**How to add hearing or vision with or without a referral**

1. Select child
2. Click “Health”
3. Clickthe“Events” tab
4. Click “Add Event***”***, and select Hearing or Vision
5. Enter event date
6. Enter status tab
7. Enter agency worker (Home visitor)
8. In the “Event Notes” box, timestamp and add any health notes
9. If needed, complete any “add action” steps for rescreening attempts, ongoing notes to capture the story, and referral information, time stamp, and click save
10. When completed click “save” in the upper right corner

**Documenting the story & supports given in the Ongoing Notes**

1. Click “add action”
2. Action Type: Communication
3. Action Date: when communication started
4. Description: type “Ongoing Notes”
5. Action Notes: time stamp and add any conversation/updates/supports
6. Click save

* be sure to add documentation under the attachment tab