Appointments Everywhere: The How To

Entering Children

Exiting Children:

When exiting a child, after it has gone through data input, data review double checks that on btots, the child is deactivated, and according to age, that the appropriate transition steps were filled out and that the IFSP outcomes are rated. Then check the child’s enrollment and activation. Once finished with that, open webapps:

Step 1. When exiting a child, simply type the child’s last name, then their first. A small window will open up and you can click on the name. After the child has been selected, click on the tab called: Data Maintenance. Then go to the side tabs and find the one called: Resource Maintenance. This will open up a drop down menu. Click on Resource types.

This will open up a new page.

Step 2. On this page, click select. This will open a small window. In this window you will select:

* Service coordinator
* SLP
* OT
* Physical Therapist
* ABC/Behavior
* Class
* Class
* Nurse
* Other

These will need to be clicked one at a time. After one has been selected, there should be 2 boxes checked;

1. Appointments for Resources of this Type should be included on Statistical Reports
2. Appointments for Resources of this Type should be included on Non-Statistical Reports

Then click Save. Repeat this for all of step 2.

Step 3. Hover the mouse over scheduling, and click on Grid. Then click on the child’s name. This will bring up a new page. Click on Cases. Then Click on Edit. This will open a small window. On this window, click the button Discharge. This will open another window in which to pick the exit reason. Then click save. This will return you to the first small window.

Step 4. Click on the Calendar button for Date Last Seen. This will give you a small window in order to put the date that the child was exited on. Click on the date and then hit save. Then you are all done for that child!

Once finished with webapps, go to the rotating filing cabinet, and grab the perm fill for the child. Then go through the working file and put all the written on papers in the perm file, and put the unused papers in the tray for papers to be reused.

Then place the perm file into perm filing cabinets in alphabetical order.