

ChildWare & PHLpreK

Guidance for Data Entry: Children’s Health Assessments

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Entering Health Assessments for Multiple Children (Batch Record Update)

1) Under the Child/Family section of ChildWare, select the Batch Record Update option.

The screenshot shows the ChildWare interface for Little Learners Academy. The 'Child/Family' dropdown menu is open, and 'Batch Record Updates' is highlighted with a red circle. Below the menu is a table with columns: Name, DOB, Sex, Enrolled, Discharged, Entered, and By. The table contains several rows of child data.

Name	DOB	Sex	Enrolled	Discharged	Entered	By
Anna	03/15/2012	F	05/08/2013		07/06/2012	FPARKES
Allen	02/01/2009	M	09/01/2010		06/22/2011	FPARKES
Allen, Andrew	12/01/2009	M	07/12/2011		04/18/2011	ALPHATEST
Allen, Anna	04/23/2006	F	04/01/2011		04/18/2011	ALPHATEST
Balances, Bernard	06/22/2012	M	02/01/2016		03/23/2016	CBALSAMO
Balances, Bradley	01/01/2013	M	01/01/2015		02/04/2016	CBALSAMO

2) ChildWare will display the Batch Record Update Screen

The screenshot shows the 'Batch Record Updates' screen in ChildWare. It features a 'Batch Update' tab and a 'History' tab. Below the tabs is an 'Action:' dropdown menu. A 'Process Updates' button is visible on the right side of the screen.

3) Select Add Assessments/Screenings from the “Action” drop down

The screenshot shows the 'Batch Record Updates' screen with the 'Action:' dropdown menu open. The 'Add Assessments / Screenings' option is highlighted. The dropdown menu also includes 'Update Admin Records' and 'Add Events / Case Notes'. The 'Process Updates' button is visible on the right side of the screen.

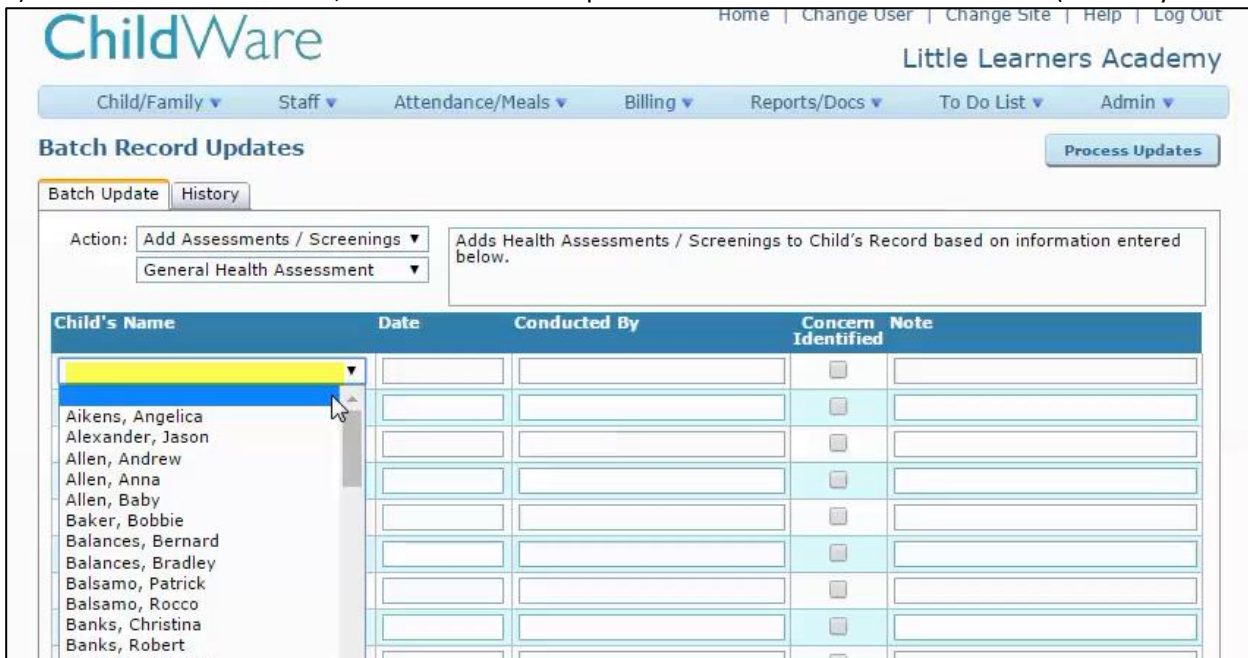
4) Select General Health Assessment for the 2nd drop down field.



5) Confirm that you have selected the correct options.



6) Under the Child's Name, each field lists a drop down of all active children at the site (currently enrolled).



- 7) Select each child for whom you will be adding a Health Assessment. Make sure to enter the correct date of the child's health assessment (this should be the date listed on the Health Assessment form). Enter the name of the Doctor or Doctor's Office that completed the form.
- 8) Once you have entered all of the data, click on the Process Updates button.

ChildWare Home | Change User | Change Site | Help | Log Out
Little Learners Academy

Child/Family ▾ Staff ▾ Attendance/Meals ▾ Billing ▾ Reports/Docs ▾ To Do List ▾ Admin ▾

Batch Record Updates Process Updates

Batch Update History

Action: Add Assessments / Screenings ▾
General Health Assessment ▾

Adds Health Assessments / Screenings to Child's Record based on information entered below.

Child's Name	Date	Conducted By	Concern Identified	Note
Aikens, Angelica ▾	01/08/2017	Dr. John Smith	<input type="checkbox"/>	
Banks, Robert ▾	02/14/2017	Dr. Paul Hope	<input type="checkbox"/>	
Chen, Lisa ▾	02/01/2017	Dr. Mary Smith	<input type="checkbox"/>	
▾			<input type="checkbox"/>	
▾			<input type="checkbox"/>	

- 9) ChildWare will ask you to confirm that you are ready to add an assessment for each child listed on the Batch Record Update. If you are sure, then click Yes to continue.

General Health Assessment ▾ below.

Child's Name	Date	Conducted By	Concern Identified	Note
Aikens, Angelica				
Banks, Robert				
Chen, Lisa				

ChildWare Validation

This will add assessments for each entered child!

Do you wish to continue?

➔

- 10) ChildWare will inform you that you have successfully added assessments for the children listed.

ChildWare Home | Change User | Change Site | Help | Log Out
Little Learners Academy

Child/Family ▾ Staff ▾ Attendance/Meals ▾ Billing ▾ Reports/Docs ▾ To Do List ▾ Admin ▾

Batch Record Updates Process Updates

Batch Update History

Assessments have been added for 3 children

Action: Add Assessments / Screenings ▾

Adding Health Assessment Data for an Individual Child

- 1) Navigate to the Child/Family section of ChildWare and select from the list of Active children.

ChildWare Little Learners Academy

Child/Family ▾ Staff ▾ Attendance/Meals ▾ Billing ▾ Reports/Docs ▾ To Do List ▾ Admin ▾

Children Add Child Advanced Search Print/Export List

View or Search By: Active ▾

	Last Name	First Name	DOB	Sex	Enrolled	Discharged	Entered	By	
Select	Aikens	Angelica	03/15/2012	F	05/08/2013		07/06/2012	FPARKES	Delete
Select	Alexander	Jason	02/01/2009	M	09/01/2010		06/22/2011	FPARKES	Delete
Select	Allen	Andrew	12/01/2009	M	07/12/2011		04/18/2011	ALPHATEST	Delete
Select	Allen	Anna	04/23/2006	F	04/01/2011		04/18/2011	ALPHATEST	Delete
Select	Balances	Bernard	06/22/2012	M	02/01/2016		03/23/2016	CBALSAMO	Delete
Select	Balances	Bradley	01/01/2012	M	01/01/2015		03/04/2016	CBALSAMO	Delete
Select	Balsamo	Patrick	11/02/2009	M	03/04/2014		03/07/2014	CBALSAMO	Delete
Select	Balsamo	Rocco	11/25/2004	M	10/15/2011		10/24/2011	CBALSAMO	Delete
Select	Banks	Christina	12/24/2009	F	11/15/2011		12/12/2011	CBALSAMO	Delete
Select	Banks	Robert	03/06/2009	M	11/15/2011		12/12/2011	CBALSAMO	Delete
Select	Borschanski	April	12/31/2010	F	03/01/2011		04/26/2011	ALPHATEST	Delete
Select	Carter	Blu Ivy	01/07/2011	F	12/07/2015		12/02/2015	BKNOWLES	Delete
Select	Case	Justin	07/23/2005	M	09/15/2011		09/20/2011	CBALSAMO	Delete
Select	Chen	Lisa	05/06/2009	F	06/25/2011		04/22/2011	CBALSAMO	Delete
Select	Day	Charlie	07/22/2009	M	11/03/2014		05/07/2012	CBALSAMO	Delete
Select	Deal	Derek	02/23/2011	M	08/11/2014		08/12/2014	CBALSAMO	Delete
Select	Dixon	Madison	05/12/2011	F	09/08/2014		10/30/2014	CBALSAMO	Delete
Select	Dixon	Marjorie	09/09/2009	F	09/08/2014		10/30/2014	CBALSAMO	Delete
Select	Dixon	Valerie	09/09/2009	F	09/08/2014		10/30/2014	CBALSAMO	Delete
Select	Doe	John	12/04/2008	M	07/05/2011		06/09/2011	CBALSAMO	Delete
Select	Downey	Charlotte	12/25/2007	F	05/05/2011		06/15/2011	CBALSAMO	Delete
Select	Drew	Nancy	12/31/2009	F	03/06/2012		06/24/2011	FPARKES	Delete

- 2) Once in the Child's record, select the Health tab and the Assessments and Screenings sub-tab.
- 3) Click on the Add Assessment/Screening button

ChildWare Little Learners Academy

Child/Family ▾ Staff ▾ Attendance/Meals ▾ Billing ▾ Reports/Docs ▾ To Do List ▾ Admin ▾

Child: Nancy Drew (Little Learners - Preschool Room) OK Cancel

Child Due: \$1,778.00 Family Due: \$1,675.00 Deposit Required: \$220.00 Deposit On File: \$220.00

Main Relationships Services Financial **Health** HS Eligibility Admin Events & Case Notes Documents Logs

Insurance & Providers Allergies & Nutrition **Assessments & Screenings** Special Needs Vaccines

Assessments and Screenings **PIR** Add Assessment/Screening

View or Search By: All ▾

Date	Type	Result	Note	Entered	By
12/29/2011	General Health Assessment	Approved		06/24/2011	FPARKES

4) The new Assessment/Screening screen will display.

ChildWare Home | Change User | Change Site | Help | Log Out
Little Learners Academy
Child/Family Staff Attendance/Meals Billing Reports/Docs To Do List Admin
Assessment/Screening: Nancy Drew OK Cancel
Assessment Date: 05/10/2017 PIR
Conducted By:
Type:
Notes:

5) Change the date. Use the date from child's Health Assessment form (physical form). DO NOT use the default date as that is not the correct date.

ChildWare Home | Change User | Change Site | Help | Log Out
Little Learners Academy
Child/Family Staff Attendance/Meals Billing Reports/Docs To Do List Admin
Assessment/Screening: Nancy Drew OK Cancel
Assessment Date: 05/10/2017
Conducted By:
Type:
Notes:
May, 2017
Su Mo Tu We Th Fr Sa
30 1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31 1 2 3
4 5 6 7 8 9 10
Today: May 10, 2017

6) Select the Type of assessment – use General Health Assessment. (The PIR notation is used to assist Head Start providers in identifying the correct assessment for reporting purposes)

ChildWare Home | Change User | Change Site | Help | Log Out
Little Learners Academy
Child/Family Staff Attendance/Meals Billing Reports/Docs To Do List Admin
Assessment/Screening: Nancy Drew OK Cancel
Assessment Date: 05/10/2017 PIR
Conducted By:
Type:
Notes:
General Health Screening
General Health Assessment (PIR)
Vision Assessment
Vision Screening (PIR)
Hearing Assessment
Hearing Screening (PIR)
Dental Assessment (PIR)

- 7) Once you have selected the General Health Assessment, the screen will change to display additional information as shown below.

ChildWare Home | Change User | Change Site | Help | Log Out
Little Learners Academy

Child/Family Staff Attendance/Meals Billing Reports/Docs To Do List Admin

Assessment/Screening: Nancy Drew OK Cancel

Assessment Date: 05/10/2017 PIR
 Conducted By:
 Type: General Health Assessment (P) ▼
 Area Of Concern
 Identified:
 Notes:

Additional Assessments/Screenings conducted during visit:

- Vision Screening
- Hearing Screening
- Dental Screening
- Mental Health Screening
- BMI Assessment
- Blood Lead Assessment
- Hemoglobin Assessment

- 8) Fill in the required information including the doctor of doctor's office that conducted the child's health assessment.
- 9) Once you have entered the information, click OK to save the data.

ChildWare Home | Change User | Change Site | Help | Log Out
Little Learners Academy

Child/Family Staff Attendance/Meals Billing Reports/Docs To Do List Admin

Assessment/Screening: Nancy Drew OK Cancel

Assessment Date: 05/10/2017 PIR
 Conducted By: Dr. John Smith
 Type: General Health Assessment (P) ▼
 Area Of Concern
 Identified:

- 10) The new data will then display on the child's Health tab.

ChildWare Home | Change User | Change Site | Help | Log Out
Little Learners Academy

Child/Family Staff Attendance/Meals Billing Reports/Docs To Do List Admin

Child: Nancy Drew (Little Learners - Preschool Room) OK Cancel

Child Due: \$1,778.00 Family Due: \$1,675.00 Deposit Required: \$220.00 Deposit On File: \$220.00

Main Relationships Services Financial Health HS Eligibility Admin Events & Case Notes Documents Logs

Insurance & Providers Allergies & Nutrition Assessments & Screenings Special Needs Vaccines

Assessments and Screenings PIR Add Assessment/Screening

View or Search By: All ▼

	Date	Type	Result	Note Entered	By	
Select	05/10/2017	General Health Assessment	Area Of Concern:Possible speech delay	05/10/2017	AMCMAHON	Delete
Select	12/29/2011	General Health Assessment	Area Of Concern: None	06/24/2011	FPARKES	Delete