



# FuSioN User Guide

## Recording Stages in an Intensive Case Management case

<b>Overview</b>	This User Guide details how to record a stage in the Case Management tab of an Intensive Case Management case.
<b>Hints &amp; Tips</b>	<p>The first stage in an Intensive Case Management case, <b>Referral received</b>, is automatically recorded when an Intensive Case Management case is first created and saved.</p> <p>The <b>Consultation with CPL</b> stage can only be recorded in by the Child Protection Leader.</p> <p><b>Consultation with CPL</b> and <b>Referral Accepted</b> stage must be recorded in a case before any of their subsequent stages can be recorded. Subsequent stages to these are:</p> <ul style="list-style-type: none"><li>- Case Plan development</li><li>- Intensive Case Management</li><li>- Step down case management</li><li>- Exit plan for family</li><li>- Program non-engagement</li></ul> <p>Hours must be recorded for relevant stages before a new stage can be saved to a case. The hours remain editable until the case is closed.</p>

# Recording Stages in an Intensive Case Management case

Step	Action
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1. To record a stage in an ICM case, navigate to the case's **Case Management** tab.

2. The **Case Management** screen displays.  
Enter hours against the current stage in the case before adding the new stage to the case.

**Note:**

The Hours field is only displayed against those stages that require Hours to be recorded. An Hours field is not displayed for stages that do not require Hours to be recorded.

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

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Step	Action
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3.

Hours entered in a Stage's Hours field will be displayed in the Case tab.

The screenshot shows the 'Case : (10006594) - Intensive Case Management' interface. The 'Hours' section is highlighted with a red box and contains the following table:

Description	Hours
1 Referral received	1.00
2 Consultation with CPL	2.00
3 Case plan development	1.00
4 Intensive Case Management	3.00
5 Step down case management	0.00
6 Exit plan for family	0.00
7 Program non-engagement	0.00
8 Case closure	0.00
9 Service Delivery	0.00
<b>Total Hours</b>	<b>7.00</b>

4.



Select the **Add Stage** button.

The screenshot shows the 'Case Management' tab in the system. The 'Add Stage' button is highlighted with a red box. Below it, the 'Co-Worker Details' section is visible, showing a table with columns for Network Agency, Stage, Assigned To, Role, Start Date, and End Date.

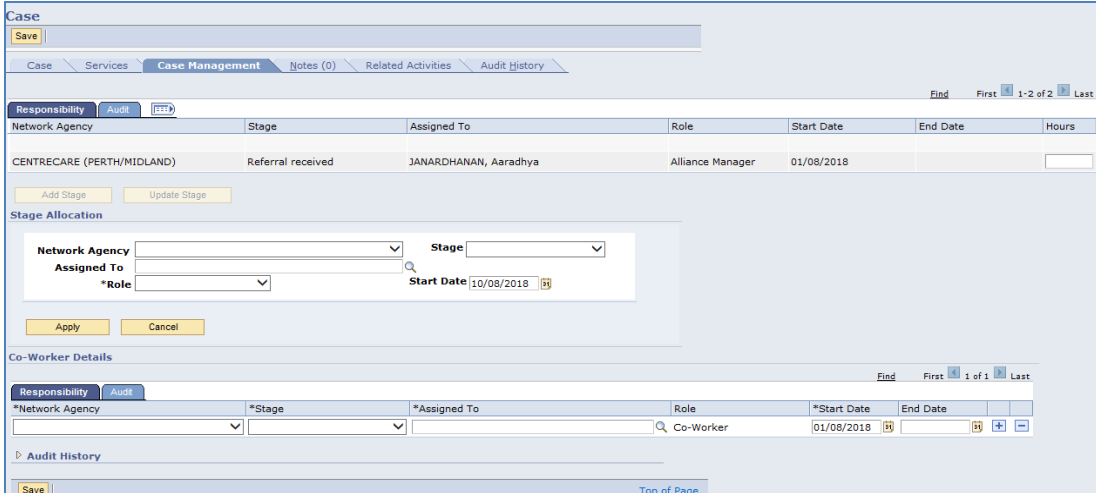
## Recording Stages in an Intensive Case Management case

### Step Action

Complete the following Stage Allocation details:

- Network Agency: select the relevant agency from the drop down list (either the FSN's lead agency or Child Protection and Family Support).
- Stage: select the **Stage** being added (for example: Case Plan development).
- 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 

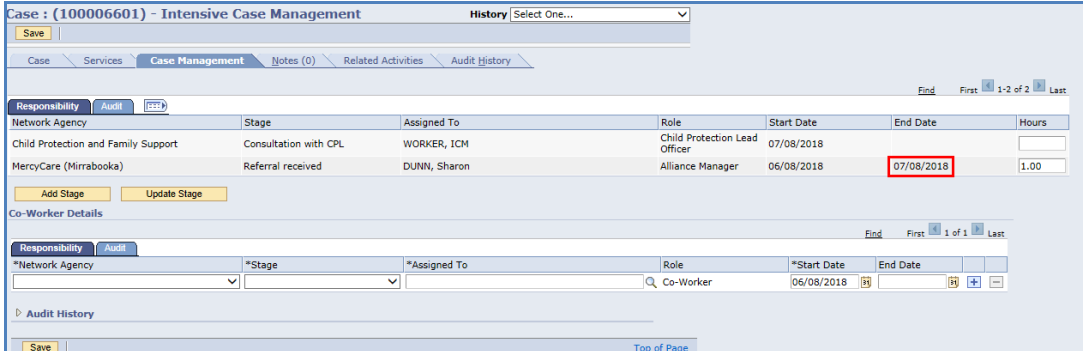
5. Click **Apply**.



The screenshot shows the 'Case Allocation' section of the software. It features a table with columns: Network Agency, Stage, Assigned To, Role, Start Date, End Date, and Hours. The current entry is for CENTRECARE (PERTH/MIDLAND) with Stage 'Referral received', Assigned To 'JANARDHANAN, Aaradhya', and Role 'Alliance Manager'. Below the table is a 'Stage Allocation' form with dropdown menus for 'Network Agency' and 'Stage', a 'Assigned To' field with a search icon, and a '\*Role' dropdown. The 'Start Date' is set to 10/08/2018 with a calendar icon. 'Apply' and 'Cancel' buttons are at the bottom of the form.

The previous Stage will now be end dated. The newly added stage is now the current open stage in the case.

6.



The screenshot shows the updated 'Case Allocation' table. The previous stage 'Referral received' by 'DUNN, Sharon' now has an 'End Date' of 07/08/2018, which is highlighted in red. The new stage 'Consultation with CPL' by 'WORKER, ICM' is now the current open stage, with a 'Start Date' of 07/08/2018. The 'Hours' for the new stage is 1.00.