Child Information

Viewing and Editing Child Demographic Information

After selecting a child from either your dashboard or the child lookup screen, you will open that record's 'Child at a Glance'. This page offers a brief summary of information about this child. You are **not** able to edit the fields on the 'Child at a Glance' tab.

To see and/or edit additional information about this child,

1. Click into the **Child Info** tab.
2. The next page will display any Demographic Information entered for the child

NOTE

- In order to create a child record, ONLY fields with asterisks (highlighted here) are required:
  - Child's First Name
  - Child's Last Name
  - Birth Date
  - Ethnicity
  - Race
  - Sex
  - Primary Language

Left Pane

In addition to child demographic information, you can view information on the child's Referral, Address, County of Fiscal Responsibility Report and other Child Attributes.

Please refer to the EI-Hub Case Management User Guide Unit 8. Child for more information.