



# FuSioN User Guide

## How to record Case Outcomes

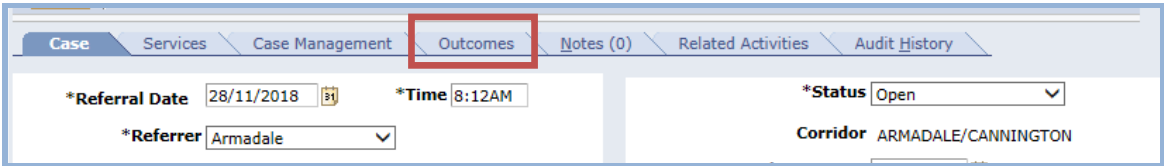
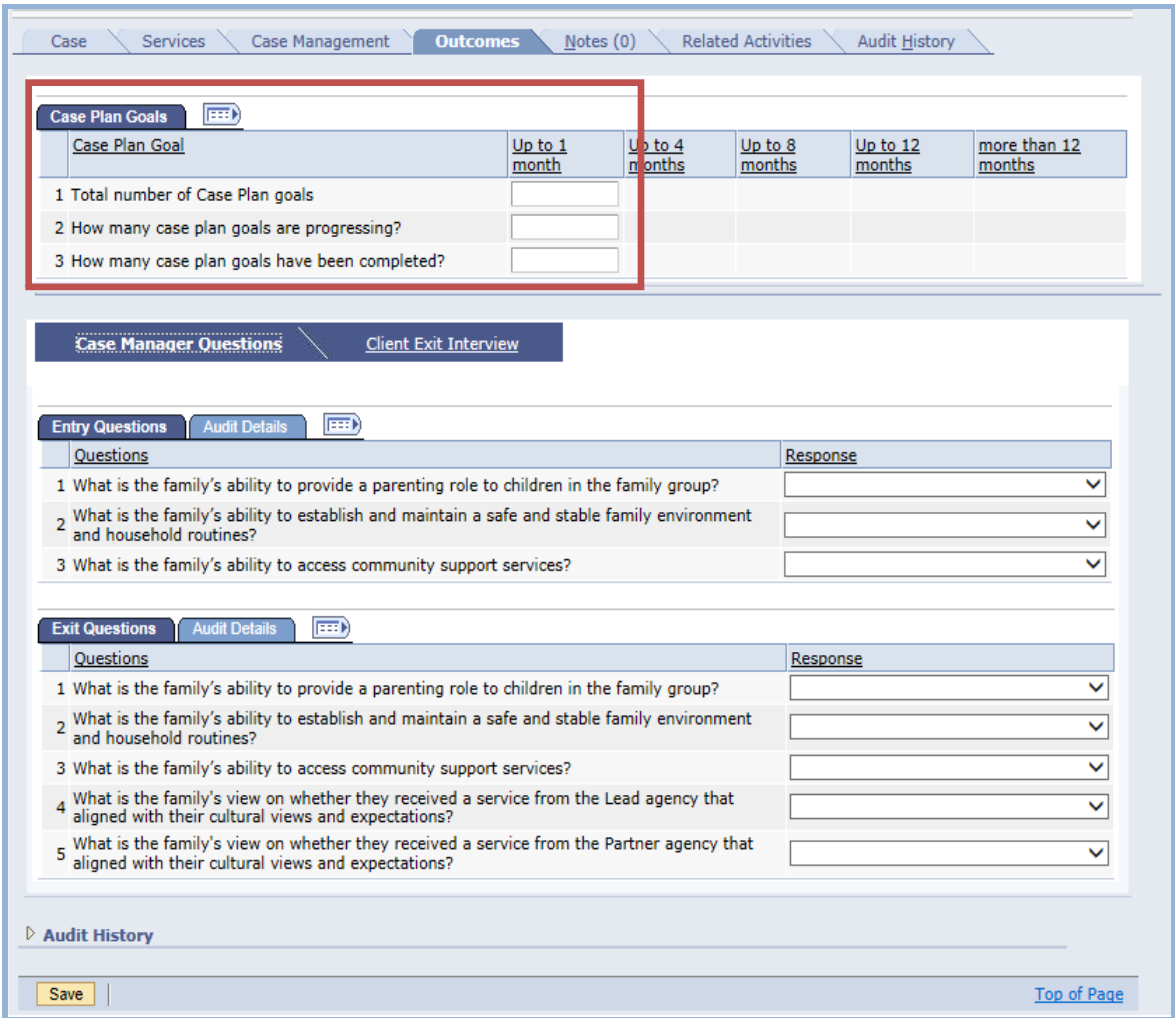
<b>Overview</b>	<p>This User Guide details how to record Outcomes for Assessment and Coordination cases and Intensive Case Management cases.</p>
<b>Hints &amp; Tips</b>	<p><b>Assessment &amp; Coordination cases (A&amp;C)</b></p> <p>The number of Case Plan goals should be recorded at the commencement of case planning and at multiple times through the life of the case.</p> <p>Case Manager Entry questions should be completed when the <i>Assessment</i> stage has been completed and before the next stage can be added in the Case Management tab.</p> <p>Case Manager Exit questions and Client Exit Interview questions should be completed before closing the case when the case contains an <i>Assessment</i> stage recorded in it.</p> <p><b>Intensive Case Management cases (ICM)</b></p> <p>The number of Case Plan goals should be recorded at the commencement of case planning. Once the <i>Case Plan Development</i> stage has been added to the Case Management tab, the number of Case Plan goals should be recorded at multiple times through the life of the case.</p> <p>Case Manager Entry questions should be completed when the <i>Case Plan Development</i> stage is completed and before the next stage can be added to the Case Management tab.</p> <p>Case Manager Exit questions and Client Exit Interview questions should be completed before closing the case</p>

when the case contains a *Case Plan Development* stage.

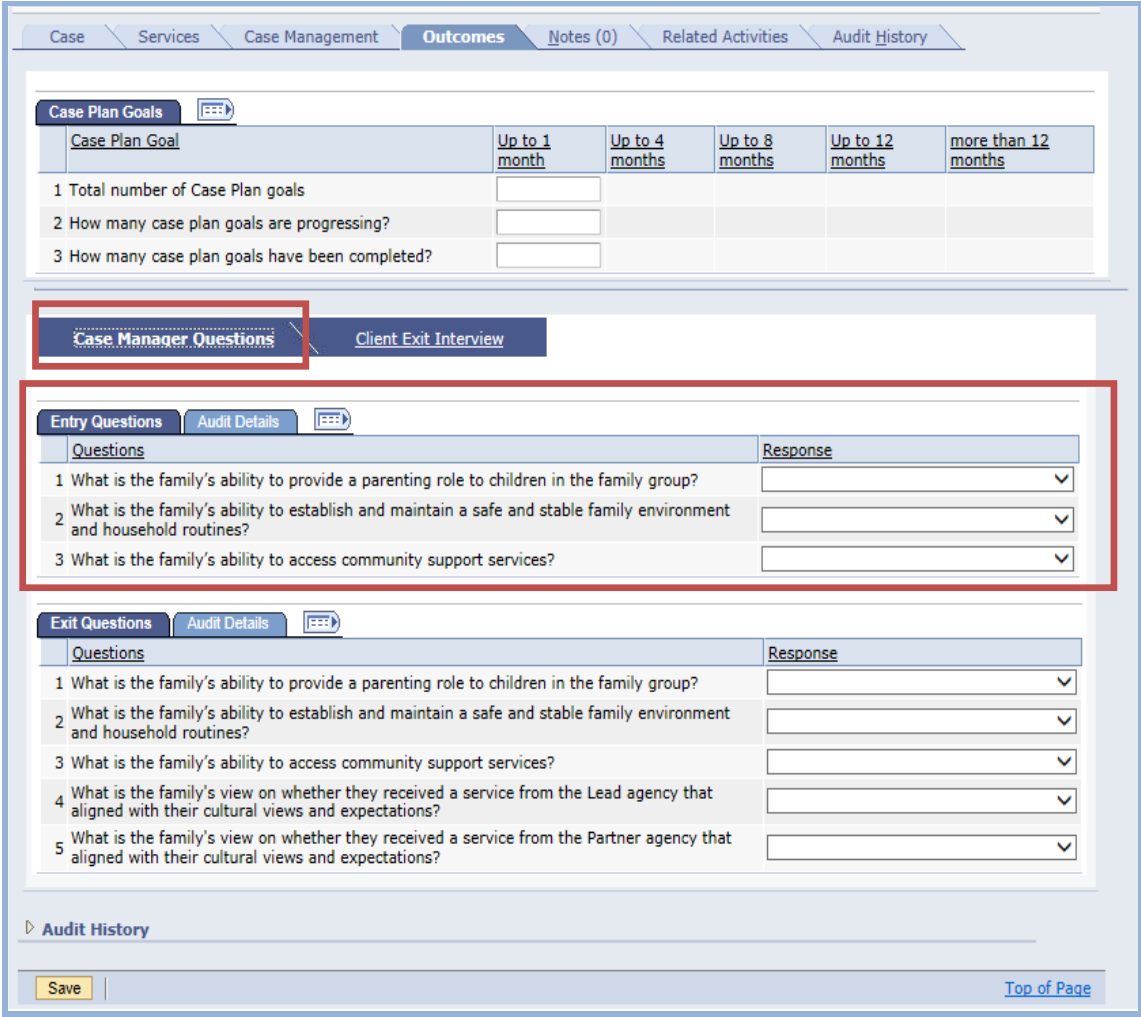
**If the family disengages or relocates during the service,**

- **Case Manager Exit Questions:** To be completed in relation to the family's skills and views at the last point of engagement.
- **Client Exit Interview:** If not completed at the last point of engagement, record 'No' for question 3. "Were these questions answered by the client?", and complete the remaining questions as appropriate.

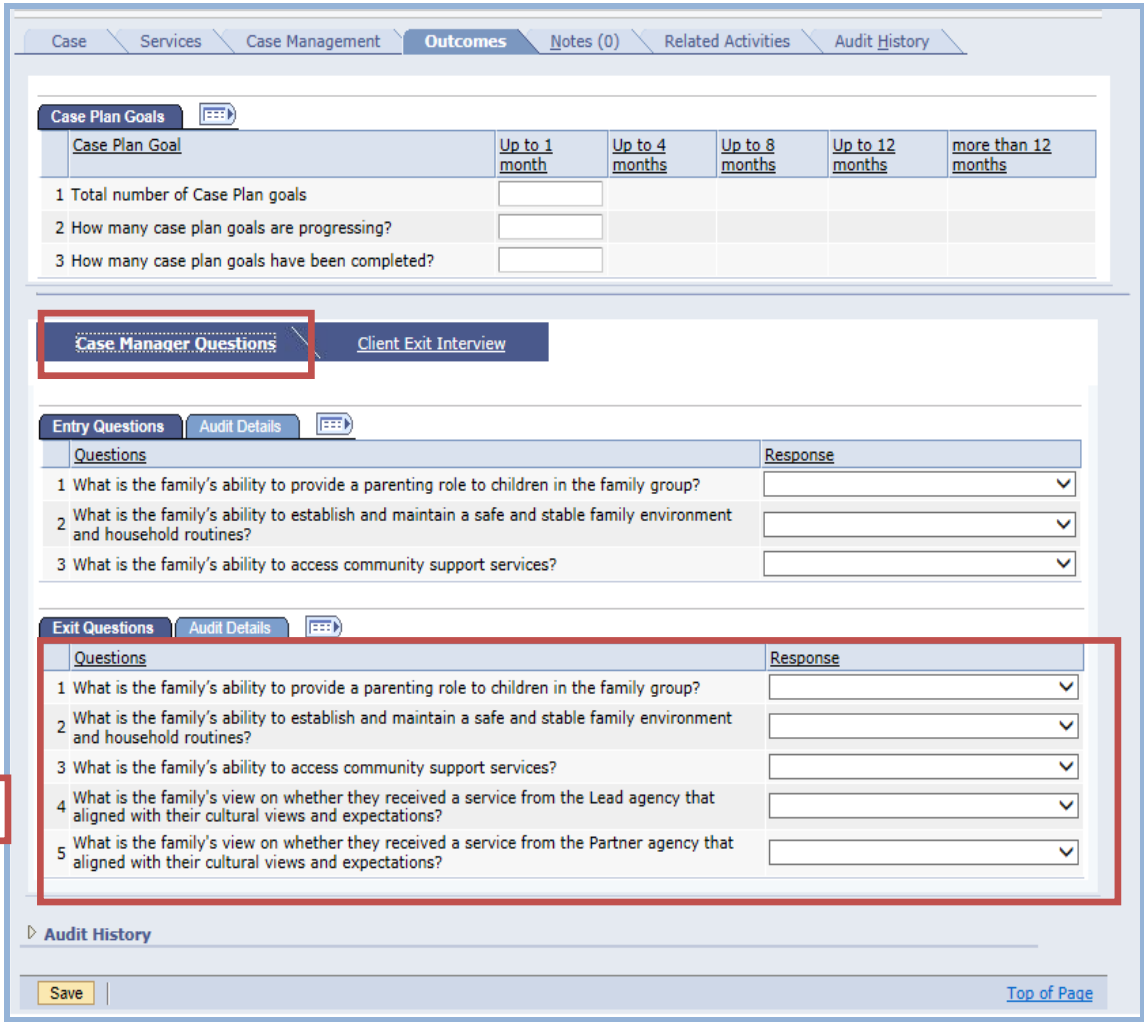
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1.	<p>Navigate to the case's <b>Outcomes</b> tab.</p> 																								
2.	<p>Record the number of <b>Case Plan Goals</b> in the appropriate column as the case ages.</p>  <table border="1" data-bbox="284 981 1393 1193"> <thead> <tr> <th>Case Plan Goal</th> <th>Up to 1 month</th> <th>Up to 4 months</th> <th>Up to 8 months</th> <th>Up to 12 months</th> <th>more than 12 months</th> </tr> </thead> <tbody> <tr> <td>1 Total number of Case Plan goals</td> <td><input type="text"/></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2 How many case plan goals are progressing?</td> <td><input type="text"/></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3 How many case plan goals have been completed?</td> <td><input type="text"/></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Case Plan Goal	Up to 1 month	Up to 4 months	Up to 8 months	Up to 12 months	more than 12 months	1 Total number of Case Plan goals	<input type="text"/>					2 How many case plan goals are progressing?	<input type="text"/>					3 How many case plan goals have been completed?	<input type="text"/>				
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3.	<p>Complete the <b>Case Manager Entry</b> questions after first engagement with the family.</p>  <p>The screenshot shows the 'Case Manager Entry' section of the FuSioN interface. It includes a 'Case Plan Goals' table, a 'Case Manager Questions' section with three questions, and an 'Exit Questions' section with five questions. The 'Case Manager Questions' section is highlighted with a red box. The questions are:</p> <ol style="list-style-type: none"> <li>1 What is the family's ability to provide a parenting role to children in the family group?</li> <li>2 What is the family's ability to establish and maintain a safe and stable family environment and household routines?</li> <li>3 What is the family's ability to access community support services?</li> </ol> <p>Each question has a dropdown menu for the response. Below the 'Case Manager Questions' section, there is an 'Exit Questions' section with five questions. At the bottom of the form, there is a 'Save' button and a 'Top of Page' link.</p> <p>Click Save.</p>

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4.	<p>Once the case goals are achieved or before closing the case, complete the</p> <ol style="list-style-type: none"> <li><b>Case Manager Exit</b> questions</li> <li><b>Client Exit Interview</b> questions</li> </ol> 

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	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="background-color: #e6f2ff; padding: 5px; margin-bottom: 10px;"> <span>Case</span> / <span>Services</span> / <span>Case Management</span> / <span style="background-color: #0056b3; color: white; padding: 2px 5px;">Outcomes</span> / <span>Notes (0)</span> / <span>Related Activities</span> / <span>Audit History</span> </div> <div style="margin-bottom: 10px;"> <div style="background-color: #0056b3; color: white; padding: 2px 5px; display: inline-block;">Case Plan Goals</div> <span style="float: right; border: 1px solid #ccc; padding: 2px 5px;">[...]</span> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e6f2ff;"> <th style="width: 70%;">Case Plan Goal</th> <th style="width: 10%;">Up to 1 month</th> <th style="width: 10%;">Up to 4 months</th> <th style="width: 10%;">Up to 8 months</th> <th style="width: 10%;">Up to 12 months</th> <th style="width: 10%;">more than 12 months</th> </tr> </thead> <tbody> <tr> <td>1 Total number of Case Plan goals</td> <td><input type="text"/></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2 How many case plan goals are progressing?</td> <td><input type="text"/></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3 How many case plan goals have been completed?</td> <td><input type="text"/></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <div style="margin-top: 10px; 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