

CRIB SHEET - RECORDING ACCOMMODATION STATUS


All Mental Health and Learning Disability clients must have an accommodation status recorded in Swift.

This crib sheet gives guidance on how to record an Accommodation Status against an existing address recorded in Swift. Please refer to *Frontdesk – Addresses*

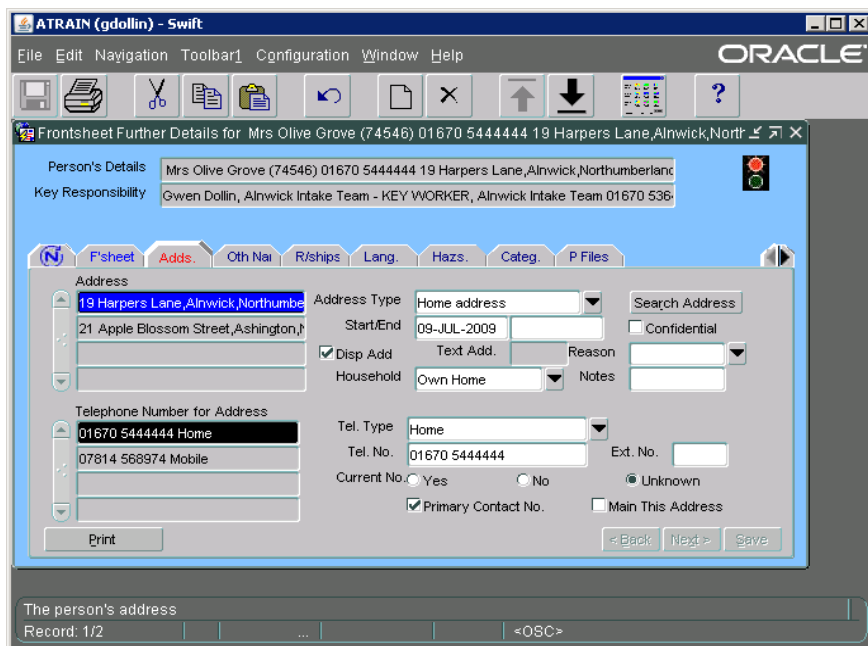
- Navigate to Frontsheet for the client.
- Click on Further Details.
- You will land in Addresses tab.
- Ensure you have selected the correct address in the summary list complete the following field:

Household

Click on the drop down list and select the appropriate Accommodation Status.

- Click on 

The completed screen may look something like this:



The screenshot shows the Oracle Swift software interface. The window title is 'ATRAIN (gdollin) - Swift'. The menu bar includes 'File', 'Edit', 'Navigation', 'Toolbar1', 'Configuration', 'Window', and 'Help'. The toolbar contains various icons for file operations and navigation. The main content area is titled 'Frontsheet Further Details for Mrs Olive Grove (74546) 01670 5444444 19 Harpers Lane, Alnwick, Northumberland'. Below the title, there are fields for 'Person's Details' and 'Key Responsibility'. The 'Addresses' tab is selected, showing a list of addresses. The selected address is '19 Harpers Lane, Alnwick, Northumberland'. The form fields are populated with details for this address, including the telephone number '01670 544444 Home' and the household type 'Own Home'. The 'Save' button is visible at the bottom right of the form.