

FOR YOUR INFORMATION

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Issue 18-26 Date: 07/05/18

DOCUMENTING CHILD AND FAMILY TEAM (CFT) MEETINGS IN THE CHILD WELFARE SERVICES/CASE MANAGEMENT SYSTEM (CWS/CMS)

It's been aptly [said](#) that "one of the Continuum Care Reform's most fundamental principles is that child welfare services are most effective when delivered in the context of a child or youth and family-centered, child and family team (CFT) that shares responsibility to assess, plan, intervene, monitor and refine services over time". To support this principle, the [law](#) requires that county placing agencies convene CFT meetings to identify supports and services that support safety, permanency and the least restrictive family setting for a child. All certified workers should be holding CFT meetings. The priority for CFT meetings are newly detained children as well as children/youth transitioning from group homes/STRTPs. The Department's goal is for all children in care to have a CFT. Please refer to the [CFT policy](#) for more information regarding CFT and required meetings.

Per [All County Letter \(ACL\) 17-104](#), our Department is required to document all CFT meetings in CWS/CMS according to certain guidance and instructions. All CFT meetings must now be documented in CWS/CMS, under the Case Plan and Contact Notebooks. All types of [CFT meetings](#) (e.g. Wraparound, MCPC, etc.) should be documented as a CFT meeting as long as they are conducted with fidelity to the LA DCFS CPM CFT meeting model. Meetings may be co-facilitated by CSWs, DCFS colleagues or other professional staff at the meeting. Staff should decide before the CFT meeting who will facilitate and take notes on the flip charts.

CFT meetings must be on behalf of all the siblings and address the needs of all siblings in the family, whenever possible.

All CFT meetings that take place on and after January 1, 2018, including family engagement efforts to prepare the family for the meeting must be documented in CWS/CMS per the instructions provided below. CFT meetings held in Emergency Response, including family engagement efforts, must also be documented in the Contact Notebook of the referral, following the instructions provided below. The State will be reviewing our progress based on what is documented in CWS/CMS so it is very important that all CFTs conducted on or after 1/1/18 are documented in CWS/CMS. Each regional office is to develop a plan to address the backlog of CFT meetings that need to be entered in CWS/CMS. Regional Coach Developers have already received training on the CWS/CMS documentation requirements and are available to provide in-services within their offices. Additionally, an e-learning on documentation is being to provide staff with an additional reference/resource. DCFS is prioritizing the development of a report capturing CFT data from CWS/CMS to minimize the need for duplicate data entry. There will be a period of transition during which staff must enter the CFT data in CWS/CMS and in the CFT Database to ensure that we have the ability to track our progress without gaps.

Please note that the CFT plan intervention in the Health Notebook must not be used to document CFT meetings. The CFT plan intervention should be used only in connection with another mental health or developmental health service that a child/youth is receiving. For example, when entering information about a Specialty Mental Health Service that is delivered to a child or youth who receives Intensive Care



If you have any questions regarding this release please e-mail your question to:

Policy@dcfs.lacounty.gov

Coordination (ICC) and who also has a CFT, both ICC and CFT would be selected as plan interventions in the Health Notebook. However, staff must still follow the instructions to document CFT meetings in the Case Plan and Contact Notebooks as these are the areas used by the State and DCFS to track CFT data.

Impacted Procedural Guides will be revised in the future to incorporate the above instructions.



If you have any questions regarding this release please e-mail your question to:

Policy@dcfs.lacounty.gov

Case Plan Notebook, Case Management Services

Context: Prior to Child and Family Team (CFT) Meeting

According to [California Welfare & Institutions Code \(WIC\) Section 16501.1\(a\)\(1\)](#), the foundation and central unifying tool in child welfare is the case plan; and [WIC 16501.1\(b\)\(1\)](#) says, in part, that the case plan shall be based upon input from the child and family team.

County child welfare and probation agencies are expected to document CFTs in the Case Plan Notebook. Since parents will sign and receive a copy of the case plan, documenting the agency's plan to convene a CFT in the Case Plan Notebook is – in part – intended to help parents understand the agency's responsibility to provide services and the family's responsibility to participate in those services.

County social workers and probation officers should meet individually with children, youth, nonminor dependents, and families prior to the meeting to help them understand the CFT process and prepare them to participate in the CFT meeting. CFTs are more likely to be effective when children, youth, nonminor dependents, and families understand the process and their role in it.

Case Plan Notebook, Case Management Services

Instruction: Add CFT as a Case Management Service

When documented in the Case Management Services tab, CFTs appear on the final Case Plan in the "Agency Responsibilities" section. This documents the agency's responsibility to provide a CFT.

In the Case Plan Notebook, on the Case Management Services tab, Child and Family Team has been added as a new Case Management Services Category.

- 1) Click "+" to bring up the dialog box.



- a) Under the Category drop down menu, select Case Management Services.
- b) Under the Type drop down menu, select Child and Family Team.
- c) Select the participants from the participants list.
- d) In the "Provider" frame, select "Staff Person."

CFT Data Entry Instructions for CWS/CMS

e) Click "OK."

Select Case Management Services

If participants have different descriptions or schedules, please select them separately.

Participants

- B. Marco (18)
- B. Bobby (17)
- N. Alice (60)
- B. Mike (43)
- B. Carol (37)

Category: Case Management Services

Type

- Adoption
- Arrange and Maintain Placement
- Arrange ADA (Amer Disabilities Act) Svcs
- Arrange Bilingual Services
- Arrange Emergency Shelter Care
- Arrange Legal Consultation
- Arrange Service Delivery
- Arrange Transportation
- Arrange Visitation
- Case Plan Development
- Child and Family Team
- Credit Results Reviewed with Youth
- Discuss Credit Counseling/Participation
- Foster Youth Rights and Svcs Delivered

Wraparound Core Service

Provider

Staff Person Service Provider Collateral

Substitute Care Provider

Provider Name: [Dropdown]

Buttons: OK, Apply, Cancel, Help

2) Complete the "Schedule for Service" frame.

a) Occurrences must be "1" or more.

b) Frequency must be a minimum of "Every 3 Months."

Planned Client Services

Participant	Category	Service Type	Wraparound	Core Service
Bobby (17)	Case Management Svcs	Child and Family Team		

Participants

- B. Marco (18)
- B. Bobby (17)
- N. Alice (60)
- B. Mike (43)
- B. Carol (37)

Service

Category: Case Management Services

Type: Child and Family Team

Wraparound Core Service

Schedule for Service

Start Date: 5/25/2011 End Date: 7/18/2017

Occurrences: 1

Frequency: Every 3 Months

Provider

Staff Person Service Provider Collateral

Substitute Care Provider

Provider Name: [Dropdown]

Note: CFT meetings may occur more frequently. For example, if the needs of the child, youth, or nonminor dependent and family are such that CFT meetings are planned to occur on a monthly basis, then "monthly" should be selected on the "Frequency" drop down menu.

CFT Data Entry Instructions for CWS/CMS

Case Plan Notebook, Planned Client Services Add Child and Family Team as a Planned Client Service

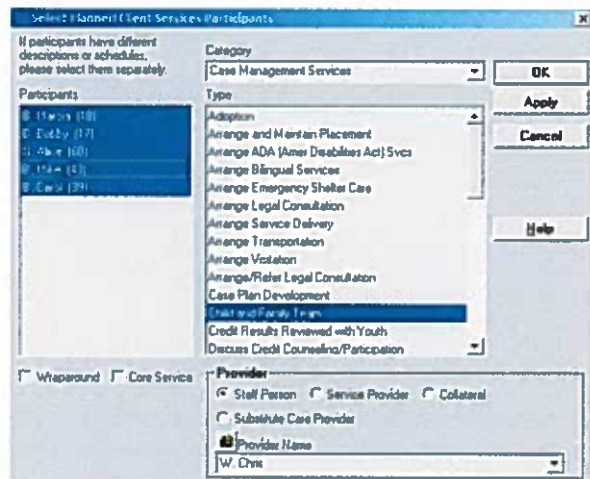
When documented in the Planned Client Services tab, CFTs appear on the final Case Plan in the "Client Responsibilities" section. This documents the family's responsibility to participate in the CFT process.

On the Planned Client Services tab, Case Management Services has been added to the Category dropdown menu in the Select Planned Client Services Participants dialog box.

3) Click the "+" to bring up the dialog box. The new service type of "Child and Family Team" is available after the Case Management Services category has been selected:

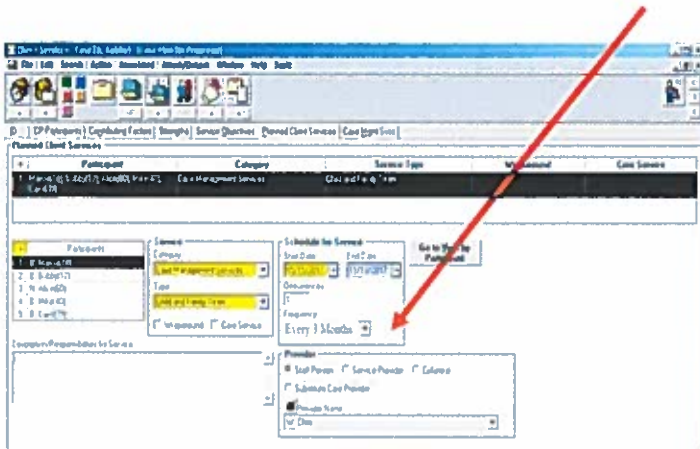


- Under the Category drop down menu, select Case Management Services.
- Under the Type drop down menu, select Child and Family Team.
- Select the participants from the participants list.
- In the "Provider" frame, select "Staff Person."
- Click "OK."



CFT Data Entry Instructions for CWS/CMS

- 4) Complete the "Schedule for Service" frame.
- a) Occurrences must be "1" or more.
 - b) Frequency must be a minimum of "Every 3 Months."



CFT Data Entry Instructions for CWS/CMS

Contact Notebook

Context: Individual CFT Meetings

Individual CFT meetings are in-person meetings, and at minimum include the identified child, youth, or nonminor dependent, family members, others identified by the family, the child's current caregiver, and the assigned child welfare social worker and/or probation officer. If the child, youth, or nonminor dependent also receives services from a community-based provider or other system, they should also be included in the CFT process.

Documentation of Individual CFT Meeting

Individual CFT meetings must be documented in the Contact Notebook with an Associated Service. The meeting should address the needs of all the siblings whenever possible and the contact/meeting is on behalf of all siblings in the family.

If the meeting is held in Emergency Response, enter the information in the Contact Notebook of the *referral* and follow the same instructions below.

1. Create a new or update an existing contact with the following information:

- Staff Person
- Start Date, Time of CFT meeting
- End Date, Time of CFT meeting

2. The fields below should be completed as shown:

- Contact Purpose: Deliver Service to Client
- Method: In Person
- Location: In Placement or Home (*ideal*)
 - CFT meetings should take place in a convenient setting that maximizes family member participation.
- Status: Completed (*required*)
 - Status must be recorded as "Completed"

with

3. Open "Select Participants" dialog box by clicking "+."

- Select all of the individuals who participated in the CFT meeting and click "OK."

OK
Cancel
Help

CFT Data Entry Instructions for CWS/CMS

4. Complete the Case Management Service/Referrals Frame
 - a. Click on "+" to open the case management services list.

The screenshot shows a software window titled "Client Services - Case [B. Bobby] - [Contact {05/15/2017}]". The window has a menu bar (File, Edit, Search, Action, Associated, Attach/Detach, Window, Help, Tools) and a toolbar with icons for file operations. Below the toolbar are tabs for "Contact", "Associated Services", and "Associated Visits". The "Contact Information" section includes fields for Staff Person (W. Chris), Start Date (05/15/2017), Start Time (am), End Date (05/15/2017), End Time (am), Contact Purpose (Deliver Service to Client), Method (In-Person), Location (In Placement), and Status (Completed). There are two tables: "Participants" and "On Behalf of Child". The "Participants" table lists individuals with initials and ages. The "On Behalf of Child" table lists "B. Bobby". Below these is a "Contact Party Type" section with a list including "Staff Person/Child" and "Staff Person/Collateral". On the right, the "Case Management Services/Referrals" section has a '+' icon next to "Case Management Services/Referrals" and checkboxes for "Wraparound" and "Core Service". A red arrow points to the '+' icon.

	Participants	Ag
1	A. Joy	
2	B. Bobby	17
3	B. Carol	39
4	B. Marcia	18
5	B. Mike	40
6	N. Alice	60
7	R. Barbara	

	On Behalf of Child	
1	B. Bobby	17

	Contact Party Type
1	Staff Person/Child
2	Staff Person/Collateral

- b. Select "CM-Child and Family Team" and click "OK."

The screenshot shows the same software window as above, but with a dialog box titled "Select Case Management Services/Referrals" open. The dialog box has a list of "Case Management Services/Referrals" options. The option "CM-Child and Family Team" is selected and highlighted in blue. Below the list are checkboxes for "Wraparound" and "Core Service". On the right side of the dialog box are four buttons: "OK", "Apply", "Cancel", and "Help". The "OK" button is highlighted.

Case Management Services/Referrals
CM-Adoption
CM-Arrange ADA (Amer Disabilities Act) Svcs
CM-Arrange and Maintain Placement
CM-Arrange Bilingual Services
CM-Arrange Emergency Shelter Care
CM-Arrange Legal Consultation
CM-Arrange Service Delivery
CM-Arrange Transportation
CM-Arrange Visitation
CM-Arrange/Refer Legal Consultation
CM-Case Plan Development
CM-Child and Family Team

Wraparound Core Service

CFT Data Entry Instructions for CWS/CMS

5. Contact appears as shown:

Client Services - Case (B. Bobby) - [Contact: 05/15/2017]

File Edit Search Action Associated Attach/Detach Window Help Tools

Contact Associated Services Associated Visits

Contact Information

Staff Person: W. Chris Start Date: 05/15/2017 Start Time: am End Date: 05/15/2017 End Time: am

Contact Purpose: Deliver Service to Client Method: In Person Location: In Placement Status: Completed

Participants

1	B. Bobby	15
2	B. Carol	30
3	B. Marco	18
4	B. Mike	40
5	A. Alice	61

On Behalf of Child

1	B. Bobby	1
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Contact Party Type

1	Staff Person/Child
2	Staff Person/Parent Guardian

Case Management Services/Referrals

1	CM Child with Family Team
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Wraparound

Narrative

Ready Case (B. Bobby) - Contact (05/15/2017)

Contact Notebook

Context: Individual CFT Meetings as an Associated Service

Documentation of an individual CFT meeting is incomplete until an Associated Service has been attached to it. This documents the county agency responsible for convening the CFT meeting, and also records the Key Roles associated with those who attended.

Contact Notebook

Add Individual CFT Meeting as an Associated Service

Individual CFT meetings must be added to a Contact as an Associated Service to document the Lead Agency involved and the Key Roles attending and participating in each meeting.

6. Click on the "Associated Services" tab.

Client Services - Case (B. Bobby) - [Contact: 05/15/2017]

File Edit Search Action Associated Attach/Detach Window Help Tools

Contact Associated Services Associated Visits

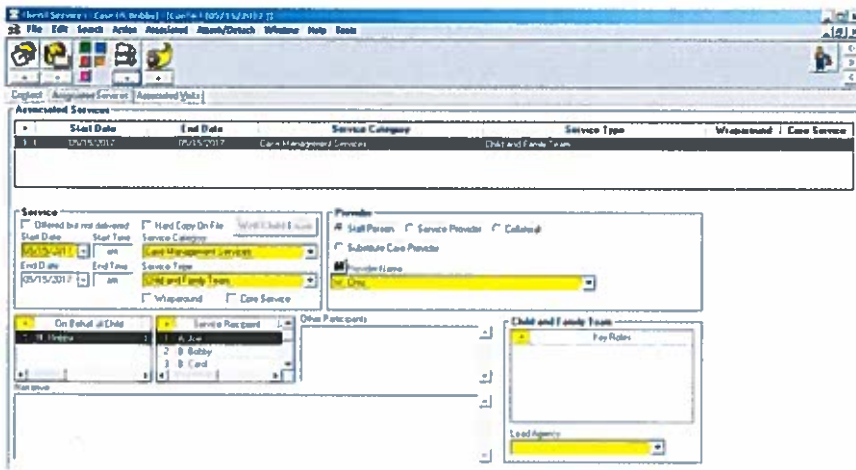
Contact Information

Staff Person: W. Chris Start Date: 05/15/2017 Start Time: am End Date: 05/15/2017 End Time: am

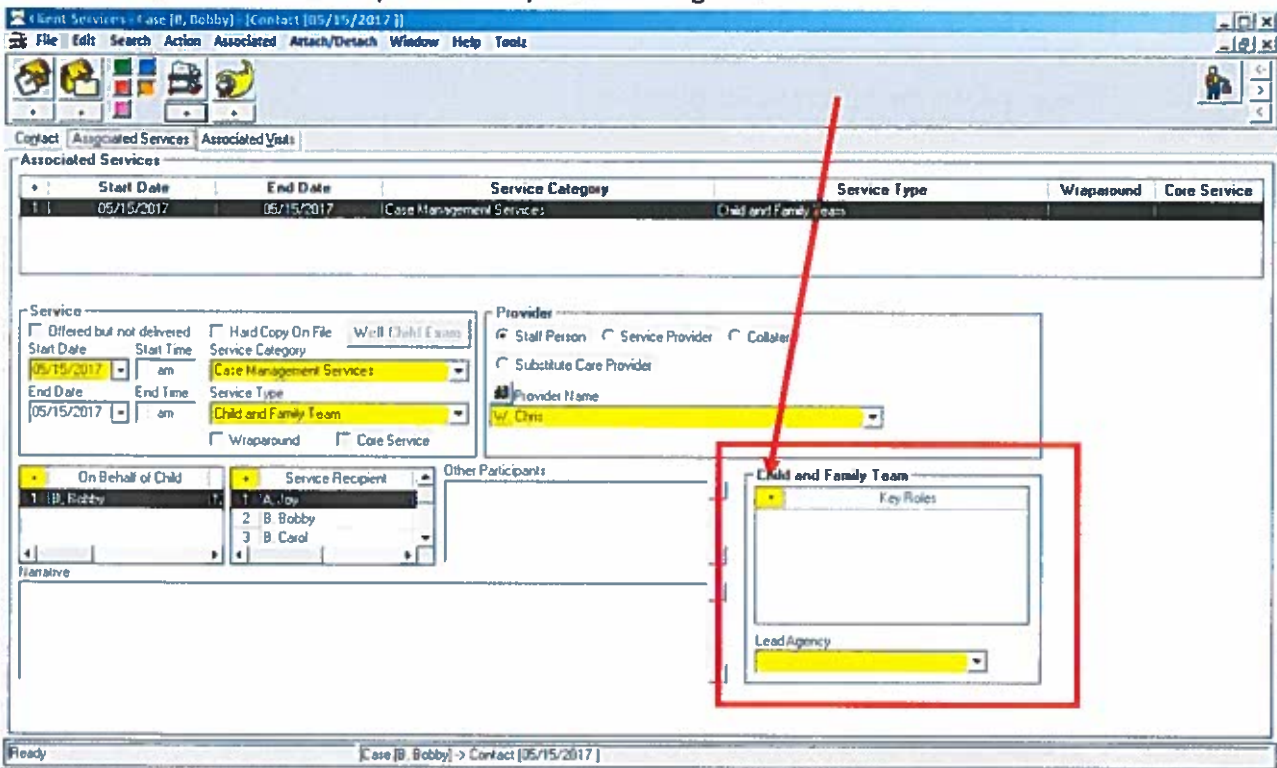
Contact Purpose: Deliver Service to Client Method: In Person Location: In Placement Status: Completed

7. Most fields will be pre-populated

CFT Data Entry Instructions for CWS/CMS



8. Complete the Child and Family Team frame, Key Roles and Lead Agency information.
 - a. Click on the "+" to open the "Key Roles" dialog box.



9. From list of available roles, select all of the Key Roles in attendance at the individual CFT meeting being documented.

- a. Multiple roles may be selected, however, each role can be selected only once for each documented CFT meeting. Therefore, a single contact on behalf of multiple siblings who received the CFT may be used in the Contact Notebook but will need to add Associated Services tabs – one for each sibling
- b. Key Roles are not assigned to particular individuals involved in the case. Each Key Role selected is recorded as attending the specific CFT meeting being documented.
- c. Select Key Roles according to the definitions shown in the following table.

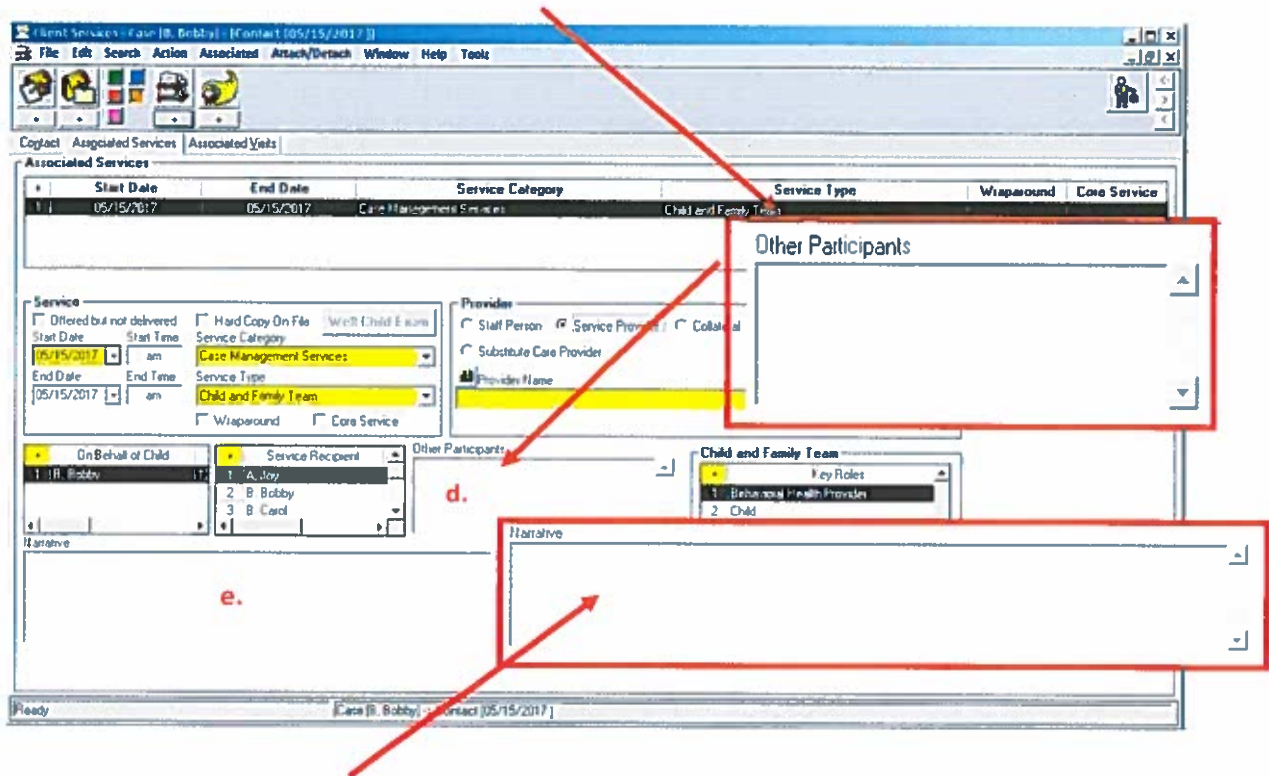
CFT Data Entry Instructions for CWS/CMS

Key Role	Description
a) Behavioral Health Provider <i>Please always select this role for a representative of the county Mental Health Plan</i>	Supports the child, youth, nonminor dependent, and family by bringing a trauma-informed, clinical perspective to the team about the mental health status of the child, youth, or nonminor dependent.
b) Child	The identified child, youth, or nonminor dependent.
c) Child Welfare Social Worker	The assigned child welfare social worker of the identified child, youth, or nonminor dependent.
d) Clergy	Any recognized representatives of a church or other faith organization.
e) Court Appointed Special Advocate	An individual who advocates independently on behalf of a child, youth, or nonminor dependent, and is appointed by the court to ensure they live in an environment free from abuse and neglect.
f) Education Partner	Any representative of the identified child's school or academic achievement efforts.
g) Education Rights Holder	Person responsible for making education decisions in the child's best interests. The Education Rights Holder may be the child's parent, caregiver, legal guardian, or someone else appointed by the court. The Education Rights Holder cannot be the child's social worker, probation officer, attorney, STRTP/group home staff member, or school staff member.
h) FFA Staff	An individual from the Foster Family Agency that supervises the identified child or youth's placement.
i) Natural Support	People or organizations identified by the child, youth, nonminor dependent, or family as important. Natural supports are a family's relationships and connections within their community, enhancing safety and diminishing loneliness and isolation. Examples include friends, neighbors, etc.
j) Other Community Support	Individuals that an identified child, youth, nonminor dependent, or family may invite to be a team member, such as the youth's swim coach, girl scout leader, or softball teammate, for example.
k) Other Family	Family members not reflected in one of the other roles.
l) Parent Partner	Individuals with lived experience who provide support and advocacy to parents whose children have been removed, helping them understand and navigate the system and encouraging them through the process.
m) Parent/Father	Birth father of the identified child, youth, or nonminor dependent. Do not use this role for a parenting youth or parenting nonminor dependent.
n) Parent/Mother	Birth mother of the identified child, youth, or nonminor dependent. Do not use this role for a parenting youth or parenting nonminor dependent.
o) Probation Placement Officer	The assigned deputy probation placement officer.
p) Regional Center Provider	Representatives of a Regional Center provider of developmental health services.
q) Resource Parent	Substitute care provider.
r) Short Term Residential Therapeutic Program Staff	Representative from the STRTP where the identified child or youth resides.

CFT Data Entry Instructions for CWS/CMS

s) Therapist	The therapist providing services, but may also be used to mean any other mental health provider serving a child, youth, nonminor dependent and family.
t) Tribal Representative	Representative from the identified child's, youth's, nonminor dependent's, or family's Native American tribe.
u) Youth Partner	Individual who works directly with the identified child, youth, or nonminor dependent to help them understand and navigate the process, and encourage them to participate and work with the team.

d. Anyone whose role at the CFT meeting is not identified in the list above may be added to the "Other Participants" dialog box. Other Participants will not be tracked.



e. A description of the content/topics of the CFT meeting, including family goals, tasks/action steps, non-negotiables and agreements, challenges/worries/needs, achievements/strengths, outcomes, etc., are added to the "Narrative" field. The narrative field can also be used to note if a service provider acted as a CFT Facilitator.

Please Note:

While the functionality is not currently able to track a CFT Facilitator specifically, counties may use the Provider frame to document if a service provider participated in the CFT meeting.

CFT Data Entry Instructions for CWS/CMS

If the service provider acted as the CFT Facilitator, counties are encouraged to record that information in the Narrative field, as noted above on page 11.

The screenshot shows the 'Associated Services' tab with a table containing one service entry. Below the table are two main sections: 'Service' and 'Provider'. The 'Service' section includes fields for Start Date, End Date, Service Category, and Service Type. The 'Provider' section includes radio buttons for 'Staff Person', 'Service Provider', and 'Collateral', along with a 'Substitute Care Provider' checkbox and a 'Provider Name' dropdown menu.

10. Select the "Lead Agency" (county agency) responsible for convening the CFT on behalf of the child, youth, or nonminor dependent.

- a. Select "Child Welfare" for foster care or dependency cases.
- b. Select "Probation" for probation or delinquency cases.

This screenshot shows the same 'Associated Services' tab but with additional fields visible. The 'On Behalf of Child' and 'Service Recipient' dropdown menus are populated. The 'Lead Agency' dropdown menu is highlighted with a red box, and its list of options (Child Welfare, Education, Mental Health, Probation) is shown. The 'Child and Family Team' dropdown menu is also highlighted with a red box, showing a list of roles including Child Welfare Social Worker, Educator's Rights Holder, and Parent/Father.

Please Note:

When working in the Associated Services tab, if the Service Type is changed to a value other than "Child and Family Team," information entered in the "Key Roles" and "Lead Agency" fields will be cleared.

CFT Data Entry Instructions for CWS/CMS

The screenshot shows the 'Associated Services' section of the software. It includes a table with columns for Start Date, End Date, Service Category, and Service Type. Below the table are several dropdown menus and checkboxes for configuring the service. Red arrows indicate the flow of data entry from the 'Service Category' and 'Service Type' dropdowns to the 'Child and Family Team' dropdown in the 'Lead Agency' section.

Start Date	End Date	Service Category	Service Type
05/15/2017	05/15/2017	Care Management Services	Child and Family Team

Service
 Offered but not utilized Hard Copy On File Well Child Exam
Start Date: 05/15/2017 am Service Category: Care Management Services
End Date: 05/15/2017 am Service Type: Child and Family Team
 Wraparound Case Service

Provider
 Staff Person Service Provider Collateral
 Substitute Care Provider
Provider Name: [Dropdown]

On Behalf of Child
1. B. Bobby

Service Recipient
1. A. Jay
2. B. Bobby
3. B. Carol

Child and Family Team
Key Roles:
1. Behavioral Health Provider
2. Child
3. Child Welfare Social Worker
4. Educational Rights Holder
5. FFA Staff
6. Parent/Father
Lead Agency: Child Welfare

Narrative
CFT meeting to discuss whether Bobby will attend summer school

A dialog box with the following message will be displayed:

Client Services - Case [B, Bobby] - [Contact {05/15/2017}]

[Rule 11085]
Changing the Service from 'Child and Family Team' will result in the Lead Agency and/or Key Roles being deared. Would you like to proceed?

Yes No

End of CFT Documentation in the **Contact Notebook**

Documentation of CFTs will be reflected in the following reports and documents:

Local Reports

1. Case Plan, Individual Client Responsibilities

When documented in the Case Plan Notebook as described on pages four through six of this document, Child and Family Team planned services will appear on the Individual Client Responsibilities report in the Client Responsibilities section under Case Management Services.

Documents

1. Case Plan & Case Plan Update (Agency Responsibilities)

CFT Data Entry Instructions for CWS/CMS

Documentation of CFTs as a Case Management Service in the Case Plan Notebook, as described on page four of this document, will be reflected as an agency responsibility in the Case Plan and Case Plan Update documents. The information will appear in the Agency Responsibilities section, under Case Management Services.

2. **Case Plan & Case Plan Update (Client Responsibilities)** Documentation of CFTs as a Planned Client Service in the Case Plan Notebook, as described on page six of this document, will be reflected as a client responsibility in the Case Plan and Case Plan Update documents. The information will appear in the Client Responsibilities section, under Case Management Services.

3. Delivered Service Log

A new checkbox has been added to the Delivered Service Select Filter when printing the Delivered Service Log. The checkbox is enabled when the "Services" box is checked.

DELIVERED SERVICE LOG
All Contacts @ Services & Visits
FROM 5/1/2017 TO 7/5/2017
FOR chucklee Modesto

ContactDate 06/26/2017 On Behalf Of chucklee Modesto
ContactPurpose Deliver Service to Client StaffPerson Caroline Caton
Participant(s) Paula Ensele, chucklee Modesto, Jonny Good, Doreen Proctor
Method In-Person Location Home Status Completed

Service Date 06/26/2017 On Behalf Of: chucklee Modesto
ServiceCategory Case Management Services ServiceType Child and Family Team
ServiceRecipient(s) Paula Ensele, chucklee Modesto, Jonny Good, Doreen Proctor
StaffPerson Caroline Caton Wraparound Status Completed
LeadAgency Child Welfare KeyRoles Child, Child Welfare Social Worker, Natural Support, Other Family, Parent Partner, Parent/Father, Parent/Mother, Therapist, Tribal Representative

CFT meeting held to discuss visitation plans for upcoming July 4 holiday.

Delivered Service Select Filter

Date Range
From 05/01/2017 To 07/05/2017
Apply Cancel Help

Delivered Service Log
Do you want to print narrative?

Contacts Yes No
 Visits Yes No
 Services Yes No
 CFT Lead Agency/Key Roles

The Delivered Service Log will reflect CFTs as a service, and include the CFT Lead Agency and Key Roles – plus any narrative – that were documented in the Contact Notebook for each documented CFT meeting.

CFT Data Entry Instructions for CWS/CMS

Documentation of Family Engagement prior to Individual CFT Meetings

Contact Notebook

Family Engagement Efforts prior to a CFT meeting must be documented in the Contact Notebook.

If the meeting is held in Emergency Response, enter the information in the Contact Notebook of the referral and follow the same instructions below.

1. Create a new or update an existing contact with the following information:

- a. Staff Person
- b. Start Date, Time of CFT meeting
- c. End Date, Time of CFT meeting

Client Services - Case [B. Bobby] - Contact [05/15/2017]

File Edit Search Action Associated Attach/Detach Window Help Tools

Contact Information

Staff Person: W. Chris

Start Date: 05/15/2017 Start Time: am End Date: 05/15/2017 End Time: am

Contact Purpose: Deliver Service to Client Method: In Person Location: In Placement Status: Completed

Participants: On Behalf of: B. Bobby

Location dropdown: Court, CWS Office, Home, In Placement, Other, School

with

2. The fields below should be completed as shown:

- a. Contact Purpose: Deliver Service to Client
- b. Method: In Person
- c. Location: In Placement or Home (*ideal*)
- d. Status: Completed (*required*)
 - i. Status must be recorded as "Completed"

3. Open "Select Participants" dialog box by clicking "+."

- a. Select all of the individuals who participated and click "OK."

Select Participants

Participant Type: Clients

Participants list: B. Bobby (116), B. Carol (38), B. Marcia (18), B. Mike (40), N. Alice (61)

Buttons: OK, Cancel, Help

CFT Data Entry Instructions for CWS/CMS

4. Complete the Case Management Service/Referrals Frame
 - a. Click on "+" to open the case management services list.

The screenshot shows the 'Case Management Services/Referrals' frame in the software. The frame is currently empty, with a '+' icon in the top left corner. A red arrow points to this '+' icon, indicating where to click to open the list of services.

Participants	Ag
1 A. Tony	
2 B. Bobby	17
3 B. Carol	39
4 B. Marcia	18
5 B. Mike	40
6 N. Alice	60
7 R. Barbara	

On Behalf of Child
1 B. Bobby

Contact Party Type
1 Staff Person/Child
2 Staff Person/Collateral

Case Management Services/Referrals

- Case Management Services/Referrals | Wraparound | Core Service

- b. Select "FEE-Case Planning with Family".

The screenshot shows the 'Case Management Services/Referrals' frame with the service 'FEE-Case Planning with Family' selected. A red arrow points to the service name in the list. Another red arrow points to the 'Associated Services' tab in the top navigation bar, indicating where to click to view the pre-populated fields.

Participants	Ag
1 A. Tony	
2 B. Bobby	17
3 B. Carol	39
4 B. Marcia	18
5 B. Mike	40
6 N. Alice	60
7 R. Barbara	

On Behalf of Child
1 B. Bobby

Contact Party Type
1 Staff Person/Child
2 Staff Person/Collateral

Case Management Services/Referrals

- Case Management Services/Referrals | Wraparound | Core Service
- Case Management Services/Referrals | Case Management Services/Referrals | Wraparound | Core Service
- FEE-Case Planning with Family**

Wraparound Core Service

Enter the family engagement efforts in the Narrative and click "OK."

The Associated Services fields will be pre-populated.

