

Child Health and Development Services:

Task: Entering Medical Exam/Dental information 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 "Add Event".</p> <p>4. Select "Desired Screening/Exam" and "OK".</p> <p>5. Select the "Event Date" 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> Physical= No issues indicated by Doctor Blood Pressure= (108-124) systolic / (70-84) diastolic Lead= 0-5 Dental= No issues</p> <p>8. Under the status drop down enter the correct status:</p> <p style="text-align: center;"><u>Status Explanation:</u> 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</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/Before 45/90 Day Requirements