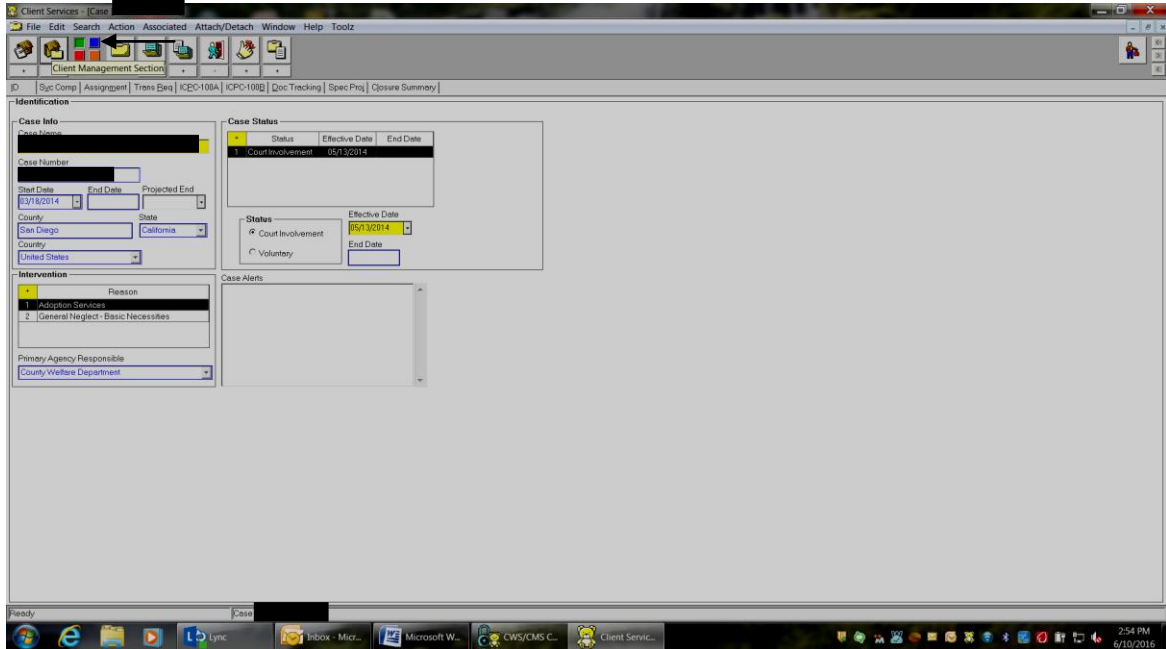
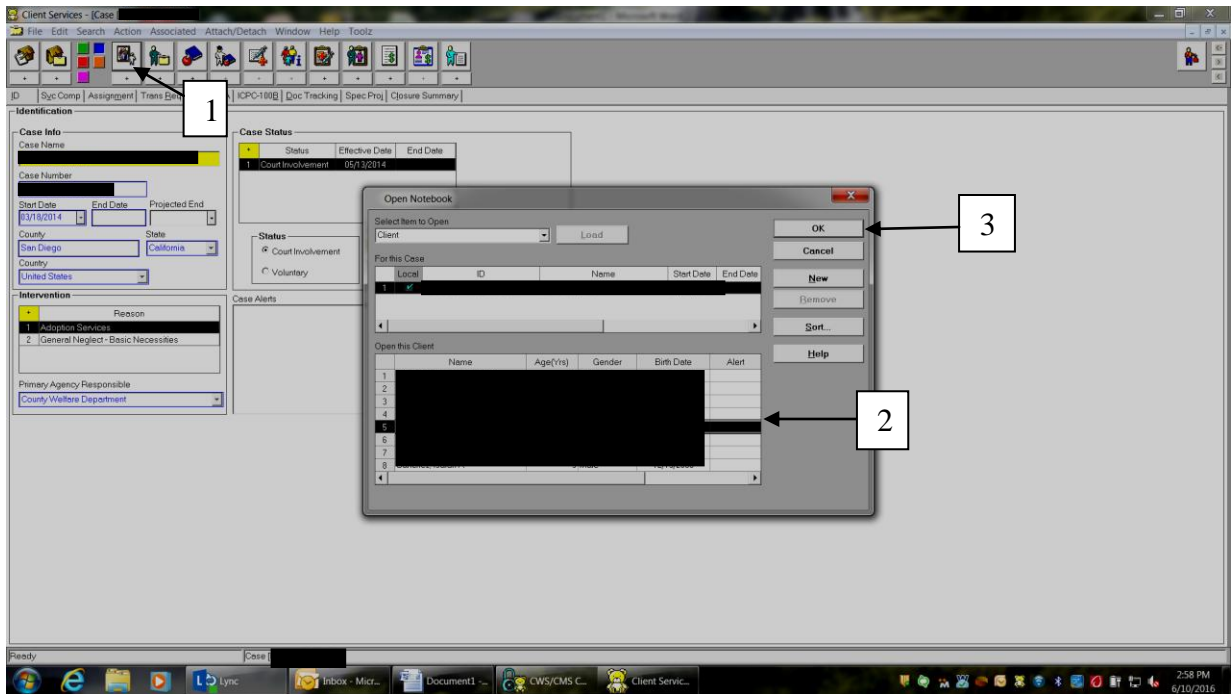


Associating CFT Meeting Provider in CWS/CMS

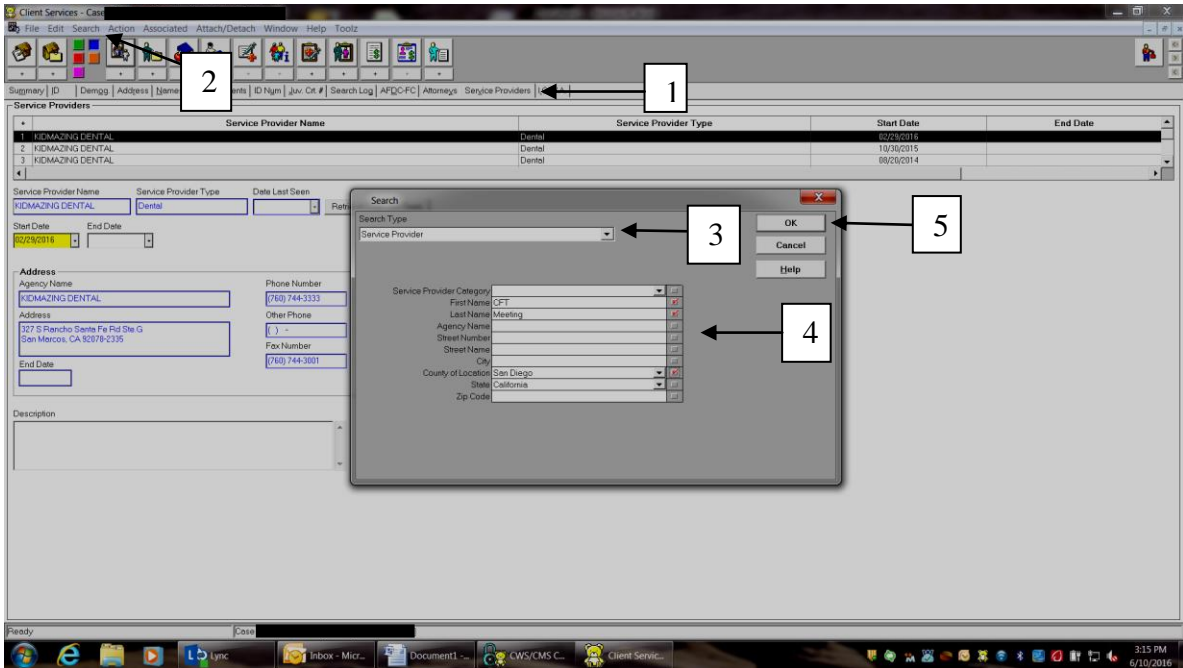
1. Open case for focus child/youth and select Client Management Section (Blue box)



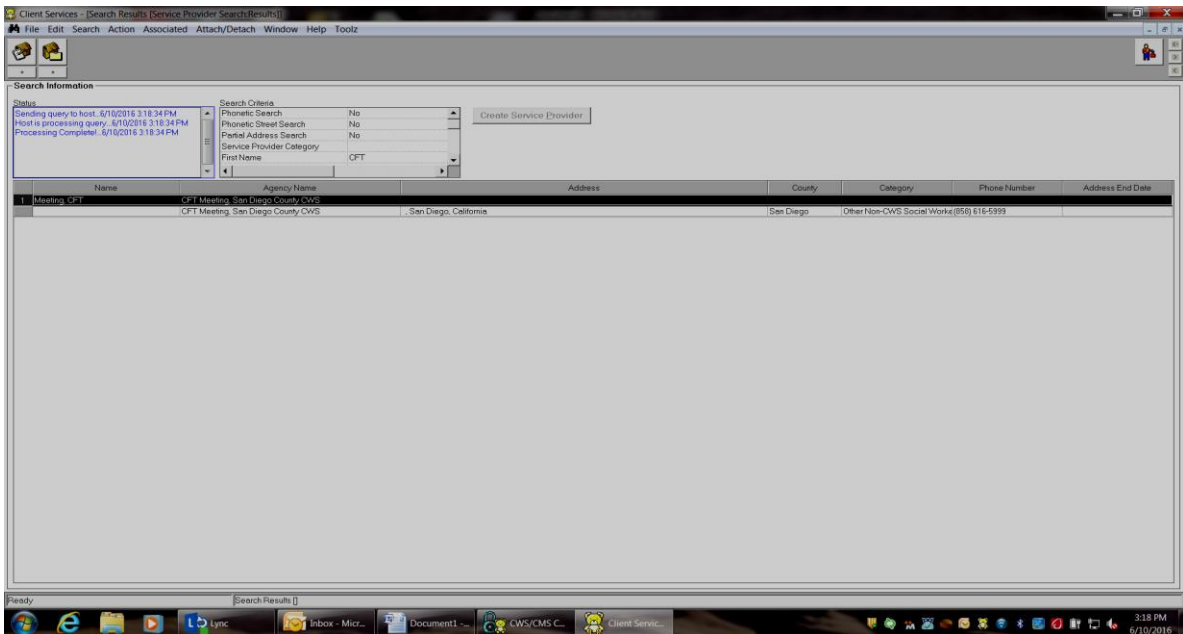
2. Open client notebook for the CFT meeting focus child.



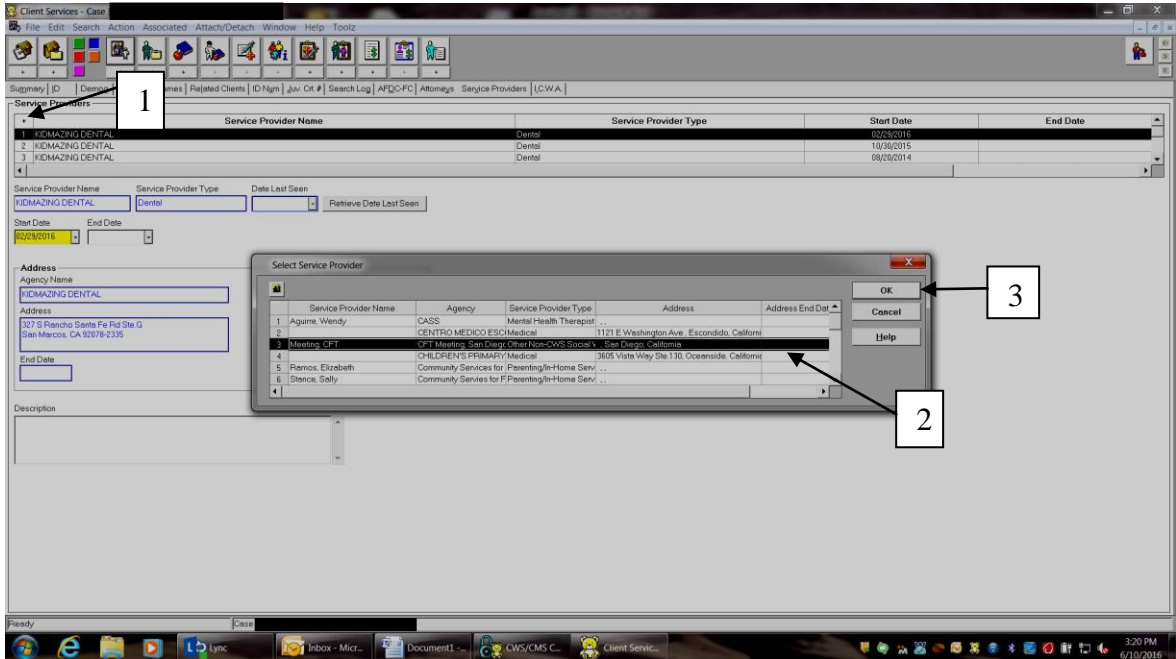
- Click on Service Providers folder and open a Search window. Select Service Provider from the drop down menu in the Search window. Enter First Name as “CFT,” Last Name as “Meeting,” click on “San Diego” as County of Location and click Ok.



- Following window will appear. Close it and return to the Service Provider tab window.



5. Click on + , select **Meeting, CFT** from options and click Ok.



6. Enter start date and Save to Database. Provider will now be available as a drop down option as a Service Provider in your Delivered Service Contacts.

