B4 School Database Guide

When will I receive a Log in?

After attending the 2-Day training :

1. Complete the **Theory Assessment** (preferably within 6 weeks or on the day)

2. Complete your **Clinical Assessment** (supervised/observed by the B4SC champion/lead provider at your clinic)

3. Complete the **User Agreement Form**

Send ALL paperwork to: B4SC@pinnacle.health.nz
Once everything is submitted you will receive your B4SC Certificate and your login to the B4School Database.

B4School Database Login

We recommend Microsoft Edge or Chrome

B4SC Database: https://b4sc.health.nz/

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).

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

B4School Database Support

Keep your username and new password in a safe place

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

Moved practice? – contact us to update your profile.

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 its current "Status" or its Allocated Provider.*

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
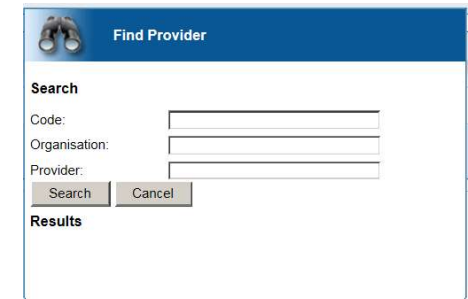
2. Type your first name in the **"Provider"** box click **"Search".**

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

If the child is allocated to a provider outside your organisation? Contact us ☺

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':

 Return

e.g. "Moved to Australia"
    (think about advising other relevant services (e.g. NIR) so that resources aren't being wasted trying to find children who are no longer in NZ).

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

3. they live in a **Quintile 5** area AND/OR the **child is of Māori & Pasifika ethnicity** (<u>regardless</u> of the deprivation quintile that they live in)

Include as much information as you can in the referral:
- <u>**all contact details**</u> you may have on your family tree
- <u>**dates and ways**</u> that you have tried to make contact
- <u>**any safety issues**</u> that the PHN may need to know.

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

Child Information

Ethnicity 2:
Ethnicity 3:
Gender: ⦿ Female   ○ Male   ○ Unknown
Preferred Language:
Deprivation Quintile: 2
Addresses

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

Opening the record - Child Information Tab

Child Information | B4School (2022) | Export | Add Event | Save | Back
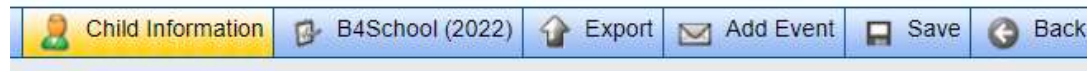
1. Click on the **child's name** and the record will open in **'Child Information'** tab.

Add Address ➕

2. If the **address** is not correct, click (don't alter or delete!!)

- Select "**Residential**" and enter the street address only
- Scroll down and click - Save
- 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. Please add a contact number.

Pinnacle
Midlands Health Network

B4 school Check

Caregiver details

1. Click on Add Caregiver ✚

   - Their address will auto populate from the child's address. Enter manually if they are living at another address.

   - <mark>Yellow*</mark> fields must be completed; this is 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 Declined by Parent/Guardian

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

2. In the B4School (2023) tab:

   | | Child Information | B4School (2022) | Export | Add Event | Save | Back |

   "Consent Given"   No

   "Consent Type"   Written or Verbal

   "Given By"   Select the caregiver from drop-down arrow and the date
   declined.

   Consent Given: ○ Yes   ○ No   ○ NA
   Consent Type: ○ Written   ○ Verbal
   Given By
   Date:

3. Scroll down and click "**Save".**

4. Then **"Return"** the record using the blue return arrow
   and the reason **"Check Declined".**

Consent for B4School check

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

2. In the B4School (2023) tab:

"Consent Given"	**Yes**
"Consent Type"	**Written**
"Given By"	Select the **caregiver name** from drop-down arrow and select the **date** consent was signed.

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

The 6 components of a B4SCheck

1. **Child Health Questionnaire** – enter as answered **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** – If IMMS can't be done at time of B4SC follow-up is required for catch up

5. **PEDS** – **Pathway A** = referral **decision** required, **Pathway B** = referral optional, Pathway C, D, E = referral not required.

6. **SDQP** – score of **17 or more**, **a referral decision is required.**

7. **SDQ Teacher** form (Blue) – Do not enter data. Send form to the pre-school with reply-paid envelope. Data will be entered by Waikato B4SC Team when received from pre-school and returned to medical centre once entered. Any scores 'of concern' will be referred to B4SC Clinical Lead who may contact the pre-school teacher and/or B4SC nurse provider.

What is a referral decision?

At the end of each section an outcome is needed. If the results sit in a referral decision criteria the outcome **cannot** be either of the top two options:

- Completed – Advice given
- Completed – Not Referred

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".

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

- *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.

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.

Pinnacle
Midlands Health Network

B4
school
Check

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 enrols them at time of check, or
  - ➢ Nurse sends referral to community oral health

Pinnacle
Midlands Health Network

B4
school Check

3.1. Growth

If result is a BMI percentile of **> 98% or < 0.4 %** a referral <u>decision</u> is required.
The outcome **<u>cannot</u> 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: Familes who decline referral to external service might agree to PN or GP follow-up appointment.

3.1 Growth - Date function

Growth

Height: (cm)	114.50	98% to 99.6%
Weight: (kg)	25.60	99.6% and over
BMI:	19.53	99.6% and over
Date Entered:	8/07/2016	

Calculate Percentiles

Entered By:	Chris Kemps
Checked By:	Chris Kemps
Date Completed:	8/07/2016
Outcome:	Referred

Notes: ███████
       ███████

Referrals

Referred To: Practice nurse - In Progress

Add Referral ➕

Save   Cancel

1. Enter Height and Weight
2. Use the calendar and select date
3. Select the provider names
4. Then click:
   - "Calculate Percentiles" to find out the BMI results
5. Enter the outcome
   - add any notes you need
   - click "Save".

Pinnacle Midlands Health Network   B4 school Check

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.

- The database now include a field for 12-month Immunisations

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)	114.50	98% to 99.6%
Weight: (kg)	25.60	99.6% and over
BMI:	19.53	99.6% and over
Date Entered:	8/07/2016	

Calculate Percentiles

Entered By: ████████

Checked By: ████████

Date Completed: 8/07/2016

Outcome: Referred

Notes:

Referrals

Add Referral

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

Cont'd next page

Pinnacle
Midlands Health Network

B4
school Check

Creating a referral – *cont'd*

Referral

Referral Type:	Growth
Referral Status:	In Progress
Referred To: *	General Practitioner	← **Select who the referral is going to**
If other, provide details:	
Provider Details:	
Date Referral Sent: *	11/04/2022	← **"Date Referral Sent" and**
Date Acknowledgement Received:	11/04/2022	← **"Date Acknowledgement Received" must be entered.**
Date Intervention Started:		*Otherwise check cannot be completed towards targets.*
Date Intervention Completed:		
Reason for Referral: *	103.00m 19.50kg	
Notes:	BMI meets referral criteria. Referred to GP for assessment of comorbidities.	← **Audit notes explain that referral criteria has been met due to BMI of 99.6% and over.**
Date Referral Completed:		

Save   Cancel   ← **Click "Save"**

Cont'd next page if you are "Completing" the referral

Pinnacle
Midlands Health Network

B4
school Check

Completing a referral

Referral

Referral Type:	Growth
Referral Status:	Completed
Referred To:	General Practitioner

← Choose referral status **"Completed"**

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

← **"Date Intervention Started"** and
"Date Intervention Completed"
must be entered (they can be the same)

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

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

Date Referral Completed: 16/04/2022

← Select **"Date referral Completed"**

Save   Cancel

← Then click **"Save"**

"Return" a record

In the [Child Information] tab

Child Information
Allocation History
Events

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

Enter - **"Provider phone number"** (the practice phone number)
Enter - **"Reason for Returning Child"** (e.g. B4SC completed, B4SC declined, etc)

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

Return

Reminder:
You will only see the blue return arrow, if the child is allocated to you.

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" tab to view incomplete assessments. Remember – Click on the "Created: Date" to reopen – don't click "Add follow-up".

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

'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 – Angelique Beumer
027 201 8240 or B4SC@pinnacle.health.nz

B4SC Clinical Lead - Helen Connors
027 665 5515 or 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 with the following information:

Caregiver **name**
Residential **address** and
Caregiver **contact phone number**

OR

Families can self-refer at:

www.fireandemergency.nz/hfsv