



# Assessment and Coordination – Brief Interventions

## OVERVIEW

This User Guide details how to add a Brief Intervention to an Assessment and Coordination case.

## NAVIGATION

On the Home page, click on **Search Cases** tile.

Search for the Assessment and Coordination Case to add a Brief Intervention to. Click on the **Case ID**.

## 1. CREATING THE BRIEF INTERVENTION:

Select the **Brief Interventions** tab.

Click on the **Add Intervention** button.

Case : (100021253)

Save

Case Services **Brief Interventions** Case Management Review Outcomes Notes (9) Related Activities Audit History



**Brief Intervention**

There are no Interventions

Add Intervention

## 2. ENTERING IN THE DETAILS OF THE BRIEF INTERVENTION:

In the Brief Intervention screen, complete the following:


- Record details in the **Description** box.
- Select **Type** from the dropdown options.
- Select the Agency that completed the brief intervention through the **Completed By** search icon .
- Record the **Start Date** using the calendar icon .
- Complete the **Intensity (hours)**.

**Brief Interventions**



Intervention Details

**A** \*Description

**B** \*Type

**C** \*Completed By:  

\*Status Open

**D** \*Start Date   End Date  

**E** Intensity (hours)

### NOTE:





There is validation against the Intensity (hours) field to ensure hours added. Hours field will remain editable until the brief intervention case is completed. '0' hours is a value that can be added.








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## 3. ENTER IN THE PERSON DETAILS FOR THE BRIEF INTERVENTION:

To complete the **Person(s) Related to Intervention** complete the following:

- A. Select the required person by clicking on the **Client** search icon .
- B. Select the appropriate **Issue** through the search icon .
- C. To add or remove a person, click on the plus or minus buttons  .

Click **Save & Return**.

Person View	Person ID	Client	Issue		
	<input type="text"/>  <b>A</b>		<input type="text"/>  <b>B</b>		 <b>C</b>

**Save & Return** **Cancel** **Save**

## 4. VIEWING THE BRIEF INTERVENTION:

The Brief Intervention will display on the **Brief Intervention** tab within the Case.

To view the Brief Intervention, click on the **Description** hyperlink.

**Case : (100021253)**

**Save**

Case Services **Brief Interventions** Case Management Review Outcomes Notes (9) Related Activities Audit History

**Brief Interventions**

Type	Completed By	Description	Status	Start Date	End Date
Brief Counselling Intervention	MercyCare (Mirrabooka/Joondalup)	<a href="#">Testing brief interventions</a>	Open	01/08/2020	

## 5. TO COMPLETE AND CLOSE THE BRIEF INTERVENTION:

Navigate to the **Brief Intervention** tab within the Case. Click on the **Description** hyperlink.

In the **Brief Intervention** screen to complete and close the brief intervention:

- Record an **End Date**.
- Change the status to **Closed**, **Client Disengaged**, or **No Longer Required**.
- Click **Save** to save the screen OR **Save & Return** to save the entries and return to the **Brief Interventions** tab in the case.

### Brief Interventions

#### Intervention Details

\*Description

\*Type

\*Completed By:

\*Status

\*Start Date

Intensity (hours)

End Date



Case : (100021253)

Case Services **Brief Interventions** Case Management Review Outcomes Notes (9) Related Activities Audit History

#### Brief Interventions

Type	Completed By	Description	Status	Start Date	End Date
Brief Counselling Intervention	MercyCare (Mirrabooka/Joondalup)	<a href="#">Testing brief interventions</a>	Closed	01/08/2020	15/08/2020