Go to Encounters – Care Coordination
Opens to Search – under programs use the drop down and select 185 SSI Outreach
Hit retrieve – all your OPEN cases will appear – Highlight the row of the child you want to enter an encounter for
Hit NEW – the form will open for you to complete

Case must be open and active in program code 185 to enter an encounter under 185. If the program has been closed you will not see the client and you cannot enter an encounter under a discharged program.

Must enter a date before the rest of the fields are available to enter data in.