

Individual Data form (IDF) - Pag-Edit ng Individual Data

Ang **Individual Data form (IDF)** ay naglalaman ng mga impormasyon na ukol sa individual na kailangan para sa kanilang pangangalaga. Ang mga users ay pwede ilagay ang mga impormasyon na kinakailangan ng kanilang organisasyon. Ang mga impormasyon na ilalagay sa IDF ay lalabas din sa **Emergency Data Form (EDF)**, sa demographic report at sa iba pang mga report ng system. Ang IDF at EDF ay madali lamang i-convert sa .pdf format upang maiprint o maibahagi.

Ang mga sumusunod ay ang mga bahagi ng Individual Data Form:

- **Identification Data**
- **Medical Information**
- **Guidelines**
- **Behavior**

1. Upang makapag enter at mag update ng impormasyon sa **Individual Data** form, i-click ang **Individual** Tab na asa Dashboard.

To Do	Care	
Individual	T-Log	New Search Archive
Health	Case Note	New Search Archive Bulk PDF
Admin	General Event Reports (GER)	New Search
Agency Reports	GER Resolution	New Unaddressed GERs Open Resolutions Open Investigations Search
Individual Home Page	Multi-Individual Event (MIE)	New Search

2. Pagkatapos ay i-click ang **Search** sa hilera ng **Individual Data** sa bahagi ng **Care**.

To Do	Care	
Individual	T-Log	New Search Archive
Health	Case Note	New Search Archive Bulk PDF
Admin	General Event Reports (GER)	New Search
Agency Reports	Multi-Individual Event (MIE)	New Search
Individual Home Page	Witness Report (GER)	Search
Settings	Event Summaries	View
	ISP Data	New Search Report Search Report Archive
	ISP	New Search Review Acknowledge Archive
	ISP Program	New Search Archive Acknowledgement Report
	ISP Program Template Library	New Draft Published Search
	Global Template Library	Search ISP Template
	Individual Data	 Search
	Time Tracking	Record Data View

3. Ang **Individual Search** page ay bubukas upang mahanap ang nais na individual. I-type ang pangalan ng individual (lalabas ang mga pangalan ng **individual** sa pag type ng unang tatlong letra ng first o last name ng individual. Piliin ang nais at ito ay lalabas sa box). I click ang **Search** button sa ibabang bahagi ng 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"/>
	<input type="text" value="Thabang Motseko"/>	<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	<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"/>

4. From the **Individual Search** page, Click on the name of the Individual, and his/her **Individual Data** form will be presented.


Individual Search

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

Showing 1 to 1 of 1 entries

Previous 1 Next

5. Magpunta sa ibabang bahagi ng page at I-click ang **Edit Individual Date** button para makita ang form na pwede nang baguhin.



Display PDF

Back
→
Edit Individual Data
Mark as Deceased
Discharge
Send via SComm

Identification Data

Sa bahagi na ito, maaring ilagay ng user ang anumang impormasyon depende sa pangangailangan ng kanilang ahensya.

1. Sa bahaging ito nilalaman ang mga basic na demographics information ng isang individual. Maaaring ilagay ang **Birth Date, Photo, Gender, Race, Characteristics, Citizenship, Address** etc. Ang mga item na opsyonal ay lalabas sa anumang report kapag ito ay nilagyan ng impormasyon.

Identification Data [Jump to](#)

First Name: **Last Name:**
Middle Name: **Suffix:**
SSN: **Birth Date:**
Format: xxx-xx-xxxx or xxxxxxxx **Photo 1 Date:**

Photo 1




Photo 2 **Photo 2 Date:**

Gender: **Goes By:**

Medicaid Number:

ID Type: **ID Number:**

Additional ID Type: **Additional ID Number:**

Race:

Available Items	Add all	Selected Items	Remove all
American Indian/Alaskan Native	+ ^	Filipino	-
Asian	+		
Asian Indian	+		
Black/African American	+		
Chinese	+		
Declined	+		
Guamanian or chamorro	+ v		

Ethnicity/Hispanic Origin:

Height: Feet Inch

Weight Range: From lbs To lbs

Hair Color: **Other:**

Eye Color: **Other:**

Characteristics:

Primary Oral Language: **Other:**

Primary Written Language: **Other:**

Interpreter Needed: Yes No Unknown **Other:**

Religion: **Other:**

Citizenship: **Other:**

Marital Status: **Marital Status Date:**

Admission Date:

Date of Discharge:

Date of Death:

Individual's Time Zone:

Living Arrangement:

Address

Residential Address

Residential Program / Site:

Attention or in care of:

Street 1: **Street 2:**

Country:

State: **County:**

City:

ZIP:

Location:

Primary Phone: **Secondary Phone:**

Additional Phone:

Mailing Address

Same as Residential Address

Attention or in care of:

Street 1: **Street 2:**

Country:

State: **County:**

City:

ZIP:

Primary Phone: **Secondary Phone:**

Additional Phone:

E-mail:

Birth Place

Country: **Other:**

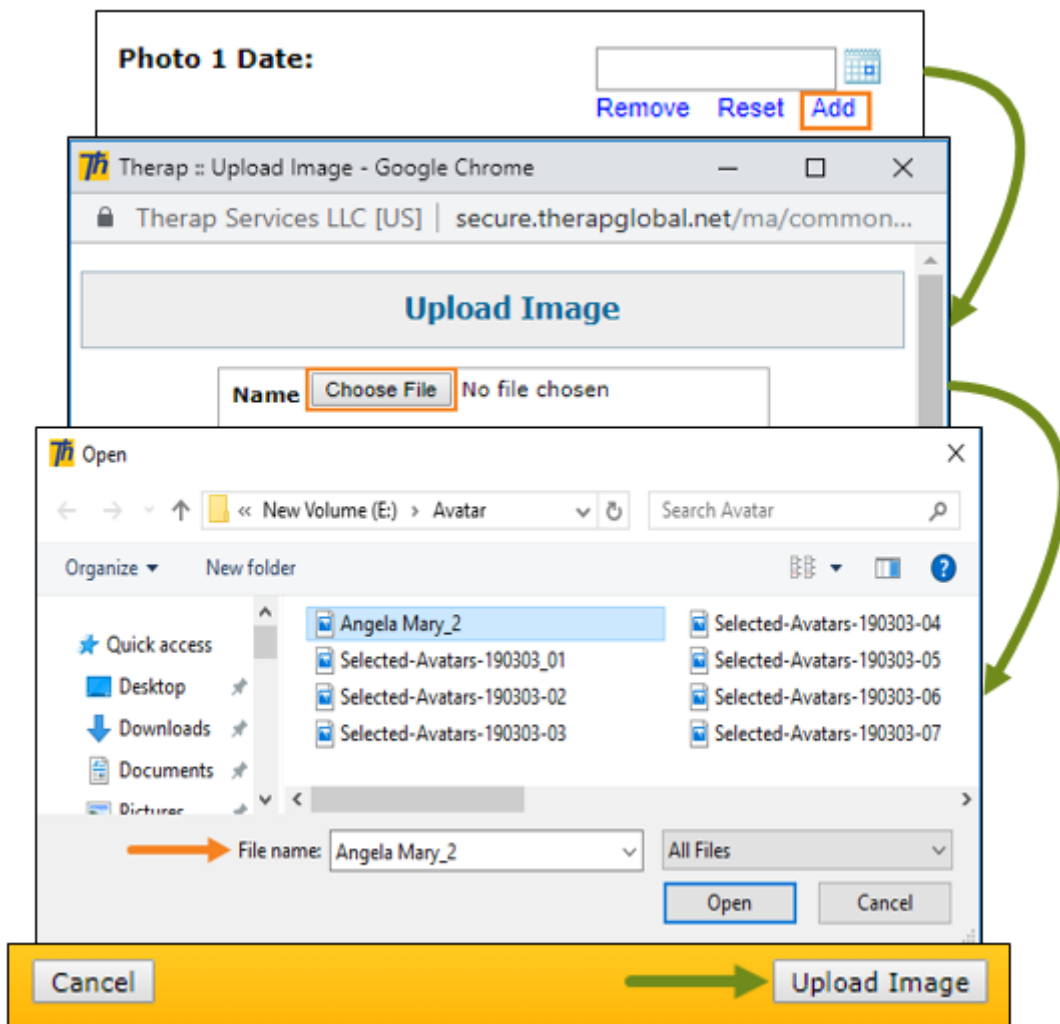
State:

City:

2. Upang makapag lagay ng photos ng individual, i-click ang **Add** or **Remove** sa bahagi ng Photo area. Kapag i-click ang Add ito ay bubukas ng Upload Image window.

I-click ang **Choose File** button, hanapin ang nais na imahe at I-double click ito, pagkatapos ay i-click ang **Upload Image** button.

Makikita ang thumbnail view ng imahe na iyong napili sa photo area.



Maaari kang maglagay ng dalawang imahe ng individual. Ang bawat imahe ay hindi dapat lalagpas ng 3MB, at jpg at jpeg files lamang ang maaaring

i-upload.

3. Upang makapili ng **Gender** ng Individual, i-click ang drop down menu at piliin ang gender ng individual.

Gender:	Please Select ▼	←
Medicaid Number:	Please Select	<input type="text"/>
ID Type:	Male	<input type="text"/>
	Female	<input type="text"/>
	Unknown	<input type="text"/>

4. Pillin ang **Race** ng individual, i-click ang plus (+) icon mula sa **Available Items**. Ang napiling race ng individual ay makikita sa **Selected Items**.

Race:	Available Items	Add all	Selected Items	Remove all
	Asian Indian	+		
	Black/African American	+		
	Chinese	+		
	Declined	+		
	Filipino	+		
	Guamanian or chamorro	+		
	Japanese	+		

Race:	Available Items	Add all	Selected Items	Remove all
	Asian Indian	+	Filipino	-
	Black/African American	+		
	Chinese	+		
	Declined	+		
	Guamanian or chamorro	+		
	Japanese	+		
	Korean	+		

5. Optional lamang ang **Address**, ngunit upang hindi magkaroon ng error sa pag-save palitan ang bansa mula sa USA sa bansa kung nasaan ka.

Address

Residential Address

Residential Program / Site: Please Select ▼

Attention or in care of:

Street 1: Street 2:

Country: USA ▼

State: Please Select ▼

City: County:

ZIP:

Location:

Primary Phone: Secondary Phone:

Additional Phone:

Address

Residential Address

Residential Program / Site: Please Select ▼

Attention or in care of:

Street 1: Street 2:

Country: Philippines ▼

State:

City: County:

ZIP:

Location:


Primary Phone: Secondary Phone:

Additional Phone:

Paalala: Kung hindi napalitan ang bansa na USA, iyong makikita ng ganitong error kapag i-save ang form.

Individual Data

GM Rakib (Pending Admission)
Form ID: IDF-DEMOTPHL-J5B4NLVWXMULJ
Entered By: Imran Rahman, Teacher on 03/09/2020 01:17 PM

 **Error!**
Please see below for error messages!

Address

Residential Address

Residential Program / Site

Please Select ▼

Attention or in care of:

Street 1:

Street 2:

Country:

USA ▼

State **Required**

Please Select ▼

City:

County:

ZIP:

Location



Primary Phone:

Secondary Phone:

Additional Phone:

Medical Information

Sa bahaging ito ay maaring ilagay ang mga pangunahing impormasyon na kinakailangan para sa pangangalagang medikal ng individual tulad ng **Emergency Orders, Adaptive Equipment, Blood Type** etc. Ito ay opsyonal lamang

Medical Information

[Jump to](#)

Emergency Orders:

About 2929 characters left

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

Adaptive Equipment:

About 2960 characters left

She doesn't need any adaptive equipment.

Blood Type:

A+ ▼

Developmental Disability:

Cerebral Palsy Epilepsy Autism Neurological Impairment Other

Intellectual Disability:

Mild Moderate Severe Profound Unspecified

Primary Care Physician:

Add Primary Care Physician

Clear

Other Medical Information:

3000 characters left

Guidelines

Ang bahaging ito ay opsyonal lamang, dito nillalaman ang mga patungkol sa daily living activities ng individual. Kasama rito ang mga guideline patungkol sa **dietary, eating, communication, supervision, toileting** at **bathing**.

Guidelines

[Jump to](#)

Dietary Guidelines:

About 2967 characters left

Mary can eat only processed foods

Eating Guidelines:

About 2967 characters left

She needs assistance while eating

Communication Modality:

- Please Select -

- Please Select -

Communication Device

Non-Verbal

Partially Verbal

Sign

Verbal

Other

Other:

Communication Comments:

Supervision:

Assistance for personal care

Other:

Supervision Comments:

3500 characters left

Food Texture:

Whole or Normal consistency

Liquid Consistency:

- Please Select -

Referral Source:

3000 characters left

Toileting Status:

Requires Physical Assistance/Equipment

Bathing Status:

Requires Support to Bath/Shower

Mealtime Status:

Requires Support to Eat

Guardian of Self

Yes No Unknown

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.

Behavior

Sa bahaging ito ng **Behavior Management** maaring ilagay ang mga concerns patungkol sa behavior ng individual at kung may mga kaakibat na behavior plans.

Behavior

Behavior Management:

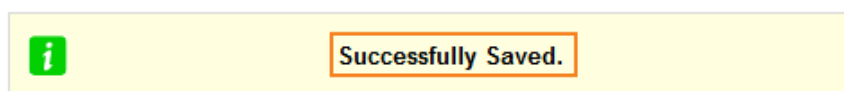
3000 characters left

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

Matapos malagay ang mga nais na i-edit, i-click ang Save button sa ibabang bahagi ng form.

Back  Save

Matapos masave, makikita ang mensahe na “Successfully Saved”. Patunay na naedit ang IDF.



 [Back](#)

I-click ang **back** upang bumalik sa **Individual Data** form page.