Helix data language tidy up

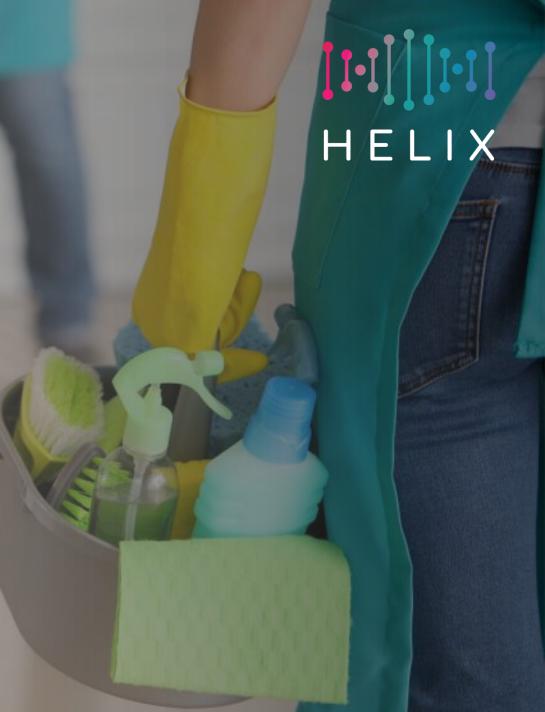
154 activities

494 profile items

12 activities + 88 profile items already removed

https://forms.office.com/e/gUfM75z30W





Referrals



Internal referral 225

External referral 695

Suggestion:

Merge together into single "referral" activity. Use activity notes to record detail if required

Communications



Letter 1410

SMS sent 5073

Phone call 8028

Email received 2180

Email sent 7315

Follow up contact 2252

Suggestion: Some providers are already using a new "communication update" activity. This covers all forms and removes an expectation to each email in and out, or if a client replies to an email by texting a caseworker

CV



Created CV 705

CV Advice 190

Suggestion:

Merge together into single "CV advice" activity. Use activity notes to record detail. Looking at the client record shows the first iteration if there is a need to mark a first creation.

Action plans



Action planning 1102

Action plan created 2929

Suggestion:

Merge together into single "action plan" activity. Use activity notes to record detail. Looking at the client record shows the first iteration, when the original plan is created.





Started Emp	lovability	Training	74
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Started Training Course 658

Started Vocational Training 183

Completed Employability Training 46

Completed Vocational Training 123

Employability Training 1618

Progression: Vocational Training 1869

Suggestion: There are lots of "starts" which don't have a "completed". So removing start/completed leave just the "training course" activity. There is a separate question on the need for separation between employability and vocational. "Qualification gained" activity can be used. The relevant details can be recorded in the activity/training module





Initial Assessment	5109
Follow-up Assessment	812
Financial Literacy Assessment	21
Language Assessment	46
Literacy and Numeracy Assessment	38
Skills Assessment	540

Suggestion: The most common used are "initial", "follow up" and "skills", so as a way to tidy this up, the other 3 could be merged into "skills" assessment, to reduce the number of options here