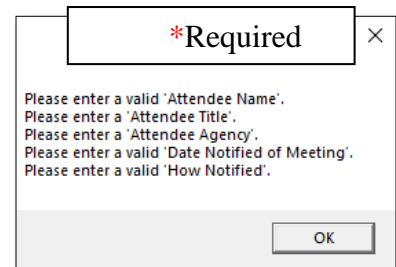


SUPPORT ATTENDEES GUIDE

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, DCP, 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.

ID	TYPE	CREATED DATE	AUTHOR	SUBMITTED DATE
UCM - CR90D	UCM - CR90D	2019/11/12		2019/11/12
UCM - AR90D	UCM - AR90D	2019/09/24		2019/09/24
UCM - CR90D	UCM - CR90D	2019/08/14		2019/08/14
UCM - CR90D	UCM - CR90D	2019/06/25		2019/06/25
UCM - CR90D	UCM - CR90D	2019/04/22		2019/04/22
UCM - SC	UCM - SC	2019/04/04		2019/04/04
UCM - CR90D	UCM - CR90D	2019/02/28		2019/03/01

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.

SUPPORT ATTENDEES GUIDE

Demographics Accordion

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

Assessor Username:
 Assessor Name:
 Assessor Agency:
 Assessor Phone:
 Assessor Email:
CFT Date: 11/21/2019
 Assessment Completion Date: 11/21/2019

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 the attendees on the Sign-In against the Supports Attendees in the Treatment Plan before submitting.

Doc Status	Document Type	Document Sub Type	Description	Date Uploaded
New Doc Uploaded	CMO Attachments	CFT Sign-In		11/12/2019
New Doc Uploaded	CMO Attachments	CFT Sign-In		9/24/2019

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.

TEAM MEMBER	ATTENDING MEETING	ATTENDEE NAME	ATTENDEE TITLE	ATTENDEE AGENCY	RELATIONSHIP	DATE NOTIFIED	FORMAL SUPPORT	HOW NOTIFIED
YES	NO		LPC	CHOP	PROVIDER	2019/07/03	YES	Phone
YES	YES		CM	CMO	CARE MANAGER	2018/12/13	YES	Phone
YES	YES		Mother	Family	MOTHER	2018/12/13	NO	Phone
YES	YES		Youth	Family				Phone

Add/Edit Support Attendees for a Treatment

Team Member

Attendee Name:

Attendee Title:

Attendee Agency:

Relationship:

Formal Support

Date Notified of Meeting:

How Notified:

Attended Meeting

Accept Delete Cancel

Question...

Do you wish to delete this Support Attendee?

OK Cancel