

RECORDING CHC REVIEWS ON SWIFT

Following a CHC DST initial assessment, the date when the client is to be reviewed must be recorded on Swift so that future reviews can be identified and actioned. This is usually 3 months from the date of the initial assessment.

Once a CHC review is carried out, the date this review was completed must be recorded on Swift along with the date the client is next to be reviewed. This is usually every 12 months.

Recording a Future CHC Review

- Navigate to Review screen.
- Press F6
- Complete the following fields:

Review Type

Enter CHC Review.

Subject

Automatically completes with client's name.

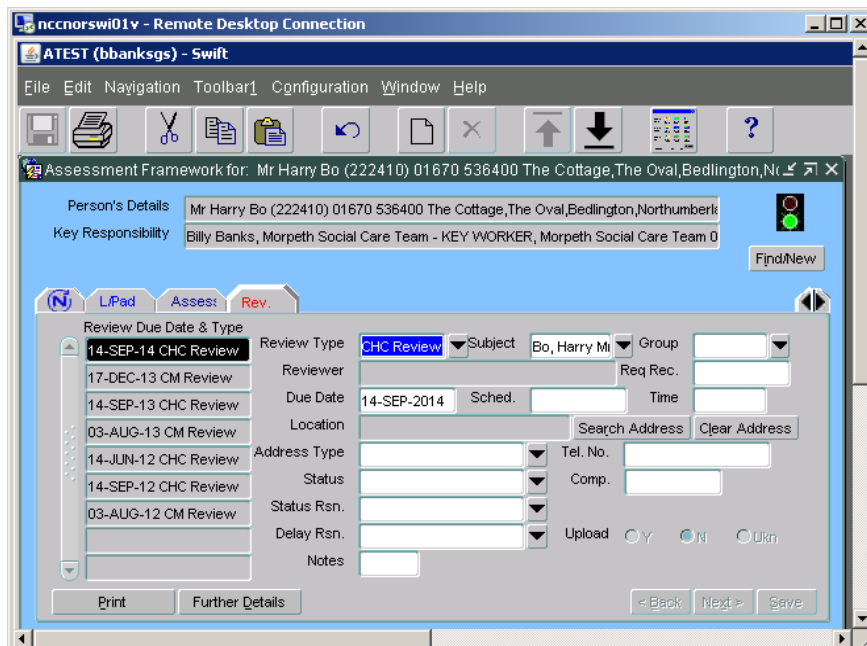
Due Date

Enter the date of the client's next review.

Note: For new clients this will be 3 months after the initial DST Assessment, for clients at CHC Review this will be 12 months after either the Full DST review or Shortened Review.

- Click on .

The following screen shows a CHC Review that is due:



The screenshot displays the 'ATTEST (bbanksgs) - Swift' application window. The main form is titled 'Assessment Framework for: Mr Harry Bo (222410) 01670 536400 The Cottage, The Oval, Bedlington, Northumb...'. The 'Person's Details' field contains 'Mr Harry Bo (222410) 01670 536400 The Cottage, The Oval, Bedlington, Northumb...' and the 'Key Responsibility' field contains 'Billy Banks, Morpeth Social Care Team - KEY WORKER, Morpeth Social Care Team 0'. The 'Find/New' button is visible. The 'Asses:' tab is active, and the 'Rev.' sub-tab is selected. The 'Review Due Date & Type' section is expanded, showing a list of reviews: '14-SEP-14 CHC Review', '17-DEC-13 CM Review', '14-SEP-13 CHC Review', '03-AUG-13 CM Review', '14-JUN-12 CHC Review', '14-SEP-12 CHC Review', and '03-AUG-12 CM Review'. The '14-SEP-14 CHC Review' is selected. The 'Review Type' is 'CHC Review', the 'Subject' is 'Bo, Harry Mr', and the 'Due Date' is '14-SEP-2014'. Other fields include 'Reviewer', 'Location', 'Address Type', 'Status', 'Status Rsn.', 'Delay Rsn.', and 'Notes'. The 'Upload' section has radio buttons for 'Y', 'N', and 'Ukn'. The 'Print' and 'Further Details' buttons are at the bottom left, and the '< Back', 'Next >', and 'Save' buttons are at the bottom right.

Recording Completion of a CHC Review

- When you have completed the CHC Review, for either a Shortened Review or full DST you must record the date this has taken place, regardless of your recommendation.
- Navigate to Review screen.
- Identify the CHC Review that has been carried out, this will be the CHC Review without a date recorded in the Comp. field.

Note: if there is no CHC review without a Comp. date recorded, refer to instructions given in the “Review Undertaken but No CHC Review Recorded on the Reviews screen” section of this crib sheet.

- Click on the CHC Review that has been carried out.
- Complete the following fields:

Comp.

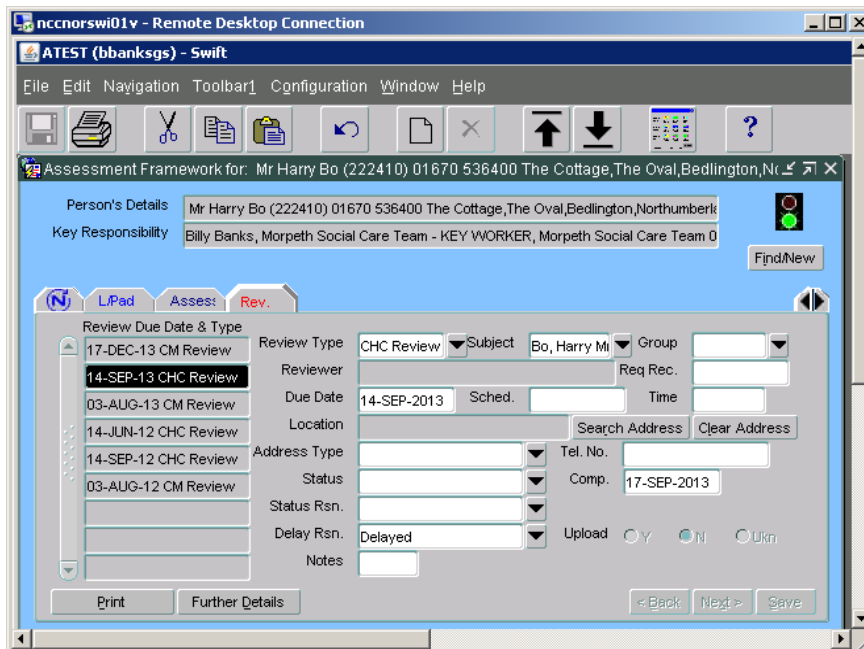
Enter the date the CHC Review was completed for either the full DST or Shortened Review.

Delay Rsn.

If the date entered in the Comp. field is later than the Due Date enter ‘Delayed’.

- Click on .

The following screen shows a completed CHC Review:



The screenshot shows a remote desktop connection to a Swift system. The window title is 'nccnorswi01v - Remote Desktop Connection'. The application is 'ATEST (bbanksgs) - Swift'. The main window displays 'Assessment Framework for: Mr Harry Bo (222410) 01670 536400 The Cottage, The Oval, Bedlington, Northumberland'. Below this, there are fields for 'Person's Details' and 'Key Responsibility'. The 'Rev.' tab is active, showing a list of reviews on the left and a detailed form on the right. The selected review is '14-SEP-13 CHC Review'. The form fields include: Review Type (CHC Review), Subject (Bo, Harry M), Group, Reviewer, Due Date (14-SEP-2013), Location, Address Type, Status, Status Rsn., Delay Rsn. (Delayed), and Comp. (17-SEP-2013). There are also buttons for 'Print', 'Further Details', '< Back', 'Next >', and 'Save'.



Once a CHC review has been recorded as completed if your recommendation is for CHC or FNC to continue you must record the next date the client is to be reviewed, for example 12 months from date of review. Refer to the “Recording a Future CHC Review” section of this guidance for instruction on recording the next review due date.

Review Undertaken but No CHC Review Recorded on the Reviews screen

There may be instances where a CHC review has been undertaken but there is not a CHC Review already recorded on the Reviews screen.

In this instance you will need to record a CHC Review and enter the review completion date.

- Navigate to Review screen.
- Press F6 and complete the following fields:

Review Type

Enter CHC Review.

Subject

Automatically completes with client's name.

Due Date

Enter the date the CHC Review was completed.

Comp.

Enter the date the CHC Review was completed.

- Click on .



You must record the next date the client is to be reviewed if your recommendation is for CHC or FNC to continue, for example 12 months from review date. Refer to the Recording a Future CHC Review section of this guidance for instruction on recording the next review due date.

Deleting a CHC Review

If the client's circumstances change and the review is no longer to be carried out it should be deleted from Swift. Please contact the Systems Support Help Line who will delete the review for you.