

# CRIB SHEET – RECORDING ETHNIC ORIGIN

Ethnic origin for a client should be recorded in Frontsheet screen on Swift as follows:

The screenshot shows the 'Case Frontsheet for Mr Shaun Service (284697) 01670 622450 Northumberland Care Trust County Hall'. The 'Fsheet' tab is active, displaying various personal details. The 'Ethnic Origin' field is empty, and the 'Self Defined' checkbox is unchecked. Other fields include Surname (SERVICE), First Names (SHAUN), Date of Birth (27-FEB-1944), and Age (69 yrs 4 mths).

- Complete the following fields:

### Ethnic Origin

Enter the person's ethnic origin.

### Self Defined

Click in this box if the person has defined their own ethnicity.

- Click on .

The screenshot shows the same 'Case Frontsheet for Mr Shaun Service'. In this view, the 'Ethnic Origin' field is set to 'White - British', and the 'Self Defined' checkbox is checked. The 'Save' button is highlighted in the bottom right corner of the form area.