

# Associated Adults

## Overview

The Associated Adult screen is comprised of two files: Adult Demographic and Adult to Child Relationship.

The Adult Demographic file contains information on a given adult collected from consent forms, IEPs, letters of notification, etc. One adult may be linked to several children/youth in different ways.

Adult to Child Relationship (AEACF) stores information concerning the "unique" relationship between a given child/youth and a given adult. A child/youth may be linked to several adults and an adult to several children/youth.

The Adult file can be accessed in two ways: from the Adult Demographic screen which deals with just the adult and from the Child Demographic screen.

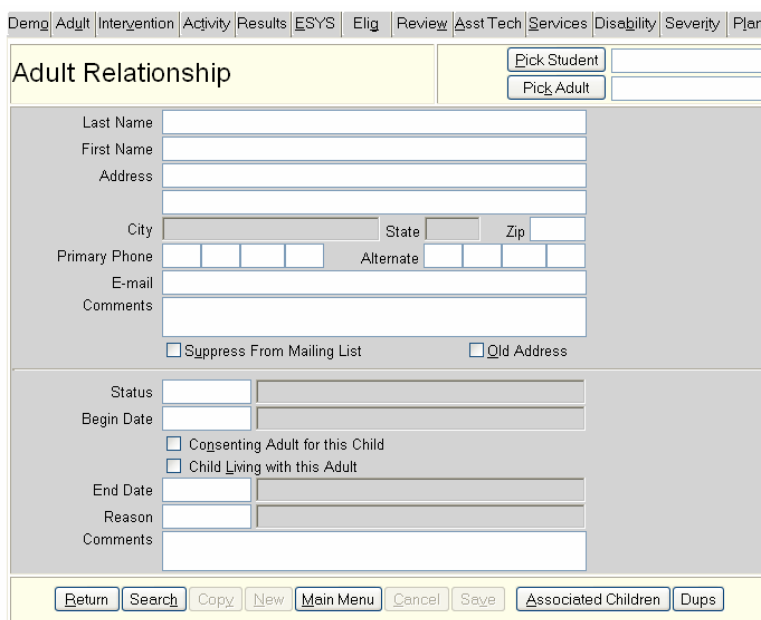
When the Adult file is accessed through the Child Demographic screen, the data entry person may complete the demographic information on a child/youth's significant adult and define the relationship.

## Uniform Data Entry Procedure

At this time, there are no Uniform Data Entry Procedures related to Associated Adults.

## Access to Screen

From the Main Menu, select Associated Adults under the Child section or select the Adult tab from any other screen.



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## Add or Edit an Adult's File

1. Access the child/youth from the Child Demographic screen.
2. Click on Adults button.
3. Select the adult using the Pick feature. If the desired adult is not in the database, click on the New button to add the name.
4. Add any comments you may wish to track of as a means of documentation.

Note:

- The system defaults the adult's relationship to that of parent and gives the child/youth's date of birth at the beginning of that relationship. If these defaults are not correct, the data entry person can override them. If in doubt of the correct values for adult status, the data entry person may press F7 for a list of valid entries.
- The information entered into the Adult Relationship screen will update all the children/youth's records that live with that adult for adult name, address and phone number, if the boxes "Consenting Adult for this Child" and "Child is Living with this Adult" are checked.

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## Required Fields

None of the fields on this screen are required for federal or state reporting. However, the following fields are required, when using the screen:

- Adult's Last Name
  - First Name
  - Address
  - Zip Code
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