1. Select child
2. Click Health
3. Click add event
4. Select Growth Assessment
5. Event Date: date of screening
6. Status: Check the appropriate selection
	* **Passed:** if BMI is between 6% and 94% (height and weight)
	* **failed first, needs referral**: if BMI is 5% or below or 95% & above and select Follow Up box to the right
7. Enter Height & Weight
8. Event Notes: Timestamp & add any needed notes
9. R & H will email CFS to complete the BMI follow-up form with family
* CFS will complete the BMI follow-up form with the parent at the next home visit and return the completed form to R & H

**After BMI Form is completed**

* Select the previous entered Failed Growth Assessment
* R & H will add an “add action” under the previous entered Failed Growth Assessment as a Follow Up noting CFS has completed BMI follow-up form with family, choosing one of the following categories for Needs:
	+ Referral – if referred to WIC or dietician
	+ Follow-up Assessment, will not use
	+ Formal Evaluation, will not use
	+ Treatment – if treated through WIC or dietician
* Use Communication under Add Actions if the parent is not interested in any further information or if they received the 5210 information, none of the above options will need to be checked in this case
* R & H will attach the BMI follow-up form to Child Plus in the health tab under attachments