

No Child Contact Week

For Home Base Educators Only

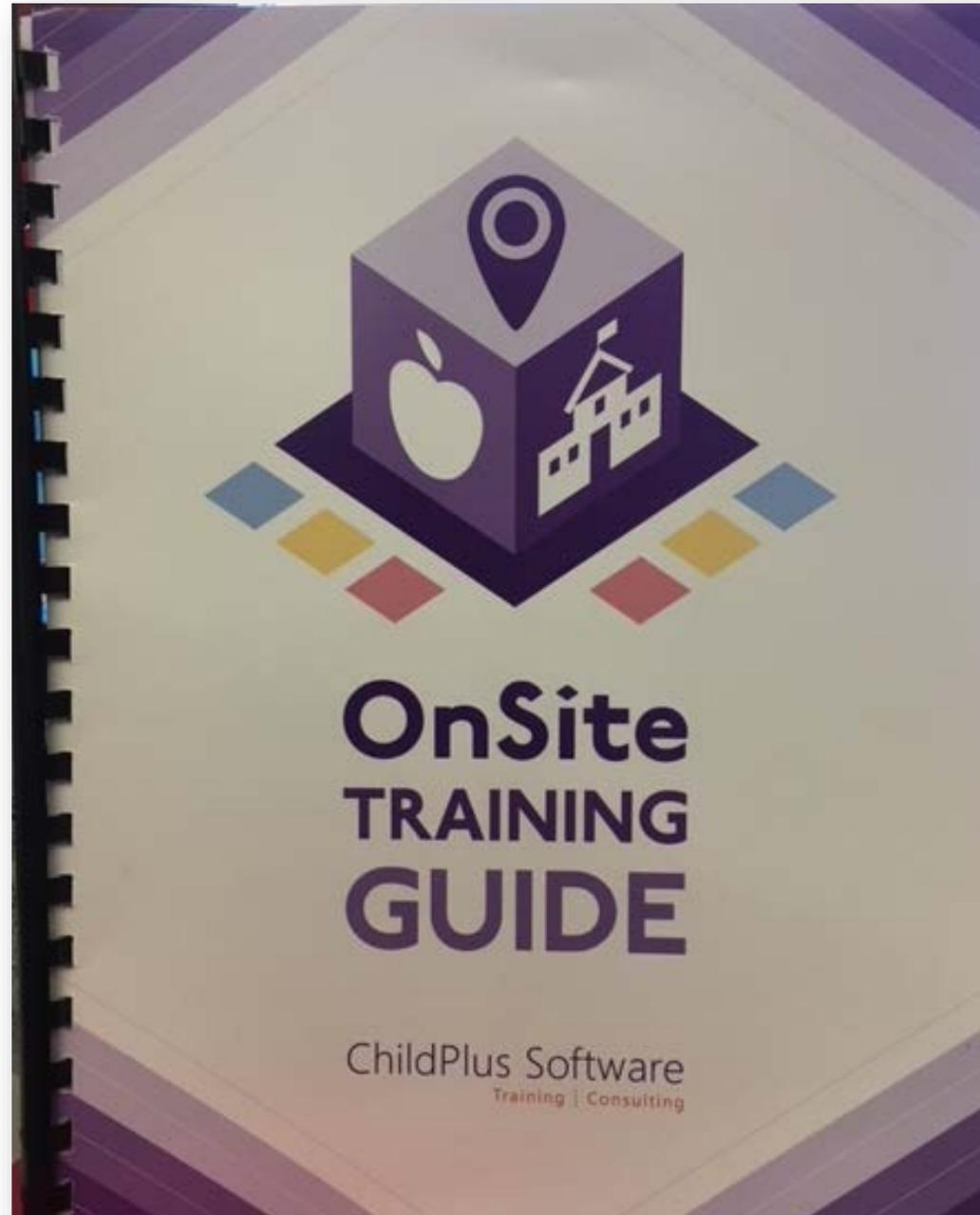


***BEFORE you begin...**

make sure you have scheduled your home visits on the Events tab in Family Services.

Refer to your ChildPlus Training Manual starting on page 95 on how to schedule Home Visits,

or the training video “Scheduling Home Visits” in the staff online training library.



Services To-Do List Entry Express Management Dashboard Reports Setup Enter Report #

John Doe x +

John Doe's Family ▾ Flags Save

Male DOB: 2/24/17 1y 4m CPID: 1055
Enrolled 7/1/18 (12d) Year 3 EHS 2018 - 2019 • Test Site • Test Classroom • <none>

Application Enrollment **Family Services** Health Immunizations Disability Mental Health Education Attendance

Events Family Outcomes Family Services Information HV Form Parent Engagement Survey

Family Services Events Options Add Event

Date	Event	Description	Associated With	Progress	Time	Case Worker	Actions
7/02/18	Home Visit (Educational H...		John Doe	Started	1 h 30 m		5
3/29/18	Communication Log		John		0 h 0 m		0

***In the Family Services' Events tab, click on the Home Visit (Educational Home Base ONLY) event.**

Home Visit (Educational Home Base ONLY)



Initial Date

7/2/18

[Schedule Home Visits](#)

Associated With

John Doe

Progress

Started

Date Closed

Actions

[Remove Future Home Visits](#)

[Add Action](#)

Scheduled	Action Date	Action Type	Description	Status	Case Worker	Referred To	Time
7/30/2018		Direct	Home Visit 5		Hill, Kelly		1h 30m
7/23/2018		Direct	Home Visit 4		Hill, Kelly		1h 30m
7/16/2018		Direct	Home Visit 3		Hill, Kelly		1h 30m
7/9/2018		Direct	Home Visit 2		Hill, Kelly		1h 30m
7/2/2018		Direct	Home Visit 1		Hill, Kelly		1h 30m

[Delete Event and Actions](#)

[Save](#)

[Cancel](#)

*This screen will appear.

*Click on the scheduled week that will be designated as a No Child Contact Week for your site.

Direct scheduled for 7/2/18



Action Type

Direct

Type of Contact

Home Visit

Scheduled

7/2/18

Description

Home Visit 1

Action Date

7/2/18

Status

No Child Contact Week

Case Worker

Hill, Kelly



Action Notes

Empty text area for Action Notes.

Delete Action

Save

Cancel

*For the Action Date, enter Monday's date of your site's No Child Contact Week.

*For the Status, use the drop down menu to select "No Child Contact Week".

*Click on the green "save" button.

Home Visit (Educational Home Base ONLY)



Initial Date

7/2/18

[Schedule Home Visits](#)

Associated With

John Doe

Progress

Started

Date Closed

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[Remove Future Home Visits](#)

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Scheduled	Action Date	Action Type	Description	Status	Case Worker	Referred To	Time
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7/16/2018		Direct	Home Visit 3		Hill, Kelly		1h 30m
7/9/2018		Direct	Home Visit 2		Hill, Kelly		1h 30m
7/2/2018	7/2/2018	Direct	Home Visit 1	No Child Conta...	H, Kelly		1h 30m

[Delete Event and Actions](#)

[Save](#)

[Cancel](#)

*The Action Date and Status will appear within your scheduled home visit list of the event.

*Complete this task for every participant in your site.

Questions?

**Contact your supervisor
for additional guidance.**