1. Select child
2. Click “Health”
3. Click “Events”
4. Click Add Event or Add Multiple Events
5. Default Values Section: enter the event date, status, and agency worker
6. Click Next
7. Work through the list

* “Event Date”
* “Status”

1. Event Notes: timestamp and add any health notes
2. Click finish
3. When complete click “save” on the far right top of the screen

*If the child has received a referral, follow-up assessment, formal evaluation or treatment*

* Add Action and code appropriately - the appropriate box will automatically be checked
* Continue to add notes regarding communication under this Action

*If the child has been diagnosed by a health professional with a chronic condition, regardless of when the condition was first diagnosed, you will note in Child Plus:*

* Go to Chronic Conditions (to the lower right)
  + Click on Diagnosed with a Chronic Condition and choose the condition OR
  + If they have not been treated Click on Did Not Receive Treatment and choose the reason from the drop down box
  + You will only have to do this once and it will appear for future WBC’s

* Be sure to add documentation under the attachment tab
* Under Growth enter the child’s weight, height, and head circumference if one is given.
  + If needing to convert measurements of weight, height, or head circumference, put your cursor in the appropriate box, and click “convert”
  + Math example: if you get a weight as 22.75 lbs you will need to convert .75 lb into ounces. Ex .75 x 16 = 12oz

\*Open the next appointment event upon completion or expiration of the current event. This will be used to document the next upcoming health event. Use the due date as the scheduled date until the appointment is made and then change the appointment date to the scheduled appointment date.

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