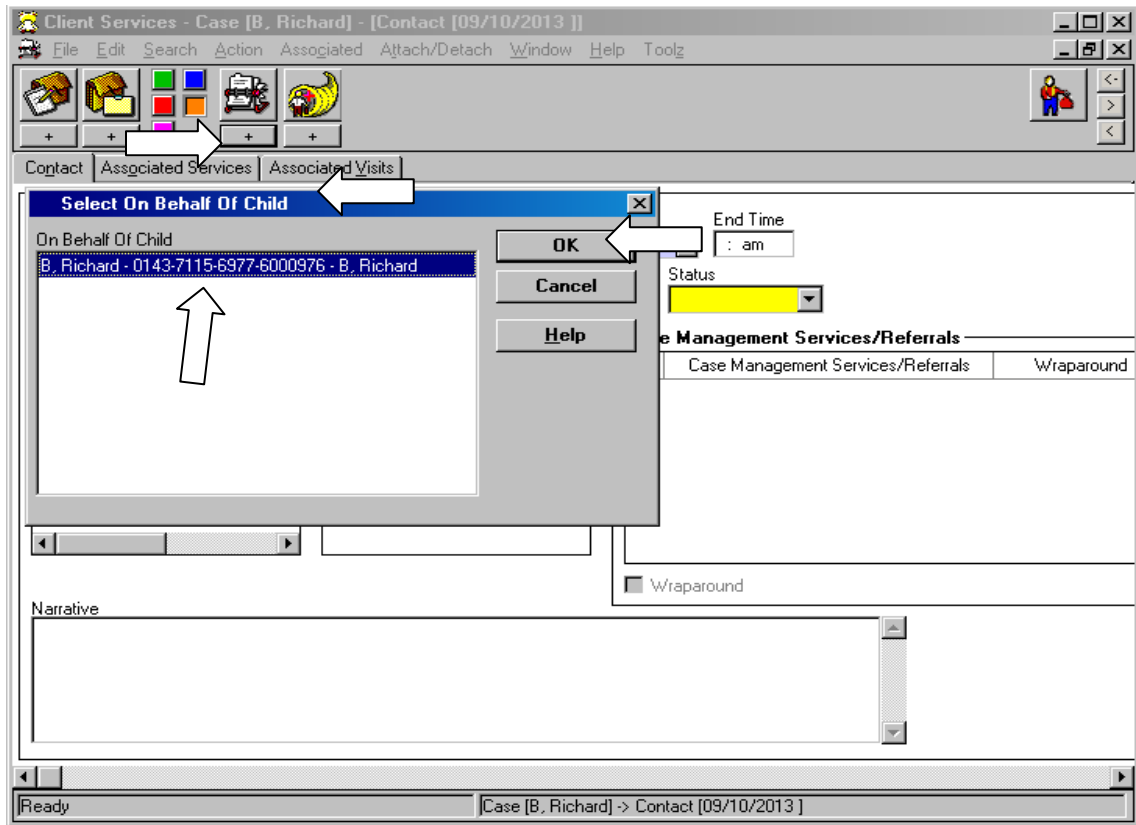
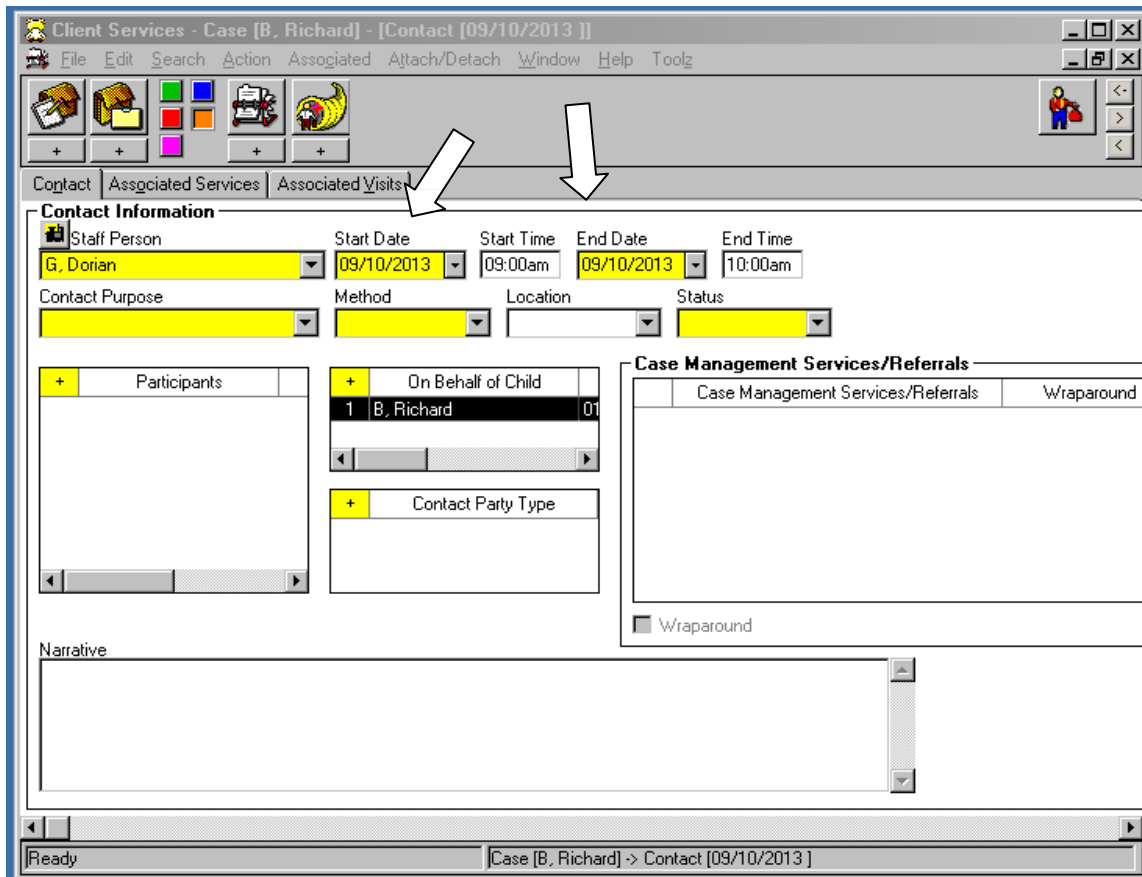


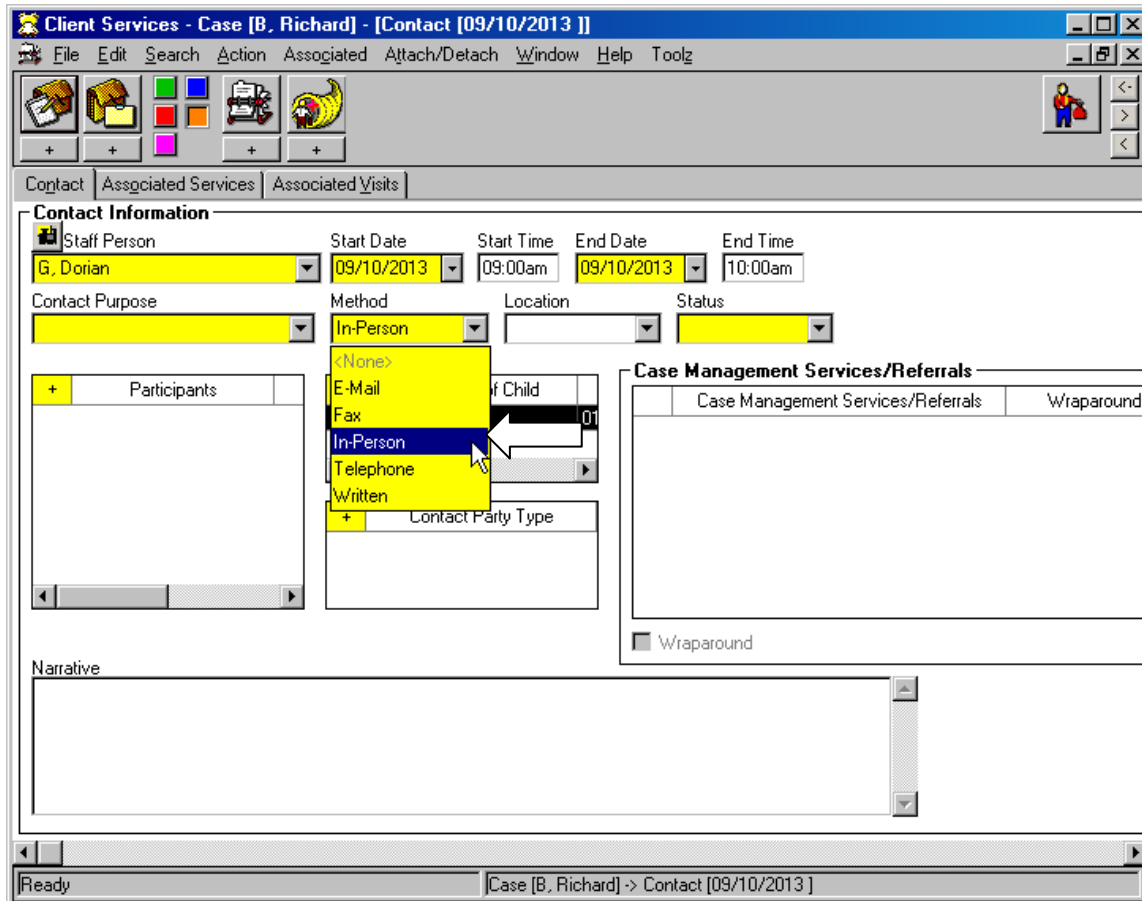
Assessing a Child/Youth Residing in a Group Home Longer Than One Year: A Screenshot Assisted Tutorial



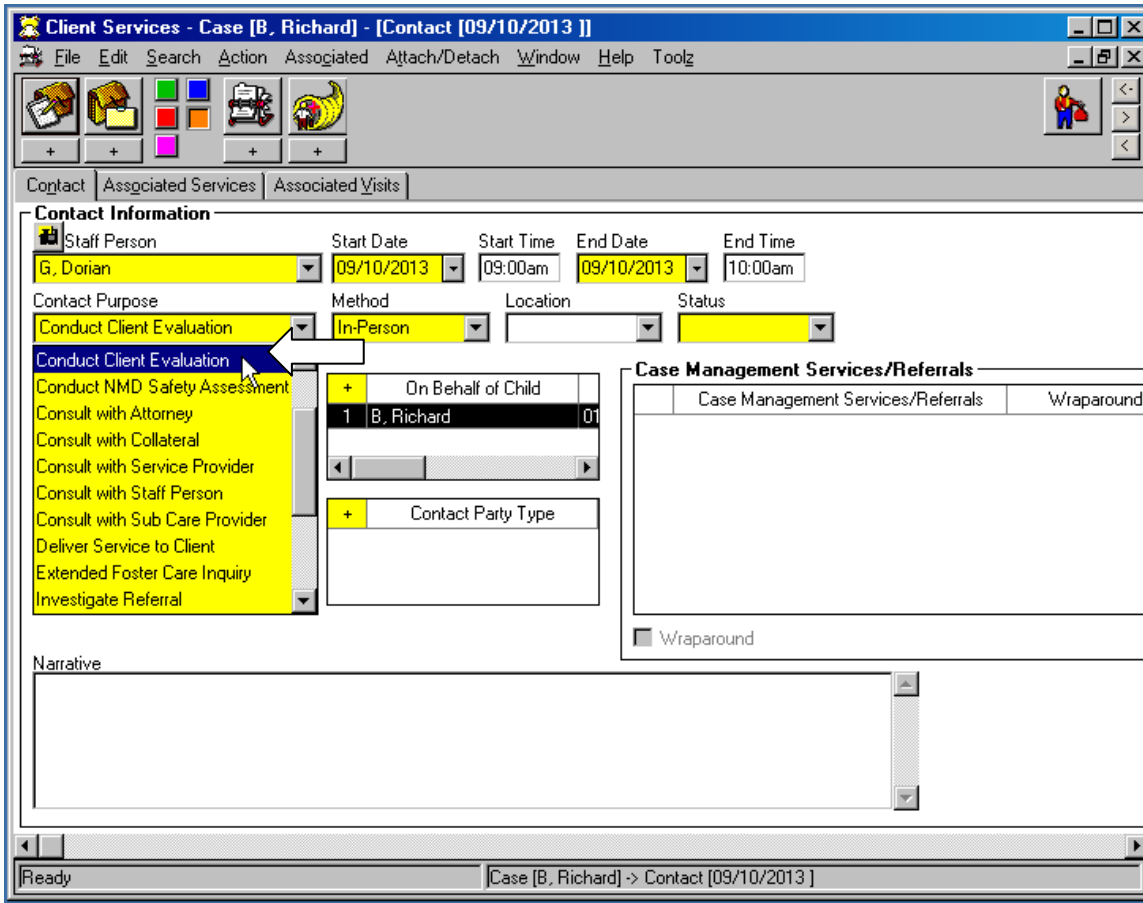
1. Click the "+" button to create a new contact from the "Select On Behalf Of Child" Box.
 - Select the child/youth identified on this list.
 - Click the "OK" button.



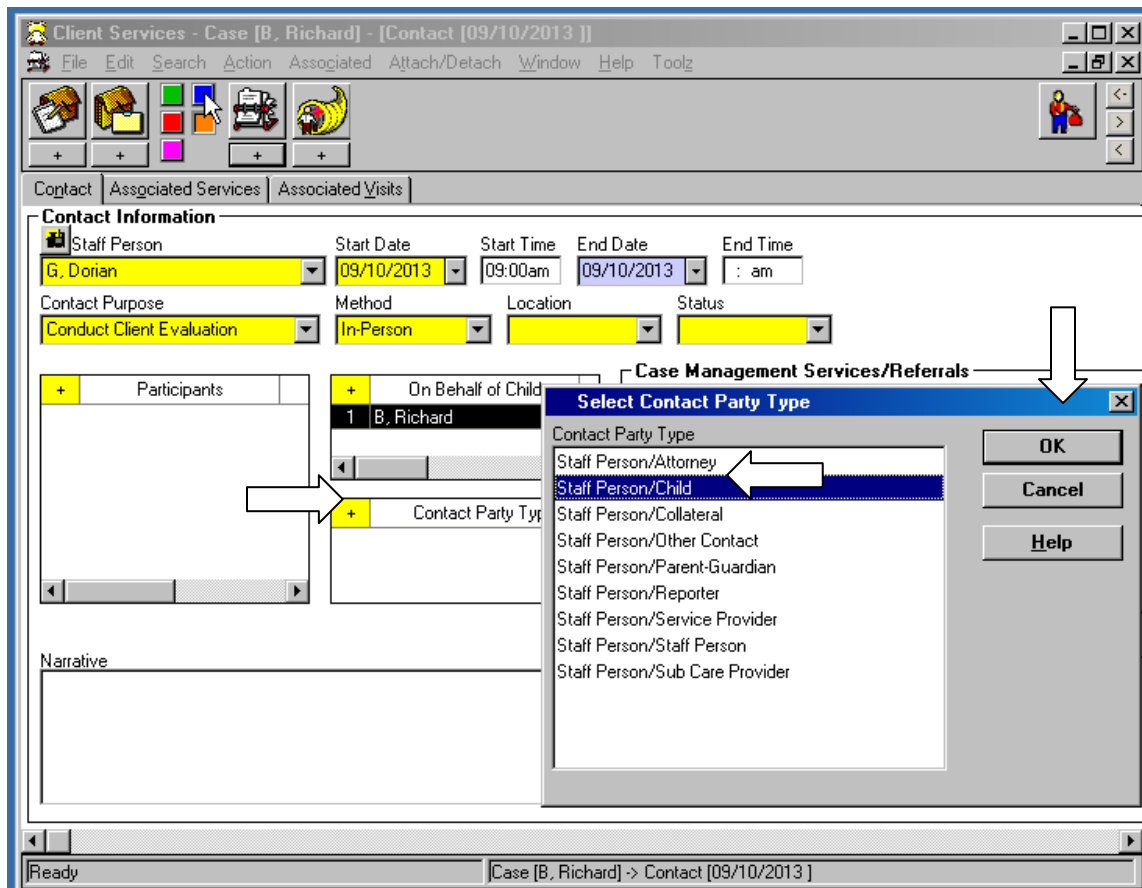
2. Enter the appropriate Start Date and End Date.



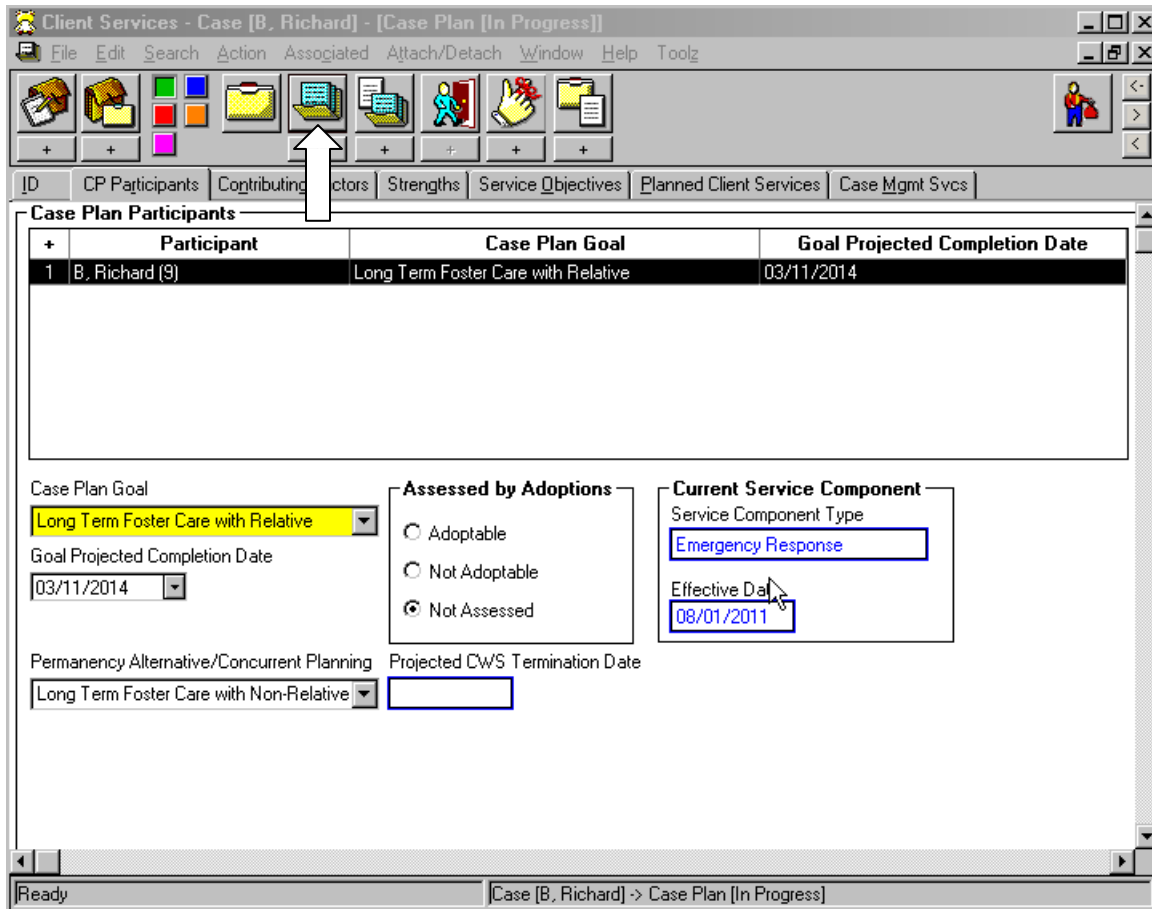
3. Contact Method should be "In-Person".
This activity can take place during the monthly caseworker visit.



4. For the Contact Purpose Select "Conduct Client Evaluation" for the Contact Purpose.



5. Click the "+" button on the "Contact Party Type" grid.
 - Select "Staff Person/Child".
 - Click the "OK" button.



7. If a transitional plan is developed or changed, then the Case Plan should be updated as necessary.
 - a. Click the "Existing Case Plan" button to open and update the Case Plan.