

Adding Child Health Information



1 This tutorial will cover the Child Health Information.

2 Click "Children".

Setup Families Guardians **Children** Home Visitor Calendar Reports Support

Main Admin

CO-80004- **Program Name:** Training / Scribe Account

Contacts

Time	Location	Family	Phone	Home Visitor
10:00 AM	Home	Potter (Harry Potter)		Home Visitor
2:00 PM	Home	Jones (Jenny Jones)		Home Visitor
3:00 PM	Home	Everdeen (Katniss Everdeen)		Home Visitor

Reminders (View all Reminders)
Reminders scheduled in the next 28 days

3 Select the Child from the dropdown menu.

The screenshot shows a software interface with a dark navigation bar at the top containing the following items: Setup, Families, Guardians, Children (highlighted), Home Visitor, Calendar, Reports, and Support. Below the navigation bar is a search bar with the text 'Potter, James' and a dropdown arrow. To the right of the search bar are icons for a search function and a filter function. Below the search bar is a notification bell icon, a plus sign icon, and a refresh icon. The main content area shows a 'Quality Alert. Review alerts here' message. Below this is a form with the following fields: ID (1632078), Name (Lily), Middle Name (Potter), Guardians (Harry Potter, Gennie Potter (Primary)), and Caregiver relation (Father, Mother). The 'Potter, James' text in the search bar is circled in orange.

4 Look for the Child specific menu option on the left navigation. Anything under Child Data will be menu options for this child.

The screenshot shows a software interface with a left navigation menu and a main content area. The left navigation menu has the following items: Family Home, Family Contacts, Reminders, Family DQ Alerts, File Upload, Child Data (highlighted with an orange circle), Information Record, Prenatal/Postpartum, Contacts, Screenings, Assessments, Health Info, and Milestones. The main content area shows a form with the following fields: Name (James), Middle Name (Middle), Guardians (Harry Potter, Gennie Potter (Primary)), Due Date (06/30/2024), Birth Date (06/04/2024), Age (4 months (4 months 0 days)), Birth Weight (0 Lbs 0 Oz), Immunizations Current As of (), and Home Visitor (Keanu Reeves). The 'Child Data' menu item is circled in orange.

5 Click on "Health Info".

The screenshot shows a child profile page. On the left is a sidebar menu with the following items: Child Data, Information Record, Prenatal/Postpartum, Contacts, Screenings, Assessments, **Health Info** (highlighted with an orange circle), and Milestones. Below the menu is a red button labeled "Delete Child". The main content area contains a form with the following fields:

- Due Date:** 06/30/2024
- * Birth Date:** 06/04/2024
- Age:** 4 months (4 months 0 days)
- Birth Weight:** 0 Lbs 0 Oz
- Immunizations Current As of:** [Empty field]
- Home Visitor:** Keanu Reeves
- * Current Child Care:** N/A
- * Child Primary Lang:** English
- State ID:** State ID
- * Ethnic Category:** Non-Hispanic/Latino

6 The first table you will see is in regards to "Delays, disabilities, conditions". This is filled out when you first enter the child.

The screenshot shows the "Health Info" section of the child profile. It includes a "Medicaid #" field, "Save" and "Cancel" buttons, and a table titled "Delays, disabilities, conditions". The table has the following data:

Date	Diagnosed delay, disability, med condition?	Developmental delay?	Receiv servic
6/4/2024	N	N	N

Below the table is an "Insurance History" section.

7

If you need to edit the current entry, because it was entered incorrectly, you can click the pencil icon to the right.

Medicaid #

Delay, disability, medical condition	Developmental delay?	Receiving services?	ECI services	Services being received	
	N	N	N		<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Edit</div> 

Add Item

Add Item

Add Item

8

Make your changes and click Save.

Potter, James

Delays, disabilities, conditions

Date: 06/04/2024

Does this child have a diagnosed delay, disability, or medical condition? Yes No

Is the child receiving Early Childhood Intervention (ECI) services due to a developmental delay? Yes No

Services being received: Select all that apply

Save Cancel

Insurance History

9

If a delay or diagnosis came after the initial entry, you can add a new entry by clicking the Add Item button.

Medicaid #

Delay, disability, med	Developmental delay?	Receiving services?	ECI services	Services being received
	N	N	N	

Add Item

Add Item

Add Item

10

Fill in the fields.

↑ ↓ Potter, James

conditions

Date

Developmental delay, disability, or medical condition?

Childhood Intervention as a developmental delay?

Services being received

Create Cancel

11

Potter, James

Delays, disabilities, conditions

Date: 10/04/2024

Does this child have a diagnosed delay, disability, or medical condition? Yes No

Is the child receiving Early Childhood Intervention (ECI) services due to a developmental delay? Yes No

Services being received: Select all that apply

Create Cancel

Insurance History

12

Does this child have a diagnosed delay, disability, or medical condition? Yes No

Is this a developmental delay? Yes No

Is the child already receiving services related to the delay or disability? Yes No

Is the child receiving Early Childhood Intervention (ECI) services due to a developmental delay? Yes No

Services being received: Select all that apply

Create Cancel

Immunizations

Child Medical Visits

13

Is the child receiving Early Childhood Intervention (ECI) services due to a developmental delay?

Yes No

Services being received

Select all that apply

- Regular Health Care
- Physical Therapy
- Behavioral Health Therapy
- Speech Therapy**
- Vision Therapy
- Hearing Therapy
- Occupational Therapy

Immunizations

Child Medical Visits

BreastFeeding Survey

Date	Status	numwks	Date Weaned / Stopped	Exclusively Breastfed
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14

Click "Create".

Are there any services related to the delay or disability?

Yes No

Is Early Childhood Intervention developmental delay?

Yes No

Services being received

Speech Therapy

Create

Cancel

15 Next fill in the "Insurance History".

- » Family DQ Alerts
- » File Upload
- » Child Data
- » Information Record
- » Prenatal/Postpartum
- » Contacts
- » Screenings
- » Assessments
- » Health Info
- » Milestones

Delays, disabilities, conditions

Date	Diagnosed delay, disability, med condition?	Developmental delay?	Receiving services?
10/4/2024	Y	Y	Y
6/4/2024	N	N	N

Insurance History

Immunizations

Child Medical Visits

16 Click "Add Item" on the right.

Delays, disabilities, conditions Add Item

Diagnosed delay, disability, med condition?	Developmental delay?	Receiving services?	ECI services	Services being received	
	Y	Y	Y	Speech Therapy	
	N	N	N		

Add Item

Add Item

Add Item

Add Item

Add Item

Add Item

17 Select Insurance.

Insurance History [Close]

Date: 10/04/2024 [Calendar Icon]

History Status: Private [Dropdown Arrow]

[Create] [Cancel]

Immunizations

Child Medical Visits

18 Click "Create".

[Close]

Date: 10/04/2024 [Calendar Icon]

Status: Private [Dropdown Arrow]

[Create] [Cancel]

being

therapy

[Add Item]

[Add Item]

[Add Item]

[Add Item]

21

You have the option to enter the date of vaccine and the vaccine received. This is optional. Visit Tracker will use the "as of date" for reporting.

» Prenatal/Postpartum
» Contacts
» Screenings
» Assessments
» Health Info
» Milestones

As of date 10/04/2024

Age of child 0 years 4

Immunizations up to date? Yes No Did not report

Last Vaccine Information

Date of vaccine

Vaccines received

- DTaP (tetanus)
- Flu (Influenza)
- Hep B
- Hep A
- Hib

22

Enter the date of vaccine and check off the vaccines the child received.

» Assessments
» Health Info
» Milestones

Immunizations up to date? Yes No Did not report

Last Vaccine Information

Date of vaccine 09/30/2024

Vaccines received

- DTaP (tetanus)
- Flu (Influenza)
- Hep B
- Hep A
- Hib
- IPV (Polio)
- MMR (Measles, Mumps, Rubella)
- Pneumococcal (PCV)
- Rotavirus (RV)
- VAD (Chicken pox)

23 Click "Create".

- DTaP (tetanus)
- Flu (Influenza)
- Hep B
- Hep A
- Hib
- IPV (Polio)
- MMR (Measles, Mumps, Rubella)
- Pneumococcal (PCV)
- Rotavirus (RV)
- VAR (Chicken pox)

Comments

Create
Cancel

Add Item

Add Item

Add Item

Add Item

Add Item

Add Item

24 Move to Medical visits. To add a new medical visit, click the "Add Item" button.

Note - the admin can add Child Medical visits to the Visit Record. You can then fill out this question on the visit record, and it will show up here in this section.

Age	Age of child	Date of vaccine	Vaccines received	If not, why?	Comments	
4 months	4 months 0 days	9/30/2024	Flu (Influenza)			Add Item
						Add Item
						Add Item
						Add Item
Status	numwks	Date Weaned / Stopped	Exclusively Breastfed			
0			Yes		Add Item	

25 Select the Type.

The image shows a screenshot of a web application interface. A modal window titled "Child Medical Visits" is open, featuring a close button (X) in the top right corner. The form contains the following fields:

- Date:** A text input field containing "10/04/2024" and a calendar icon on the right.
- Type:** A dropdown menu with "Primary care physician" selected. This field is highlighted with a blue border, and an orange circle is drawn around the text.
- Reason:** A dropdown menu that is currently empty.
- Comments:** A large text area for entering notes.

At the bottom right of the modal, there are two buttons: "Create" (orange) and "Cancel" (white with a grey border). The background of the application is dimmed, showing a table with the word "partum" visible in one of the cells.

26 Select the Reason.

Note - Well Child will need to be selected if you are wanting to report on Well Child visits. The date of the visit and the child age will need to line up for Well Child visits to count correctly on reports.

The screenshot shows a modal window titled "Child Medical Visits" with a close button (X) in the top right corner. The form contains the following fields:

- Date:** 10/04/2024 (with a calendar icon)
- Type:** Primary care physician (dropdown menu)
- Reason:** well child (dropdown menu, highlighted with a blue border and an orange circle)
- Age Range:** 4-5 months old (dropdown menu)
- Comments:** (empty text area)

At the bottom right of the modal, there are two buttons: "Create" (orange) and "Cancel" (white).

27 Click "Create".

This screenshot shows the same "Child Medical Visits" modal window as in step 26. The "Reason" dropdown menu is open, showing the following options:

- Primary care physician
- well child (highlighted with a blue border)
- 4-5 months old

The "Create" button at the bottom right of the modal is highlighted with an orange circle. The background shows a blurred view of the main application interface, including a table with columns for "Status", "numwks", "Date Weaned / Stopped", and "Exclusively Breastfed".

28

Enter the Dental Coverage next. Click the "Add Item" button. This table will need to be filled out once the child is 12 months (one year) or older to be counted correctly on reports. If you fill this out prior to the child turning one year old, create another entry after the child's first birthday.

Physician	Child	Old				
						<button>Add Item</button>
Physician	Child	Date Weaned / Stopped	Exclusively Breastfed			
Dr. Smith	0		Yes			 
						<button>Add Item</button>
						<button>Add Item</button>
						<button>Add Item</button>
						<button>Add Item</button>
						<button>Add Item</button>
						<button>Add Item</button>

29

Check Yes or No for the child having a usual source of dental care.

Dental Care / Coverage

Date: 10/04/2024 

Does child have a usual source of dental care? Yes No Unknown

Dental Coverage: 

Create

Medical Care

30 And select the dental coverage.

Dental Care / Coverage ✕ Comment

Date

Does child have a usual source of dental care? Y N Unknown

Dental Coverage

Medical Care

31 Click "Create".

Date

Does child have a usual source of dental care? Y N Unknown

Dental Coverage

32 Fill in the Medical Care survey next. Click the "Add Item" button.

s	0	Yes	 
			Add Item
Dental Care		Coverage	
s: Has a usual source of dental care		Private	 
			Add Item
Days per week			

33 Select the usual source of medical care.

Date	Type	Reason	Visit	Age Range	Referred?	Co
Medical Care Survey ✕						
Date	10/04/2024 					
Indicate child's usual source of medical care	Doctor's/Nurse Practitioner's office 					
					Create	Cancel
Date	Dental Care				Coverage	
10/4/2024	Yes: Has a usual source of dental care				Private	
Medical Care						

34 Click "Create".

The screenshot shows a 'Create' dialog box overlaid on a table. The dialog box contains the following elements:

- A date input field with the value '10/04/2024' and a calendar icon.
- A dropdown menu for 'Location of Care' with the selected value 'Doctor's/Nurse Practitioner's office'.
- 'Create' and 'Cancel' buttons at the bottom.

The background table has the following structure:

Dental Care	Coverage	
Has a usual source of dental care	Private	

35

For children under one year of age, fill out the Safe Sleep Survey. Click the "Add Item" button.

Note - the admin can add the Safe Sleep Survey to the Visit Record. You can then fill out this question on the visit record, and it will show up here in this section.

The screenshot shows a portion of a visit record form. At the top, there is a header with the text "s: has a usual source of dental care" and "Private" on the right. Below this is a table with two columns: "Status" and "Comments". The first row in the table has the text "actor's/Nurse Practitioner's office" in the "Status" column. To the right of this row is a blue "Add Item" button. Below the table, there are more rows, each with an "Add Item" button. One of these buttons is highlighted with an orange circle. At the bottom of the form, there is a section labeled "days per week" with a corresponding input field and another "Add Item" button.

36

Fill in the Survey.

The screenshot shows a modal window titled "Safe Sleep Survey" with a close button (X) in the top right corner. The form contains the following fields:

- Date:** A date picker set to "10/04/2024".
- How often is your baby placed to sleep on his or her back?:** A dropdown menu with "Never" selected. This dropdown is highlighted with an orange circle.
- How often does your baby bed-share with you or anyone else?:** A dropdown menu.
- How often does your baby sleep with soft bedding?:** A dropdown menu.
- Comments:** A text area for entering additional information.

At the bottom right of the form, there are two buttons: "Create" (in orange) and "Cancel".

37

Safe Sleep Survey ✕

Date: 10/04/2024 

How often is your baby placed to sleep on his or her back?
 Never ▼

How often does your baby bed-share with you or anyone else?
 Sometimes ▼

How often does your baby sleep with soft bedding?
 ▼

Comments

Create Cancel

38

Safe Sleep Survey

Date: 10/04/2024 

How often is your baby placed to sleep on his or her back?
 Never ▼

How often does your baby bed-share with you or anyone else?
 Sometimes ▼

How often does your baby sleep with soft bedding?
 Always ▼

Comments

Create Cancel

39

Click "Create".

ed-
se?

ee-
ng?

nts

days per week

Add Item

Add Item

Add Item

Add Item

Add Item

40 You can fill in the Literacy Survey.

Note - the admin can add the Literacy Survey to the Visit Record. You can then fill out this question on the visit record, and it will show up here in this section.

Doctor's/Nurse Practitioner's office

Child's age	Placed on back	Bed sharing	Soft bedding	Comments
months	Never	Sometimes	Always	

Days per week

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41 Fill in the number of days per week a family member reads with child.

BreastFeeding Survey

Literacy Activities Survey

Date: 10/04/2024

In a typical week, how many days does the primary caregiver, or a family member, read, tell stories and/or sing songs with the child?

of days per week: 0

Create Ca

Date	Status	Com
10/4/2024	Doctor's/Nurse Practitioner's office	

Safe Sleep

42 Click "Create".

Date	Status	Comments
10/4/2024	Doctor's/Nurse Practitioner's office	

Child's age	Placed on back	Bed sharing	Soft bedding	Comments
4 months	Never	Sometimes	Always	

43 Review all tables in the Health Info.

Date	Status
10/4/2024	Doctor's/Nurse Practitioner's office

Safe Sleep			
Date	Child's age	Placed on back	Bed sharir
10/4/2024	4 months	Never	Sometimes

Literacy Activities	
Date	# days per week
10/4/2024	7
6/4/2024	7

44 You can edit any entry by clicking the pencil icon to the right of each entry.

atus

ivate  

Add Item

to te?	Age of child	Date of vaccine	Vaccines received	If not, why?	Comments	
s	4 months (4 months 0 days)	9/30/2024	Flu (Influenza)			 

Add Item

pe	Reason	Age of Child (months) on visit	Age Range	Referred?	Comments	
imary care ysician	well child	4	4-5 months old			 

45 You can delete the entry by clicking the trash can.

atus

ivate  

Add Item

to te?	Age of child	Date of vaccine	Vaccines received	If not, why?	Comments	
s	4 months (4 months 0 days)	9/30/2024	Flu (Influenza)			 

Add Item

pe	Reason	Age of Child (months) on visit	Age Range	Referred?	Comments	
imary care ysician	well child	4	4-5 months old			 

46

Record from history?

Delete **Cancel**

Up to date?	Age of child	Date of vaccine	Vaccines received	If not, why?	Comments
Yes	4 months (4 months 0 days)	9/30/2024	Flu (Influenza)		

Age of Child (months) on