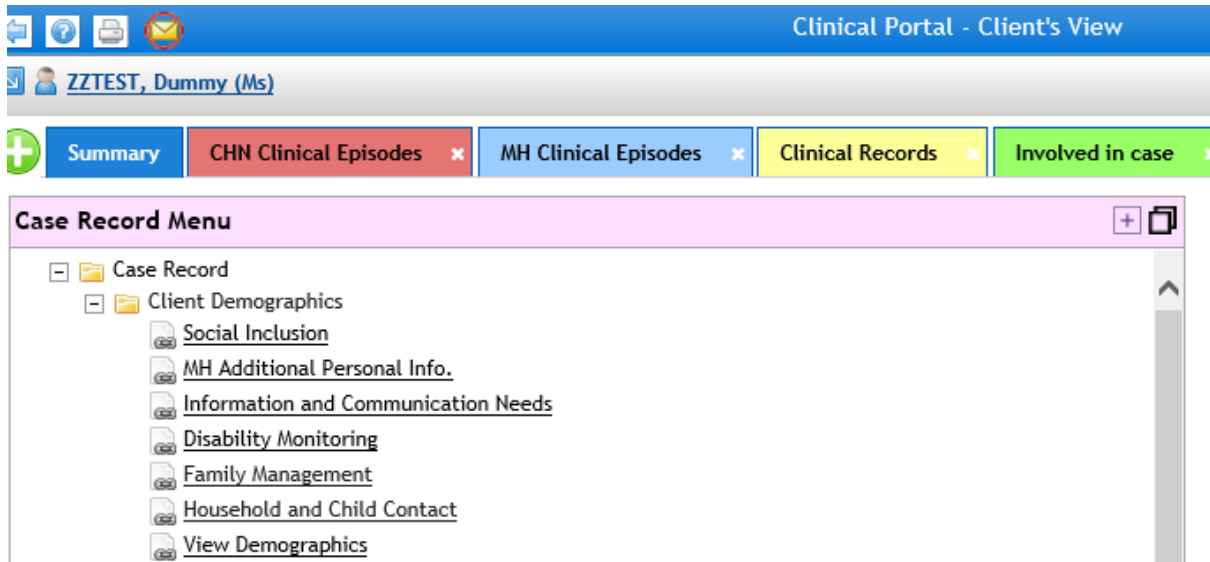


How to Record a Family Composition on RIO

Where to find the Record Form:

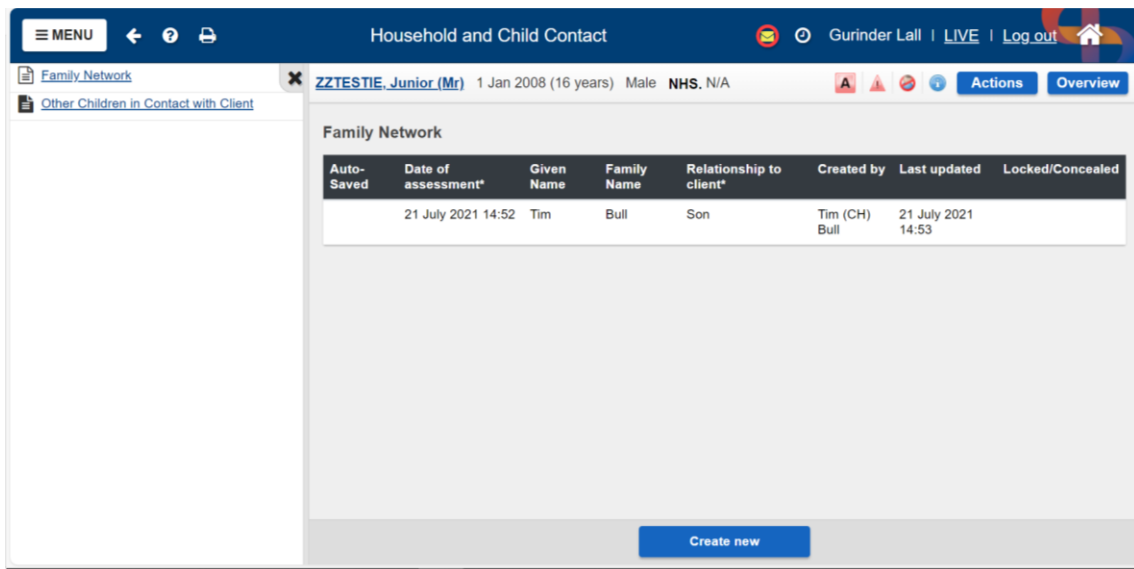
In the Summary page of RiO select 'Client Demographic' then go to 'Household and Child Contact'



You will get this page. Select 'Family Network'

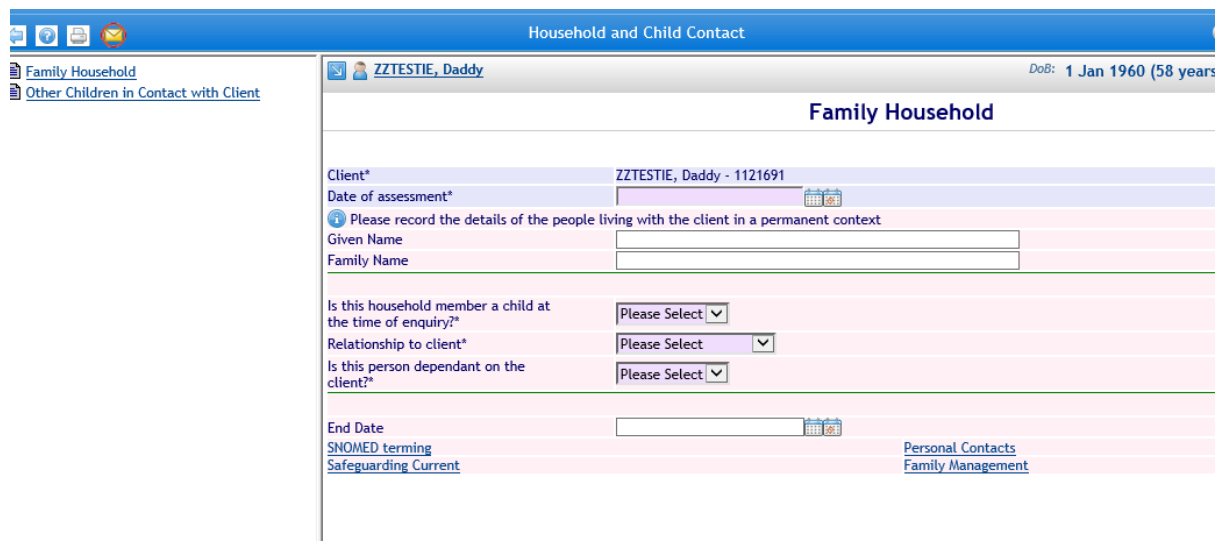


Select Family Network and you will get this page



From here you can create members of a family. The example above shows that a family member has already been added and you can continue to add more by clicking on 'create new'.

Please also record unborn children



If the child is in contact with the service user but does not live permanently in the household go to **'Other Children in Contact with the Client'** and complete form

The screenshot shows a web application interface for 'Household and Child Contact'. The user is logged in as 'Gurinder Lall | LIVE | Log out'. The main form is titled 'Other Children in Contact with Client' and is for client 'ZZTESTIE, Junior (Mr) - 1085079'. The form includes a 'Date of assessment' field, an information message 'Please add children in contact with the client who do not live permanently in the household', and input fields for 'Given Name', 'Family Name', and 'Address'. At the bottom of the form are 'Save', 'Clear', and 'Cancel' buttons. The system clock shows 16:53 on 22/01/2024.

If recorded children are dependent on the service user they will appear on the service users demographic page under Dependants

Demographics	
Interpreter Required	No interpreter requirement
Contact Number(s)	0123456789 (Home)
Email Address	Unknown
Does the Client have a Carer?	Yes
Dependants	Tim Bull (Son, 3 year(s), 0 month(s) old)

When recording a 'privately fostered' child please put Relationship to client as: 'Other (Non Relative)' then complete 'If other, please specify details of relationship'