How to Add a Home Care Service User

Client Area · https://cclearninghub.co.uk/docs/how-to-add-a-home-care-service-user/

How to Add a Home Care Service User

This guide explains how to add a new Home Care Service User within Care Control Cloud.

Takes 2 Minutes

For: Managers & Seniors

Updated: 26th May 2026

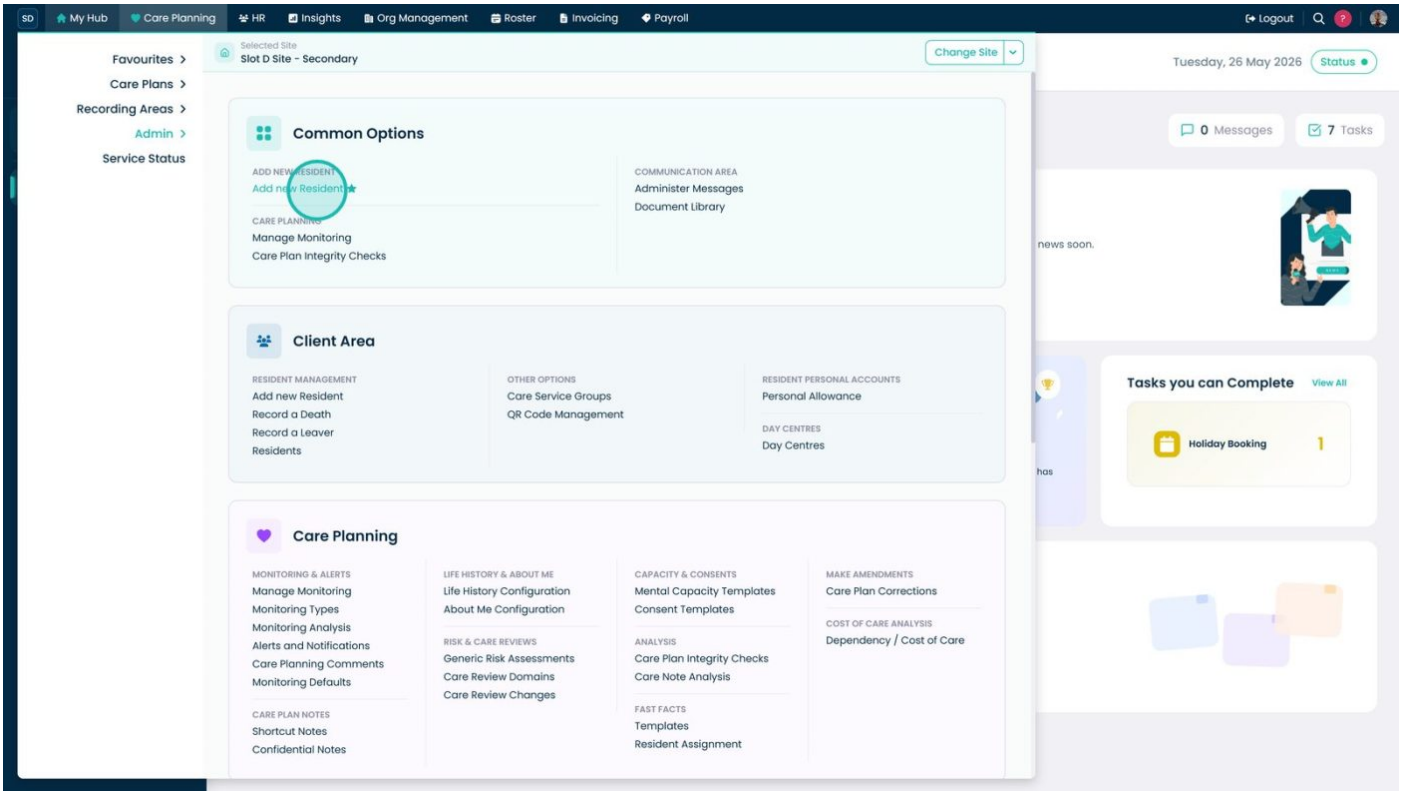
Introduction

This guide explains how to add a new Home Care Service User within Care Control Cloud.

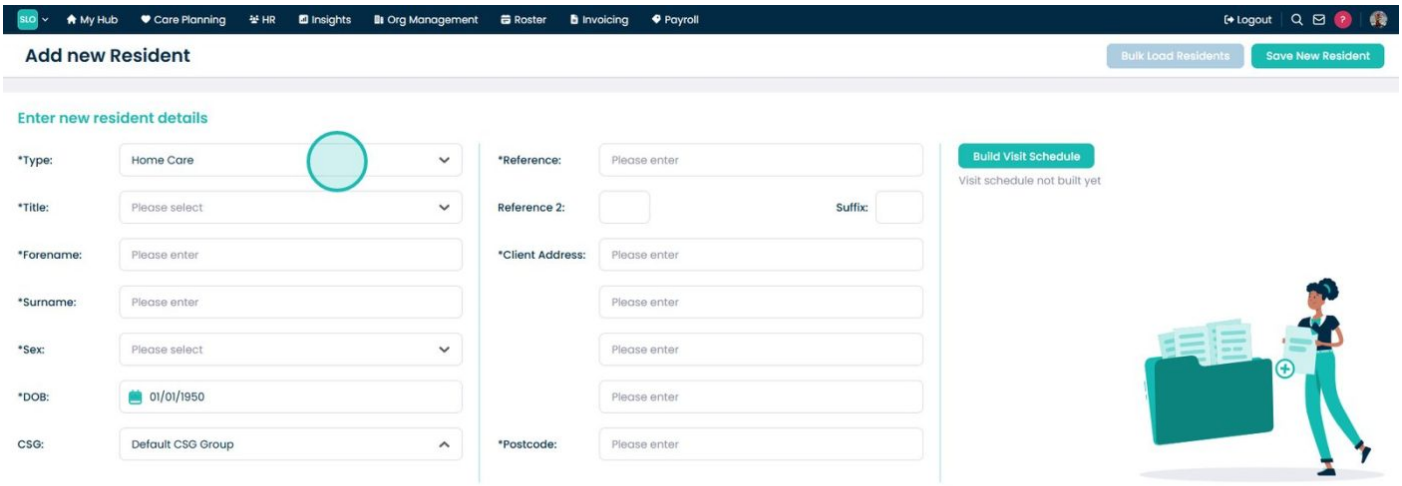
In this guide you'll learn how to:

- Access Add New Service User
- Select the correct Home Care type
- Complete and save Service User details
- Access the new Care Plan

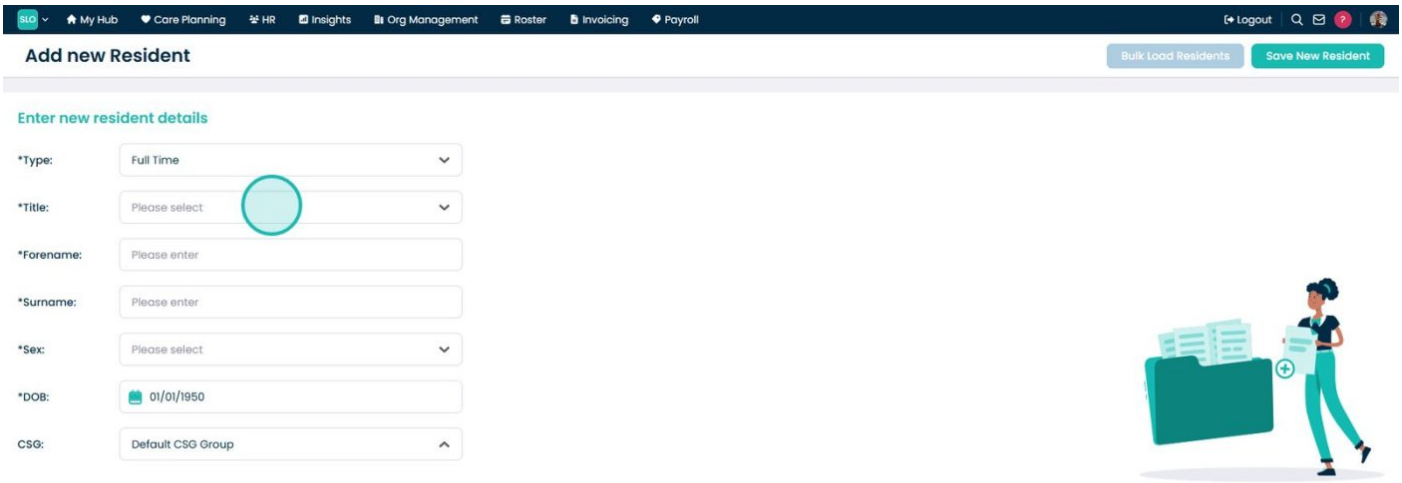
On the Navigation Menu, select Admin within Care Planning, then choose Add New Service User.



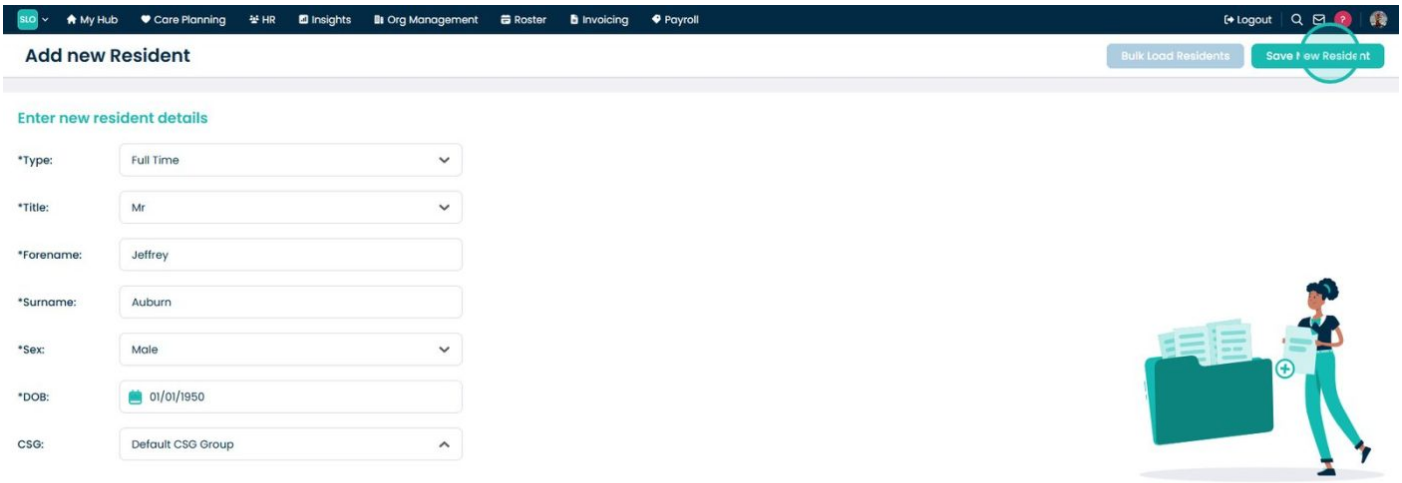
In the Type box, select Home Care.



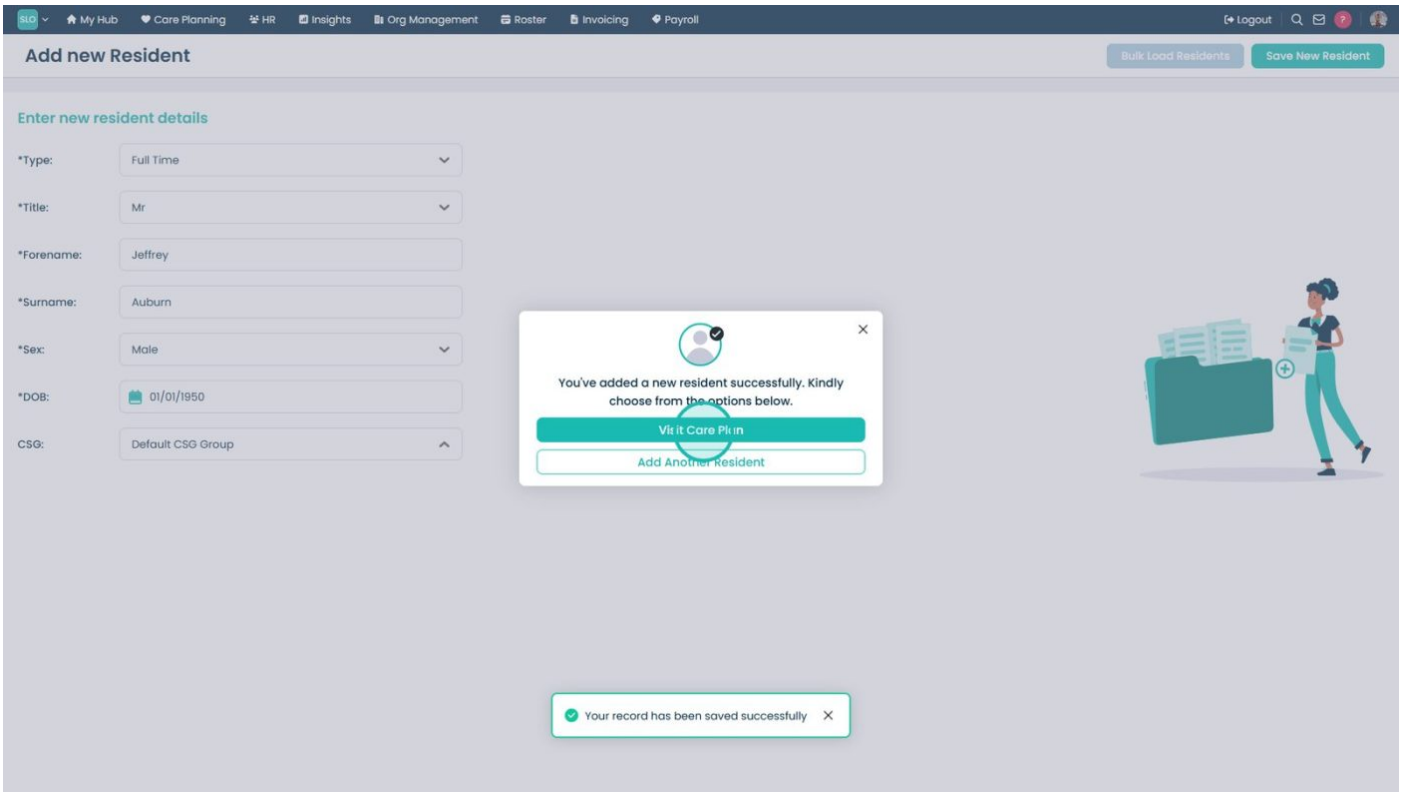
Complete the remaining Service User details.



Select Save to store the new Service User.



You can now visit their Care Plan or add another Service User.



Top tip

A CSG is short for Care Service Group and can be used to group your service users by locations like a particular Property or Area

Recommended

View all Guides

Check out our full list of guides here

How to Create and Modify a Care Service Group in Cloud

Learn how to make a Care Service Group (CSG)

Was this guide helpful?

Need more help?

Can't find what you're looking for? Our support team is here to help.

Contact Support

Or call us on

01822 738100

On this page