Child Health and Developmental Services:

TASK: Entering 45 days screenings in ChildPlus

Task	Person Responsible	Date to be completed
1. Enter Child's Name and select the child	FA,Teacher	upon completion
2. Click the Health Tab		
3. Select *Add Event*		
4. Select *desired screening* and *OK*		
5. Select the *event date* and enter the date of the event		
6. Enter the Results/Score *For Growth Assessments enter:* *Child Height in height field and weight in weight field* *For all other screenings enter the child's score/results*		
7. Determine if the screening is passed or failed *Passing Results:* *Growth Assesments= Healthy Weight (determined by ChildPlus)* *Visions:* *3 Years Old= 20/50 and below* *4 Years Old= 20/40 and below* *5 Years Old= 20/30 and below* *Hearing= Pass* *Brigance= 50 and above* *Fluharty= 77 and above*		
8. Under the status drop down enter the correct status *Status Explanantions* *Failed= any result that is not considered passing, needs rescreen or if the child was uncooperative* *Passed= results indicated above* *Returning, In treatment Process= if failed and in tx process*		
9. Select the Agency Worker as the person entering the data		
10. Select the provider if applicable		
11. Click save changes		