

Edit Support Effort (H/M/L) profile Quick Reference Guide

This quick reference guide demonstrates how the level of support effort is recorded against a client in CIMS plus how to view a list of support effort profiles for a date range.

1. Edit Support Effort profile

Client with no existing Support Effort profile

John Doe Male, DOB: 11/11/1990 (Age 24 yrs)

Mark Latham (Harbour Family Support) My Workgroups | Logout

Search Details Consent Assessments Notes Payments Accommodation Status Alerts Referrals Plans Tasks Documents Memo Menu

Person / Alias: John Doe Primary Name [Create new alias](#)

Relationships: No relationship exists [Create new relationship](#)

Support Periods: No current support period [New support period](#) [View Prior](#)

Profiles: No profiles exist [Create new profile](#)

Create new profile

Profile type: Support Effort [Create](#)

Client with an existing Support Effort profile

Arnold Rimmer Male, DOB: 01/01/1980 (Age 35 yrs)

Mark Latham (Harbour Family Support) My Workgroups | Logout

Search Details Consent Assessments Notes Payments Accommodation Status Alerts Referrals Plans Tasks Documents Memo Menu

Person / Alias: Arnold Rimmer Primary Name [Create new alias](#)

Relationships: No relationship exists [Create new relationship](#)

Support Periods: [New support period](#)

Commenced

Commenced	Last Updated
12/01/2015 Harbour Family Support	26/02/2015

Profiles: [Create new profile](#)

Profile Type	Workgroup	Start	Last Update	
Support Effort	Harbour Family Support	19/02/2015	30/03/2015	Medium

Support Effort

*Created: 19/02/2015


Support Effort: Medium

Comment:

Last update: Mark Latham, Harbour Family Support 30/03/2015 11:00:58 AEDT

[Save](#) [Delete](#) [Print View](#)

1. Edit Support Effort profile

- Click the **Persons** page button
 - Go to the **Details** tab after selecting or creating a person
 - When no Support Effort Profile exists
 - click the **Create new profile** button and select option **Support Effort** in the **Profile type** field
 - Click the **Create** button to enter the **Support Effort** form
 - When a Support Effort Profile exists
 - Click the **Support Effort** text in the **Profile Type** column on the **Details** tab to enter the **Support Effort** form
- Click the  icon in the **Support Effort** field in the **Support Effort** form and select an option from the dropdown list: either High, Medium or Low
- In the **Comment** field enter any relevant comments.
- Click the **Save** button to complete the update process
- A Support Effort profile is end dated automatically when a client Support Period is closed

NOTE: A Support Effort profile is commenced for every client support period and for each client in a Presenting Unit.



2. View Support Effort profiles

My List Team List My Actions Team Actions Profiles Referrals Support Periods Reception Vacancies Menu

Select: Support Effort between 01/05/2015 and 01/05/2015 Show: Last worker: Alerts: Only this workgroup: Support Effort

Client Profile
Family Violence Risk Assessment
Housing Application
Needs Assessment
Accompanying Person Attachment
Initial Assessment

Given Name	Family Name	Profile Started	Profile Ended	First Contact*	Most Recent Contact*	Number of Contacts*	Time Since Last Contact*	Current Plan	Last Worker	Support Effort
John	Doe	29/04/2015		20/01/2015	26/02/2015	3	2 mons 3 days	No	Mark Latham	High
Mary	Smith	29/04/2015				0		No		Low
Arnold	Rimmer	19/02/2015		12/01/2015	12/01/2015	2	3 mons 20 days	No	Mark Latham	Medium

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* Includes all recorded contacts with Harbour Family Support (does not include file notes).

1. View Support Effort profile

- Click the **Home** page button
- Click the **Profiles** tab
- Select the **Support Effort** option from the dropdown selection list
- By default all support effort profiles current today are shown. Support effort profiles remain opened once created until the Support Period is closed,
- You are able to filter by date range and select support effort profiles current within the selected date range, or those which commenced or completed within the selected date range.
- You are able filter by Support Effort type either High, Medium or Low.
- Ticking **Last worker:** will include the last worker to create a Case Note against a client in the results list
- Clicking **Go** displays the list of Support Effort profiles based on the selected date range and filters applied.
- It is possible to sort the results list by any column heading.
- The list of Support Profiles displays client details **Given Name, First Name, Profile Started** and **Support Effort** level for all clients in the workgroup.
- Selecting any row in the results will display the Client's details.