**Attendance**

1. Click Services tab
2. Select the name of the participant you would like to enter attendance information for
3. Click on “Family Services”
4. In the “Description” column locate and click on “EHS- Home Visits” this title will be followed by a date range of the current program year
5. Under Actions you will find home visits scheduled for the entire year. The scheduled date is the Monday of the week the visit will be taking place. **DO NOT CHANGE THIS**
6. Click on the Monday date of the week you will be entering visit information for

\*\*Do not change the “Action Type,” “Scheduled,” date “Description” \*\*

* **Action Date:** select the date that mailing was sent or phone call was made
* **Type of Contact:** Home Visit
* **Status**: select one of the following options:
	+ Not Scheduled
	+ Phone Call
* **Total Time:** enter 0 for mailings, if you talk with the family adjust the time to how long you spent on the phone with the family.
* **Time Stamp:** in the notes box
* **Action Notes:** time stamp and add information regarding what you mailed or subjects discussed on the phone
1. Click Save on both the direct screen and Home Visit screen

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