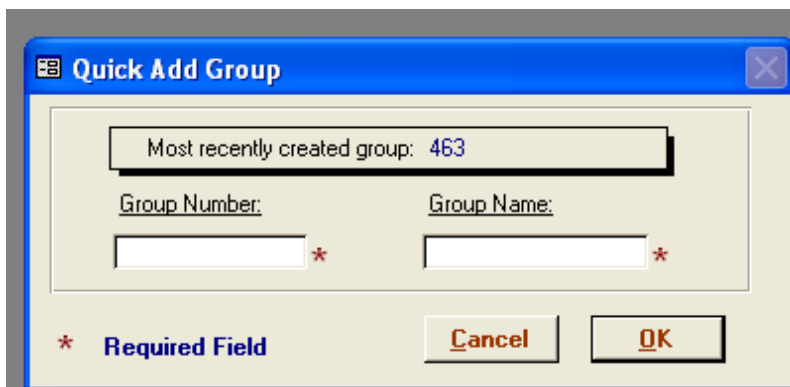
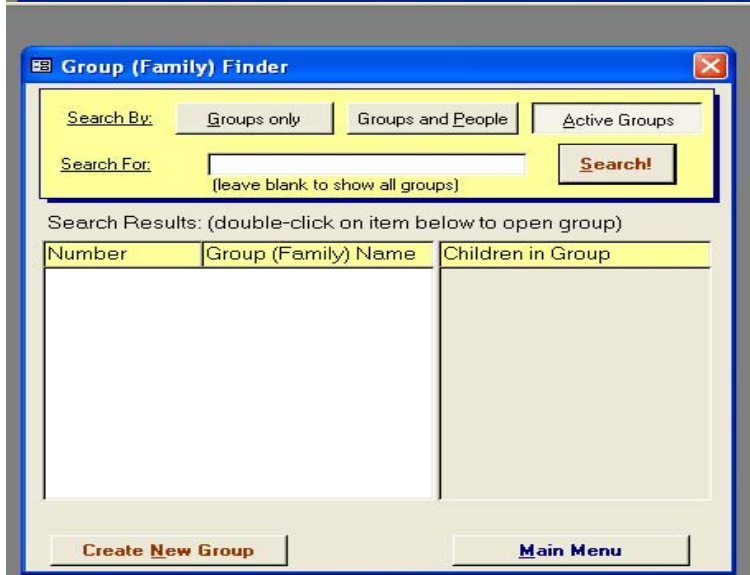


Adding a New Group and Child V4



1. On the **Main Menu** click on the Group/Child Information Button

2. On the **Group Finder** screen click on the **Create New Group** button.

3. On the **Quick Add Group** screen enter the Group Number

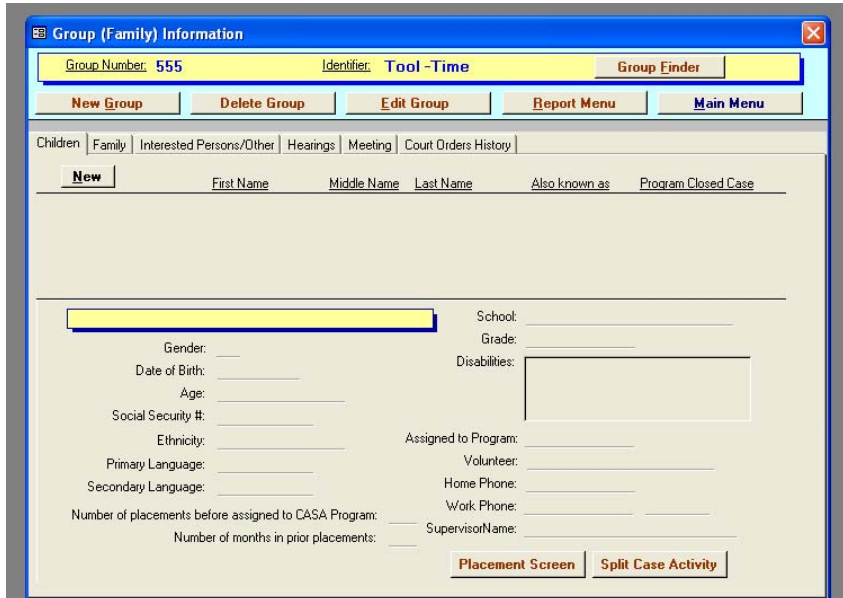
Can include any alpha or numerical Combination

Must be a unique number for each group.

4. Enter Group Name
e.g. children's last name or mothers last name ect.

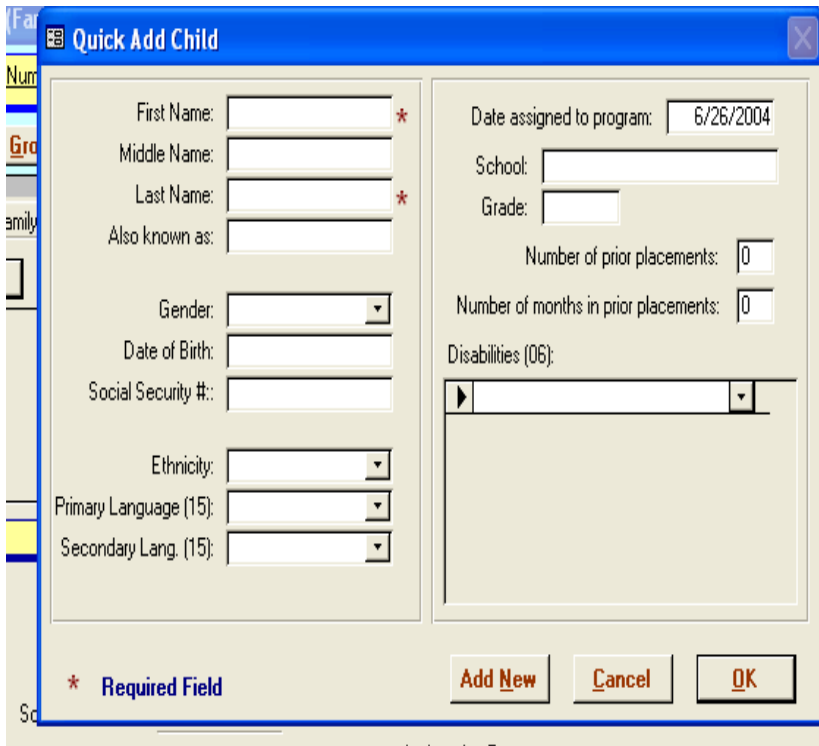
5. Click OK

Adding a new Child



The screenshot shows a software window titled "Group (Family) Information". At the top, there are fields for "Group Number: 555" and "Identifier: Tool-Time", along with a "Group Finder" button. Below this is a menu bar with "New Group", "Delete Group", "Edit Group", "Report Menu", and "Main Menu". A sub-menu is open, showing "Children", "Family", "Interested Persons/Other", "Hearings", "Meeting", and "Court Orders History". The "Children" sub-menu is further expanded, with the "New" button highlighted in black. Below the menu, there are several input fields for child information, including "First Name", "Middle Name", "Last Name", "Also known as", "Program Closed Case", "Gender", "Date of Birth", "Age", "Social Security #", "Ethnicity", "Primary Language", "Secondary Language", "Number of placements before assigned to CASA Program", "Number of months in prior placements", "School", "Grade", "Disabilities", "Assigned to Program", "Volunteer", "Home Phone", "Work Phone", and "SupervisorName". At the bottom right, there are two buttons: "Placement Screen" and "Split Case Activity".

1. On the **Group Information** >**Children** screen click on the black lettered New Button



The screenshot shows a software window titled "Quick Add Child". It contains a form with the following fields: "First Name:" (required), "Middle Name:", "Last Name:" (required), "Also known as:", "Gender:" (dropdown), "Date of Birth:", "Social Security #:", "Ethnicity:" (dropdown), "Primary Language (15):" (dropdown), "Secondary Lang. (15):" (dropdown), "Date assigned to program:" (6/26/2004), "School:", "Grade:", "Number of prior placements:" (0), "Number of months in prior placements:" (0), and "Disabilities (06):" (dropdown). At the bottom left, there is a legend: "* Required Field". At the bottom right, there are three buttons: "Add New", "Cancel", and "OK".

2. The **Quick Add Child** screen opens. You can fill in all the information on this screen at this time, or just the two required fields – First and Last Names the rest of the information can be entered at a later date. Click OK when completed.

Group (Family) Information

Group Number: 555 Identifier: Tool -Time Group Finder

New Group Delete Group Edit Group Report Menu Main Menu

Children Family Interested Persons/Other Hearings Meeting Court Orders History

New

Go To...	First Name	Middle Name	Last Name	Also known as	Program Closed Case
Go To...	Tim		Taylor		

Demographics of Taylor, Tim

School: _____
Grade: _____
Disabilities: _____

Gender: _____
Date of Birth: _____
Age: N/A
Social Security #: _____
Ethnicity: _____
Assigned to Program: 6/26/2004
Primary Language: _____
Secondary Language: _____
Volunteer: _____
Home Phone: _____
Work Phone: _____
Number of placements before assigned to CASA Program: 0
Supervisor Name: _____
Number of months in prior placements: 0

1 Child Records Entered

Placement Screen Split Case Activity

Once a child's name has been entered into the group, you can edit the information on that child by clicking on the **GoTo** button to the left of the child's first name

You can now go the Case information button and add the Case information on this child.

Child Information

Child Name: Taylor, Tim [555-Tool -Time] Find Child: _____

New Child Delete Child Report Menu Child Placement Group Info Main Menu

Child Info Case Info Suprvsr Family Petition Re-Abuse Int Person Case Wrkr Attorney Volunteer Activity Closing

Child Information Copy info from another child

First Name: Tim *
Middle Name: _____
Last Name: Taylor *
Also known as: _____

Gender: Male
Date of Birth: 9/9/2000
Social Security #: 333-33-3333

Ethnicity (34): African American
Primary Language (15): English
Secondary Lang. (15): None

School: _____
Grade: _____
Number of prior placements: 0
Number of months in prior placements: 0
Disabilities (06): _____
 Deceased

* Required Field

This opens up the child individual record with includes:

case info, family info, Petitions, re-abuse, interested persons, case workers, attorneys, volunteers, and closing case information. Click on each button to see each of these screens.