

Are we servicing our families? With so much going on within the first 90 days of school for participants, it's hard to ensure that services are also being provided to families. Nevertheless, it is important that family workers are documenting what they are doing with our families. End the guessing games and run **Report 4003 - Management Report - Family Services Action Status**. This report:

- assists with monitoring if **Family Services Events** and **Actions** are being recorded in ChildPlus
- displays the number of **Family Services Events** and **Actions** that have been entered in a specific date range
- allows your agency to track staff's progress with completing **Family Services Events**

We all learn very quickly that "if it's not documented, it did not happen." Don't wait until the end of the year to check if you are providing services to your families – run **Report 4003 - Management Report - Family Services Action Status**.

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What community partners are being utilized by our staff and families? Look no further than **Report 4120 - Family Services Referrals**. This report:

- helps identify families that have been referred and to which community partners they have been referred
- can be filtered by Family, which displays all the agencies a family has contacted
- can be filtered by Referral Agency, which displays all the families that have been referred to a specific community partner
- can be used to determine if the community partner is useful for the family and agency
- displays the services that are provided by community partners to families for future recommendations

Engaging our community partnerships is vital for our families and staff. Monitoring the referrals that we are providing is just as important. **Report 4120 - Family Services Referrals** will help with analyzing your relationships with your community partners and your families.

