New Birth Assessment

Contents

From 28th November 2022, Health Visitors will be using the new assessment forms. This Quick Reference Guide is to provide an example of a New Birth Assessment for a Child. It is important to remember that this is the same form used for other mandated visits e.g., 1 year check.

Please note that forms completed using the older format will not pull through to the new forms. These can be found in the **C & F Historic** folder located towards the bottom of the list.

Accessing the Form

Access the child's Clinical Portal-Client's View and ensure the child is allocated to your Caseload and you have recorded the Dependency.

Locate Navigation Pane>Children & Families Assessments>Childrens & Families

Childrens & Families screen displays

Locate **Health Visitors** folder

All forms will display

Black Documents alongside the link indicates that the form has not yet been completed.

White Documents alongside the link indicates that the form has been completed.

- Click **CFHV Child 21**

The form will take a while to display, be patient. When the form displays there are 3 mandatory fields:

Date/time of Assessment: This must be the date and time you actually assessed the child

Referral: (to your team)

Reason for Visit: (your choice here will control what fields display next)

For this example, I am choosing Mandated Visit

Reason for Visit: Mandated Visit

Assessment Type: New Birth Visit

KPI Met: No (your choice here will control what fields display

Mandated Exemption Form

If you have selected NO, an information prompt displays informing you of the hidden fields.

- Click **OK**

You are then prompted to complete the following:

Reason KPI Not Met:	Mother & Baby in hospital
Lateral Checks Completed:	No
Method of Feeding Recorded:	Yes
Referral to Children's Centre:	No

Reason for Visit	Mandated Visit
Assessment Type	New Birth Visit
KPI Met	No
Reason KPI Not Met	Mother/Baby in Hospital
Lateral Checks Completed	No
Method of Feeding Recorded	Yes

Once Yes is chosen for the Method of Feeding you will see a yellow heading.

Please ensure Method of Feeding is updated via the link below

This section **must be completed** as it provides essential data for the commissioners. You may need to speak to the hospital/mother for this information.

- Click **Update Feeding**

The sub form displays, complete the 4 mandatory fields.

Choose the method of feeding using the blue slider block or click on the required method.

Feeding

Breast / Formula / Mixed — Please Select — Breast — Formula — Mixed

- Save

- Click ✖

The sub-form closes displaying the main form

This provides the information previously recorded in the **Mandated Exemption Form** but is now part of the Assessment form.

Enter any additional information in the free text box

Client Address may be updated here if known

- Click **View/Update Demographics**

The **Demographics** sub-form displays

Complete as required and Save

- Click ✖

The sub-form closes displaying the main form

- Click **Save**

In this next example - I have met the KPI so I am going to complete the New Birth Assessment

Safeguarding Information

Teal-coloured headings display above the main sections of the form.

If any safeguarding information has been recorded this will display in the Last Updated/Safeguarding Concerns section (blue).

If **you wish** to record Safeguarding Concerns:

- Click **Update Safeguarding Concerns**

A sub-form of the main Assessment form has now opened

View the controls on the top right of the sub-form

- Click the sub-form now expands to fill the screen

You must complete mandatory fields accordingly

You will now see the sub-form **Child Protection Safeguarding.**

- Click **Update Alerts/Child Protection/Lac Status**

Another sub-form displays, minimising the **Safeguarding Sub-form** to the bottom left of the screen.

- Click <u>**Alerts**</u> (bottom)

- Click **Add Alerts** and complete accordingly

- Click **Save**

Once saved you will see 2 blue buttons on the bottom of the Alerts screen

- Click

Re-open the minimised **Safeguarding Sub-form** from the bottom left of the screen by clicking the white circle with the plus icon

The Alert **will not show** until the rest of the form has been completed and saved.

In this example you will see I have used Child In Need

Complete the following (if required):

Status Support: Child in Need

Start Date: 6 December 2022

Status: Pre-Ax

- Click **Add**

The information will only add to the form when you have clicked the final save. Make sure you have clicked Add and the information has turned green.

- Click **Save**

Wait for the blue buttons to appear at the bottom of the sub-form

You will now see the completed information and the Alert icon

- Click ✖ to close the **Alert** sub-form

You are now back in the main form notice the Alert icon is now grey. This will not reflect the Alert you just recorded till the whole form has been completed and saved.

Updating Demographics & Home Visit Risks

Teal-coloured headings display above the main sections of the form and the next section is **My Home Visit Risk Ax.**

You can see the current address as this information is entered into the child's demographics at registration.

- Click **View/Update Demographics**

You can now add any further demographics that you have found out at the visit. Mother has given you a mobile number to record.

- Click **Communications**
- Click **Add New Telecom**

Complete mandatory fields

- Click **Save**

Method	Telephone number ▾
Context	Mobile device ▾
Contact Details	07967040117
Valid From	6 December 2022 ✖ 📅📅
Valid To	📅📅

You will see the mobile number displayed

- Click ✖ to close the Demographics sub-form

View Risks Associated with my care

- Click ⦿ Yes ◯ No

If there were any previous risks recorded, you would see those now.

- Click **View Home Visit Risks Identified**

My Home/Accommodation sub-form displays

Complete the mandatory fields

Home Visit Risk Identified displays differently depending on the option you chose

If you select **NO,** a green banner will display

Client	TEST, Monday - 2592039
Date/time	6 December 2022 13:33 📅📅
Home Visit Risk Assessment (Hazards)	
Referral V	Open Ref: (02 Dec 2022 11:21)CFHV Sutton - Walmley HC (HEALTH VISITING) ▾
Home Visit Risk - Low Risk - No Risks Identified	
Home Visit Risk Identified V	No ▾

If you select **YES,** further drop down options display

In this example, I have recorded two ferocious dogs at the property

Select appropriate risk(s) and complete Considerations and Controls in Place as these are mandatory fields.

Home Visit Risk Identified	V	Yes ▾							
Concerns re History of Physical / Verbal aggression towards staff	V	▾	Concerns re Locality / Type of Property	V	▾	Concerns re Animals in the home (Aggression/Behaviour)	V	Yes ▾	
Smoker in House	V	▾	Concerns re lack of Fire Safety	V	▾	Other...	V	▾	
Concerns re Suitability for carrying out treatment	V	▾	Concerns re Parking / Lack of Street Lighting	V	▾				

Problem	Considerations	Controls in Place
Animals in the home	Two large ferocious dogs in the home	Requested Mom puts dogs in garden when visited by our Staff

Continue with the rest of the form (if required)

- Click **Save**

Once the blue boxes appear at the bottom of the form

- Click ✖ to close My **Home/Accommodation** sub-form

You are now returned to the main form. Remember you will not see the updated information until you have completed and saved the whole form.

Assessment Attendees

Teal heading **Who is in Attendance**

Who is in attendance		
Family or Personal Contact		**Action**
V TEST, Eve (Mrs) - 2592040 : Mother , Parental Responsibility: Yes ▾		**Delete**
Please Select ▾		**Add**

Any data recorded on the child's Family Details or Personal Contacts will be accessible via the dropdown here

- Select from ▾

- Click **Add**

The background displays green indicating that this person is added to the form.

If there are no Family or Personal Contacts recorded, the details of the attendee can be typed in the Free Text Box.

Other Contacts / Anyone NOT available in the dropdown above		
Name	**Relationship**	**Action**
V Julie Jones	V Neighbour	**Delete**
		Add

- Click **Add**

Scroll down the main form to:

Primary Carer/Partner & Family Hx

Any changes to Family Profile (i.e., change in Partner)

Choose whichever option applies

Please Select
No Changes
Family Details Updated

You can update the details for the Primary Carer/Partner Carer or Siblings by clicking **Update – Carers/Family Members & Family Hx** link.

Teal-coloured **Todays Assessment** displays.

Here you will see slider blocks which you can drag to the appropriate response. You can also simply click on the answer and the block automatically moves to that selection.

You should now see Childs Underlying Conditions & Allergies with hyperlinks that allow you to update if necessary.

Updating Conditions via Assessment form

In this example I am recording a condition of eczema

- Click **View/Update Conditions**

Client Condition screen displays

- Click Add

- Click Condition to display the SNOMED search screen

Type Condition e.g., eczema (do not click below as if you are using Google)

- Click

Display all search results by clicking here

Search Result(s)
Displaying the first 150 of 229 results, click here to view more results or you may refine your search.

Select from the left column

This then selects the appropriate SNOMED on the right of the screen

- Click **Add to Client Record**

This now appears alongside the green cross.

Comment:	Monday diagnosed by GP and prescribed emollients to be used daily after bathing
Condition Onset Date:	This is the date the GP diagnosed the condition
Foetal diagnosis:	Only record if a diagnosis whilst in the womb e.g., Downs Syndrome

- Click **Save**

Updating Allergies via Assessment form

- Click **View/Update Allergies**

Dependent on the information you want to record either click add and complete the EP Allergy Reaction sub-form, save and close the form.

In this example Mom has said she does not know of any allergies for the child.

- Click ☑ No Known Allergies/Adverse Reaction

Note the Allergy icon is now green however once the sub-form is closed you will not see the icon colour changes until the whole form is completed.

Developmental Observations

This section should be completed for all **Mandated** Development Checks

Development Observations   INITIAL – mandated to complete SUB-form

- Click **Update Observations/Development**

The CFHV Observations/Development 21 form now displays

Complete the top section of the form as before

New-born Observations completed?

In this example, all is well except for eczema diagnosed by GP

- Click **Yes – Concerns (see below)**

All observations have been recorded **S – Satisfactory**

except for Skin which is being treated by the GP

Notes on New-born Observations

Any comments can be recorded in the free text box at the bottom of the screen

- Click **Save**

Wait for the blue boxes to appear

- Click ✖ to close CF/HV Observations/Development 21 sub-form

Feeding/Blood Spot/Vitamins section

Feeding   INITIAL – mandated to complete SUB-form

This section should be completed for all **Mandated** Development Checks

- Click **Update Feeding**

In this example, I have chosen Breastfeeding

The **CFHV Feeding & Bloodspot** sub-form displays

Complete the mandatory fields as before

Breast/Formula/Mixed: Breast

- Click **Updating Breastfeeding Assessment Form**

Complete the mandatory fields, tick boxes, and Use of Dummy etc as required. Don't forget to click add to display the information green.

- Click **Save**

Once the blue boxes are visible close the sub-form as before

In this example I have chosen Formula

Breast/Formula/Mixed:	Formula

Do not click **Breastfeeding Assessment Form**

Diet/Feeding Concerns?	Choose option
Breast Feeding Ax Recorded in Red Book	N/A
Care Plan Required	Yes or No (as required)
Details of Feeding text box	Type any details you want to add here

In this example, the Blood Spot screening has been done but we have not yet received the results

Blood Spot Screening

Has the blood spot screening test already been completed?	Yes
Have the results been shared with the family	Awaiting results
Details of Blood Spot Screening text box	Type any details you want to add here

- Click **Save**

Wait for the blue boxes to appear

- Click ❎ to close **CF/HV Observations/Development 21** sub-form

Blood Spot Screening & Healthy Start Vitamins

Given Vitamins	Yes
Blood Spot Screening	INITIAL – mandated to complete SUB-form
	(As we have already completed this section)

iGrow

Height and Weight   Choose option

- Click **Update iGrow - add new Height & Weight**

Complete all mandatory fields

Reason for measurement: Choose option

Height (cm)   Enter height

Weight (kg)   Enter Weight

Head Circumference (cm)   Enter Circumference

Calculate and enter Centiles as required

BMI (based on height and weight entered) will automatically calculate

Click **View iGrow Charts** (if required)

E.D.D., Downs, Turners, Sickle Cell   Choose Yes or No

- Click **Save**

Wait for the blue boxes to appear

- Click ❌ to close iGrow Height & Weight Assessment sub-form

Health Promotion – Discussed

Health Promotions   INITIAL – mandated to complete SUB-form

- Click **Update Health Promotions**

Complete all mandatory fields

Health Promotion Discussed   Choose option

Answer all questions from the options provided

Scroll down

Safeguarding – Professional Reflection

Safeguarding Concerns   Yes or No

Answer all questions from the options provided

Free from negative impact of poverty

Is child safe from harm?

Notes on Safeguarding concerns

Any comments can be recorded in the free text box at the bottom of the screen

- Click **Save**

Wait for the blue boxes to appear

- Click ✖ to close **CF/HV Health Promotion & Professional Reflection 21** sub-form

You have now returned to the main form

Safeguarding – Professional Reflection   INITIAL – mandated to complete SUB-form

(As we have already completed this section)

Outcomes

Information re: Childrens Centres/Antenatal

    Groups shared?   Choose Option

Early Help   Choose Option

Graded Care Profile required?   Choose Option

Liaison with midwife needed?   Choose Option

You will see the **Dependency Level** you recorded prior to completing the form has pulled through

The Existing Dependency Level…..   Is correct based on today's Ax

You will see the **Allocated HV** you recorded prior to completing the form has pulled through

The Existing Allocation……   Is correct based on today's Ax

Teal-Coloured heading **Summary Intervention/Care Plan**

Click **Update Health Visiting Care Plans** (if required)

BFS Children Centre Care Plan

View BFS Children Centre Care Plan   Yes or No

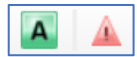**Early Help Family Plan**   Yes or No (if Yes)

- Click **Update Early Help Assessment**

- Click **Save**

Your form is now complete.

Everything you have entered and is now visible as you scroll from top to bottom.

You should now see the icons for Allergies and Alerts have changed to the updated colour.

The **Home Visit Risk** displays on a red banner as we recorded a risk at the home.

Note alongside the name of the form indicating that it is now completed.

Form Actions (Blue Boxes)

Edit current   Create new   Index   History   Entered In Error

Edit Current

This can be used to amend typographical errors or add missed information or to complete a form that has been saved when not fully completed.

- Click Activate all fields

Make the changes/updates

- Click **Save**

History

This indicates the changes made to the form through Edit Current. You will see the latest version at the top of the view and the previous (prior to changes) at the bottom.

- Click Return

You are now back in the updated form view.

Index

This is a chronological view which details all versions of the completed CFHV Child 21 Assessment form.

Create New

This is always selected each time you see the child. The information already saved within the sub-forms or previous assessments (only those created on new forms) displays. You will need to complete all mandatory fields as required but the previous data entered does not need to be entered again. If the data has changed then you will be required to update via the links within the form.

Entered in Error

Use this if the form has been entered by mistake, the index will then change to reflect this – it cannot be deleted from the record.

CFHV Child 21						
Auto-Saved	Date/time of Assessment	Reason for Visit	Assessment Type	Created by	Updated by	Last updated
	6 December 2022 13:33	Mandated Visit	New Birth Visit	IT Trainer	IT Trainer	12 December 2022 16:11

By clicking on any of the link icons you can access the individual sub-form you saved as part of the main form.

🔗 Safeguarding / Child Protection
🔗 Igrow Height & Weight Assessment Form

Other sub-forms completed as part of the main form indicate in white - you can go directly into this information by clicking the link.

📄 CFHV Family Details 21

The Index is displayed so that you can see the most recent information recorded.

CFHV Family Details 21				
Auto-Saved	Date/time	Created by	Updated by	Last updated
	6 December 2022 12:38	IT Trainer	IT Trainer	12 December 2022 12:41