

Entering a Scheduled Dental or Physical Health Event into ChildPlus

You have a health event that has been scheduled for a participant...

First– double check that an event needs added to ChildPlus.

- Click **HEALTH**
- Click **EVENTS**
- Now LOOK at what is already in ChildPlus. Is this **EVENT** already scheduled—or— has it already occurred for the current program year?

YES



DO NOT add another identical event for this program year.

If your communication is relevant to the existing event, open the event, scroll to the bottom of the window and then click **ADD ACTION** and complete the needed fields.

NO

You need to add an event.

- Click **ADD EVENT**
- Click the relevant exam that is scheduled either **DENTAL EXAM** or **PHYSICAL EXAM**
- Enter the **SCHEDULED DATE** of the exam
- Select the **PROVIDER**, if known
- Select the **PROVIDER TYPE**, if known
- If further notes are needed added to “tell the story” use the **ADD ACTION** button and complete the needed fields
- Click **SAVE** at the bottom of the window.

Key Reminders:

- Can only add an event that has a date!
- There should NEVER be more than one type of event per participant per program year
- Every major communication must be documented regarding a health event—tell the story!
- The person having the communication should be the one entering the data whenever possible.
- Actions, Actions, Actions– use them whenever possible under the applicable event to tell the story.
- Be sure the click the **CLOCK** 🕒 when entering actions to timestamp and note who is entering details.