6 Team Around the Family – adding and removing people

Members of the **Team around the Family** can be added or removed during the life of a case:

You will be taken to the **Team around the Family** page. Here you can add, or remove, Case Members from the Team around the Family.

Clicking on 'Add Child' or 'Add Adult' will take you to the relevant Create Case Member page.

Click on "Add Practitioner"

System Users can also be added to case:

Holistix

Logged in as **Mack TheKnife**   Log out ›

| My Messages | My cases | Check for case | | My settings | Help |

In this section:

Case Summary

Create Message

Case Items ►

Case Alert Settings

Case Coordination ►

View case snapshot

Audit case events

My Cases > Case Summary > Add Practitioner

Add Practitioner to TAF

This page allows you to add a practitioner to the TAF

Practitioner Type

| Type | System User ⌄ |

Global User Search

Find User ✕

Enter none or more fields to search, the search system will restrict results by all of the attributes provided.

First name	
Surname	
National Service Category	⌄
Local Service	

Search

National Service List Category

Job Title	
National Service *	Please Select ⌄
Local Service	No Information Entered
Local Service Coordinator	☐

Contact Details

Contact Number	
Type	⌄
Email Address *	
Comments	

Associated with

| Case Member(s) | 👤No Case Members Selected |

Episode TAF involvements

3. Enter the details of the user you are searching for.

Click on 'Search'

QES

Holistix

Logged in as **Mack TheKnife**   Log out ›

My Messages	My cases	Check for case		My settings	Help

In this section:

Case Summary

Create Message

Case Items ▶

Case Alert Settings

Case Coordination ▶

View case snapshot

Audit case events

My Cases > Case Summary > Add Practitioner

Add Practitioner to TAF

This page allows you to add a practitioner to the TAF

Practitioner Type

Type	System User ▾

Global User Search

You must search Holistix for existing users to add them to this case.

Find User ✖

Surname	Given name(s)	National Service Category	Local Service
Majors	Brad	Assessment & Early Intervention	

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Back

Also known as/previous name [ ]

National Service List Category

Job Title	[ ]
National Service *	Please Select ▾
Local Service	No Information Entered
Local Service Coordinator	☐

Contact Details

Contact Number	[ ]
Type	▾
Email Address *	[ ]
Comments	[ ]

Associated with

Case Member(s)	No Case Members Selected

Episode TAF involvements

4. Select the user you wish to have access to the case.

QES

The **User's details** will then appear on the form:

Add Practitioner to TAF

This page allows you to add a practitioner to the TAF

Create Message
Case Items
Case Alert Settings
Case Coordination
View case snapshot
Audit case events

Practitioner Type

Type	System User

Global User Search

You must search Holistix for existing users to add them to this case.

Search

User Details

Title	
First name(s) *	Brad
Surname *	Majors
Requested name	
Also known as/previous name	

National Service List Category

Job Title	
National Service *	Assessment & Early Intervention
Local Service	No Information Entered
Local Service Coordinator	☐

Contact Details

Contact Number	
Type	
Email Address *	davidhill@qes-online.com
Comments	

Associated with

Case Member(s)	No Case Members Selected

Episode TAF involvements

Start Date	25/07/2016
End Date	
Reason for Involving	

Save   Clear

5. Select Associated Case Members

6. Once all the details have been entered, click 'Save'

Use of Family eCAF is subject to the following Acceptable use policy.

Q≣S

Once you have recorded the involvement of a new practitioner, they will appear on the **Team around the Family** page.

Q≣S

You can also **remove** a practitioner when their involvement ends:

Click on the person you wish to remove from the Team around the Family to go to their details

The 'Team around the Family' should now reflect your new addition. The list of every member will appear here in a list with their associated role too.

You will be taken to the **Practitioner Case Details**:

Click on 'End TAF Member Involvement'

1. Enter the Reason for ending involvement

2. Click 'Confirm'

The Practitioner has now been **removed** from the case: