

ChildWare & PHLpreK

Guidance for Data Entry: Children's Health Assessments

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Entering Health Assessments for Multiple Children (Batch Record Update)

- 1) Under the Child/Family section of ChildWare, select the Batch Record Update option.



The screenshot shows the ChildWare software interface. At the top, there is a navigation bar with links for Home, Change User, Change Site, Help, and Log Out. Below the navigation bar, the text "Little Learners Academy" is displayed. The main menu has a "Child/Family" dropdown, which is currently open, showing options like Child Data, Contact Data, Bulk Service Updates, and Batch Record Updates. The "Batch Record Updates" option is highlighted with a yellow background and circled in red. Below the menu, there is a table with columns for Name, DOB, Sex, Enrolled, Discharged, Entered, and By. The table contains several rows of data, each representing a child's record.

- 2) ChildWare will display the Batch Record Update Screen



The screenshot shows the "Batch Record Updates" screen. At the top, there is a navigation bar with links for Home, Change User, Change Site, Help, and Log Out. Below the navigation bar, the text "Little Learners Academy" is displayed. The main area has a "Batch Record Updates" heading. Below the heading, there are two tabs: "Batch Update" (which is selected) and "History". Under the "Batch Update" tab, there is a "Process Updates" button. Below the tabs, there is a "Action:" dropdown menu. The dropdown menu is open, showing several options: "Update Admin Records", "Add Assessments / Screenings" (which is highlighted with a blue background), and "Add Events / Case Notes".

- 3) Select Add Assessments/Screenings from the "Action" drop down



The screenshot shows the "Batch Record Updates" screen. At the top, there is a navigation bar with links for Home, Change User, Change Site, Help, and Log Out. Below the navigation bar, the text "Little Learners Academy" is displayed. The main area has a "Batch Record Updates" heading. Below the heading, there are two tabs: "Batch Update" (which is selected) and "History". Under the "Batch Update" tab, there is a "Process Updates" button. Below the tabs, there is a "Action:" dropdown menu. The dropdown menu is open, showing three options: "Update Admin Records", "Add Assessments / Screenings" (which is highlighted with a blue background), and "Add Events / Case Notes".

4) Select General Health Assessment for the 2nd drop down field.



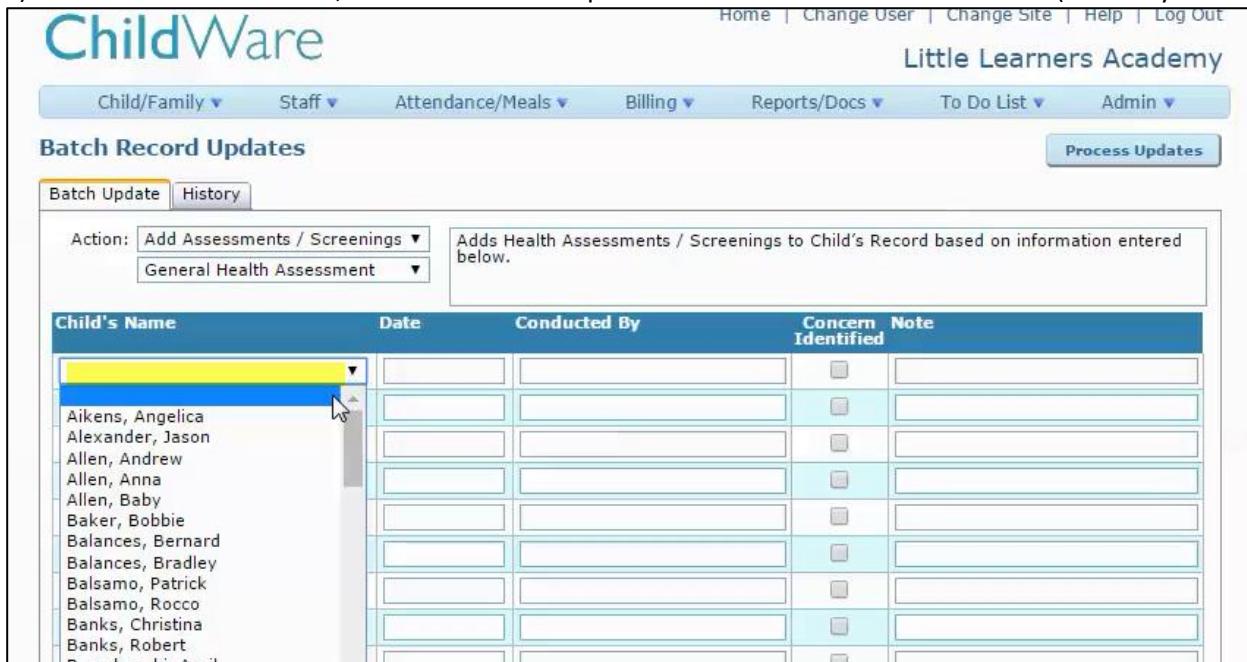
The screenshot shows the ChildWare software interface. At the top, there is a navigation bar with links for Home, Change User, Change Site, Help, and Log Out. Below the navigation bar, the text "Little Learners Academy" is displayed. The main content area is titled "Batch Record Updates". Under this title, there are two tabs: "Batch Update" (which is selected) and "History". A dropdown menu labeled "Action" is open, showing options: Add Assessments / Screenings, Dental Assessment, Dental Screening, General Health Assessment (which is highlighted in blue), General Health Screening, Mental Health Assessment, and Mental Health Screening. At the bottom of the screen, there is a footer with links for Home, About ChildWare, and Need Help?.

5) Confirm that you have selected the correct options.



The screenshot shows the ChildWare software interface. The layout is similar to the previous screenshot, with the "Batch Record Updates" screen. The "Action" dropdown menu is open, and "General Health Assessment" is selected. A tooltip or description text below the dropdown says: "Adds Health Assessments / Screenings to Child's Record based on information entered below." The main data entry area is a table with columns: Child's Name, Date, Conducted By, Concern Identified, and Note. The "Concern Identified" column contains a checkbox for each row.

6) Under the Child's Name, each field lists a drop down of all active children at the site (currently enrolled).



The screenshot shows the ChildWare software interface. The "Action" dropdown menu is open, and "General Health Assessment" is selected. A tooltip or description text below the dropdown says: "Adds Health Assessments / Screenings to Child's Record based on information entered below." The main data entry area is a table with columns: Child's Name, Date, Conducted By, Concern Identified, and Note. The "Child's Name" column contains a dropdown menu with a list of active children's names. The names listed are: Aikens, Angelica; Alexander, Jason; Allen, Andrew; Allen, Anna; Allen, Baby; Baker, Bobbie; Balances, Bernard; Balances, Bradley; Balsamo, Patrick; Balsamo, Rocco; Banks, Christina; Banks, Robert; and Banks, William.

- 7) Select each child for whom you will be adding a Health Assessment. Make sure to enter the correct date of the child's health assessment (this should be the date listed on the Health Assessment form). Enter the name of the Doctor or Doctor's Office that completed the form.
- 8) Once you have entered all of the data, click on the Process Updates button.

ChildWare

Home | Change User | Change Site | Help | Log Out
Little Learners Academy

Child/Family ▾ Staff ▾ Attendance/Meals ▾ Billing ▾ Reports/Docs ▾ To Do List ▾ Admin ▾

Batch Record Updates

Batch Update History

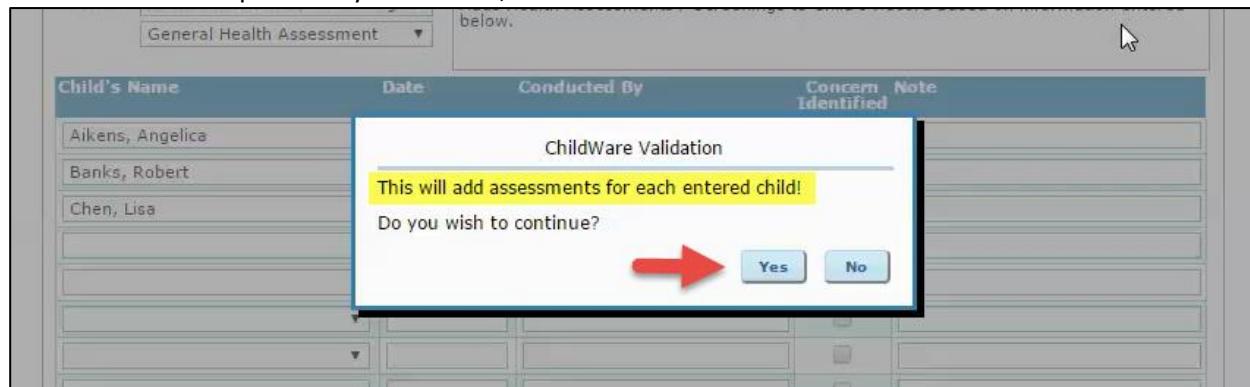
Action: Add Assessments / Screenings ▾ General Health Assessment ▾

Adds Health Assessments / Screenings to Child's Record based on information entered below.

Child's Name	Date	Conducted By	Concern Identified	Note Identified
Aikens, Angelica	01/08/2017	Dr. John Smith	<input type="checkbox"/>	
Banks, Robert	02/14/2017	Dr. Paul Hope	<input type="checkbox"/>	
Chen, Lisa	02/01/2017	Dr. Mary Smith	<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	

Process Updates

- 9) ChildWare will ask you to confirm that you are ready to add an assessment for each child listed on the Batch Record Update. If you are sure, then click Yes to continue.



- 10) ChildWare will inform you that you have successfully added assessments for the children listed.

ChildWare

Home | Change User | Change Site | Help | Log Out
Little Learners Academy

Child/Family ▾ Staff ▾ Attendance/Meals ▾ Billing ▾ Reports/Docs ▾ To Do List ▾ Admin ▾

Batch Record Updates

Batch Update History

Assessments have been added for 3 children

Action: Add Assessments / Screenings ▾ General Health Assessment ▾

Process Updates

Adding Health Assessment Data for an Individual Child

1) Navigate to the Child/Family section of ChildWare and select from the list of Active children.

ChildWare

Home | Change User | Change Site | Help | Log Out

Little Learners Academy

Child/Family ▾ Staff ▾ Attendance/Meals ▾ Billing ▾ Reports/Docs ▾ To Do List ▾ Admin ▾

Children

Add Child Advanced Search Print/Export List

View or Search By: Active ▾

	Last Name	First Name	DOB	Sex	Enrolled	Discharged	Entered	By	
Select	Aikens	Angelica	03/15/2012	F	05/08/2013		07/06/2012	FPARKES	Delete
Select	Alexander	Jason	02/01/2009	M	09/01/2010		06/22/2011	FPARKES	Delete
Select	Allen	Andrew	12/01/2009	M	07/12/2011		04/18/2011	ALPHATEST	Delete
Select	Allen	Anna	04/23/2006	F	04/01/2011		04/18/2011	ALPHATEST	Delete
Select	Balances	Bernard	06/22/2012	M	02/01/2016		03/23/2016	CBALSAMO	Delete
Select	Balances	Bradley	01/01/2012	M	01/01/2015		03/04/2016	CBALSAMO	Delete
Select	Balsamo	Patrick	11/02/2009	M	03/04/2014		03/07/2014	CBALSAMO	Delete
Select	Balsamo	Rocco	11/25/2004	M	10/15/2011		10/24/2011	CBALSAMO	Delete
Select	Banks	Christina	12/24/2009	F	11/15/2011		12/12/2011	CBALSAMO	Delete
Select	Banks	Robert	03/06/2009	M	11/15/2011		12/12/2011	CBALSAMO	Delete
Select	Borschanski	April	12/31/2010	F	03/01/2011		04/26/2011	ALPHATEST	Delete
Select	Carter	Blu Ivy	01/07/2011	F	12/07/2015		12/02/2015	BKNOWLES	Delete
Select	Case	Justin	07/23/2005	M	09/15/2011		09/20/2011	CBALSAMO	Delete
Select	Chen	Lisa	05/06/2009	F	06/25/2011		04/22/2011	CBALSAMO	Delete
Select	Day	Charlie	07/22/2009	M	11/03/2014		05/07/2012	CBALSAMO	Delete
Select	Deal	Derek	02/23/2011	M	08/11/2014		08/12/2014	CBALSAMO	Delete
Select	Dixon	Madison	05/12/2011	F	09/08/2014		10/30/2014	CBALSAMO	Delete
Select	Dixon	Marjorie	09/09/2009	F	09/08/2014		10/30/2014	CBALSAMO	Delete
Select	Dixon	Valerie	09/09/2009	F	09/08/2014		10/30/2014	CBALSAMO	Delete
Select	Doe	John	12/04/2008	M	07/05/2011		06/09/2011	CBALSAMO	Delete
Select	Downey	Charlotte	12/25/2007	F	05/05/2011		06/15/2011	CBALSAMO	Delete
Select	Drew	Nancy	12/31/2009	F	03/06/2012		06/24/2011	FPARKES	Delete

2) Once in the Child's record, select the Health tab and the Assessments and Screenings sub-tab.
 3) Click on the Add Assessment/Screening button

ChildWare

Home | Change User | Change Site | Help | Log Out

Little Learners Academy

Child: Nancy Drew (Little Learners - Preschool Room) OK Cancel

Child Due: \$1,778.00 Family Due: \$1,675.00 Deposit Required: \$220.00 Deposit On File: \$220.00

Main Relationships Services Financial Health IHS Eligibility Admin Events & Case Notes Documents Logs

Insurance & Providers Allergies & Nutrition Assessments & Screenings Special Needs Vaccines

Assessments and Screenings PIR

Add Assessment/Screening

View or Search By: All

Date	Type	Result	Note	Entered	By
12/20/2014	General Health	None		06/24/2014	FPARKES

4) The new Assessment/Screening screen will display.

ChildWare

Home | Change User | Change Site | Help | Log Out

Little Learners Academy

Assessment/Screening: Nancy Drew

Assessment Date: 05/10/2017 PIR

Conducted By:

Type:

Notes:

OK Cancel

5) Change the date. Use the date from child's Health Assessment form (physical form). DO NOT use the default date as that is not the correct date.

ChildWare

Home | Change User | Change Site | Help | Log Out

Little Learners Academy

Assessment/Screening: Nancy Drew

Assessment Date: 05/10/2017

Conducted By:

Type:

Notes:

May, 2017

Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Today: May 10, 2017

OK Cancel

6) Select the Type of assessment – use General Health Assessment. (The PIR notation is used to assist Head Start providers in identifying the correct assessment for reporting purposes)

ChildWare

Home | Change User | Change Site | Help | Log Out

Little Learners Academy

Assessment/Screening: Nancy Drew

Assessment Date: 05/10/2017 PIR

Conducted By:

Type:

Notes:

General Health Screening

General Health Assessment (PIR)

Vision Assessment

Vision Screening (PIR)

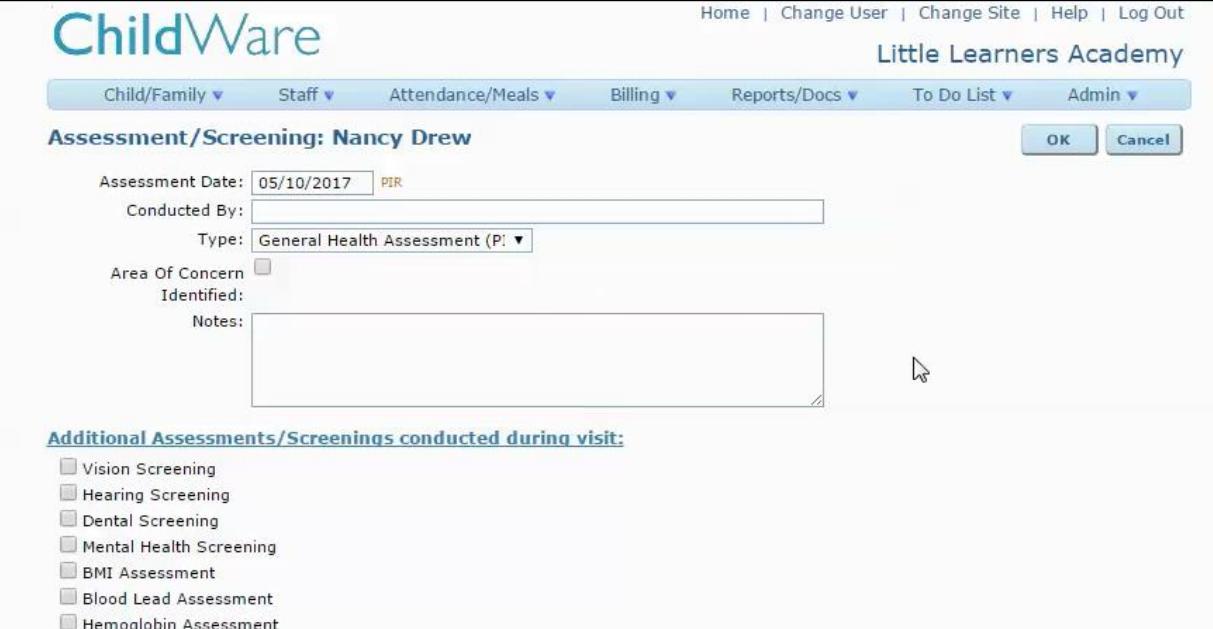
Hearing Assessment

Hearing Screening (PIR)

Dental Assessment (PIR)

OK Cancel

7) Once you have selected the General Health Assessment, the screen will change to display additional information as shown below.



Assessment/Screening: Nancy Drew

Assessment Date: 05/10/2017 PIR

Conducted By:

Type: General Health Assessment (P:)

Area Of Concern

Identified:

Notes:

Additional Assessments/Screenings conducted during visit:

- Vision Screening
- Hearing Screening
- Dental Screening
- Mental Health Screening
- BMI Assessment
- Blood Lead Assessment
- Hemoglobin Assessment

8) Fill in the required information including the doctor or doctor's office that conducted the child's health assessment.
 9) Once you have entered the information, click OK to save the data.



Assessment/Screening: Nancy Drew

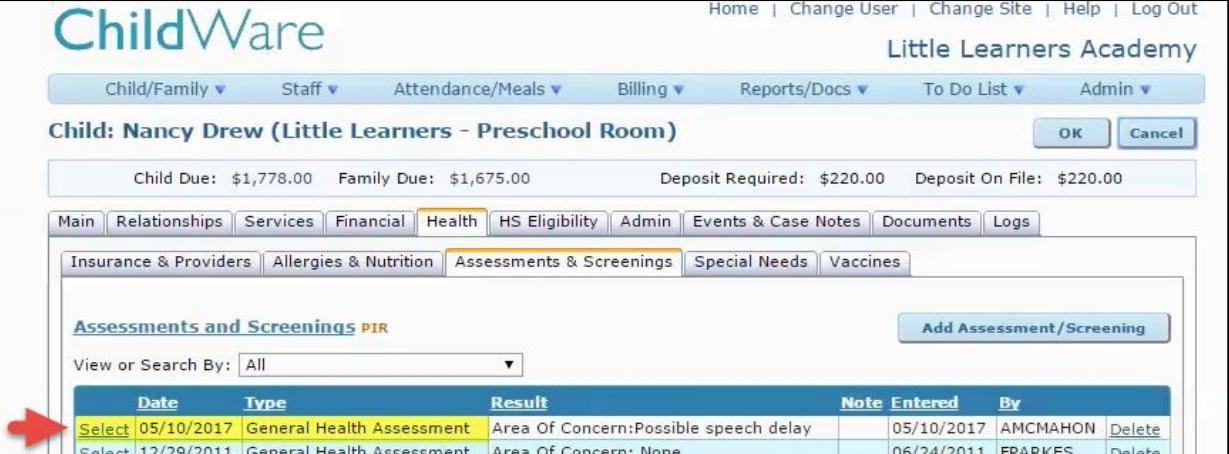
Assessment Date: 05/10/2017 PIR

Conducted By: Dr. John Smith

Type: General Health Assessment (P:)

Area Of Concern

10) The new data will then display on the child's Health tab.



Child: Nancy Drew (Little Learners - Preschool Room)

Child Due: \$1,778.00 Family Due: \$1,675.00 Deposit Required: \$220.00 Deposit On File: \$220.00

Main Relationships Services Financial Health HS Eligibility Admin Events & Case Notes Documents Logs

Assessments and Screenings PIR Add Assessment/Screening

View or Search By: All

Date	Type	Result	Note Entered	By
05/10/2017	General Health Assessment	Area Of Concern:Possible speech delay	05/10/2017	AMCMAHON
12/29/2011	General Health Assessment	Area Of Concern: None	06/24/2011	FPARKES