

# Live Webinars Learning at your fingertips

# **Health Tracking**

# e-book



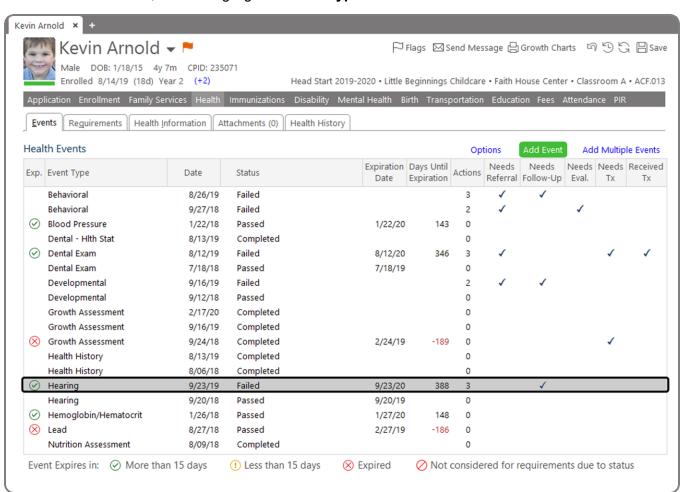


### On the **Health Events** tab, you can:

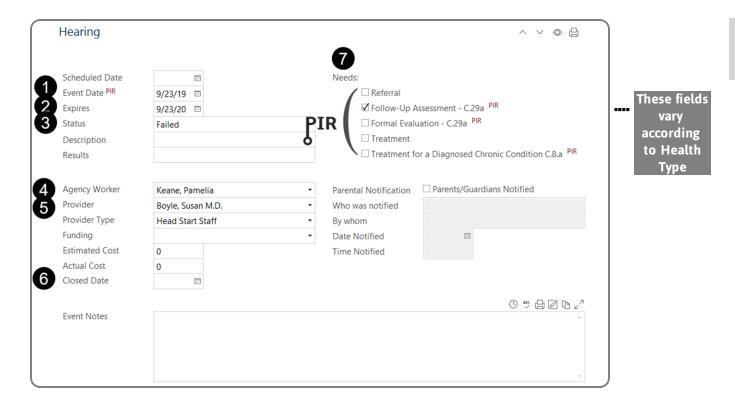
- Add Event Or Add Multiple Events
- Use Options

Filter
Sort By Date
Hide Sub-events
Ungroup sub-events
Show event preview
Show actions preview

### To view a **Health Event**, click the highlighted **Event Type**.



### Services | Select Participant from Participants List | Health



Complete all fields as required by your agency.

- 1. **Event Date** is the actual date and does count towards the PIR.
- 2. Expires this date is populated from the Health Event Type setup and displays a date for any event that is assigned a value for Valid Months.
- 3. Status determines whether this event is considered for Health Requirements.
- 4. Agency Worker is the responsible staff member. The Participant List, To-Do List, and Reports can be filtered specifically by this individual.
- 5. Provider Provider of the Event is selected from the Community Resources list.
- 6. Closed Date events with Closed Date can be omitted from follow-up reports through the report
- 7. **Needs** are PIR dependent and can vary according to **Health Event Type**.

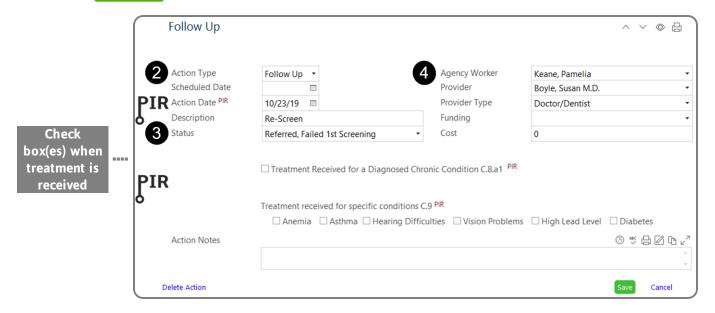


note To choose which fields of the Needs fields to display, go to Setup >> Security >> User Security Groups and assign access.



When actions are added to **Health Events**, you can track referrals, treatments, evaluations, follow-up assessments and general communication for your participants.

1. Click Add Action



2. Action Type - select the appropriate option.

### Follow-up and Evaluation

Use to document services provided to those identified as needing a follow-up assessment or formal evaluation. Impacts PIR question C.29.a.

### **Treatment**

Impacts the PIR for PIR questions C.8.a, C.8a.1, C.19.a, C.19.a.1.

### Communication

Used for general communication. This does not impact PIR counts.

Complete all fields as required by your agency.

### For Evaluation/Follow-up/Treatment/Communication

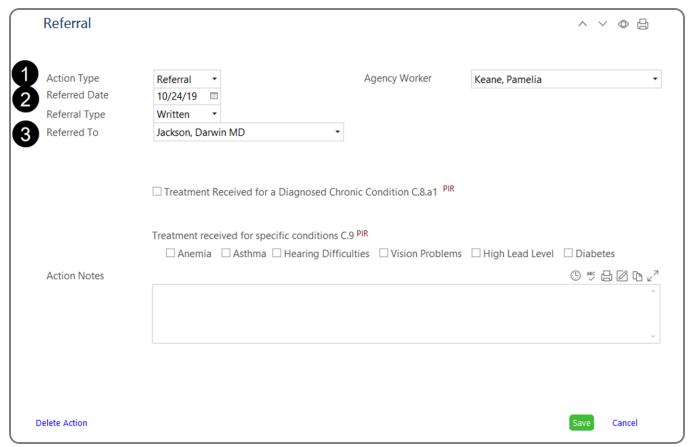
- 3. Status the Status is used to assist with treatment tracking and this field is not available for Referrals.
- 4. **Agency Worker** is the responsible staff member. The **Participant List**, **To-Do List**, and **Reports** can be filtered specifically by this individual.



Additional Action Types can not be created.



For **Referrals**, document all internal or external requests for special services. There is no impact on PIR counts.



Complete all fields as required by your agency.

- 1. **Action Type** select **Referral** from the drop-down.
- 2. Referred To date the participant was referred for services.
- 3. Referred To the provider from the Community Resources list.

# Events Growth Assessment

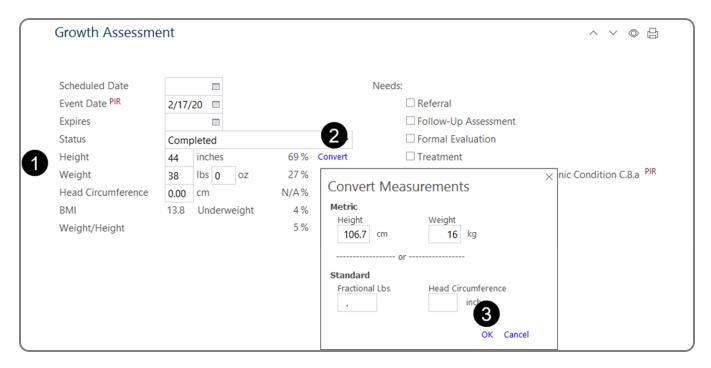
Through the Health module, users can track and enter the height and weight of participants.



1. Click Add Event.



2. Select event type Growth Assessment.



- 1. Enter the **Height** and **Weight** of the participant.
- 2. Click Convert to convert centimeters to inches or kilograms to pounds.
- 3. Click OK.

# Growth Charts

Two options are available for printing growth charts:

1. Click Print Growth Charts at the top of the Health module screen.



2. Reports >> Health >> 3410 - Growth Charts - 2 Years and Older



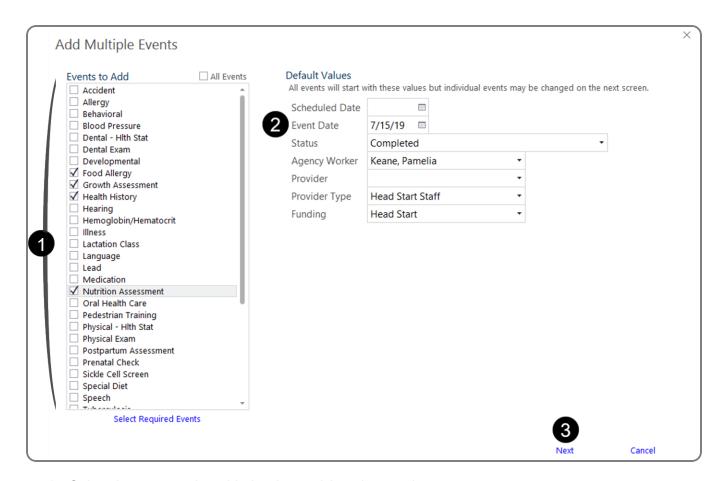
A **Growth Charts** screen will appear with options for the type of growth chart to select, including the option to print the chart with graph and data or with the graph only.



## Events ► Multiple Health Events

Use Add Multiple Events to add more than one **Health Event** to a participant's record in one data entry session. Events can be added that took place on the same day, or events that occurred separately. Each event's specific details can be added to reflect the appropriate date(s) and individual status(es).

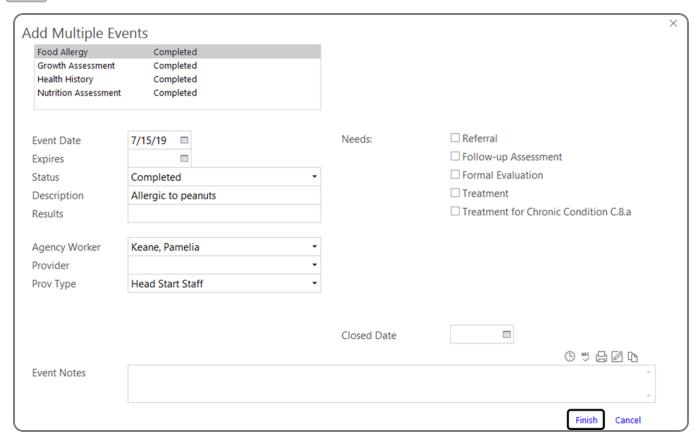




- 1. Select the events to be added to the participant's record.
- 2. Confirm the default values for the events. **Event Date** is a required field to continue to the next screen.
- 3. Click Next .

### Services | Select Participant from Participants List | Health

Select each event and complete the fields. Once all specific data pertaining to each event is entered, click Finish.

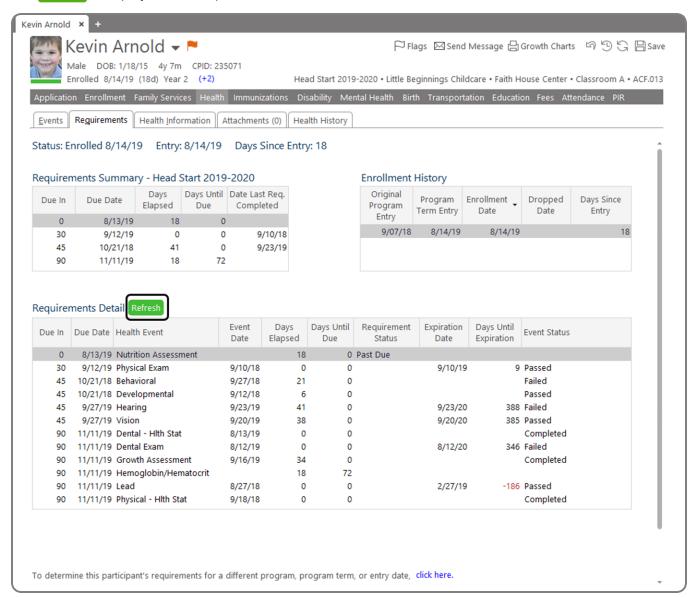


### Requirements

### **Evaluate Health Records Using the Requirements Tab**

The **Requirements** tab contains information about program requirements for the individual participant. ChildPlus displays the current program requirements along with the participant's **Health Event** that meet the requirements.

Click Refresh to display the most up-to-date information.

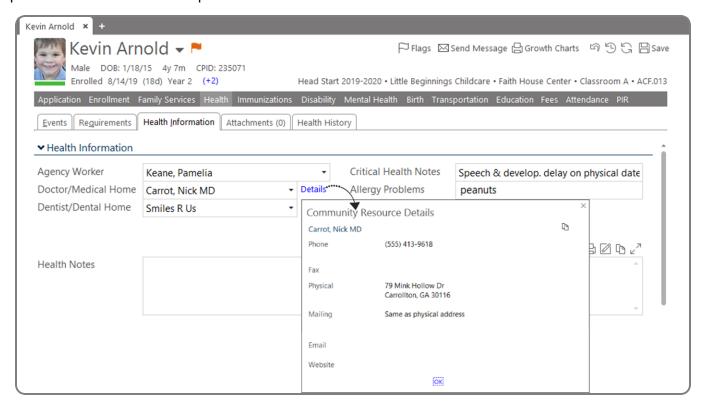


### Health Information

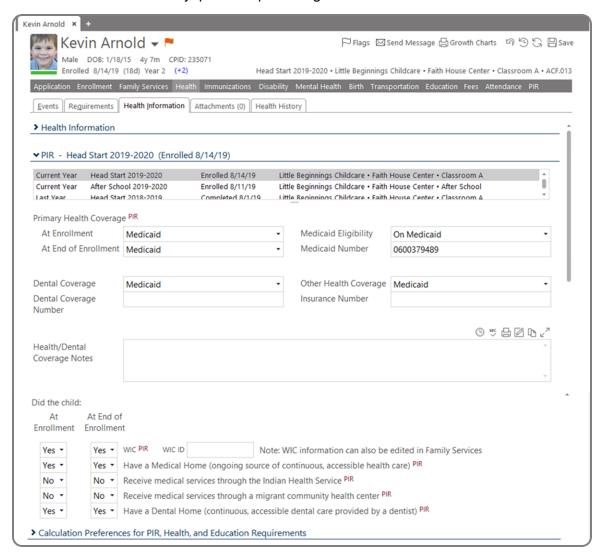
### **Track Health Information**

Track the details for medical and dental care via the **Health Information** tab.

The **Health Information** section tracks the source of care and coverage for the participant and provides a place where users can record pertinent health notes.



### The PIR Section contains data entry questions pertaining to PIR.

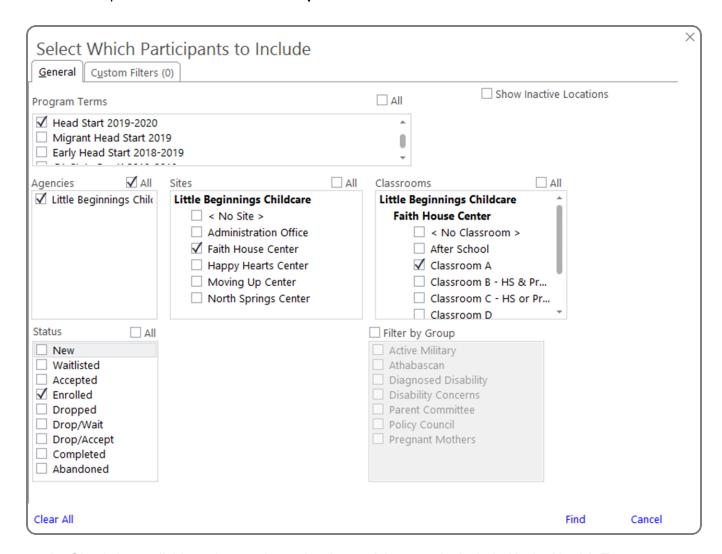


Through the **Entry Express Health** module, users can enter health event data at the same time for a group of participants.

### General

### **Add Health Events for Multiple Participants**

This module opens the **Select Which Participants to Include** screen.



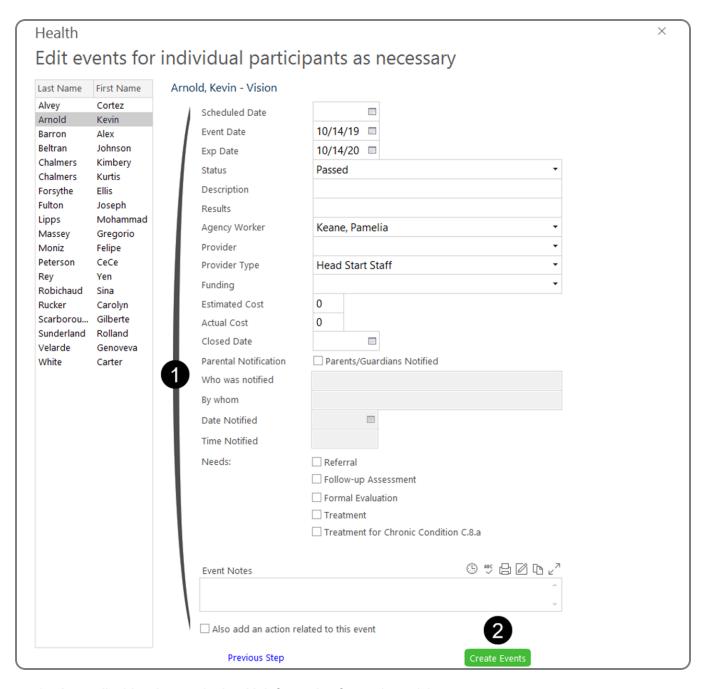
- 1. Check the available options to determine the participants to be included in the **Health Event**.
- 2. Click Find .



Use the Custom Filters tab to further narrow your participant choices.



- 1. Uncheck participants to be excluded in the **Health Event**.
- 2. Enter the default **Health Event** information for the selected group of participants.
- 3. Click Next Step .

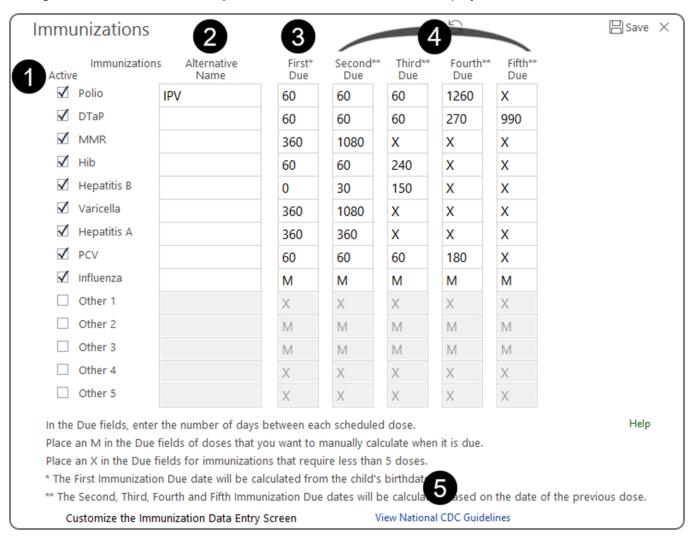


- 1. As applicable, change the health information for each participant.
- 2. Click Create Health Events . Any edits or revisions may be completed on the individual participant's record.



Review the details of your **Entry Express** record. Once you click Create Events, there is no undo - each record has to be individually edited.

Through the **Immunizations Setup**, customize the **Immunizations** displayed in ChildPlus and the due dates.



- 1. The Active column informs ChildPlus which immunization fields to activate. Any immunization whose Active box is marked will appear in the **Immunizations** module. The unchecked immunizations will not appear. ChildPlus has the option to inactivate any default immunizations that are configured in the system and the option to create customized immunizations by activating Other 1, 2, 3, 4 or 5.
- 2. The Alternative Name field gives users the option of customizing the default name of an immunization. If an alternative name is listed, it will override the default and appear in the **Immunizations** module.
- 3. In the First Due field column, enter the number of days the immunization is due from the child's birth date.
- 4. In the Second Due through Fifth Due field columns, enter the number of days the immunization is due from the previous immunization.
- 5. To view the National CDC Guidelines for immunizations, click View National CDC Guidelines .

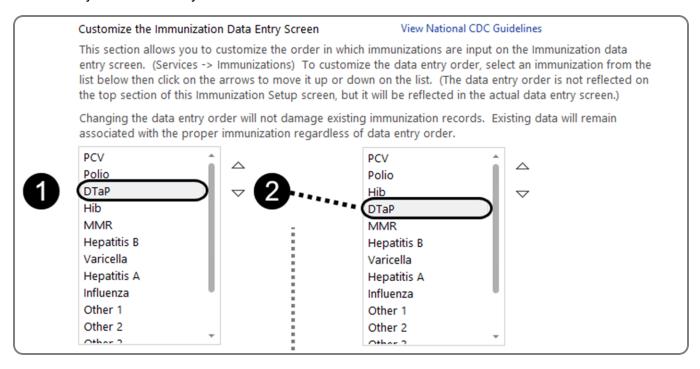


**note**\ To manually calculate any immunization, type an M in the appropriate field. Type an X in the **Due** fields for any immunization that requires less than 5 doses.



### **Customize the Immunization Data Entry Screen**

Users can customize the order in which immunizations display on the data entry screen to match state or local forms. To adjust the data entry order:



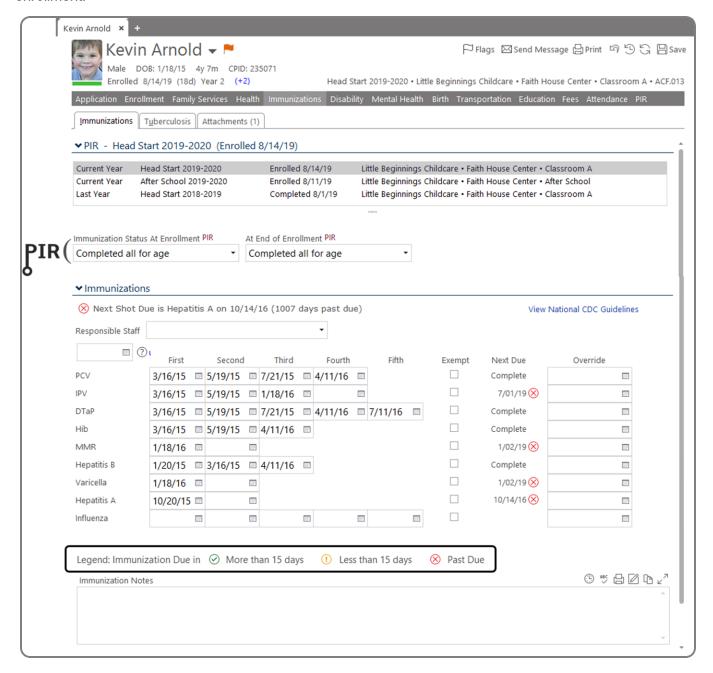
- 1. Select an **Immunization** from the list.
- 2. Click on the arrow to move it up or down in the list. In our example, DTaP moved from 3rd position to 4th.



Changing the order will not damage any existing immunization records. Existing data will continue to remain associated with the proper **Immunization** regardless of data entry order.

### Immunizations

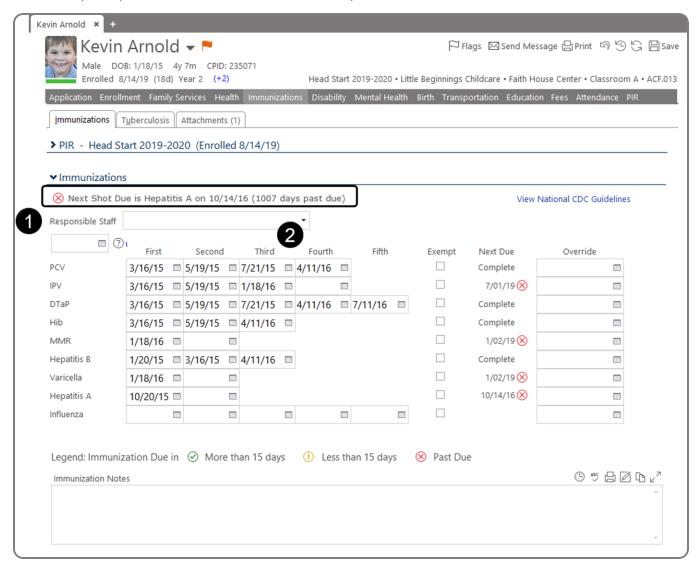
**Section 1 PIR** can be used to address the immunization status for participants at enrollment and at the end of enrollment.



### Services | Select Participant from Participants List | Immunizations

At the top of the immunizations section for the selected participant, ChildPlus displays:

- · next immunization due and the due date
- if the participant's immunizations have been completed

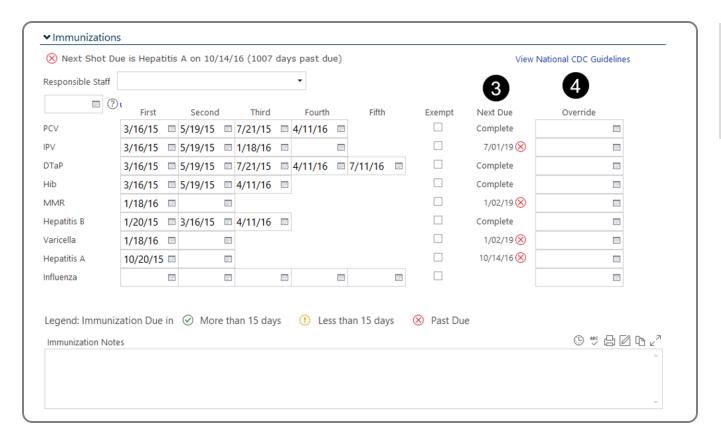


- 1. **Responsible Staff** the **Participant List**, **To-Do List**, and **Reports** can be filtered specifically by this individual.
- 2. In the records portion of the screen, type the immunizations dates or use the calendar drop-down next to the appropriate immunizations.

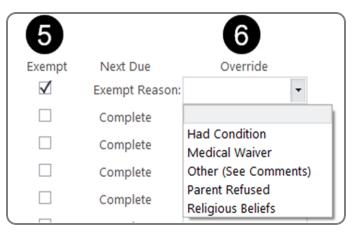
### **Quick Entry Feature**

- Type or use the calendar drop-down to enter the date in the Quick Entry field
- Click on the individual Immunization name to populate the date field with the date entered in the Quick Entry field

### Services | Select Participant from Participants List | Immunizations



- 3. The immunization status displays the **Next Due** date for each immunization requirement.
- 4. The last column provides the option to manually override the immunization Next Due date.

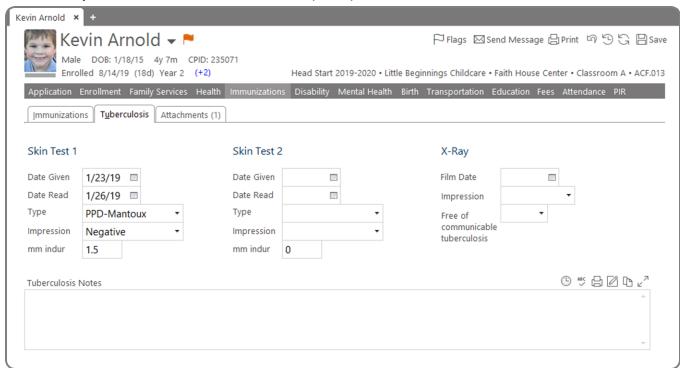


- 5. There is an option to mark a participant as **Exempt** from an immunization requirement.
- 6. Select the **Exempt Reason** from the drop-down.

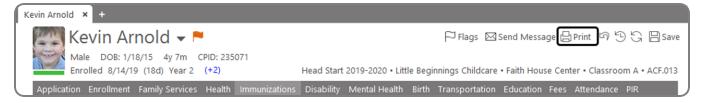
### Tuberculosis

### **Record Tuberculosis Screenings Results**

ChildPlus provides a separate tab to track **Tuberculosis** screenings and results. Space is available to document any tuberculosis-related notes for each participant.



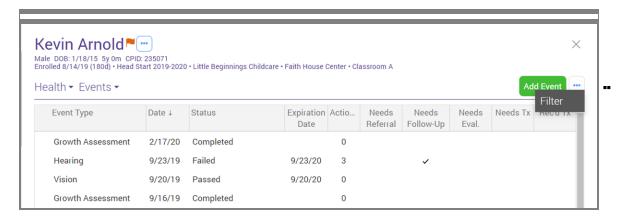
The participant's immunization records can be printed from the **Immunizations** module by clicking Print, located at the top of the screen.



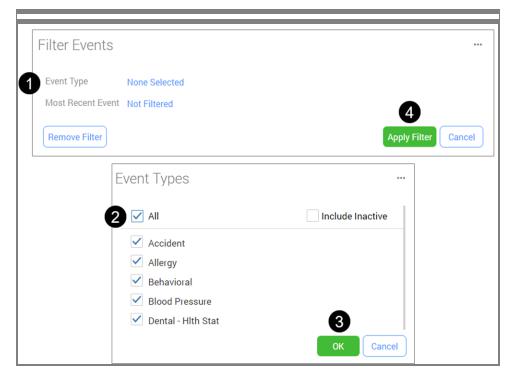
ChildPlus Mobile works on any device operating Google Chrome™ or Apple Safari®. The layout varies by browser, device and screen resolution. Images in this document are taken on a desktop device using Chrome.

In Health for ChildPlus Mobile, you can:

- add Health Events and Actions
- · enter and view medical and dental homes
- · assign Agency Worker
- track important PIR and health coverage information



Use filters to determine which events to show in the window. Items can be filtered by Event Type or Most Recent Event

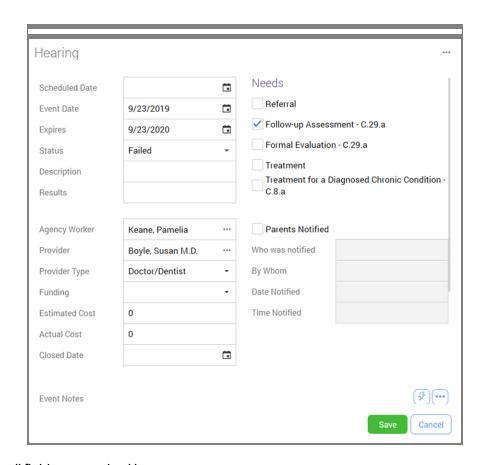


### **Events**

### Click or tap Add Event

Click or tap a column header to sort any column within the grid



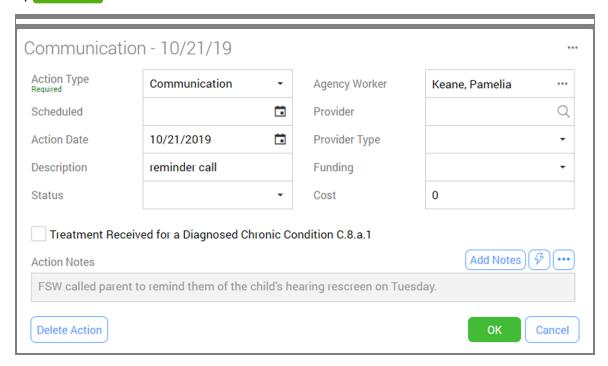


Complete all fields as required by your agency.

To edit the following			
Date field		enter the date	
Text field		enter text	
Drop-down choice field	•	select an option from the drop-down list	
Menu choice field	-	add data	
Meria crioice rieia	•••	edit the data	
More	•••	minimize or maximize the window or delete the event and actions	
		(top right corner of the event window)	



Click or tap Add Action to document activities related to this event.



Complete all fields as required by your agency.



By default, all possible fields for **Action Types** are available when a new action is added, but the **Action Type** determines which fields will be saved. Select the appropriate **Action Type** before entering data in the fields.



If no **Action Note** exists, click or tap and enter the note.



To add a new note to an existing note, click or tap

Add Notes.



2. Enter the note and click OK.



Quick Notes can be added to any Action Notes field by clicking

You can enter notes quickly by creating **Quick Notes** (or abbreviations) for phrases that are often entered in the notes fields. To create a new **Quick Note**, click or tap Add.

- 1. Enter the abbreviation for the phrase.
- 2. Enter the full phrase or sentence.

Use the abbreviation for the phrase when entering notes and ChildPlus populates the complete phrase or sentence in the notes field.

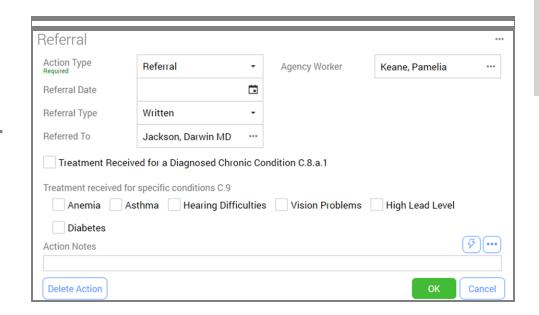


Once you have finished editing the **Action** details, click or tap OK. You can add another **Action** or save to return to the **Events** window.

### **Referral**

In the Referred To field:

to add a new entry, click
or tap and make
your selection
or
to select a different
community resource
from the list, click or
tap



 $\Box$ 

The Community Resources list is maintained in ChildPlus Desktop.

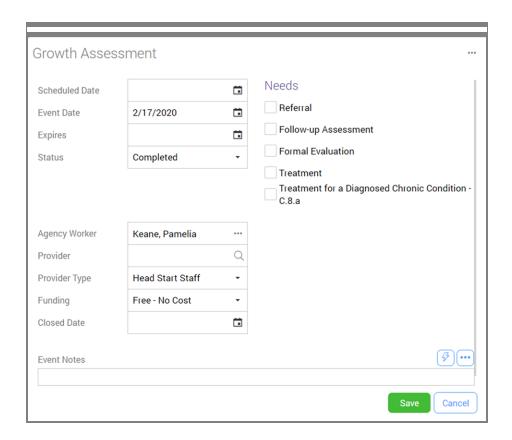
### Growth Assessment

Through **Health Events**, you can enter and track the height and weight of participants.

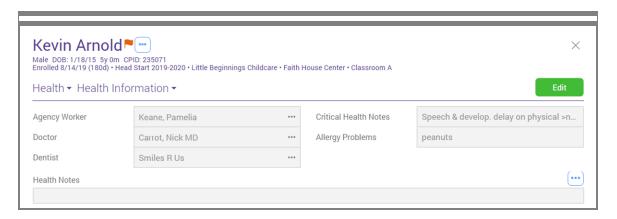
### **Report Name**

Report 3410 - Growth Charts - 2 Years and Older

Report 3411 - Growth Charts - Birth to 24 Months



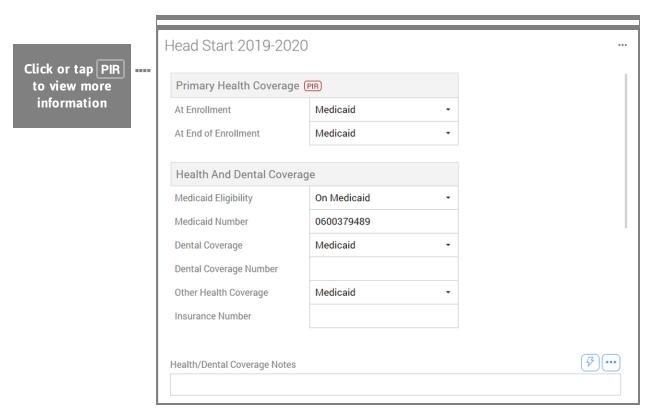
In order to view the height, weight and head circumferences fields in ChildPlus Mobile, your growth assessment event must be set up to include the **Result** field in **Setup >> Module Setup >> Health and Education Events** in ChildPlus Desktop.



Click or tap Edit to make changes.

### Select Participant from Participants List ▼ Select ▼ Health ▼ PIR Information, Health Coverage

### Select the Program Term.



Custom modules related to **Health** are available in ChildPlus Mobile.



### **Services ▼ Reports**

Report Name	Desktop	Mobile
Report 3001 - Management Report - Health Services	✓	, , , ,
Report 3002 - Management Report - Health Treatment	✓	
Report 3010 - Health History	✓	✓
Report 3011 - Missing Health Events (Grid)	✓	
Report 3012 - Tuberculosis Information (Grid)	✓	
Report 3013 - Emergency Medical Information (Grid)	✓	
Report 3015 - Health Requirements	✓	✓
Report 3016 - EHS Health Requirements	✓	✓
Report 3020 - Requirements Assessment	✓	✓
Report 3021 - Medical and Dental Home (Grid)	✓	
Report 3025 – Health Requirements Setup	✓	✓
Report 3030 - Participant Health Summary	✓	✓
Report 3035 - Latest Occurrence of Health Events	✓	✓
Report 3036 - Latest Occurrence of Health Events (Columnar)	✓	✓
Report 3050 - Health Actions	✓	✓
Report 3060 - Expired Health Events	✓	
Report 3065 - Health Event Status	✓	✓
Report 3320 - Immunization Record	✓	✓
Report 3330 - Immunization Status Statistics (Grid)	✓	
Report 3410 - Growth Charts - 2 Years and Older	✓	✓
Report 3411 - Growth Charts - Birth to 24 Months	✓	✓
Report 3420 - Growth Assessments	✓	✓
Report 3421 - BMI At Enrollment and At End of Enrollment (Grid)	✓	0