# STEP BY STEP GUIDE

LD Care Plan
November 2019

The **LD Care Plan** has been created by the Learning Disability teams to give the service user a chance to contribute to their own Plan and for them to have an easy read version which includes images if added.

This Care Plan will allow multiple rows to be added with **My Area of Need** and for images to be added. Make sure you have some appropriate images saved on your team shared drive so you have a good library of images to choose from.

Go to the Care Documents Application on Paris in any of these menus

Care Documents
Client

Care Documents
Clinical Docs

Care Documents
Appointments

Care Documents
Inpatient
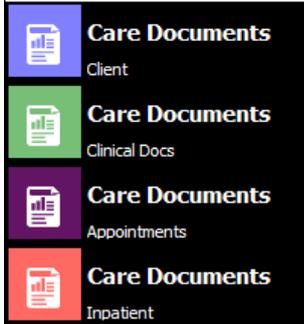
Click on **Create a new assessment**

Create a new assessment

Lookup your team **(Owning team)** and it will pick up your latest referral details

New assessment

▼ **Details**

More actions

Owning team

Referral

Type of assessment

Accept Changes   Cancel
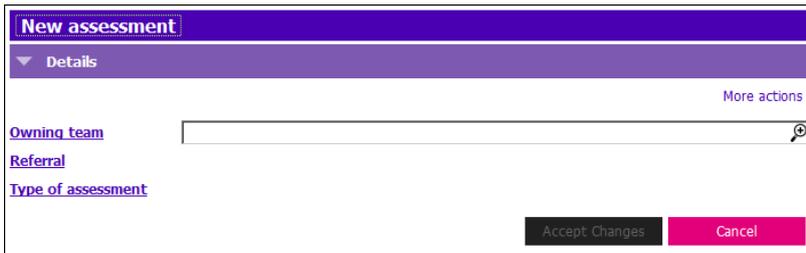
Click on the **lookup** ⊕ in the **Type of assessment** field

In the **Assessment type code** field add in the asterisk ***** as below and then click on the **Search (ctrl-s)**
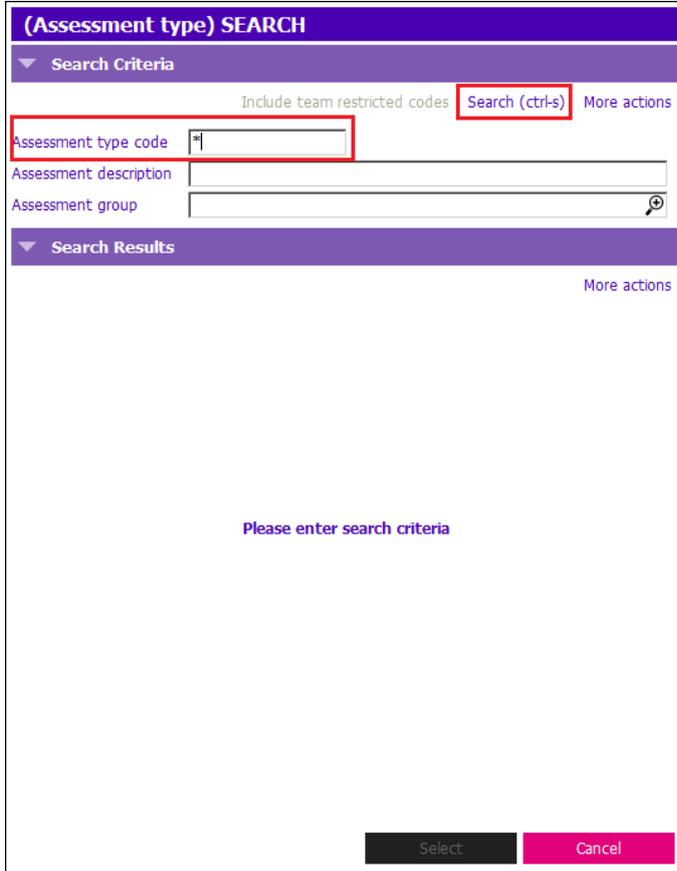
Your results will be different for different teams but you should see a full list of assessments available for you to choose from.

If you do not find the form then click on **Include team restricted codes** next to the **Search (ctrl-s)** and it will give you all the forms for all teams

Tip: The quickest way to find an assessment is to **Type & find**
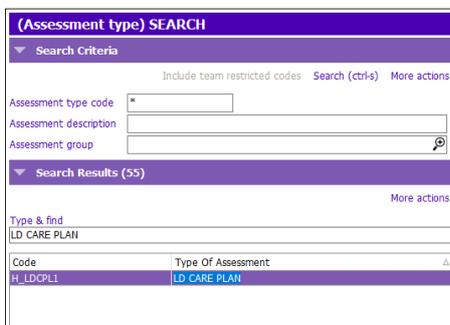
Press

Header Details

You can now complete the information in the Header section. **Goal at time of assessment** can also be completed if necessary.

Care Plan Status

Choose from the first lookup whether you are inpatient or community

Please select the status has 4 options in the lookup.

Tip: Don't forget to regularly **Save** or F12

Most Recent Honos Score

The Honos Score will be pulled from the latest authorised Honos assessment.

▼ Most Recent Honos Score

Score   14

Care Plan

This section allows you to add the care plan actions and include images

▼ Care Plan

Historical information   View details   Copy current row   Compare images   Insert a row   Modify row   Remove row   More actions

✎ ⚠	Date Added	Reviewed Date	Image	My Area Of Need	What Do I Need	How Will I Do This	Who Will Help Me	Who Wrote This	Professional Actions	Status Of Need
					<No data to display>					

Row 0 of 0

Insert a row to add your care plan

Note all bold/underlined fields are mandatory so you will need to complete these before you can **Accept Changes** (this is a snapshot and does not display all fields)

Care plan - entry

▼ Care Plan

Image   More actions

Date added   [ ]   Image

My area of need   [ ] 🔍

Reviewed date   [ ]

No Image Selected

What do I need [ ]

How will I do this [ ]

Who will help me [ ]

Who wrote this   ☐ Me   ☐ Professional   ☐ Family/Carer   ☐ Care provider

Professional actions [ ]

Status of need [ ] 🔍

Accept Changes   Cancel

Date added: **Ctrl T** = Today's date or **F4** will pop up the calendar

My area of need choose from your lookup list (this is a snapshot and does not display the full list available)

Once you have completed this part you can insert an image that has been saved on your shared drive.

If you move your mouse over the **No Image Selected** word it should then display the **Load new image** link. Click on this to upload your image from your shared drive and it should display the image into the square dotted box.

Reviewed date

This will be used when you are reviewing the care plan needs.

What do I need

This is written as if the service user has completed this part. The box allows you to enter lots of information if required.

What do I need	I need to keep taking my medicines

How will I do this

As above this allows you to write up what was agreed by the service user and this box allows you to enter lots of information if required.

How will I do this	My community nurse will come each morning to give me my medicine

Who will help me

This allows you to write down those involved in helping the service user to achieve this care plan.

Who will help me	my community nurse, my care home staff

Who has contributed to this

Tick anyone who has contributed to this plan.

Who has contributed to this	☑ Me	☑ Professional	☐ Family/Carer	☑ Care provider

Professional actions

This is written by you about the actions you and other professionals will be taking to support the care plan.

If there are no professional actions, this is a **mandatory field** so you would have to write something in this section in order to save this part of the assessment.

Professional actions | To attend Forrest's house and give him the required medicine.
I will take some observations while I am there and I will do this every day for a period of a month to ensure that the medication is having a good impact.
If he is improving, we can encourage him take his own medication on alternate days.

Status of need

Click on the lookup to see 3 options available. Please choose the most appropriate one either with a double click or highlight and press **Select**

LDC: STATUS OF NEED lookup

▼ Available Entries (3)

Include team restricted codes   More actions

Type & find

Code	Description
1	MET
3	ON GOING
2	PARTIALY MET

Review comments

Will only be completed when you are reviewing the care plan

Archive item

Can be used once the care plan is fully actioned and completed

Reading the Care Plan section

If you wish to read what has been written in this section you can either click on View details or hover over the writing. It will display via a pop up all of text.

	Care Plan										
					Historical information View details Copy current row Compare images Insert a row Modify row Remove row More actions						
✎ ⚠	Date Added	Reviewed Date	Image	To attend Forrest's house and give him the required medicine. I will take some observations while I am there and I will do this every day for a period of a month to ensure that the medication is having a good impact. If he is improving, we can encourage him take his own medication on alternate days.							
	01/10/2019			MEDICATION	I need to keep taking my medicines	My community nurse will come each morning to give me my medicine	my community nurse, my care home staff	Me, Professional, Care Pr...	To attend Forrest's house and give him the required medicine....	ON GOING	

Adding more rows

Simply continue to add via **Insert a row** if you have several Care Plan entries. They may have several Physical Health needs so think about adding a row for each one rather than adding them into one row.

My Crisis Plan

This is a free text field.

	My Crisis Plan	
		More actions

My Crisis Plan

I will call my community nurse if I have stopped taking my medication and am feeling very unwell.

Service User's Involvement in Care Plan

This is simply a Yes or No tick box. **Yes** will not display extra fields

No will display the following options

	Service User's Involvement In Care Plan	
		More actions

Has the service user written any part of their Care Plan?   ☐ YES   ☑ NO

Why was this?   LACKS CAPACITY

How did you try and involve the service user in writting their plan?

☐ ADDITIONAL TIME   ☐ AN INTERPRETER   ☑ COMMUNICATION AIDS   ☑ EASY READ INFORMATION

☑ INCLUSIVE COMMUNICATION SERVC   ☐ OTHER   ☐ NOT APPROPRIATE

Why was this? is a lookup with the following picklist

LDC: WHY WAS THIS? Lookup

▼ **Available Entries (4)**

Include team restricted codes   More actions

Type & find

Code	Description	△
2	CHOSE NOT TO	
1	LACKS CAPACITY	
4	NOT APPROPRIATE	
3	UNABLE TO COMMUNICATE	

How did you try and involve the service user in writing their plan?

This will allow you to tick multiple boxes if required.

When clicking **Other** you will be presented with a **Please specify** field

How did you try and involve the service user in writting their plan?

☐ ADDITIONAL TIME   ☐ AN INTERPRETER   ☐ COMMUNICATION AIDS   ☐ EASY READ INFORMATION

☐ INCLUSIVE COMMUNICATION SERVC   ☑ OTHER   ☐ NOT APPROPRIATE

Please specify

Carers View of Plan

This is a free text box if there is a carer involved and their comments about the Plan

▼ **Carers Views Of Plan**

More actions

comments in here from carer if applicable.

Sharing of Care Plan

Has the service user been offered a copy of their care plan?

Yes and No tick boxes. **Yes** can be ticked and nothing will change but **No** will display another question

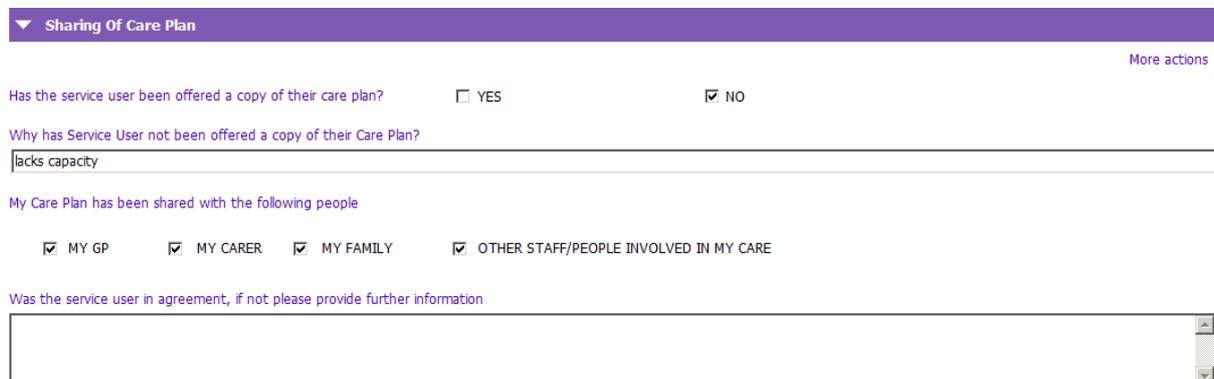**Why has the Service User not been offered a copy of their Care Plan?**

You will then need to write an explanation in the field provided.

My Care Plan has been shared with the following people

Simple tick boxes with options available (see snapshot below)

Was the service user in agreement, if not please provide further information

It means if you have ticked who gets to share the care plan and they don't agree, then explain why they don't agree.

▼ Sharing Of Care Plan		
		More actions
Has the service user been offered a copy of their care plan?	☐ YES	☑ NO
Why has Service User not been offered a copy of their Care Plan?		
lacks capacity		
My Care Plan has been shared with the following people		
☑ MY GP ☑ MY CARER ☑ MY FAMILY ☑ OTHER STAFF/PEOPLE INVOLVED IN MY CARE		
Was the service user in agreement, if not please provide further information		

Next Review Date

Click on F4 to add in a review date in the future.

Attachment Search

This allows you to attach another document relating to this Care Plan, i.e. a PBS Plan.

Note: Any attachments you attach this time will not appear when you add a reviewed Care Plan.

Printing and authorising the Care Plan

Once the Care Plan is authorised you can now print off different versions.

Printed Versions of the Care Plan

At the top of your Care Plan choose the pink button Reports

This is the list of Care Plan options you have to print

Once you have chosen the report you require, choose **Run Report**

Click **Run Report**

Report options

▼   **Report Options**

More actions

Output file type   Adobe Acrobat (.pdf)

Lines per page   66

Printer   FOLLOW-YOU-COLOUR ON HPFTPRINTING (FROM 150-L-8135) IN SESSI

Print in background?   ☑

▼   **Parameter(s)**

More actions

**EnterAssessment ID:**   1082856   ⊕

Run Report   Cancel

Reviewing the LD Care Plan

Follow the guidance to create a new LD Care Plan and the previous version information will automatically pull through to your latest.

Note: Any attachments you added previously will NOT appear, you will need add new ones if required.

This message will pop up when you create a new one

Paris Client Application   ✕

Copying content from previous LD Care Plan with Assessment ID: 1082856

OK
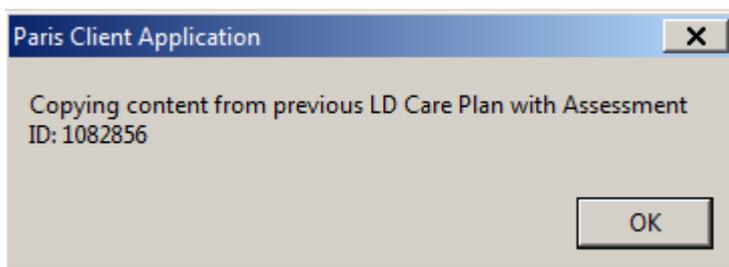
Press **OK**

Complete the Header Details

Choose if it's **Community** or **Inpatient**

Choose your status – in this case it's a review

LDC: CARE PLAN STATUS lookup

▼ **Available Entries (4)**

Include team restricted codes   More actions

Type & find

Code	Description	△
3	DISCHARGE FROM INPATIENTS	
4	DISCHARGE FROM TRUST	
1	INITIAL	
2	REVIEW	

Row 4 of 4

Select   Cancel

Care Plan

You will have the ability to review the current Care Plan needs and make any changes required and this could include adding new needs.

Reviewing a current Care Plan

Click on **Modify row**

You now have the choice of making any changes to this Care Plan

Reviewed date: is now added

Any changes you make to this plan, you can add in your **Review comments**

Accept Changes and **Save**

You should now be able to see the review comments without having to **View details**

Note: Review comments will appear in this reviewed care plan but when you generate a new one the previous comments will not appear.

Continue to make any other updates required in the rest of the form. Any tick boxes previously ticked will never pull through so you will have to add those into the form again.

Date of next review (Mandatory Field)

Add in the review date

Archiving a care plan row

You can archive a care plan depending on the **status of need**

After adding in the Reviewed date and making any changes and adding review comments you tick **Archive item** box at the bottom of the form and **Accept Changes**

My area of need	MEDICATION
Reviewed date	20/11/2019

What do I need
I need to keep taking my medicines

How will I do this
My community nurse will come each morning to give me my medicine

Who will help me
my community nurse, my care home staff

Who wrote this   ☑ Me   ☑ Professional   ☐ Family/Carer   ☑ Care provider

Professional actions
Attend Forrest's home and give him the required medicine.
I will take some observations while I am there and I will do this every day for a period of a month to ensure that the medication is having a good impact.
If he is improving, we can encourage him to take his own medication on alternate days.

Status of need   MET

Review comments
Forrest has now been able to fully able to take his own medication. He has a crisis plan in place if anything goes wrong, but its now a month later and he seems quite capable.
I will continue to see him regularly so if he does start to have any relapses, we can deal with it quickly.

Archive item   ☑

Accept Changes   Cancel

This will disappear from your Care Plan view immediately **BUT** you can always check **Historical Information** to see it.

▼ **Care Plan**

Historical information   View details   Copy current row   Compare images   Insert a row   Modify row   Remove row   More actions

		Date Added	Reviewed Date	Image	My Area Of Need	What Do I Need	How Will I Do This	Who Will Help Me	Who Wrote This	Professional Actions	Status Of Need
		20/11/2019		£	FINANCIAL SKILLS	Save up for my wedding with ▮▮▮	Setup a bank account Get my wages paid into my bank account...	My care staff and my community nurse	Me, Professional , Care Pr...	I explained to Forrest to not give out any details of his bank account to onl...	ON GOING

Row 1 of 1

▼ Care Plan

Historical information   View details   Copy current row   Compare images   Insert a row   Modify row   Remove row   More actions

		Date Added	Reviewed Date	Image	My Area Of Need	What Do I Need	How Will I Do This	Who Will Help Me	Who Wrote This	Professional Actions	Status Of Need
		01/10/2019	20/11/2019		MEDICATION	I need to keep taking my medicines	My community nurse will come each morning to give me my medicine	my community nurse, my care home staff	Me, Professional , Care Pr...	Attend Forrest's home and give him the required medicine....	MET
						Forrest has now been able to fully able to take his own medication. He has a crisis plan in place if anything goes wrong, but its now a month later and he seems quite capable. I will continue to see him regularly so if he does start to have any relapses, we can deal with it quickly.					
		20/11/2019		💰	FINANCIAL SKILLS	Save up for my wedding with ▮▮▮▮	Setup a bank account Get my wages paid into my bank account...	My care staff and my community nurse	Me, Professional , Care Pr...	I explained to Forrest to not give out any details of his bank account to onl...	ON GOING

Row 2 of 2   ‹   ›