

## Children's Services Quick Guide

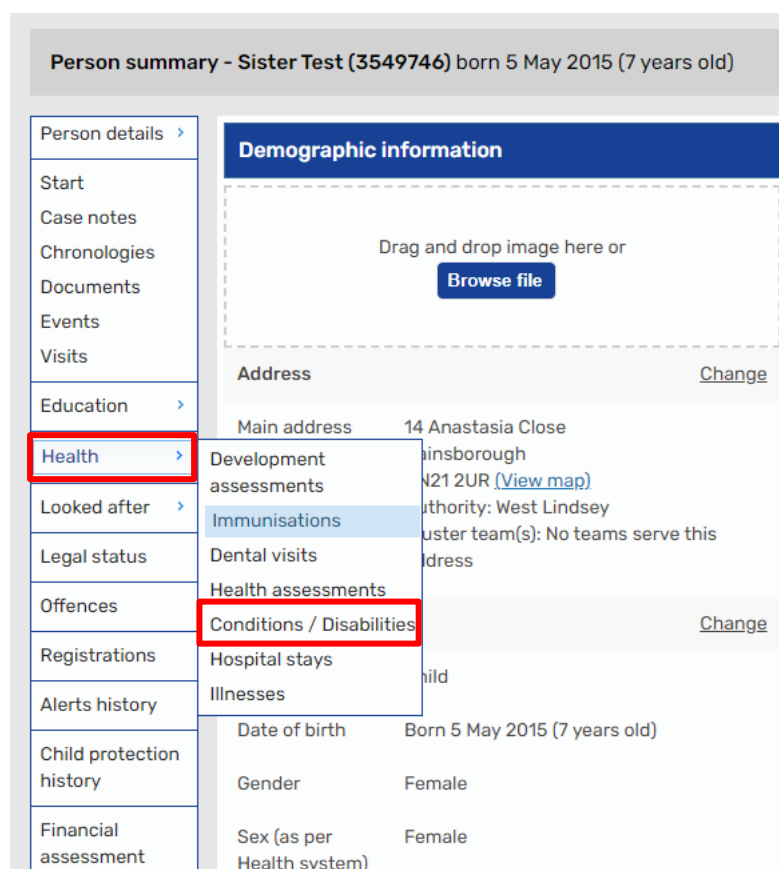
### Recording Conditions and Disabilities

Conditions and Disabilities can be recorded at any time on a child or young person and adult. They should be recorded for reporting purposes. The details of any recorded will only be displayed within the **Health > Conditions / Disabilities** and not on the Person summary screen.

### Adding Conditions and Disabilities

Once a health condition or disability has been confirmed and it is relevant for it to be recorded, navigate to the **Person summary** of the individual.

Click on **Health** on the left hand side bar and then select **Conditions / Disabilities**.



The screen refreshes and the Conditions / Disabilities screen displays.

Click **Add** to record the condition or disability.

The **Add condition / disability** screen displays.

- **Condition / Disability** – from the drop down select the appropriate option.
  - Those which begin with **CS** are used for reporting purposes and tend to be a broader area such as **CS: Sensory Impairment - Hearing impaired** or **CS: Mobility**.
  - Those beginning with - are more specific conditions or disabilities. For example, - **Asthma** or - **Deaf without Speech**.
- **Age Diagnosed** – enter the age of diagnosis.
- **Applicable?** – this tick box should be used if the condition/disability is current.
- Click **Save**. This will record the condition/disability into the table.

The **Add** button can be used to record as many as required and the above


Type of Condition/Disability	Age diagnosed	Applicable
A: Sensory Impairment - Hearing Impaired	1	Y

Buttons: Add, OK

## Editing Conditions and Disabilities

The condition or disability may need editing due to an error in recording or to update if it is applicable.

To do this, click on **Health** followed by **Conditions / Disabilities**.

Click on the edit icon  next to the row that needs amending.

Make any amendments as required such as unticking **Applicable** if the condition or disability is no longer present.

Click **Save** to update the record or **Cancel** to leave without changing anything.