A single visit or contact may cover a variety of topics. Take notice of which topic took the longest time to discuss in order to Log Activity properly.

Consider:
1.) Should the note be written under the parent.
OR
2.) Should the note be written under the scholar.

Click: Adult vs Child Record Protocol

Log Activity and make multiple Notes, marking the specific applicable category.

Click: Write Notes using Goals to Action Framework

Notes are read by:

1.) Users of an organization who have full access are able to see all notes entered by that organization (i.e. any NAZ user can see all notes entered by other NAZ users).

2.) Other users may only read the notes if their organization has been given access to that particular note’s category. This is determined in the ROI.

In this example: NAZ staff have access since it was entered by NAZ. An afterschool partner does not see potentially sensitive housing notes, while a housing partner does not see potentially sensitive afterschool notes.