Running the 3065 Report for MH/D POAs

1. In ChildPlus, go to the **Reports Tab**
2. Click on **Health**
3. Select Report **3065- Health Event Status**



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1. **Program Term:** Select HeadStart or EarlyHeadStart and the correct program year.
2. **Site:**  Select your site from the drop down menu.
3. **Status:** Enrolled should be the only status selected.
4. **Grouping:** Select how you want the report grouped- by Site or by Classroom
5. **Report Type:** Detail
6. **Event Type:**
	1. **For Head Start**- mark the boxes next to **ALL** of the following:
		1. Articulation Screening- 3 thru 5,
		2. ASQ:SE(HS)- 3 thru 5,
		3. MHD concerns- parents/recruitment, **and**
		4. MHD concerns- physical.
	2. **For Early Head Start**- mark the boxes next to **ALL**  of the following:
		1. ASQ:SE (EHS),
		2. MCHAT- 18 month,
		3. MCHAT-24 month,
		4. MHD concerns- parents/recruitment, **and**
		5. MHD concerns-physical.
7. Under **Status Types**, select **all** of the following:
	1. F-Failed 1st Screening, Needs Referral
	2. G-Failed 2nd Screening, Needs Referral
	3. N-Needs Re-Screening, Failed 1st
	4. OAI-Obtain Additional Information
8. Enter the first day of school (8/27/12) for the **Begin date**.
9. Enter Today’s date as the **End date**.
10. Make sure all 3 boxes are checked (Event Notes, Health Notes, Health Action Notes)
11. Click **Preview**.

**This is how it should look if it is complete and has all the Actions needed:**



**Child did not pass screening, had an ICOPA, and a Referral- all of the steps are entered.**

**This is how it will look if the POA has not yet been done:**



**These children did not pass screenings, but there are no follow up actions (i.e. POA, Referral) entered in Child Plus.**