Care Control January 2020
Other Key Enhancements

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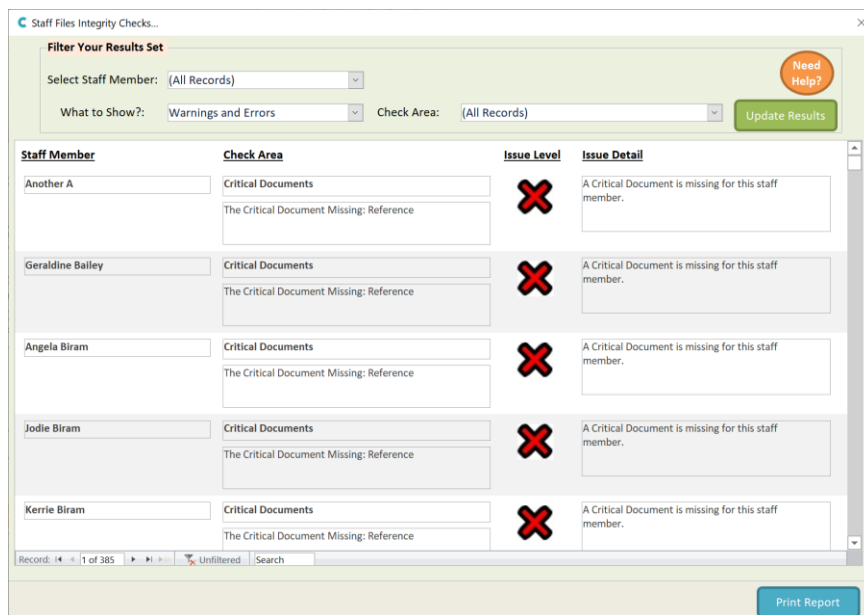
Introduction by Matt Luckham

This part 5 of the December / January 2020 update. This document details some of the other important changes that have been included in this update.

Staff Files Integrity Checks

We have included an area that will examine the integrity of staff files. This is very similar to the existing Care Plan Integrity in that it will examine your data and recommend areas that you should look at.

Only active staff are used as part of this check.

To Access the Staff File Integrity Checks you need to go to: -

Full Check List

The below if the full set of checks completed in this area: -

Area	Test	Output
Next of Kin	Has the staff member got next of kin details on file?	Warning Generated
Staff References	Has the staff member got any staff references?	Error if non on file Warning if 1 on file
Staff References	A staff reference has not had a response within 7 days.	Warning Generated
Staff References	A staff reference has not had a response within 14 days.	Error is Generated.
DBS Check	No DBS Check exists for the staff member.	Error is Generated
DBS Check	The DBS Check has not been confirmed after 7 days.	Error is Generated
DBS Check *Note – there is a new system setting to set the renewal period*	DBS Check is due for renewal.	Warning Generated
Visa Check	Visa for the staff member will expire within 90 days.	Warning Generated
Visa Check	Visa for the staff member will expire within 30 days.	Error Generated
Visa Check	Vias has expired for this staff member.	Error Generated

Staff Training	Training for one or more roles associated with this staff member is due to expire between 30 and 60 days.	Warning Generated
Staff Training	Training for one or more roles associated with this staff member is due to expire between 0 and 30 days.	Warning Generated
Staff Training	Training for one or more roles associated with this staff member is overdue!	Error Generated
Staff Email	Staff email address is missing from the staff record.	Warning Generated
Staff Allergies	Staff Allergies is missing from the staff record. "None" should be entered if no allergies are relevant.	Warning Generated
Staff Medical Conditions	No staff medical conditions are on file. "None" should be entered if no medical conditions are relevant.	Warning Generated
Staff Pay	One or more staff roles have no pay rates.	Error Generated
System Security	One or more of the passwords used to secure areas on the admin module is weak.	Error Generated
System Security	The Master Password or Pocket Override Password is weak.	Error Generated
PIN Code Check	The PIN Code for non-admin staff is not strong. Pin numbers should not use sequential or repeating numbers.	Warning Generated

PIN Code Check	The PIN Code for admin staff is not strong. Pin numbers should not use sequential or repeating numbers.	Error Generated
Critical Documents	The critical documents that have been tagged for staff are missing from the staff file.	Error Generated

Integrity Check Switches

The integrity checks have a number of switches associated with them. These are available within the System Settings area: -
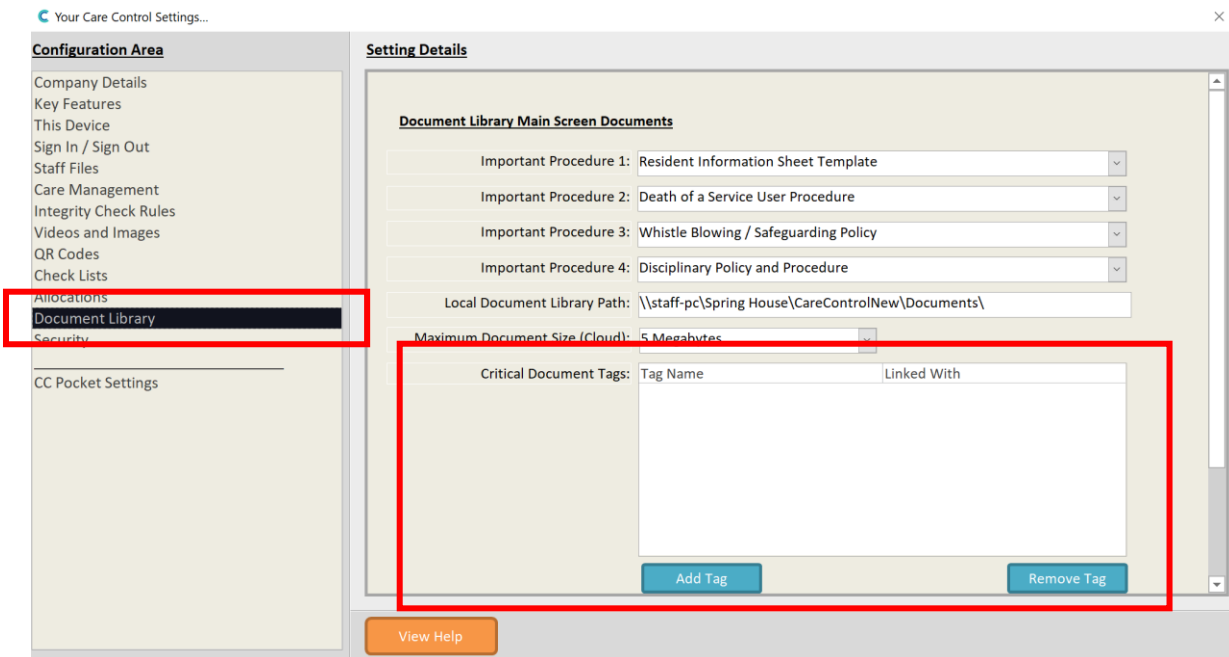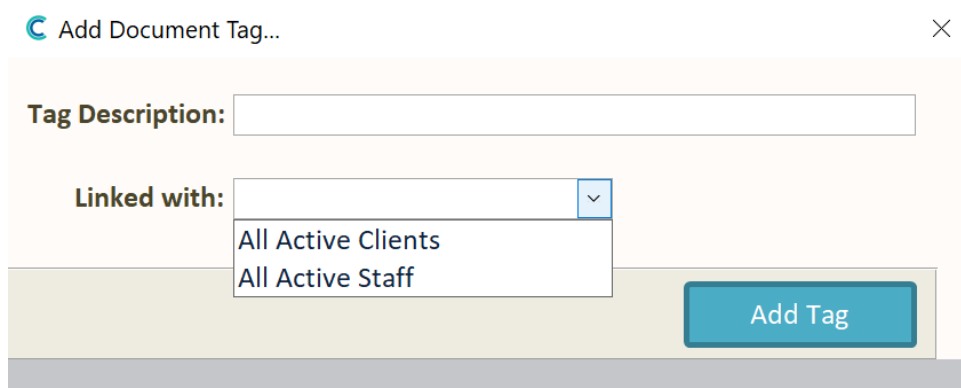
Document Tags

Included in this release is a new feature called Document Tags. Document Tags are useful if you want to ensure that key documents that should be associated with staff or service users are in place.

Creating Tags

You can create the tags within the system settings of your system: -

When you add a tag, you can select a staff or service user: -

In the below example, we have added a tag associated with all Active Staff: -

Add Document Tag...   ✕

Tag Description: Reference

Linked with: All Active Staff

Add Tag

When we click the Add Tag the documents tag table will look as follows: -

Critical Document Tags:	Tag Name	Linked With
	Reference	Staff

Add Tag   Remove Tag

Attaching a Tag to a Document

When you add a document you can now add a tag value: -

Highlighting Tag Issues

If you have any staff members or service users that do not have a critical document tagged, they will be shown in the integrity checks: -