

**PROTECTION AND SAFETY
ADMINISTRATIVE MEMO
6-6-17-05**

Date: June 17, 2005

To: Service Area Administrators
Protection and Safety and Resource Development Administrators
Protection and Safety and Resource Development Staff

From: Todd Reckling, Administrator Office of Protection and Safety

RE: Documentation of Health, Dental and Mental Health Examinations on N-FOCUS

Effective Date: July 1, 2005

Duration: Until revised regulation is issued.

Contact: If you have any questions about this program memo, please contact Becky Henderson for content 402-471-9333 or Lori Koenig for Data entry 402-471-9456.

Effective July 1, 2005 Protection and Safety workers need to enter the dates of dental, vision and psychological evaluation for children as they occur. Please refer to the N-FOCUS release notes quoted below:

Medical Information

Add Dental Exam, Vision Exam, Psych Evaluation dates (NEW)

The Medical button on the FS Program Person Information window allows you to access the Detail Medical window. It has been expanded to include dental and vision exam dates as well as the psychological evaluation dates.

Alerts

Physical, Dental and Vision Exam Reminder (NEW)

Workers assigned to a CFS case will now receive reminder alerts to complete yearly physical, dental and vision exams for state wards placed in out-of-home care. The alerts will display 60 days and 30 days before the one-year anniversary of the last exam date entered.

Physical within 14 Days of Child's Removal (NEW)

Children placed in out-of-home care are required to have a physical within 14 days of being removed. When a removal is created, workers assigned to a CFS case will now receive a reminder alert to complete the physical exam for the child within 14 days.

Supervisory Responsibility: This information has also been added to the Supervisory Review Report. As the supervisor reviews cases, he or she must discuss with the worker the importance of children receiving regular health, vision and mental care for their well-being along with the importance of documenting these examinations on N-FOCUS, and ensure the worker has a plan for obtaining any care that is overdue.