

Health Notes

The intent of Health Notes is to capture health-related conversations and actions when the Health Event has not occurred yet.

Click Health Tab. Click Events tab. Click Add Event. Select Health Notes. Data Enter:

Event Date (Date you are setting up the event for the program term.)

Status (Do not leave blank. Status Completed is required to set up this event.)

Description (Always the current program term. For example, 2020-2021.)

Agency Worker

Note: Only one Health Notes event is added per program term. All notes that need to be entered under this event are entered under “Add Action”.

Add Health Notes



Event Date ^{PIR}

Status

Description

Agency Worker

This event is not considered for requirements because of its status.

Event Notes

Actions

[Add Action](#)

Action	Action Date	Description	Status	Agency Worker
This event has no actions associated with it. Click "Add Action" to add one.				

[Save and Add Another](#)

[Save](#)

[Cancel Add](#)



To add to Health Notes during the year, DO NOT create another event. Click on existing Health Notes Event. Click Add Action button.

Application Enrollment Family Services Health Immunizations Disability Mental Health Education Attendance							
Events		Requirements		Health Information		Attachments (0)	
Health Events Opti							
Exp.	Event Type	Date	Status	Expiration Date	Days Until Expiration	Actions	
	Health Notes	8/01/20	Completed			0	

Select Action Type. Data Enter: Action Date, Description, Status, Agency Worker, Click Clock and add Action Notes.

Note: Descriptions for each Add Action should be specific. There are limitations on how much can be written in this section. Here are some examples:

- Fax for Dental
- Called re. Immunizations
- Remind about WC
- Fax for medication

Add Action



Action Type	<input type="text" value="Communi..."/>	Agency Worker	<input type="text"/>
Scheduled Date	<input type="text"/>	Provider	<input type="text"/>
Action Date ^{PIR}	<input type="text"/>	Provider Type	<input type="text"/>
Description	<input type="text"/>		
Status	<input type="text"/>		

Action Notes



Save and Add Another

Save

Cancel Add

