KIDSNET Reference Guide

for

Provider Offices

For more information about KIDSNET, visit:
http://www.health.ri.gov/programs/kidsnet/

If you are having trouble logging onto KIDSNET, please call the RIDOH Information Line at 401-222-5960 / RI Relay 711

September 2018

1. Accessing the KIDSNET Application

Go to **www.kidsnet.health.ri.gov**.

If the system is not working, you may see the following messages:

> **"System Currently Unavailable"** – This message will appear on the log-in page in red on the left side of the page if the system is unavailable.

> **"General Systems Error" –** If this message appears, call the KIDSNET Help Desk at **401-222-5960**.

Message of the Day: Contains reminders and health-related messages. It is located at the top of the page, in purple.

2. Log On

Read the acknowledgement on the log-in page. Type in your User ID and password. Passwords are case sensitive, must be at least six characters long with at least one number, and may not include special characters.

The system will prompt you to change your password every 90 days. If you forget your password, please see your Office Administrator. If your Office Administrator is unavailable, contact the KIDSNET Help Desk.

Click **Log On.**

3. Patient List

The patient list can be sorted by Date of Birth (DOB) or alphabetically. To sort the list alphabetically, click on a letter of the alphabet and the page will be populated with all children whose last name starts with that letter. To sort by DOB, click the DOB column.

You will automatically be taken to the demographics page after selecting a child. To view other pages, click the arrow next to the word "**demographics"** and a drop-down menu will appear. You can then choose from any of the pages listed.

4. Child Search

To search for a child, click **Search** in the left-hand menu. This will take you to the **Child Search** page. You can search by the child's name, DOB, by mother's information, or by KIDSNET ID. Some programs may also search using their program ID. If this option is available, it will be in the **Search by ID** section.

- **Search with child's name and DOB**

Enter the child's complete name and DOB in the fields available, then click **Search**. This should bring up a specific child. Once you select a child, you will be brought to the demographics page. The page will contain the child's KIDSNET ID number.

- **Search using a "wild card"**

You can search for a child using partial information by including the * sign ("wild card"). Using this sign in place of some letters will generate a list of children that meet the criteria you have entered. For example, searching for Chris* Smith, will result in a list that includes Chris Smith, Christopher Smith, Christian Smith, Christof Smith, etc. If there are no children that meet the criteria you entered, you will receive the message, "No children were found matching criteria." You can try to enter more information such as mom's DOB or the child's full first or last name.

If you are unable to locate a child after verifying the child's DOB, call the Help Desk.

5. Adding a Child

Children who are not in KIDSNET may be added to the system if all the following circumstances are met:

- A complete, unsuccessful search for the child has been completed.
- The child has not turned 19 years old.
- The child was not born in RI on or after 1/1/1997
  (All children born in RI after 1/1/1997 should be in the database).
- The child does not have a blocked record
  (A record is blocked if the message "Access Denied" is returned after a search is performed).
- The child is not in foster care.

Do not add a child if they are in foster care. If you are unable to find a child who is in foster care or was born in RI after 1/1/1997, please call the Help Desk.

- **Add Child**

To add a child to the system, click **Add Child** at the bottom of the Search page. Use the tab key to move from field to field to enter data. All asterisked fields are required.

- **Add Parent**

Enter the mother's information if it is available. If the parent's DOB is unknown, use 01/01/1900. Select **guardian** as the "relationship" if the child is living with someone other than his or her mother or father.

- **Language/Home Phone**

Select the language spoken in the home using the drop-down menu. Include the area code when entering the telephone number using this format: 401-XXX-XXXX.

- **Parent/Guardian Address**

Enter complete street and city names and use standard state abbreviations. Enter the mailing address if it is different than the residence address.

- **Submit New Patient**

A KIDSNET ID number will be generated when you submit the new patient (child). If your practice submits data using a KIDSNET data sheet, labels will be mailed to your practice. The system will prompt you if there are any errors or if additional information is needed.

If you realize an error after submitting the new patient, please call the Help Desk. **Do not re-enter information.**

Demographic Updates - By clicking on the Click Here to Update Child link located on the patient's demographic page, the practice can:
- Update a child's name
- Link a child to their practice
- Remove a child from the practice using the following options:
  - Not my patient: Lives in RI or Unknown
  - Not my patient: Lives out of the state
  - Not my patient: Deceased
- Make corrections to, or add a new parent of guardian information
- Update or enter the current address for the child

6. Personal School Form

A pre-populated version of the school form can be displayed with a child's valid immunizations as reported to KIDSNET. The form is a fillable PDF, so you can make, print, and save changes to the form. This may be helpful if the child will need additional forms completed throughout the year. You may also print the form and fill it in manually.

To access the form, select **Personal School Form** from the left-hand menu on the child's record. You will receive the file download message, "Do you want to Open or Save this file?". To view the file, click **Open**. At this point, you can make edits, print, and save the document.

To edit or complete the form:
Place the cursor in the field in which you wish to type. Do not use the tab key to move from field to field. When adding text, be aware of formatting changes and ensure that the form still prints on one page. Fill in check boxes by hand.

Make sure all parts of the form are completed and that it is signed before giving it to a patient.

Reminder: Making changes in this document does not change the information in KIDSNET. Immunization and name changes must be made *in* KIDSNET.

7. Program Screens

Provider Offices have access to the following screens:

Patient List	Hearing Assessment	Asthma
Cedar	Family Visit	WIC
Child Summary	Immunization	User Management
Search	Lead Poisoning Prevention	User Profile
Demographics	Practice Reports	Forms & Other Resources
Early Intervention	Newborn Heel Stick	KIDSNET Help
Head Start	Newborn Developmental Risk Assessment	Birth Defects Reporting

If you are looking at a child's record and a program in the left menu bar is shaded out, it means that there is no information on that program available for that child.

Printing a Program Screen
Click **Printer Friendly Version** to view the page you are on without the left menu bar or KIDSNET logo. Click **Print** or **File → Print**. To return to the application, click the **X** in the upper right corner of the printer-friendly version.

8. Practice Reports

The system can generate reports for your practice based on the information available in KIDSNET. Reports can be generated only for children who have been enrolled in KIDSNET. The following reports are available:

Patient List Report – A list of all children linked to your practice. You can run this report to identify certain age groups, or a cohort, i.e. (24-35 months for the childhood coverage report) Once generated, the Patient List report can be used to remove multiple patients at one time rather than individually on the Demographic page. Simply select the appropriate option, (not my patient) and hit **Submit**. The system will ask you to confirm your selection, by allowing a **Cancel/Submit** on the next page.

Developmental Screening Report – A list of children in your practice that are currently due for screening.
- Developmental Screening is recommended at 9, 18, and 30 months. Children 9-35 months of age are assessed for Developmental Screening.
- Autism Screening is recommended at 18 and 24 months. Children 18-34 months of age are assessed for Autism Screening.

Lead Screening Report – The system can generate three different reports based on the information in KIDSNET.

- **Children Without a Lead Screening** – A list of children, less than six years of age, who have never received a lead screening.

- **Children Due for a Second Lead Screening** – A list of children who have been screened for lead once, with a result *less than* 5 ug/dl, who are due for a second blood lead screening.

- **Lead Report: Children with results ≥ 5ug/dl** – A list of children whose most recent blood lead level result is *greater than or equal to* 5 ug/dl.

School Eligible Report – A list of children in your practice who will turn five by a certain date and will be eligible to enter school.

Immunization Report – To identify children who may be missing vaccine - you can generate a list of children who appear to be behind in any vaccines, or, a list of children missing a single vaccine. Enter dates of birth or age in (months or years) to generate a specific list of children. By not entering any criteria, the system will generate a list of all children in the practice under 19 years of age who "appear" to be behind in vaccine.

Newborn Hearing Screening Report – A list of children who need audiological screening, according to test results submitted to the Rhode Island Hearing Assessment Program (RIHAP), or, based on lack of test results. The report also provides the RIHAP audiologist recommendation for the child for community-based diagnostic testing.

Newborn Summary – A list of basic preventive health information from the birth hospital for children born between selected dates. Immunization information and newborn screening results are included.

Immunizations Submitted to KIDSNET by other Providers – A list of immunizations added to KIDSNET by another practice or clinic.

Immunization Coverage Report - This report provides current coverage rates for both childhood and adolescent age children. This report allows your practice to monitor progress of quality improvement efforts and can be run by the practice at any time.

The Coverage Assessment Report identifies children in the following categories
1. # of Children Not Meeting Criteria
2. Non-Compliance Rate

By clicking an underlined number, you can see a list of children that it represents. Any underlined number can be selected to display a list.

Seasonal Influenza Reports –
- **Children Due for Shot #1** – A list of children who are at least six months of age who have not received a dose of influenza vaccine this flu season.

- **Children Due Now or Due Soon for Shot #2** – A list of children who have had a dose of influenza vaccine and need a second dose of vaccine this flu season

9. User Management

The User Management menu allows Office Administrators to add, update, or terminate a group user. To access this menu, click **User Management**. All users connected to your practice will be displayed.

- **Add a new user –** Click **Add new user.** Fill in the required fields and click **Add**. The new user's name will appear under "List Users". This page also displays the last time a user logged in and the date they were terminated (if applicable). By clicking on a user's name, you can also see the date the user was created.

- **Make a change to a user** (e.g. password) – Click the user's ID, edit the section where the change is needed, and then click **Update**.

- **Terminate a user –** Click the user's ID and select **Terminate**. The user will be displayed as "terminated" and will no longer have access to KIDSNET.

* Please note that the KIDSNET Group Administrator should not terminate their own account, as this will terminate access for all users attached to their specific KIDSNET Group. If you no longer wish to be the KIDSNET Groups Administrator please contact your Provider Relations Representative for assistance.

10. User Profile

On this page, you can identify the page you wish to go to after selecting a child. **Demographics** is the default page. To choose a different page, select it from the drop-down menu and click **Update** to store your choice.

You can also change your password on this page. To do this, click **Change Password** at the bottom of the page. Passwords must be at least 6 characters long, include at least one number, and cannot contain special characters. Click **Save** when you are done.