

Child Enrollment

Each child receiving services for Prevention Initiative must be enrolled.

- From within the contact view, go to the “New Event” Dropdown menu. Choose “B) Child Enrollment” from the list of events. Click “New Event”.

Contact View

Contact Code: JX Contact #92880 Active Save Add Flag

Contact Info: Jane Doe
 Work Phone:
 Home Phone:
 Cell Phone:
 Fax:
 Role: Mother
 Email: Source: Another agency
 Assigned To: UserId
 Type: Individual

Print History Duplicates Face Sheet

New Event

- B) Child Enrollment
- 01) Personal Encounter
- 02) Group Encounter
- 03) Newborn Encounter
- 04) Prenatal Encounter
- 05) Personal Contact
- 06) Screening (Dev, Health, Vision, etc)
- 07) Family Resource Assessment
- 08) Family Service Plan
- 09) Referral
- A) Screening for Eligibility
- B) Child Enrollment**
- C) Child Transition
- D) Child Exit
- Update Contact

The system will take you general information about the event:

Create Recurrence

Event:

Contact: Jane Doe (92880) Type: B) Child Enrollment Edit

Date: 05/25/2017 (mm/dd/yyyy) Start Time: 7 : 00 : PM
 Remind me: 0 days before this event. End Time: 7 : 00 : PM
 Minutes: 0

Description:

Assigned To:

Notify me if not closed in:

Status: Pending Open/Closed: Open Access: Public

Division:
 Program:

Save Save & New Save & Close Cancel

Copy Contacts
 Copy Event

Child Enrollment

Choose the child you are enrolling using the “Contact” drop down. If you are enrolling multiple siblings, **you will create an enrollment event for each child.**

2 Enter the following field values and click <Save & Close>

Field	Value
Event	A short description. Not used for reporting. Does appear on the calendar view on the Event tab.
Date	Date the child was enrolled
Start time/End time	N/A
Description	N/A
Status	“Complete”
Open/Closed	“Closed”
Division	“Home Visiting”
Program	Choose appropriate program for your agency