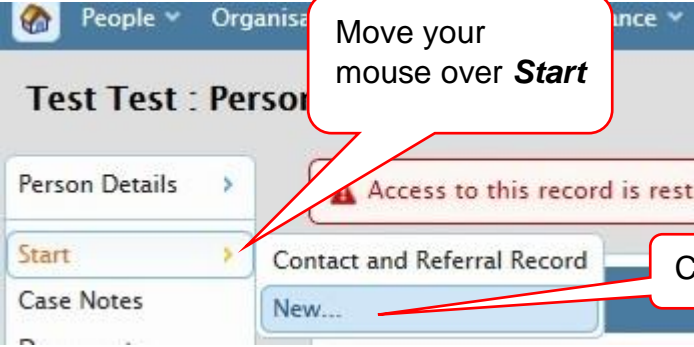


## Recording Individual Case/Reflective Group Supervision

### New Cases (1<sup>st</sup> ever supervision)

To start a new Individual Case/Reflective Group Supervision record:



Move your mouse over **Start**

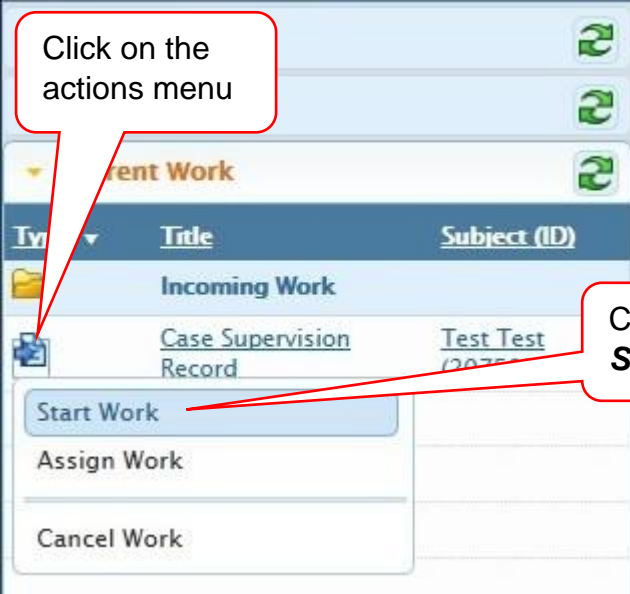
Click on **New**

Click on **Individual Case/Reflective Group Supervision**

- [Discharge from Care](#)
- [Family Group Conference Referral](#)
- [Individual Case/Reflective Group Supervision](#)
- [LAC Health Assessment](#)
- [Leaving Care and LAC Finance Request](#)

### Existing Cases

You probably already have an old Case Supervision Record in your incoming/future work folder because you have recorded previous supervisions on the case. We've added the template to these to save you cancelling them. When you're ready to record your next supervision please do the following:



Click on the actions menu

Click on **Start Work**

Type	Title	Subject (ID)
	Incoming Work	
	Case Supervision Record	Test Test (2075)

Start Work

Assign Work

Cancel Work

Case Supervision Record : Test Test (2075012)

Click on the **Forms and Letters** button

Next actions form

Sections

1. Actions Taken

indicates completed section

1. Actions Taken

Subject Details

Optional Forms and Letters

Forms

Case Supervision Record

Case Supervision Record - 16+ Service

Case Supervision Record - DCT

Comments Segment

Individual Case/Reflective Group Supervision

Click on **Individual Case/Reflective Group Supervision**

Cancel

Selecting the next action of **Next Individual Case/Reflective Group Supervision** will move you onto the new supervision step:

Next actions

Select action Next Individual Case/Reflective Group Supervision

Send Immediately?

Pass to worker Patrick Dorrian Find Clear Assign To Me

If you have any of the old supervision steps in your incomplete work folder and an old next action has already been selected (You may be waiting for a request to be completed) you just need to change it to **Next Individual Case/Reflective Group Supervision** :

Click on **Delete**

Next action	Assigned to	Reason	Note	Priority	Status	
 Case Supervision Record	Patrick Dorrian				Proposed	 

 Add

**Add** the new Next action as above