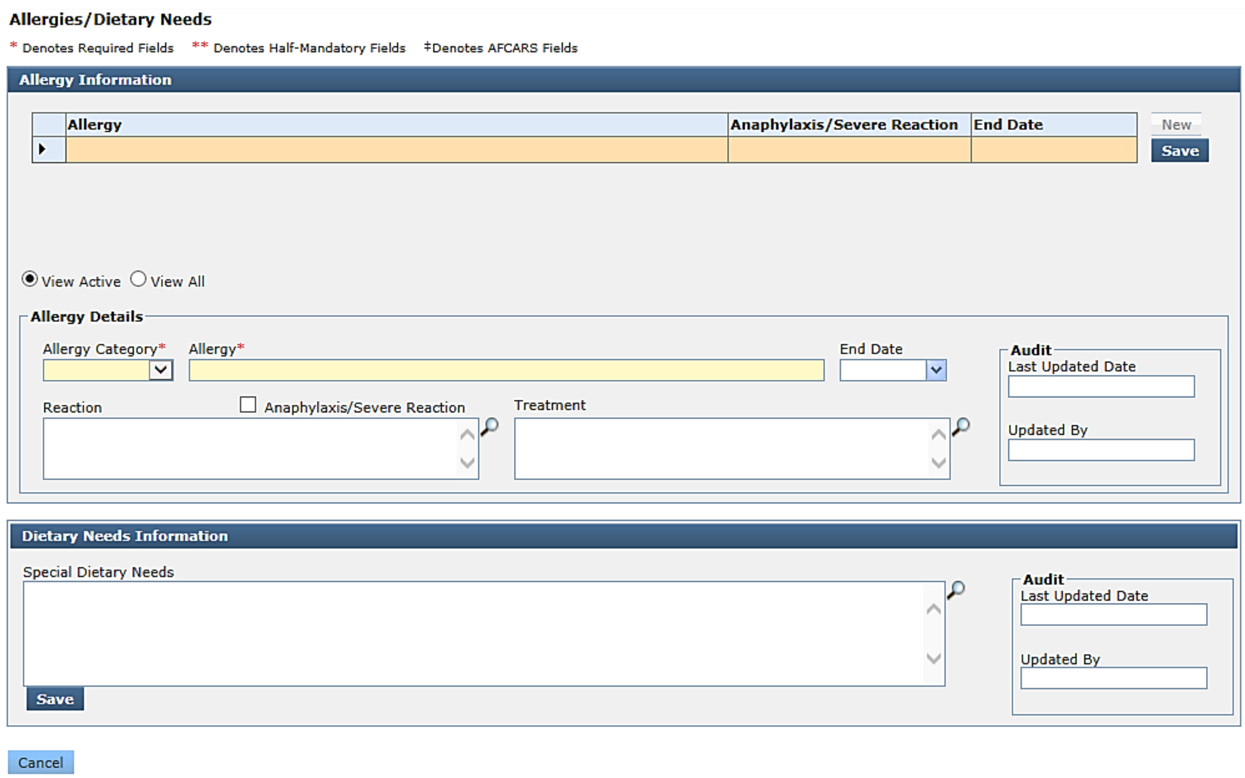
Allergies/Dietary Needs – Provider Job Aid

The *Allergies/Dietary Needs* screen is used by Caseworkers and Providers to document allergies and special dietary needs for clients. Current allergies entered on the *Allergies/Dietary Needs* screen will display at the top of the following Client Health screens: *Client Behavioral/Physical Health, Health Equipment & Goods, Hospitalization, Immunizations, Medical Appointments & Services, Medical Insurance, Medication, Notifications,* and *Tests*. This is to help staff maintain an active awareness of the client's allergies when documenting other medical information and treatments for the client.

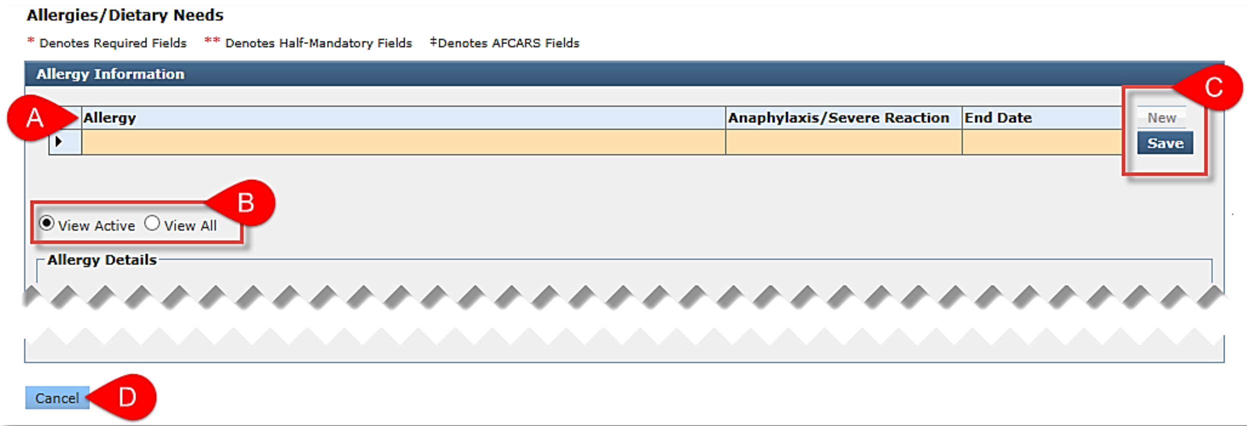
Allergies/Dietary Needs screen



Navigation

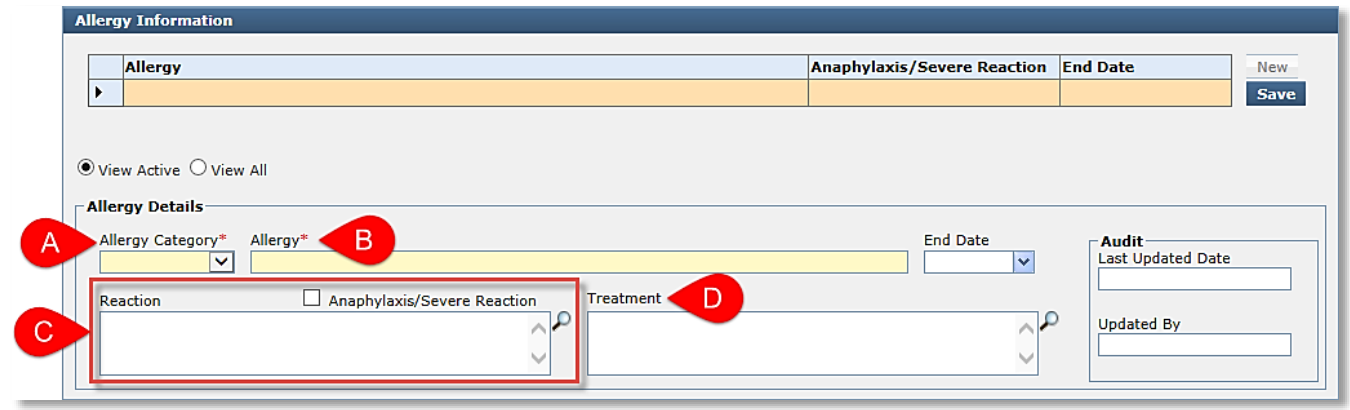
1. Navigate to the *My Services* Screen and bring the Referral/Service Episode into focus.
2. Navigate to the *Client List* screen.
   a. **Case > Client > Client List**
3. Select the desired client and click **Show**.
4. Navigate to the *Allergies/Dietary Needs* screen.
   a. **Case > Clients > Health > Allergies/Dietary Needs**

Allergy Information

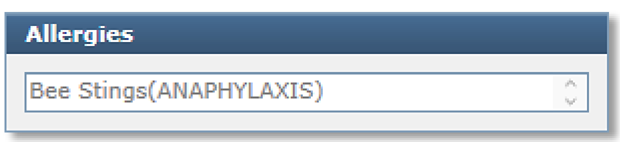


1. The *Allergy Information* grid contains a list of all of the allergies documented for this client.
   a. The *Allergy Information* grid displays the *Allergy*, *Anaphylaxis/Severe Reaction* and *End Date* of the allergy.
   b. The *Allergy Information* grid defaults to current (Active) allergies. Active allergies are allergies that have not been end-dated. Select the *View All* radio button to view all allergies including end-dated ones.
   c. The New button becomes active after the first active allergy has been documented and saved. Use the New button to document additional medications for the client. Save adds the information entered in the *Allergy Details* section to the *Allergy Information* grid.
   d. Cancel navigates the user back to the **Client > Health** splash screen. Any information not already saved will be lost.

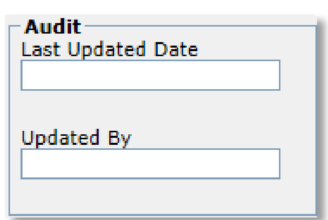
Allergy Details



1. Completing the *Allergy Details*:
   a. Select the *Allergy Category*: *Drug*, *Environmental*, *Food*, or *Pets*.
   b. Enter what the client is allergic to in the *Allergy* field.
   c. Enter the *Reaction* that the client has to the allergy.
   If the reaction includes Anaphylaxis and/or is Severe check the *Anaphylaxis/Severe Reaction* checkbox. When this box is checked a "Yes" will appear in the *Anaphylaxis/Severe Reaction* column of the *Allergy Information* grid. The *Allergies* notation on the other Health screens will also include "(ANAPHYLAXIS)" next to the allergy:

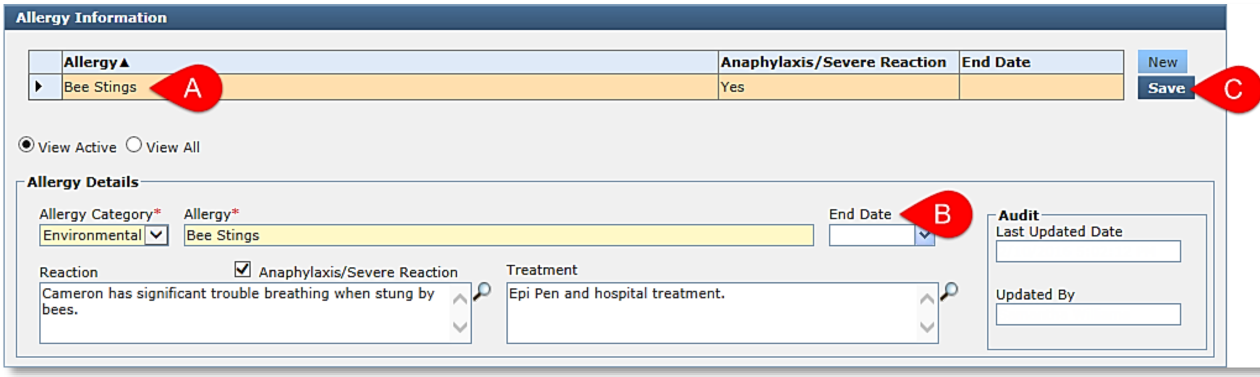


   d. Enter the *Treatment* for the allergy.
2. Once the *Allergy Details* have been completed click Save to the right of the *Allergy Information* grid.
   a. When Save is clicked the *Audit* section in *Allergy Details* will display the date and time of the last update to this screen as well as the name of the KIDS user who completed the update.

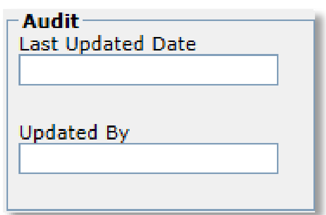


3. To enter more allergies click New to the right of the *Allergy Information* grid.

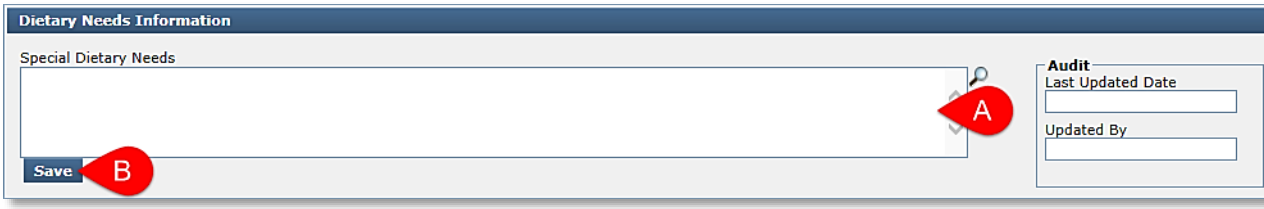
End-Dating an Allergy



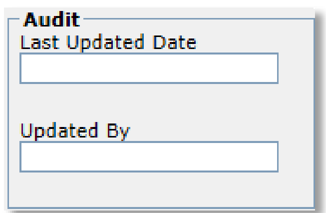
1. To end-date an allergy:
   a. Click on the allergy that is to be end-dated in the *Allergy Information* grid.
   b. Enter the *End Date* in the *Allergy Details* section.
   a. Click **Save** to the right of the *Allergy Information* grid. The *Audit* section will update with the date, time and name of the KIDS user who end-dated the allergy.



Allergy Information



1. Completing the Dietary Needs Information:
   a. Enter any dietary needs or restrictions in the *Special Dietary Needs* text-box.
   b. Click **Save** below the *Special Dietary Needs* text-box. The *Audit* section will update with the date, time and name of the KIDS user who updated the Dietary Needs Information section last.



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 the Self Service Tool go to http://servicedesk.alleghenycounty.us