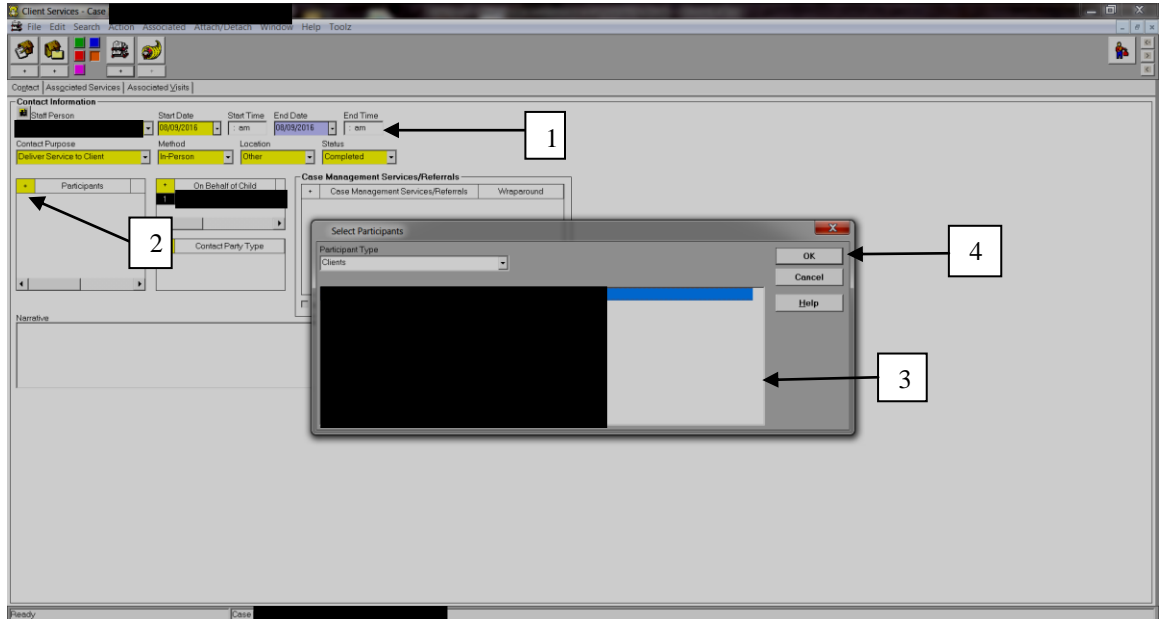# Documenting a CFT Meeting in CWS/CMS

1. Create a contact with the date the CFT meeting was actually held. Complete all fields in yellow. Select + in the Participants grid and select all participants that attended the meeting. Click Ok once finished.
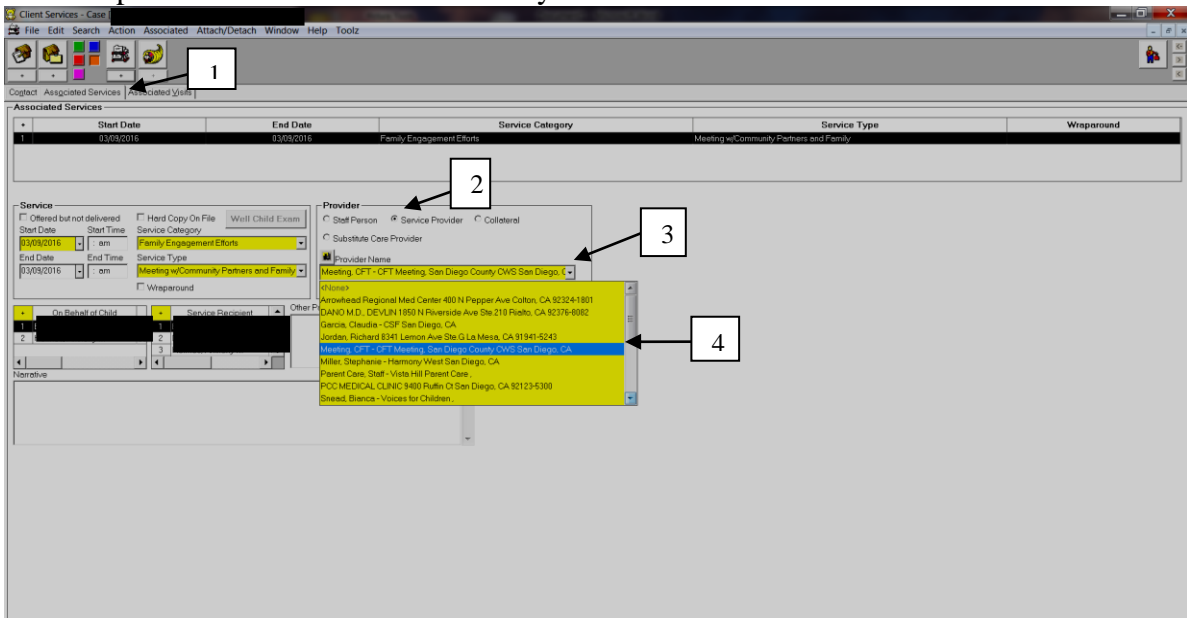
2. Make sure that only the child for whom the CFT Meeting was held is listed in the On Behalf of Child grid and make corrections if needed before continuing with contact entry. Click on the + in the Case Management Service/Referral grid and select **FEE-Meeting w/Community Partners and Family** from the drop down list (Hint: Type letter F and this will bring you to the FEE codes in the list) and click OK.
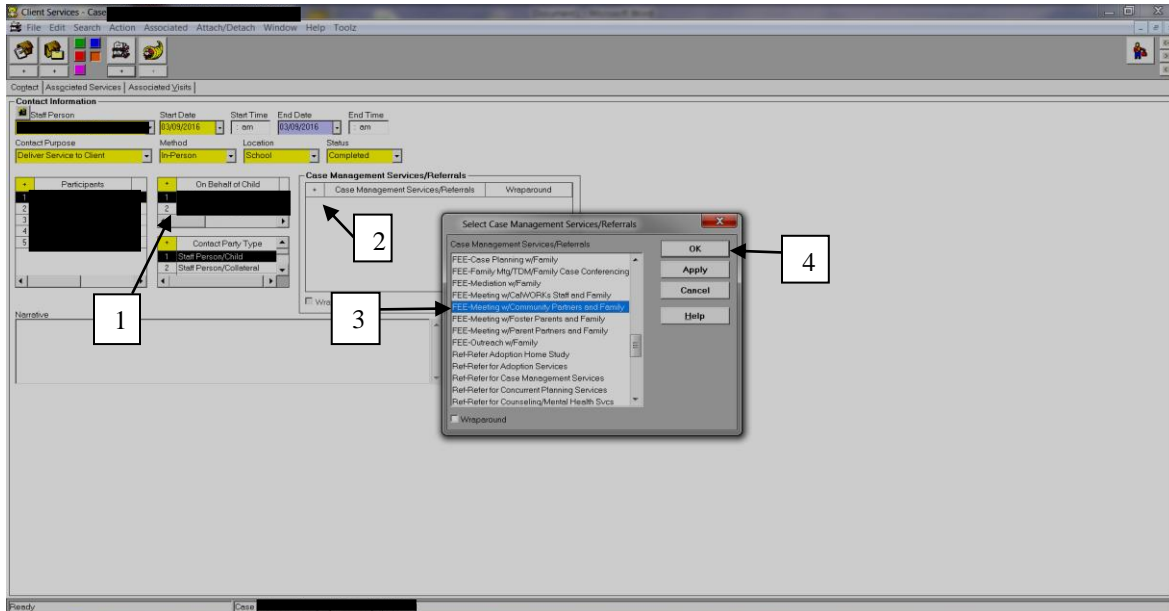
3. Enter your Narrative notes making sure to include "Attended CFT meeting" and name of focus child/youth, name of person who faciliated, and what service provider/agency/group home they are from in the body of the narrative.
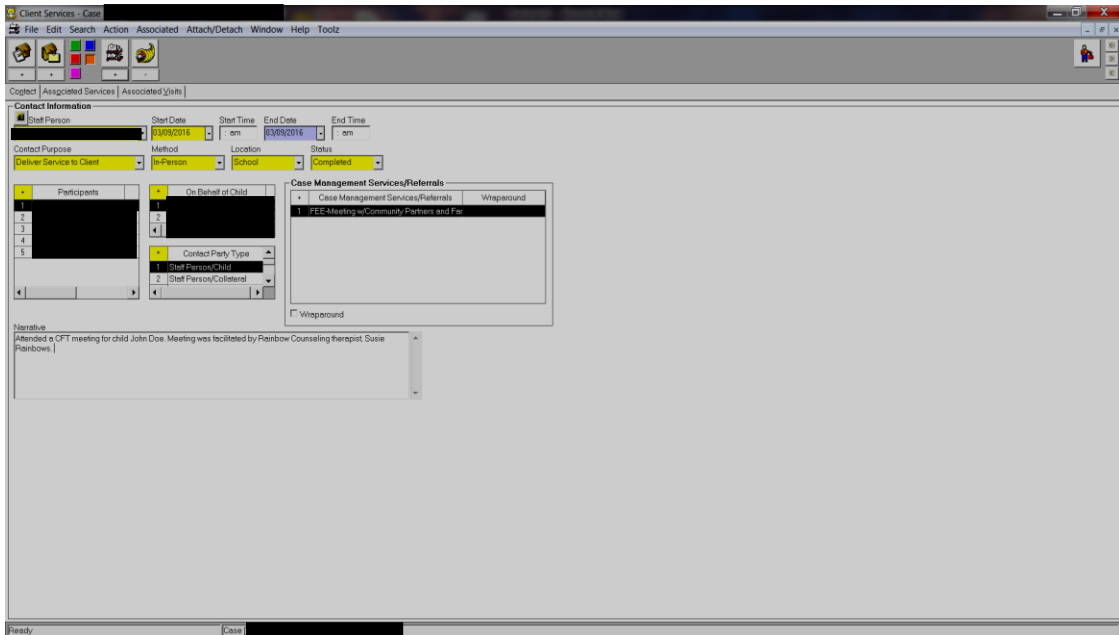
4. Click on the Associated Services page and click on the Service Provider radio button. Click on the drop down arrow from Provider Name and select "**Meeting CFT-CFT Meeting San Diego County CWS San Diego, CA**." **NOTE:** After this step the FEE code will automatically be removed from the narrative screen.

5. Save to Database