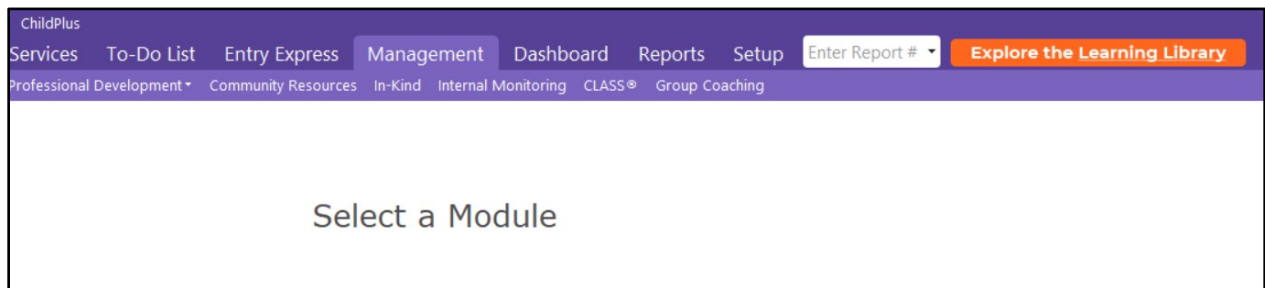


## Guidelines for Uploading Group Coaching into ChildPlus

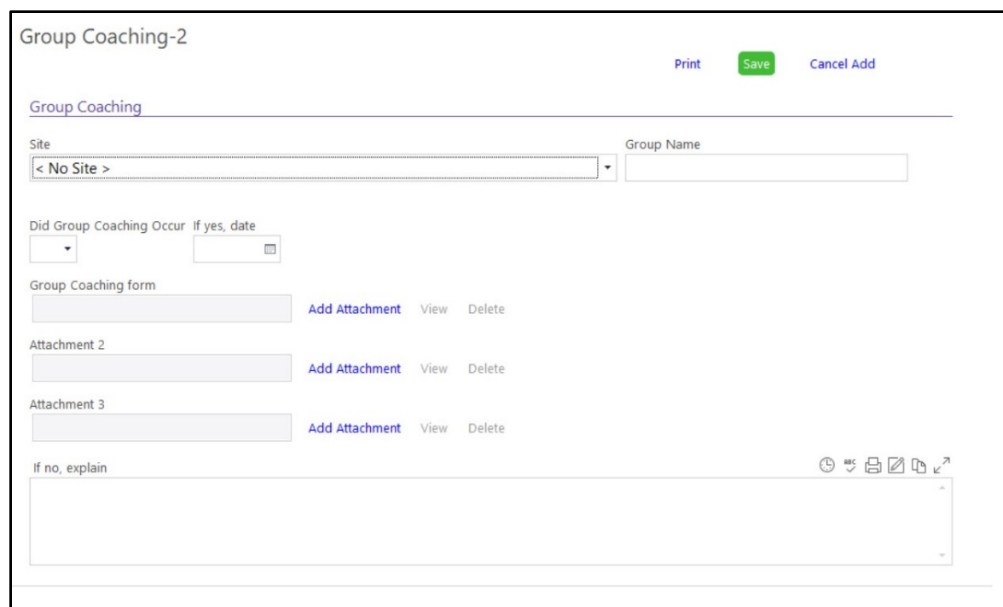
- Click on Management
- Click on Group Coaching



- When the Group Coaching Module opens, click on Add Group Coaching



- The Group Coaching screen will open



- Choose the site from the dropdown list
- Enter the name of the group (This can be a name of your choice)
- To the question “Did group coaching occur?” choose Yes or No from the dropdown list
- If you chose Yes, enter the date of the group coaching meeting
- Click on Add Attachment, find the group coaching documentation, and click Open to upload
- Click Save

Group Coaching-2 Print [Save](#) [Cancel Add](#)

---

Group Coaching

Site:  Group Name:

Did Group Coaching Occur If yes, date

Group Coaching form  
 [Add Attachment](#) [View](#) [Delete](#)

Attachment 2  
 [Add Attachment](#) [View](#) [Delete](#)

Attachment 3  
 [Add Attachment](#) [View](#) [Delete](#)

If no, explain 🕒 🗑️ 📄 📁 ↶ ↷

- If you chose No, move to the box that says, “If no, explain.”
- Click on the clock to enter date, time, and user
- Enter a brief note to explain why group coaching did not occur for the month
- Click Save

Group Coaching-2 Print [Save](#) [Cancel Add](#)

---

Group Coaching

Site:  Group Name:

Did Group Coaching Occur If yes, date

Group Coaching form  
 [Add Attachment](#) [View](#) [Delete](#)

Attachment 2  
 [Add Attachment](#) [View](#) [Delete](#)

Attachment 3  
 [Add Attachment](#) [View](#) [Delete](#)

If no, explain 🕒 🗑️ 📄 📁 ↶ ↷

6/9/2021 5:02 PM Carol Bolz  
 Canceled due to staffing issues