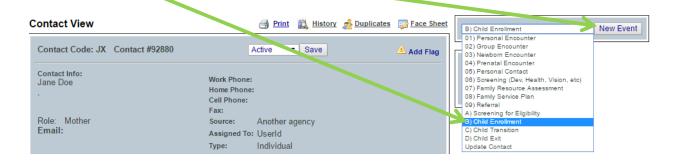


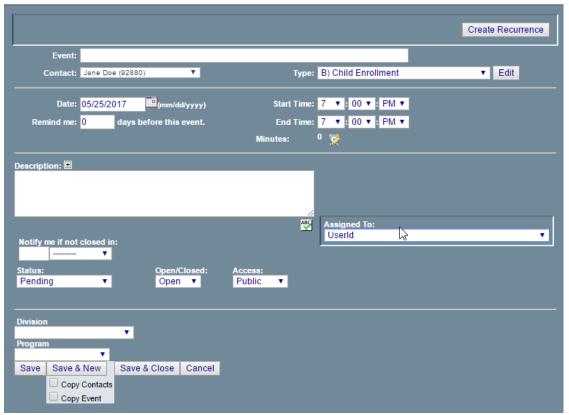
Child Enrollment

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".



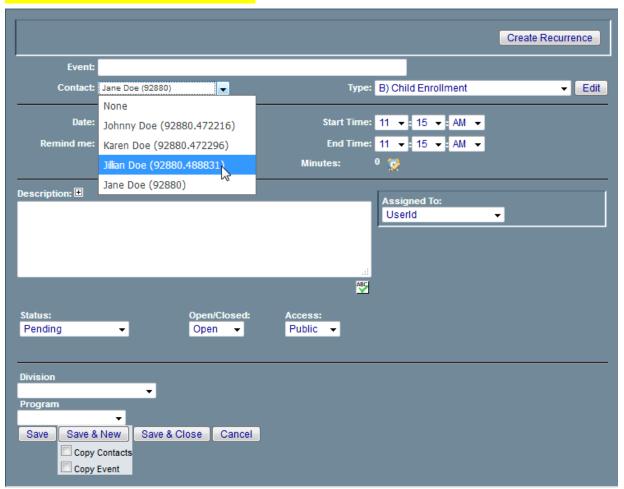
The system will take you general information about the event:





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