1. Select child
2. Click “Health”
3. Clickthe “Events” tab
4. Click “Add Event”
5. Select Hlth Stat Determ (EHS)
6. Event Date: the date you received the medical record from PCP
7. Status: select “completed”
8. Agency worker: CFS Name
9. Event Notes: timestamp
10. Click “save”

**Documenting the story & supports given**

1. Click “add action”
2. Action Type: Communication
3. Action Date: when communication started
4. Description: type “Ongoing Notes”
5. Action Notes: time stamp and add any conversation/updates/supports
6. Click save

* be sure to add documentation under the attachment tab