Adult v. Child Record Protocol

All data should be entered on the record of the person to whom the goal outcome pertains. This is true even if the new data is the result of interactions with a member of the family that is not the person impacted by the outcome.

Please note that some of the tab categories have been restricted to support this protocol.

Example: You have a conversation with a mother about the transportation options available for her son to attend an early childhood center. When you go to NAZ Connect to enter your case notes about the conversation, you will be unable to enter a note under early childhood on the mother’s record.

Following the above protocol, the notes should be entered on the scholar’s record, not the mother’s record. This is because the purpose of the conversation is to achieve an outcome for the scholar by enrolling him in high-quality early learning opportunities.

Updated 7/2016