

Child Health and Developmental 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 <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="padding-left: 40px;"><u>Passing Results:</u></p> <p style="padding-left: 80px;">Physical= no issues indicated by doctor</p> <p style="padding-left: 80px;">Blood Pressure=(108-124) top number / (70-84) bottom number</p> <p style="padding-left: 80px;">Lead= 0-5</p> <p style="padding-left: 80px;">Dental= no issues</p> <p>8. Under the status drop down enter the correct status</p> <p style="padding-left: 40px;"><u>Status Explanations</u></p> <p style="padding-left: 80px;"><i>Failed= any result that is not considered passing, needs rescreen or if the child was uncooperative</i></p> <p style="padding-left: 80px;"><i>Passed= results indicated above</i></p> <p style="padding-left: 80px;"><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>	<p>FA</p>	<p>upon receipt of information /completion</p>