

# Systems Support

## Swift Training



### Person's Registrations

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Northumbria Healthcare 

NHS Foundation Trust

*In partnership with*

**NORTHUMBERLAND**  
COUNTY COUNCIL



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## ABOUT PERSON'S REGISTRATIONS

The 4 registers covered in this manual are:

- ◇ Visual Impairment
- ◇ Hearing Impairment
- ◇ Physical Disability
- ◇ Learning Disability

The screens for each type of registration differ slightly therefore separate instruction is given.

## Referrals

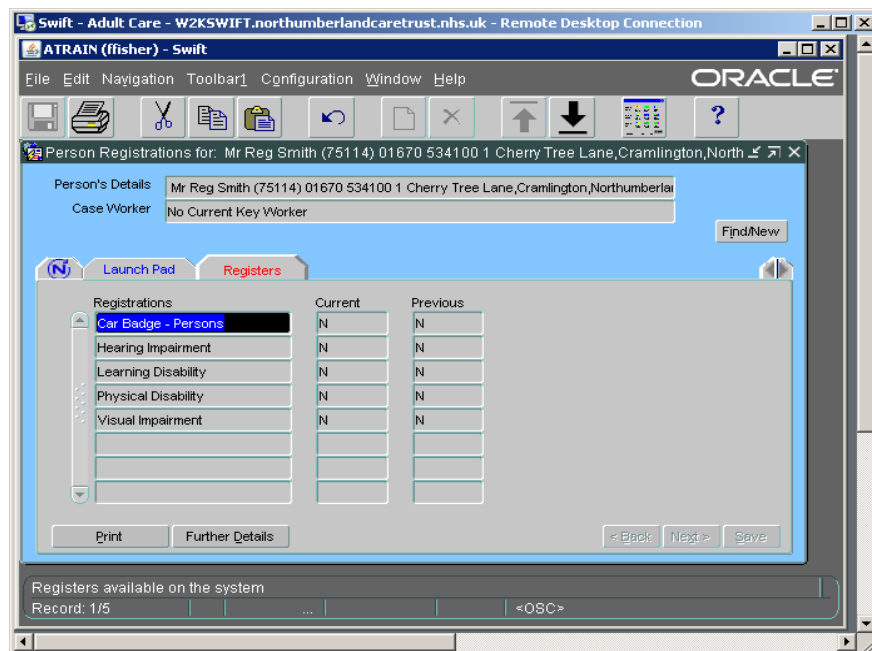
Where a person wishes to register their disability but does not require any services or care manager involvement then it is not necessary for a referral to be recorded on Swift. A referral is only needed when a person is requesting services that would require care manager involvement.

## ACCESSING PERSON'S REGISTRATIONS



- Access [Person's Registrations](#) via Launch Pad or by using navigate. If you have accessed Person's Registrations via Launch Pad you will need to click on [Find/New](#) and carry out a search for the person.

*The following screen will be displayed:*



- A list of the different types of registration appear on the screen. Y in the Current column signifies that this person has an open registration and Y in the Previous column tells you that the person has a registration that has been closed.

# RECORDING A PERSON'S REGISTRATION

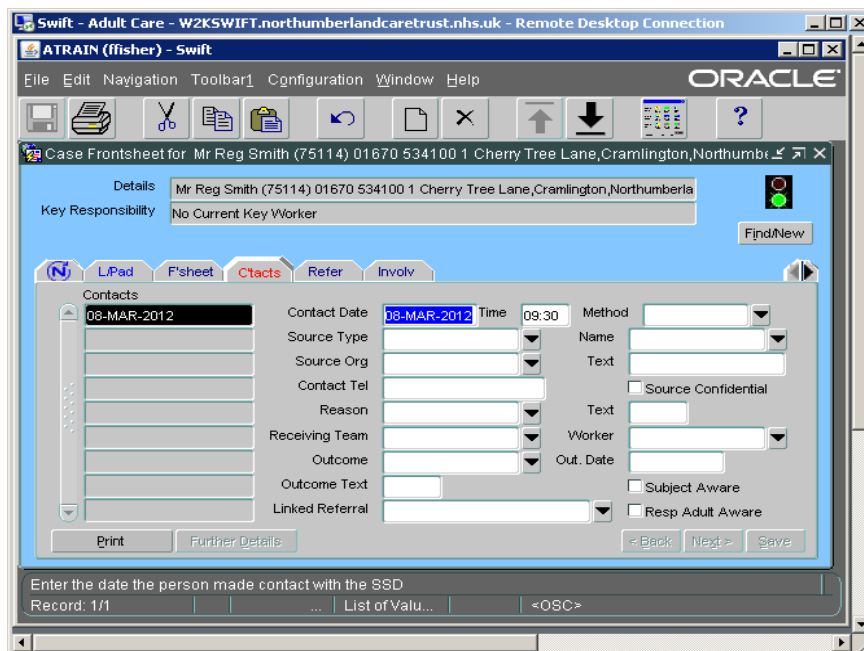
## Recording a CVI Contact for Visual Impairment Registrations

When a referral is received for a person who has been registered visually impaired, a Contact should be recorded on the Frontdesk/Contacts screen.



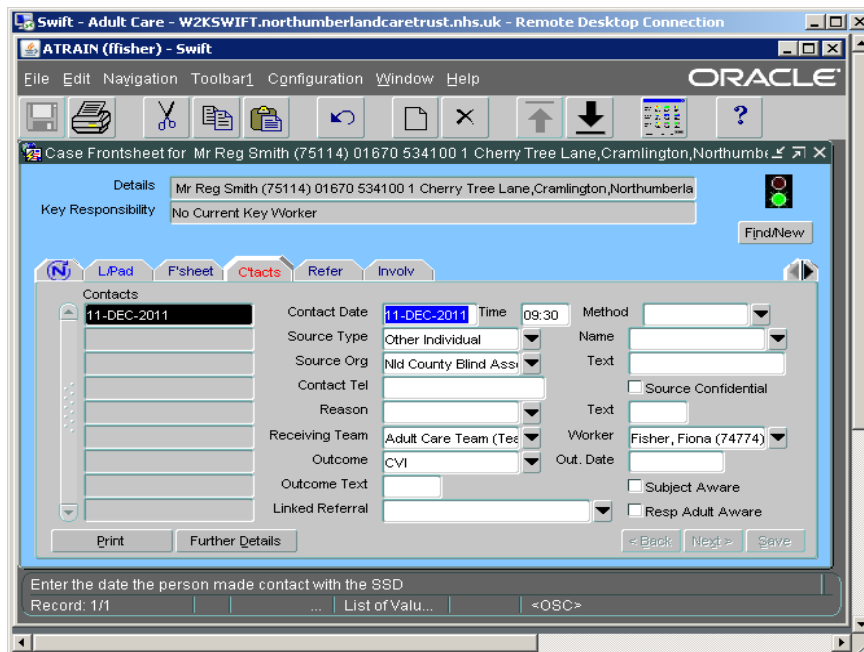
- Access **Frontdesk** via Launch Pad or by using navigate. If you have accessed Frontdesk via Launch Pad you will need to click on **Find/New** and carry out a search for the person.
- Click on **C'tacts** (Contacts).

*The following screen will be displayed:*



- Press **F6**.
- Complete the following fields:
  - Contact Date**  
Enter the date of the referral.
  - Source Type**  
Enter **Other Individual**.
- **Source Org**  
Enter **Nld County Blind Association**.
- **Outcome**  
Enter **CVI**
- Click on **Save**.

A completed Contact screen for a Visual Impairment registration will look similar to this:

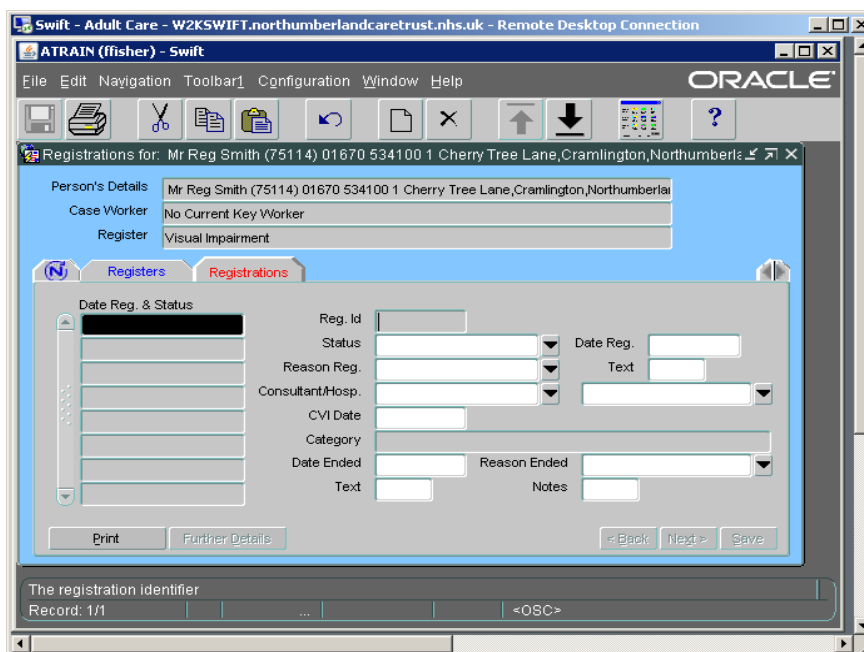


Note: the involvement of the Northumberland County Blind Association must be recorded as an involvement on the person's Frontdesk/Involvements screen.

## Visual Impairment Registration

- Select the Visual Impairment register from the main registrations screen and click on **Further Details**

The following screen will be displayed:



- Press **F6** to create a new registration.

- Complete the following fields:

**Status**

Enter **Current**.

**Date Reg.**

Enter the registration date.

**Reason Reg.**

Enter the person's main eye condition.

**Text**


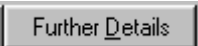
Enter any additional eye conditions in this field. If you are recording more than one condition, separate each condition by a semi-colon (;).

**Consultant/Hosp.**

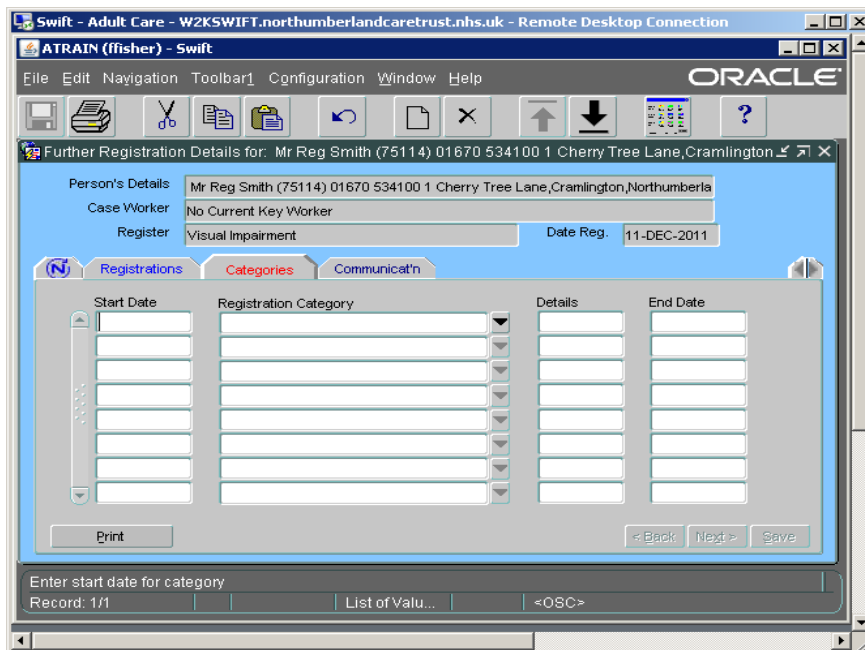
Ignore the first field as this is for recording Consultant's name and this is not necessary. Click in the second field (hospital) and enter the word **hosp** then press the tab key to display a list of hospitals available. Select the relevant hospital.

**CVI Date**


Enter the date. This must be the same as the registration date.

- Click on 
- Click on 

*The following screen will be displayed:*



## Recording Visual Impairment Category

- Click on 
- Complete the following fields:


**Start Date**

Enter the start date.

**Registration Category**

Enter the relevant category.

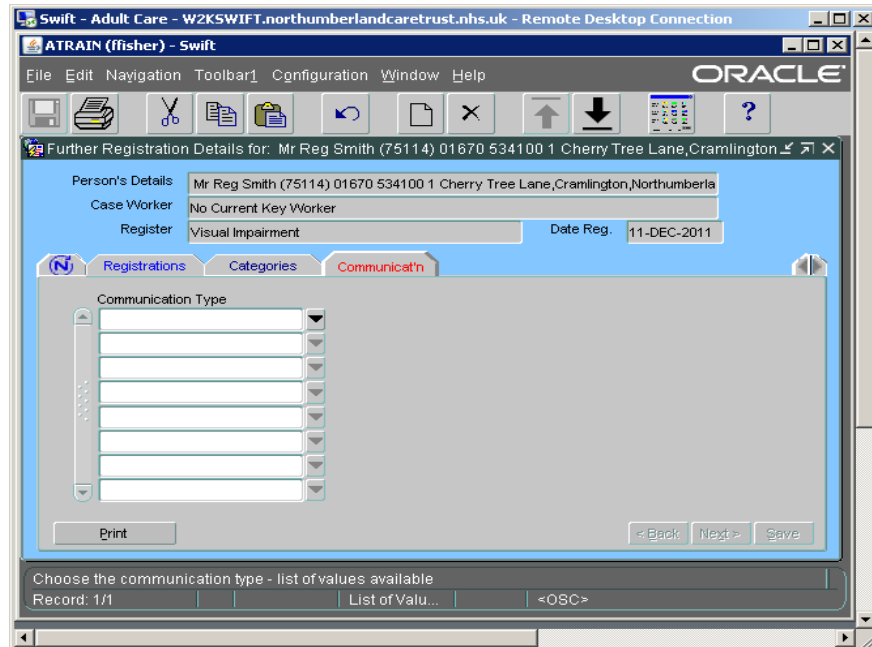


- Click on .

## Recording Visual Impairment Communication Type

- Click on .


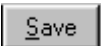

The following screen will be displayed:



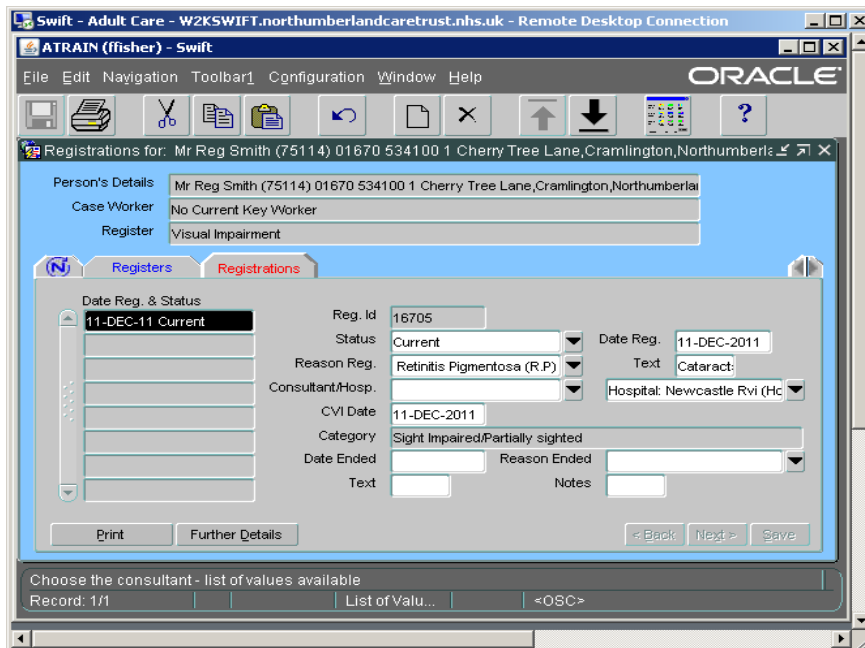
- Complete the following field:

### Communication Type

Enter the relevant communication type.

- To record further communication types, press  and select another Communication Type.
- Click on .
- To return to the Visual Impairment registrations screen click on .

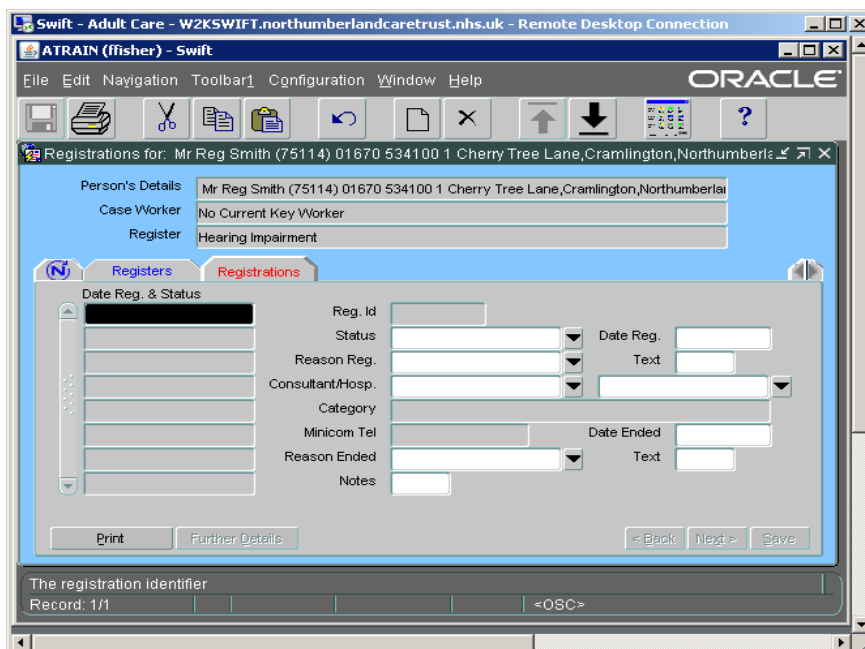
A completed Visual Impairment registration screen will look similar to this:



## Hearing Impairment Registration

- Select the Hearing Impairment register from the main registrations screen and click on **Further Details**.

The following screen will be displayed:



- Press **F6** to create a new registration.
- Complete the following fields:

### Status

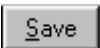

Enter **Current**.

### Date Reg.

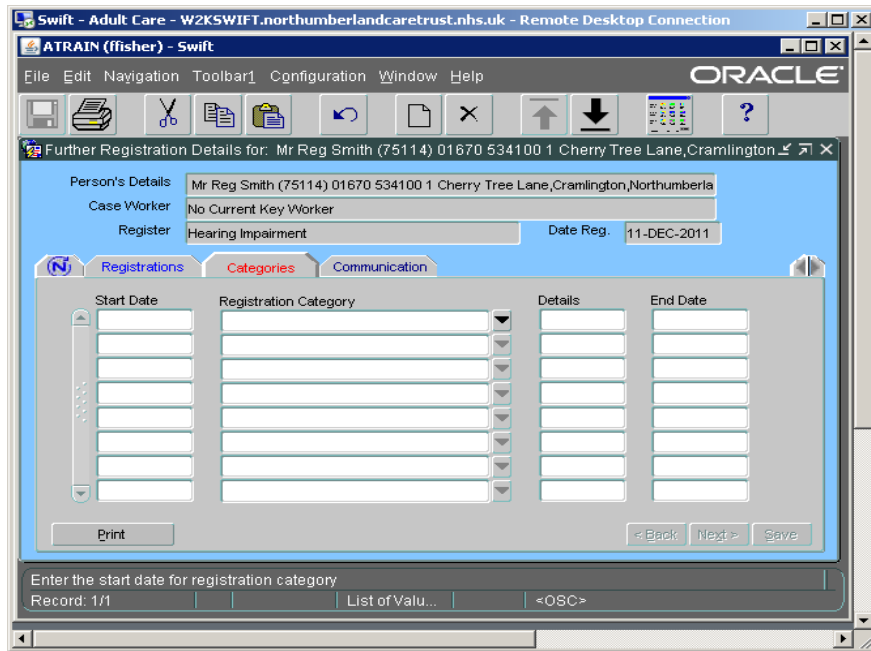
Enter the registration date.

**Consultant/Hosp.**


Ignore the first field as this is for recording Consultant's name and this is not necessary. Click in the second field (hospital) and enter the word **hosp** then press the tab key to display a list of hospitals available. Select the relevant hospital.


- Click on 
- Click on 

The following screen will be displayed:



**Recording Hearing Impairment Category**

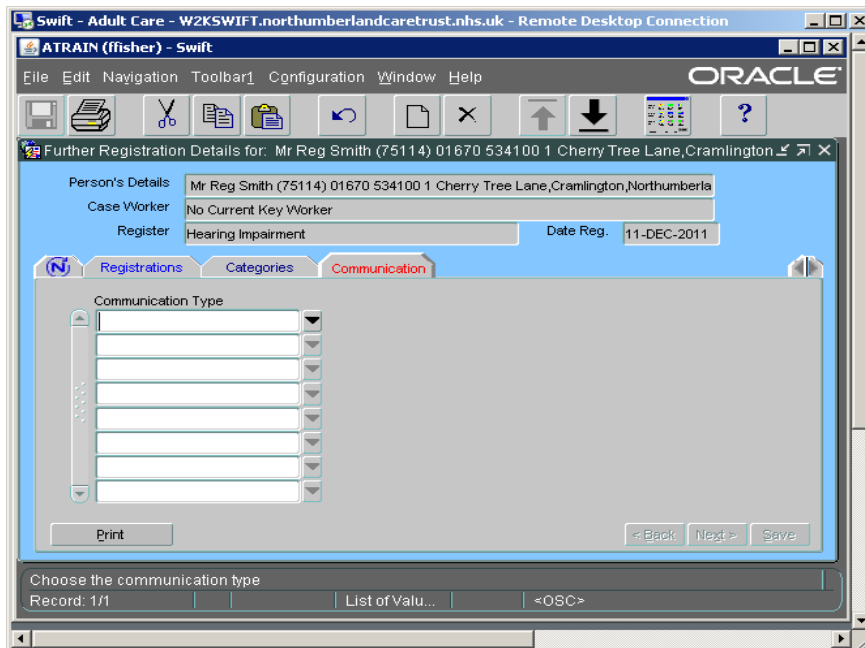
- Click on 
- Complete the following fields:
  - Start Date**  
Enter the start date.
  - Registration Category**  
Enter the relevant category.

- Click on 

**Recording Hearing Impairment Communication Type**

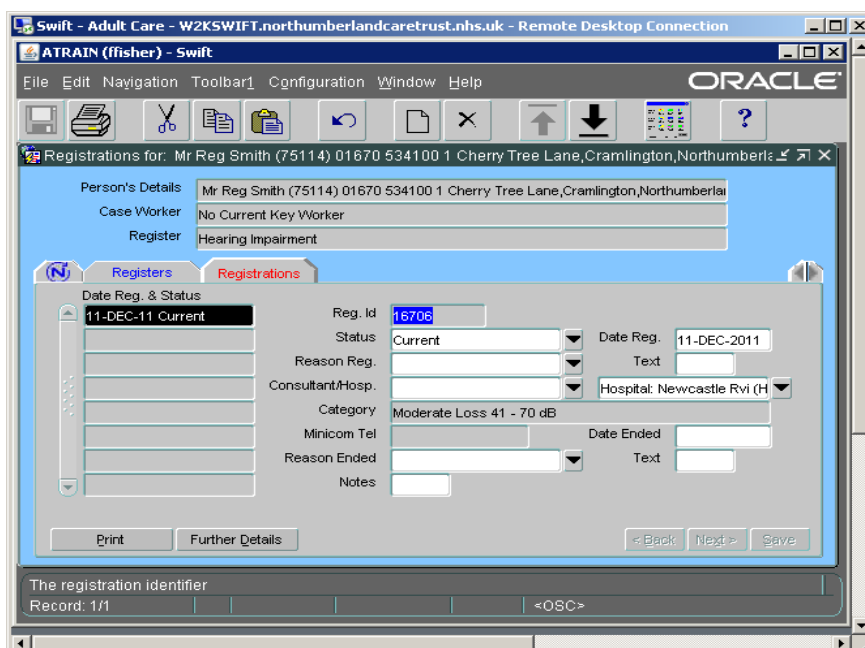
- Click on 

The following screen will be displayed:




- Complete the following field:  
**Communication Type**  
 Enter the relevant communication type.
- To record further communication types, press **F6** and select another Communication Type.
- Click on **Save**.
- To return to the Hearing Impairment registrations screen click on **Registrations**.

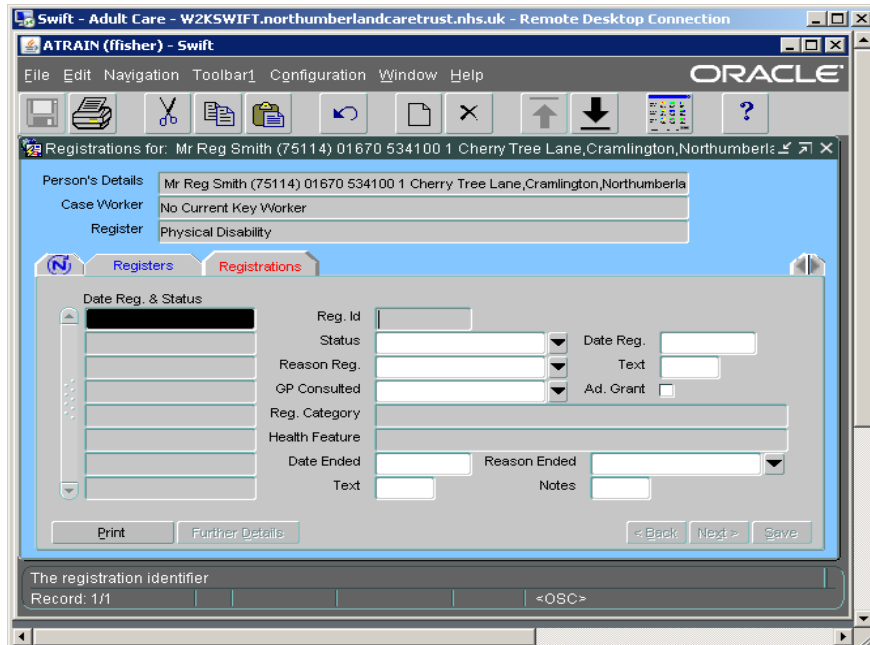
A completed Hearing Impairment registration screen will look similar to this:




## Physical Disability Registration

- Select the Physical Disability register from the main registrations screen and click on .

The following screen will be displayed:



The screenshot shows the Oracle ATRAIN (ffisher) - Swift software interface. The main window displays the 'Registrations for: Mr Reg Smith (75114) 01670 534100 1 Cherry Tree Lane, Cramlington, Northumberland'. The 'Person's Details' section shows 'Mr Reg Smith (75114) 01670 534100 1 Cherry Tree Lane, Cramlington, Northumberland', 'Case Worker: No Current Key Worker', and 'Register: Physical Disability'. The 'Registrations' section is active, showing a table with columns for 'Date Reg. & Status', 'Reg. Id', 'Status', 'Date Reg.', 'Reason Reg.', 'GP Consulted', 'Reg. Category', 'Health Feature', 'Date Ended', 'Reason Ended', 'Text', and 'Notes'. The 'Further Details' button is highlighted.

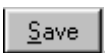

- Press  to create a registration.
- Complete the following fields:

### Status

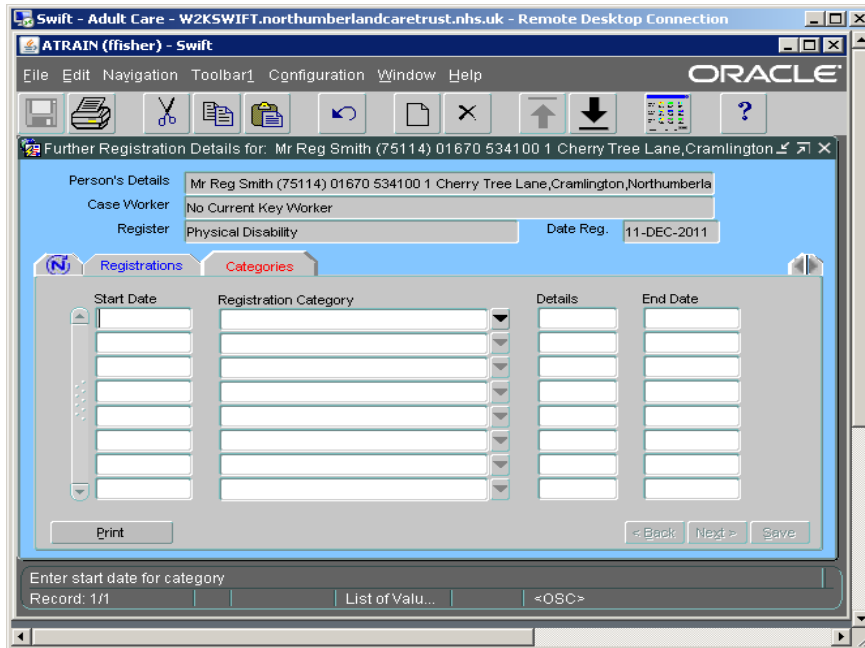
Enter **Current**.

### Date Reg.

Enter the registration date.

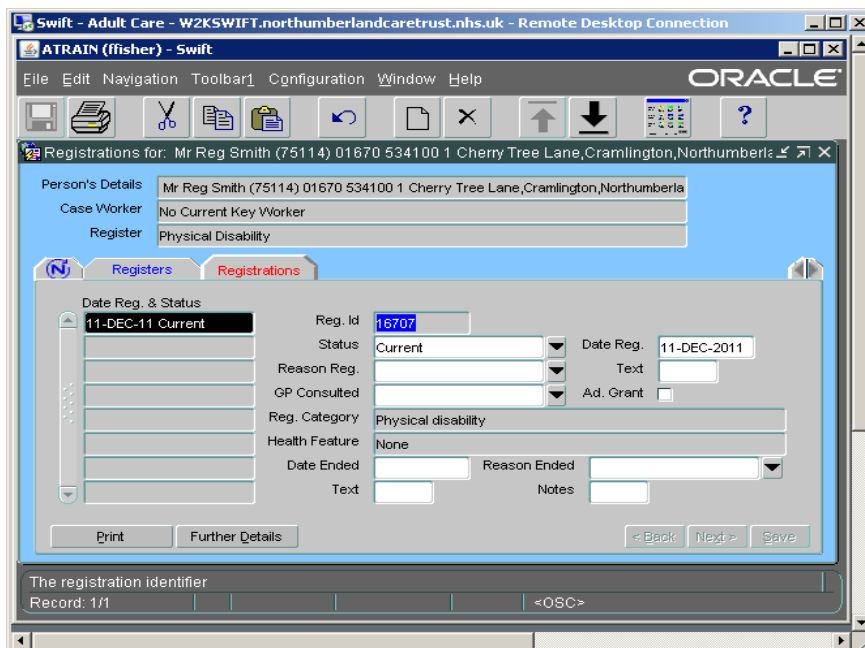
- Click on .
- Click on .

The following screen will be displayed:

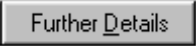


## Recording Physical Disability Category

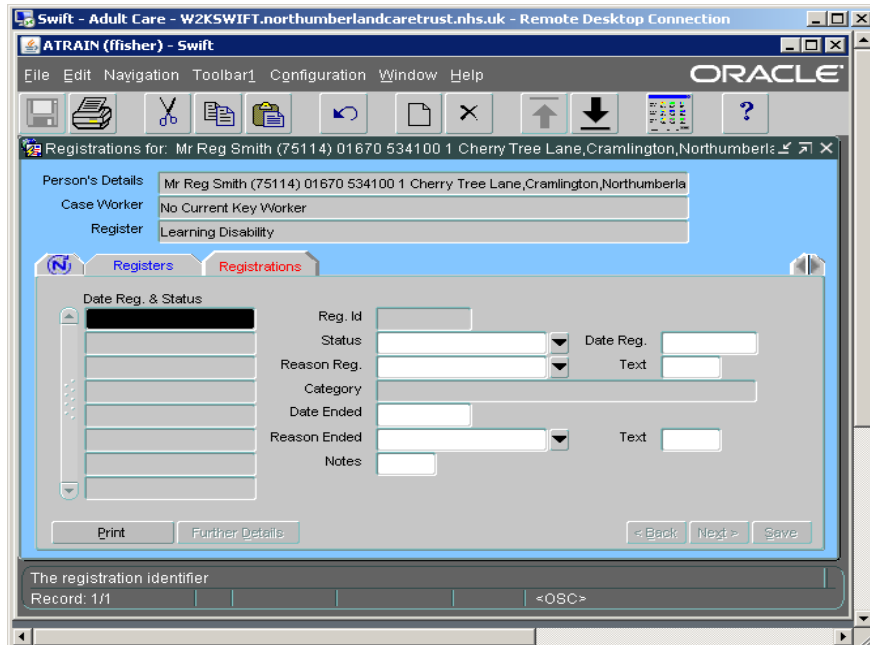
- Click on **Categories**.
  - Complete the following fields:
    - Start Date**  
Enter the start date.
    - Registration Category**  
Enter the relevant category.
  - Click on **Save**.
  - To return to the Physical Disability registrations screen click on **Registrations**.
- A completed Physical Disability registration screen will look similar to this:




## Learning Disability Registration

- Select the Learning Disability register from the main registrations screen and click on .

The following screen will be displayed:



The screenshot shows the ATRAIN (ffisher) - Swift software interface. The window title is "Swift - Adult Care - W2KSWIFT.northumberlandcaretrust.nhs.uk - Remote Desktop Connection". The application title is "ATRAIN (ffisher) - Swift". The menu bar includes "File", "Edit", "Navigation", "Toolbar", "Configuration", "Window", and "Help". The toolbar contains various icons for file operations and navigation. The main content area displays "Registrations for: Mr Reg Smith (75114) 01670 534100 1 Cherry Tree Lane, Cramlington, Northumberland". Below this, there are fields for "Person's Details", "Case Worker", and "Register". The "Register" field is set to "Learning Disability". There are two tabs: "Registers" and "Registrations". The "Registrations" tab is active, showing a table with columns for "Date Reg. & Status" and "Reg. Id". To the right of the table are input fields for "Status", "Date Reg.", "Reason Reg.", "Category", "Date Ended", "Reason Ended", and "Notes". At the bottom of the form are buttons for "Print", "Further Details", "< Back", "Next >", and "Save". The status bar at the bottom indicates "The registration identifier" and "Record: 1/1".



- Press  to create a registration.
- Complete the following fields:

### Status

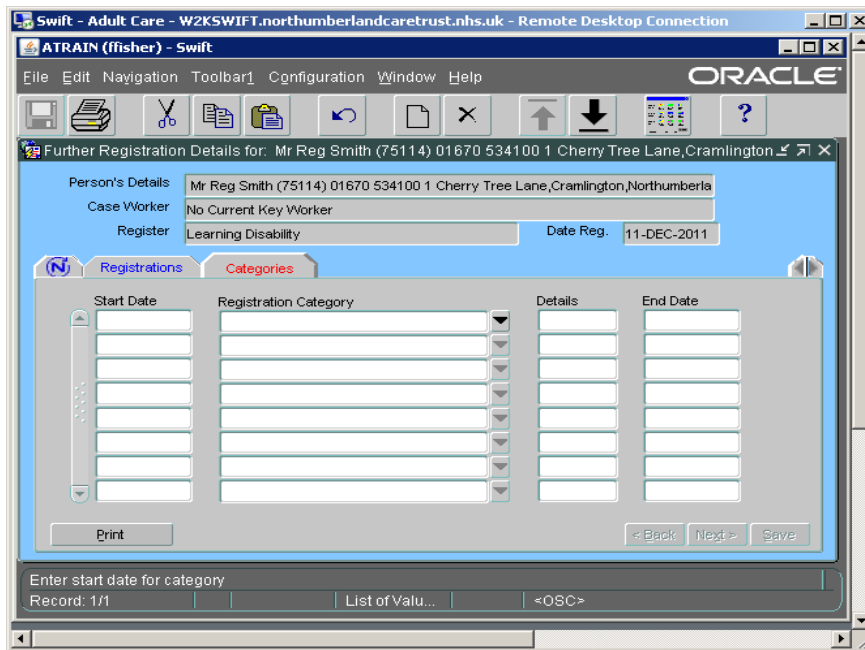
Enter **Current**.

### Date Reg.

Enter the registration date.

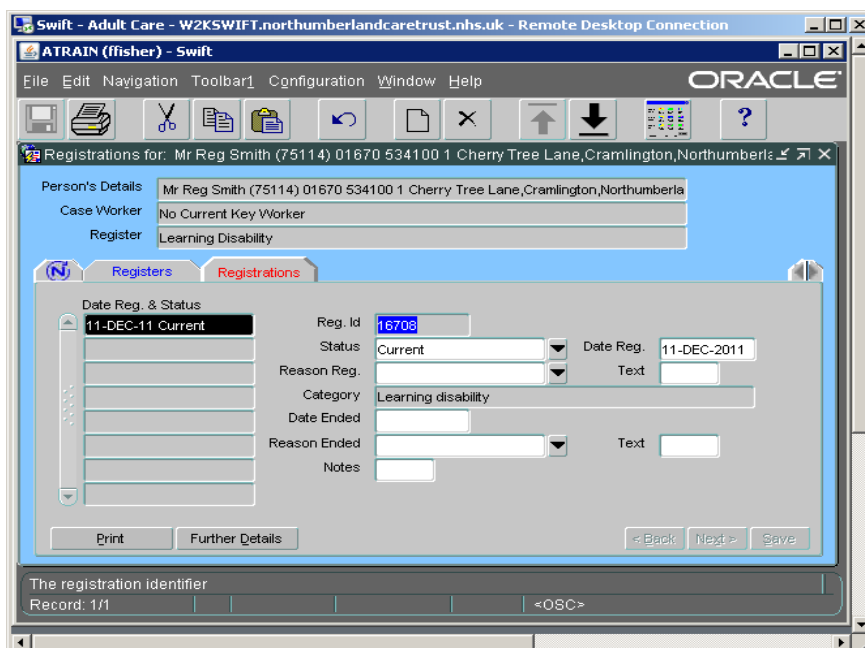
- Click on .
- Click on .

The following screen will be displayed:



## Recording Learning Disability Category





- Click on **Categories**.
  - Complete the following fields:
    - Start Date**  
Enter the start date.
    - Registration Category**  
Enter the relevant category.
  - Click on **Save**.
  - To return to the Learning Disability registrations screen click on **Registrations**.
- A completed Learning Disability registration screen will look similar to this:





## RECLASSIFICATION OF IMPAIRMENT

When a person's category or classification of registration changes for example from Mild Hearing Loss to Moderate Hearing Loss or from Sight Impaired/Partially Sighted to Severely Sight Impaired/Blind this is known as 're-classification'. When a person's registration is re-classified it is important that Swift is updated to reflect this change.

- From the main registrations screen, access the registration you wish to re-classify.
- Click on .
- Click on .
- End the existing Category by entering the date the person's registration was re-classified in the End Date field.
- Press  and record the details of the new classification as a new Category entry.
- Click on .

## ENDING A PERSON'S REGISTRATION

- From the main registrations screen, access the registration you wish to end.
- To close the registration complete the following fields:

### Status

Change to **De-registered**.

### Date Ended



Enter the date the registration ended.

### Reason Ended

Enter the reason the person's registration has ended.

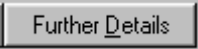




- Click on .

## AMENDING A PERSON'S REGISTRATION

- From the main registrations screen, access the registration you wish to amend.
- Tab to the field you wish to change and enter the corrected information.
- If you wish to amend a Category or Communication Type you will need to click on  to access the relevant screen.
- Click on .


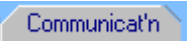



## DELETING A REGISTRATION CATEGORY

If a Category has been entered in error it can be deleted.

- From the main registrations screen, access the registration that requires a category to be deleted.
- Click on .
- Click on .
- Click in the Category field to select the one you wish to delete.
- Click on  (Delete).
- Click on  and return to the previous screen by clicking on .



## DELETING A COMMUNICATION TYPE

If a Communication Type has been entered in error it can be deleted.

- From the main registrations screen, access the registration that requires a communication type to be deleted.
- Click on .
- Click on .
- Click in the Communication Type field to select the one you wish to delete.
- Click on  (Delete).
- Click on  and return to the previous screen by clicking on .

## DELETING A REGISTRATION

If a registration has been entered in error it can be deleted.

- From the main registrations screen, access the registration you wish to delete.
- You must ensure that any Communication Types or Registration Categories have been deleted before you can delete the registration.
- As it is possible for a person to have more than one entry against a registration you must ensure that the entry you wish to delete is selected by clicking once on the entry in the Date Reg. & Status summary list.
- Click on  (Delete).
- Click on .