



# 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

**Allergies/Dietary Needs**  
\* Denotes Required Fields    \*\* Denotes Half-Mandatory Fields    † Denotes AFCARS Fields

**Allergy Information**

Allergy	Anaphylaxis/Severe Reaction	End Date

View Active     View All

**Allergy Details**

Allergy Category*	Allergy*	End Date	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Reaction	<input type="checkbox"/> Anaphylaxis/Severe Reaction	Treatment	
<input type="text"/>		<input type="text"/>	

**Audit**

Last Updated Date

Updated By

**Dietary Needs Information**

Special Dietary Needs

## 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 .
4. Navigate to the *Allergies/Dietary Needs* screen.
  - a. **Case > Clients > Health > Allergies/Dietary Needs**



## Allergy Information

**Allergies/Dietary Needs**  
\* Denotes Required Fields \*\* Denotes Half-Mandatory Fields †Denotes AFCARS Fields

**Allergy Information**

Allergy	Anaphylaxis/Severe Reaction	End Date

View Active  View All

**Allergy Details**

Cancel

**Buttons:** New, Save, Cancel

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

The screenshot shows the 'Allergy Information' form. At the top is a table with columns: Allergy, Anaphylaxis/Severe Reaction, and End Date. Below the table are radio buttons for 'View Active' (selected) and 'View All'. The 'Allergy Details' section contains:
 

- A**: Allergy Category\* dropdown menu.
- B**: Allergy\* text input field.
- C**: Reaction text input field with a search icon.
- D**: Treatment text input field with a search icon.
- Anaphylaxis/Severe Reaction checkbox.
- End Date dropdown menu.
- Audit** section with Last Updated Date and Updated By text input fields.

1. Completing the *Allergy Details*:

- Select the *Allergy Category*: *Drug, Environmental, Food, or Pets*.
- Enter what the client is allergic to in the *Allergy* field.
- 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:

The image shows a close-up of the 'Allergies' dropdown menu. The selected item is 'Bee Stings(ANAPHYLAXIS)'. The dropdown arrow is visible on the right side.

- Enter the *Treatment* for the allergy.

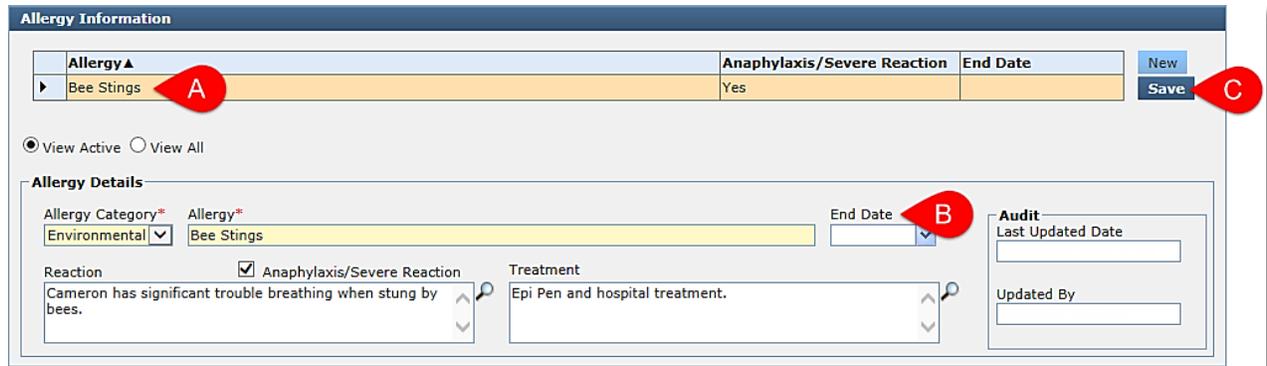
2. Once the *Allergy Details* have been completed click **Save** to the right of the *Allergy Information* grid.

- 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.

The image shows a close-up of the 'Audit' section. It contains two text input fields: 'Last Updated Date' and 'Updated By'. The 'Last Updated Date' field is currently empty.

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

**Dietary Needs Information**

Special Dietary Needs

**Save**

**Audit**  
Last Updated Date  
Updated By

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.

**Audit**  
Last Updated Date  
Updated By

## For more information...

For assistance, please contact the Allegheny County Service Desk at [ServiceDesk@AlleghenyCounty.US](mailto: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>