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Health/Mental Health Page

To Create or Access Existing Health / Mental Health Page

From the FamLink Desktop, navigate to the **Person Management** page:

- 1. Open your Cases expando, and click the appropriate Case Name hyperlink.
- 2. On the Maintain Case page, click the Participant Name hyperlink.
 - The Person Management page opens.
- 3. On the **Options** pane, click the **Health/Mental Health** hyperlink.
 - FamLink displays a message about confidentiality of client information and asks if you wish to continue
- 4. Click Yes to continue.
 - The Health /Mental Health page displays.

The following actions and documents are listed as hyperlinks in the **Options** pane:

- Appointments
- Family History
- Medicaid Billing Data Search
- Mental Health/ Behavioral Assessment
- Fostering Well-Being
- Providers
- Certificate of Immunization Status

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Health Tab

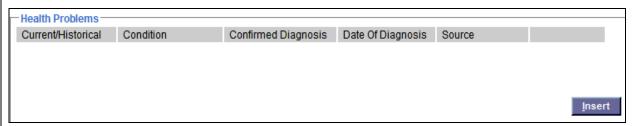
View/Edit/Delete Existing Health Information

To use the View/Edit/Delete hyperlinks on the Health tab:

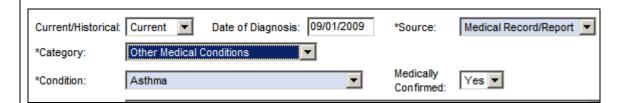
- 1. Click the View/Edit hyperlink to open the record to view or edit existing information.
- 2. Click the **Delete** hyperlink to remove the record prior to saving.
 - After you have saved the Health/Mental Health page, the Delete hyperlink is no longer available.

Document Health Problems

Click Insert to open a blank Heath Problems page.



- FamLink pre-fills the Name, Date of Birth, and Age in the header box.
- 3. Click the **Current/Historical** list and indicate whether the health problem is current or from historical records.
- 4. Click the Date of Diagnosis text box and type the date of the medical diagnosis.
- 5. Click the **Source** list and select the person who provided the information about the health problem.
- 6. Click the **Category** list and select from the five categories of conditions.



Tip: Note: the conditions are arranged by the five disability categories for AFCARS reporting.

- 7. Click the **Condition** list and select the actual medical condition.
- 8. Click the **Medically Confirmed** list and select the response that indicates if medical personnel have confirmed the health problem.
- 9. In the **Comments** text box, type your comments, if necessary.

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Health Tab

10. Select the **Inaccurate Data** check box if the data is inaccurate.

Tip: Once a record has been saved, you cannot delete a health problem record. If incorrect information has been saved, you select the Inaccurate Data check box, and FamLink will gray out the information that appears on the Health tab.

Inaccurate Data:	

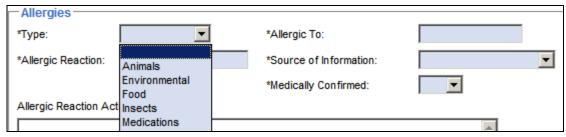
11. Click **Continue** to return to the **Health** tab. The information now displays as read only in the **Health Problems** group box.

Document Allergies

1. Select the **No Known Allergies** check box if the child has no known allergies.

If the child has allergies:

- 2. In the Allergies group box, click Insert to open a blank Allergies Pop-Up page.
 - FamLink pre-fills the Name, Date of Birth, and Age.



- 3. Click the **Type** list and select a description of the type of allergy.
- 4. Click the **Allergic To** text box and type the specific allergen.
- 5. Click the **Allergic Reaction** text box and type a description of the symptoms.
- 6. Click the **Source of Information** list and select the source from the list.
- 7. Click the **Medically Confirmed** list and select a value to indicate confirmation of the child's allergy.
- 8. Click the Allergic Reaction Action Plan text box and type a description of the treatment strategy.
- 9. Click the **Inaccurate Data** check box if information entered is found to be incorrect after the record has been saved.
- 10. Click **Continue** to return to the **Health** tab. The information you entered now displays as read only in the **Allergies** group box.

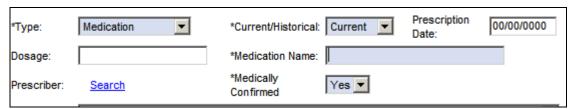
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Health Tab

Document Medications

- 1. In the **Medications** group box, click **Insert** to open a blank **Medication** page.
 - FamLink pre-fills the Name, Date of Birth, and Age in the header box.



- 2. Click the **Type** list and select a description of the type of medication prescribed for the child.
- Click the Current/Historical list and select whether the information is for current or past-prescribed medications.
- 4. Click the **Prescription Date** text box and type the date of the prescription.
- 5. Click the **Dosage** text box and type a description of the dosage recommended by the prescriber.
- 6. Click the **Medication Name** text box and enter the name of the medication.
- 7. Click the **Search** hyperlink to search for and retrieve the name of the prescriber.

Tip: For detailed information on searching for providers, see Search - Provider_in the FamLink User Manual.

Tip: For more information on creating a new provider, see Provider Maintenance in the FamLink User Manual.

- 8. Click the **Medically Confirmed** list to select **Yes** or **No** to indicate confirmation of the child's medication.
- 9. Click the **Remarks** text box to record additional information.
- 10. If the data in this record is inaccurate, select the **Inaccurate Data** check box.
- 11. Click **Continue** to return to the **Health** tab. The information you entered on the **Medications Pop-Up** page now displays as read only in the **Medications** group box.

Document Immunizations

- In the Immunizations group box, click Insert to open a blank Immunizations page.
 - FamLink pre-fills the Name, Date of Birth, and Age in the header box.

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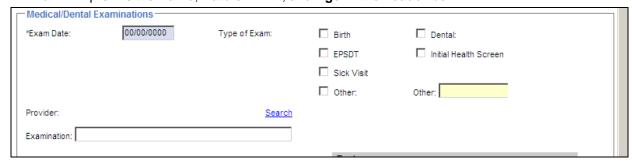


Date of Immunizations: *Source of Information: *Medically Confirmed: *Medically Confirmed: *Medically Confirmed: *Medically BCG VACCINE (BLDDER CANCER,LV) BCG VACCINE (FOR TB LIVE) BCG VACCINE (NOS)

- 2. Click the **Date of Immunization** text box and type the date of the immunization.
- 3. Click the **Immunization** list and select the type of immunization.
- 4. Click the **Source of Information** list and select information about the source regarding the immunization.
- 5. Click the **Search** hyperlink to search and retrieve the provider.
- Click the Medically Confirmed list and select whether or not the child's immunization was confirmed.
- Click the Comments text box and type text, if needed.
- 8. If the information on the page is inaccurate, select the Inaccurate Data check box.
- Click Continue to return to the previous page. The information now displays as read only in the Immunizations group box.

Document Medical/Dental Exams

- 1. In the Medical/Dental Exams group box, click Insert to open a blank Medical/Dental Exam Pop-Up page.
 - FamLink pre-fills the Name, Date of Birth, and Age in the header box.

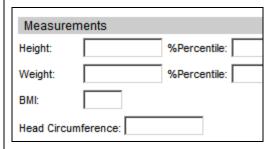


- 2. Click the **Exam Date** text box and enter date of the exam.
- 3. Check the box for the **Type of Exam** you are documenting.
- 4. Check the **Other** box and document the exam done in the Other text box if your exam is not already listed.
- 5. Click the **Search** hyperlink to search and retrieve the name of the provider.
- 6. Click the **Examination** text box to type information about the examination.
- 7. Under the Measurement column header, record any measurement information for the child.

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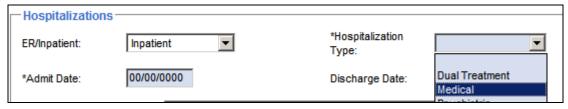
Health Tab



- 8. Under the **Tests** column header, enter any test results.
- 9. Under the Screenings column header, select the appropriate check box for any screenings done.
- 10. Under the Birth Data column header, enter any birth data you have for the child.
- 11. Click the **Search** hyperlink to search and retrieve the name of the hospital where the child was born.
- 12. Select the **Home Birth** check box if the child was born at home.
- 13. Click the **Exams/Plan Recommendations** text box and type a description of the recommendations.
- 14. Click the Additional Comments text box and type additional information, if necessary.
- 15. Select the Inaccurate Data check box if the data in this record is not correct.
- 16. Click Continue. The information now displays as read only in the Medical/Dental Exams group box.

Document Hospitalizations

- 1. In the Hospitalizations group box, click Insert to open a blank Hospitalization Pop-Up page.
 - FamLink pre-fills the Name, Date of Birth, and Age in the header box.



- Click the ER/Inpatient list and select the patient's status at the hospital.
- 3. Click the **Hospitalization Type** list and select type of hospitalization.
- 4. Click the **Admit Date** text box and type the date of admission.
- 5. Click the **Discharge Date** text box and type the date of discharge.
- Click the Admit/Discharge Information text box and type a description of any issues surrounding admittance and discharge.
- 7. Click the **Search** hyperlink to search and retrieve the name of the provider.
- 8. If the data on the record is wrong, select the **Inaccurate Data** check box.
- 9. Click Continue. The information displays as read only in the Hospitalizations group box.

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Mental Health Tab

View/Edit/Delete Existing Mental Health Information

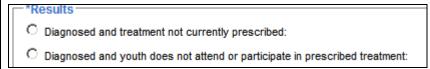
To use the View/Edit/Delete hyperlinks on the Mental Health tab:

- Click the View/Edit hyperlink to open the record to view or edit the information.
- 2. Click the **Delete** hyperlink to remove the record prior to saving.
 - After you have saved the **Health/Mental Health** page, the **Delete** hyperlink is no longer available.

Current Mental Health



- 1. To insert a new record in the **Current Mental Health** group box, click **Insert** to open a blank **Current Mental Health Pop-Up** page.
- 2. Click the Date text box and type the date the exam occurred.
- 3. Click the **Search** hyperlink and search for the provider.
- 4. In the **Results** group box, select the radio button that most accurately describes the results of the evaluation.



- 5. In the **Results** group box, select the check box that applies.
- 6. Click the **Comments** text box and type information, if needed.
- Click Continue to return to the previous page. The information now displays as read only in the Current Mental Health group box.

Document Current DSM Diagnosis



- 1. In the Current DSM Diagnosis group box, click Insert to open a blank DSM Diagnosis Pop-Up page.
 - FamLink pre-fills the Name, Date of Birth, and Age in the header box.

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Mental Health Tab

- 2. Click the **Date** text box and type the date the exam occurred.
- 3. Click the **Search** hyperlink and search for the provider who performed the exam.
- 4. In the **Results** group box, select all check boxes that most accurately describe the results of the evaluation.
- Click the Comments text box and type information if needed.
- 6. Click Continue. The information now displays as read only in the Current DSM Diagnosis group box.

Document Current Impact



- In the Current Impact group box, click Insert to open a blank Current Impact Pop-Up page.
 - FamLink pre-fills the Name, Date of Birth, and Age in the header box.
- 2. In the Impact group box, click the Date text box and type the date the assessment occurred.
- 3. In the **Impact** group box, you must select one of the radio buttons:
 - If you select the **Mental health does not affect daily functioning: Do not complete Domain** radio button, FamLink disables all options except the date box.
 - If you select Mental health affects Child/Youth's life in the following areas radio button, you must fill out the Affected Areas group box.
- 4. In the **Results** group box, select the appropriate check boxes.
 - Any selections made will score as a Need on the Family Assessment.
- 5. Click **Continue**. The information now displays as read only in the **Current Impact** group box.

Tip: Remember that you can Save at any time. It saves the entire page regardless of which tab you are on.

Document Evaluations



- In the Evaluations group box, click Insert to open a blank Evaluations Pop-Up page.
 - FamLink pre-fills the Name, Date of Birth, and Age in the header box.
- 2. Click the **Date** text box and type the date the evaluation occurred.
- 3. Click the **Type** list and select the type of evaluation performed.

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Mental Health Tab

- 4. Click the **Search** hyperlink to pull in the provider who performed the evaluation.
- Click the Outcome/Recommendations text box and describe the outcome and recommendations of the evaluation.
- 6. Click the **Additional Comments** text box and type any additional information.
- 7. Click **Continue** to return to the previous page. The displays as read only in the **Evaluations** group box.

Document Suicidal Tendency Health Mental Health Suicide 1. Has the Child/Youth Had Re-occurring Thoughts about Suicide or Self-harming Behaviors? Supporting Detail 1. Click the Has the Child/Youth Had Re-occurring Thoughts about Suicide or Self-harming Behaviors? list and select Yes or No. 2. If you select Yes, click the Supporting Detail expando to open the expando. 3. Select the appropriate check boxes.

- 4. Click the **Comments** text box and type any comments.
- Document Substance Abuse

 Health Mental Health Suicide Substance Abuse

 1. Does the Child/Youth Use Alcohol or Drugs?

 If YES, Evidence of Substance Abuse

 CDP Referral Made
 Comments:

 1. Click the Does the Child/Youth Use Alcohol or Drugs? list and select Yes or No.

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Substance Abuse Tab

- 2. If you select Yes, click the If YES, Evidence of Substance Abuse expando to open the expando.
- Select the appropriate check boxes.
- 4. Select the CDP Referral Made check box if referred for alcohol/drug treatment.
- 5. Click in the **Comments** text box and type any comments.

Tip: Remember that you can click Save at any time.

CHET Follow Up Tab

View CHET Follow Up

CHET Follow Up

Note: this tab for future use.

All information on this tab is read only and pre-fills with information from the **CHET** page. This page provides you with a convenient summary of referrals made during the CHET screening process and items requiring follow-up. It displays:

- 1. Referrals Made by CHET Screener.
- 2. Items Needing Follow-up.
- 3. Items Requiring Follow-up by Primary Worker.

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CHET Follow Up Tab		
Referrals Made By CHE	T Screener	
Туре	Date	
The Following Referrels May	p Need to be Made by the Primary Worker:	
	Notification Date	
Туре	Notification Date	
☐ Items Requiring Follow-	up by Primary Worker	
	nat require follow-up by the primary worker:	
		l

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