1 From within the contact view, go to the "New Event" Dropdown menu.
Choose "06) Screening (Dev, Health, Visio, etc.)" from the list of events. Click on "New Event"
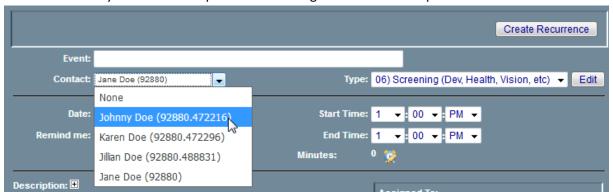
Contact View

Print | History | Duplicates | Face Sheet

New Event

Dropdown list:
- 01) Personal Encounter
- 01) Personal Encounter
- 02) Group Encounter
- 03) Newborn Encounter
- 04) Prenatal Encounter
- 05) Personal Contact
- 06) Screening (Dev, Health, Vision, etc)
- 07) Family Resource Assessment
- 08) Family Service Plan
- 09) Referral
- A) Screening for Eligibility
- B) Child Enrollment
- C) Child Transition
- D) Child Exit
- Update Contact

Contact Code: JX   Contact #92880   Active ▼   Save   ⚠ Add Flag

Contact Info:		Work Phone:	
Jane Doe		Home Phone:	
,		Cell Phone:	
		Fax:	
		Source:	Another agency
Role: Mother		Assigned To:	UserId
Email:		Type:	Individual

The system will take you to this screen that tracks the both general data and details about the screening:

Create Recurrence

Event:

Contact: Jane Doe (92880) ▼   Type: 06) Screening (Dev, Health, Vision, etc) ▼   Edit

Date: 05/25/2017 📅 (mm/dd/yyyy)   Start Time: 7 ▼ : 00 ▼ : PM ▼
Remind me: 0   days before this event.   End Time: 7 ▼ : 00 ▼ : PM ▼
                                                Minutes: 0 🐝

Description: ⊞

Assigned To:
UserId ▼

Notify me if not closed in:
[ ] -------- ▼

Status: Open/Closed: Access:
Pending ▼   Open ▼   Public ▼

Screening Type
[ ] ▼
Screening Tool
ASQ:SE ▼
Division
[ ] ▼
Program
[ ] ▼

Save | Save & New | Save & Close | Cancel
☐ Copy Contacts
☐ Copy Event

Choose the child you screened or plan to scree using the "Contact" drop down.

2   Enter the following field values and click <Save>

Field	Value
Event	A short description. Not used for reporting. Does appear on the calendar view on the Event tab.
Date	Date on which the event is planned or the date on which happened (or was supposed to have happened)
Start time/End time	N/A – unless you tracked the specific time you spent on the screening
Description	The results and any notes about the screening, the screening tool if marked as "other"
Status	If planning ahead, mark event pending Otherwise, mark "complete" (Void is only used to eliminate errors or duplication)
Open/Closed	Open if pending Otherwise, mark "Closed"
Screening Type	Select one: Developmental Hearing Medical Social Emotional Vision
Screening Tool	Select one: Other ASQ-3 ASQ:SE HELP
Division	"Home Visiting"
Program	Choose appropriate program for your agency

3   Click <Save & Close>