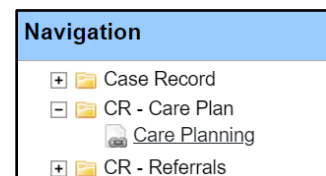
Recording a Care Plan

- Click **Menu**

- Click **Quick Menu**

- Click **Clients View**

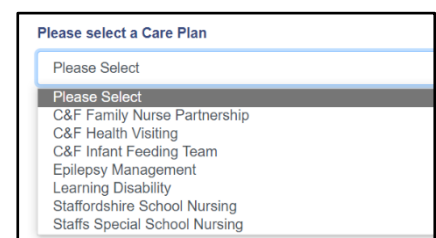The **Client Search** screen will display.

- **Search** for your Client

Clinical Portal - Clients View displays.

- Locate **Navigation Pane**

- Click **CR – Care Plan**

- Click <u>**Care Planning**</u>

Care Planning screen displays.

Select your service

Recording a Goal or Problem/Need

Once the Goal or Problem/Need is recorded, the Intervention(s) should be added

- Click **New Goal** or **New Problem/Need**

- **Problem Category** - Select as required

- **Problem Type** - Select as required

- **Care Pathway** - Select as required

- Enter a **Problem** or **Start Date**

- Enter a **Description**

- Click **Save**

The Goal or Problem/Need displays in blue

Adding a New Intervention

Locate the goal you want to record an intervention against

- Select **New Intervention**

- **Intervention Category** - Select as required

- **Intervention Type** - Select as required

- **Care Pathway** - Select if required

- **Carer's Care Plan** - Tick if required

- **Inpatient** - Tick if required

Selecting the Referrals/Admissions link will open a window detailing any current Referrals and Admissions for the Client. In this window select a **Referral** or **Admission** to link the intervention to.

- Enter the **Intervention**

- Enter a **Comment**

- Enter a **Review Date and Time**

- Click **Save**

The intervention displays in yellow

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

Changing the Order of Goal/Problems

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

- Click **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**

- **Outcome** - Select as required

- Enter a **Close Intervention Comment**

- Click **Close Intervention**

The Intervention is no longer shown

Closing a Care Plan Problem

Locate Care Plan Problem

- Click **Close**

- **Outcome** - Select as required

- Enter **Close Problem/Need Comment**

- Click Close **Problem/Need**

The Problem is no longer shown

Displaying a Closed Care Plan

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

- Click **Show Closed**

The Closed Care Plan will display with a red border

Re-Opening a Closed Care Plan

- Click **Re-Open**

Information prompt displays

- Click **Yes**

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