

Adding Full Family Interview Form

1

From within the contacts tab select the primary caregiver

Contact Search

Contact Code: [] Name/Company/Email: [] Address: [] Country: [] Phone: [] Role: Select from list...
 Group: Select from list... Source: Select from list... Type: Select from list...
 Status: Select from list... DOB (mm/dd/yyyy): [] Hide Void Contacts: Only my contacts: Find

Found 2 Contacts. Primary Contacts Sub Contacts Sort by... Sort

	Code	Send	Name	Company	Address	Email	Phones	Role	Group	Status	User	Updated
	JX	<input type="checkbox"/>	Jane Doe					Mother	1) Baby TALK	Active	EW	5/22/2017
	JX	<input type="checkbox"/>	Johnny Doe					Child	1) Baby TALK	Active	EW	5/22/2017

[Mail To Checked](#) [Mail to All](#)

2

Go to the <Forms/Surveys> tab

Contact View Standard Summary Print History Face Sheet 01) Personal Encounter New Event

Contact Code: JX Contact #92... Active Save Add Flag

Contact Info: Jane Doe, 123 Main St, Anytown, IL 11111. Work Phone: 111-111-1111, Home Phone: 222-222-2222, Cell Phone: 333-333-3333. Role: Mother, Email: j.doe@gmail.com. Source: Another agency, Assigned To: User, Type: Individual.

Forms/Surveys History

Date Form/Survey Group Type Subject Comments Contact Event Modified Date View/Edit Copy

09/30/2018 Personal Encounter Encounters N/A Jane Doe 01) Personal Encounter 9/30/2018 View/Edit

Select the child from the dropdown then Select "Family Interview." **Note: each enrolled child will need a form**

3

Click <New Form/Survey>

4

Adding Full Family Interview Form

You will have the full Family Interview form to fill out for the family. Be sure to click <Autosave> before beginning the form and <Save Changes> when you finish the form and before you close the window in which the form opened.

7

You may navigate across the different pages using the page number on the upper right.

6

Once you save the Family Interview, you will see the following:



Adding Full Family Interview Form

8 This is how the form will print, by default. You may choose to <Display in Rows> for an alternate view.

The screenshot shows a browser window with the URL https://web1.neworg.com/MC2_BabyTalk/FormQuestionsPrint.asp. The page title is "Family Interview". On the left, there are buttons for "Hide Admin", "Display in Rows", and "Save Changes". On the right, there is a "Comments" section and a status block: "Status: Active", "Contact: Jillian Doe (#X)", "Subject:", "Date: 11/02/2018", and "Type: N/A". A red warning message states: "IMPORTANT: Please click the Save Changes button below to save your entries before closing this window. You can return to complete the form later." Below this is a table with 14 rows of questions and answers.

MEDICAL INFORMATION AND HEALTH HISTORY			
Question	Answer	Question	Answer
1. Does Child/Expectant Mother receive:	<input checked="" type="checkbox"/> Medicaid <input type="checkbox"/> WIC <input type="checkbox"/> Food Stamps (LINK)	2. Date of child's last physical exam:	
3. Date of child's last dental visit:		4. Name and phone number of child's physician	
5. Name and phone number of child's Hospital ER Preference		6. Name and phone number of child's dentist	
7. Name and phone number of child's specialist, if any		8. Birth weight (lbs)	
9. Birth weight (oz)		10. Is the mother currently pregnant?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. If mother is pregnant, how many weeks pregnant?		12. What was date of last prenatal exam?	
13. How many prenatal care visits completed in total?		14. Is there a need for a prenatal care home? (If so, refer as needed)	<input type="checkbox"/> Yes <input type="checkbox"/> No

9 When viewing the contact from now on, you will see the "Family Interview" and may make updates to it within the <Forms/Surveys> tab.

The screenshot shows contact information for a mother. The role is "Mother" and the email is "j.doe@gmail.com". The source is "Another agency", assigned to "UserId", and the type is "Individual". There are buttons for "Add an additional address", "Show more addresses", and "Modify".

More Contacts		Events	Sub Contact Info	Custom Fields	Forms/Surveys		
Forms/Surveys			History				
Date	Form/Survey	Group	Type	Subject	Comments	Contact	Event
11/02/2018	Family Interview	Family Support	N/A			Jillian Doe	