Documenting A Focal Child Using Shine

December 17, 2014

When you need to document an attempt or a successful occurrence of a Focal Child start by going to the child's Education Tab. Then go down the page to the Screenings box to make your entry. Note: The Focal Child is setup as 'Other' Screening in the system. Go ahead and click on the 'Other' Screening box to open it up.

EDUCATION SCREENINGS

Sort by: Name - Ascending

Developmental - ASQ (Ages and Stages Questionnaire)   Due: 12/31/2014
Status: Initial Screening Not Yet Due

Other - Other   Due: 12/31/2014
Status: Initial Screening Not Yet Due

Social-Emotional - ASQ-SE (Ages and Stages Questionnaire: Social-Emotional)   Due: 12/31/2
Status: Initial Screening Not Yet Due

Note that when you see 'Initial' in the title of the status that means there has never been an entry made for this child.

Note that Focal Children are set to expire every 30 days

When you click on the 'Other' screening it will open a section to make entries on the right side of the screen. I am going to start with a child that is expired. If a child is expired and there are extenuating circumstances that will cause the child to not be the focal child for a period of time you would enter an attempt in planning and note what the situation is. This is to help the Area Manager and Education Supervisors see what is going on with the child that has an expired status. You would not make a planning entry if the situation is going to resolve in a couple of days. Planning is to document extenuating circumstances that may cause a child to not be caught up for an extended period of time. To enter under planning start with selecting the date the child was scheduled to be the focal child. Then, select screening attempt from the next drop down. Finally, enter why the child was unable to be the focal child (for example: child has had surgery and will not return to class for three weeks). Then save the entry and the note will move to the right side of the screen.


Next we are going to go over how to enter successful occurrence of a child being the focal child.

Start by selecting the 'Other Screening' to open the planning and documentation boxes on the right side of the screen. Next, click on the plus sign to the right of 'Documentation' right under the 'Planning History' to open a new documentation area. Whether it is the first time the child is the focal child or the tenth you will do this each time you enter an occurrence.
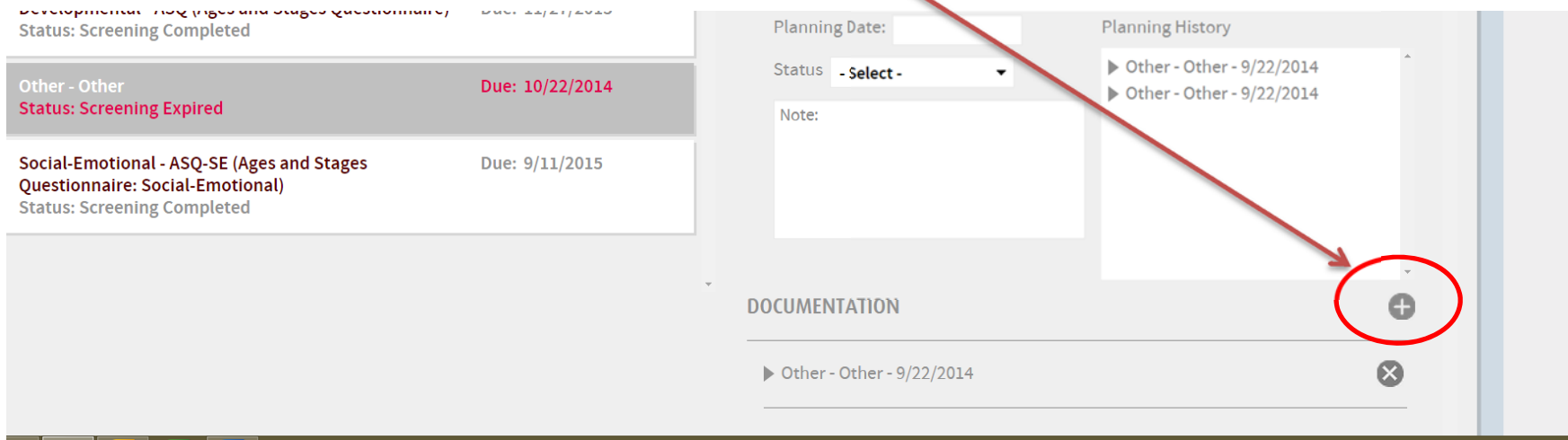
Once you have opened the documentation area you will enter the date the child was the focal child and you will enter the status of passed.
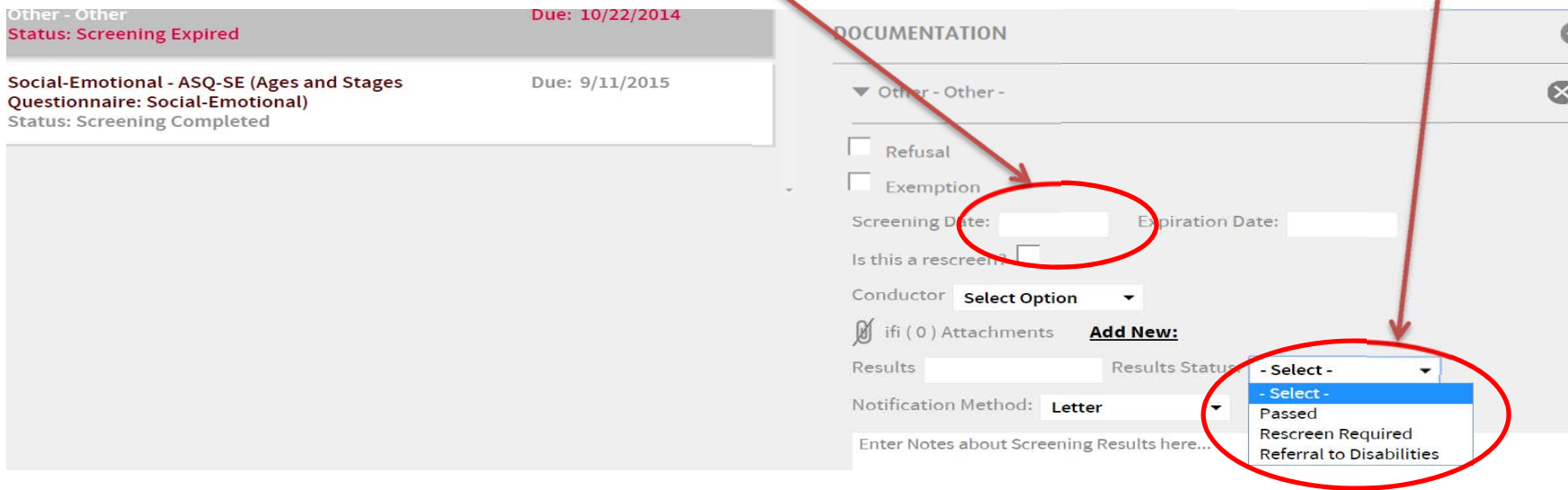
Then hit the save button at the top of the screenings section. You're done; you will notice the expiration date change to 30 days after the screening you just entered.

Here is What to Watch Out for:

When you click on the plus sign to enter a new documentation sometimes you may click the plus sign twice. Or other times when the system is slow to load the page you may click on the plus sign again thinking you need to. Don't do this because it will open two areas for documentation. You can tell this happened by checking for an addition entry place that is blank at the bottom of the screen.

Well who cares. Why does an extra blank entry hurt anything? Because the system will not allow you to save the entry you are currently working on because the blank entry is missing dates.

Ok, so how do we fix it when this happens? Just go to the blank entry and hit the 'X' on the right side of the screen to delete it then you can make your original entry.