

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. The 'Event' field is empty. The 'Contact' field is set to 'Jane Doe (92880)'. The 'Type' dropdown is set to 'B) Child Enrollment'. The 'Date' is '05/25/2017' and the 'Start Time' is '7:00 PM'. The 'End Time' is '7:00 PM'. The 'Description' field is empty. The 'Assigned To' dropdown is set to 'UserId'. The 'Status' is 'Pending', 'Open/Closed' is 'Open', and 'Access' is 'Public'. There are buttons for 'Save', 'Save & New', 'Save & Close', and 'Cancel'. There are also checkboxes for 'Copy Contacts' and '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>

Child Exit

Once the child's exit event has been entered you then need to set the "Sub Contact Info" record to inactive.

- 1 Click the Sub Contact Info tab and then click Edit next to the record of the child you are updating.

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

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

Child Info for PI

Found 3 Records. Sort by... Sort

ID	Contact	Name	Description	Type	User	Date	
	Jane Doe	created as a test	testing testing	Information	Userld	12/11/2018	Edit
	jimmy doe			Information	Userld	09/08/2017	Edit
	Jillian Doe			Information	Userld	07/01/2017	Edit

- 2 Once the record opens select "Inactive" from the Sub Contact Status dropdown. Click <Save> for the record to be updated.

Update

Contact: **Jillian Doe**

Type: Information | Name:

Description:

Date: 07/01/2017

Status: Active

Sub Contact Status: **Inactive**

Active | Inactive | Pending

Number (numbers only)

Number (numbers only)

EI Number (optional)

Once the Exit event has been entered and the Sub Contact record updated, if the exited child has siblings who are still receiving services then you are finished exiting this child. This is because their overall Contact status will remain "Active."

Child Exit

Inactivating a family who will no longer be receiving services

If the **child and Family** will no longer be in the program, and there are no younger siblings enrolled, you can now set the Primary and ALL additional contacts status to “inactive.”

- 1 Update the Primary Caregiver Status dropdown and <Save>

Contact Code: JX Contact #92880

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

11-111-1111
22-222-2222
33-333-3333

- 2 Update all additional contacts Status by clicking <Edit> next to the contact you are updating.

More Contacts

Name	Map	Address	Phone	Email	Assigned To	Role	Status	Created	BirthDay	
Johnny Doe					UserId	Child	Active	03/01/2019		Edit
Karen Doe					UserId	Grandmother	Active	06/12/2017		Edit
Jillian Doe					UserId	Child	Inactive	07/06/2017	8/20/2013	Edit

And then selecting “Inactive” on the Status dropdown. Click <Save> to update.

Update Contact

JX:

Assigned To: UserId Status: Inactive

Detach Contact

Prefix First Name Middle Last Name Suffix Work Phone Ethnicity

Jillian Doe White/Non-Hispanic

Role Home Phone Language at home