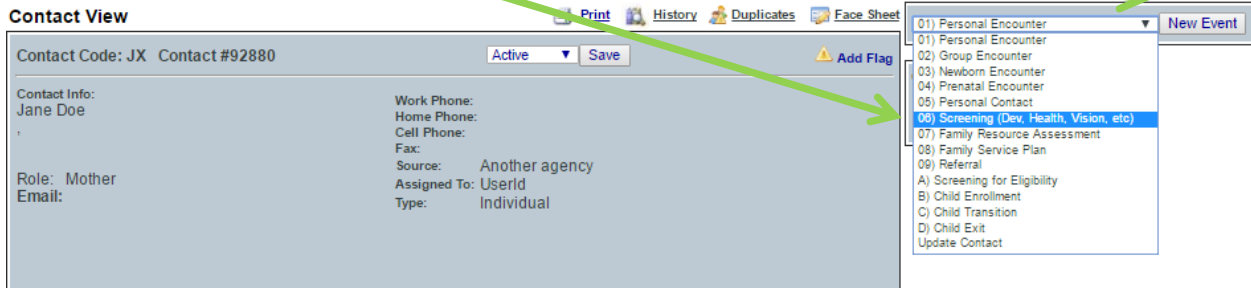


Screenings: Developmental, Health, Hearing, Vision

From within the contact view, go to the “New Event” Dropdown menu.

Choose “06) Screening (Dev, Health, Visio, etc.)” from the list of events. Click on “New Event”

***Each Screening will be a separate event meaning 1 event for Developmental, 1 event for Social Emotional, and so forth.



Contact View

Contact Code: JX Contact #92880 Active Save Add Flag

Contact Info: Jane Doe
 Work Phone:
 Home Phone:
 Cell Phone:
 Fax:
 Role: Mother
 Email:

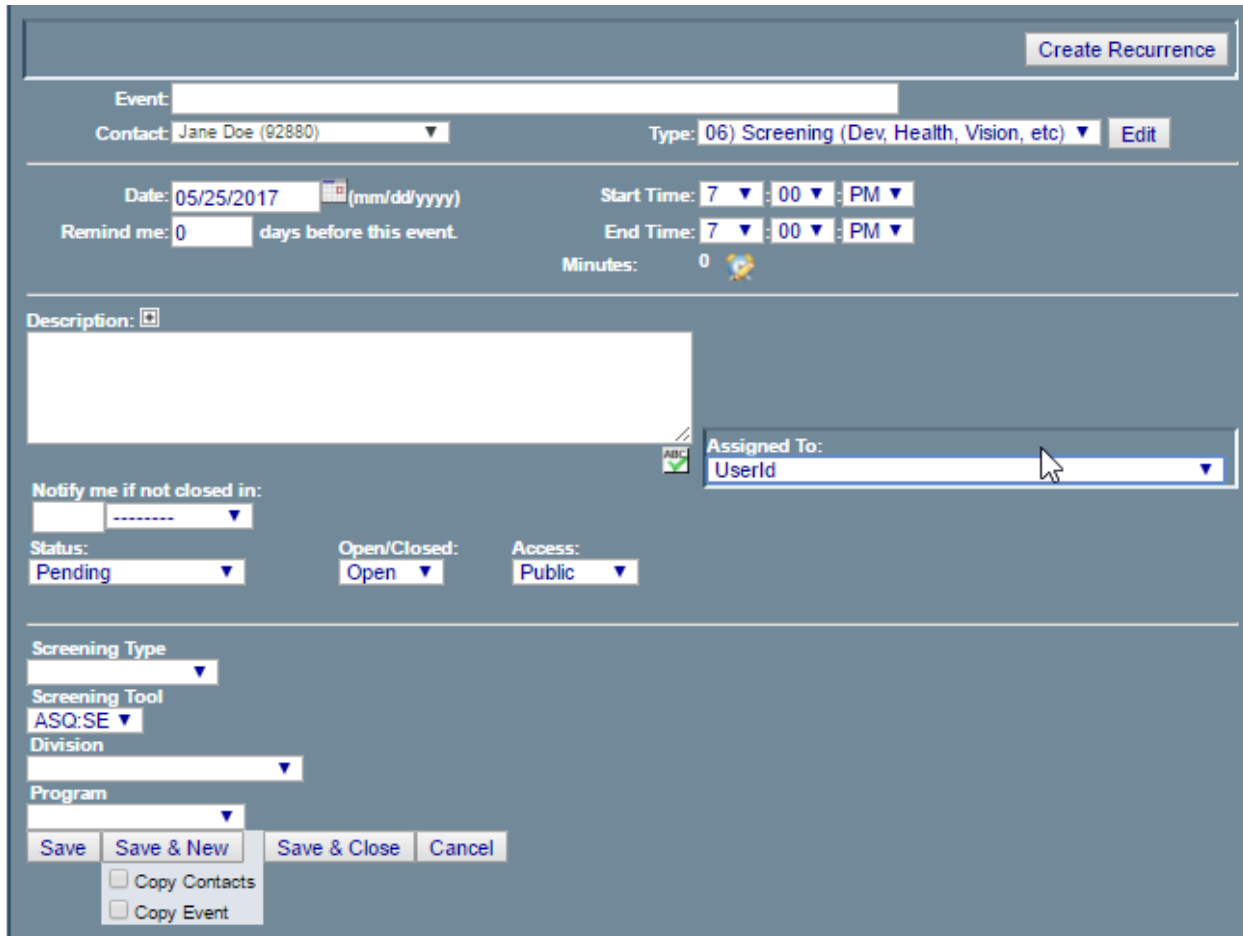
Work Phone:
 Home Phone:
 Cell Phone:
 Fax:
 Source: Another agency
 Assigned To: UserId
 Type: Individual

Print History Duplicates Face Sheet

01) Personal Encounter
 01) Personal Encounter
 02) Group Encounter
 03) Newborn Encounter
 04) Prenatal Encounter
 05) Personal Contact
06) Screening (Dev, Health, Vision, etc)
 07) Family Resource Assessment
 08) Family Service Plan
 09) Referral
 A) Screening for Eligibility
 B) Child Enrollment
 C) Child Transition
 D) Child Exit
 Update Contact

New Event

The system will take you to this screen that tracks the both general data and details about the screening:



Create Recurrence

Event: _____

Contact: Jane Doe (92880) Type: 06) Screening (Dev, Health, Vision, etc) Edit

Date: 05/25/2017 (mm/dd/yyyy) Start Time: 7 : 00 : PM
 Remind me: 0 days before this event. End Time: 7 : 00 : PM
 Minutes: 0

Description: _____

Assigned To: UserId

Notify me if not closed in: _____

Status: Pending Open/Closed: Open Access: Public

Screening Type: _____
 Screening Tool: ASQ:SE
 Division: _____
 Program: _____

Save Save & New Save & Close Cancel

Copy Contacts
 Copy Event

Screenings: Developmental, Health, Hearing, Vision

Choose the child you screened or plan to screen using the “Contact” drop down.

2 Enter the following field values and click <Save>

Field	Value
Event	A short description. Not used for reporting. Does appear on the calendar view on the Event tab.
Date	Date on which the event is planned or the date on which happened (or was supposed to have happened)
Start time/End time	N/A – unless you tracked the specific time you spent on the screening
Description	The results and any notes about the screening, the screening tool if marked as “other”
Status	If planning ahead, mark event pending Otherwise, mark “complete” (Void is only used to eliminate errors or duplication)
Open/Closed	Open if pending Otherwise, mark “Closed”
Screening Type	Select one: Developmental Hearing Medical Social Emotional Vision
Screening Tool	Select one: Other ASQ-3 ASQ:SE HELP
Division	“Home Visiting”
Program	Choose appropriate program for your agency

3 Click <Save & Close>