

# ChildPlus Guidelines, Responsible Staff Sept 2020

When enrolling a participant into our program use the following steps to ensure you are entered as Responsible Staff in the following areas:

## Family Services:

- Family Services Information
- Enter yourself in the “Case Worker” field

The screenshot shows a navigation bar with tabs: Application, Enrollment, Family Services, Health, Immunizations, and Disability. Below the navigation bar are buttons for Events, Family Outcomes, Family Services Information, and Attachments (1). The 'Family Services Information' section is expanded, showing fields for Case Worker, Other Case Worker, Other Case Number, and Staff Time Spent (37 hours, 30 minutes). Red arrows point to the 'Family Services' tab and the 'Case Worker' dropdown menu.

## Health:

- Health Information
- Enter yourself as “Agency Worker”

The screenshot shows a navigation bar with tabs: Application, Enrollment, Family Services, Health, Immunizations, and Disability. Below the navigation bar are buttons for Events, Requirements, Health Information, and Attachments (0). The 'Health Information' section is expanded, showing fields for Agency Worker, Doctor/Medical Home, and Dentist/Dental Home. Red arrows point to the 'Health' tab and the 'Agency Worker' dropdown menu.

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## Immunizations:

- Enter yourself as “Responsible Staff”

### ▼ Immunizations

✔ Next Shot Due is Polio/IPV on 5/24/22 (652 days)

Responsible Staff



## Disability:

- Additional Info
- Enter yourself as “Responsible Staff”

Application Enrollment Family Services Health Immunizations Disability

Concerns IESP IEP Additional Info Attachments (0)

Responsible Staff



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## Mental Health:

- Mental Health Info
- Enter yourself as “Responsible Staff”

Application Enrollment Family Services Health Immunizations Disability Mental Health

Transactions Observations Mental Health Info Attachments (0)

▼ Mental Health Information

Treatment Status [dropdown]  Consultant

Responsible Staff [dropdown]  Parent Per

Teacher [text input]

## Education:

- Education Information
- Enter yourself as “Responsible Staff”

Application Enrollment Family Services Health Immunizations Disability Mental Health Birth Transportation Education

Events Requirements Education Information Attachments (0) PICCOLO (Home Visitors Only)

Responsible Staff [dropdown]

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