

Guide to Contact Notes in Child Plus

- Child Plus should be used to document "contact" with families (phone calls, face to face conversations) that is significant and is NOT documented elsewhere i.e. HV plan Attendance Sheet, Center Plan...
- Document transportation issues and conversations with families regarding transportation
- Document participation in IEP meetings and other "informal" meetings and observations with school district ECSE, speech, etc.
- All contact notes in Child Plus should objective and non-judgmental.
- Call in or e-mail any big concerns or issues. Don't assume that contact notes are read by managers and family service staff daily.