LINKING AND UNLINKING VISITATION PLANS TO CASE PLANS

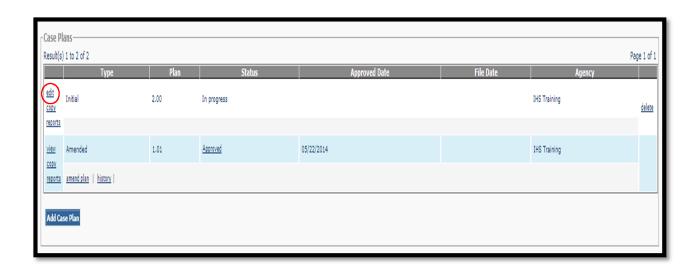
Linking Visitation Plan(s) to the Case Plan

Navigate to the case

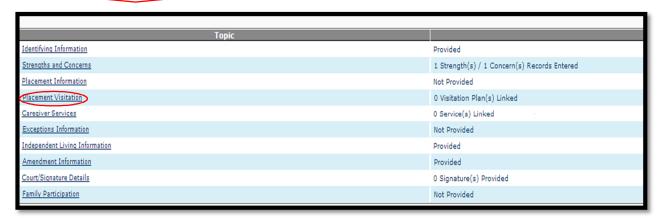
1. Click the Case Plan link in the navigation menu



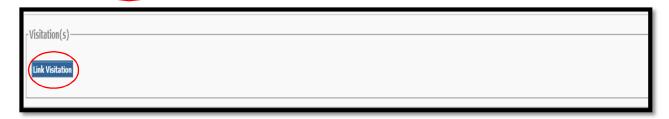
2. Click the Edit link next to the Case Plan "In progress"



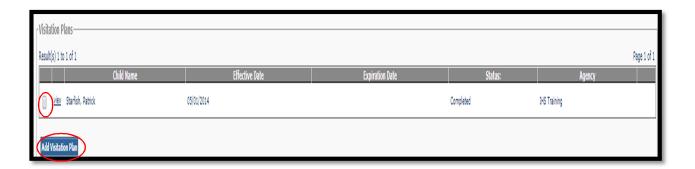
3. Click the Placement Visitation Link



4. Click the Link Visitation button



5. Check the box next to the Visitation Plan(s) to be linked to the Case Plan and click the OK button (If no Visitation Plans are available, select the Add Visitation Plan button and complete a Visitation Plan)

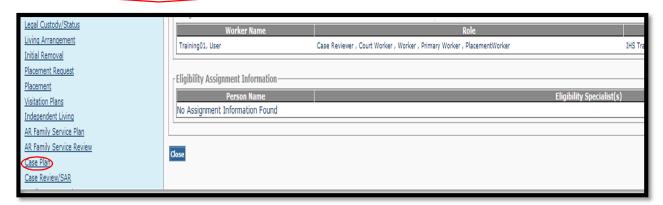


6. Click the Save button, selected Visitation Plan is now linked to the Case Plan

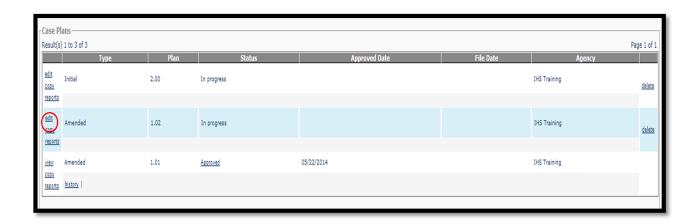


Un-linking Visitation Plan(s) to the Case Plan

1. Click the Case Plan link in the navigation menu



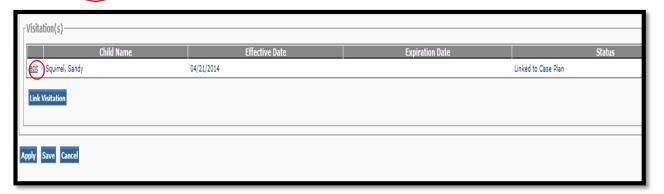
2. Click the Edit link next to the Case Plan In progress (you must amend the case plan in which you are going to unlink the visitation plan prior to completing step #2)



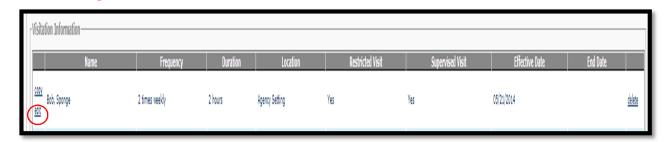
3. Click the Placement Visitation Link



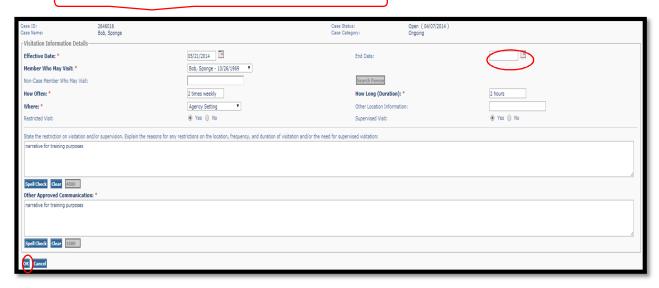
4. Click the edit link



5. Click the edit link



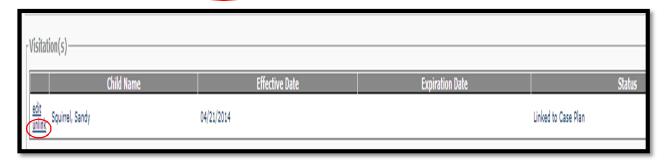
6. Enter the End Date and click the OK button



7. If all of the child(ren) linked to this Visitation Plan are being end dated, enter a date in the Expriation Date Field. Click the Save button



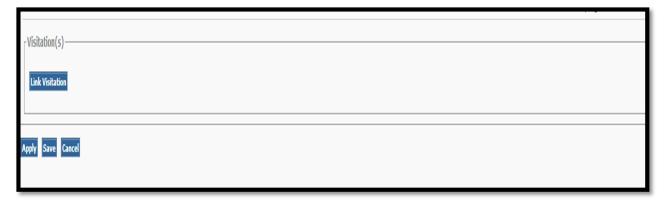
8. If all child(ren) have been end-dated and the Visitation Plan expired, you can unlink the Visitation Plan from the Case Plan by clicking the Unlink link



9. Click the Save button



10. Visitation Plan is no longer linked to the Case Plan



11. No Visitation is linked to the Case Plan

