

A Guide to Shine—Hearing/Vision Concerns



Clicking on the Health Tab below the child's Alert & Status Review boxes. Scroll down to near the bottom of the page.



Get there fast: Once in the Health Tab, on key board, hit "End" key then "Page Up" key twice. This will get you in the general area.

Click the Concern bar you want to view.
The Follow-Up Steps will open up on the right.
Steps (if all are present) always stay in this order:

- Rescreen
- Evaluation
- Treatment



You can reduce Steps by clicking on the arrow.

Either the "Rescreen" Step or the "Evaluation" Step will automatically be open and visible showing all the "Actions" of that Step in chronological order (newest to oldest). The bottom Step is typically the "Open" or "Active".

That last Step is where you will add your "Follow-up Note" as an Action.

A screenshot of the "CONCERNS" section in a software interface. It features a header "CONCERNS" and a dropdown menu set to "Name - Ascending". Below the header are two expandable sections: "Hearing Concern" and "Vision Concern", each with a right-pointing arrow and the text "Follow-Up Steps".A screenshot showing a detailed view of a "Hearing Concern" in the software interface. At the top right are "Cancel" and "Save" buttons. The main content includes:

- Concern: Hearing Concern
- Initiated by: Hearing - Subjective Screen - 10/30/2017
- Chronic or Acute: N/A
- Goal Required: No
- Follow-Up Steps: A list with one item, "Rescreen", which is expanded to show details.

The expanded "Rescreen" step shows:

- (0) Attachments [Add New](#)
- Status: Rescreened - Concerns Noted
- Follow-Up Step Status Date: 10/30/2017
- Owner: Whaley, Sherry
- Updated by: Ally McCann on 10/16/2017
- Actions: A section containing two actions:
 - Action Taken: Rescreened - Concerns Noted (Date: 10/30/2017)
 - Action Taken: Follow-up Note

Simply click the bottom step (if not open), to read or create “Actions.” What do you want to note? Please, note what has been done to try and address this concern: talking with parents, appointment updates, ROI-S completion. Once, you have created a step, send an email to Health-SAA over Hearing/Vision concerns. Any emails received by the SAA that have not been entered into Shine will be added by the SAA.

Click here to create a new Action entry.

Select and hit Enter to populate with today’s date.

Type or paste the date to begin an entry.

End an entry with your initials.

Every action (even on the same day) need to be created separately. Do not add notes to old entries. The new information will be easily overlooked.

Scroll up and click “Save.” when finished.

Once you save your “Action”. A warning concerning the due date will flash. The due dates are set by the Health-SAA. Simply click “Okay” to clear the warning.

For more clarification, contact the Health-SAA. Questions are welcome.

Steps in SHINE Concern

1st

Rescreen Step—records Health Screener rescreens after concern is noted.

Actions:

⇒ “Follow-Up”

- Records screening results.
- Records actions to help child with screenings.

⇒ “Rescreened—No Concern”

Action

- Records resolution of concern
- Closes Rescreen Step
- No further action needed

⇒ “Rescreened—Concern”

Action

- Record concern requiring referral.
- Closes Rescreen Step
- Moves Concern to Evaluation Step

2nd

“Evaluation By Medical

Professional” Step—records actions from referral to the initial MP evaluation.

Actions:

⇒ “Referred for Evaluation by Health Care Professional”

- Records reason for referral
- Initiates actions toward Evaluation.

⇒ “Follow-Up Note”

- records actions by guardian, FA, or SAA toward MP Evaluation.

⇒ “HCP—No Concern”

- Records lack of concern from MP exam
- No Further Action Needed

⇒ “HCP—Concern”

- Records results from MP exam
- Close Evaluation Step
- Moves Coner to Treatment Step

3rd

Treatment Step—records all actions and follow-up exams once HCP finds concern.

Actions:

⇒ “Ongoing Treatment” — records results from any HCP exams/treatment.

⇒ “Follow-Up” —actions taken toward treatment or further assessment.

⇒ “Treatment Complete” — create by SAA or Screener to record concern resolution or treatment completion and close step.

Who does what?

Family Advocate

- ⇒ Assists Primary Guardian in setting up appointments and any obstacles in this process.
- ⇒ Fills out and send ROI-Specialist to Health-SAA over H/V concerns.
- ⇒ Creates “Follow-Up Notes” Actions in Shine Concerns as needed.
- ⇒ Emails Health SAA or Health Dept. for assistance, clarification, or update.
- ⇒ Follows-up with family if more information or other action is needed.

Health SAA

- ⇒ Creates Hearing/Vision Concern in Shine if not from Screenings.
- ⇒ Manages “Evaluation” Step setting the next action due date.
- ⇒ Creates “HCP—Concern/No Concern” Action closing “Evaluation” Step.
- ⇒ Creates “Follow-up” Action for needed actions/updates.
- ⇒ Sends referral letters to Primary Guardian.
- ⇒ Sends Blue Memo/Email Family Advocate
- ⇒ Faxes received ROI-Specialist to provider.
- ⇒ Creates “Treatment” Step if treatment or further action is required.
- ⇒ Updates FA, teacher, MA, and Health Dept. on progress or results of HCP exams.
- ⇒ Closes “Treatment” Step if “Treatment Complete” or concern is resolved.

Health Screener

- ⇒ Screens/Rescreens Children
- ⇒ Creates Hearing/Vision Concern in Shine.
- ⇒ Creates “Rescreen” Step if rescreen is needed.
- ⇒ Sets Follow-Up Due date in Rescreen Step.
- ⇒ Creates “Rescreen—Concern/No Concern” Action closing step.
- ⇒ Creates “Evaluation” Step when child is referred under “Referred Evaluation by HCP” action.
- ⇒ Continues to monitor and support family along with the center staff.

H/V Concerns Flow

Family Advocates enter notes under "Follow-Up Note" Action. Once a step is closed by the SAA, all entries will need to be added in the next open step unless no other step is open or available.

