

Individual Demographic Form (IDF) - Edit Individual Details

The '**Individual Details**' form contains detailed demographic information of the individual. Information entered in this form appears on the Emergency Data Form (EDF), in the demographic report, and on other reports in the system.

Users assigned with the **IDF Admin Administrative Role** will be able to enter and update information in the **Individual Details** page.

1. On the Admin tab, click on the **Search** link beside **Individual Demographic** under the **Care** section.

To Do	General	
Individual	Provider	Preferences Password Policy Archive Preference
Health	User	New List Import from Excel Search Imported Excel Titles New Title Assign External System ID Self Password Reset
Agency		
Admin	Care	
Agency Reports	Individual Demographics	List Search Custom Fields
Individual Home Page	Individual Intake	New Pending Admission Notes Import from Excel
Settings	Enrollment	By Program By Individual Import from Excel

2. The **Individual Search** page will be opened for searching the preferred individual. Type and select the name of the Individual (the Auto Suggestion box will show the full name of the **Individual** upon entering the first 3 letters of the individual's first or last name. Click on the needed individual's name after it appears, and it will then be displayed in the box). Click on the **Search** button at the bottom right of the page.

Individual Search

Individual	<input type="text" value="angl"/>	<input type="button" value="Q"/>
Social Security Number	<input type="text" value="Angela Mary"/>	<input type="text" value="Thabang Motseko"/>
Medicaid Number	<input type="text"/>	
Medicare Number	<input type="text"/>	
Form ID	<input type="text"/>	
Birth Date From	<input type="text" value="MM/DD/YYYY"/>	<input type="button" value="Calendar"/>
To	<input type="text" value="MM/DD/YYYY"/>	<input type="button" value="Calendar"/>
Admission Date From	<input type="text" value="MM/DD/YYYY"/>	<input type="button" value="Calendar"/>
To	<input type="text" value="MM/DD/YYYY"/>	<input type="button" value="Calendar"/>
ID Number	<input type="text"/>	
ID Type	<input type="text" value="- Please Select -"/>	<input type="button" value="v"/>
Program (Site)	<input type="text" value="Search"/>	
Entered By	<input type="text" value="Search"/>	
Status	<input type="text" value="- Please Select -"/>	<input type="button" value="v"/>

3. On the **Individual Search** page, click on the name of the Individual, and the **Individual Demographic Form (IDF)** will be presented. Each section of the IDF now has its own page. Users will be able to navigate to each IDF section by using the links at the bottom of the form.

Individual Search

15 ▼ Records


Form ID	Individual	Social Security Number	Medicaid Number	Medicare Number	Status	Birth Date	Case Status	Entered By	Admitted By	Last Updated By	Admission Date	Individual ID Number	Time Zone
IDF-DEMOTPHL-G7Q29D7EDMULW	Mary, Angela				All ▼	05/01/2010		Rahman, Ferdous / Supervisor	Rahman, Ferdous / Supervisor	Rahman, Imran / Teacher	01/05/2017		Asia/Manila

Showing 1 to 1 of 1 entries
Previous 1 Next

Individual Demographic Form (IDF) Admitted

T-Notes 2

Individual Angela Mary

Photo 1		Photo 1 Date	
Title	Miss	Gender	Female
First Name	Angela	Last Name	Mary
Middle Name	Ann	Suffix	N/A
Birth Date	05/01/2010	Goes By	Angela
SSN		Medicaid Number	N/A
E-mail	annmary@gmail.com	Phone Number	1234567890
Race	Filipino	Ethnicity / Hispanic Origin	
Tribe		Class Membership	

Residential Address

Attention or in care of

Address 1118 Roxas Boulevard, corner United Nations Avenue, Ermita, Manila, 1000 Metro Manila, Philippines, 1217, Philippines

Location

Primary Phone **Secondary Phone**

Additional Phone

Mailing Address

Attention or in care of

Address 1118 Roxas Boulevard, corner United Nations Avenue, Ermita, Manila, 1000 Metro Manila, Philippines, 1217, Philippines

Primary Phone **Secondary Phone**

Additional Phone

[View PDFs](#)

- | | | | |
|---------------------------------|--|--------------------------------------|---|
| Address List | Advance Directives | Album | Allergy Profile |
| Assessment List | Attached Files | Case Status | Contact List |
| Custom Fields | Default Individual Program | Diagnosis List | Guardian List |
| Health Profile | Individual Details | Individual Home Page | Individual Status History |
| Insurance | Pending Admission Notes | Program Enrollments | Shared Contact List |
| Team Members | | | |

4. Click on the **Individual Details** link from the bottom of the page.

Address List	Advance Directives	Album	Allergy Profile
Assessment List	Attached Files	Case Status	Contact List
Custom Fields	Default Individual Program	Diagnosis List	Guardian List
Health Profile	Individual Details	Individual Home Page	Individual Status History
Insurance	Pending Admission Notes	Program Enrollments	Shared Contact List
Team Members			

5. The **Individual Details** page of the individual will be opened. At the bottom of the form, click on **Edit** to view the page in **edit** mode

Individual Details Admitted ⓘ
T-Notes 2

Individual Angela Mary

Cancel Back

Edit

Address List	Advance Directives	Album	Allergy Profile
Assessment List	Attached Files	Case Status	Contact List
Custom Fields	Default Individual Program	Diagnosis List	Guardian List
Health Profile	Individual Demographic Form (IDF)	Individual Home Page	Individual Status History
Insurance	Pending Admission Notes	Program Enrollments	Shared Contact List
Team Members			

- You may enter information in the fields such as Height, Weight Range, Language, Citizenship , Birth Place, Characteristics etc. You can also add a photo and photo date if needed.

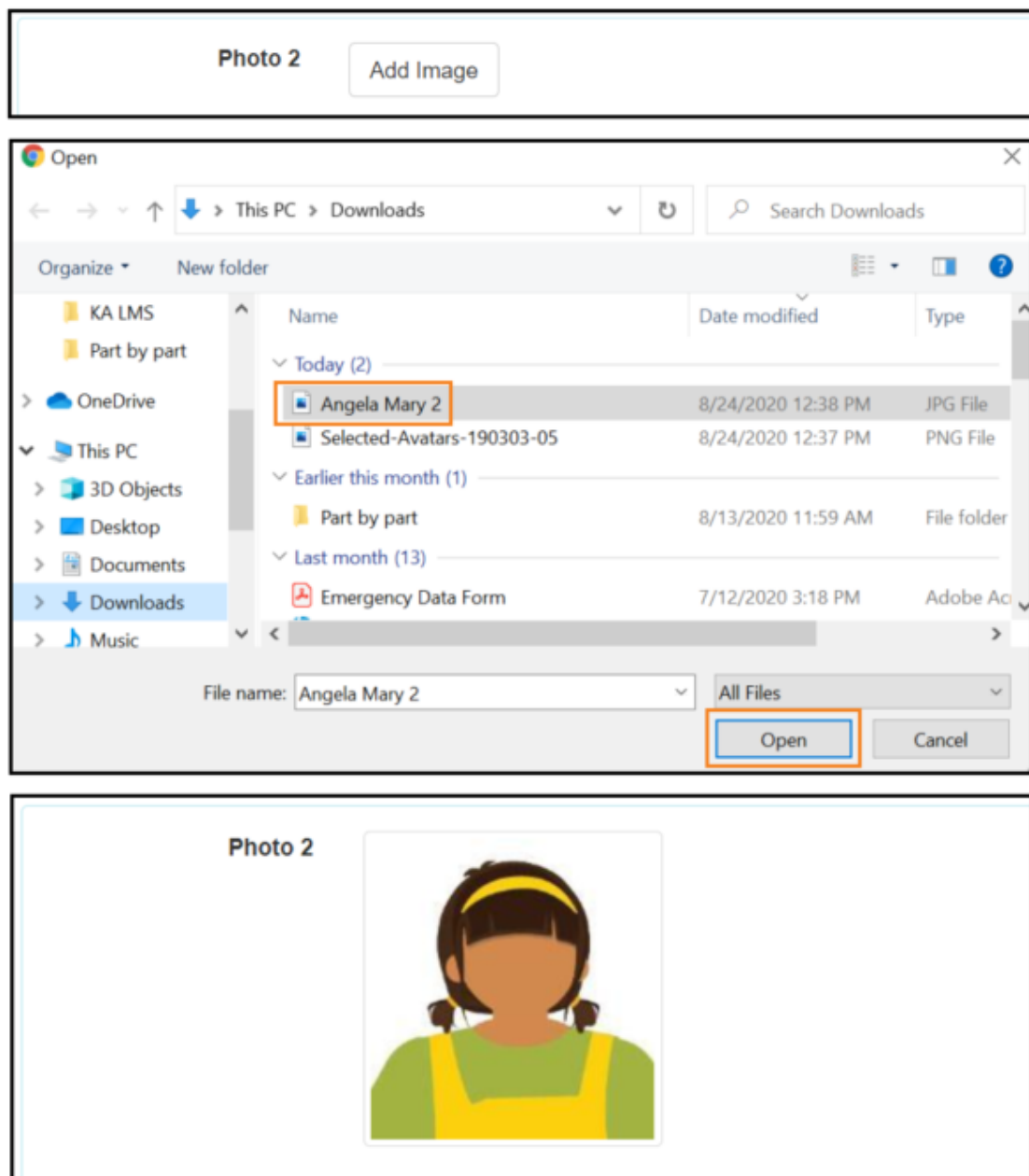
Individual Details Admitted ⬇

T-Notes 2

Individual Angela Mary

Photo 2	<input type="button" value="Add Image"/>	Photo 2 Date	<input type="text" value="MM/DD/YYYY"/>	<input type="button" value="📅"/>
Hair Color	<input type="text" value="Black"/>			
Eye Color	<input type="text" value="Brown"/>			
Interpreter Needed	<input type="text" value="- Please Select -"/>			
Primary Oral Language	<input type="text" value="Other"/>	<input type="text" value="Filipino"/>		
Primary Written Language	<input type="text" value="Other"/>	<input type="text" value="Filipino"/>		
Secondary Oral Language	<input type="text" value="- Please Select -"/>			
Secondary Written Language	<input type="text" value="- Please Select -"/>			
Religion	<input type="text" value="Catholic"/>			
Citizenship	<input type="text" value="Other"/>	<input type="text" value="Filipino"/>		
Citizenship Status	<input type="text" value="- Please Select -"/>			
Marital Status	<input type="text" value="- Please Select -"/>	Marital Status Date	<input type="text" value="MM/DD/YYYY"/>	<input type="button" value="📅"/>
* Individual's Time Zone	<input type="text" value="Asia/Manila"/>			
Living Arrangement	<input type="text" value="- Please Select -"/>			
Birth Place	<input type="text"/>	<input type="text"/>		
	Street 1	Street 2		
	<input type="text"/>	<input type="text"/>	<input type="text" value="Philippines"/>	<input type="text"/>
	City	State	Zip Code	Country
Characteristics	<input type="text" value="gets a bit hyper at times"/>			
	About 2975 characters left			
Guardian of Self	<input type="text" value="Unknown"/>			

- To add images of the **individual**, click on the **Add Image** button beside the 'Photo 2' label. You can browse from your computer and **Open** the image. If Photo 1 has not been uploaded in the **Individual** Demographic Form (IDF), then Photo 2 will be displayed on the **Individual** Home Page.



Note: The maximum file size of each photo can be a maximum of 3 MB, and you can only upload .jpg or .jpeg type files.

- **Medical Information:** This section, which is optional, allows you to enter basic information as needed for the individual’s medical care. Developmental Disability, Intellectual Disability, Blood Type, Emergency Orders, Adaptive Equipment etc. can be entered under this section.

Medical Information

Developmental Disability Autism
Autism

Blood Type A+

Other Medical Information

Intellectual Disability - Please Select -

Primary Care Physician

Mild
Moderate
Profound
Severe
Unspecified

Emergency Orders Mary may have breathing problems. Therefore, she must carry an inhaler.

Adaptive Equipment She doesn't need any adaptive equipment.

- **Behavior:** The **Behavior Management** field provides space for a brief description of an individual’s behavioral concerns and any associated behavior plans.

Behavior

Behavior Management

Need to handle her very carefully when she is in a bad mood.

About 2940 characters left

- **Guidelines:** The '**Guidelines**' section, which is optional, contains basic guidelines for providing care on daily living activities. This includes dietary, eating, communication, mobility, supervision, toileting and bathing guidelines.

Guidelines

Dietary Guidelines

Mary can eat only processed foods

About 2967 characters left

Eating Guidelines

She needs assistance while eating

About 2967 characters left

Communication Modality

- Please Select -

Communication Modality Other

|

Communication Comments

About 3000 characters left

Mobility

Walks on own

Mobility Comments

About 3000 characters left

Supervision

Independent

Supervision Comments

About 3500 characters left

Food Texture

Whole or Normal consistency

Liquid Consistency

Thin

Toileting Status

Requires Physical Assistance/Equi

Bathing Status

Requires Support to Bath/Shower

Mealtime Status

Requires Support to Eat

Referral Source

About 3000 characters left

Do not notify Family/Guardian as there is written advice that they do not want to be notified for incidents defined as Reportable(Medium notification level), Serious Reportable(High notification level) or have Abuse/Neglect specified.

6. Once the necessary edits are made, click on the **Update** button at the bottom of the form.

Cancel Back Update

Address List	Advance Directives	Album	Allergy Profile
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Team Members			

A success message will be displayed.

The form IDF-DEMOTPHL-G7Q29D7EDMULW has been successfully updated

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