




# Online CSS - Involvements

## Creating an Involvement Record

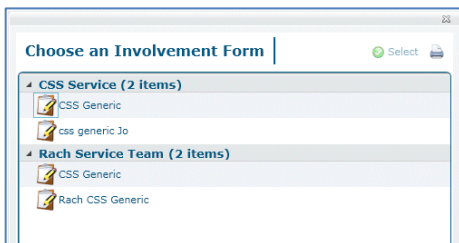
### Create an Involvement Record Online

Existing and  New Involvements are accessed from the **CSS Home Page | My Involvements**.


Requirements for creating Involvement records are setup in **One v4**. These include Posts, Establishments and Service Team Administration. It is also necessary to populate Lookups and create Involvement Templates.

Settings defined in **One v4** for Data Shielding, Data Panel and Access Control Lists will also be effective in **One v4 Online**. If data is withheld a message will be displayed in the field or panel.

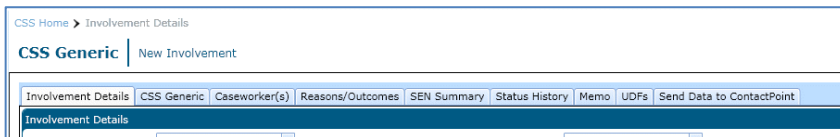
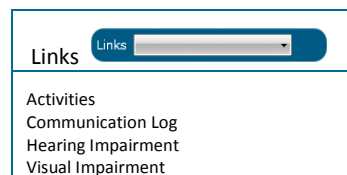
- To create an Involvement record, click  **New**.



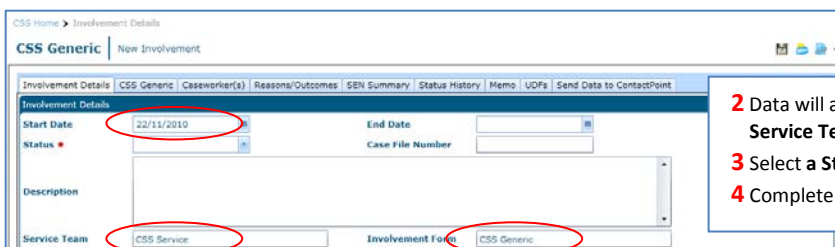
**1** Select an Involvement Form Template. If only one is associated with the Service Team that you are in, it will automatically be displayed; otherwise a dialog will be opened showing all templates for all Teams that you are a member of.


The Involvement process is displayed in a series of tab pages, **Involvement Details**, **CSS Generic**, **Caseworker(s)**, **Reasons/Outcomes**, **SEN Summary**, **Status History**, **Memo** and **UDF** tabs are also available. Send Data to ContactPoint is currently not in use.  indicates mandatory fields.

**Links** available for Involvements includes HIVI; these options will not be available if your Service Team is not flagged to show this information.

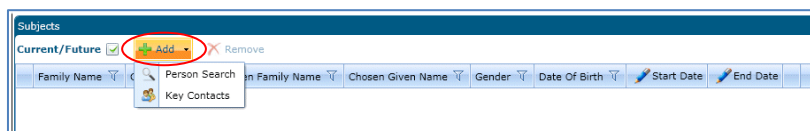



### Involvement Details



- Data will automatically populate the **Start Date**, **Service Team** and **Involvement Form**.
- Select a **Status**  (*Lookup ID 1052*)
- Complete the fields appropriately

### Subjects



- Select a **Subject** by clicking the  button and choosing the appropriate search function. Use the **Person Search** for a student. See *Reference Guide RG\_OnLine\_Person Search*.
- Highlight the required person and click **Select**. This process can be repeated for multiple subjects Involvement.



# Online CSS - Involvements

## Creating an Involvement Record

Subjects							
Current/Future <input checked="" type="checkbox"/> Add <input type="checkbox"/> Remove							
Family Name	Given Name	Chosen Family Name	Chosen Given Name	Gender	Date Of Birth	Start Date	End Date
Swanston	Wendy	Swanston	Wendy	Female		07/12/2010	

Details of the person can be viewed by clicking the button. For a student this will display **Identifiers**, eg Name, Gender, Person ID, **Student Details** and **School History**.

### Involvement Form Tab

This tab will assume the name of the selected Involvement Template, eg CSS Generic.

- Complete the Involvement fields with appropriate people.
- Select SEN / Medical Needs by clicking the **Chooser** button and dragging the required Needs into a box. A **Primary Need** must be selected before **Additional Needs** can be added.

The **Chooser** button expands the chooser panel. To close the chooser click the **Chooser** button again.

### Other Tabs

Select details in the other tabs to complete the Involvement record. At least one **Caseworker** (if not automatically populated by you) must be selected and an **Involvement Reason** is mandatory.

On **SAVE**: the system updates the:

- Caseworker's MY INVOLVEMENTS list
- SOCIAL NETWORK for the Student/Person
- CHRONOLOGY Event Summary for the Student/Person



#### Related Reference Guides:

- RG\_Online\_Person Search
- RG\_OL\_CSS\_Involvements\_Hearing Impairment
- RG\_OL\_CSS\_Involvements\_Visual Impairment