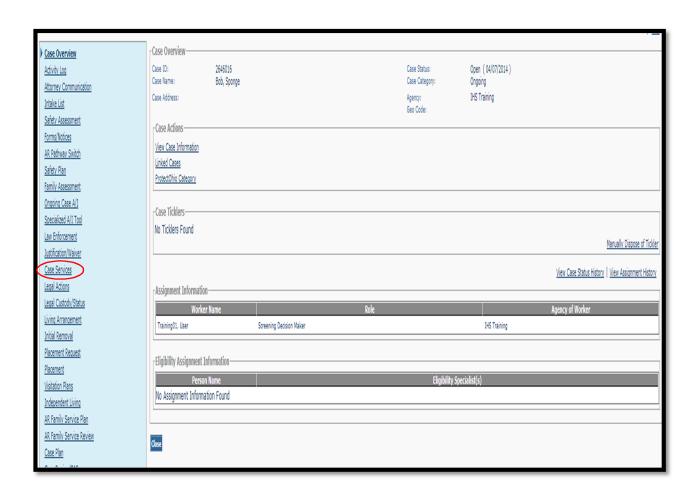
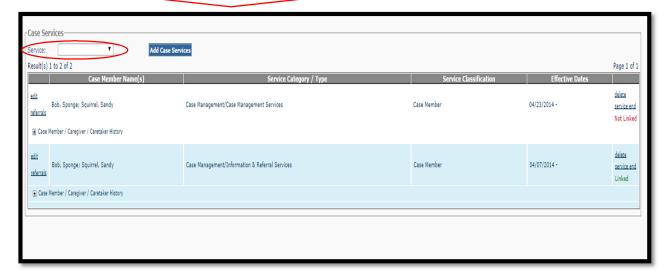
### **RECORDING A CASE SERVICE**

### Navigate to the Case

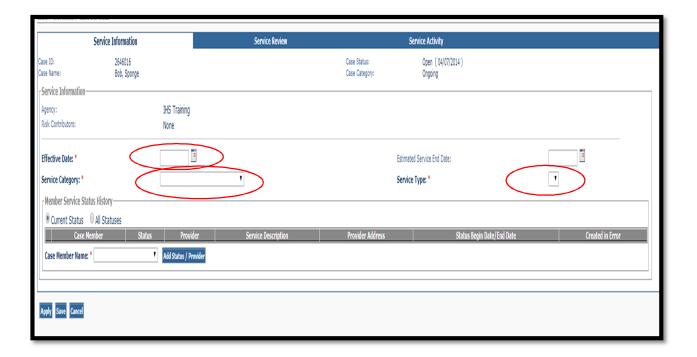
1. Click the Case Services link in the navigation menu



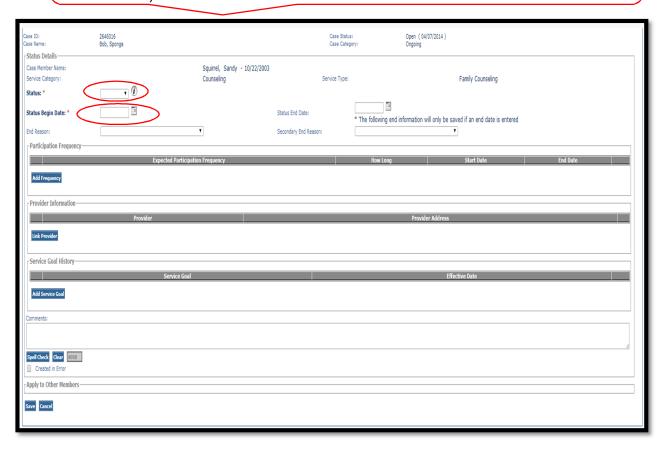
2. Select Case Member or Caregiver/Caretaker from the Service dropdown box and click the Add Case Services Button. (The Caregiver/Caretaker selection can only be made if at least one child is in an out of home placement).



3. The Service Information page is displayed. Enter the Effective Date, Service Category and Service Type. Select the Case Member Name from the dropdown and click the Add Status/Provider button.



4. Record the Status and Status Begin Date. You can also add frequency, provider and service goal. To add a frequency, click the Add Frequency button. (If you are not adding a frequency, skip to #6. If you are not adding a service goal skip #10 and #11)



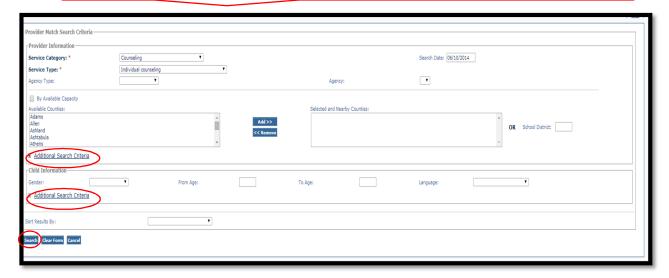
5. Record the Expected Frequency information. The Expected Frequency Start Date should be the date of the first scheduled appointment. Once the information is recorded, click the OK button.



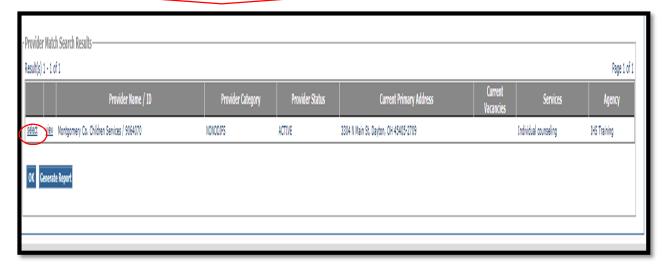
6. Record a provider by clicking the Link Provider button (services with a status of referred, scheduled and provided must have a provided linked).



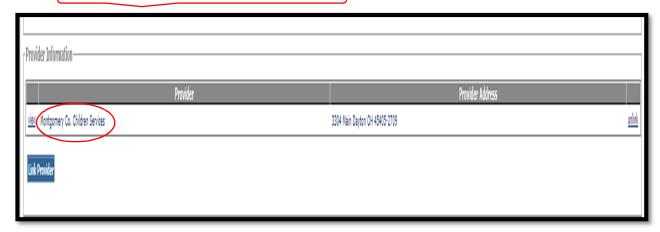
7. You can filter provider search by entering additional Search Criteria. When the search criteria is entered, click the Search button



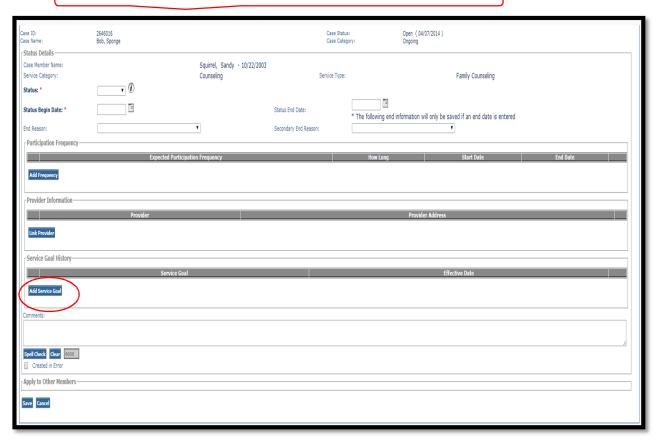
8. Click the select link next to the provider you want to link to this services. (If the provider cannot be found, the provider may need to be added to SACWIS.)



9. The provider is now linked to the service



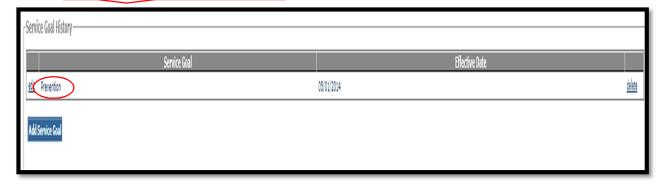
# 10. Record a service goal by clicking the Add Service Goal button



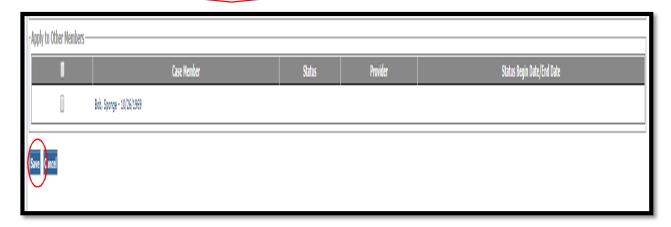
11. Select a Service Goal and enter the Effective Date then click OK



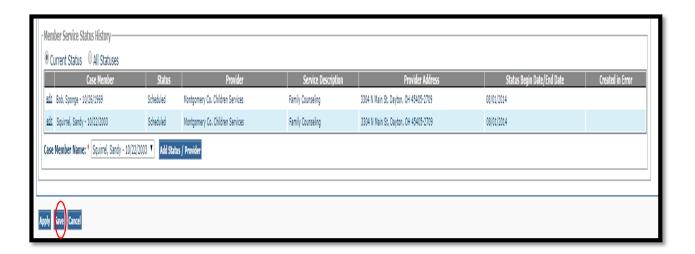
12. The service goal is now added



13. Apply to other Members can be done by selecting the box next to the case member name or if you would like to apply to all case members select the box in the header and click save



# 14. Click Save



# 15. The Case Service has been recorded

