You will Add Event in the Family Services section of Child Plus when the family has identified a need that will require support through direct service or referral

**To Add Identified Need:**

1. Click Services tab
2. Select the child
3. Click the Family Services tab
4. Click Add Event
5. Select Need Identified
6. **Initial Date:** When service took place
7. **Description:** Short description of need (clothing, food, rent, budgeting)
8. **Service Area:** Social Service
9. **Issue:** Drop down list of identified needs (these match PIR categories)
10. **Source of Information:** choose from the list
11. **Family Outcome:** choose one (PFCE)
12. **Associated with:** This will be auto-filled
13. **Case Worker:** Start typing your last name, select your name
14. **Family Members**: leave blank
15. **Closure Expected:** leave blank
16. **Progress:** choose from *in Progress, Completed, or Canceled*
17. **Date Closed:** Date that the identified need has been *completed* or *canceled*
18. **Result:** Leave blank
19. **Event Notes:** time stamp and provide additional details here.
20. Click Save

**To Add Follow up on Need**

1. Click Services tab
2. Select the child from the list of participants
3. Click on Family Services tab
4. Locate and Select the need you want to follow up on
5. Click Add Action
6. **Action Type**- Select direct, referral or follow-up (what role did ehs play in this action?)
   * **Direct:** Early Head Start performed the action
   * **Referral:** A referral was provided (referral is not complete until the need is met or canceled)
   * **Follow up:** Update on the where the family is in the process

* If you selected Referral from the Action Type list, two new fields will open up underneath. You can leave those fields BLANK.

1. **Action Date:** Fill in with the date action was taken
2. **Type of Contact:** Choose the most appropriate option
3. **Description** of the direct service provided or where the family was referred
4. **Status:** Is the result of the progress of this action- Action Completed, Ongoing or Canceled
5. **Case Worker**: Start typing your last name, select your name
6. **Total Time**: leave blank
7. **Action Notes:** timestamp and Use this area as a running log to provide any additional details and/or ongoing information related to the status of a referral.
8. Click Save