1. Click Services tab
2. Select child
3. Click Family Services
4. Click Family Services Information
5. Scroll to Needs Assessment
	* **Completed:** Select Yes when Need Assessment is complete
	* **Date:** Enter the date the Needs Assessment was completed
	* **Valid Through:** Leave Blank
6. **Needs Assessment Results:** only completed if you make a referral from information gathered from the Needs Assessment.
	* **Needs services:** Change to yes, only if the family identifies the need from completing the Needs Assessment
	* **Received Agency Social Services:** Change to yes, only if a referral was made ***to NMCAA ans services were received***
	* **Additional Community Services Needed:** Change to Yes only if outside community referral ***is needed***
	* **Referred to Another Agency:** Change to Yes only if a referral ***was made*** to an outside agency.
7. Scroll to Family Partnership Agreement
	* **In Goal Setting Process:** Select Yes once family goal is set
	* **Family Partnership Agreement:** Select Yes Once Family Partnership Agreement is signed
		+ *The date is updated each year*
	* **Effective Dates:** Enter date the Family Partnership Agreement was signed, leave the second date blank
8. Click Save