

QUICK START GUIDE FOR Completing Education and Health Information for the 1443 (Child's Education and Health Information Report)

Completing Medical Information for the 1443 (Child's Education and Health Information Report)

Navigate to the case

1. Navigate to the Case Overview page. Click the View Case Information Link (There is more than one way to access the child's medical tab. For this video we will be accessing the child's medical tab through the child's case)
2. Click the Members Tab
3. Click the Name hyperlink of the child you wish to add health information for
4. **Diagnoses for the child are recorded as Characteristics of the following types: Medical, Mental Health/Substance Abuse, Prenatal/Birth, and Developmental/Intellectual.**

These Characteristics may be recorded through a Medical

Treatment Details Record (this will be discussed later in this article).

The Diagnoses for the child may also be recorded directly through the Characteristics tab.

Section B: "Child's Known Medical Problems" This information is pulled from the child's Characteristics tab. All characteristics effective during the reporting period will display other than Traits/Behaviors/Family History. If no Medical/Mental Health/Substance Abuse/Prenatal/Birth, or Developmental/Intellectual Characteristics have been entered, the report will display None recorded.

Section C: "Child's Known Allergies" This information pulls from the child's Characteristics tab. Allergy Type and Additional

Information narrative also displays on the report.

Details of each Allergy Type will display on the report. If a child has more than one allergy it is best to record them separately.

If no Allergy information has been entered, the report will display None

5. Click the Medical Tab
6. Click the Add Provider Button
Section D: "Child's Medical Provider" All ACTIVE Providers records within the reporting period will display on the report
7. Click the Search Provider button to add the child's provider(s)
8. Add the Provider Name and click the Search button
9. Click select beside the Provider Name (If the provider cannot be found, the provider may need to be added to SACWIS)
10. Add the First Visit date and click the Save button

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11. The Provider has now been added. Next select the Treatment tab
12. Answer the "Availability of Medical and Immunization Records" question. Select a response from each drop down for Childhood Illnesses.

Section F: "Record of Childhood Illnesses" Each response selected will display on the report.

Section J: "Unavailable Health Records" This information pulls from the Treatment tab when "Unavailable" is selected from the dropdown. A narrative record is required for this selection.

Click the Add Treatment button

13. Complete the Treatment Details, Medical/Specialist Treatment Information and Hospitalization Details. (Treatment Details are required). In addition, Diagnoses for the child are recorded as Characteristics of the following types: Medical,

Mental Health/Substance Abuse, Prenatal/Birth and Development/Intellectual and may be added through a Medical Treatment Details record. To add a Characteristics through the Medical Treatment Details record, select the Characteristic from the drop down and then click the Add Characteristics button.

Section H: "Dates of Child's Last Exams" This information pulls from the most recent Medical Treatment Services Start Date for each treatment/service when the Primary Service Type is one of the following: Physical (Medical): 30 day Healthcheck, 60 day Healthcheck, Annual Healthcheck, Non-annual Physical, Well Child. Dental: 30 day Healthcheck, 60 day Healthcheck, Annual Healthcheck, Exam/Cleaning. Vision: 30 day Healthcheck, 60 day Healthcheck, Annual Healthcheck

Section I: "Other Pertinent Medical Information of Events. This is an optional field on the screen when a Treatment Record is entered for the type Medical or Specialist. If no Treatment Records fall within the report parameter dates, then "Not Applicable" will display at the beginning of this section. If Treatment Records exist within the report parameter dates and data has been entered into this field, the report will display "Please see medical treatment records listed below".

14. Based on the Characteristic selected from the drop down, Available Characteristics will display. Select the appropriate Characteristics and then click the Add button. When entering Characteristics through the Treatment Tab, the Method, Diagnosed by and Diagnosed Date will populate with the information from the

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- Treatment Details page. Click the Save button.
15. The Currently Diagnosed Characteristics display
 16. Click the Save button at the bottom of the page.
 17. Select the Medication Tab (only select this tab if the child is taking medication)
 18. If the child is taking medication, click the Add Medication button
Section G: "Child's Current Medications and Dosages for Each" All medications, including those with end dates, that fall within the reporting period display.
 19. Complete the Medication Information, Pharmacy Information and click the Save button (Medication Information is required) Complete the Medication Information for each medication the child is taking.
 20. Select the Immunization Tab to add Immunization records for the child
 21. If the child will not be immunized, check the box and enter the reason in the narrative text box. If the child is immunized, select a value from the drop down for "Immunizations are up-to date". To add immunizations, click the Add Immunization button
 22. Enter the Immunization Information and click the Save button.
Section E: "Record of Child's Immunizations" All Immunization Records and Dates are listed, regardless of the report parameter dates. "Child will not be Immunized. Reason" will only display if the corresponding checkbox was marked.
 23. If the child is or was pregnant, click the Pregnancy/Parenting Tab to add or information.
 24. Add Pregnancy/Parenting Information and then click the Add Pregnancy button
 25. Add the Pregnancy/Parenting Details and click the Save button
If there is a non-end-dated Pregnancy record, then the report will display the information as Pregnant with an Expected Due Date on the report under Section I: "Other Pertinent Medical Information or Events. Note: if there is no Pregnancy data, nothing will display.
 26. If the child is covered under Health Insurance, select the Health Insurance Tab to view the Health Insurance information.
 27. Select the Birth Tab to add Birth Information for the child
 28. Add Birth Information and click Save

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2. Click the Members Tab
3. Click the Name hyperlink of the child you wish to add health information
4. Diagnoses, such as Developmental Delays and/or Learning Disabilities, which may contribute to a child's need for Special Education are recorded through the Characteristics tab.
5. Click the Education Tab

6. Click the Add School Button **Information about the current Primary School record that does not have an End Date will pull into Section A: "Name and Address of the School the Child is Currently Attending" Section B: "School Attended by the Child at the Time of Placement" populates from the school history based on the date of the Initial Removal record for the child. You must enter the Primary School the child was attending at the time of removal.**
7. Enter the Required School Details and Click Save
8. Click the Performance Tab
9. Select a value for "Availability of Education Record". If education records are available the

select the Add Evaluation Button.

10. Complete Part 1 Academic Evaluation **Section C: "Appropriateness of Current Educational Setting" is pulled from the child's most recent Academic Evaluation record. Section G: "Child's Attendance, Social Adjustment, and Behavior Problems" are selected from drop down fields in Part 1 of the Academic Evaluation record.**
11. Select Part 2 Academic Evaluation continued and complete **Section E: "Child's Grade Level and Academic Performance" pulls from Part 1 and Part 2 of the child's most recent Academic Evaluation record.**

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12. Click the Special Education Tab if applicable and enter the ETR/MFP and IEP/504 button clicking the buttons and entering the information. Click Save
Section H: "Developmental Delays or Learning Disabilities" information for this section is recorded on the Special Education tab.

Section D: "Efforts to Maintain Child in Same School" pulls from the child's Initial Removal Record, Removal Circumstances page.

Section F: "Medical Condition/Other Circumstance that Prevents the Child from Attending School Full Time" pulls from the most recent "Medical Treatment record on the Medical

Treatment Tab, Treatment Details.