

## How to Upload Health Documents into ChildPlus

The documents below are **required** to be uploaded directly into ChildPlus for every child enrolled in HS/EHS:

1. Physical Exam
2. Dental Exam (NOT Seamar or Community Health)
3. Immunization Record
4. Emergency Treatment and Parent Guardian Consent
5. Health & Nutrition History (1-5 years)
6. Health & Developmental History (0-12months) (EHS)
7. Pregnancy Health History (EHS)
8. Child Health Plan - Potentially Life Threatening
9. Child Health Plan - Non-Potentially Life Threatening
10. Three Prong Approach (EHS)

### Before You Upload

1. Create a folder in which to save files ready to be attached in ChildPlus. (In order to best safeguard sensitive information, PSESD recommends keeping the folder on a shared network from which all staff at your Center save files and upload documents.)

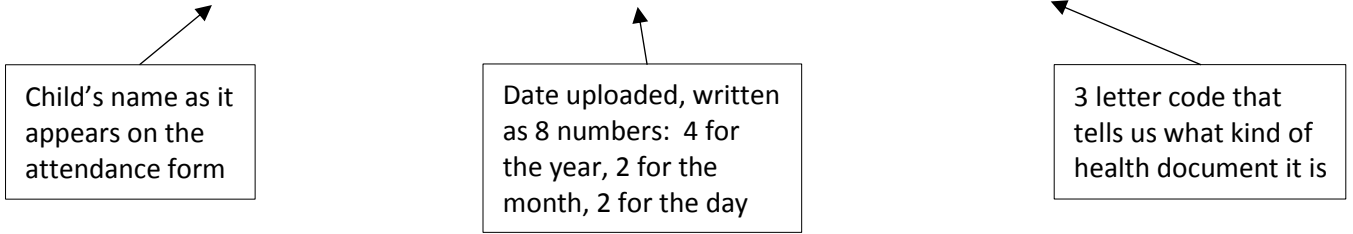


Please remember to protect the confidentiality of the children and families in our program -- you should **ONLY** access documents for the children and families that you work with directly. This goes for documents saved electronically and paper documents kept in child and family files.

2. Scan the health document to a single pdf.
3. Save it in the Upload folder you created in #1 (above.)

Rename it using the template below. Separate each word with an underscore ( \_ ) instead of a space:

LastName\_FirstName\_yyyymmdd\_AttachmentTypeCode



4. Consider the Table below. Going from left to right –

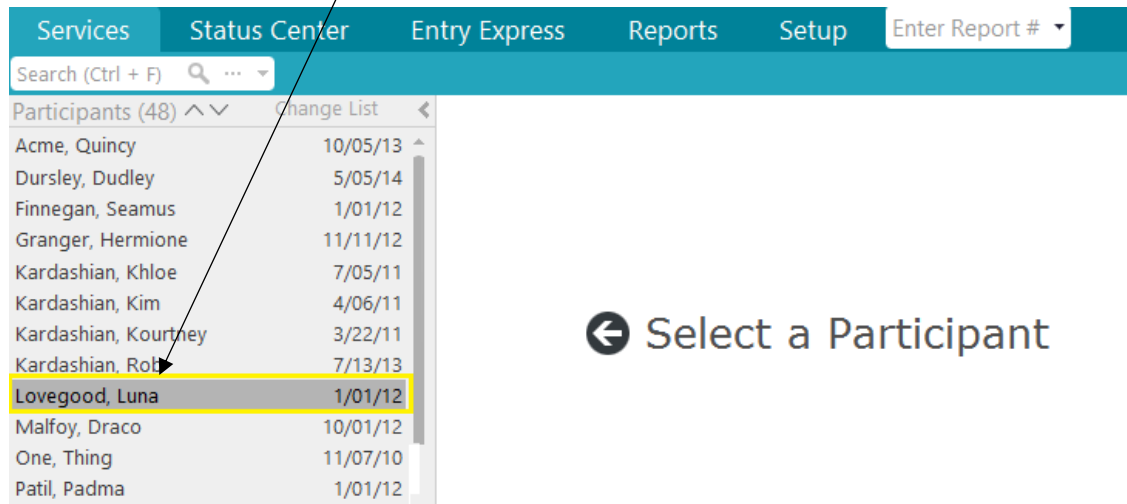
Code	Attachment Type	Where to Attach in ChildPlus
Imm	Immunization Record	Immunizations Tab
Phy	Physical Exam	Health Tab
Den	Dental Exam (not Seamar or Community Health)	
Etc	Emergency Treatment & Parent Guardian Consent Form	
Hnh	Health & Nutrition History (1-5 years)	
Hdh	Health and Developmental History (0-12 months)	
Phh	Pregnancy Health History	
Plt	Potentially Life Threatening – Child Health Plan	
Chp	Child Health Plan -non PLT	

- The first column (**Code**) has Attachment Type codes for all required and optional Health Documents. For convenience, they can be seen in the middle column (**Attachment Type**.)
  - You will need these codes to name child health documents correctly using the template above in #4.
  - The third column (**Where to Attach in ChildPlus**) shows where in ChildPlus you should upload each type of document.
  - Certificate of Immunization forms need to be attached in the Immunizations tab.
  - Everything else is attached in the Health tab.
5. After documents are uploaded to ChildPlus, they will automatically move into an Attached folder within your Uploads folder. ChildPlus automatically creates this folder for documents that are attached. **Close each document before you upload it into ChildPlus.** The document will only move to the Attached folder if you close it before attaching it in ChildPlus.
6. Examples of files renamed using File Name Template. Name every attachment using this same format.
- Example A:** An immunization record for John Doe uploaded on August 1, 2016  
Doe\_John\_20160801\_Imm.pdf
- Example B:** A Dental exam for Luna Lovegood uploaded on September 5, 2016  
Lovegood\_Luna\_20160905\_Den.pdf

After completing #1-6 above, the document is ready to be attached in ChildPlus

## How to Upload

7. Log into ChildPlus.
8. Select the **name** of the child whose document you are uploading.



The screenshot shows the top navigation bar of the ChildPlus system with tabs for Services, Status Center, Entry Express, Reports, and Setup. Below the navigation bar is a search bar labeled 'Search (Ctrl + F)'. A dropdown menu is open, displaying a list of participants with their names and dates. The entry 'Lovegood, Luna' is highlighted in yellow. A callout box with a left-pointing arrow and the text 'Select a Participant' is positioned to the right of the list.

Participant Name	Date
Acme, Quincy	10/05/13
Dursley, Dudley	5/05/14
Finnegan, Seamus	1/01/12
Granger, Hermione	11/11/12
Kardashian, Khloe	7/05/11
Kardashian, Kim	4/06/11
Kardashian, Kourtney	3/22/11
Kardashian, Rob	7/13/13
<b>Lovegood, Luna</b>	<b>1/01/12</b>
Malfoy, Draco	10/01/12
One, Thing	11/07/10
Patil, Padma	1/01/12

9. Click **Health**. (Note! If you were uploading an Immunization form, then you would click on **Immunizations** instead.)

Services Status Center Entry Express Management Reports Setup Enter Report # ▾

Luna Lovegood × +

**Luna Lovegood** ▾  
Female DOB: 1/01/12 4y 7m CPID: 51440

Application Enrollment Family Services **Health** Immunizations Disability Education Attendance PIR

Events Requirements Health Information **Attachments (1)**

Health ▾ **Add Attachment** Edit Details

	Service Area	Attachment Type	Description	Date Added	Added By	File Name	Size
	Health	Health and Developmental History		8/23/2016	Training, FS	Lovegood_Luna_...	

10. Select the **Attachments** tab.
11. Click on the green **'Add Attachment'** button.
12. A window will pop up.

13. Click **Browse** and select the file you want to upload.
14. Keep the **Service Area** as whichever default value appeared.
  - When uploading documents in the **Health** screen, the service area will show as **Health**.
  - When uploading CIS forms in the **Immunization** tab, it will default to **Immunizations**.

**Add Attachment**

File to Attach (Maximum size is 3MB)  
C:\Users\cschley\Desktop\Uploads\Lovegood\_Luna\_20160805\_Den.pdf **Browse**

**Service Area**  
Health

**Attachment Type**  
Dental Records

Description

**OK** Cancel

15. Select the **Attachment Type** from the dropdown box and click **OK**.

The document will now appear in the Attachments tab for that child and will move to the Attached folder within your uploads folder. Remember to close each document before you upload it so that it will automatically move to the Attached folder.