

# **LAS**

# **Professional Involvements**

*Version 2 – Sept 2020*

## Professional Involvements are recorded under Case Files

The screenshot shows the 'Case Files' interface for a user named Ray O Sunshine. The 'Professional Involvements' section is active, displaying a table with the following data:

Role	Professionals	Team	Job Title	Start Date	Contact Number
Case Allocated To	Training Guide	Training Team		16-Sep-2020	
General Practitioner	Dr Webster Smith	Woodcote Medical Practice		16-Sep-2020	

Below the table, there is a checked checkbox for 'Active Involvements Only' and a link to 'Add Professional'. The 'Current tasks for this Person' section shows a table with the following data:

Assigned	Task Description	Date Started	Due Date	From
Training Guide	Case	16-Sep-2020 04:13	21-Oct-2020 04:13	Training Guide

## 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

The screenshot shows the 'Create New Professional Involvement' form with the following fields:

- Professional Role:** Social Worker (dropdown menu)
- Select The Professional:** Who is the Involved Professional: A Professional on the system (dropdown menu)
- Other Parameters:** Start Date: 16-Sep-2020 (calendar icon), Comments: (text area)

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:

- **Update:** General Practitioner - Katy Test

---

Professional [Katy Test - East Croydon Locality](#)  
Role General Practitioner  
Start Date    
End Date    
Comments

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

**Details**

[Further Information](#)  
[Audit](#)

**● Involvement Details**

Professional [Katy Test - East Croydon Locality](#)  
Role General Practitioner  
Team East Croydon Locality  
Job Title  
Start Date 24-Sep-2020  
End Date  
Comments  
[▶ Update Professional Involvement](#)  
[▶ Reassign this Role](#)  
[▶ Delete Record](#)

## 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 involved with the person, please add an end date to close the involvement. This will help to avoid confusion about who is currently involved.