

**Completing the Health Section of the  
JFS 01443 - Form  
Child's Education and Health  
Information Report**



**Department of  
Children & Youth**

**Knowledge Base Article**

# Completing the Health Section of the JFS 01443 Form - Child's Education and Health Information Report

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# Completing the Health Section of the JFS 01443 Form - Child's Education and Health Information Report

## Overview

This article describes how health information recorded in Ohio SACWIS is used to populate the **Health Section** of the **Child's Education and Health Information Report**.

The **Child's Education and Health Information Report** (JFS 01443) is comprised of a Health Section and an Education Section. As stated above, this article addresses only the **Health Section** of the report. Each section is generated separately from the **Forms/Notices** link in the navigation pane of the **Case**.

## Navigating to the Forms/Notices Link

From the Ohio SACWIS **Home** screen, click the **Case** tab.

1. Navigate to the **Case Overview** screen.
2. Click the **Forms/Notices** link in the **Navigation** menu.

The screenshot shows the Ohio SACWIS interface. At the top, there are navigation tabs: Home, Intake, Case (highlighted with a red box), Provider, Financial, and Administration. Below these are sub-tabs: Workload, Court Calendar, and Placement Requests. On the left, a sidebar menu is visible with 'Case Overview' selected and 'Forms/Notices' highlighted with a red box. The main content area displays the following information:

CASE NAME / ID:	<b>Adoption</b> Open (11/21/2022)
Sacwis, Susie / 123456	
ADDRESS:	CONTACT:
123 Test Rd Test, Oh 12345	
AGENCY:	
Test County Children Services Board	
PRIMARY WORKER:	SUPERVISOR(S):
Test, Worker <a href="#">Assign Worker</a>	Test, Supervisor

The **Forms/Notices** screen displays.

3. Choose, **JFS 01443 - Child's Health Information**, from the **Forms/Notices** drop-down menu.
4. Click, **Select**.

The screenshot shows the Ohio SACWIS interface. At the top, there are navigation tabs: Home, Intake, Case (highlighted with a blue box), Provider, Financial, and Administration. Below these are sub-tabs: Workload, Court Calendar, and Placement Requests. On the left, a sidebar menu is visible with 'Forms/Notices' highlighted with a green box. The main content area displays the following information:

CASE NAME / ID:	<b>Adoption</b> Open (11/21/2022)
Sacwis, Susie / 123456	
Maintain Forms/Notices	
Forms/Notices:	JFS 01443 - Child Health Information
<b>Select</b>	

# Completing the Health Section of the JFS 01443 Form - Child's Education and Health Information Report

## Generating the Child's Health Information Report

The Reports screen appears, displaying previously saved reports in the document History grid.

1. Click the **Generate Report** button.

Case > Workload > Reports

**Document Details**

Document Category: Document Title: JFS 01443 - Child's Health Information

Work-Item ID: Work-Item Reference:

Task ID: 10 Task Reference:

**Document History**

ID	Date Created	Employee ID	Name
Sacwis, Susie / 123456	04/28/2023 08:38 AM		
Sacwis, Susie / 123456	11/01/2023 08:41 AM		
Sacwis, Susie / 123456	04/22/2024 10:20 AM		

**Document History**

Generate Report

The **JFS 01443 - Child's Health Information** screen appears.

2. In the Person drop-down list, select the name of the Child for whom you wish to generate the report. (Required)
3. Enter the Start Date of the report. (Required)
4. Enter the End Date of the report. (Required)  
**Note:** The report will display only those records that pertain to the specified date range.
5. Check the Sanitize Health Info checkbox if you wish to sanitize the report. (Optional)  
**Note:** A Sanitized Report will not display any of the child's treatment providers.
6. Click the **Generate Report** button.

JFS 01443 - Child's Health Information

Person: \*

Start Date: \*

End Date: \*

Sanitize Health Information

Sanitization Reason:

Spell Check Clear

Generate Report Cancel

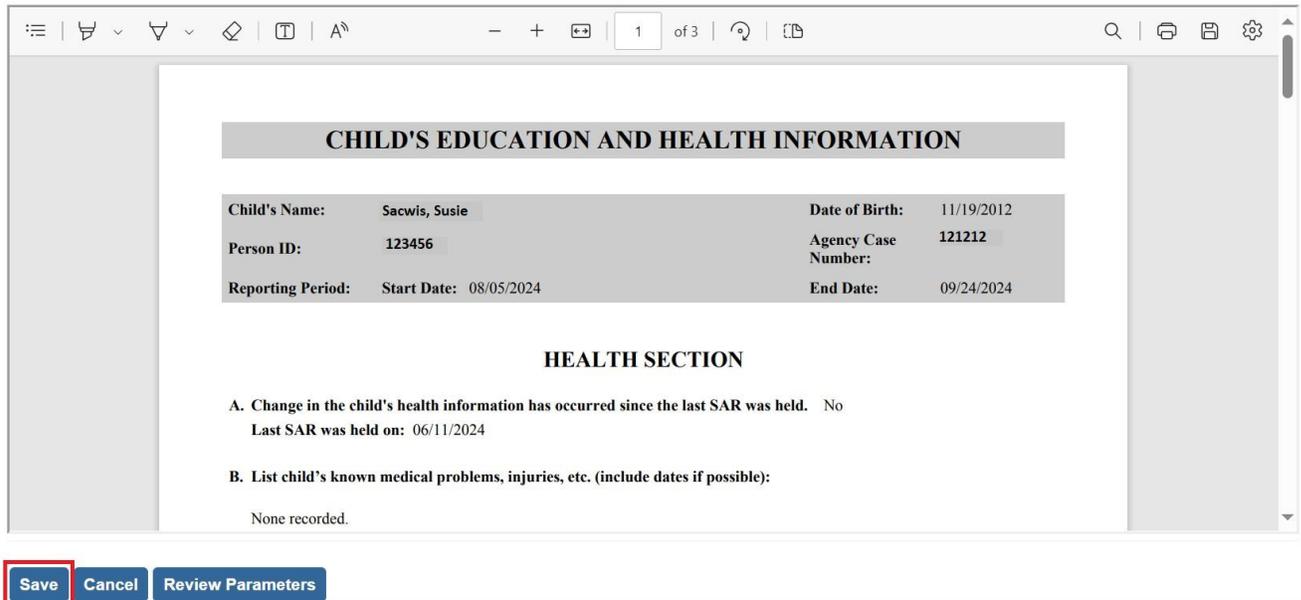
# Completing the Health Section of the JFS 01443 Form - Child's Education and Health Information Report

The following screen appears as the report is being prepared.



The **Child's Education and Health Information** report appears in PDF format.

7. Click, **Save**.



# Completing the Health Section of the JFS 01443 Form - Child's Education and Health Information Report

## Entering a Child's Health Information

The child's **Health Information** must be entered through the **Person Profile** (as shown below) in order to appear on the report.

1. Navigate to the **Person Overview** screen.
2. Click, **Profile**, in the navigation pane.

PERSON NAME / ID:  
**Sacwis, Susie / 123456**  
Female Age 15, DOB 07/03/2009  
123 Test Rd, Test Oh  
12345

RACE: *White*  
HISPANIC / LATINO: *No*  
HAIR COLOR:  
EYE COLOR:

ENVIRONMENTAL HAZARDS:

AKA Names

The **Person Profile** page appears.

3. Click the **Characteristics** tab.

Person Information

Prefix:

First Name: \*  Middle Name:

Last Name: \*  Suffix:

Gender: (a)  SSN:   Retain  Add/Edit

Populate AKA Name

**Note: Diagnoses** for the child are recorded as **Characteristics** of the following types: **Medical, Mental Health/Substance Abuse, Prenatal/Birth, and Developmental/Intellectual.**

4. Make a selection from the **Characteristics Type** drop-down menu.
5. Click, **Add Characteristic.**

The **Characteristics** screen appears, displaying the **Characteristics Details** grid.

**Note:** Depending on the Characteristic Type selected, the Characteristics Details screen will display relevant options.

6. Make a selection from the **Available Characteristics** grid (this will activate the Add feature).

# Completing the Health Section of the JFS 01443 Form - Child's Education and Health Information Report

7. Click, **Add** (your selection will be added to the **Selected Characteristics** grid).
8. Click, **Save**.

**Documented Person Characteristics**

The Characteristics Tab supports Federal Reporting by allowing the worker to record diagnoses of medical or mental health conditions and supports the recording of helpful information which may assist the worker when making placement decisions for a child. (a)

A clinical assessment by a qualified medical or mental health professional has not yet been completed for this person.

A qualified professional has conducted a clinical assessment of this person and has determined this person has no clinically diagnosed conditions (Medical, Mental Health/Substance Abuse, Prenatal/Birth, or Developmental/Intellectual).

A qualified professional has conducted a medical exam or assessment of this person but the agency has not yet received the results.

**Person Characteristics**

Characteristic Type:  **Add Characteristic**

Created in Error  Exclude  Include (a)

Returned 6 Record(s)

	Characteristic	Category	Method	Begin Date	End Date
<a href="#">edit</a>	Active	Traits/Behaviors/Family History	Unknown		
<a href="#">edit</a>	Attention seeking	Traits/Behaviors/Family History	Unknown		
<a href="#">edit</a>	Emotional/Behavioral	Traits/Behaviors/Family History	Unknown		
<a href="#">edit</a>	Post Traumatic Stress Disorder	Mental Health/Substance Abuse	Clinically Diagnosed	12/01/2015	

No additional known or applicable characteristics are documented for this person

**Apply Save Cancel**

The **Characteristics** tab page appears.

9. Click, **Save**.

The **Person Overview** screen appears.

10. Click, **Close**.

# Completing the Health Section of the JFS 01443 Form - Child's Education and Health Information Report

**Person Overview**

- Profile
- Education
- Medical
- Employment
- Military
- Background
- Delinquency
- CANS Assessment(s)
- SACWIS History
- Relationships

PERSON NAME / ID:  
**Sacwis, Susie / 123456**  
*Female Age 15, DOB 07/03/2009*  
 123 Test Rd, Test Oh  
 12345

RACE: *White*  
 HISPANIC / LATINO: *No*  
 HAIR COLOR:  
 EYE COLOR:

ENVIRONMENTAL HAZARDS:

---

**AKA Names**

Prefix	First Name	Middle Name	Last Name	Suffix	AKA Type

---

**Safety Hazards**

Hazard Type	Begin Date	Narrative

---

**Other Addresses**

Type	Address	Hazard

---

**ICWA**

Date Family Was Asked	Possible Tribal Affiliation	Tribe Name	Response/Outcome
08/04/2022	None		

[Close](#)

**Note:** Other **Medical Information/Records** that pull into the report are recorded through the **Medical** hyperlink on the **Provider, Treatment, Medication, Immunization, Pregnancy/Parenting,** and **Birth** screens.

1. Select **Medical** from the side navigation bar.

**Person Overview**

- Profile
- Education
- Medical
- Employment
- Military
- Background
- Delinquency
- CANS Assessment(s)
- SACWIS History
- Relationships

PERSON NAME / ID:  
**Sacwis, Susie / 123456**  
*Female Age 15, DOB 07/03/2009*  
 123 Test Rd, Test Oh  
 12345

RACE: *White*  
 HISPANIC / LATINO: *No*  
 HAIR COLOR:  
 EYE COLOR:

ENVIRONMENTAL HAZARDS:

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**AKA Names**

The Provider Medical screen displays.

# Completing the Health Section of the JFS 01443 Form - Child's Education and Health Information Report

Provider	Treatment	Medication	Immunization	Pregnancy/Parenting	Health Insurance	Birth
Name: Sacwis, Susie		Person ID: 123456		DOB: 11/01/2019		
<b>Health Care Provider History</b>						
Created in Error: <input checked="" type="radio"/> Exclude <input type="radio"/> Include						
	First Visit	Provider End Date	Provided Treatment Types	Provider Name / ID		
<a href="#">edit</a>	10/16/2023		Dental	Smiles on Maple		
<a href="#">edit</a>	08/01/2023		Vision	FAMILY WELLNESS SOLUTIONS		
<a href="#">edit</a>	11/03/2022		Medical	WellNow Urgent Care		
<a href="#">edit</a>	08/10/2022		Medical	Valley Health Centers - Zanesville		
<a href="#">Add Provider</a>						

## Understanding the Health Section of the Report

The child's Health information pulls into the **Health Section** of the **Child's Education and Health Information Report** as described in the following sections.

### Section A: Change in Health Information / Last SAR Held

- If the medical records were created and/or updated since the last SAR date in Ohio SACWIS, the report will automatically display **Yes** in this section.
- If no medical records were created and/or updated since the last SAR date in Ohio SACWIS, the report will automatically display **No** in this section.
- If no SAR exists on the child's case, the report will automatically display **N/A** in this section.
- The **Last SAR was held on** date displays based on the last SAR that was created within the specified reporting period. The report looks to the following three fields to determine the date:

**Note:** The SAR does not have to be approved for this date to pull into the report.

### Section B: Child's Known Medical Problems

- This information is pulled from the child's **Characteristics** tab in the **Person Profile**.
- Child **Characteristics** (other than the **Traits/Behaviors/Family History** category) that are effective during the reporting period will display.
- If no **Medical, Mental Health/Substance Abuse, Prenatal/Birth, or Developmental/Intellectual** Characteristics have been entered, the report displays **None recorded**.
- Applicable characteristics display in a grid as in the following example:

## Completing the Health Section of the JFS 01443 Form - Child's Education and Health Information Report

Condition	Effective Date	Method	Diagnosed/Reported/Observed By
Adjustment Disorder	05/05/2005 – 05/05/2006	Clinically Diagnosed	Dr. Spock
Diabetes – Insulin Dependent	06/06/2006	Self-Reported	John Doe
Asperger Syndrome		Unknown	
Anorexia		N/A	

**Note:** When the report is **Sanitized**, the **Diagnosed/Reported/Observed By** column will not display.

# Completing the Health Section of the JFS 01443 Form - Child's Education and Health Information Report

## Section C: Child's Known Allergies

- **Allergy** information pulls from the child's **Characteristics** tab in the **Person Profile**.
- The **Allergy Type** and the **Additional Information** narrative from the **Characteristics** screen displays on the report.
- If no **Allergy Characteristics** have been entered, the report will display **None recorded**.
- Record the child's **Allergy Characteristics** by selecting the appropriate **Characteristics** value (i.e., **Allergies - Drug**, **Allergies - Environmental**, or **Allergies - Food**).
- Record the **Method** and **Diagnosis Details**, as applicable.
- Add all known details to the **Additional Information** text box.
  - For example, if the child is allergic to medication, select **Allergies - Drug**, and then list the specific medication(s) in the text box as well as any other information pertaining to the allergy.

**Important:** The details for each **Allergy Type** will display on the report. For this reason, it is best to record each **Characteristic** separately if the child has more than one kind of allergy.

## Section D: Child's Medical Providers

- **Providers** are recorded on the **Person Profile > Medical** link > **Provider** tab.
- All **Provider** records that are active within the reporting period display on the report.
- The report includes the **Provider Name**, **Address**, **Phone Number**, **Provided Treatment Types**, and **Date** of the first visit.

**Note:** When the report is **Sanitized**, no **Providers** display.

## Section E: Record of Child's Immunizations

- All **Immunization Record Dates** are listed, regardless of the report parameter dates.
- The section, **Child will not be immunized. Reason** will only display when the corresponding checkbox is marked.
- Immunization information is recorded on the **Person Profile > Medical** link > **Immunization** tab.
- The user will select a value from a drop-down list to indicate whether or not the immunizations are up to date. This selection will display on the report.
- All immunizations that have been recorded display in a grid as in the following example:

## Completing the Health Section of the JFS 01443 Form - Child's Education and Health Information Report

Type	Immunization Group	Dose 1	Dose 2	Dose 3	Dose 4
DTP	Diphtheria/Tetanus/Pertussis	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy	
HEPB	Hepatitis B	mm/dd/yyyy	mm/dd/yyyy		
MMR	Measles/Mumps/Rubella	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy

### Section F: Record of Childhood Illnesses

- On the **Person Profile > Medical** link > **Treatment** tab, select **Yes/No/Unknown** in the drop-down list for each of the **Childhood Illnesses** below. Each response will display as shown in the example below.

Chicken Pox	Yes
Hepatitis	No
Mumps	Unknown
Rubella	No
Rubeola	No
Whooping Cough	Not Recorded

### Section G: Child's Current Medications and Dosages for Each

- All medications, including those with end dates, that fall within the reporting period display as follows:

Medication Name/Dosage/Frequency	Date Prescribed
Celexa 20 mg 3x daily	02/02/2014
<b>Notes:</b> This field pulls the narrative recorded on the medication record, if any.	

**Important:** If a medication has been discontinued during the reporting period, the **Date Prescribed** column will display the date range (e.g., 01/01/2013 - 04/01/2013).

**Note:** When the **Date Prescribed** is unknown, an estimated date or the date the medication becomes known to the agency may be recorded and an explanation can be added to the **Notes** field.

### Section H: Dates of Child's Last Exams

- This section pulls the most recent **Medical Treatment Service Start Date** for each treatment/service when the **Primary Service Type** is one of the following:

**Physical (Medical):** 30 Day Healthcheck, 60 Day Healthcheck, Annual Healthcheck, Non-annual Physical, Well Child

**Dental:** 30 Day Healthcheck, 60 Day Healthcheck, Annual Healthcheck, Exam/Cleaning

**Vision:** 30 Day Healthcheck, 60 Day Healthcheck, Annual Healthcheck, Exam

- The child's last exams display on the report as shown below:

Physical:	mm/dd/yyyy	Annual Healthcheck
Dental:	mm/dd/yyyy	Exam/Cleaning

## Completing the Health Section of the JFS 01443 Form - Child's Education and Health Information Report

Vision: None recorded

**Note:** The above **Service Types** are those that have been determined by Policy to be applicable to the exams required in rule.

### Section I: Other Pertinent Medical Information or Events

- This is an optional field on the screen when a **Treatment Record** is entered and the type is **Medical** or **Specialist**.
- If none of the **Treatment Records** that fall within the report parameter dates have data in this field, then **Not applicable** will display at the beginning of this section.
- If **Treatment Records** existing within the report parameter dates do have data entered into this field, then the report will display: \* **Please see medical treatment records listed below**.
- If there is a non-end-dated **Pregnancy** record on the **Pregnancy/Parenting** tab of the child's **Person** record, then the report will display **Pregnant**. If the record includes the **Expected Due Date**, then the report will display the information as follows:

Pregnant  
Expected Due Date: mm/dd/yyyy

**Note:** If there is no **Pregnancy** data, then nothing will display here.

- This section displays all **Treatment Records** with service dates that fall within the report parameters as follows:

**Medical, Mental Health, Dental, Vision, and Specialist Treatments for the reporting period:**

**Service Start Date:** mm/dd/yyyy

**Service End Date:** mm/dd/yyyy

**Treatment Type:** (Medical/Specialist)

**Primary Service Type:** Annual Healthcheck

**Secondary Service Type:**

**Diagnosis:** ADHD

**Additional Details:** Narrative...

**\*\*Other Pertinent Information:** Narrative...

**Note:** **Other Pertinent Information** only displays when data exists in this field.

- The **Diagnosis** field displays a list of all **Clinically Diagnosed Characteristics** linked to the **Treatment Detail Record**.

Linking a **Characteristic** to a **Treatment Detail Record** documents that a specific diagnosis was made or confirmed as a result of that Treatment service.

A **Characteristic** is linked by marking the checkbox next to the Characteristic on the **Treatment Details** page.

## Completing the Health Section of the JFS 01443 Form - Child's Education and Health Information Report

- **Dental, Vision, and Mental Health Treatment Records** are displayed similarly to the **Medical** records (as shown above).

In addition, the sub-sections match the fields on the screen for each of those treatment types.

- Following the **Treatment Records**, a section displays for all **Hospitalizations**. The information is pulled from the treatment record(s), and includes the **Date Admitted, Date Discharged, Hospital Name, and Hospitalization Details**.

### Section J: Unavailable Health Records

- For this section, the information below pulls from the top of the **Treatment** tab. The **Status** is recorded in a drop-down and a **Narrative Explanation** is required if the records are **Unavailable**.

**Important: If any of the above health records are unavailable or inaccessible, indicate the reasons why, as well as the steps being taken to obtain the needed information:**

**Status of Records:** (Available or Unavailable)

**Reason for Unavailable Records:** Narrative...

### Other Information

- Any date in the **Maintain Medical** section can be post-dated. For example, a date of 2/4/10 can be entered on a record created on 11/23/11.
- When a **Sanitized** version of the person's **Education and Health Information Report** (JFS 01443) is generated, the worker must document that in the **Activity Log**. A full explanation of the reason(s) for excluding the current school and/or medical provider information (rule 5101:2-38-08) is required.
- To have the **Date of Child's Most Recent Education and Health Information** Form (JFS 01443) pull forward into the SAR, a report must be generated and saved for each of the children.

If you have additional questions pertaining to this Deployment Communication, please contact the [Customer Care Center](#).