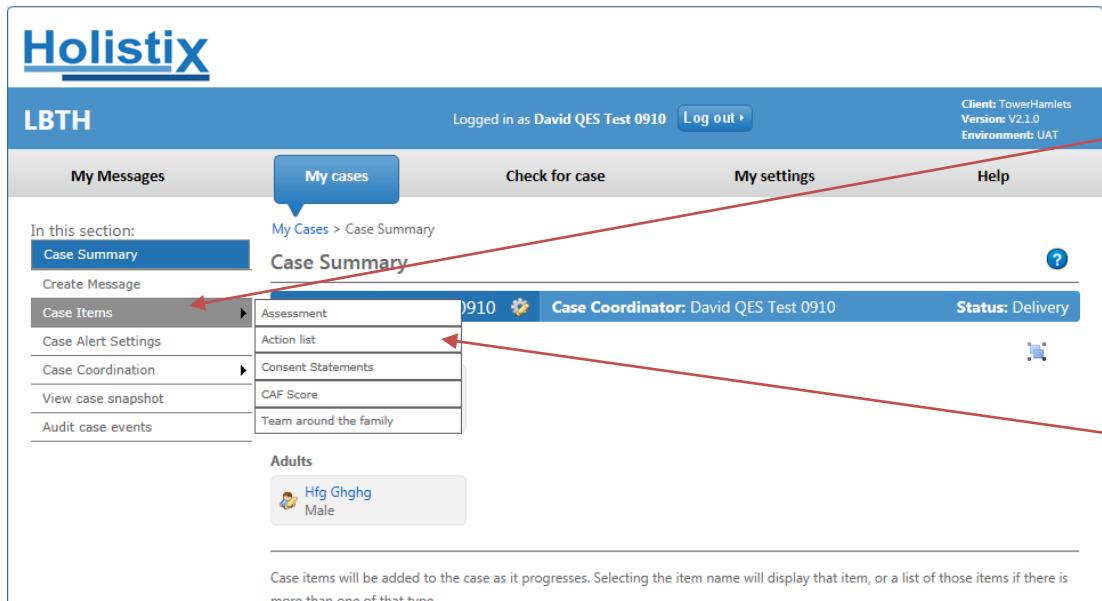


13 Closing Open Actions

Actions can be closed by following the steps below:



1. Click on 'Case Items'

2. Click on 'Action List'

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You will be taken to the **Action List**:

In this section:

Case Summary

Create Message

Case Items

Case Alert Settings

Case Coordination

Case Administration

View case snapshot

Audit case events

My Cases > Case Summary > Action List

Action list



This page lists all of the actions related to this case. Practitioners can update open actions which are assigned to them between delivery plan and review sessions.

Actions in this list are included in every delivery plan and review. For this reason actions will be read-only if a delivery plan and review is being drafted by the case coordinator.

Family	Action	Who	Last Updated	Updated By	Status
mary	More actions required	PRAC (Test) PRAC,Trainer4 (Delete) Trainer4	08/04/2020	Shanur Miah	Open
Athena	Referral required	Ann Adam Test,Trainer4 (Delete) Trainer4	08/04/2020	Shanur Miah	Open
mandy					

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3. Check Status and Click on the 'Open' Action that needs to closed

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The Action screen will appear:

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

Action

Here you can add an action to one or more case members in this case.

Action Details

Type: Case Action

Case Member(s) *: Ann Adam Test

Who will do this? *: Ann Adam Test, Trainer4 (Delete) Trainer4

Actions to be taken to achieve outcomes *: Referral required

When should this be done by? *: 29/04/2020

Action Priority: High Medium Low

Status *: Closed

Action closed on: [Date]

Aims associated with this action

[Link Aim](#)

Aim	Source
JONNY TO IMPROVE TO 90% BY EASTER	Assessment

Action Progress and Comments

[Add Comment](#)

This action does not have any comments.

Save

4. Select 'Closed' from drop down list.

5. Complete Date and Click Save