

Completing the Episode Closure

When all the needs have been met for the child, the following task will be generated: CAF Episode Closure – Please do CAF Episode Closure for Person. Click on the task

Sally Webster, 8 years (Case No: 5029621)
CAF

No Due Date **CAF Episode Closure - Please do CAF Episode Closure for Person**
No Due Date **Active CAF Episode**

Click on Start CAF Episode Closure

Liquidlogic EHM UAT Shared Database

Sally Webster, 8 years (Case No: 5029621) CAF

CAF Episode Completed
Reason: test
Active Task: Elena Timotheou (Reassign) Started: 19-Aug-2015 Due: unspecified

CAF Episode Completed Task Details No Other Children

The CAF Episode Closure has not been started.

Start CAF Episode Closure

Reason for Assessment/Record
test

Back to: Team Around the Child

The form will now open

Liquidlogic EHM UAT Shared Database

Sally Webster, 8 years (Case No: 5029621) CAF

Episode Closure, 18-Aug-2015

Information Record Feedback Consolidation Revisions Save Finalise Record Cancel Close

Print

Episode Record

- Episode M
- Person Details
- Signatures
- Attachments (0)

Under Episode, enter the key details of the date the closure record is started and the end date of the episode, this may differ but on many occasions it will be the same date. Select the End Reason, enter the details of work carried out and select the success rating. The final step is to click on Finalise Record

The screenshot shows the 'Episode' form in the 'EHM UAT Shared Database'. The form is divided into several sections: 'Episode Record', 'Coordinator', 'Episode Dates', and 'Reason for Episode'. The 'Date Closure Record started' field is highlighted with a red arrow. The 'End Reason' is set to 'Action Plan Completed NFA'. The 'Success Rating' is set to '1: Most Successful'. The 'Finalise Record' button is visible in the top right corner.

Click on ok when the prompt shows

The screenshot shows the 'Episode' form with a 'Message from webpage' dialog box overlaid. The dialog box contains a question mark icon and the text 'Please confirm you wish to Finalise?'. There are 'OK' and 'Cancel' buttons. A red arrow points to the 'OK' button.

Select Duty Team Tray, and click on Assign – the task will go to the CAF Team to approve.

The screenshot shows the 'CAF Episode Completed' task in the 'EHM UAT Shared Database'. The task is assigned to 'Elena Timotheou' and started on '19-Aug-2015'. The 'Assign' button is highlighted with a red arrow. Below the button, there is a list of users to assign the task to, with 'Duty Team Tray' selected. The list includes 'Other Role', 'Episode Coordinator', 'Duty Team Tray', and 'Other...'. The 'Duty Team Tray' option is selected with a radio button.