



## **KIDSNET Reference Guide for Care Coordinators**

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**KIDSNET HELP DESK: (401) 222-5960**

**Visit the KIDSNET web site at <http://www.health.ri.gov/programs/kidsnet/> for additional information on KIDSNET.**

## **1. INTRODUCTION**

Through a partnership with the Rhode Island Department of Health, Care Coordinators will have access to important healthcare information through KIDSNET, a web-based information system. KIDSNET is not a substitute for timely evaluation by a medical care provider but Care Coordinators can use this information to guide access to and in conversations with medical providers.

There are a wide range of KIDSNET users with whom Care Coordinators work: , medical homes / primary care providers, home visitors, DCYF, Early Intervention, school nurses, childcare providers, WIC, Child Outreach, audiologists, Head Start, Cedar Centers, and Lead Centers. The integrated nature and easy on-line access of KIDSNET creates a community of users with whom you can connect regarding case management and may need follow-up from various preventive health services such as newborn screening, developmental screening, lead screening, and immunization. We encourage you to use this information to engage in conversations with the individuals caring for a child about how we can collaboratively meet each child/youth's healthcare needs and create a comprehensive shared plan of care.

Kidsnet complies with state and federal confidentiality laws. Your own practice/agencies specific policies may apply. Please contact your legal department with any questions or concerns.

Access to KIDSNET will be granted on a *need to know* basis by the designated practice/agency KIDSNET Administrators who are assigned by agency director and identified in a signed KIDSNET user agreement.

### **What is KIDSNET?**

KIDSNET is a web-based information system used to collect and share information among doctors and other authorized users to assure all children get needed preventive health services such as immunizations and developmental screening.

### **How can KIDSNET information be useful for Care Coordinators?**

KIDSNET provides preventive health services information such as immunizations, developmental and lead screening and early intervention services as well as names of previous medical providers and demographic information. See #6 for how each KIDSNET screen may be useful. Some examples include:

- The Immunization history may be useful to ensure compliance with school entry requirements.
- Names of previous medical providers are a very useful starting place in accessing prior medical records.
- Ensuring continuation of services already in place
- Information about public health care services received by this child/youth
- Provide information to care givers that will be useful in accessing health care needed by the child/youth

**What information is in KIDSNET?**

KIDSNET contains information on children's preventive health services received in Rhode Island. Currently it includes data from numerous different programs:

- Newborn screening (bloodspot, hearing and developmental screening)
- Vital records
- Home visiting (Department of Health Maternal and Child Health family support home visiting such as First Connections)
- Immunization - KIDSNET serves as Rhode Island's childhood immunization registry for children up to age 19.
- Lead screening
- Developmental Screening
- WIC
- Early Intervention

KIDSNET does not contain information regarding services received outside of Rhode Island unless they have been reported to KIDSNET. For example, immunizations received out of state may be recorded in KIDSNET if a complete immunization history was submitted to KIDSNET.

**With whom may I share KIDSNET information?**

KIDSNET information about the child may be shared with medical, behavioral, developmental providers, parents and guardians for the purpose of health care coordination. "Printer-friendly" versions of KIDSNET screens may be printed out and given to parents, guardians, school nurses, health care providers and others to facilitate care coordination.

**Is KIDSNET information a medical record?**

**No.** KIDSNET is a public health program focused on preventive health services. It provides information such as immunizations, names of prior medical providers, and early intervention involvement. It does not give diagnosis, medications, and or treatment plans. For example: a child could have a life-threatening medical condition and that information will NOT be in KIDSNET. Contacting previous health care providers with consent is the best way to get immediate knowledge of medications, diagnoses, allergies and other critical medical information.

KIDSNET can be used as a window into what other information might be available. KIDSNET only contains data that has been submitted. For example, if it appears a child is missing vaccinations in KIDSNET, there may be additional vaccination recorded in a health care provider's medical record. The comprehensive Shared Plan of Care (SPoC) should be developed and updated based on all sources of information. KIDSNET data can supplement these records and provide information for where to obtain these records.

### **Is KIDSNET a substitute for timely evaluation by medical provider?**

**No.** Although the information that exists in KIDSNET is accurate, it is limited to preventive health services. There may also be missing information. All children should have a medical home.

### **Which children are included in KIDSNET?**

- Children who were born in Rhode Island on or after January 1, 1997
- Children born out of Rhode Island on or before January 1, 1997 who received a service from any of the Rhode Island participating KIDSNET programs (Immunization, developmental and lead screening, WIC, etc.). It also includes children who moved to Rhode Island and those that live in another state but received preventive health care in Rhode Island.
- Teens under 19 who were born before January 1, 1997 may be in KIDSNET if they were immunized in Rhode Island and that information was reported to KIDSNET. Only immunization information is available for this age group.
- ***Only look up children in your caseload. Never look up children of family members, friends, neighbors, etc.***

## **2. ACCESSING THE KIDSNET APPLICATION**

Click on your Internet connection and type in our KIDSNET address:  
**kidsnet.health.ri.gov.**

Some of the messages you can see in the application are:

**“System Currently Unavailable”:** This message will appear at the Log In Page in red on the left hand side of the page if the system is unavailable.

**“General Systems Error”:** If this message appears, please call the KIDSNET Help Desk at (401) **222-5960**.

The “**Message of the Day**” is located upper center page (in purple) and contains reminder messages as well as information regarding important Health issues.

### **3. LOG ON**

Read acknowledgement on the log in page. You can use your side bar to go up and down.

Type in your User ID

Type in your Password

\*\* Passwords are case sensitive and must be at least six characters long, they may not include special characters such as: -, /, etc.

The system will prompt you to change your password every 90 days.

If you forget your password, please see your KIDSNET Administrator. If your practice/agency KIDSNET Administrator is unavailable, you can also contact the KIDSNET Help Desk at (401) 222-5960.

**NEVER use another person’s User ID and password or share yours with anyone else.**

Click on **Log On**.

### **4. RECENTLY VIEWED LIST**

A list of children recently viewed by your practice/agency’s staff can be generated by clicking on “recently viewed” in the left-hand menu. The list can be sorted by Date of Birth (“DOB”) or alphabetically. To view the list by either sort, you can use the right side bar to scroll up and down. To sort the list alphabetically, click on a letter of the alphabet and the page will be populated with all the children whose last name starts with that letter. To sort by DOB, click on the DOB column and the children will be sorted by birth date instead of alphabetically.

The recently viewed list is automatically set to go to the demographic page after selecting a child. To view other pages available click on the arrow where the word **demographic** is and a drop down menu will appear. You can then choose from any of the pages listed.

### **5. CHILD SEARCH**

To search for a child, click on **search** located on the left-hand menu. This will take you to the **child search** page.

On this page, you have the option of selecting which screen you would like to view after your search is complete. You may do this by choosing a program from the **search and go to** box in the right hand corner.

You can search by Child's Name and DOB, by Mother's information or by KIDSNET ID.

Some programs may also search using their program ID. If this option is available, the field will be located in the search by ID section.

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

To search for a child using a child's name and DOB, enter the complete name and DOB in the fields available, then click **search**. If your search is successful, the page you selected (demographics, etc.) will appear populated with the child's information and KIDSNET ID number.

- **Search using a wild card**

You do have a wild card available for search. It is the \* sign. You can search for a child with partial information by using the \* sign. Ex: M\* Mouse or Mickey M\* for name.

If the child could not be found you will receive an error message that states, "No children were found matching criteria", you must enter more information. If more than 1 child matches, you will get a list of possible matches from which to select.

## **6. IMPORTANT PROGRAM SCREENS FOR CARE COORDINATORS**

Important KIDSNET screens for Care Coordinators are:

- Child Summary Screen
- Newborn Summary Screen
- Developmental Screen
- Immunization Screen
- Demographics Screen

Although KIDSNET is not a substitute for timely medical evaluation, these screens will provide you with some important information to help locate and share existing medical information.

- **Left-hand menu**

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

- **Printer Friendly Version**

Click on printer friendly version when you want to print the page you are on without the left-hand menu bar or KIDSNET logo appearing on the printed copy. Then either click print or file/print. To return to the application, close the printer box by clicking on the X in the upper right hand corner of the printer friendly version.

### ***Child Summary Screen***

- Lead Screening -The three most recent lead screen results are shown. Additional results and home lead hazard inspection information can be found on the Lead Poisoning Prevention screen. A child is considered lead poisoned if a blood lead level is 5 or higher. If the level is 15 or higher, the state lead poisoning prevention program will be involved and a home inspection will be required. The Lead Poisoning Prevention Program can be reached by calling the HEALTH Information line at (401) 222-5960.
- Early Intervention – If a child is in Early Intervention or was in the past, the Early Intervention Status will have information in it. More information regarding the dates of participation and the Early Intervention site serving the child is available by clicking “Early Intervention” on the left-hand menu.
- Hearing Assessment – The date of the last newborn hearing screening test appears here. If the audiology recommendation is anything besides “Discharge from RIHAP, no further action”, this child may need further hearing testing. More information regarding hearing screening, including screening and diagnostic test results is available by clicking “Hearing Assessment” on the left-hand menu.
- Newborn Developmental Risk Assessment – If the risk disposition is “Positive” this child was referred to First Connections, a Home Visiting Program.
- Home Visit-The Public Health family support home visiting agency referred to as well as the most recent visit date (if any) is displayed. More information regarding home visits is available by clicking “Home Visit” on the left-hand menu.
- Newborn Bloodspot- This child may need follow-up from newborn screening if the results are anything besides “All conditions normal”.
- WIC - If the status is anything except terminated, the child is still enrolled in WIC and should be seen at the WIC Agency listed or transferred to another WIC site.

### ***Newborn Summary Screen***

- Birth Weight and Hospital – will be listed if born in Rhode Island. The hospital may be a source of additional medical information.
- Immunization Information – any shots administered at a Rhode Island birth hospital will be listed. Usually this is one hepatitis b vaccination. If “Newborn Hepatitis B Risk” is positive, this infant is at risk for hepatitis B and needs special follow-up. Medical care providers can contact the

Perinatal Hepatitis B Program at (401) 597-6056 to assure appropriate follow-up has occurred.

- Hearing Assessment – The date and results of the last newborn hearing screening test appears here. If the audiology recommendation is anything besides “Discharge from RIHAP, no further action”, this child may need further hearing testing. More information regarding hearing screening, including screening and diagnostic test results is available by clicking “Hearing Assessment” on the left-hand menu. Only Newborn Hearing Screenings in Rhode Island Birthing Hospitals are entered into KIDSNET.
- Newborn Developmental Risk Assessment – If the risk disposition is “Positive” this child was referred to a First Connections Home Visiting Program at birth. The category of the risk, such as “parental demographic risk factor” is listed under known established conditions.
- Home Visit-The Public Health family support home visiting agency referred to at birth is displayed. More information regarding home visits is available by clicking “Home Visit” on the left-hand menu.
- Newborn Bloodspot- This child may need follow-up from newborn screening if the results are anything besides “All conditions normal”.

#### Developmental Screen

- In the works

#### ***Immunization Screen***

This screen lists vaccines reported to KIDSNET, if the child is past due for any vaccines, and when s/he will be due in the future. Additional vaccination information may be available in medical records provided by other sources.

- If KIDSNET is missing data, please copy immunization history and send to KIDSNET to update child’s record.
- There can be a lag time between when a vaccine is administered and when it appears in KIDSNET.
- Printer Friendly Screen available in the upper left hand corner.

#### ***Demographics Screen***

This screen may provide information useful for tracking down medical information related to a child.

- Alias – other names this child may be known as
- Mother’s Maiden Name
- Hospital – this is the birth hospital if born in RI and can be a source of additional medical information
- Insurance – the last known insurance is listed. Health plans may have additional information on medications and diagnoses



- Provider History – Current PCP is the last to report immunization for this child, Lead Screening is the primary care provider identified at birth. All of these listed may be sources of additional medical information on this child.
- Parent/Guardian – scroll through if more than one is indicated (example: 1 of 3). Phone numbers – may provide a way to reach a parent or other caretaker. Status of B indicates the last time it was called it did not work.
- Address – A status of B indicates mail was returned from this address as undeliverable.

## **7. OTHER PROGRAM SCREENS**

Additional KIDSNET screens that may have helpful information for Care Coordinators are:

Hearing Assessment	Newborn Developmental Risk Assessment
Home Visit	Lead Poisoning                      Healthy Weight

### **Hearing Assessment**

The primary care provider should be aware if:

- newborn hearing screening results are anything besides pass
- Audiological Recommendation is anything besides “Discharge from RIHAP, no further action” , or
- there is any detailed audiological information

### **Newborn Developmental Risk Assessment**

- If the risk disposition is “Positive” this child was referred to First Connections Home Visiting at birth. The category of the risk, such as “parental demographic risk factor” is listed under known established conditions.
- If “Newborn Hepatitis B Risk” is positive, this infant is at risk for hepatitis B and needs special follow-up. Medical care providers can contact the Perinatal Hepatitis B Program at (401) 597-6056 to assure appropriate follow-up has occurred.

### **Home Visit**

- Referrals and home visits to First Connections, a public health family support home visiting program are listed. (Nurse Family Partnership, Healthy Families America and Parents as Teachers will be included in the future.) The home visiting agency referred to at birth is displayed.
- If no home visit was completed, a reason the family was not seen is indicated.
- If there is a visit date that is not the same as the reason not seen date, then the agency listed has visited the family and is a potential contact of a health care professional who is familiar with the family and child
- Programs referred to by Home Visiting programs such as First Connections, are also listed and may be another source of community programs familiar with this family / child.

## Lead Poisoning

- State lead screening guidelines (<http://www.health.ri.gov/publications/brochures/provider/LeadScreeningAndReferralGuidelines.pdf>) recommend annual blood tests through age six unless the first two tests were below 5 ug/dl. A child is considered lead poisoned if a blood lead level is 5 or higher. If the level is 20 or higher, the state lead poisoning prevention program will be involved and a home inspection will be required. The Lead Poisoning Prevention Program can be reached by calling the HEALTH Information line at (401)222-5960.

## Healthy Weight

- At this time weight is being tracked only by children involved with WIC. This screen could be printed and provided to the primary care provider if the BMI is highlighted in yellow or red, indicating that the child is over or under weight.

## 8. 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 Rhode Island Departments of Health and Education recognize this form as official for school entry when completed and signed by a primary care provider. You may print the form and provide a copy to the primary care provider to facilitate school entry, camp, childcare and sports participation. This is only available for Care Coordinators that have access through a Providers Office.

After accessing a child's record by selecting from your patient list or by searching the system, you may select the **personal school form** option from the left hand menu. You will receive a file download message, "Do you want to Open or Save this file?" To view the file click Open.

The form may be printed in the same manner as any other document using your word processor.

## 9. USER PROFILE

**Never share a user name or password.**

**User Profile** is used to set/update the page you wish to go to after you login. Click on the arrow for the list, and select the preferred page (i.e., demographics, etc). To

select the page that will appear after you found a child, make a selection from the dropdown menu, and click on **update** to store your choices.

**User Profile** is also where you change your password. Click on **change password**, located at the bottom of the page. The change password screen appears. **\*\*Please remember that passwords must be at least 6 characters including at least one number\*\*!**

To change password - enter current password, enter new password, then verify new password. Click on **save** and it will take you back to the page that was chosen at login.

## **10. LOG OFF**

To end your session, click on *log off*. If you click on the X at the top right hand corner of your screen will close your session with DOH, and you will need to re-open the session.

## **11. USER MANAGEMENT For KIDSNET ADMINISTRATORS ONLY**

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

To add a new user, click on **“add new user”**. Fill in the required fields, then click on **add**, the new user’s name will appear under “List Users”. This page also displays the last time a user utilized the system as well as the date they were terminated. By clicking on a User’s name you can also see the date the User was created.

To make a change to a user (i.e. password), the group administrator clicks on the user ID, then clicks to the area where the change is needed, then clicks on **update**.

To terminate a user, the group administrator clicks on user ID, and the User’s information will be displayed. By selecting **terminate**, the user will then be displayed as **terminated**, and will no longer have access to KIDSNET