

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 | Care | |
| Admin | Individual Demographics | List Search Custom Fields |
| Agency Reports | Individual Intake | New Pending Admission Notes Import from Excel |
| Individual Home Page | Enrollment | By Program By Individual Import from Excel |
| Settings | | |

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 | <div><div>Angela Mary</div><div>Thabang Motseko</div></div> | <input type="text"/> |
| 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 | <div>- Please Select -</div> | |
| Program (Site) | <input type="text" value="Search"/> | |
| Entered By | <input type="text" value="Search"/> | |
| Status | <div>- Please Select -</div> | |

 Clear Selection

Cancel

Search

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

Individual Angela Mary

Photo 1



Photo 1 Date

Title

Gender Female

First Name Angela

Last Name Mary

Middle Name

Suffix

Birth Date 05/01/2010

Goes By Angela

SSN

Medicaid Number

E-mail

Phone Number

Race Filipino

Ethnicity / Hispanic Origin

Class Membership

Residential Address

Attention or in care of

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

Location

Primary Phone

Secondary Phone

Additional Phone

Mailing Address

Attention or in care of

Address Philippines

Primary Phone

Secondary Phone

Additional Phone

PDF & Printable

Cancel Back

SComm

Mark as Deceased

Discharge

Mark as Pending Admission

Edit

Advance Directives

Album

Allergy Profile

Assessment List

Attached Files

Case Status

Contact List

Custom Fields

Diagnosis List

Individual Details

Individual Home Page

Insurance

Pending Admission Notes

Program Enrollments

Shared Contact List

Team Members

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

| | | | |
|-------------------------|---------------------------|----------------------|-----------------|
| Advance Directives | Album | Allergy Profile | Assessment List |
| Attached Files | Case Status | Contact List | Custom Fields |
| Diagnosis List | Individual Details | Individual Home Page | 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

Individual

Angela Mary

Cancel

Back

Edit

| | | | |
|-------------------------|-----------------------------------|----------------------|-----------------|
| Advance Directives | Album | Allergy Profile | Assessment List |
| Attached Files | Case Status | Contact List | Custom Fields |
| Diagnosis List | Individual Demographic Form (IDF) | Individual Home Page | 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.

Photo 2



Photo 2 Date

08/01/2020



Height

3

Feet

2

Inch

Weight Range

50

From lbs

52

To lbs

Hair Color

Black

Eye Color

Brown

Interpreter Needed

No

Primary Oral Language

Other

Filipino

Primary Written Language

Other

Filipino

Religion

Buddhist

Citizenship

Filipino

Marital Status

Single

Marital Status Date

MM/DD/YYYY



Admission Date

01/05/2017



Death Date

MM/DD/YYYY



* Individual's Time Zone

Asia/Manila

Living Arrangement

Living with Parent

Birth Place

Street 1

Street 2

Manila

City

State

State

Zip Code

Philippines

Country

Characteristics

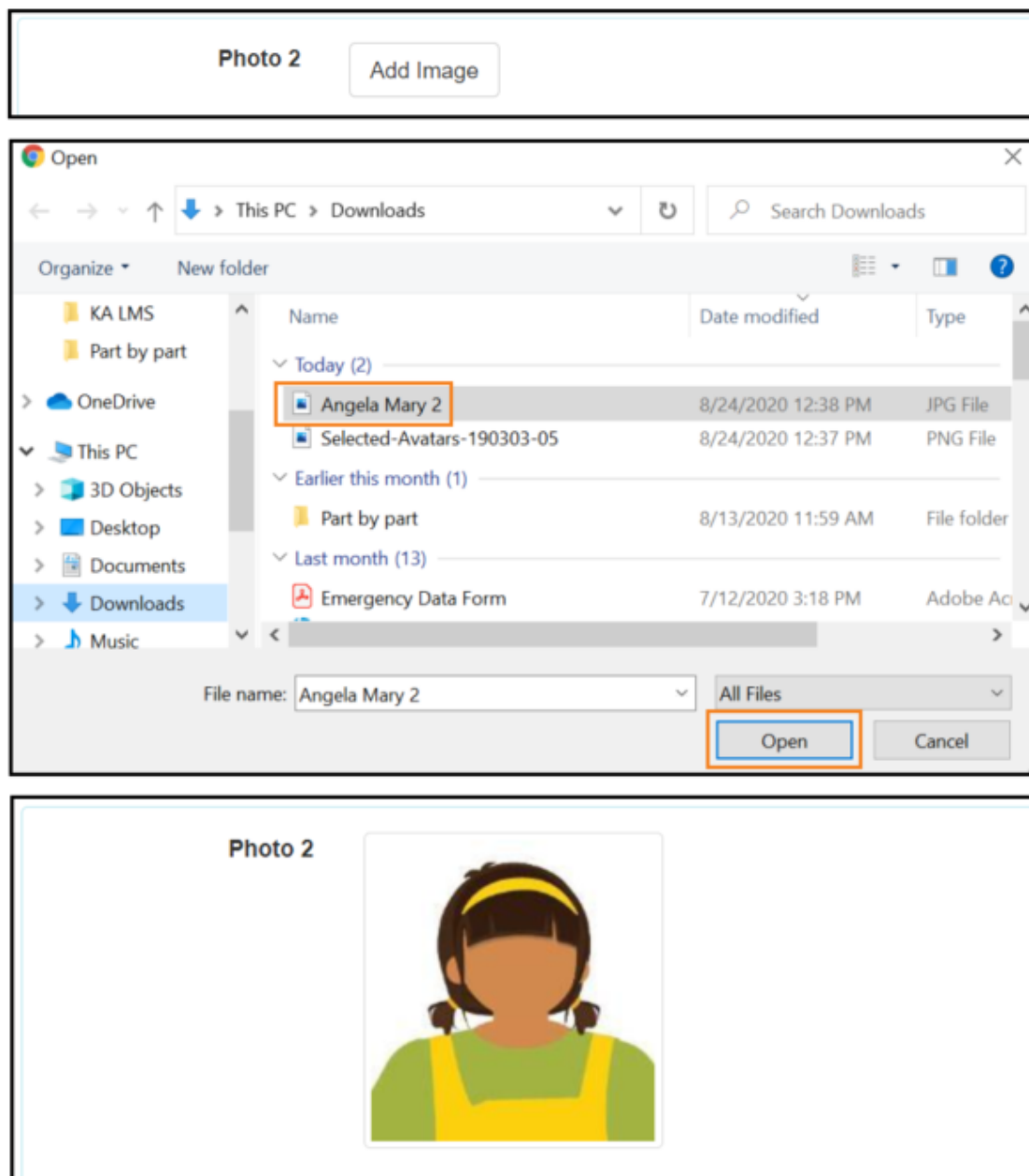
gets a bit hyper at times

About 2975 characters left

Guardian of Self

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

About 3000 characters left

Emergency Orders

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

About 2929 characters left

Adaptive Equipment

She doesn't need any adaptive equipment.

About 2960 characters left

Intellectual Disability

- Please Select -

- Please Select -

Mild

Moderate

Profound

Severe

Unspecified

Primary Care Physician

- **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

- Please Select -

Communication Device
Non-Verbal
Partially Verbal
Sign
Verbal
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.

CancelBack

Update

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

A success message will be displayed.

The form IDF-DEMOTPHL-G7Q29D7EDMULW has been successfully updated

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