My Care Bridge Education User Guide Version 1



provide.mycarebridge@nhs.net to me •

TRAINING MANUAL:

9:14 PM (43 minutes ago) 🔥 😳 🕤 🚦

Dear Test School,

This email is to inform you that your educational setting account has been added to MyCareBridge – a digital platform to manage referrals on to our ASD and ADHD assessment pathway for the child/young person.

These referrals are managed on the MyCareBridge online portal, where parents, schools and other professionals who are involved with the child/young person can submit supporting information about the child/young person and their needs. This information will allow our clinical team to make a decision on the best pathway for the child/young person.

This message is to give you access details for the MyCareBridge portal, as we need you to submit additional information to progress this referral.

Click the button below to activate your account:

Activate Account

This link is valid for 7 days only.

If you already have an account on MyCareBridge platform, you can login to your portal by using the link below:

Login Here

Please be aware that if we do not receive this information within 3 weeks (during school term time), the referral will not be progressed further. If you are unable to access or complete the questionnaire online, please contact the children & young people's community health services team at Provide Digital on 999999999 or <u>ellie williams 19@nhs.net</u> as soon as possible.

Many Thanks

MyCareBridge Platform

Activating your account

You will receive an email from the MyCareBridge (MCB) admin with instructions to create your account.





Set New Passw	ord
Email	
armanquddusnhs@gmail.com	Password must contain Minimum 8 character At least one uncorrect
Password	At least one lowercas At least one special cl
	At least one number Password and Confirm must be the same
Confirm Password	
Enter Confirm Password	

Registering your account

Create a secure password for your account.

providedigital.com



Landing page/Active Referrals

Once you've created your account, you will be directed to this page. You may or may not see any active referrals displayed here initially.

Referrals can be added to your portal either by the MCB admin team (if a child/young person's referral has been generated by another professional, for example a GP) or by you.

If another professional has made a referral for a child/young person who attends your education setting, it will be visible in your portal and ready for you to complete the education report (see page 5).

If a referral hasn't been created for the child/young person, you can start the referral process by clicking the 'ADD NEW REFERRAL' button (Blue Circle).

CareBridge



			1	SAMPLE TEMPLATE DOWNLOAD			
tive	Referre Total C	er Detail Question 1 of 6		This service provides a multi-disciple that could be indicative of Autism and	inary assessment to Children and Yo nd/or ADHD. Referrals to this pathway	oung People exhibiting a develo can be made from health or e	opmental delay or disorder of funct ducational professionals.
JR.				Please read before initiating referral			
ised	Conse Total C	int Question 7 of 9		 In line with NICE guidelines, we won a regression in language or social Health Visiting service in the first in these services if they escalate concerning 	aid not usually accept referrals for cl skills. Please refer, or advise the fam stance to ensure that early support erns.	hildren under 3 years of age for hily to access, the speech and is provided. We will be happy	an Autism assessment unless ther language therapy service and/or to consider a re-referral directly fr
	Referre Total C	al Reason Question 10 of 11		 We do not diagnose ADHD in childs behavioural support in the first inst escalate concerns. 	ren below 6 years of age. Please refe ance. We will be happy to consider	r to the Public Health Nursing se a re-referral directly from the	ervice for a developmental screen a Health Visitor or School Nurse if th
	OP Det Total C	tails Susction 12 of 13					
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	child/	Young Person Details		Q.1 Referrer's Name? *			
		Question 14 of 34		Enter Referrer's Name			
	Enform	umring Potolio					
		Question 35 of 37					
				Q.2 Job Title / Relationship to the Ch	lld or Young Person? *		Question 2 of
	Parent	t/Carer's Details		Enter Job Title/Relationship to t	- he Child or Young Person		
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	Total C	Question 45 of 46		0.3 Referrer's Telephone2			Question 3 of
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Sensory Total Question 33	# 01	Referral ID Q.73 Dr 18/10	Referral Date/Time 16/10/2024	Patient Name	Patient Age 7	NHS Number	Source A Education
Sensory Total Question 33	at of 39	Referral ID Q73 Dr 16/11	Referral Date/Time 16/0/2024	Patient Name TEST TEST	Potient Age 7	NHS Number	Source A Education

Creating a New Referral

Please answer all questions as displayed.

While completing the referral, you can save your progress and return to it later by clicking the 'SAVE & DRAFT' button (blue circle). To access the saved referral, go to the 'Draft' tab (pink circle) and click the 'Action' button (orange circle) to continue.

Once you've finished, click the 'SUBMIT' button (green circle) to complete the referral.





Education Report

To proceed with this referral, you must complete the education report. Once the initial referral has been created, either by the MCB admin or yourself, it will appear in the 'Active' tab (green circle). To access the referral, click the 'Action' button (blue circle).

Next, go to the 'Education Setting' tab (pink circle) and click the 'ADD REPORT' button (orange circle) to fill in the education report.



Manage Referral 🧄 🔨	Patient Name : TEST CHILD	DOB: 12/08/2017	Gender: Male	NHS Number : 656 565 656
Active	Ø			00
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2x Closed	Overview	Education Setting O Parent / Carer Report	Uploads My Tasks	Messages Clinical Review
				SAMPLE TEMPLATE DOWNLOAD
				DOWNLOAD PDF
	1. Personal Detail			*
	2. Communication			~
	3. Social Interaction			*
	4, Creativity Imagination			~
	5. Behaviour			~
	6. Sensory			Ý
	7. Attention Activity Levels			*
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					Messag	es Clin	ical Review
					1	ask Status	Action
					Pe v	iew	\bigcirc
					N	lark as Complete	

Referral Overview

Once you have completed the education report. You will be able to view your answers on the "Education Setting" tab. If you made a mistake in the report, please contact the MCB admin who will be able to edit the report.

You have the option to download both a template report (green circle) or the report (blue circle) you completed.

You may receive a task from the MCB admin. You will be notified via email and you can see this on the "My Tasks" tab (orange circle). To view the task, click on the "Action" button (pink circle) to view their message. Once done click on the action button and select "Mark as Complete". The status will change from "Pending" to "Done".



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#	Referral ID	Patient Name	Created Date	Patient DOB	NHS Number	Pathway Status	Next Milestone	Outcome	Source	Action	
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	QDBJ	1201 Office	10/10/2021	12/00/2017						\bigcirc	
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Closed Referrals

This section displays the overall outcome of each referral, indicating whether it has been accepted or rejected.