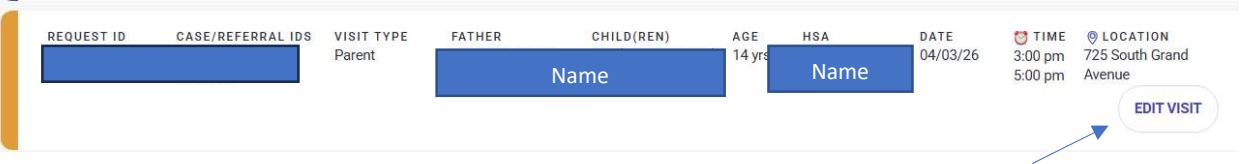
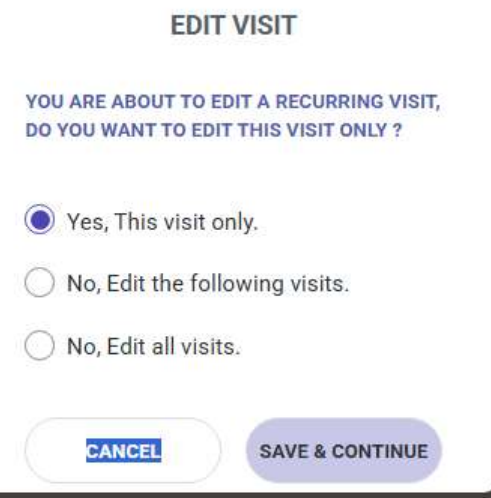


Module	Description
<p>Visit Editing Function— Ability to edit visits.</p> <p>User Role: Requester and Monitor</p>	<p>1. Requesters and Monitors have the ability to edit visits.</p> <p>Coordinators will need to approve all changes made to any visits by the Requesters. Coordinators will only need to approve changes made to following visits by Monitors. If a Monitor edits just one visit, Coordinator approval is not required.</p> <p>2. In the visit, select “Edit Visit.”</p>  <p>3. Selecting “This visit only,” will edit only the visit you selected. Coordinator approval is needed by Requesters, but not Monitors.</p>  <p>4. Selecting “Edit the following visits,” will edit all future visits. Coordinator approval is needed by Requesters and Monitors.</p>

EDIT VISIT

YOU ARE ABOUT TO EDIT A RECURRING VISIT,
DO YOU WANT TO EDIT THIS VISIT ONLY ?

- Yes, This visit only.
- No, Edit the following visits.
- No, Edit all visits.

CANCEL

SAVE & CONTINUE

5. The scheduling window will open where you can edit the day, time, assignment end date, monitor, location, pick-up and drop-off addresses. When editing the Monitor and requesting another HSA, the drop-down menu must be used to assign the HSA.

✓ Edit Day & Time

VISIT #1

Day of Week

Friday

Beginning On

04/03/2026

Ending on

06/01/2026

Start Time

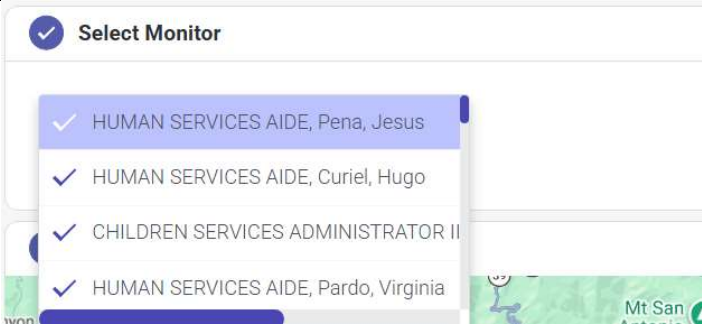
03:00pm

End Time

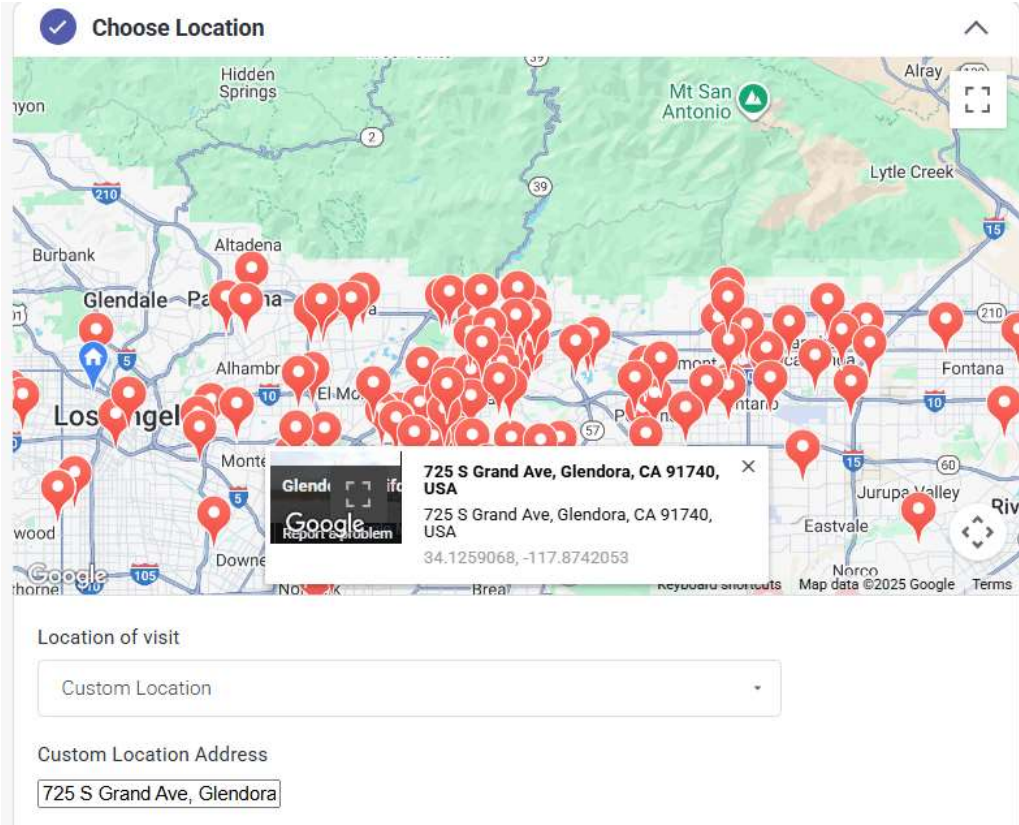
05:00pm

✓ Select Monitor

Pena, Jesus



6. When editing the visit location, enter the new address in the custom location address field. Please ensure that you select the address from the list that will be displayed using Google maps.



7. Under transportation you can edit pick-up and drop-off locations by entering the new address under custom location. Please ensure that you select the address from the list that will be displayed using Google maps.

✓ Transportation of Children

The screenshot shows a form titled "Transportation of Children". It has two main sections: "Pickup" and "Drop-off". Each section has a dropdown menu currently set to "Custom Location". Below the "Pickup" dropdown is a field labeled "Pickup Custom Location" with an "Add Address" button. Below the "Drop-off" dropdown is a field labeled "New Dropoff Location" with an "Add Address" button. Blue arrows point from the "Add Address" buttons to the dropdown menus, indicating that clicking the button will allow the user to select a custom location.

8. "Same Transportation" means the same person will be pick-up and dropping-off the child. "Separate Transportation" means one person will be picking-up and another will be dropping-off.

9. By selecting the drop-down arrow under Transportation, you can select the Monitor, caregiver, or "Add New" if it is a third-party transporting. You will then enter the third party's information.

Same Transportation Separate Transportation

Transportation

Monitor

Other DCFS Staff

Add New +

10. Once you have made all the changes, select "Submit for Approval," and select "Next" and "Send" on the following pages.

CANCEL

SUBMIT FOR APPROVAL

Preferred Method of Contact

MONITOR

Jesus Pena

Method

Email

Email:

PICKUP & DROP-OFF (ROYAALTY)

Jesus Pena

Method

Email

Email:

CHILD

Method

Text

Phone:

PARENT (FATHER)

Method

Text

Phone:

CANCEL

NEXT

Confirm Visit Schedule



Mar 27, 2026 - Jun 01, 2026

PARENT(S)

CHILD(REN)



Every Friday



03:00pm-05:00pm



CHILD

PREFERRED

Text:

FATHER

PREFERRED

MONITOR

Jesus Pena

PREFERRED

Email:

ROYAALTY

PICKUP/DROPOFF

Jesus Pena

PREFERRED

Email:

BACK

SEND

11. You will see your pending edit requests in the new "Pending Visit Edits" tab.

Tim2connect Visits Pending Visit Edits

Pending Visit Edits

Filter to: **PENDING** APPROVED DENIED

REQUEST ID	CREATED BY	EDIT SCOPE	CREATE DATE	UPDATE DATE	STATUS
[Redacted]	Ericka Everakes	following	4/1/2026	4/1/2026	Pending
[Redacted]	Ericka Everakes	following	4/1/2026	4/1/2026	Pending
[Redacted]	Ericka Everakes	single	4/1/2026	4/1/2026	Pending
[Redacted]	Ericka Everakes	single	3/31/2026	3/31/2026	Pending

12. You will be included in the email notification that is sent to your office Coordinator alerting them of the edit request.

13. You will receive an email notification once the edit has been approved or denied.

Visit Editing— Coordinators will be required to approve any changes requested by Requesters and changes for following visits made by Monitors.
User Role: Coordinator

1. Under the new Pending Visit Edits tab, you will see the list of editing requests submitted. When you select one, it will show you the changes requested in blue, if a section has no changes, it will remain pink.

Tim2connect Visits Pending Visit Edits

Pending Visit Edits

Filter to: **PENDING** APPROVED DENIED

REQUEST ID	CREATED BY	EDIT SCOPE	CREATE DATE	UPDATE DATE	STATUS
[Redacted]	Ericka Everakes	following	4/1/2026	4/1/2026	Pending
[Redacted]	Ericka Everakes	following	4/1/2026	4/1/2026	Pending
[Redacted]	Ericka Everakes	single	4/1/2026	4/1/2026	Pending
[Redacted]	Ericka Everakes	single	3/31/2026	3/31/2026	Pending

CURRENT

VISIT #1

Day of Week

Monday

Start Time: 08:30am End Time: 09:45am

Beginning On: 04/13/2026 Ending on: 04/13/2026

PENDING

VISIT #1

Day of Week

Wednesday

Start Time: 08:30am End Time: 09:45am

Beginning On: 04/15/2026 Ending on: 05/01/2026

Compare Monitor

CURRENT

Name and email

PENDING

Name and email

2. At the bottom of the page you will find the “Deny” and “Approve” buttons.

BACK **DENY** **APPROVE**

3. The staff who submitted the edit will receive an email notification informing them of the approval or denial.