

Child Exit

Each child receiving services for Prevention Initiative must be exited at the time services are no longer being provided. *Note: You do not exit and re-enroll children multiple times (e.g. yearly) as you do with the Illinois State SIS system.*

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

The screenshot shows the 'Contact View' for a contact named Jane Doe. The 'New Event' dropdown menu is open, listing various event types. 'D) Child Exit' is highlighted in blue. A green arrow points from the instruction text to the 'New Event' button, and another green arrow points from the instruction text to the 'D) Child Exit' option in the dropdown menu.

The system will take you general information about the event:

The screenshot shows the event creation form with the following fields and values:

- Event:** (Empty text field)
- Contact:** Jane Doe (92880)
- Type:** B) Child Enrollment
- Date:** 05/25/2017 (mm/dd/yyyy)
- Start Time:** 7:00 PM
- End Time:** 7:00 PM
- Remind me:** 0 days before this event.
- Minutes:** 0
- Description:** (Empty text area)
- Assigned To:** UserId
- Status:** Pending
- Open/Closed:** Open
- Access:** Public
- Buttons:** Save, Save & New, Save & Close, Cancel
- Checkboxes:** Copy Contacts, Copy Event

Child Exit

Choose the child you are exiting using the “Contact” drop down. If you are exiting multiple siblings, you will need to do an exit event for each sibling.

2 Enter the following field values and click <Save and 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 exited
Start time/End time	N/A
Description	N/A
Status	“Complete”
Open/Closed	“Closed”
Division	“Home Visiting”
Program	Choose appropriate program for your agency

3 Click <Save and Close>