

New Family Member

Contact View Print History Duplicates Face Sheet

01) Personal Encounter New Event

Groups
Select from list... Save
1) Prevention Initiative Remove

Contact Code: JX Contact #71118 Active Save Add Flag

Contact Info:
Jane Doe
123 Main St
Anytown, IL 11111
US

Work Phone:
Home Phone: 111-111-1111
Cell Phone: 222-222-2222
Fax:

Role: Mother
Email: janedoe@gmail.com

Source: Outreach
Assigned To: UserId
Type: Individual

1 Add an additional address Modify

More Contacts Parents Donations/Payments Sub Contact Info Custom Fields Forms/Surveys Notes More Files

More Contacts Show Void Attach an Existing Contact New Contact

No Records Found

Update Contact 3

JX:

Assigned To: UserId Status: Active Detach Contact

Prefix First Name Middle Last Name Suffix

Work Phone

Ethnicity

Home Phone

Language at home

Cell Phone

Last grade of school completed

Fax

Marital status

Email

Employment status

Allow Email

Date of Death (mm/dd/yyyy)

(Send email to confirm consent)

Pregnant

Password

Gender

Child only: Family Structure

Birth Date (mm/dd/yyyy)

Child only: Homeless?

Child only: IEP?

Child only: FRL/Low Income?

Child only: Living in a Foster Home?

Child only: SNAP Eligible?

Child only: Receiving Child Support?

Prefix First Name Middle Last Name Suffix

Role

Title

Use Default Address

Address

City State Zip

Country

Add new Address... Show more/less...

Notes:

4 Save Cancel

3 You will see the same contact fields that you see for all contacts entered for Baby TALK family members. You will enter those that are relevant for the role you are creating. For a child, you have basic demographics and some child-specific fields to enter here. You will add more details later.

4 Click <Save>

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Sort by... Sort

Name	Map	Address	Phone	Email	Assigned To	Role	Status	Created	
Johnny Doe					UserId	Child	Active	3/6/2017	Edit

5

5 Repeat the same step to add all family members and contacts for this family.

6 If you have added a child receiving services, add sub-contact details. Click on the "Sub Contact Info Tab".

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Johnny Doe					UserId	Child	Active	3/6/2017	Edit

6

New Family Member

7 Click on "New Sub Contact Info" button.



More Contacts | Events | Donations/Payments | **Sub Contact Info** | Custom Fields | Forms/Surveys | **New** | Mail | Files

Sub Contact Info Show History/Void Child Info for PI ▾ New Sub Contact Info

Child Info for PI

No records available

Contact: **Johnny Doe ▾**

Type: **Information ▾** Name:

Description:

Date: **3/6/2017**

Status: **Active ▾**

SIS Number: (numbers only)

EI Number (optional): (numbers only)

Birth weight (lbs): (numbers only)

Birth weight (ounces): (numbers only)

Low birth weight?

Place of birth (location):

Place of birth (city):

Place of birth (state):

Parent's married at birth?

Migrant?

Biological Mother's date of birth: (mm/dd/yyyy)

Mother's native language:

Save **Cancel**

8 Enter the child-related tracking fields

Note: Be sure to change the "Contact" to the child's name. It defaults to the Primary Caregiver name.

9 Click <Save>

Sub Contact Info Show History/Void Child Info for PI ▾ New Sub Contact Info

Child Info for PI

Found 1 Records. Sort by... ▾ Sort

ID	Contact	Name	Description	Type	User	Date	
	Johnny Doe			Information	Userid	3/6/2017	Edit