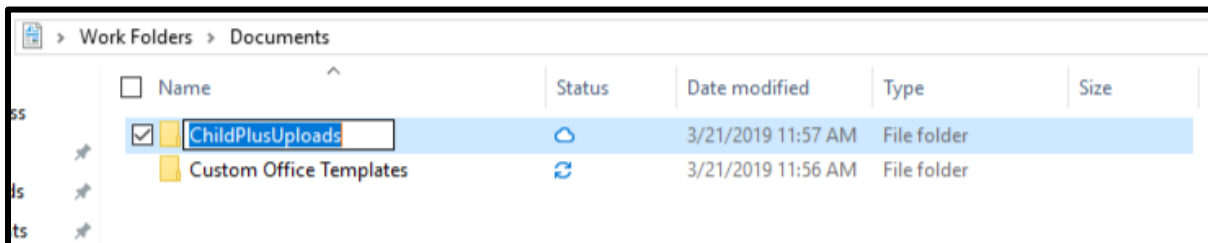


The documents below are required to be uploaded directly into ChildPlus for every child enrolled in HS/EHS

- Well Child Exam
- Dental Exam (Including Sea Mar or Community Health)
- Immunization Record
- Emergency Treatment and Parent Consent
- Declining Early Learning Services (if applicable)
- Health History
- Pregnancy Health History (EHS Only)
- Child Health Plan w/ Medication Label (Potentially Life Threatening)
- Child Health Plan w/ Medication label (Non-PLT)
- Health & Developmental Screening Results Form (initial screens & re-screens)
- Lead & Hematocrit Fax Cover Sheet (if appl.)
- Spring Growth Results Form (HS Only)

Before you Upload

1. Create a folder where you will save files ready to be attached in ChildPlus. We recommend keeping the folder on your center/site's shared network to best safeguard sensitive information.



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 applies to documents saved electronically and paper documents kept in child and family files.

2. Scan the *entire* health document to a single pdf (separate pdf for different types of health documents).
3. Save *newly scanned* pdf to the Upload folder you created in Step #1.

ChildPlus Document Upload Instructions – HS/EHS

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

LastName_FirstName_yyyymmdd_AttachmentTypeCode

Last/FirstName: Child's name as it appears on the attendance form

yyymmdd: Date uploaded, written as 8 numbers: 4 for the year, 2 for the month, 2 for the day

AttachmentTypeCode: 3 letter code that tells us which kind of health document it is (*see table below*).

Code	Attachment Type	Where to Attach in ChildPlus
Imm	Immunization Record	Immunization Tab
Phy	Physical Exam	Health Tab
Den	Dental Exam (Home Dentist & Sea Mar/CHC)	
Hds	45 Day Screening Results (Health & Dev Screenings)	
Blo	Lead Test & Hemoglobin/Hematocrit	
Etc	Emergency Consent Form	
Ref	Declining Health Services Form	
Hnh	Health History	
Phh	Pregnancy Health History (EHS Only)	
Chp	Child Health Plan	
Med	Medication Label for Child Health Plan	

5. Examples of files renamed using **Template** above.

a. **Example A:** An immunization record for Michael Jordan uploaded on August 1, 2019

Jordan_Michael_20190801_Imm.pdf

b. **Example B:** A dental exam for Kyrie Irving uploaded on September 5, 2019

Irving_Kyrie_20190905_Den.pdf

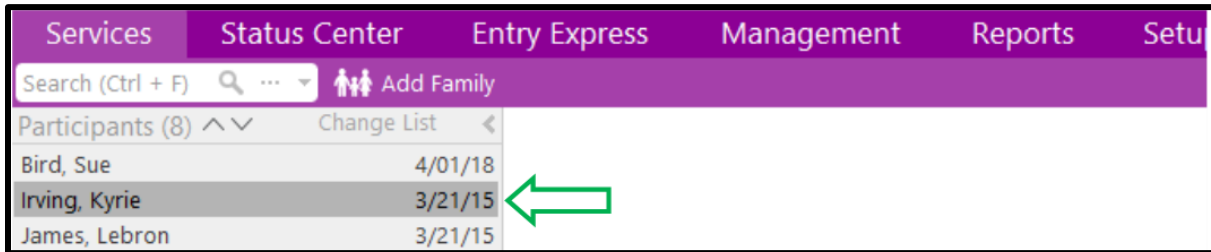
ChildPlus Document Upload Instructions – HS/EHS

6. Make sure to close each document before you upload into ChildPlus. After you attach a document to ChildPlus, it will automatically move into an **Attached** folder that ChildPlus creates for you in your upload folder. However, the document will only automatically move to the **Attached** folder if you close it before attaching in ChildPlus.

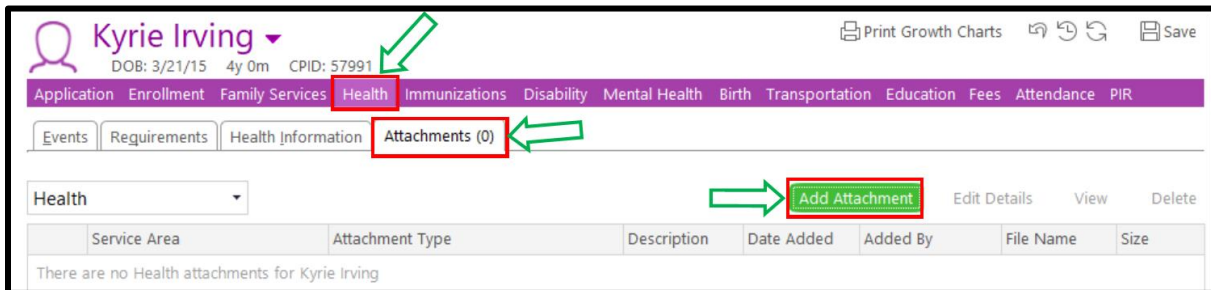
After completing Steps 1-6 above, the document is ready to be attached in ChildPlus, nice work!

How to Upload & Attach

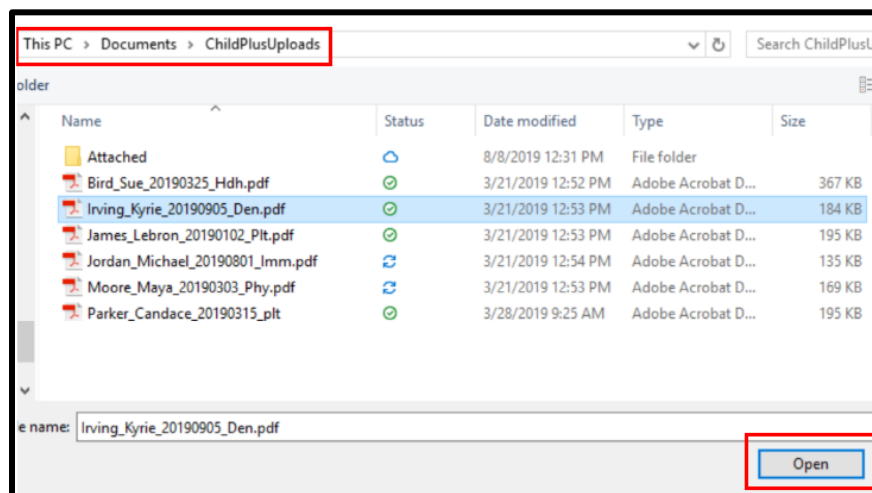
1. Select the **name** of the child whose document you are uploading.



2. Click on **Health** tab. If you are uploading an Immunization form, then you would click on **Immunization** tab instead.
3. Next, click on **Attachments** tab, and then click the green **Add Attachment** button.



4. A window will open, navigate to the folder that you saved your file in, select the file, and click **Open**.



ChildPlus Document Upload Instructions – HS/EHS

- In the next window, you will leave the **Service Area** as *Health* from the drop-down box (or change to Immunizations if you are uploading CIS form).
- Select the **Attachment Type** from the dropdown box and click **Save**. Please make sure you are selecting the appropriate attachment type (*listed on page 2*) for each upload. Use the cheat sheet if you need to.

Add Attachment

File to Attach (20MB Max) [Browse](#) Irving_Kyrie_20190905_Den.pdf.pdf

Service Area: Health

Attachment Type: Dental Exam - Dentist Office

Description: PLEASE DO NOT WRITE ANYTHING IN THIS BOX

Notes: 8/15/2019 10:23 AM Jayme Estep Data Systems Tech
You can use this space to write notes if you would like (not required), but please REMEMBER to click the clock icon, which will provide a time stamp with your name/date.
<end of entry>

Time-Saving Tips: [Save and Add Another](#) [Save](#) [Cancel](#)

- The document will now appear in the **Attachments** tab on ChildPlus, and the file will appear in the **Attached** folder within your uploads folder.

Service Area	Attachment Type	Description	Date Added	Added By	File Name
Health	Dental Exam - Dentist Office		8/9/2019	Data Systems Te...	Irving_Kyrie_...

- Nice work! Now that you have uploaded and attached your documents, you are ready to enter health events in ChildPlus. There are only two health events required by site staff to enter: **Health History & Child Health Plan**. Please see instructions for any needed support in using ChildPlus to enter these events.

For everything else, if you have uploaded it, you are done!