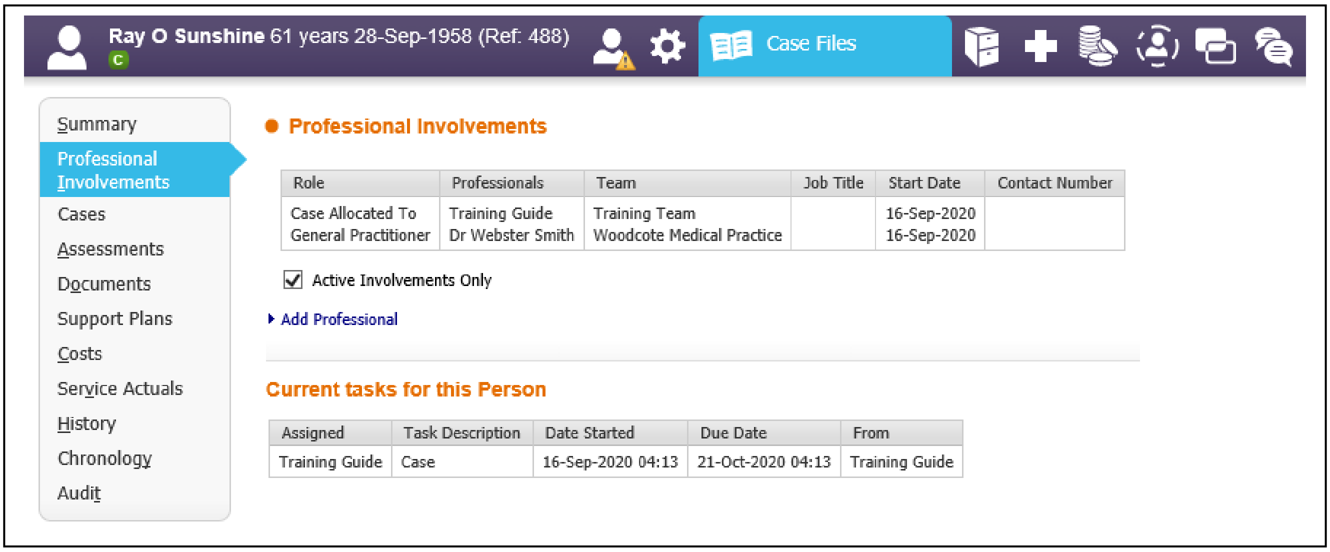
LAS
Professional Involvements

Version 2 – Sept 2020

CROYDON
www.croydon.gov.uk

Professional Involvements are recorded under Case Files



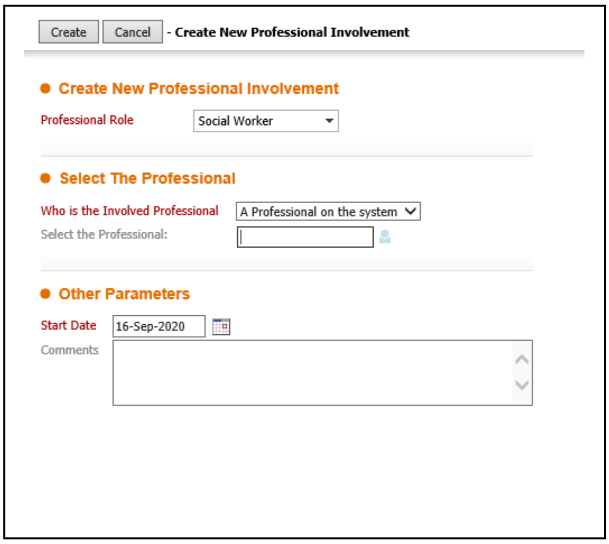
Viewing involvements

Professional involvements are shown in the top half of the screen. Notice that the box is ticked for “Active Involvements Only”. To see previous involvements, un-tick this box.

Current tasks for this person are in the lower part of the screen, this gives you an idea what is happening with this case and who has active tasks; it also shows you where the Case is sitting.

Add Professional involvements

Click on the Add Professional hyperlink



Enter the Professional role

Note that the screen will change depending on which item you choose for the “Who is the involved professional” field.

If it is a professional on the system, search for them in the field below, and their full details will be brought through to the screen.

Enter a start date

Click on create

Case Allocation

Please note that you do not create the Case allocation from Professional involvements, but it does display here automatically when the Case is assigned / reassigned via the workflow process.

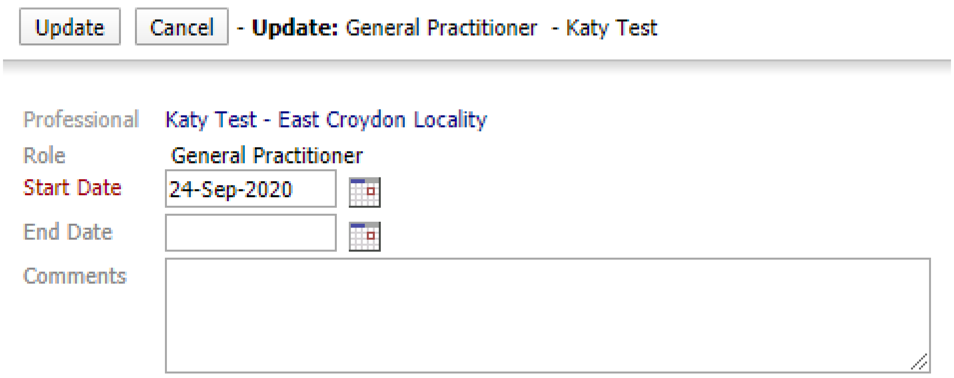
Editing / ending involvements

Case allocation

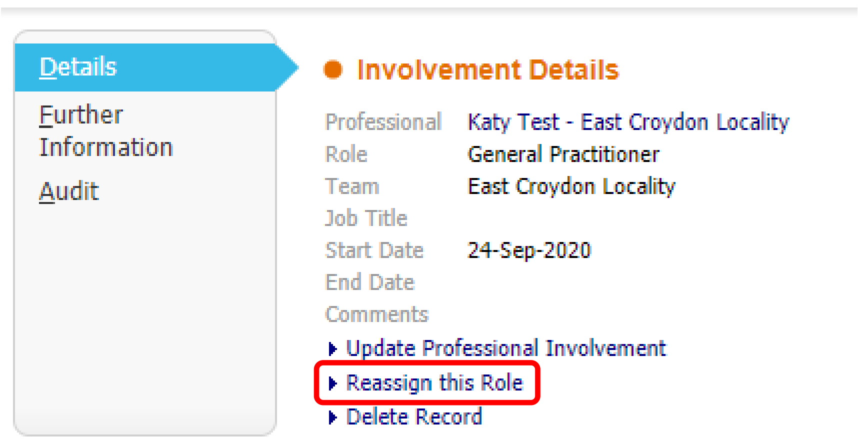
Under Professional Involvements, click directly on the row with the role, ‘Case Allocated to’. From here you can reassign the Case but you will not have the option to end (close) a Case from here; that has to be done from the Case itself (see separate LAS guide – Case closure for details).

Professional Involvements

For all other changes to professional involvements, again click on the relevant row and there will be an option to add an end date via ‘Update Professional Involvement’ – add date, comments and click Update:



Or you can reassign the role via the blue hyperlink ‘Reassign this role’.



Migrated Professional involvements

You may see professional involvements that are migrated from open involvements in AIS / Swift. If these professional involvements relate to the allocated worker, or any worker or team that is no longer invloved with the person, please add an end date to close the involvement. Tis will help to avoid confusion about who is currently involved.