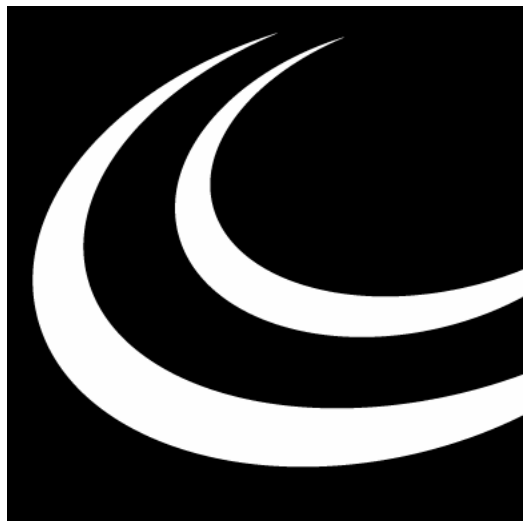


Systems Support

Swift Training



Viewing Providers and Provisions

March 07

Northumbria Healthcare 
NHS Foundation Trust

In partnership with

NORTHUMBERLAND
COUNTY COUNCIL

Contents

- FINDING A PROVIDER.....1**

- VIEWING THE COST OF A PROVISION3**
 - Viewing the Cost of a Non Scheduled Provision 3
 - Viewing the Cost of a Scheduled Provision 4

- VIEWING A LIST OF CLIENTS RECEIVING A SPECIFIC PROVISION7**
 - Viewing Further Details for a Client 8

FINDING A PROVIDER



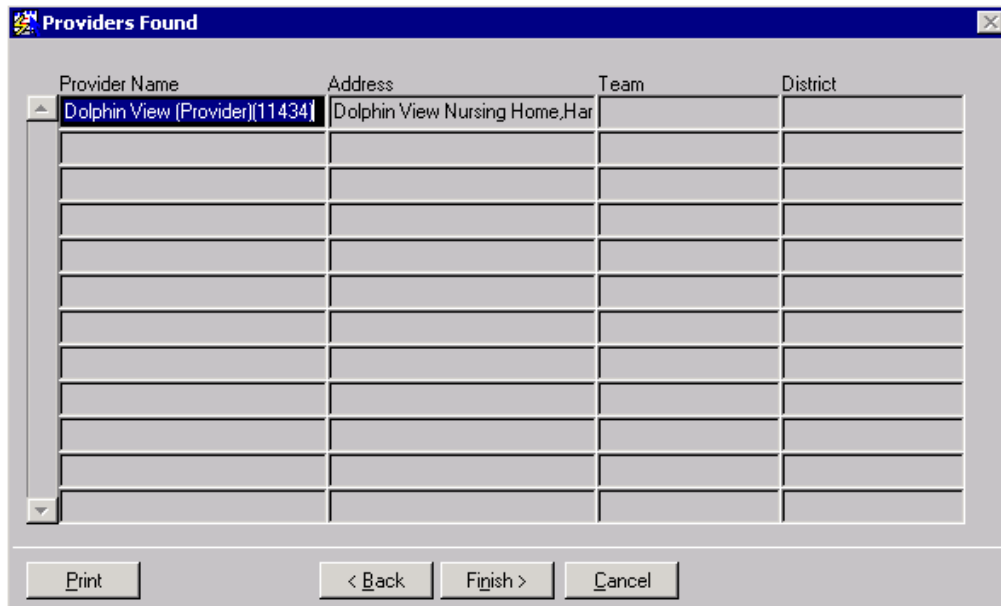
- From your launch pad click on **Maintain Providers**
- Click on **Find/New**

The following screen will be displayed:

The search screen will always remember your last search, in this example the last search was for Dolphin View Residential Home however there was doubt about the wording of the organisation name therefore the wildcard (%) facility was used.

- Complete the following field:
Organisation Name
 Enter the Organisation Name using wild cards if necessary, to search for the appropriate Provider.
- Click on **Next >**

The following screen will be displayed:

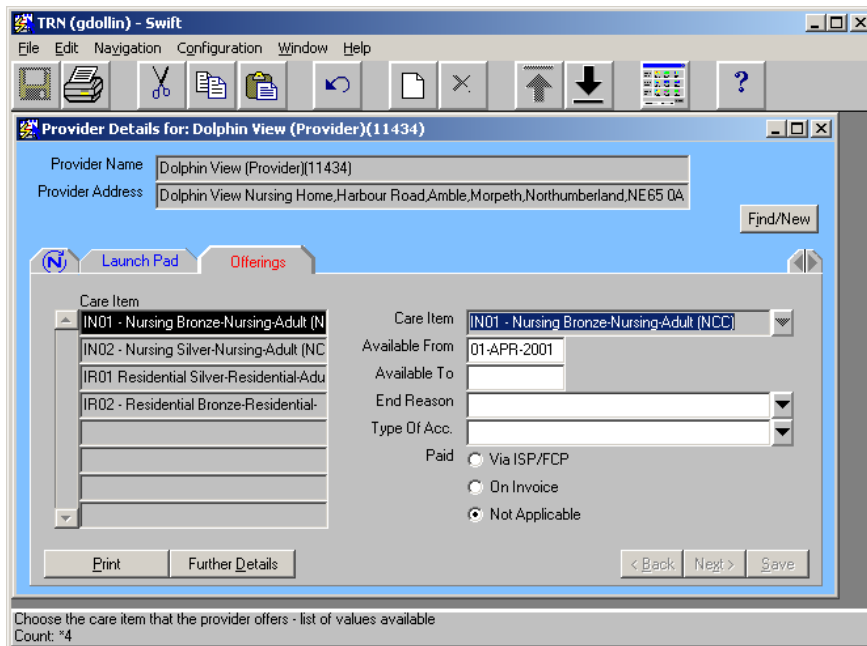


More than one Provider may be displayed depending on the results of your search.

- Click on the Provider you are searching for and click on **Finish >**

Note: if the Provider you are looking for is not found, you may need to refine your search criteria. Click on **< Back** and re-enter the Organisation Name using less letters and more wild cards if you are unsure of the spelling. Then click on **Next >** again.

The following screen will be displayed:



VIEWING THE COST OF A PROVISION

You can view the cost of any provision offered by a Provider. For example, you can see how much is charged for 15 minutes of home care or for 1 week of residential care.

Provisions can be separated into two different types;

- ◇ Scheduled – provisions that can happen some days but not others, e.g. home care, day care, meals on wheels.
- ◇ Non Scheduled – provisions that are either continuous or one off, e.g. residential/nursing care.

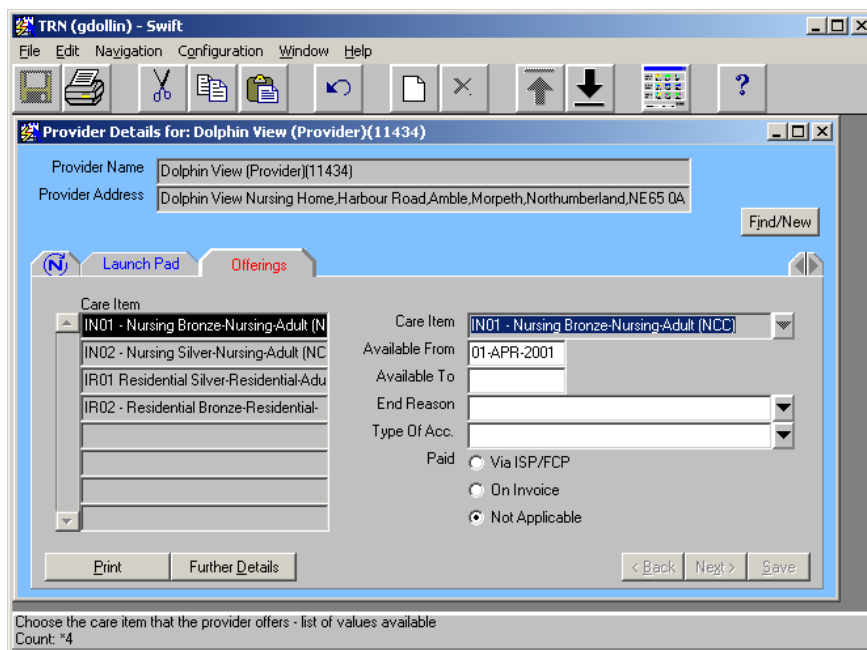
Refer to the relevant section of this manual to find cost information about Scheduled or Non Scheduled provisions as the information is held on different screens.

Viewing the Cost of a Non Scheduled Provision

Non Scheduled provisions are those that are continuous or one off such as residential, nursing or short break care.

First you will need to find the Provider whose provisions you wish to view the cost of, refer to *Finding a Provider* section of this manual.

Once you have found the Provider, the following screen will be displayed:



There may be a list of care items in the summary list, these care items are the different provisions the Provider offers.

- Click on the care item (provision) you wish to view the cost of.

- Click on 

The following screen will be displayed:

TRN (gdollin) - Swift

File Edit Navigation Configuration Window Help

Provider Details for: Dolphin View (Provider)

Provider Name: Dolphin View (Provider)

Offering: IR01 Residential Silver-Residential-Adult (NCC)

Transaction Unit: Weekly Offering Start: 01-APR-2001 End:

Start & End Date

01-APR-2001

Cost: 267.11

Cost Unit: Residential

Start Date: 01-APR-2001

End Date:

Print < Back Next > Save

Enter the Unit cost for the care offering rate
Count: *1

You can see the cost of the provision in the **Cost** field. The cost in this field will be the cost per unit e.g. weekly, and the unit is shown in the **Transaction Unit** field at the top of the screen.

There may be more than one entry in the Start & End Date summary list, this will usually be because the cost of the provision has been changed due to a price increase or decrease. You will be able to see the change in costs by clicking on each entry in the summary list.

If you wish to return to the list of provisions the Provider offers, click on **Offerin** and you will be able to select another provision to view the cost of.

Viewing the Cost of a Scheduled Provision

Scheduled provisions are those that can happen some days but not others, e.g. home care, day care, meals on wheels

First you will need to find the Provider whose provisions you wish to view the cost of, refer to *Finding a Provider* section of this manual.

Once you have found the Provider, the following screen will be displayed:

TRN (gdollin) - Swift

File Edit Navigation Configuration Window Help

Provider Details for: Amble Day Centre (Provider)(11453)

Provider Name: Amble Day Centre (Provider)(11453)

Provider Address: 2 Charles Road,Amble,Morpeth,Northumberland,NE65 0RA

Find/New

Care Item

SESSIONAL - NCC Day Care-Day Car

Care Item: AL - NCC Day Care-Day Care Adult-Adult (NCC)

Available From: 01-APR-2001

Available To:

End Reason:

Type Of Acc:

Paid

Via ISP/FCP

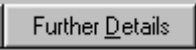
On Invoice

Not Applicable

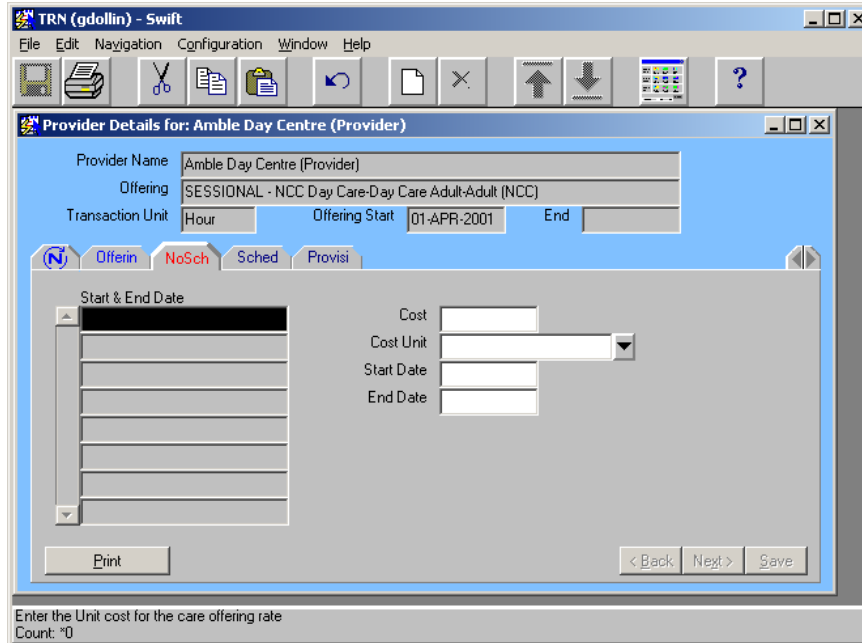
Print Further Details < Back Next > Save

Choose the care item that the provider offers - list of values available
Count: *1


There may be a list of care items in the summary list, these care items are the different provisions the Provider offers.

- Click on the care item (provision) you wish to view the cost of.
- Click on 

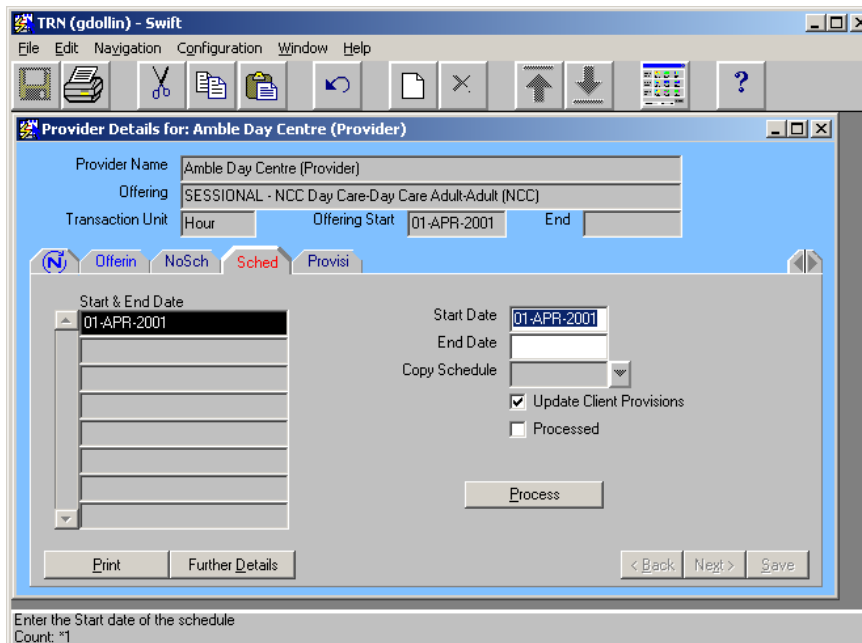
The following screen will be displayed:



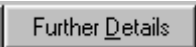
You will always land on the NoSch screen after you have clicked on Further Details. If the provision you are looking at is a scheduled provision you will need to move to the Sched screen to see the information.

- Click on 

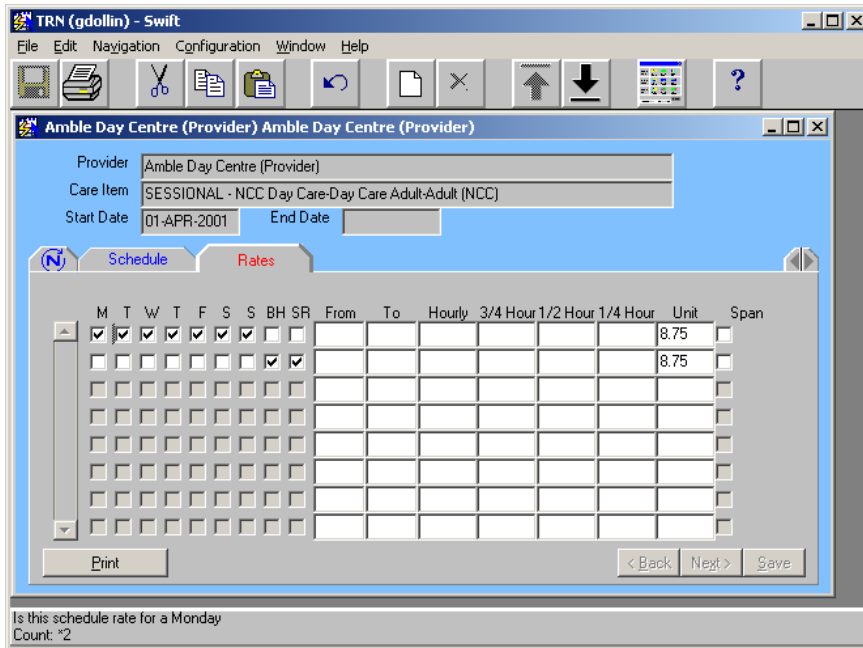
The following screen will be displayed:



There may be more than one entry in the Start & End Date summary list, this will usually be because the cost of the provision has been changed due to a price increase or decrease.

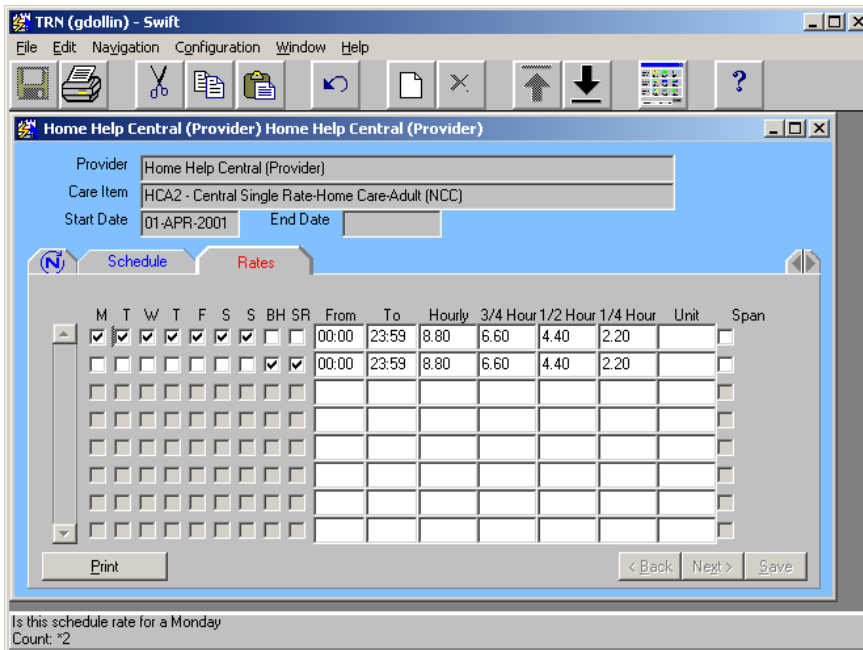
- Highlight the entry you wish to view (if you wish to see the current cost then make sure the entry at the top of the list is highlighted) by clicking on it.
- Click on 

The following screen will be displayed:



For day care and some other services you will see the cost in the **Unit** field. For day care the cost could be per day or per session and you can identify this by looking to see what is displayed in the **Care Item** field at the top of the screen. If it displays SESSIONAL then the cost in the unit field is for ½ day of day care, if it displays DAILY then the cost in the unit field is per day.

For most Home Care provisions the cost will be displayed in the time fields; Hourly, ¾ Hour, ½ Hour, ¼ Hour. See screen print below for an example of this;



You can see how much this provision costs Hourly, ¾ hour, ½ hour or for ¼ hour.

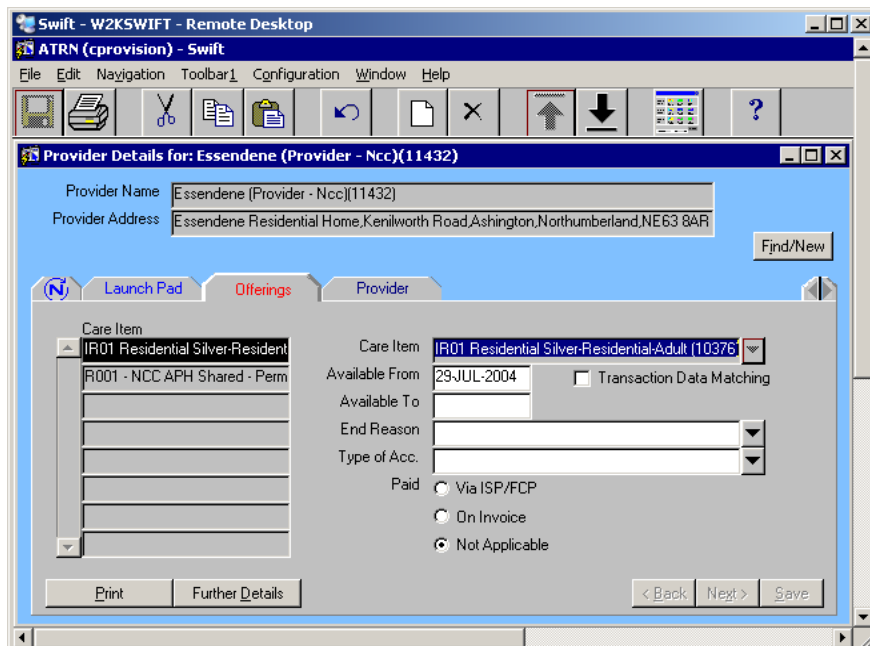
If you wish to return to the list of provisions the Provider offers, click on [Schedule](#), then click on [Offerin](#) and you will be able to select another care item (provision) to view the costs.

VIEWING A LIST OF CLIENTS RECEIVING A SPECIFIC PROVISION

Depending on your role you may have access to view a list of all clients receiving a particular provision from a Provider.

- First you will need to find the Provider, refer to *Viewing Providers and Provisions - Finding a Provider* section of this manual.

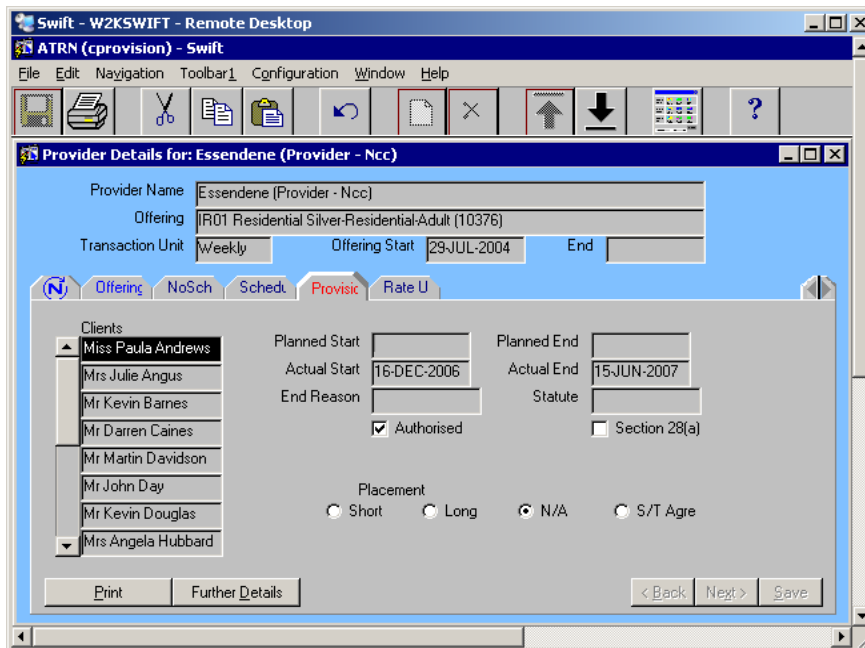
Once you have found the relevant Provider, the following screen will be displayed:



Each care item (provision) the Provider offers will be displayed in the summary list.

- Click on the appropriate Care Item/Provision.
- Click on **Further Details**.
- Click on **Provisic**.

The following screen will be displayed:



On this screen you will see all clients in the summary list that are currently receiving the provision or have received the provision in the past. The summary list displays the clients in alphabetical order according to surname.

Note: if there is an Actual End date entered, the service has been ended on the client's Provisions screen.

However, if there is no Actual End entered you will need to click on **Further Details** and access the client record to establish whether they are still receiving the service. This is because the Actual End field is only populated from end dates that are entered on the client's Provision screen, not those which have been ended on the No Schedule/Schedule screens.

- If you want to select a different Provider, click on **Offerin** and then click on **Find/New** to carry out another search.

Viewing Further Details for a Client

- Click on the appropriate client in the summary list.

If the Provision is used by a number of clients and you wish to view a particular client, you can search the summary list by using the **F7** and **F8** search facility. This is easier than scrolling down the summary list to find the client. Refer to the *Basic Use of Swift manual – Elements of the Swift Screens - Summary Lists* section of this manual.

- To view further information click on **Further Details**

This will take you to the middle level of the CPC module, and from here you can view the schedule or the no schedule screens, depending on the type of provision you have selected.

Refer to *Costed Packages of Care* section of this manual for further information about viewing the relevant CPC screens.

- If you wish to select another client, you will need to return to the **Provisi** screen and press **F8** to display the full list of clients again.