

# SOCIALIZATION CHILD PLUS PROCEDURE

## STEP #1

### Family Services Events

Options

Add Event

Date	Event	Description	Associated With	Progress	Time	Case Worker	Actions
11/05/18	Family Goal	Graduate High School by June 2019	Family		0 h 0 m		
8/16/18	Family Gathering	Family Gathering	Family		0 h 0 m		
7/02/18	Home Visit		Bailey		0 h 0 m	Hartley, Shayna	0
4/14/18	Communication Log		Bailey		3 h 43 m		12

- Click on the Add Event under the Family Services Event tab.
- Click on Socialization in drop down.

## STEP #2—Complete for the first attended Socialization.

### Add Socialization

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Initial Date

Event Notes

clock undo print edit copy share

### Actions

Add Action

Scheduled	Action Date	Action Type	Description	Status	Case Worker	Referred To	Time
No actions have been entered associated with this event. Click "Add Action" above to add one.							

Save and Add Another

Save

Cancel Add

- Initial Date is the first date they attended a Socialization this program year.
- Click on Add Action.

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**STEP #4—Add Action MUST be completed for EVERY attended Socialization.**

## Add Action



Action Type	<input type="text"/>	Type of Contact	<input type="text"/>
Scheduled	<input type="checkbox"/>	Description	<input type="text"/>
Action Date	<input type="text"/>	Status	<input type="text"/>
		Case Worker	<input type="text"/>
		Total Time	<input type="text" value="0"/> Hours <input type="text" value="0"/> Minutes

Action Notes

- Staff will complete all areas indicated with blue arrows.
- Action Date is the date of the attended Socialization.
- Status is Action Completed.
- Documentation in the Action Notes MUST be time stamped (click on clock icon) and could include but is not limited to the following: parent involvement notes, observations, special events, partner presentations, conversations etc.