



# FamLink Quick Help Guide Health/Mental Health

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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 **Health Problems** page.

Health Problems					
Current/Historical	Condition	Confirmed Diagnosis	Date Of Diagnosis	Source	
					<input type="button" value="Insert"/>

- 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.

Current/Historical:	<input type="text" value="Current"/>	Date of Diagnosis:	<input type="text" value="09/01/2009"/>	*Source:	<input type="text" value="Medical Record/Report"/>
*Category:	<input type="text" value="Other Medical Conditions"/>				
*Condition:	<input type="text" value="Asthma"/>	Medically Confirmed:	<input type="text" value="Yes"/>		

**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**.

The screenshot shows the 'Allergies' form with the following fields and options:

- \*Type:** A dropdown menu with options: Animals, Environmental, Food, Insects, Medications.
- \*Allergic Reaction:** A text input field.
- \*Allergic To:** A text input field.
- \*Source of Information:** A dropdown menu.
- \*Medically Confirmed:** A dropdown menu.
- Allergic Reaction Act:** A text input field.

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.

*Type:	Medication	*Current/Historical:	Current	Prescription Date:	00/00/0000
Dosage:		*Medication Name:			
Prescriber:	<a href="#">Search</a>	*Medically Confirmed	Yes		

2. Click the **Type** list and select a description of the type of medication prescribed for the child.
3. 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

1. 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.



# FamLink Quick Help Guide Health/Mental Health

## Health Tab

The screenshot shows a form titled "Health Tab" with the following fields and options:

- Date of Immunizations:** A text box containing "00/00/0000".
- \*Source of Information:** A dropdown menu.
- \*Immunizations:** A dropdown menu with a list of options: ADENOVIRUS VAC TYP7,LIVE,ORAL; ANTHRAX VACCINE; BCG VACCINE (BLDDER CANCER,LV); BCG VACCINE (FOR TB LIVE); BCG VACCINE (NOS).
- Provider:** A text box.
- \*Medically Confirmed:** A text box.

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.
6. Click the **Medically Confirmed** list and select whether or not the child's immunization was confirmed.
7. 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.
9. 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.**

The screenshot shows a form titled "Medical/Dental Examinations" with the following fields and options:

- \*Exam Date:** A text box containing "00/00/0000".
- Type of Exam:** A group of checkboxes: Birth, Dental, EPSDT, Initial Health Screen, Sick Visit, Other.
- Provider:** A text box with a **Search** hyperlink next to it.
- Examination:** A text 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

Measurements	
Height:	<input type="text"/> %Percentile: <input type="text"/>
Weight:	<input type="text"/> %Percentile: <input type="text"/>
BMI:	<input type="text"/>
Head Circumference:	<input type="text"/>

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

## Document Hospitalizations

- 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**.

Hospitalizations			
ER/Inpatient:	<input type="text" value="Inpatient"/>	*Hospitalization Type:	<input type="text"/>
*Admit Date:	<input type="text" value="00/00/0000"/>	Discharge Date:	<input type="text" value="Dual Treatment Medical"/>

- Click the **ER/Inpatient** list and select the patient's status at the hospital.
- Click the **Hospitalization Type** list and select type of hospitalization.
- Click the **Admit Date** text box and type the date of admission.
- 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.
- Click the **Search** hyperlink to search and retrieve the name of the provider.
- If the data on the record is wrong, select the **Inaccurate Data** check box.
- 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:

1. 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

Current Mental Health	
Date	Result

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.

*Results
<input type="radio"/> Diagnosed and treatment not currently prescribed:
<input type="radio"/> Diagnosed and youth does not attend or participate in prescribed treatment:

5. In the **Results** group box, select the check box that applies.
6. Click the **Comments** text box and type information, if needed.
7. 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

Current DSM Diagnosis	
Date	Result

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.
5. 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

Current Impact	
Date	Affected Areas

1. 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

Evaluations	
Date	Type

1. 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.
5. 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.

## Suicide Tab

### Document Suicidal Tendency

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.

## Substance Abuse Tab

### Document Substance Abuse

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



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2. If you select **Yes**, click the **If YES, Evidence of Substance Abuse** expando to open the expando.
3. 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



**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 CHET Screener

Type	Date
------	------

### Items Needing Follow-up

The Following Referrals May Need to be Made by the Primary Worker:

Type	Notification Date
------	-------------------

### Items Requiring Follow-up by Primary Worker

List any other items below that require follow-up by the primary worker: