

Assign an existing Carer a CRN

Please note this guidance is to be used for turning existing Carer records into open cases

Step 1 – Find and open the Carer’s ‘Application Form’

The screenshot shows the 'Capita One 4.0' application window. The 'Focus' menu is open, and the path 'Focus > Fostering > Fostering Application' is highlighted. A callout box with the text '1. Select Focus > Fostering > Fostering Application' points to the 'Fostering Application' option. Below the menu, a table of assigned cases is visible.

	Assigned By	Post	Assigned On	Message
15:38:44	Janet Howard	Yes	21/04/2010	STRAKR01, has to complete a Looked After Child for Carl ...
15:46:26	Janet Howard	Yes	21/04/2010	STRAKR01, has to complete a Looked After Child for Carl ...
16:29:54	Pauline Hogg	Yes	21/04/2010	HELLLO2, has to complete a Looked After Child for Jake H...
16:44:14	Janet Howard	Yes	21/04/2010	SEVERA01, has to complete a Looked After Child for John...
16:46:59	Pauline Hogg	Yes	21/04/2010	HELLLO2, has to complete a Looked After Child for Nathan...
17:21:52	Janet Howard	Yes	21/04/2010	SEVERA01, has to complete a Looked After Child for John...
17:23:57	Janet Howard	Yes	21/04/2010	SEVERA01, has to complete a Looked After Child for Kaitli...

The screenshot shows the 'Fostering Application Enquiry' search results page. A callout box with the text '2. Click Search' points to the search button. Another callout box with the text '3. Click on the First Applicant column to order the results in name order' points to the 'First Applicant' column header. A third callout box with the text '4. Find and select the required record then click Open in New Window' points to a record in the table.

First Applicant	Second Applicant	Application Reference No	Application Date	Status
Abigail Knowles	Andrew Francis	000259	04/01/2001	Registered
Adele Guest	Robert Guest	000249	20/09/1994	Registered
Aderlane Shelle			12/03/2009	App Closed before Assessment
Adrian Paul Goll			19/12/2008	App Closed before Assessment
Ahmed Salman			12/03/2009	App Closed before Assessment
Aishling Burke			21/01/2010	App Closed before Assessment
Alan Birmingham			09/03/2009	App Closed before Assessment
Alan Forrest			27/07/2009	Under Assessment
Aleatha Cork			05/11/2009	Under Assessment
Alena Korutaro			09/06/2010	Prospective Application
Alexander Holmes		000670	21/06/2006	Registered
Alexandra Redding		003162	14/01/2010	Under Assessment
Alexandra West	Gregory West	002598	20/08/2009	App Closed before Assessment

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Step 2 – Use the ‘New Case’ button to turn the ‘Application’ into a ‘Case’ and assign to the Fostering Social Worker

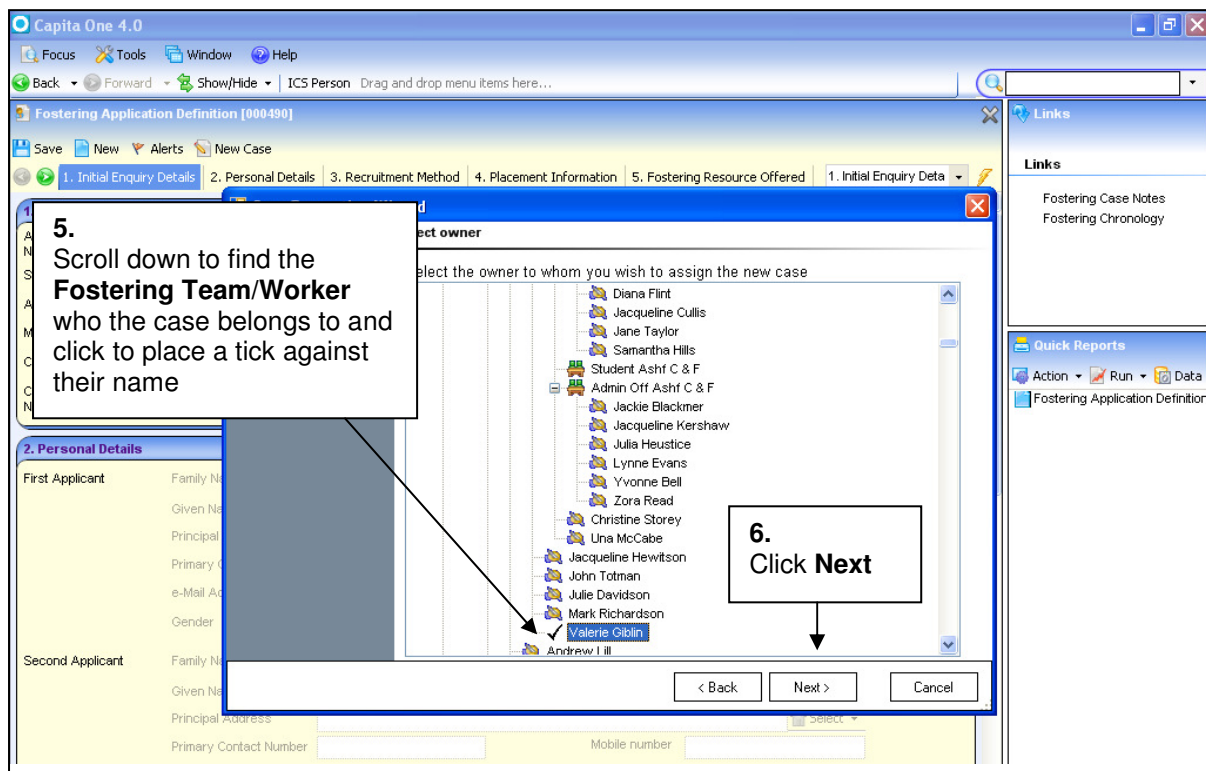
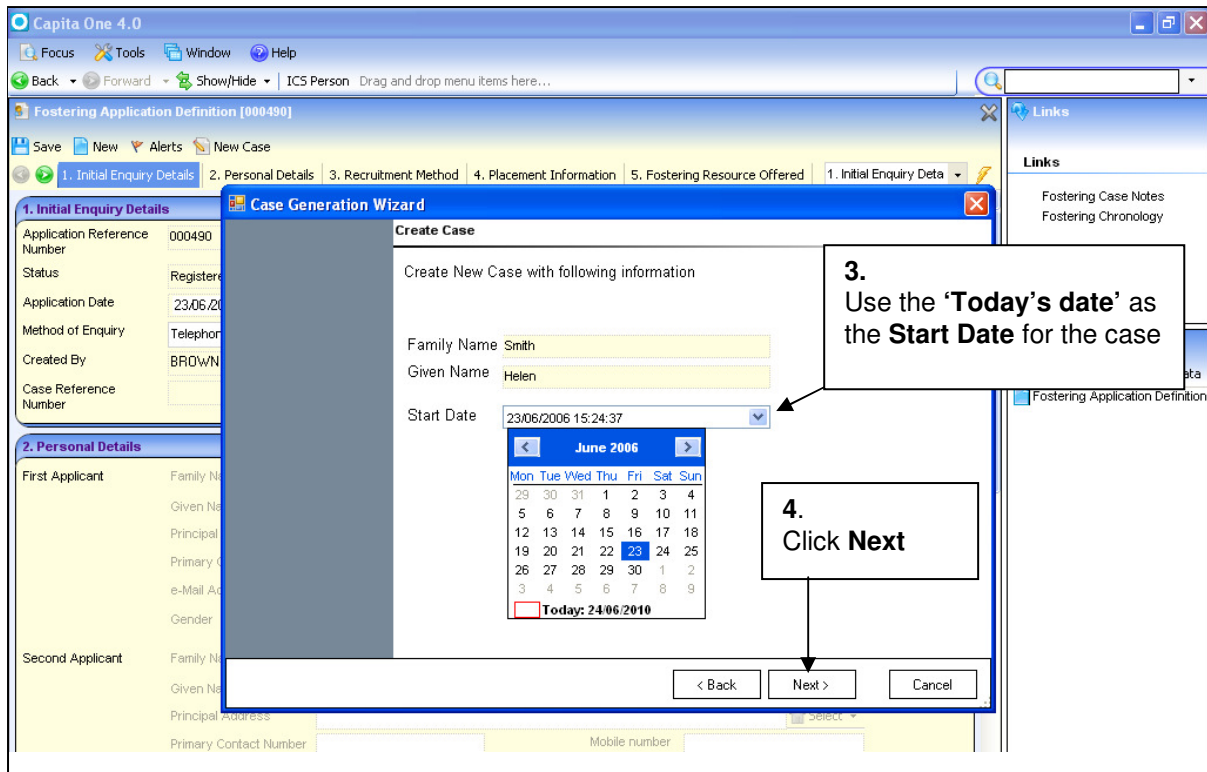
The screenshot shows the 'Fostering Application Definition' window in Capita One 4.0. The 'New Case' button in the top toolbar is highlighted with a callout box containing the text '1. Click New Case'. The application details are as follows:

1. Initial Enquiry Details	
Application Reference Number	000490
Status	Registered
Application Date	23.06.2006
Method of Enquiry	Telephone
Created By	BROWNS23
Created On	17/11/2008
Case Reference Number	

2. Personal Details	
First Applicant	Family Name: Smith
	Given Name: Helen
	Principal Address: 13 Pennington Road, Tunbridge Wells, ...
	Primary Contact Number: 01892 516387
	Mobile number: 07875624880

The screenshot shows the 'Case Generation Wizard' dialog box overlaid on the application details. The wizard has a title bar 'Case Generation Wizard' and a main text area that reads: 'Welcome to the Case Generation Wizard' and 'This wizard takes you step by step to assign a Case for this Application'. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'. A callout box with the text '2. Click Next' has an arrow pointing to the 'Next >' button.

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The screenshot shows the 'Case Generation Wizard' window in the Capita One 4.0 application. The wizard is currently on step 7, 'Assign Case Owner as a Professional Involved'. A checkbox labeled 'Assign the case owner as a professional involved' is checked. Below this, there is a dropdown menu for 'Select the role for the case owner:' and a text box containing 'Key Worker'. A callout box with the number 7 points to the checkbox and contains the text: 'Click this box to assign the worker as a **Professional Involved** (this updates Panel 7 of the Application form)'. Another callout box with the number 8 points to the 'Next >' button and contains the text: 'Click **Next**'. The background shows the 'Fostering Application Definition' form with various fields like 'Application Reference Number', 'Status', 'Application Date', etc.

The screenshot shows the 'Case Generation Wizard' window in the Capita One 4.0 application, now on step 9, 'Summary'. The wizard displays a summary of the case details: 'You have successfully specified the information to save the case details. Review the section below and click on Finish to save the case.' Below this, a text box contains the following information: 'Create the new case for this event', 'Case start date - 23/06/2006 15:24:37', 'The case owner is - GIBLIV01', 'The case owner is being assigned as a professional involved-', and 'The involvement is Key Worker'. A callout box with the number 9 points to the 'Finish' button and contains the text: 'Click **Finish**'. The background shows the 'Fostering Application Definition' form with various fields like 'Application Reference Number', 'Status', 'Application Date', etc.

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10. Close the Application Form down

The screenshot shows the 'Fostering Application Definition' form in the Capita One 4.0 application. The form is divided into two sections: '1. Initial Enquiry Details' and '2. Personal Details'. The 'Initial Enquiry Details' section includes fields for Application Reference Number (000490), Status (Registered), Application Date (23/06/2006), Method of Enquiry (Telephone), and Created By (BROWNS23). The 'Personal Details' section includes fields for First Applicant (Family Name, Given Name, Principal Address, Primary Contact Number, e-Mail Address, Gender, Date of Birth) and Second Applicant (Family Name). A callout box with the text '10. Close the Application Form down' points to the top right corner of the form area.

11. Repeat as required by selecting the next applicant from the list

The screenshot shows the 'Fostering Application Enquiry' table in the Capita One 4.0 application. The table has columns for First Applicant, Second Applicant, Application Reference No, Application Date, and Status. A callout box with the text '11. Repeat as required by selecting the next applicant from the list' points to the table. Below the table are buttons for New, Delete, Open, Open In New Window, Next, and Previous.

First Applicant	Second Applicant	Application Reference No	Application Date	Status
Abigail Knowles	Andrew Francis	000259	04/01/2001	Registered
Adele Guest	Robert Guest	000249	20/09/1994	Registered
Aderlane Shelley		001824	12/03/2009	App Closed before Assessment
Adrian Paul Goldie	Florina Goldie	001361	19/12/2008	App Closed before Assessment
Ahmed Salman	Fatima Salman	001826	12/03/2009	App Closed before Assessment
Aishling Burke	Lee Molloy	003187	21/01/2010	App Closed before Assessment
Alan Birmingham	Tabatha Birmingham	001798	09/03/2009	App Closed before Assessment
Alan Forrest	AMANDA FORREST	002442	27/07/2009	Under Assessment
Aleatha Cork	Andrew Neaves	002807	05/11/2009	Under Assessment
Alena Korutaro	Peter Korutaro	003879	09/06/2010	Prospective Application
Alexander Holmes		000818	21/06/2006	Registered
Alexandra Redding		003162	14/01/2010	Under Assessment
Alexandra West	Gregory West	002598	20/08/2009	App Closed before Assessment

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12.
The case will now appear in the Social Worker's **My Cases** list

Case Reference No	Start Date	End Date	Subject(s)	Assigned on	Assigned by	Elected
2010Coun043760	24/06/2010 13:25:22		Fostering: April Smith...	24/06/2010 13:25:52	GIBLIV01	No
2010Coun043759	24/06/2010 12:10:01		Fostering: Annie Woo...	24/06/2010 12:10:36	GIBLIV01	No
2010Coun043757	24/06/2010 11:48:57		Fostering: Elaine Pere...	24/06/2010 11:48:18	GIBLIV01	No
2010Coun043756	24/06/2010 11:47:31		Fostering: Emily Lyda...	24/06/2010 11:48:30	GIBLIV01	No
2010Coun043750	24/06/2010 11:32:42		Fostering: Erica Flood...	24/06/2010 11:39:04	GIBLIV01	No
2010Coun043749	24/06/2010 11:30:00		Fostering: Palvi Hutch...	24/06/2010 11:32:28	GIBLIV01	No
2010Soc 043748	24/06/2010 11:27:07		Fostering: Argela Ch...	24/06/2010 11:28:31	GIBLIV01	No
2010Soc 043747	26/05/2010 12:35:06		Fostering: Sylvia Dry...	26/05/2010 12:36:45	GIBLIV01	No
2010Coun043752	24/05/2010 11:41:50		Fostering: Nicholette ...	24/06/2010 11:42:34	GIBLIV01	No
2010TM L043751	24/05/2010 11:40:41		Fostering: Linda Proc...	24/06/2010 11:41:32	GIBLIV01	No
2010Coun043754	24/04/2010 11:46:29		Fostering: Sandra Co...	24/06/2010 11:46:47	GIBLIV01	No
2010TM L043761	23/06/2006 15:24:37		Fostering: Helen Smith	24/06/2010 15:26:58	LAURID01	No