

## Collaboration-interagency Event – ChildPlus Instructions

This Family Services Event is created for two reasons:

- Family Advocate/Home Visitor collaboration on a shared family (siblings enrolled in different programs).
  - At least once a month collaboration must occur and document in Actions
- Collaboration with an outside agency to support a family
  - Consent is required to contact the outside agency, attach under Family Services tab

**Initial Date:** Date of initial contact

**Description:** Enter brief, informative description of the collaboration

**Service Area:** Select the most relevant service area

**Issue:** Select the most relevant issue

**Associated With:** ChildPlus defaults to Entire Family. Select the individual child (or adult) if that is more accurate.

**Case Worker:** For shared family collaboration, leave blank. For collaboration with outside agency, select your name if does not auto-fill.

**Event Notes:** For shared family collaboration, do not enter any event notes (document all collaboration under Actions). For collaboration with outside agency, enter agency contact name and contact information.

**Actions:** For shared family collaboration, add actions to document monthly collaboration that includes what was discussed, next steps needed and who is doing what. For outside agency collaboration, add actions to document all follow up. Optional: Schedule actions as needed (for your to do list).

**Date Closed:** Close the event what all collaboration and follow up is completed.

### Add Collaboration-interagency

**Initial Date**  Date of initial contact

**Description**

**Service Area**

**Issue**

Enter brief, informative description

Select the most relevant service area

After you select the service area, you will be able to select the most relevant issue

**Associated With**  ChildPlus defaults to Entire Family. Select the individual child (or adult) if that is more accurate.

**Case Worker**

For shared family collaboration, leave blank. For collaboration with outside agency, select your name if does not auto-fill.

**Date Closed**

Close the event what all collaboration and follow up is completed.

**Event Notes**

**Actions** Add Action

Scheduled	Action Date	Action Type	Description	Status	Case Worker	Referred To	Time
<span style="border: 1px solid black; padding: 5px;">For shared family collaboration, add actions to document monthly collaboration that includes what was discussed, next steps needed and who is doing what. For outside agency collaboration, add actions to document all follow up. Optional: Schedule actions as needed (for your to do list).</span>							

Save and Add Another
Save
Cancel Add