

MODEL SERVICES DELIVERED WITH THE INTENTION TO ENHANCE THE WELL-BEING AND STATUS OF THE RECIPIENT.

To Add an Other Direct Services/Model Services

How?

1. Click on **Add Activity**
2. In the menu, click on **Add** beside '**Other Direct Services/Model Services**'
3. Answer all the questions posed in NIRS. Pay special attention to the following questions:
 - **Title of Activity:** Please enter the title of your activity in the following format: "Project Name: Title of Activity." It might also be helpful, for activities that will be recurring throughout the year, to include initials of the service recipient. For example "TPSID: One-on-one Mentor Support Meeting (LL)."
 - **Number of unduplicated individuals served:** Please do not double count recipients. If you will be providing the same model services to the same recipient multiple times per year, please make sure to mark the box next to "Recurring Activity?" at the bottom of the page. DO NOT enter multiple records for the same activity for the same recipient.
 - **Demographic Information:** Please make it a habit to collect demographic data on your clinical service recipients if possible.
 - **Type of Activity:** This field is auto filled for Direct Service activities
 - **Was the Center the lead on this activity?** If the answer is YES and the Area of Emphasis is *Education & Early Intervention*, **Customer Satisfaction** data MUST be entered.