

Family Partnerships		
TASK: Entering Family Case Notes into ChildPlus		
Task	Person Responsible	Date to be completed
<ol style="list-style-type: none"> 1. Enter Child's Name and select the child 2. Click the Family Services Tab 3. Select <i>Add Event</i> 4. Select the date 5. Select the event type. 6. Type in a description of the event - keep it short, 2 or 3 words 7. Select Service Area 8. Select Source of Information 9. Select your name for Agency Worker 10. In family member tab type in who you spoke with if applicable 11. Select closure expected progress, date closed and outcomes rating if applicable. Otherwise leave blank. Date should be no more than 30 days out. Updates should be provided and entered. 12. Case notes should be concise, explaining the situation or contact, who gave you the information, documenting what you have/will do, and when you will follow-up. These notes should also document what resources you have given to the family. Do not share more than necessary or include hearsay. 11. Click save changes 	FA	Anytime there is communication with parent