Routine Contact Event – ChildPlus Instructions

Create this Family Services Event **only once** for each family for the entire time the family is enrolled on our program. Do not create one for each year. Do not create one when children transfer or transition.

Use the Routine Contact event to document family services that do not "belong" to an existing event.

Initial Date: Enter date event created

Adding Actions

Add Actions for each routine contact that does not "belong" to an existing event:

Action Type: Select Communication, Direct, or Referral.
- o Communication = fax, email, text, or face to face conversations with families
- o Direct = a physical, scheduled home visit that does not "belong" to another event or you are dropping off materials
- o Referral = you make a referral to an outside agency for a service or need that does not "belong" to another event

Scheduled: You have the option to schedule an action if you want a reminder for your to-do list. Enter Scheduled Date and Description. Open the scheduled action to data enter as follows for the completed action.
Action Date: Enter date the action is completed
Type of Contact: Select one
Description: Enter brief, informative description
Status: Select Action Completed
Case Worker: Select your name if does not auto-fill
Total Time?: Entering time is not required
Action Notes: Document the details of the routine contact

Routine Contact

Date event created.
Do not create more than one event per family.

| Initial Date | 9/25/21 | Associated With | Entire Family |
| Description | Routine Contact | | |

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Direct = a physical, scheduled home visit that does not "belong" to another event or you are dropping off materials
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Actions

Scheduled	Action Date	Action Type	Description	Status	Case Worker	Referred To	Time
	8/5/2022	Referral	Provided child therapy info	Action Complet...	Sandeno, Karen		0h 0m
	5/20/2022	Direct	Dropped off supplies	Action Complet...	Sandeno, Karen		0h 0m
	4/19/2022	Communication	Scheduled zoom for 4/22 10am	Action Complet...	Sandeno, Karen		0h 0m

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