



## Beginning your Child Search

Before searching for your first child you will want to create a report list to put the shot records of the children in your day care center. By doing this, you will only have to look the child up in the registry one time.

1. Click on **Manage list** under the Day Care Access section of the menu panel (blue bar) on the left side of the screen.

The screenshot shows a web application interface. On the left, there is a blue sidebar menu titled "Day Care Access" with the following options: "Production Region 5.3.6", "find child", "manage list", and "check day care report". The "manage list" option is highlighted with a white arrow pointing to it. At the top of the page, there is a yellow navigation bar with the text "organization IR Physicians - IRPH • user Bill Ledford • role Daycare User". To the right of this bar are links for "INC home", "logout", and "help desk" with a lightbulb icon.

2. In the **New List Name** box, create a title for your list, then save it. Each day care center may create up to 20 different lists.

Each school-day care can only have 20 report lists.

The screenshot shows a form titled "Manage List". It contains a text input field labeled "\* New List Name" with a white arrow pointing to it. To the right of the input field is a "Save" button. Below the input field is a section titled "Report List" which contains a table with the following columns: "List Name", "Last Updated Date", "Student-Child Count", and "Delete".

\* Fields marked with an asterisk are required.

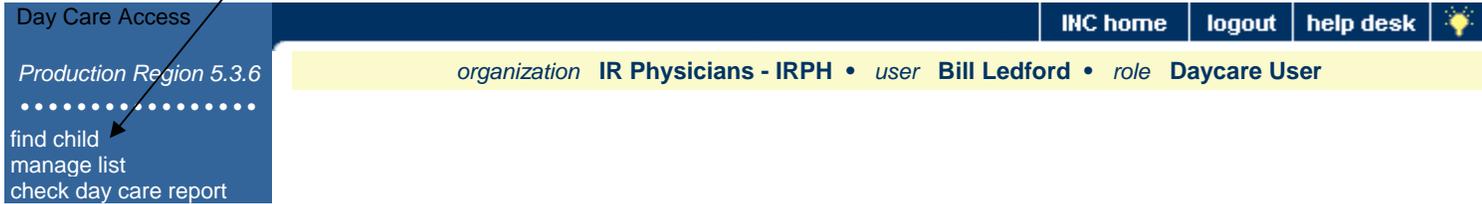
3. After you have named your report and **saved** it, click on **find child**.

### Finding a Child

When searching for an existing child in the Immunization Network for Children (INC), more information is not always better. By entering too much information about a child (mother's maiden name, phone number, birth date, etc.) you will increase your entry time and decrease the odds of finding the child due to typing and interpretation errors. We recommend that you supply four characters of the child's last name and three characters of the first name

only. If the child's name is very common, supplying a complete name, birth date, or mother's maiden name will help narrow the search.

1. Click on **Find child** under the Day Care Access section of the menu panel (blue bar) on the left side of the screen.



2. In the **Child Search Criteria** screen, you have several options for searching.

The image shows a form titled "Child Search Criteria". On the left side, there are four text input fields: "Last Name", "First Name", "Mother's Maiden Last", and "Mother's First Name". On the right side, there is a "Gender" section with three radio button options: "M", "F", and "N/A". Below the gender section are two more input fields: "Birth Date" with a calendar icon and "Phone" with three separate input boxes for digits separated by dots. A "Find" button is located to the right of the gender options. An arrow points from the second step of the instructions to the "Last Name" field.

□ **Last Name:** Entering the first three letters of the child's last name, along with the first two letters of the first name, will initiate a search of all children matching those letters. Entering fewer than three letters in the last name field will result in an exact name search. For example, entering the letters "Li" will produce only last names of "Li." If the child's name is common, typing in the full name will narrow the search.

□ **First Name:** Entering the first two letters of the child's first name, along with the first three letters of the last name, will initiate a search of all children matching those letters. If the child's name is common, typing in the full name will narrow the search.

**Mother's Maiden Name:** Entering the mother's maiden name, in combination with the data entered in the above two fields, will narrow a

The screenshot shows a form titled "Child Search Criteria" with the following fields and controls:

- Last Name:** A text input field.
- Gender:** Radio buttons for M, F, and N/A.
- First Name:** A text input field.
- Mother's Maiden Last:** A text input field.
- Mother's First Name:** A text input field.
- Birth Date:** A date picker field.
- Phone:** Three separate text input fields for digits, separated by dashes.
- Find:** A button to execute the search.

Arrows from the text above point to the "Mother's Maiden Last" field, the "Gender" section, the "Birth Date" field, and the "Phone" fields.

search for a child with a common name. Alternately, you may find all children associated with a mother by entering only the mother's first name and maiden last name.

**Mother's First Name:** Entering the mother's first name, in combination with the data entered in the above three fields, will narrow a search for a child with a common last name. Alternately, you may find all children associated with a mother by entering only the mother's first and maiden names.

**Birth Date:** Entering the child's birth date in conjunction with his or her first and last name will narrow a search for a common name. Otherwise, it is not necessary to enter a date in this field.

**Gender:** Indicating the gender of the child will narrow a search for a common name, especially if the first name is androgynous.

**Phone:** Entering the child's phone number only will produce a single name match. However, this method is not recommended, as a phone number may not be entered for a child and phone numbers may change over time.

3. Click **FIND**.

4. If multiple records are found matching the information you entered, a table listing up to 75 matches with detailed information on each will be shown below the Find Child Information box. To choose a child from this list, click on the **child's last name**, underlined and in blue.

Last Name	First Name	Birth Date	Chart #	Mother's Maiden First	Mother's Maiden Last	Gender	Telephone
<u>MILLER</u>	JOHN	02/20/1993		JOY	DEPAS	M	
<u>MILLER</u>	JOHN	10/01/2001		BETSY	MILLER	U	555-5555

5. If only one child matches your search, the **Student-Child information screen** for that individual will display automatically.

6. If there is no match to your search, recheck the information you entered for accuracy. If you suspect the child has not been entered into INC, request the parent or guardian to go to the child's primary care physician or the local health department and request that the shot information be entered into the Immunization Network for Children.

7. If you found your child you will see, a screen similar to the one below.

**Student-Child Information**

Student-Child Name (First - MI - Last)	DOB	Gender	Tracking Schedule
WA HAT	01/16/2005	U	ACIP

**Add this student-child to a Report List**

Please Pick a Report List ▼ ADD

**History**

Vaccine Group	Date Administered	Series	Trade Name	Dose	Reaction
DTP/aP	<a href="#">11/03/2008</a>	1 of 5	Pediarix ®	Full	
HepB	<a href="#">11/03/2008</a>	1 of 3	Pediarix ®	Full	
Polio	<a href="#">11/03/2008</a>	1 of 4	Pediarix ®	Full	

**Current Age: 4 years, 14 days**

**Vaccines Recommended by Selected Tracking Schedule**

Vaccine Group	Earliest Date	Recommended Date	Overdue Date	Latest Date
<a href="#">DTP/aP</a>	12/01/2008	12/01/2008	02/03/2009	01/15/2012
<a href="#">HepB</a>	12/01/2008	12/01/2008	02/03/2009	01/15/2010
<a href="#">Hib</a>	02/27/2005	03/16/2005	04/16/2005	01/15/2010
<a href="#">MMR</a>	01/16/2006	01/16/2006	05/16/2006	
<a href="#">Pneumococcal</a>	02/27/2005	03/16/2005	04/16/2005	01/15/2010
<a href="#">Polio</a>	12/01/2008	12/01/2008	02/03/2009	
<a href="#">Varicella</a>	01/16/2006	01/16/2006	05/16/2006	01/15/2018

8. If you wish to add this child to one of your saved report list (see page 1) click on the **drop down arrow** and click on the list you want. After you pick a report list click the **ADD** button and this will place this child in your chosen list.

Day Care Access

Production Region 5.3.6

find child  
manage list  
check day care report

INC home logout help desk

organization IR Physicians - IRPH • user Bill Ledford • role Daycare User

9. Once again click on **Manage list** under the Day Care Access section of the menu panel (blue bar) on the left side of the screen and you will see the screen below.

Reports Available for: MY LIST

Report Name	Description
<a href="#">Student-Child List</a>	Displays the name and date of birth for each student-child on the list sorted alphabetically by last name.
<a href="#">Student-Child Immunization History List</a>	Displays the name, date of birth and immunization history for each student-child on the list sorted alphabetically by last name.
<a href="#">Immunization Due</a>	Displays the name, date of birth and all immunization information for immunizations due for each student-child on the list sorted alphabetically by last name.

12. Notice the **reports** that are available to be run for each list you may have.

13. If you left click **Student- Child List**, it will **display** the name and date of birth for each student-child on the list sorted alphabetically by last name.

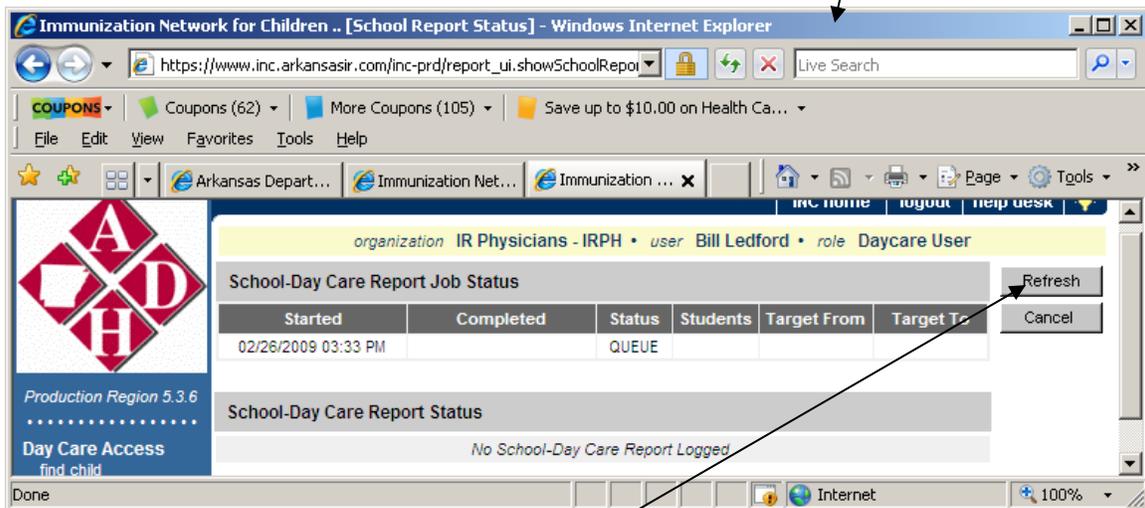
Immunization Network for Children  
Student/Child Listing

Report run on: 02/26/2009 03:23 PM Page 1 of 1

Last Name	First Name	Middle Name	Birth Date
HATHAWAY	WALTER	H	01/16/1941
LEDFORD	WILLIAM		10/29/1966

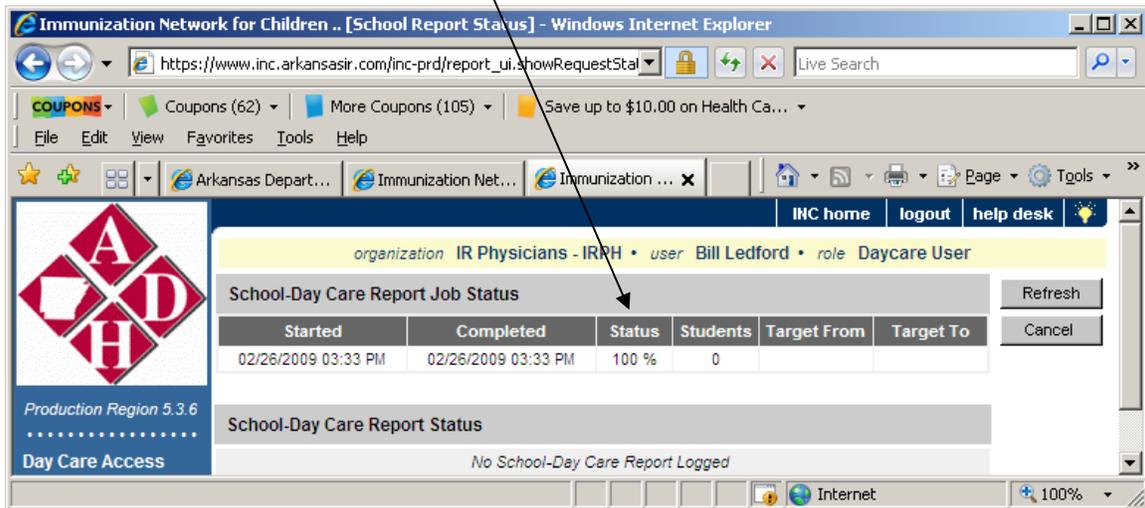
14. If you left click **Student- Child Immunization History List** it will **display** date of birth and immunization history for each student-child on the list sorted alphabetically by last name.

Report Name	Description
<a href="#">Student-Child List</a>	Displays the name and date of birth for each student-child on the list sorted alphabetically by last name.
<a href="#">Student-Child Immunization History List</a>	Displays the name, date of birth and immunization history for each student-child on the list sorted alphabetically by last name.
<a href="#">Immunization Due</a>	Displays the name, date of birth and all immunization information for immunizations due for each student-child on the list sorted alphabetically by last name.

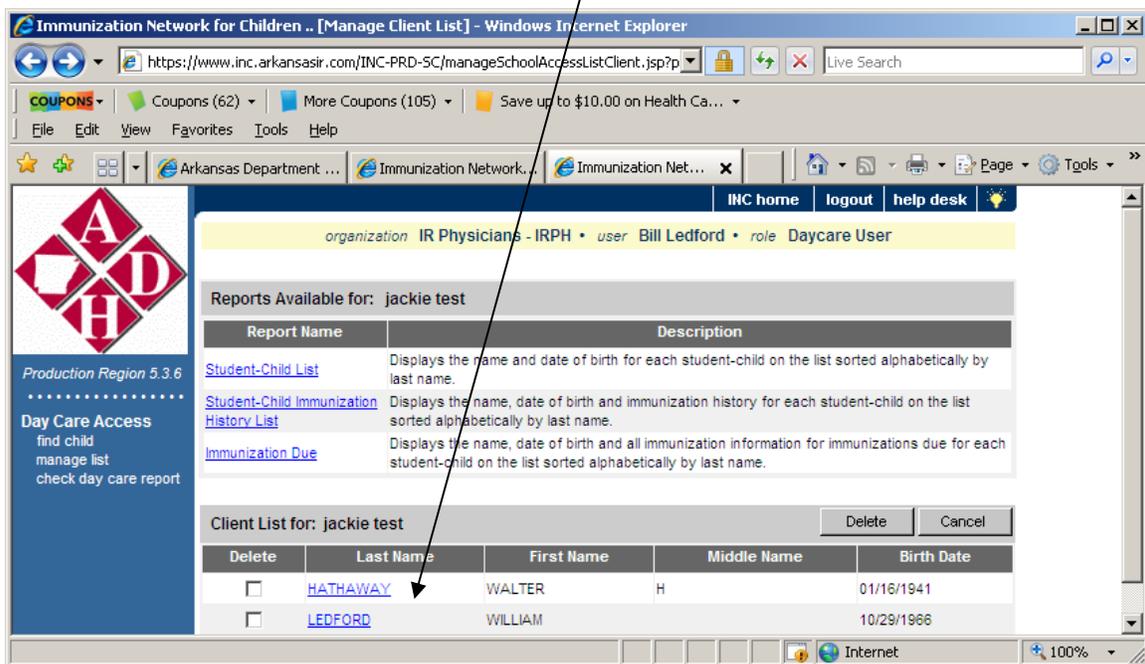


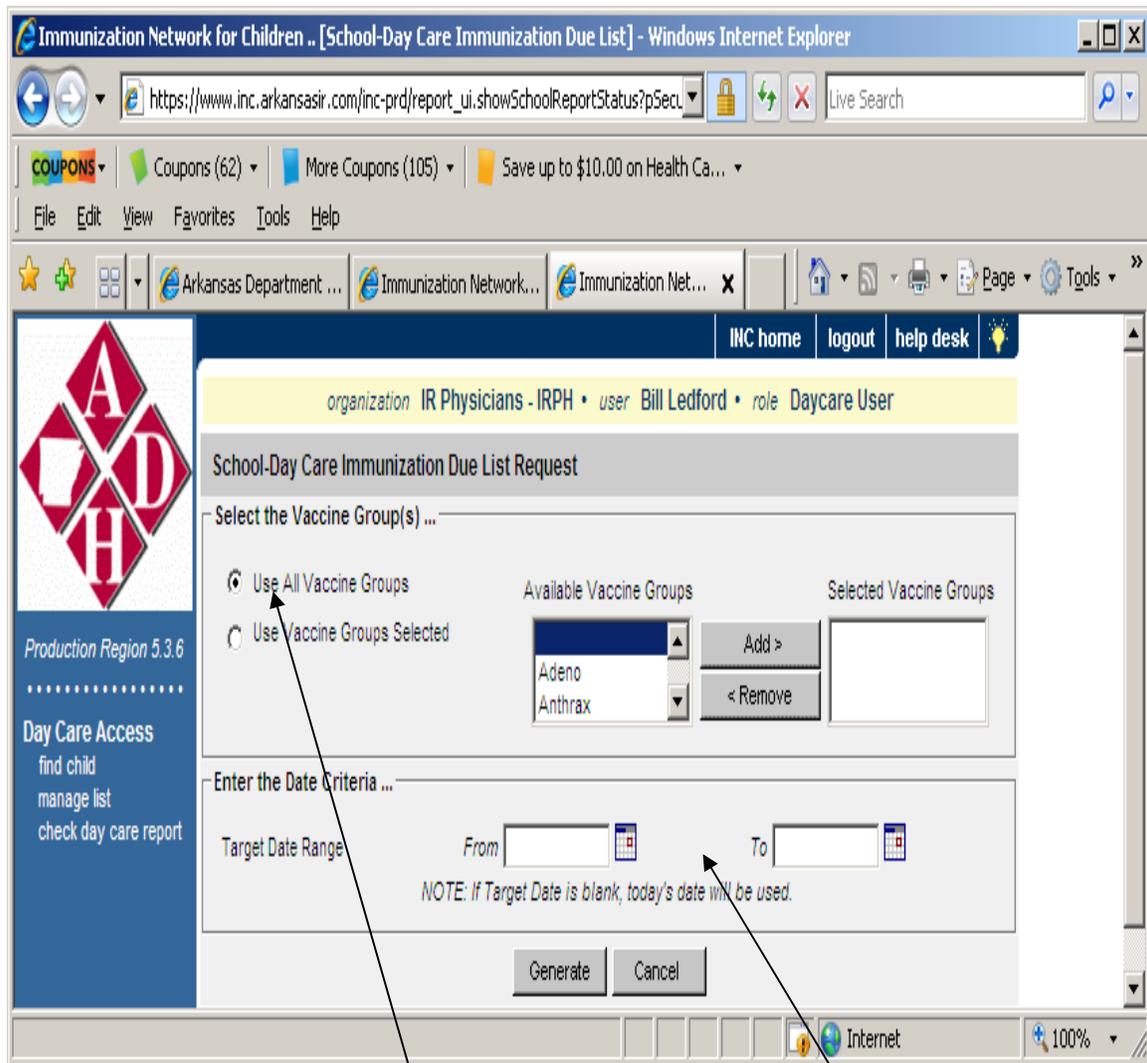
To retrieve the report out of QUEUE, click **Refresh** and the status will show 100% when the report is completed.

When the report is complete the status will change to 100%



15. If you left click **Immunization Due** it will **display** date of birth and all immunization information for immunizations due for each student-child on the list sorted alphabetically by last name.





Always select **Use All Vaccine Groups** and by leaving the **Date Criteria** blank, the date the report is requested will be used.

Child List for: MY LIST					Delete	Cancel
Delete	Last Name	First Name	Middle Name	Birth Date		
<input type="checkbox"/>	<a href="#">HAT</a>	WA		01/16/2005		

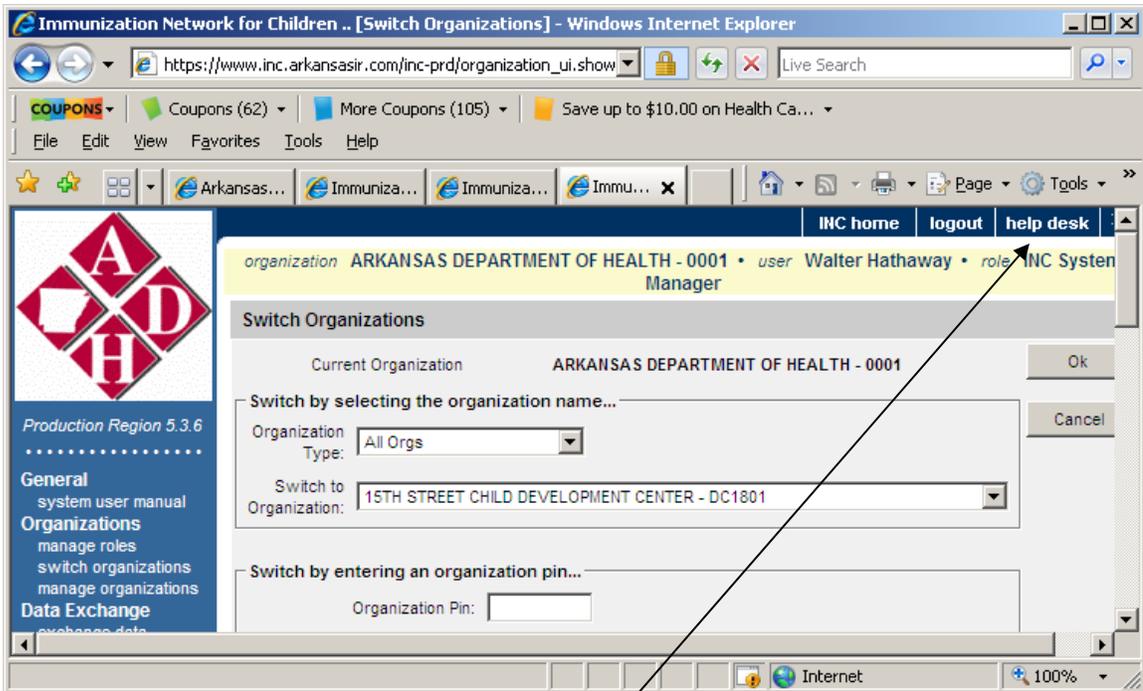
10. Click on the **child's last name** and the record will appear as shown.

Student-Child Information			
Student-Child Name (First - MI - Last)	DOB	Gender	Tracking Schedule
WA HAT	01/16/2008	U	ACIP

Add this student-child to a Report List					
Please Pick a Report List					
History					
Vaccine Group	Date Administered	Series	Trade Name	Dose	Reaction
DTP/aP	<a href="#">11/03/2008</a>	1 of 5	Pediarix ®	Full	
HepB	<a href="#">11/03/2008</a>	1 of 3	Pediarix ®	Full	
Polio	<a href="#">11/03/2008</a>	1 of 4	Pediarix ®	Full	

Current Age: 1 year, 1 month, 10 days				
Vaccines Recommended by Selected Tracking Schedule				
Vaccine Group	Earliest Date	Recommended Date	Overdue Date	Latest Date
<a href="#">DTP/aP</a>	12/01/2008	12/01/2008	<b>02/03/2009</b>	01/15/2015
<a href="#">HepB</a>	12/01/2008	12/01/2008	<b>02/03/2009</b>	01/15/2013
<a href="#">Hib</a>	02/27/2008	03/16/2008	<b>04/16/2008</b>	01/15/2013
<a href="#">MMR</a>	01/16/2009	<b>01/16/2009</b>	05/16/2009	
<a href="#">Pneumococcal</a>	02/27/2008	03/16/2008	<b>04/16/2008</b>	01/15/2013
<a href="#">Polio</a>	12/01/2008	12/01/2008	<b>02/03/2009</b>	
<a href="#">Varicella</a>	01/16/2009	<b>01/16/2009</b>	05/16/2009	01/15/2021

11. The **bottom portion** of the shot record is the recommended vaccine tracking schedule with the recommended dates that this child should have received those vaccines.



12. If you have any questions or need help, click on the **helpdesk** tab (upper right of page). A toll free phone number and an e-mail address will be displayed for your use.

