

# Data Entry Instructions for Documenting the Completion of the Home Environment Assessment in CWS/CMS

1. Enter the Home Inspection information into the CWS/CMS Contact Notebook
  - A. Contact Purpose → **VERIFY RESIDENCE**
  - B. Method → In-Person
  - C. Location → **IN PLACEMENT**
  - D. Status → Completed
  - E. Participants → Substitute Care Providers
  - F. On Behalf of Children → **Add Multiple children as needed**
  - G. Contact Party Type → Staff Person/Sub Care Provider
  - H. Case Management Services/Referrals → Arrange and Maintain Placement
  - I. Core Service → CHECK
  - J. Enter the **NARRATIVE** for the Home Inspection

**Contact Information**

Staff Person: Morales, Daniel | Start Date: 10/15/2019 | Start Time: : am | End Date: 10/15/2019 | End Time: : am

Contact Purpose: **A** Verify Residence | Method: **B** In-Person | Location: **C** In Placement | Status: **D** Completed

Case Management Services/Referrals			
+	Case Management Services/Referrals	Wraparound	Core Service
1	CM-Arrange and Maintain Placement		Yes

**Participants** (E): [Empty]

**On Behalf of Child** (F): 1 Doe, Child

**Contact Party Type** (G): [Empty]

**Narrative** (J): Emergency Home Inspection notes

**Select Participants**

Participant Type: Substitute Care Providers

- Clients
- Collaterals
- Substitute Care Providers** (E)
- Service Providers
- Attorneys
- Staff Persons
- Other

**Select Contact Party Type**

- Staff Person/Attorney
- Staff Person/Child
- Staff Person/Collateral
- Staff Person/Other Contact
- Staff Person/Parent-Guardian
- Staff Person/Reporter
- Staff Person/Service Provider
- Staff Person/Staff Person
- Staff Person/Sub Care Provider** (G)