

**Child Health and Developmental Services:****TASK: Entering Immunizations in ChildPlus**

Task	Person Responsible	Date to be completed
<p><b>Make certain the child's immunization form is the TN. State Certified Form.</b></p> <ol style="list-style-type: none"> <li>1. Enter the child's name in the Search Box of ChildPlus</li> <li>2. Select the appropriate child's name and click on the Immunization Tab</li> <li>3. Select the correct program term as applicable</li> <li>4. Select the At Enrollment drop down box and select the appropriate option as indicated on the Certificate of Immunization.</li> <li>5. Enter the child's Family Advocate as the responsible staff member</li> <li>6. Enter any Immunization Notes as appropriate only.</li> <li>7. Click Save Changes</li> </ol>	<p>FA</p> <p>FA</p>	<p>Upon receipt</p> <p>Upon receipt of immunization Records</p>