



## FuSioN User Guide

### Assessment and Coordination - Case Management Allocation

<b>Overview</b>	<p>This User Guide details how to record a case management allocation in an Assessment and Coordination case.</p> <p>Case management allocation is required to allocate a case between agencies or team members.</p>
<b>Hints &amp; Tips</b>	<p>As part of an Allocation meeting, the case may be required to be allocated to a relevant agency/s.</p>

# Assessment and Coordination - Case Management Allocation

Step	Action
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1.

To allocate the case, navigate to the **Case Management** tab.

2.

The **Case Management** screen displays.

Enter hours against the current allocation if it has an Hours field before adding the new allocation to the case.

Note:

The Hours field is only displayed against the Initial Screening and Assessment allocations; it is not displayed against Case Management and Case Closure allocations.

The hours recorded against applicable allocations stages remain editable until the case is closed.

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Step	Action
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3.

Hours entered in an allocation's Hours field will be displayed in the Case tab.

Case : (100014838) History Select One...

Save

Case Services Brief Interventions Case Management Review Notes (0) Related Activities

**Referral Information**

\*Type Unknown Referral Date 01/08/2018 \*Time 9:04AM

Contact Method 02-Fax Primary Issue Child Protection \*Status Open Corridor PERTH / MIDLAND Closure Date Reason for Case Closure

**Hours**

Initial Screening	2.00	Service Delivery	0.00
Assessment	4.00	Brief Intervention	0.00
<b>Total hours</b>	<b>6.00</b>		

**\*Summary**

TEST

**Assessment**

TEST

Are there any children identified in this case?  Yes  No

Number of children 1

Are there other agencies involved?  Yes  No

4.

Select the **Add Case Manager** button.

Case History Select One...

Save

Case Services Brief Interventions Case Management Review Notes (0) Related Activities

Find First 1 of 1 Last

Responsibility	Audit	Network Agency	Stage	Assigned To	Role	Start Date	End Date	Hours
		CENTRECARE (PERTH/MIDLAND)	Initial Screening	CHELIAH, Anita	Case Manager	01/08/2018		

**Add Case Manager** Update Case Manager

Co-Worker Details

Find First 1 of 1 Last

*Network Agency	*Stage	*Assigned To	Role	*Start Date	End Date
			Co-Worker	23/08/2018	



Audit History

Save Top of Page

## Assessment and Coordination - Case Management Allocation

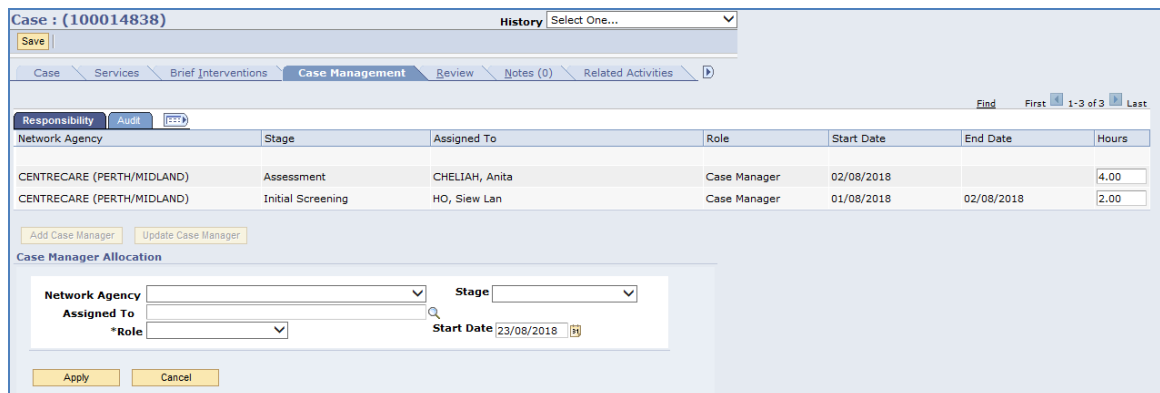
Step	Action
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Complete the following details:

- Network Agency: select the relevant **Agency** from the list.
- Stage: select the appropriate **Stage** (for example: Assessment).
- Assigned To: select the appropriate person through the look up function 
- Role: select an appropriate **Role** (for example: Case Manager).
- Start Date: auto-populates to **Current Date**. To change the date use the calendar icon 

5.

Select **Apply**



Network Agency	Stage	Assigned To	Role	Start Date	End Date	Hours
CENTRECARE (PERTH/MIDLAND)	Assessment	CHELIAH, Anita	Case Manager	02/08/2018		4.00
CENTRECARE (PERTH/MIDLAND)	Initial Screening	HO, Siew Lan	Case Manager	01/08/2018	02/08/2018	2.00

Case Manager Allocation

Network Agency:  Stage:

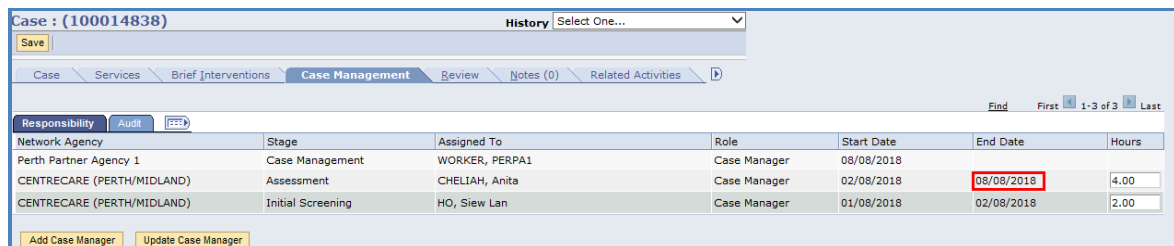
Assigned To:  Start Date: 23/08/2018

\*Role:

Buttons: Apply, Cancel

The previous allocation will now be end-dated. The newly added allocation is now the case's current allocation.

6.



Network Agency	Stage	Assigned To	Role	Start Date	End Date	Hours
Perth Partner Agency 1	Case Management	WORKER, PERPA1	Case Manager	08/08/2018		4.00
CENTRECARE (PERTH/MIDLAND)	Assessment	CHELIAH, Anita	Case Manager	02/08/2018	08/08/2018	4.00
CENTRECARE (PERTH/MIDLAND)	Initial Screening	HO, Siew Lan	Case Manager	01/08/2018	02/08/2018	2.00

Buttons: Add Case Manager, Update Case Manager