

## 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	<b>General</b>	
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	<b>Care</b>	
Admin	Individual Demographics	List   <b>Search</b>   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

angl

Q

Angela Mary

Thabang Motseko

Social Security Number

Medicaid Number

Medicare Number

Form ID

Birth Date From

MM/DD/YYYY

To

MM/DD/YYYY

Admission Date From

MM/DD/YYYY

To

MM/DD/YYYY

ID Number

ID Type

- Please Select -

Program (Site)

Search

Entered By

Search

Status

- Please Select -

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				Admitted	05/01/2010		Rahman, Ferdaus / Supervisor	Rahman, Ferdaus / 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.

<a href="#">Advance Directives</a>	<a href="#">Album</a>	<a href="#">Allergy Profile</a>	<a href="#">Assessment List</a>
<a href="#">Attached Files</a>	<a href="#">Case Status</a>	<a href="#">Contact List</a>	<a href="#">Custom Fields</a>
<a href="#">Diagnosis List</a>	<a href="#">Individual Details</a>	<a href="#">Individual Home Page</a>	<a href="#">Insurance</a>
<a href="#">Pending Admission Notes</a>	<a href="#">Program Enrollments</a>	<a href="#">Shared Contact List</a>	<a href="#">Team Members</a>

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

<a href="#">Advance Directives</a>	<a href="#">Album</a>	<a href="#">Allergy Profile</a>	<a href="#">Assessment List</a>
<a href="#">Attached Files</a>	<a href="#">Case Status</a>	<a href="#">Contact List</a>	<a href="#">Custom Fields</a>
<a href="#">Diagnosis List</a>	<a href="#">Individual Demographic Form (IDF)</a>	<a href="#">Individual Home Page</a>	<a href="#">Insurance</a>
<a href="#">Pending Admission Notes</a>	<a href="#">Program Enrollments</a>	<a href="#">Shared Contact List</a>	<a href="#">Team Members</a>

- 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

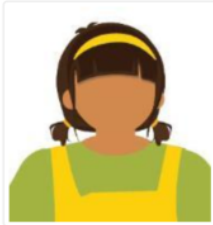


Photo 2 Date

08/01/2020



Height

3

2

Feet

Inch

Weight Range

50

52

From lbs

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

State

Zip Code

Philippines

City

State

Zip Code

Country

Characteristics

gets a bit hyper at times

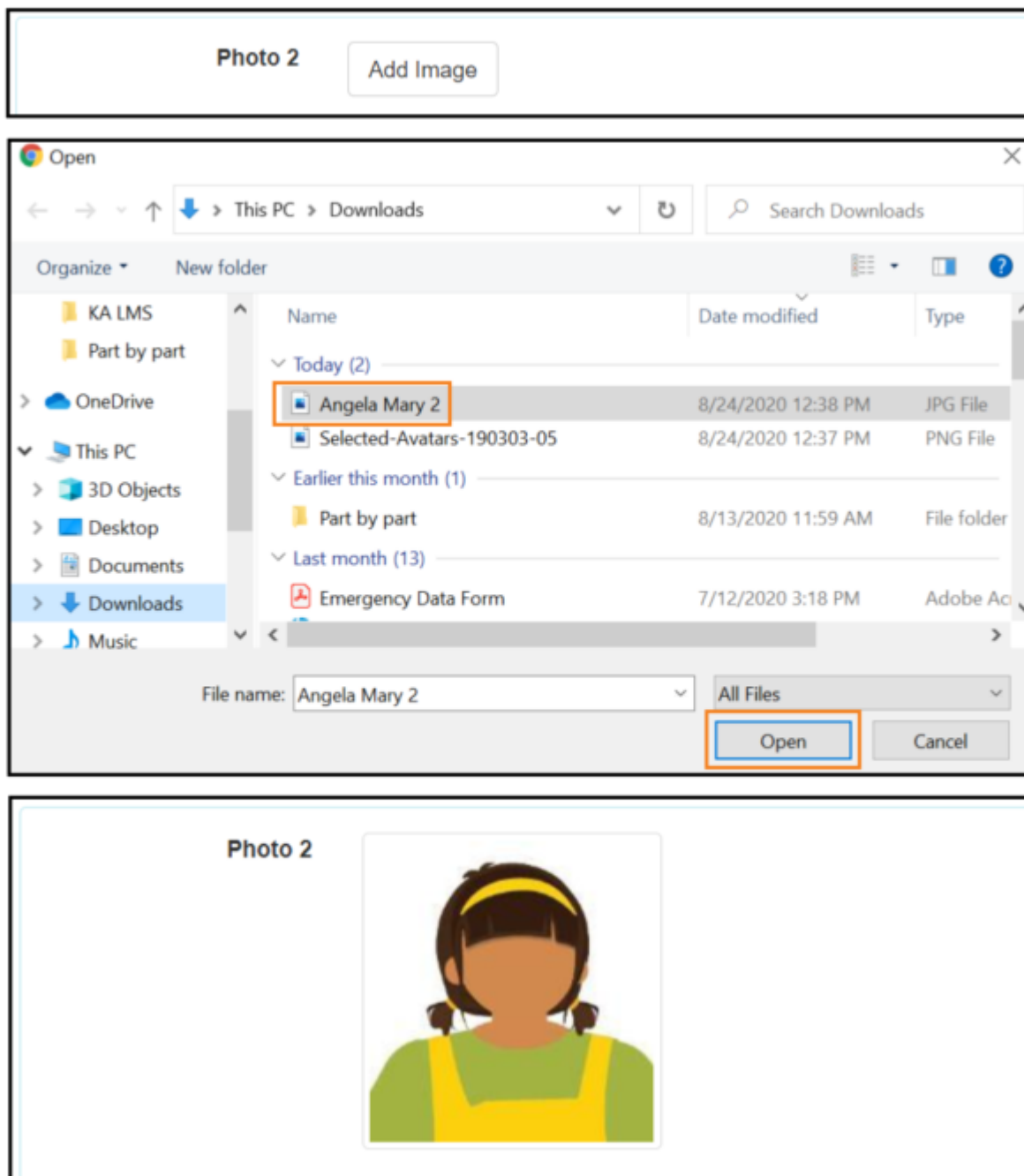
About 2975 characters left

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

Intellectual Disability

- Please Select -

- Please Select -

Mild

Moderate

Profound

Severe

Unspecified

Blood Type

A+

Primary Care Physician

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

- **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.

Cancel

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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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