



# B4 School Database Guide



# When will I receive a Log in?

After attending the 2-Day training :

1. Complete the **Theory Test** (preferably within 6 weeks or on the day)
2. Complete your **Clinical Assessment** (supervised/observed by B4SC champion/lead)
3. Complete the **User Agreement Form**

Send ALL paperwork to: [B4SC@pinnacle.health.nz](mailto:B4SC@pinnacle.health.nz) .

Once everything is submitted you will receive your B4SC Certificate and your login to the B4School Database.

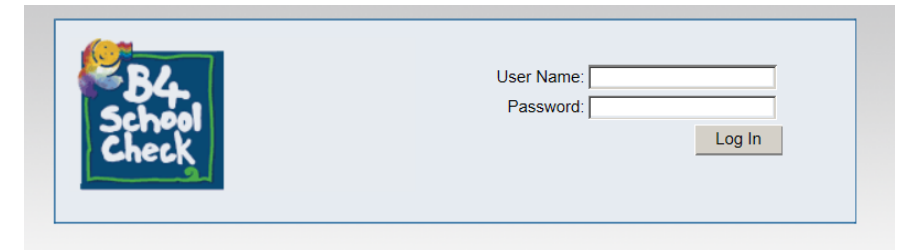
# B4School Database Login

Microsoft Edge  is the recommended internet browser.

B4SC Database: <http://10.247.213.25/WebPages/Login.aspx>

This is where you input your username and temporary password.

*New users will be prompted to create a password of your own choice (if it does not meet criteria, an error will be displayed).*

A screenshot of the B4 School Check login interface. On the left is a logo with a cartoon character and the text 'B4 School Check'. On the right, there are two input fields labeled 'User Name:' and 'Password:', followed by a 'Log In' button.

 Error: Exception has been thrown by the target of an invocation..

**Keep your username and new password in a safe place.**

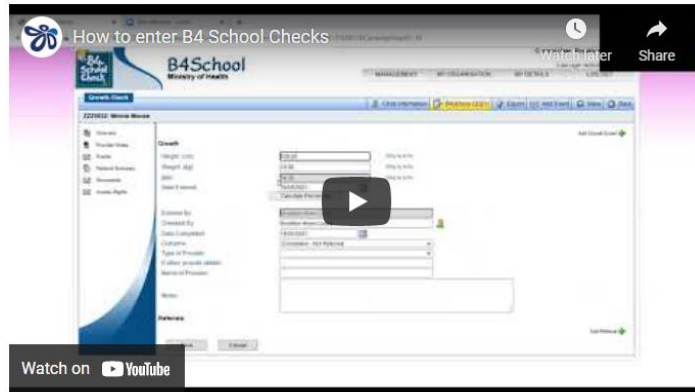
# Database Support

**Moved practice?** – contact us to update your profile.

**Forgotten or lost password?** – contact us to reset your password.

**Video Tutorial** – “How to enter B4 school Checks” can be found here:

How to enter B4 School Checks



<https://www.pinnaclepractices.co.nz/resources/b4-school-check-resources/>

# “Search All DHBs”

The “**Management**” tab is where you will find child B4SC records.

We **recommend** you enter the child’s **NHI** and >click “**Search all DHBs**”

- *(This will find the record no matter where the check is allocated, because records can be at various stages under “Status”, not all are in “Assigned”).*

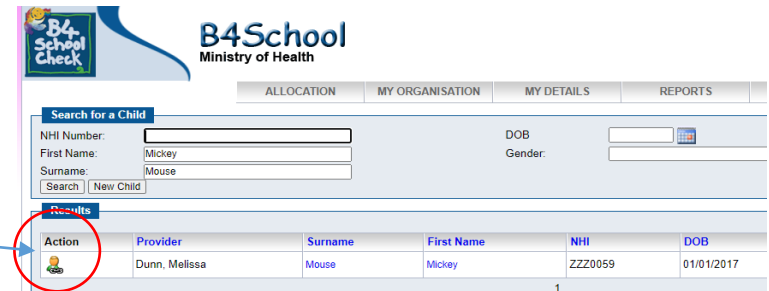
The screenshot shows the B4School Ministry of Health interface. At the top right, it says 'Current User: Moira Hubbard', 'Transient & Lost Children', and '(Last Login 28/04/2022 1:14:26 p.m.)'. Below this is a navigation bar with four tabs: 'MANAGEMENT' (highlighted with a red circle), 'MY ORGANISATION', 'MY DETAILS', and 'LOG OUT'. The main section is titled 'Child Search' and contains several search filters: NHI Number, First Name, Surname, Status (set to 'Assigned' and highlighted with a red circle), Campaign (set to 'B4School'), Ethnicity, Suburb/City, City, ECC, Provider (set to 'Moira Hubbard'), Age From, Age To, DOB From, DOB To, Need (radio buttons for High, Not High, Both, with 'Both' selected), and Items Per Page (set to 15). There are 'Search' and 'Search All DHBs' buttons. Below the search filters is a 'Results' section showing a table of search results. The table has columns: Surname, First Name, DOB, Ethnicity, Early Childhood Centre, NHI, Suburb, City, Needs, Date Allocated, and Events Due. The first row of results shows a child with Surname [redacted], First Name [redacted], DOB 09/01/2017, Ethnicity NZ Maori, Early Childhood Centre [redacted], NHI [redacted], Suburb Chartwell, City Hamilton, Needs High, Date Allocated 01/11/2021, and Events Due [redacted]. The text '43 children found.' is visible in the top right corner of the results section.

Surname	First Name	DOB	Ethnicity	Early Childhood Centre	NHI	Suburb	City	Needs	Date Allocated	Events Due
[redacted]	[redacted]	09/01/2017	NZ Maori	[redacted]	[redacted]	Chartwell	Hamilton	High	01/11/2021	[redacted]

# Allocating a child record

If the child is allocated to another provider within your organisation, [you will need to allocate to yourself](#) so that you can **'return'** it.

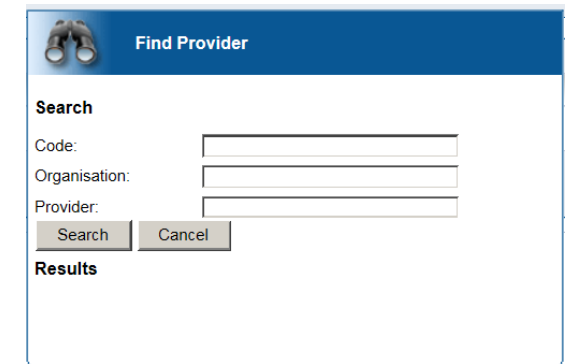
1. Click on this icon

The B4School Ministry of Health interface. It has tabs for ALLOCATION, MY ORGANISATION, MY DETAILS, and REPORTS. The 'Search for a Child' section has fields for NHI Number, First Name (Mickey), Surname (Mouse), and Gender. Below this is a 'Results' table with columns: Action, Provider, Surname, First Name, NHI, and DOB. The first row shows 'Action' with the person icon, 'Dunn, Melissa', 'Mouse', 'Mickey', 'ZZZ0059', and '01/01/2017'. A red circle highlights the 'Action' icon in the first row of the table.

Action	Provider	Surname	First Name	NHI	DOB
	Dunn, Melissa	Mouse	Mickey	ZZZ0059	01/01/2017

2. Type your first name in the **“Provider”** box  
>click **“Search”**.

3. Your **name** will be listed with your **“Organisation”**  
Click on your name to **'re-allocate'**.

A 'Find Provider' search form with fields for Code, Organisation, and Provider. It has 'Search' and 'Cancel' buttons. Below the fields is a 'Results' section which is currently empty.

Find Provider

Search

Code:


Organisation:

Provider:

Results

**If the child is allocated to another organisation? You will need to contact us 😊**

# Returning a child record

In the  **Child Information** tab

On the left-hand side of the screen - click **“Allocation History”**



In **“Provider phone number”** - enter the practice phone number.

In **“Reason for Returning Child”** – enter notes explaining reason for return

**Note** – the database will warn you if any assessments are “incomplete” – you can “return anyway”

**Note** – you will only see the blue return arrow, if **YOU** are the allocated provider



Click on **blue arrow** to return the check to the Co-ordinator 😊



# Child no longer enrolled with your clinic?

If a child has transferred to another medical centre or moved overseas?

Please **'Return'** the record in the B4SC Database with the 'return reason':



e.g. **"Moved to Australia"**

*Note: please advise the relevant services (e.g. NIR) so that resources aren't being wasted trying to find children who aren't here anymore.*

e.g. **"transferred (tx) to Katikati Medical Centre"**

*Note: please enter the latest contact details you have for parent/caregiver.*



# Option for Hard to Reach Children in Waikato

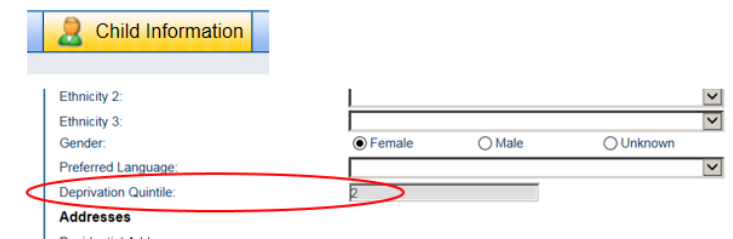
Refer to Public Health Nurses B4school Outreach Service via Bpac when:

1. you have made at least **three** unsuccessful attempts to contact the family **AND**
2. the child is **aged between 4 yrs 3 mths and 4 yrs 10 mths** **AND**
3. they live in a **Quintile 5** area AND/OR the **child is of Māori & Pasifika ethnicity** (regardless of the deprivation quintile that they live in)

Include as much information as you can in the referral:

- **all contact details** you may have on your family tree
- **dates and ways** that you have tried to make contact
- **any safety issues** that the PHN may need to know.



How do I find a child's Quintile or Deprivation level?





The screenshot shows a 'Child Information' form. The 'Deprivation Quintile' field is highlighted with a red circle and contains the number '2'. Other fields include 'Ethnicity 2:', 'Ethnicity 3:', 'Gender:' (with radio buttons for Female, Male, and Unknown), 'Preferred Language:', and 'Addresses'.

**Lost contact? Call 0800 634 470 (NEIIS) - National Enrolment Immunisation Improvement Service**

# Opening the record - Child Information Tab

1. Click on the **child's name** and the record will open in '**Child Information**' tab.
2. If the **address** is not correct, click **Add Address**  (don't alter or delete!!)
  - Select "**Residential**" and enter the street address only
  - Scroll down and click - 
  - The GeoCode box will appear. Click on the correct option to update
  - If deprivation quintile = "0" check address (has it been GeoCoded?)
3. Caregiver details must be completed to progress to the "**B4 School**" tab.

# Caregiver details

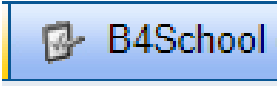
1. Click on [Add Caregiver](#) 
  - Their address will auto populate from the child's address
  - **Yellow\*** fields must be completed, they are mandatory data.  
**Very important** - enter caregiver contact phone number/s  
e.g. [Add Mobile Phone Number](#) 

A B4SC **must have a written consent** signed by a parent or legal guardian on the paper copy. Verbal consent is used only for declines.



# Consent for B4School check

1. The B4SC **must have a written consent** signed by a parent or legal guardian.

2. In the  tab

**“Consent Given” = No**

**“Consent Type” = Written or Verbal**

**“Given By” =** select the **caregiver name** from drop-down arrow and select the **date** consent was signed.

Consent Given: ☐ Yes ☐ No ☐ NA

Consent Type: ☐ Written ☐ Verbal

Given By:

Date:

3. Then, **scroll down and click “save”**. This will open all the components of the B4School check so you can enter the data.

# Consent Declined by Parent/Guardian

1. If parent/guardian declines the check, complete the Caregiver Details as usual

2. In the  B4School tab:

“Consent Given” = **No**

“Consent Type” = **Written** or **Verbal**

“Given By” = select the **caregiver** from drop-down arrow and select the **date**.

Consent Given:

Consent Type:

Given By

Date:

☐ Yes

☐ No

☐ NA

☐ Written

☐ Verbal

Drop-down arrow for Given By and Date

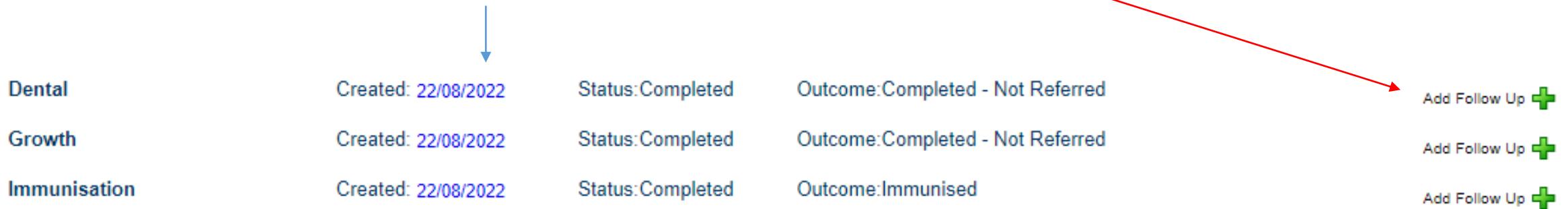
3. Scroll down and click “**Save**”

4. Then “**Return**” the record in the **Child Information** tab under “**Allocation History**” using the blue return arrow. The return reason is “**Check Declined**”.



# Reopen – to update/change data already entered

- Save each screen as you work on it.
- If you need to reopen a component to update/change what you have entered please click on the “**Created: date**” **NOT** “Add Follow up”.



The screenshot shows a table with three rows of data. A blue arrow points from the text 'Created: date' in the list above to the 'Created: 22/08/2022' text in the first row. A red arrow points from the text 'NOT Add Follow up' in the list above to the 'Add Follow Up + icon' in the first row.

Dental	Created: 22/08/2022	Status: Completed	Outcome: Completed - Not Referred	Add Follow Up + icon
Growth	Created: 22/08/2022	Status: Completed	Outcome: Completed - Not Referred	Add Follow Up + icon
Immunisation	Created: 22/08/2022	Status: Completed	Outcome: Immunised	Add Follow Up + icon

- *Clicking “Add Follow up” will create a whole new version requiring you to enter details again. You would only use this to update the outcome e.g. from a referral at a later date.*

**VERY important:** If you are entering data ‘on behalf’ of a nurse?

Nurse’s name goes in the “**Checked By**” box. Your name in the “**Entered By**” box.



# The 6 components of a B4SCheck

1. **Child Health Questionnaire** – enter as answered by parent **including** any appropriate notes
2. **Dental** – Lift the Lip Scores **2 and above** will require a referral.
3. **Growth** – BMI of **> 98% or < 0.4 %** a referral decision is required.
4. **Immunisation** – referral may be required for catch up IMMS if can't be done at time of B4SC
5. **PEDS** – **Pathway A** = referral decision required, **Pathway B** = referral optional, Pathway C, D, E = referral not required.
6. **SDQP** – score of **16 or more**, a referral decision is required.

**REMINDER:** Please post the **SDQT** (blue form) to the pre-school (with the reply-paid envelope) for completion and return to B4School data team. Any scores 'of concern' will be referred to B4SC Clinical Lead may who may contact the pre-school teacher and/or B4SC nurse provider. SDQ-T forms will be returned to medical centre once entered.

# 1. Child Health Questionnaire

- Complete this in discussion with parent/caregiver.
- If the child attends pre-school, please **ensure** you enter **the name of the preschool**.
- If they do not attend a pre-school, enter **“n/a or no”**.
- If there are any concerns raised in this section, that are covered in another component of the check, **you don't need to “add referral” in both places**. e.g.
  - if parent says “Yes” to concerns about the child’s teeth – create a referral in the dental section either for Lift the Lip or for enrolment with Community Oral Health.
  - if parent says “Yes” they have concerns about **toileting** or **sleep**, these are not covered anywhere else. If a referral is required, it could be made here or PEDS.

## 2. Dental

### Lift the Lip:

- if progression of decay **score is 1** - no referral decision required
- if progression of decay **score is 2 or more** - referral created or declined

### Enrolment:

- already enrolled with oral health provider = Yes
- not enrolled = No
  - Either nurse or parent enrolls them at time of check, or
  - Nurse sends referral to community oral health



# 3. Growth

If result is a BMI percentile of **> 98% or < 0.4 %** a referral decision is required.  
The outcome cannot be “advice given”.

## Referral Declined

- encourage parents to take some action
- regularly monitor the child's growth toward the child achieving a healthy weight

## Referrals - to GP or Dietician

- ensure referrals are acted on to manage any associated clinical risks
- add a task to follow up if referred within the practice and once appointment is made, “Complete” the referral

*Hint: Families who decline referral to external service might agree to PN or GP follow-up appointment.*

# 3a. Growth - Date function

The calendar/date-picker function does not work in the “Growth” component of the database.

## Growth

Height: (cm)

114.50

Weight: (kg)

25.60

BMI:

19.53

Date Entered:

Type dates manually in format dd/mm/yyyy

8/07/2016

Calculate Percentiles

Entered By:

Checked By:

Date Completed:

8/07/2016

Outcome:

Referred

Notes:

## Referrals

Save

Cancel

Don't click on the calendar/date-pickers they don't work

1. Enter Height and Weight
2. Type in the dates dd/mm/yyyy
3. Select the provider names
4. Then, either click:
  - “Calculate Percentiles” to find out the BMI results
5. Or, if you already know results
  - enter the outcome
  - add any notes you need
  - click “Save”.

# 4. Immunisation

## **IMMS – enter as required in database with outcome**

- If they require further catch-up you can indicate this by selecting “Partial” and “Completed” with notes to indicate that next appointment is scheduled.
- If they need follow-up immunisations by someone other than yourself, select “Partial”, and create a referral to show who will deliver those IMMS.

# 5. PEDS

**Response Form:** enter responses as completed by or with the parent/caregiver.

**Score Form:** Only score a circle or square if the parent has ticked “**Yes**” or “**A Little**”. If parent ticked “**No**” - **leave blank** on score form.

## Interpretation Form:

- Total Circles Score = 2 or more → Pathway A (a referral decision is required)
- Total Circles Score = 1 → Pathway B (a referral is optional)
- Total Squares Score = 1 or more → Pathway C or D (a referral is optional)
- Total score = 0 → Pathway E (no referral required)

*Enter brief notes to support referred or declined decisions.*



# 6. SDQ

**SDQ – P** (score questions completed by/with parent/caregiver)

Use the resource sheet “Interpreting Symptom Scores...” as a guide to understand the outcomes.

## Total Scores:

0 – 13 = Normal (no referral required)

14 – 16 = Borderline (referral is optional)

17 – 40 = **Concerns** (referral decision required and outcome must be either:  
“**Referred**” (and referral created) or  
“**Completed - Referral Declined**”, or  
“**Under Care**” - if they are already accessing support services)

*Enter brief notes to support referred or declined decisions.*

# Referrals – e.g. creating a growth referral

When **BMI is over 98% or under 0.4%** and a **referral is consented to**:

**Growth**


Height: (cm)	<input type="text" value="114.50"/>	98% to 99.6%
Weight: (kg)	<input type="text" value="25.60"/>	99.6% and over
BMI:	<input type="text" value="19.53"/>	99.6% and over
Date Entered:	<input type="text" value="8/07/2016"/>	
	<input type="button" value="Calculate Percentiles"/>	
Entered By:	<input type="text" value=""/>	
Checked By:	<input type="text" value=""/>	
Date Completed:	<input type="text" value="8/07/2016"/>	
Outcome:	<input type="text" value="Referred"/>	
Notes:	<input type="text"/>	

**Referrals**

Step 1:  
Select outcome "Referred"

*The database may take you directly to the referral screen. If it doesn't, follow Step 2.*

Step 2:  
Click add referral

Add Referral 

*Cont'd next page*

# Creating a referral – cont'd

## Referral

Referral Type: Growth

Referral Status: In Progress

Referred To: General Practitioner

If other, provide details:

Provider Details:

Date Referral Sent: 11/04/2022

Date Acknowledgement Received: 11/04/2022

Date Intervention Started:

Date Intervention Completed:

Reason for Referral: 103.00m 19.50kg

Notes: BMI meets referral criteria. Referred to GP for assessment of comorbidities.

Date Referral Completed:

Save Cancel

← Select who the referral is going to

← “Date Referral Sent” and  
“Date Acknowledgement Received” must be entered.  
*Otherwise check cannot be completed towards targets.*

← Audit notes explain that referral  
criteria has been met due to BMI of  
99.6% and over.

← Click “Save”

*Cont'd next page if you are “Completing” the referral*

# Completing a referral

Referral

Referral Type:

Growth

Referral Status:

Completed

Referred To:

General Practitioner

If other, provide details:

Provider Details:

Date Referral Sent:

11/04/2022

Date Acknowledgement Received:

11/04/2022

Date Intervention Started:

11/04/2022

Date Intervention Completed:

11/04/2022

Reason for Referral:

103.00m 19.50kg

Notes:

BMI meets referral criteria. Referred to GP for assessment of comorbidities.  
[moirah - Tuesday, 16 April 2022 2:31 p.m.]  
GP referred to Padiatrician Waikato DHB

Date Referral Completed:

16/04/2022

Save

Cancel

Choose referral status **“Completed”**

**“Date Intervention Started” and “Date Intervention Completed” must be entered (they can be the same)**

Audit notes to explain the child has been working with the provider

Select **“Date referral Completed”**

Then click **“Save”**



# Incomplete Assessments

In the **B4School tab** – look for assessments that are **not** ‘Completed’, e.g.

Child Health Questionnaire	Created: 24/01/2023	Status: In Progress	Add Follow Up +
Dental	Created: 24/01/2023	Status: Completed Outcome: Completed - Advice Given	Add Follow Up +
PEDS	There are no PEDS questionnaires		Add New +

**NOTE:** If assessment is “**In Progress**” or “**Completed**” you can click on the “Created” **date**. Then you can view what you previously entered, replace or update any details, and “Save”).

**Don't** click **Add Follow Up +** it will open a whole new screen and you will need to enter all information again.

If nothing is started – click **Add New +**

# Returning a completed B4School check

In the  **Child Information** tab

On the left-hand side of the screen - click **“Allocation History”**



In **“Provider phone number”** - enter the practice phone number.

In **“Reason for Returning Child”** – enter e.g. “B4SC completed”

**Note** – the database will warn you if any assessments are “incomplete” (*see next slide*)

**Note** – you will only see the blue return arrow, if **YOU** are the allocated provider

Click on **blue arrow** to return the check to the Co-ordinator 😊



# Returning? – things to look out for

If any components are incomplete, you will see this alert →

10.247.236.20 says  
This child has incomplete assessments. Return anyway?

OK

Cancel

If you see one of your assessments e.g.

**“No Child Health Questionnaire Check”**

Go back to the “B4School(Year)” tab to view incomplete assessments.  
(see next slide)

These 3 are not your responsibility.  
You can “return anyway” – **click OK.**

**B4School**  
Ministry of Health

Current User: Moira Hubbard  
SPARE Unit 2  
(Last Login 17/02/2022 8:54:16 a.m.)

MANAGEMENT MY ORGANISATION MY DETAILS LOG OUT

Allocation History

VYT8279: Daffy Duck

Child Information Allocation History Events

Coordinator

Name: Waikato DHB

Phone:

Email:

Allocation History

Return Child to Coordinator

Campaign: B4School

Provider Contact Number:

Return Date: 17/02/2022

Reason for returning child:

NB: Not all assessments are complete.

No Child Health Questionnaire Check.

No Hearing Check.

No SDQ Teacher Check.

No Distance Vision Check.

Return

# 'Returning' - Why is it Important?

- The child stays assigned to you until 'returned' to the B4SC co-ordinator
- If the check is **not** returned it **may not** be completed on the database.
- **This means it does not go toward the target and your hard work is effectively not counted!**
- If you make sure the child is **allocated to yourself before entering the check** you should have no trouble returning 😊





# Contacts

## **Treasure Tins** – to reorder visit this website:

<https://www.promoplace.com/seeitnz/showroom-stores.htm>

- Click on the **B4SC logo**
- On next page, click on **Waikato DHB** (in the blue ribbon)
- Each practice has their own login for ordering purposes

Any problems with this, give us a call or email and we will help or connect you with someone that can!

## **B4 School Co-ordinator – Moira Hubbard**

027 201 8240 or [B4SC@pinnacle.health.nz](mailto:B4SC@pinnacle.health.nz)

## **B4SC Clinical Lead - Helen Connors**

027 665 5515 or [helen.connors@pinnacle.health.nz](mailto:helen.connors@pinnacle.health.nz)

**B4SC Resources** - <https://www.pinnaclepractices.co.nz/resources/b4-school-check-resources/>

**B4SC Training/Education Events** - <https://www.pinnaclepractices.co.nz/events/?Terms=b4+school>

**Home Fire Safety Visit (HFSV)** – Fire & Emergency Service visit to assess appropriate smoke alarm installation

## **Criteria - at least one of the following:**

- Community Services Card
- Children <5
- Do not already have more than 1 smoke alarm on each level of their home.

**Email the B4SC team** - [B4SC@pinnacle.health.nz](mailto:B4SC@pinnacle.health.nz) with the following information:

Caregiver **name**

Residential **address** and

Caregiver **contact phone number**

The B4SC team will forward the information to the Fire Service who will contact the family directly to arrange a visit.