[Family, Friends and Fostering Service] Carer Groups



Carer Groups

This guide will show you how to create a Carer Group. The idea of a group is to allow for work to be recorded against the created group. For example in Children's sevices this is used for sibling groups and assessments are completed for all the siblings in the sibling group. For the Family, Friends and Fostering service, it will be used prodominantly for prospective carers. This will allow the work in this process to be recorded against not just one applicant's record but to both without having to copy information to a partners record. In the past, case information would not be copied and therefore the partner's record may not have have any information.

Having a Carer Group will also allow for case notes and documents to be uploaded to the group and appear on both records.

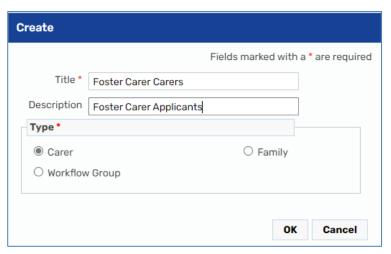


Firstly ensure there is a client record for each individual you want to include in the group. Please note, only the prospective carers need to be added in the group. This is not the same as creating and linking in family members such as the client's children.

Go to the client record you wish to form as part of the group. From the Person Summary Screen, click Groups option, then select Create Group

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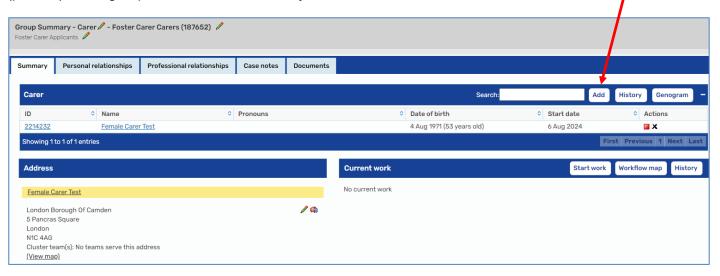


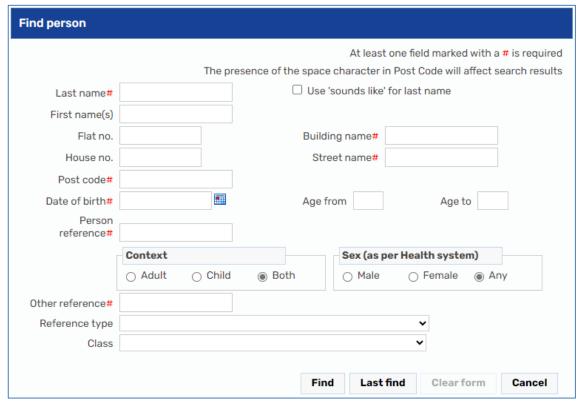
Now add a title. This should be 'Surname' Carers, the Description should highlight the application type e.g. Foster Carer Applicants. Note that this can be changed/edited on the group Summary page using the pencil icon.

Now check the Carer Group Type

Click OK to create the group

The group will now be created and will show the clients name in the group. To add additional people (partner) to the group. Use the 'Add' button by the search bar on the left side of the screen





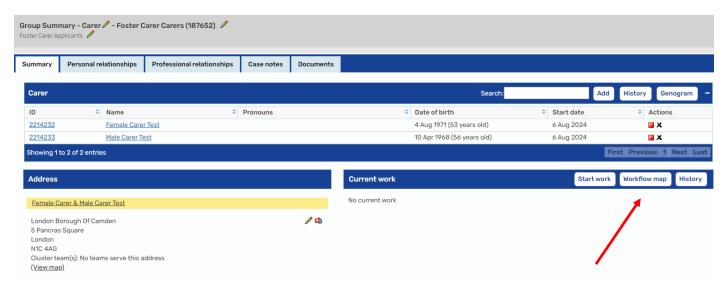
The find person window will open. Find the person you wish to add to the group using the appropriate fields like name or Mosaic person reference number

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Once added the person will appear in the group Summary.

In the group summary screen you can also update Personal Relationships, Professional Relationships, add Case Notes, Upload Documents by selecting the relevant tab. These are similar to use as you would on a individual client record except you will indicate who it applies to in the group.



Under the Current work heading you will see any outstanding work for the group. The three buttons to the right of the Current Work heading will allow you to do the following:

Start work

Start New Work; Allows you to start a Group piece of work, the individuals in the group will be listed and available for you to select followed by a list of work items that are available for group work.

Workflow map

View Workflow Map; This will visually show a workflow of current work that has been completed and is currently being worked on

History
View Work History List; This is useful in seeing a list of all group work that has been completed previously