

Systems Support

Swift Training



Legal Status

October 05

Northumbria Healthcare 

NHS Foundation Trust

In partnership with

NORTHUMBERLAND
COUNTY COUNCIL

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ACCESSING LEGAL STATUS



- Access [Legal Profile](#) via Launch Pad or by using navigate. Refer to the *Basic Use of Swift* manual.
- If you have accessed Legal Profile via Launch Pad you will need to find the client. Refer to the *Frontdesk manual – Finding a Person* for guidance.

VIEWING A LEGAL STATUS

A client may have several legal statuses entered on Swift and on accessing Legal Status you will see a list of all statuses entered in Start Date & Legal Status summary list. Legal statuses will be displayed in datal order with the most current legal status being at the top of the list.

- Click on [Legal Status](#).

The following screen will be displayed:

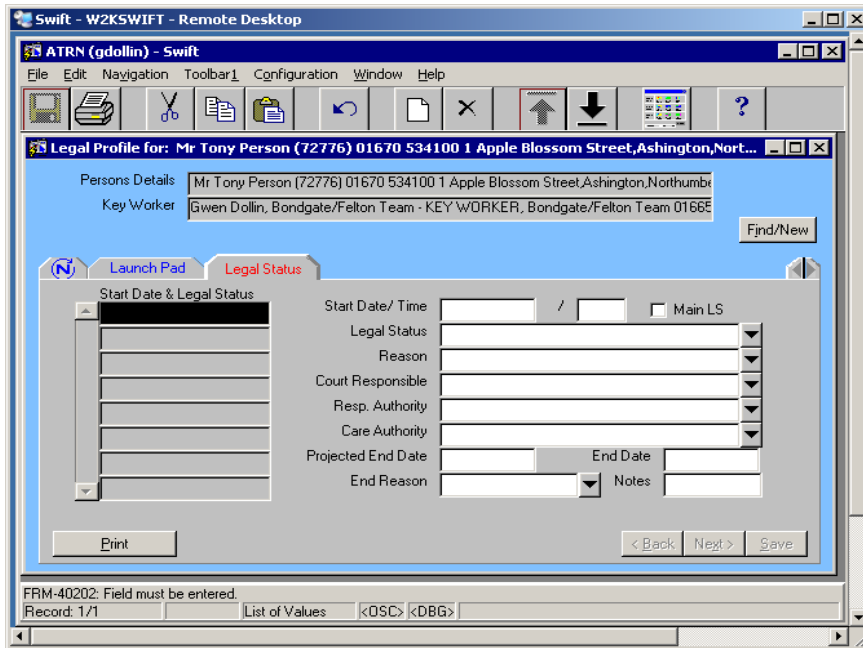
The screenshot shows the Swift software interface for a remote desktop session. The main window is titled "Legal Profile for: Mr Tony Person (72776) 01670 534100 1 Apple Blossom Street, Ashington, Northumb...". Below the title bar, there is a menu bar (File, Edit, Navigation, Toolbar, Configuration, Window, Help) and a toolbar with various icons. The main content area is divided into two sections: "Launch Pad" and "Legal Status". The "Legal Status" section is active and shows a list of legal statuses on the left, with "30-SEP-2005 CPA Section" selected. To the right of the list, there are fields for "Start Date/ Time" (30-SEP-2005), "Legal Status" (CPA Section 117 (aftercare)), "Reason" (Care Programme Approach), "Court Responsible", "Resp. Authority", "Care Authority", "Projected End Date", "End Date", "End Reason", and "Notes". There are buttons for "Print", "< Back", "Next >", and "Save". At the bottom of the window, there is a status bar with the text "Choose the court responsible for the legal status - list of values available" and "Record: 1/1".

- Click on any legal status listed in the Start Date & Legal Status summary list and the legal status detail will appear on the right of the screen.

RECORDING A LEGAL STATUS

- Click on .

The following screen will be displayed:

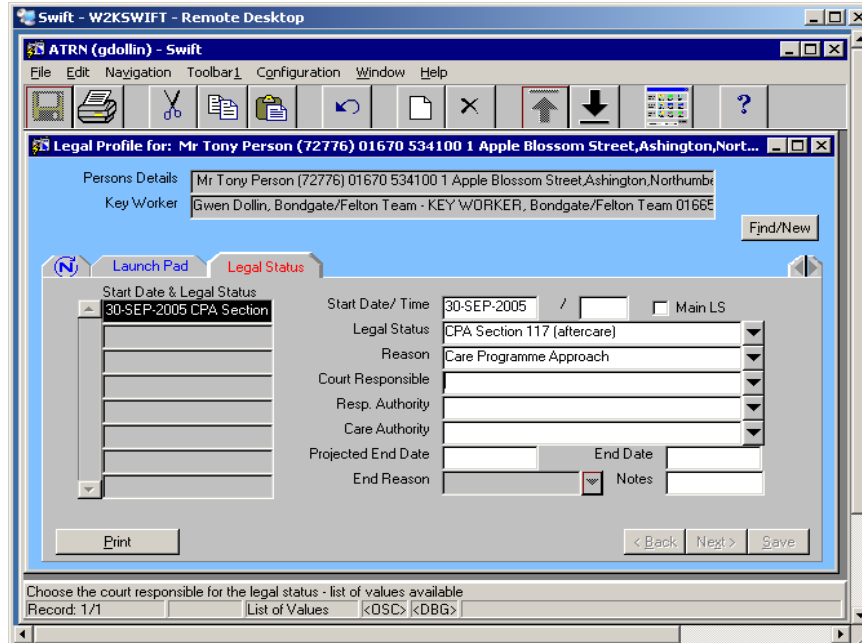


- Press .
- Complete the following fields:
 - Start Date**
Enter the start date.
 - Legal Status**
Enter the appropriate legal status.
 - Reason**
Enter **Care Programme Approach**.
- Click on .

ENDING A LEGAL STATUS

- Click on .

The following screen will be displayed:



The screenshot shows a software window titled 'Swift - W2K5WIFT - Remote Desktop'. Inside, there's a menu bar (File, Edit, Navigation, Toolbar1, Configuration, Window, Help) and a toolbar. The main area is titled 'Legal Profile for: Mr Tony Person (72776) 01670 534100 1 Apple Blossom Street, Ashington, Northumb...'. Below this, there's a 'Persons Details' section with 'Mr Tony Person (72776) 01670 534100 1 Apple Blossom Street, Ashington, Northumb...' and a 'Key Worker' section with 'Gwen Dollin, Bondgate/Felton Team - KEY WORKER, Bondgate/Felton Team 01665'. A 'Find/New' button is on the right. The main content area has a 'Launch Pad' with 'Legal Status' selected. Below it is a 'Start Date & Legal Status' summary list with one entry: '30-SEP-2005 CPA Section'. To the right of this list is a detailed form for editing the selected status. The form fields are: 'Start Date/ Time' (30-SEP-2005), 'Main LS' (checkbox), 'Legal Status' (CPA Section 117 (aftercare)), 'Reason' (Care Programme Approach), 'Court Responsible', 'Resp. Authority', 'Care Authority', 'Projected End Date', 'End Date', and 'End Reason'. There are 'Print', '< Back', 'Next >', and 'Save' buttons at the bottom. A status bar at the very bottom says 'Choose the court responsible for the legal status - list of values available' and 'Record: 1/1 List of Values <DSC> <DBG>'.

A client may have several legal statuses entered in the summary list and they will be listed in dataol order with the most current legal status being at the top of the list.

- Click on the legal status you wish to end in the Start Date & Legal Status summary list.
- Complete the following fields:

End Date

Enter the end date.

End Reason

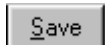
Enter **Ended (CPA)**

- Click on .

AMENDING A LEGAL STATUS

Information can easily be corrected if an error has been made during input or data has later been found to be incorrect. As a general guide all you need to do is locate the information that needs to be corrected, amend it and then save it.




To correct the information follow these guidelines:

- Go to the screen that has the details recorded that you wish to amend.
- Amend the information:
 - ◇ if the field containing the error is a free text field, i.e. it can be typed over, click into the field and type in the correct information.
 - ◇ if the field containing the error is a drop down box list, reselect the correct option from the list.
- Click on .

The data should now be saved and therefore reflect the correct information

DELETING A LEGAL STATUS

A legal status should only be deleted if it has been entered in error.

- Click on .
- You must ensure that the entry you wish to delete is selected by clicking once on the entry in the Start Date & Legal Status summary list.
- Click on  (Delete) on the toolbar.
- Click on .