

Child Health and Developmental Services:**TASK: Entering 90 day exam/screenings in ChildPlus**

| Task | Person Responsible | Date to be completed |
|---|--------------------|---|
| <p>1. Enter Child's Name and select the child</p> <p>2. Click the Health Tab</p> <p>3. Select <i>Add Event</i></p> <p>4. Select <i>desired screening/exam</i> and <i>OK</i></p> <p>5. Select the <i>event date</i> and enter the date of the event</p> <p>6. Enter the Results</p> <p>7. Determine the status of the screening/exam is passed or failed</p> <p style="text-align: center;"><u>Passing Results:</u></p> <p style="text-align: center;">Physical= no issues indicated by doctor Blood Pressure=(108-124) top number / (70-84) bottom number Lead= 0-9 Dental= no issues</p> <p>8. Under the status drop down enter the correct status</p> <p style="text-align: center;"><u>Status Explanations</u></p> <p style="text-align: center;"><i>Failed= any result that is not considered passing, needs rescreen or if the child was uncooperative</i> <i>Passed= results indicated above</i> <i>Returning, In treatment Process= if failed and in tx process</i></p> <p>9. Select the Agency Worker as the person entering the data</p> <p>10. Select the provider if applicable</p> <p>11. Click save changes</p> | FA | upon receipt of information /completion |