Initial Entry

The ‘Add/Edit Support Attendees for a Treatment’ window is accessed through the Support Attendees accordion of a Treatment Plan by clicking the Add Support Attendees button.

- **Team Member** – Checkbox = ‘Yes’ to identify CFT team members (parent/legal guardian, providers actively providing services, youth, DCPP, etc.)
- **Attendee Name** – Name of person who attended the CFT (type in the first few letters and wait for dropdown menu)
- **Attendee Title** – Title of an informal or formal support (if family member, type **Relationship Name**)
- **Attendee Agency** – Provider agency name (if family member, type **Family**)
- **Relationship** – list of family, informal and formal supports
  - **Family Relationship** (as identified by the family) - Brother, Father, Mother, Sister, Grandparents, Cousin, Aunt, Uncle, Daughter, Son, Stepparents, Stepchildren, Stepbrother/sister, etc.
  - **Formal/Informal Relationship** - Teacher, Provider, Caregiver, Friend, Child Study Team Member, Guardian, Resource Brother, Resource Father, Resource Mother, Resource Sister, Other Family Member, etc.
- **Formal Support** – Checkbox to identify formal supports
- **Date Notified of Meeting** – the date the attendee was notified
- **How Notified** – Email, Phone, Mail, Fax
- **Attended Meeting** – Checkbox = ‘Yes’

Copying a Treatment Plan

The Copy Treatment Plan accordion allows the user to copy a previously submitted and approved treatment plan.

*Copying a plan copies the entire Support Attendees accordion as is from the last plan. After copying, modifications must be made to the Support Attendees section to update for the next CFT.*
Demographics Accordion

The CFT Date located in the Demographics accordion of the Treatment Plan should match the date on the CFT Sign In.

CFT Sign-In
The Doc tab allows users to upload the CFT Sign-in. This attendance sheet identifies all those present at the CFT meeting. It is important to verify and check off all the attendees on the Sign-In against the Supports Attendees in the Treatment Plan before submitting.

In the Support Attendees area: Users should make sure all the names are entered and spelled the same way to avoid duplicate Support entries. In addition, the CFT Date on the Sign-In document should match the CFT Date on the Demographics accordion of the Treatment Plan.

Modify Support Attendees
If a Support name is wrong, erroneously added, or if the Support is no longer involved, the Support can be modified by double-clicking the support name in the Support Attendees accordion. This opens the Add/Edit Support Attendees for a Treatment window where the user can update the support information or click the Delete button to remove the support.