

## Routine Contact

Routine Contact is entered for individual needs for that family. For example, reminders of meeting days/times.

Family Services Tab. Events tab. Click Add Event. Select Routine Contact. Data Enter:

Initial Date (Date you are setting up the event for the program term.)

Description (Always the current program term. For example, 2020-2021.)

Case Worker

**Note:** Only one Routine Contact event is added per program term. All notes that need to be entered under this event are entered under “Add Action”.

### Add Routine Contact



Initial Date

Associated With

Entire Family

Description

Case Worker

### 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

To enter a Routine Contact during the year, DO NOT create another event. Click on existing Routine Contact Event. Click Add Action button.

Data Enter: Action Type, Action Date, Type of Contact, Description, Status, Case Worker, Click Clock and add Action Notes.

**Add Action** ^ v eye print

Action Type	<input type="text" value="Communication"/>	Type of Contact	<input type="text"/>
Scheduled	<input type="checkbox"/>	Description	<input type="text"/>
Action Date	<input type="checkbox"/>	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 clock abc print copy share

[Save and Add Another](#) [Save](#) [Cancel Add](#)

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