

Entering a Screening Tool Scribe⁼⁼ (no signature)

1 Select client (can also use Client Search)

The screenshot shows a web application interface with a green header bar containing navigation links: 'Client Search', 'Welligent', 'Reports', 'Billing Manager', 'My Alerts', and 'Log Out'. Below the header, a welcome message reads 'Welcome back, Sara Lowell!' with a settings icon and a 'Support' link. The main content area is divided into two sections. On the right, a 'My Desktop' sidebar contains sections for 'Today at a Glance', 'My Toolbox', and 'My Recent Clients'. The 'My Recent Clients' section lists various clients, each with a yellow padlock icon. The first item, 'Test, Tuesday', is highlighted with a red circle. Other clients listed include 'Test, Daisy', 'Doubtfire, Dolly', 'Test, Fluff', 'Test, Cucumber', 'Test, Rosita', 'Test, Lemon', 'Number, Cell', 'Test, Orange', 'Test, Saturday', 'June, May', 'Test, February', 'Bannana, Baby', 'Test, Keylime', 'Test, Mango', and 'Test, Youqart'. A vertical blue sidebar on the far right contains several icons: a bell, a calendar, a group of people, an envelope, a wrench, a hammer, and a double arrow.

2 Go to Program History on the left side

Click [HERE](#) to view a list of reminders for Tuesday

Time	Provider	Description
09:16am	Sara Lowell	Family Training/Counseling
09:19am	Sara Lowell	Family Training/Counseling
12:33pm	Sara Lowell	Family Training/Counseling

Rx Active Medication List

Medication

Outside Medications

Tuesday Test has no Active Medications.

Recent or Pending Lab Tests

Problems/Conditions

Health Screenings

3 Select Early Intervention program

Client ID: 7060691

Program History

Search Criteria

Program Status: Show Wait List History Hide Sub/Child Programs

Edit	Print	Program	Status	Admit Date	Discha
		Early Intervention	Active	27-May-2022	

4

In child's Program Episode Details, find screening tool in "Paperwork/Forms" section of the screen - click on the green plus sign

The screenshot shows a software interface with a green header bar containing 'Client Search', 'Welligent', and 'Report' buttons. Below the header, there's a blue bar with 'nder:Female)'. A navigation bar includes 'Other »' and 'Save' buttons. The main content area is divided into two sections: 'IFSP/Outcomes' and 'Services'. The 'Paperwork/Forms' section is expanded, showing a list of forms with a green plus sign next to each entry. The first entry, 'Family Intake(0)', has its plus sign highlighted with a yellow circle. Other entries include 'Hearing and Vision Screening(1)', 'IFSP - (Entry) Present Levels of Development and Child Outcomes', 'IFSP - (Exit) Present Levels of Development and Child Outcomes S', 'IFSP - Annual IFSP Review (0)', 'IFSP - Multidisciplinary Evaluation/Assessment Summary(0)', 'IFSP - Services(4)', 'IFSP - Transition Steps(0)', 'Physician's Authorization(0)', and 'Procedural Safeguards and Prior Written Notice(0)'. On the left side, there are input fields for '2022', 'Time: 12:00am', and 'ovak', along with search icons and a red star icon.

5

In the Setup tab, change Screening Status to Complete (Use Incomplete if this is a draft)

The screenshot shows the 'Setup' tab for a client named 'TEST, TUESDAY' (ID# 7060691, DOB: 2 mths days, Idle Period: 0 Minutes). The 'Screening Status' dropdown menu is open, showing options: 'Incomplete', 'Complete', 'Unknown', 'Delete - Error', and 'Online: Client Submitted/Completed'. The 'Complete' option is highlighted. Other fields include 'Client Name: TEST, TUESDAY', 'Client DOB: 15-Apr-2022', 'Client ID: 7060691', 'Translate Page: Select Language | v', 'Completion Code: v', 'Associated Program: Early Intervention', 'Screening Mode: v', 'Location: v', 'Administered By (Name): Sara Lowell', 'Screen Date: v Time: v', and 'Signed? No'. A yellow circle highlights the dropdown arrow for the 'Screening Status' field.

6

Enter Date and Time of the screening. (Note - Completion Code, Screening Mode can be skipped. Associated Program, Locations, and Administered By should prefill.)

Screening Status: Complete

Translate Page: Select Language

Completion Code:

Associated Program: Early Intervention
Status: Active
Intake Date: 27-May-2022

Screening Mode:

Location: Test Location

Administered By (Name): Sara Lowell

Date: Time: No

7

Click the next tab to begin entering documentation. In this example, the Family Intake, there are two tabs: Getting to Know Your Child and Family and EcoMap.

Edit Family Intake Information - Test, Tuesday (ID# 7060691 DOB: 2 mths days) (Idle Period:0 Minutes)

Setup

Getting to Know your Child and Family

EcoMap

Client Name: TEST, TUESDAY
Client DOB: 15-Apr-2022
Client ID: 7060691

Screening Status: Complete

Translate Page: Select Language

Completion Code:

Associated Program: Early Intervention
Status: Active
Intake Date: 27-May-2022

Screening Mode:

Location: Test Location

Administered By (Name): Sara Lowell

Screen Date: 29-JUN-2022 Time: 12:51PM

Signed? No

8 Enter documentation as you normally would

Family Intake Information - Test, Tuesday (ID# 7060691 DOB: 2 mths days) (Idle Period:0 Minutes)

Getting to Know your Child and Family

Getting to Know your Child and Family

The information gathered in this section helps your EI Provider gain a better understanding of your child's development and a foundation for next steps.

Why was your child referred to Early Intervention (EI)? (select all that apply)

Speech/Language

Fine/Gross Motor

Behavioral/Adaptive

Hearing/Vision

Delayed Development

Diagnosed Condition

Other

Describe

9 Once finished with one tab, move on to the next. You can click "Save" in between tabs just in case!

Edit Family Intake Information - Test, Tuesday (ID# 7060691 DOB: 2 mths days) (Idle Period:0 Minutes)

Setup

Getting to Know your Child and Family

EcoMap

Enter helpful information about where child spends their time

1000 Characters Left

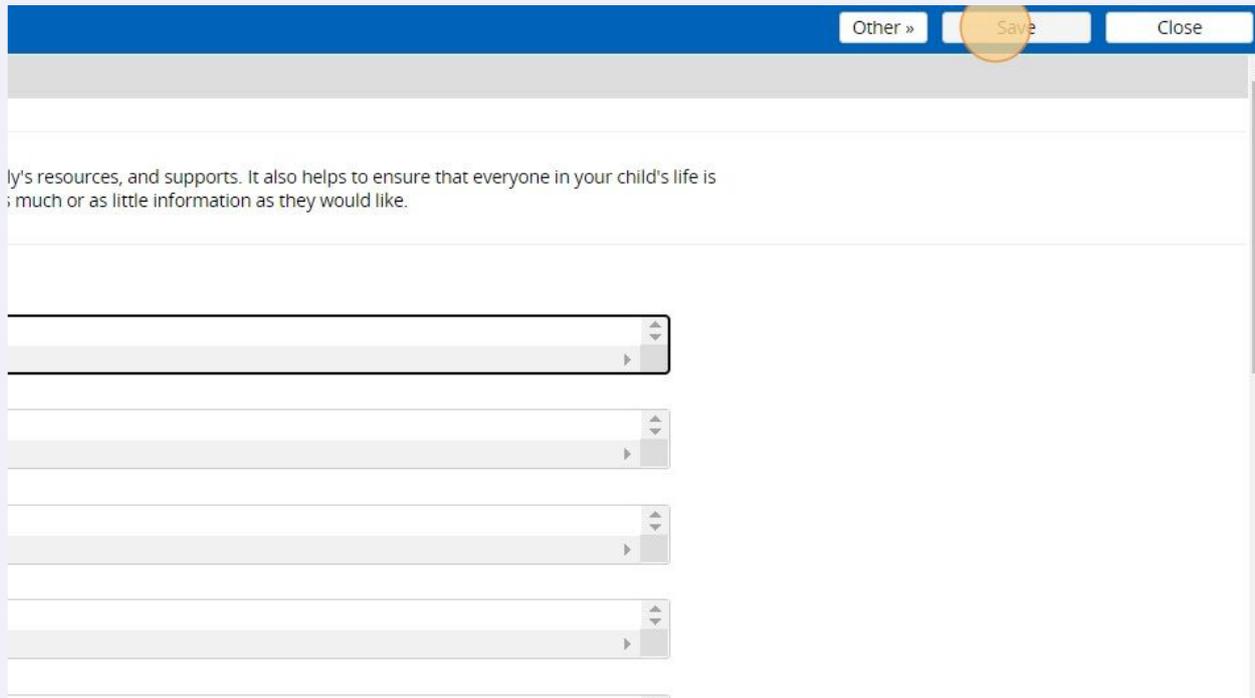
What are some of your child's favorite toys and activities?

1000 Characters Left

What else would you like us to know about your child?

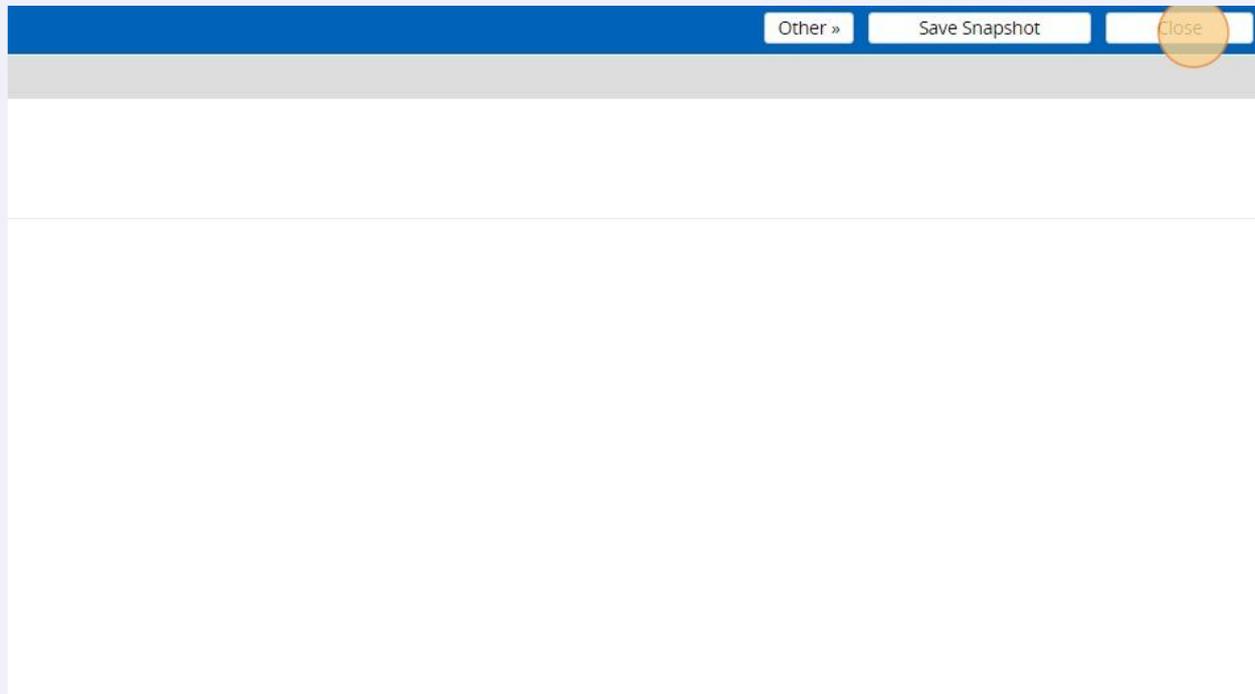
1000 Characters Left

10 When you are done entering documentation, click "Save".



A screenshot of a software interface. At the top right, there is a blue header bar containing three buttons: "Other »", "Save", and "Close". The "Save" button is highlighted with a yellow circle. Below the header bar is a large white text area. The text in this area reads: "ly's resources, and supports. It also helps to ensure that everyone in your child's life is ; much or as little information as they would like." Below the text area are four horizontal input fields, each with a small arrow on the right side, indicating they are dropdown menus or scrollable lists.

11 The screening tool is now saved; click "Close"



A screenshot of a software interface. At the top right, there is a blue header bar containing three buttons: "Other »", "Save Snapshot", and "Close". The "Close" button is highlighted with a yellow circle. Below the header bar is a large white text area that is currently empty.