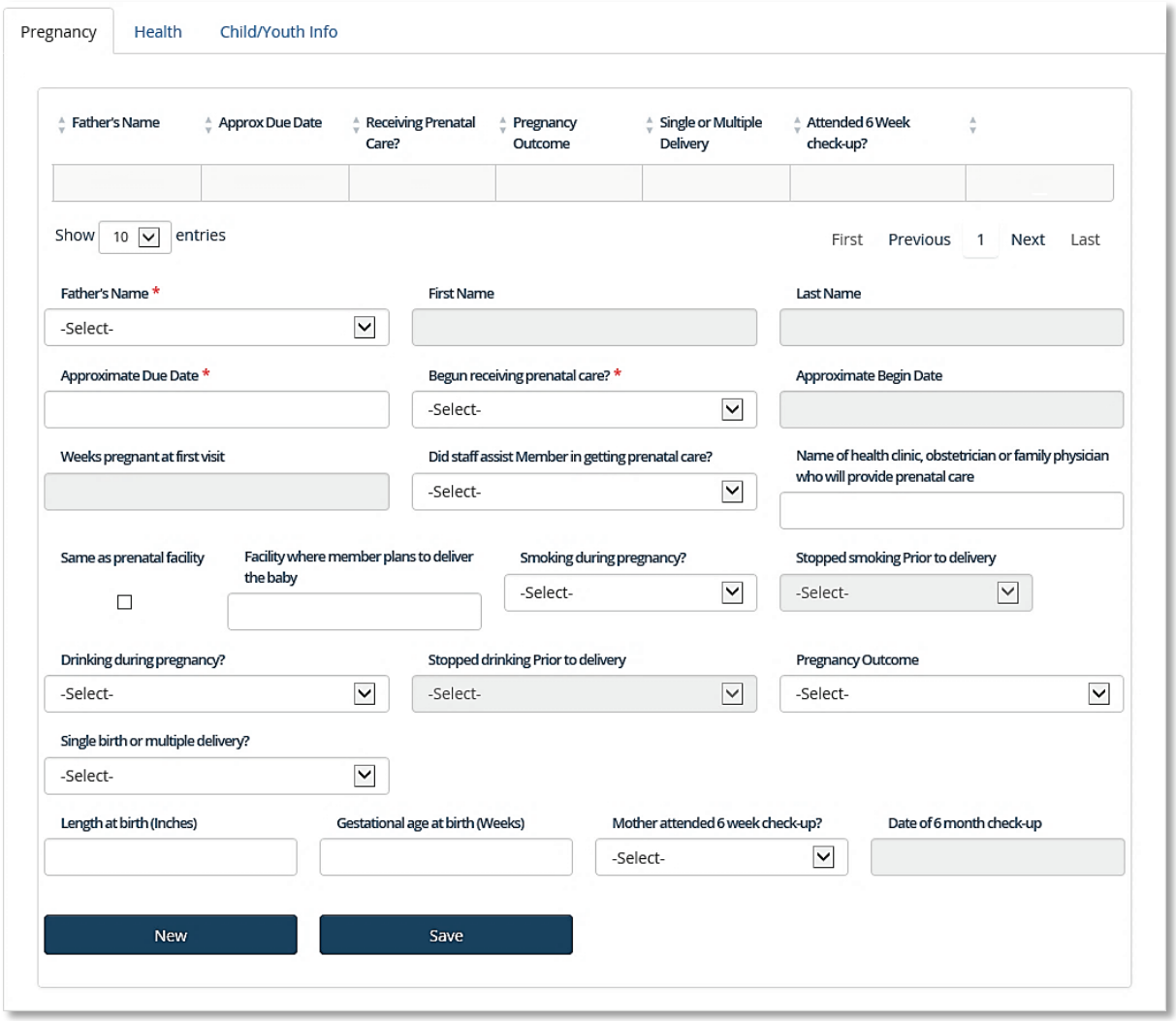
Health – FSC Job Aid

The *Health* screen allows users to document Household Member's pregnancies, basic health information, and child/youth health information.

Health

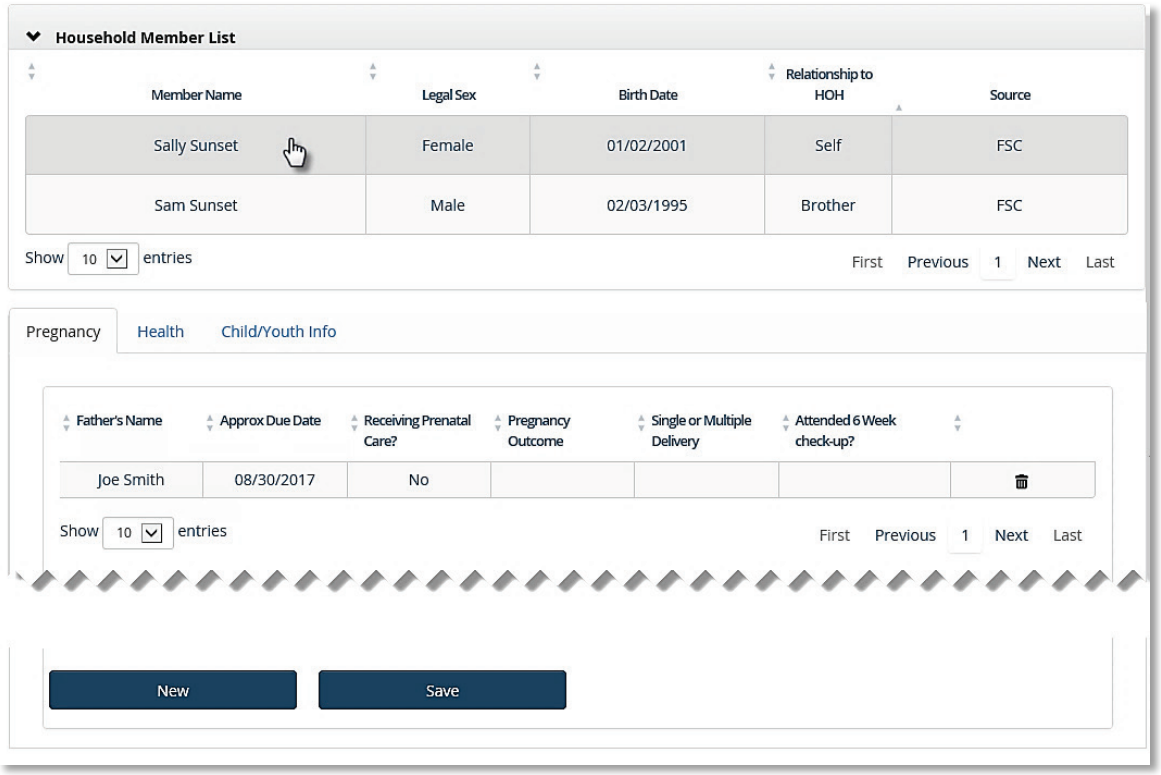


Navigation

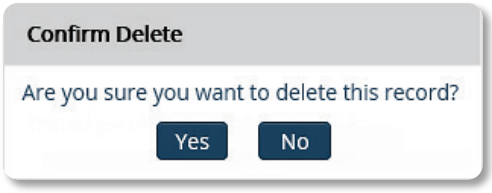
1. From the Dashboard: Locate the desired Case and click on the *Case ID* to bring the Case into focus.
   a. Click on the ❯ Case Information tile. Then click on the Health ❯ tile.

Pregnancy tab

1. Select an individual by clicking on that individual's name in the *Household Member List.* That individual's line in the grid will turn grey to show that it has been selected.



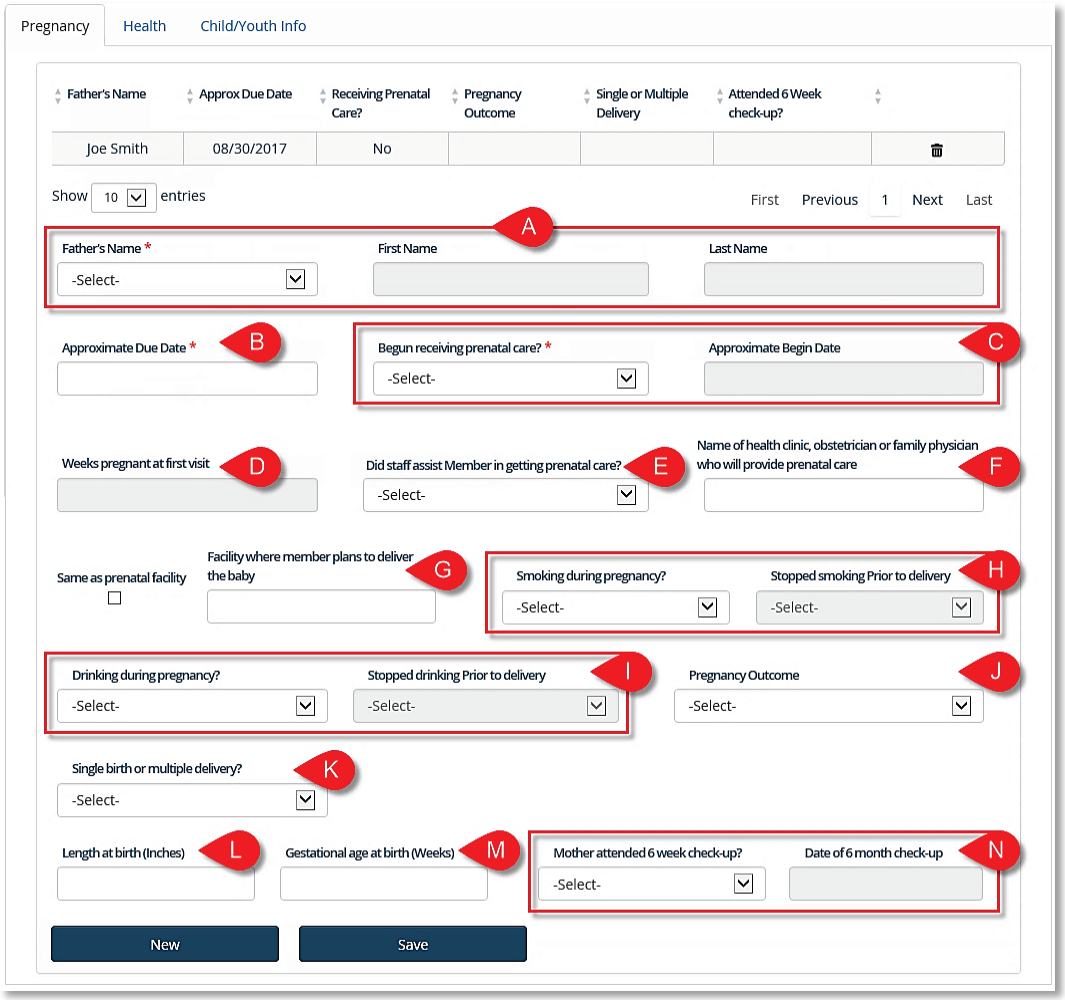
2. In the Pregnancy tab below the *Household Member* grid, update or document the individual's pregnancy information:
   a. To view or edit existing pregnancy information click on the record's line in the *Pregnancy* grid.
   b. Click New to add a new pregnancy record.
   c. Click Save to save any information that has been entered or updated.
   d. To delete a pregnancy record, click the Delete Icon [🗑] to the right of the record in the *Pregnancy* grid. A *Confirm Delete* pop-up will appear:



Clicking Yes will delete the record.

Clicking No will cancel the action and the record will not be deleted.

3. Completing the Pregnancy tab:



a. *Father's Name, First Name, Last Name*: Select the name of the father from the *Father's Name* drop-down. If the father's name is known, but it is not listed in the drop-down, select "Other" and type the father's name in the *First Name* and *Last Name* fields.

b. *Approximate Due Date*: Enter the approximate due date for this pregnancy.

c. *Begun receiving prenatal care*? and *Approximate Begin Date*: Indicate whether or not the Member has begun receiving prenatal care by selecting "Yes" or "No" from the drop-down. If the answer is "Yes" enter the approximate date that prenatal care began.

d. *Weeks pregnant at first visit*: If the Member has begun receiving prenatal care, enter approximately how many weeks pregnant the mother was at the time of the first prenatal care visit.

e. *Did staff assist Member in getting prenatal care?*: Indicate whether or not FSC staff assisted in getting prenatal care by selecting "Yes" or "No" from the drop-down.

f. *Name of health clinic, obstetrician or family physician who will provide prenatal care*: Enter who is providing prenatal care.

g. *Facility where member plans to deliver the baby*: If this is the same as the facility providing prenatal care check the ☐ *Same as prenatal facility* checkbox. Otherwise, enter the planned delivery facility here.

h. *Smoking during pregnancy*? / *Stopped smoking prior to delivery*: Indicate whether or not the member was smoking during the pregnancy by selecting "Yes", "No" or "Declined to answer" from the drop-down. If the answer is "Yes" indicate whether or not the Member stopped smoking prior to delivery using the drop-down.

i. *Drinking during pregnancy*? / *Stopped drinking prior to delivery*: Indicate whether or not the member was drinking during the pregnancy by selecting "Yes", "No" or "Declined to answer" from the drop-down. If the answer is "Yes" indicate whether or not the Member stopped drinking prior to delivery using the drop-down.

j. *Pregnancy Outcome*: If known, select the outcome of this pregnancy from the drop-down.

k. *Single birth or multiple delivery*?: Indicate whether this pregnancy resulted in a single birth or multiple delivery using the drop-down.

l. *Length at birth (inches)*: Enter the infant's length at birth in inches.

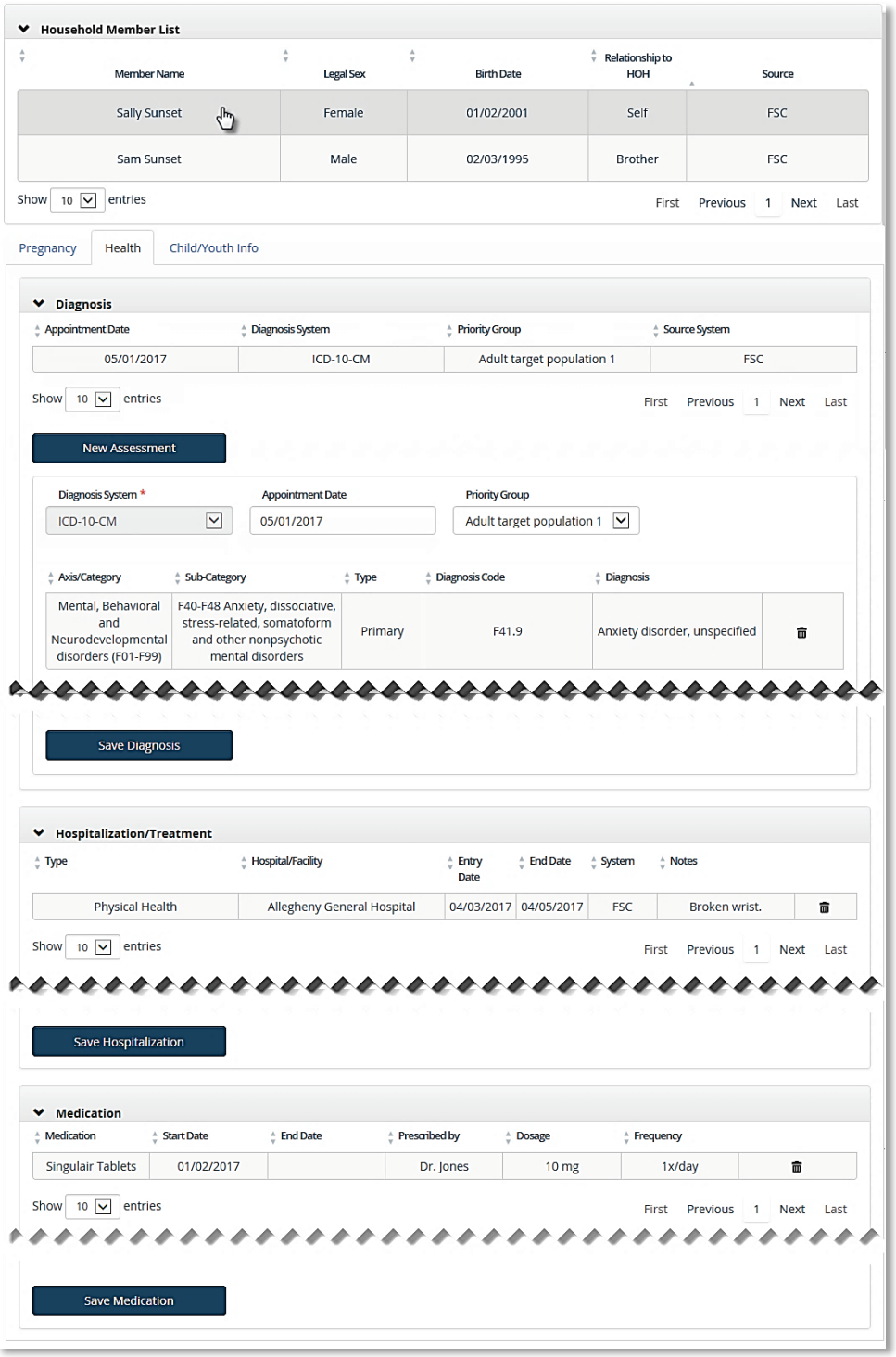
m. *Gestational age at birth (weeks)*: Enter the infants gestational age at birth in weeks.

n. *Mother attended 6 week check-up?*: Indicate whether the Member attended the 6 week check-up by selecting "Yes", "No" or "Declined to answer" from the drop-down. If the answer is "Yes" enter the date or estimated date of the 6 month follow up appointment.

4. Once the Pregnancy tab has been completed:
   a. Click Save to save any information that has been entered or updated.
   b. Click New to add a new pregnancy record.

Health tab

1. Select an individual by clicking on that individual's name in the *Household Member List.* That individual's line in the grid will turn grey to show that it has been selected.



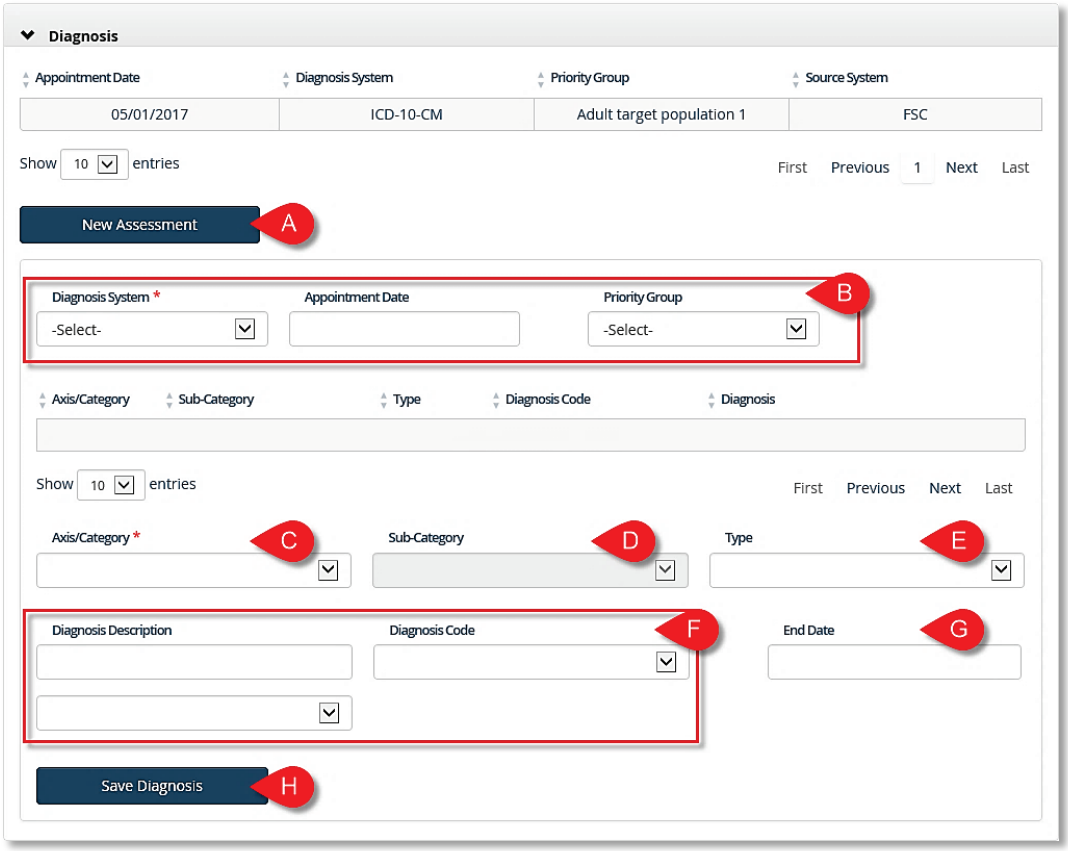
2. Diagnosis: Update or document the individual's diagnosis information. Note: Diagnoses can be physical health or mental health diagnoses.
   a. To view or edit existing diagnosis information click on the record's line in the *Diagnosis* grid.
   b. Click New Assessment to add a new diagnosis.
   c. Click Save Diagnosis to save any information that has been entered or updated.
   d. To delete a diagnosis record, click the Delete Icon [🗑] to the right of the record in the *Diagnosis* grid.
      i. A *Confirm Delete* pop-up will appear: Clicking Yes will delete the record. Clicking No will cancel the action and the record will not be deleted.

3. Hospitalization/Treatment: Update or document the individual's hospitalization/treatment information. Note: Hospitalizations can be physical health and/or mental health hospitalizations.
   a. To view or edit existing hospitalization/treatment information click on the record's line in the *Hospitalization/Treatment* grid.
   b. Enter or update hospitalization/treatment information.
   c. Click Save Hospitalization to save any information that has been entered or updated.
   d. To delete a hospitalization/treatment record, click the Delete Icon [🗑] to the right of the record in the *Hospitalization/Treatment* grid.
      i. A *Confirm Delete* pop-up will appear: Clicking Yes will delete the record. Clicking No will cancel the action and the record will not be deleted.

4. Medication: Update or document the individual's medication information.
   a. To view or edit existing medication information click on the record's line in the *Medication* grid.
   b. Enter or update medication information.
   c. Click Save Medication to save any information that has been entered or updated.
   d. To delete a medication record, click the Delete Icon [🗑] to the right of the record in the *Medication* grid.
      i. A *Confirm Delete* pop-up will appear: Clicking Yes will delete the record. Clicking No will cancel the action and the record will not be deleted.

Completing the Health – Diagnosis section

1. Diagnosis: Enter the Member's diagnosis information. Diagnoses can be physical or mental health diagnoses.



a. To document a new diagnosis click New Assessment below the *Diagnosis* grid. This will open up the *Diagnosis* details section.

b. *Diagnosis System*: Select the diagnostic system associated with the diagnosis from the drop-down. Note that "Self-Reported" is also an option.
Appointment Date: If known, enter the appointment date when the diagnosis was made.
Priority Group: Select the associated Priority Group from the drop-down. If the Priority Group is unknown select "Unknown" from the drop-down.

c. *Axis/Category*: Select the Axis or Category for the diagnosis from the drop-down.

d. *Sub-Category*: Select the Sub-Category for the diagnosis from the drop-down. Note that the Sub-Category cannot be selected until an Axis/Category has been selected. These options will change based on which Axis/Category is selected.

e. *Type*: Select whether the diagnosis is Primary or Secondary.

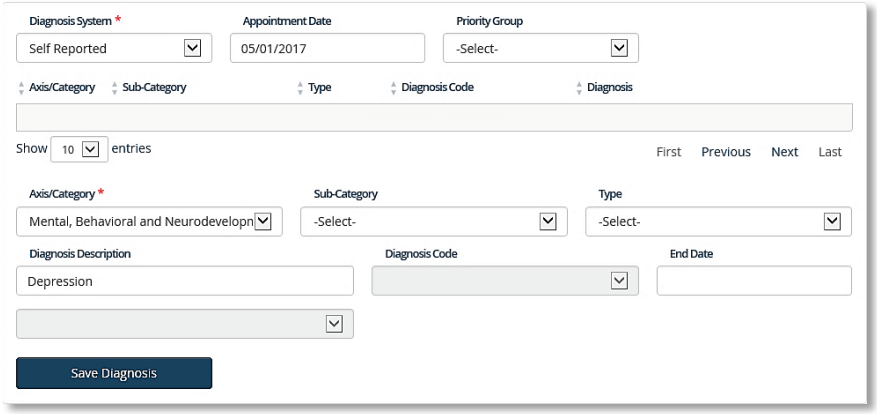
f. Select either the *Diagnosis Description* or the *Diagnosis Code*. When one is selected the other will automatically update.

EXAMPLE:
Choosing Mild persistent asthma in the Diagnosis Description *drop-down will cause the associated diagnosis code (J45.3) to be automatically selected in the* Diagnosis Code *drop-down.*

Selecting J45.3 from the Diagnosis Code *drop-down will cause the diagnosis of Mild persistent asthma to be automatically selected in the* Diagnosis Description *drop-down.*

If this is a self-reported diagnosis, type the diagnosis in the *Diagnosis Description* text field and leave the drop-down and *Diagnosis Code* drop-down blank.

Example:

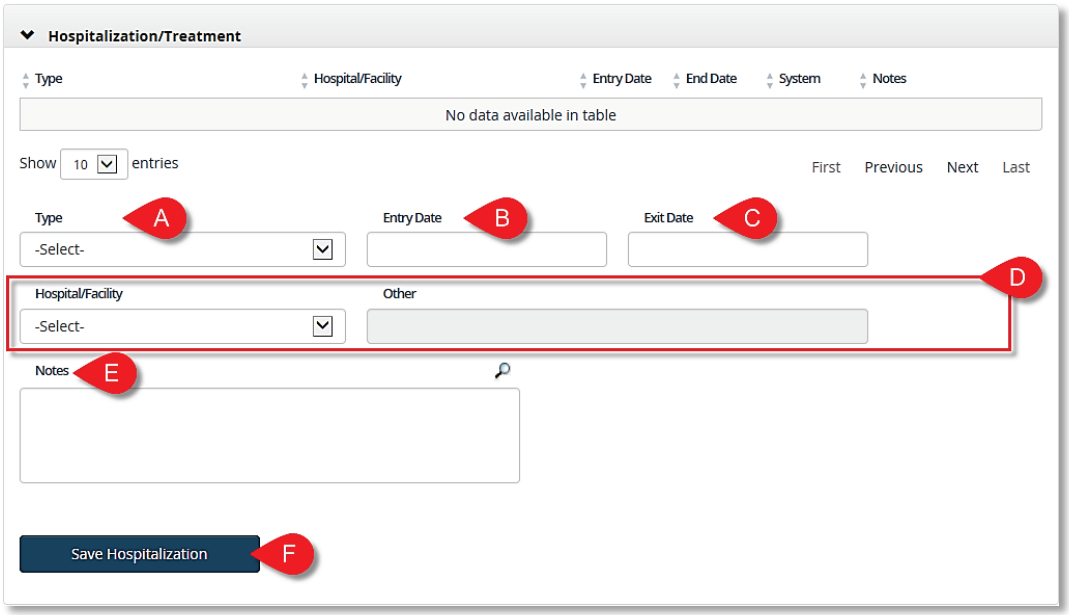


g. *End Date*: If applicable, enter an end date for the diagnosis.

h. Click **Save Diagnosis** to add the diagnosis to the grid below the *Diagnosis System/Appointment Date/Priority Group.* Multiple diagnoses can be documented under a single *Appointment Date*.

Completing the Health – Hospitalization/Treatment section

1. Hospitalization/Treatment: Document hospitalizations/treatments for the Member.



a. *Type*: Select the type of Hospitalization or Treatment from the drop-down.

b. *Entry Date*: Enter the date that the Hospitalization or Treatment began.

c. *Exit Date*: If applicable, enter the date that the Hospitalization or Treatment ended.

d. *Hospital/Facility*: Select the Hospital or Facility providing treatment from the drop-down. If the Hospital or Facility is not in the drop-down list, select "Other" from the drop-down and enter the name of the Hospital/Facility in the *Other* field.

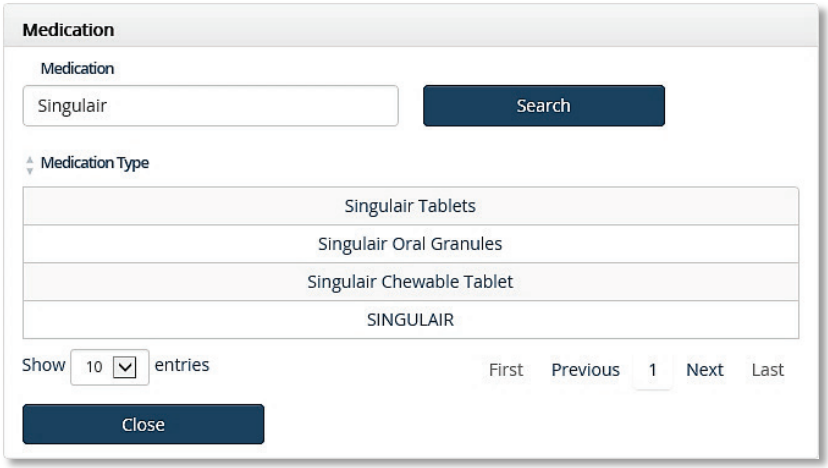
e. *Notes*: Use the *Notes* narrative field to include information on the Hospitalization or Treatment.

f. Click Save Hospitalization to save the Hospitalization or Treatment to the *Hospitalization/Treatment* grid.

Completing the Health – Medication section

1. Medication : Medications for the Member can be documented here.

a. Click ... to the right of the Medication field to search for a medication. The *Medication* pop-up will appear.



i. Type the name of the Medication in the *Medication* field and click Search.

ii. Review the list to locate the correct medication. Once the correct medication is located, click on the name of the medication in the *Medication Type* grid.

iii. If the medication cannot be located type "other" in the Medication field and click Search. Then select "Other" from the *Medication Type* grid.

iv. After selecting the medication click Close to close the *Medication* pop-up.

b. *Start Date* and *End Date*: If known, enter the date the client began using the medication. If applicable, enter the date the client stopped using the medication.

c. *Type*: Select the type of medication, Over-the-counter or Prescription.

d. *Strength/Unit*: Select the strength/unit from the drop-down. The options in this drop-down will include the available strength or unit options for the selected medication. If the medication is "Other" the Strength/Unit options will be "Other" or "Unknown".

e. *Prescribed By* and *Contact Phone*: If known, enter the name of the prescribing professional and their contact phone number.

f. *Purpose*: If known, enter the purpose of the medication.

g. *Dosage*: Enter the medication dosage here.

h. *Frequency*: Enter the medication frequency.

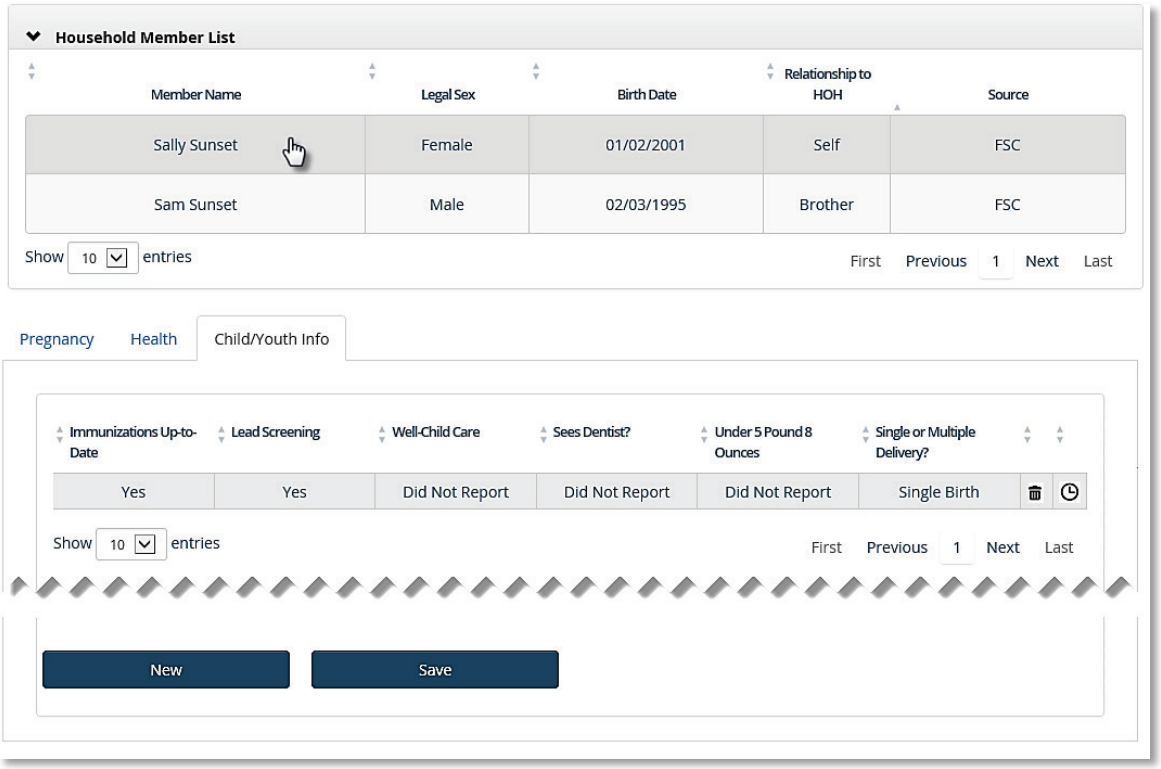
i. *Special Instructions*: If applicable, enter any special instructions here.

j. *Verified*: If this medication information has been verified check the *Verified* ☑ checkbox.

k. Click **Save Medication** to save the medication to the *Medication* grid.

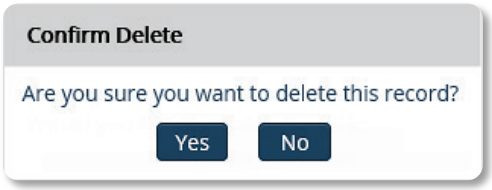
Child/Youth Info tab

1. Select a child/youth by clicking on that individual's name in the *Household Member List.* That individual's line in the grid will turn grey to show that it has been selected.



2. In the Child/Youth Info tab below the *Household Member* grid, update or document the individual's child/youth health information:
   a. To view or edit existing child/youth health information click on the record's line in the *Child/Youth Info* grid.
   b. Click New to add a new child/youth health information record.
   c. Click Save to save any information that has been entered or updated.

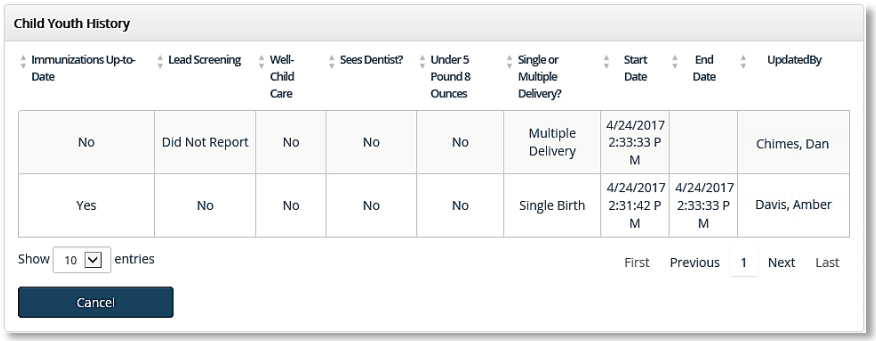
d. To delete a child/youth health information record, click the Delete Icon [🗑] to the right of the record in the *Child/Youth Info* grid. A *Confirm Delete* pop-up will appear:



Clicking **Yes** will delete the record.

Clicking **No** will cancel the action and the record will not be deleted.

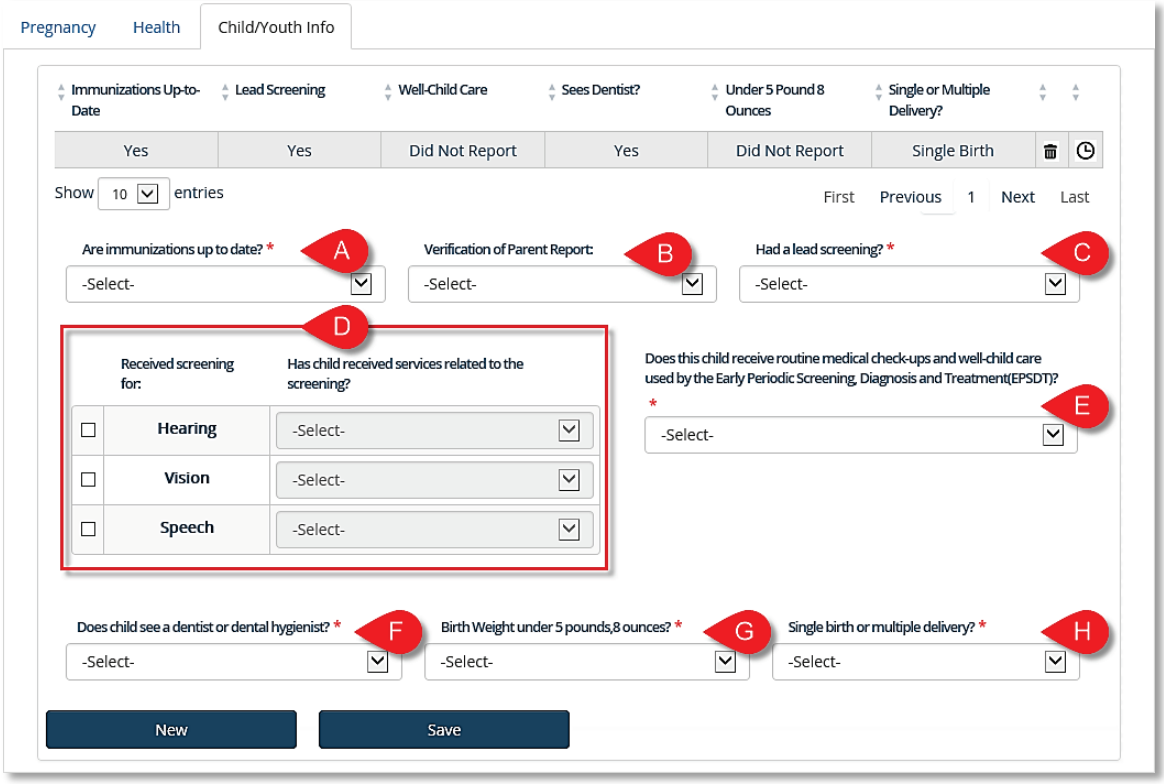
3. The History Icon [🕒] in the grid, when clicked, will open the *Child Youth History* pop-up. This pop-up contains a limited history of changes to this specific Child/Youth Info record including the *Start Date* and *End Date* of each update.



To close the *Child Youth History* pop-up, click **Cancel**.

Completing the Child/Youth Info tab

1. Child/Youth Info : Click New to add a new child/youth health information record.



a. *Are immunizations up to date?:* Indicate whether or not the immunizations are up to date by selecting "Yes", "No" or "Did not report" from the drop-down.

b. *Verification of Parent Report:* Indicate whether or not the parent's immunization report has been verified by selecting "Yes", "No" or "Did not report" from the drop-down.

c. *Had a lead screening?*: Indicate whether or not the child/youth has had a lead screening by selecting "Yes", "No" or "Did not report" from the drop-down.

d. *Received Screening for* and *Has child received services related to the screening?*: Check the checkbox next to each screening the child has received and indicate whether or not the Child is receiving services related to that screening by selecting "Yes" or "No" from the drop-down.

e. *Does this child receive routine medical check-ups and well-child care used by the Early Periodic Screening, Diagnosis and Treatment(EPSDT)?:* Indicate whether or not the child/youth receives EPSDT check-ups/care by selecting "Yes", "No" or "Did not report" from the drop-down.

f. *Does the child see a dentist or dental hygienist?*: Indicate whether or not the child/youth has seen a dentist/dental hygienist by selecting "Yes", "No" or "Did not report" from the drop-down.

g. *Birth Weight under 5 pounds, 8 ounces?*: Indicate whether or not the child/youth's birth weight was under 5 lb., 8 oz. by selecting "Yes", "No" or "Did not report" from the drop-down.

h. *Single birth or multiple delivery*?: Indicate whether this child was born as a single birth or part of a multiple delivery using the drop-down.

i. Click Save to save any information that has been entered or updated.

For more information…

For assistance, please contact the Allegheny County Service Desk at ServiceDesk@AlleghenyCounty.US or call 412-350-HELP (4357). Select Option 2 for the DHS Service Desk.

To access I-Service, go to: https://servicedesk.alleghenycounty.us

This and other Job Aids can be found at: http://s3.amazonaws.com/dhs-application-support/index.htm