**How to add missed appointment/ no show appointment/ not scheduled appointment/waiver**

1. Follow same steps as “How to Add Multiple Events”
2. Inthe status box select “Missed Appointment (not considered for requirements)” or “Not Scheduled (not considered for requirements)”
3. Add “add action” steps showing what supports/conversations were offered to support completion of missed appointment or not scheduled appointment, time stamp, add notes & click save
4. Click “save” in the upper right corner
5. If the appointment is rescheduled, make note of this by Add Action – any rescheduled dates will be listed under Add Action; if it is never completed there will be a record of the scheduled and missed appointments.
6. If the appointment is completed on one of these rescheduled dates, you will “Add Event” and follow the instructions to “Add Multiple Events”
7. You will change the original Missed Appointment (not considered for requirements) to Missed Appointment, this will change it from Red to Black, also note under Action the date the WBC was completed.
8. Waivers will only be used if the family REFUSES a requirement and will be noted as Not Scheduled Appointment (not considered for requirements) and the waiver will be attached in CP.

* Be sure to add documentation under the attachment tab