



ONCARE OFFICE 1.5.18

RELEASE NOTES

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1. Ability to Maintain Medication and Special Diets for Children

In order to facilitate the maintenance of

- Child Medication and its expiry dates
- Special Diets for the child
- Individual Family Service Plan (IFSP)

“Allergy Section” of the “Child Information” page is added with such additional features. All of these three fields are NOT mandatory and the default value is “No”.

Allergy / Medication / Special Diets Information

Child Allergy Yes No

Medication Yes No

Name	Expiration Date
Epipen	04/13/2024
PainReliver	04/26/2014
Inhaler	04/27/2014

[Other Medication](#) [Add more..](#)

Special Diets Yes No

Soy Egg Free Vegan
 Lactos Free Nuts

Other

Individual Family Service Plan (IFSP) **Creation Date**

- Master values (ex.Epipen, Vegan, etc.) to Medication and Special Diets can be added/edited by a Company Super Admin. *This is explained in section “5. Medication and Special Diets Setup” of this document.*
- **Medication:**
 - When “Yes” is selected, at least one medication need to be entered.
 - By default, three medication rows are provided. More medications can be added using “Add more...” link provided at the bottom of this section.
 - Expiration Date should be greater than or equal to the current date.
 - “Other Medication” can be used to enter uncommon medicines which may be specific to a child.
- **Special Diets:**
 - When “Yes” is selected, at least one special diet need to be selected.
 - Either existing Special Diets value need to be selected or special diet which may be specific to a child need to be entered.
- These newly added fields are displayed in the following reports and data download:
 - Child Allergy / Medication / Special Diets Report
 - Family Information Sheet
 - Data Download

2. New Report selection for Medication, Special Diets, IFSP

For each of the new field added in the Child Record, separate report has been created.

Report Path: Home → Family Accounting → Reports → Child Allergy / Medication / Special Diets Report

Home Feedback Help Logout

oncare DEMO

Sandbox Boston

Family Accounting

Main Menu Setup Reports Functions

>> Reports

Note: The system generates reports in new pop-up windows. If your Internet browser pop-up blocker is turned on, the report will be blocked. To learn how to turn off the pop-up blocker or allow pop-up from our system, [click here](#).

Family/Child Data

- Child Allergy / Medication / Special Diets Report**
- Child Care Facility Roster
- Child Immunization Report

- Child Allergy Report is an existing report which remains the same.
- Other new reports namely “Medication, Special Diets and IFSP” are explained in the consecutive pages.

Child Allergy Report

<< Back

Select Report Child Allergy

Family Status

Child Status All

Select a Classroom All

Child Allergy Yes No All

Report Type Pdf Html

Submit

3. Medication Report


Report Path: Home → Family Accounting → Reports → Child Allergy / Medication / Special Diets Report (Selection – Medication)

Select Report Medication ▾
Family Status Active ▾
Child Status All ▾
Select a Classroom All ▾
Medication Yes
 No
 All
Report Type Pdf Html

Medication Filter:

- Yes – Lists the children for whom medication values are selected along with the expiry date. If the expiry date is greater than the current date, “Expired” text will get displayed against the medication record.
- No – Lists the children for whom no medication is entered.
- All – Lists all of the children with or without medication.

This report is grouped by the classroom and sorted by child name. Please find below a sample report

				Page 1
Company Name		: Demo - Sandbox Learning Center		
Center Name		: Sandbox TAP 1		
Child Medication Report				
Classroom Name : Blue				
Classroom Name	Child First Name	Child Last Name	Name of Medication	Expiration Date
Blue	Small	Gordy	Other Med1	04/30/2014
Blue	Small	Gordy	Inhaler	05/22/2014
Blue	Small	Gordy	PainReliver	04/23/2015
Blue	Small	Gordy	Epipen	03/22/2014 Expired
Blue	Small	Gordy	Epipen	04/22/2016
Total				5
Center Total				5

4. Special Diets Report

Report Path: Home → Family Accounting → Reports → Child Allergy / Medication / Special Diets Report (Selection - Special Diets)

Select Report

Family Status

Child Status

Select a Classroom


Special Diets Yes
 No
 All

Report Type Pdf Html

Special Diets Filter:

- Yes – Lists the children for whom special diets are selected
- No – Lists the children for whom no special diet is selected.
- All – Lists all of the children with or without special diets.

This report is grouped by the classroom and sorted by child name. Please find below a sample report:

 Page 1

Company Name : Demo - Sandbox Learning Center
Center Name : Sandbox TAP 1

Child Special Diets Report

Classroom Name : Blue

Classroom Name	Child First Name	Child Last Name	Special Diets
Blue	Small	Gordy	Nuts
Blue	Small	Gordy	Vegan
Blue	Small	Gordy	Soy
Total			3
Center Total			3

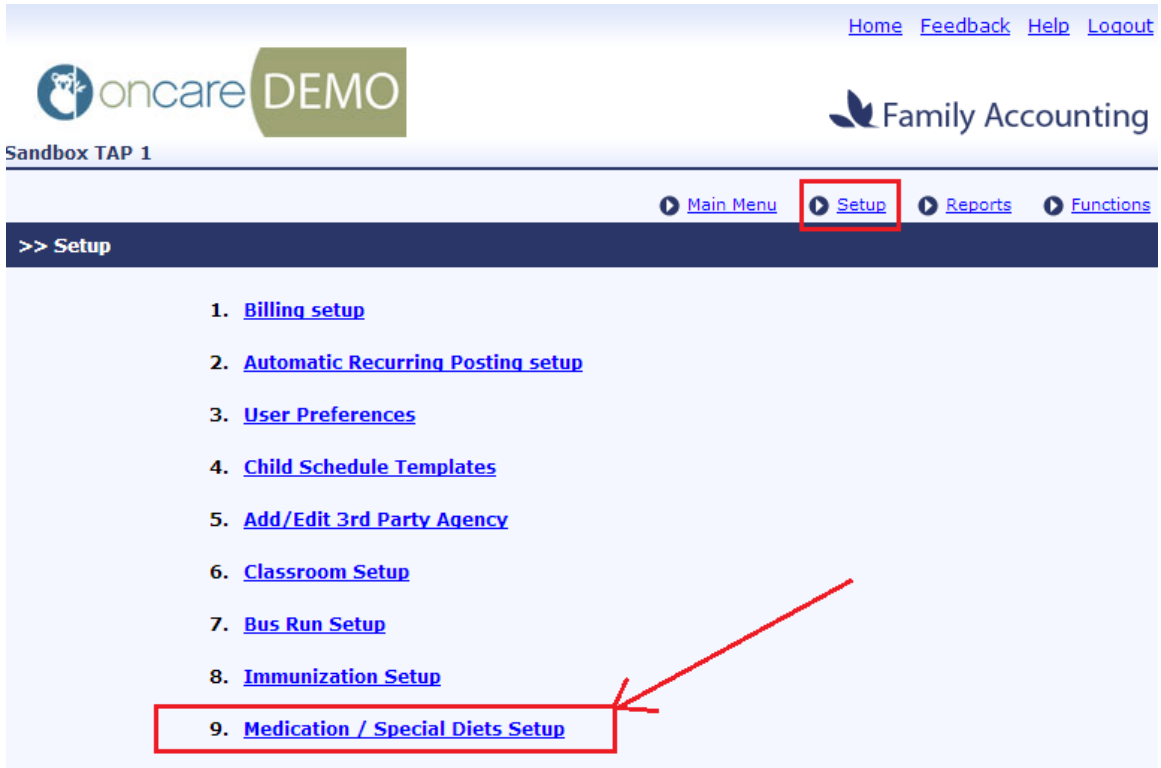
Similar filter and report is available for Individual Family Service Plan (IFSP)

5. Medication and Special Diets Setup

Values for Medication and Special Diets can be added/edited in this setup page. This can be configured for each of center (or location or school).

Setup Path: Home → Family Accounting → Setup → Medication / Special Diets Setup

This setup link will be visible only for the Company Super User. If you need any assistance in this regard, please contact us at support@oncare3.com or 1-844-662-2733



The screenshot shows the OnCare3 Family Accounting interface. At the top right, there are links for Home, Feedback, Help, and Logout. The OnCare3 DEMO logo is on the left, and Family Accounting is on the right. Below the logo, it says Sandbox TAP 1. A navigation bar contains Main Menu, Setup (highlighted with a red box), Reports, and Functions. Below this bar, the Setup page is displayed with a list of options:

1. [Billing setup](#)
2. [Automatic Recurring Posting setup](#)
3. [User Preferences](#)
4. [Child Schedule Templates](#)
5. [Add/Edit 3rd Party Agency](#)
6. [Classroom Setup](#)
7. [Bus Run Setup](#)
8. [Immunization Setup](#)
9. [Medication / Special Diets Setup](#)

The 'Medication / Special Diets Setup' link is highlighted with a red box, and a red arrow points to it from the right.

[Main Menu](#)
[Setup](#)
[Reports](#)
[Fur](#)

>> Medication / Special Diets Setup

[Back](#)

[Add New](#)

Medication	Display Order	Action
Epipen	▲ ▼	Edit
PainReliver	▲ ▼	Edit
Inhaler	▲ ▼	Edit

[Add New](#)

Special Diets	Display Order	Action
Soy	▲ ▼	Edit
Vegan	▲ ▼	Edit
Egg Free	▲ ▼	Edit

- Any number of Medication and Special Diets can be added. These values will be displayed on the “Child Information Page”

6. Family Info Sheet Report and Data Download

- Three new fields (Medication, Special Diets, IFSP) are displayed in the “Allergy / Medication / Special Diets” section of the Family Info Sheet report.
- Also the same can be downloaded as a csv file using Data Download
Download Path: Home → Family Accounting → Functions → Data Download
“Family and Child Basic” and “Child Basic” filters are provided with Medication and Special Diets values.

The screenshot displays a web interface for data download. At the top, there are three dropdown menus: "Select Data" (set to "Family and Child Basic"), "Status" (set to "Family and Child Basic"), and "Child Status" (set to "Child Basic"). Below these is a list of "Data Fields" including "Parent #2 Last Name" through "Child Special Diets". The "Child Medication" and "Child Special Diets" fields are highlighted with a red box. To the right of the list are buttons: "Add >>", "All >>>", "<< Remove", and "<<< All". Further right is a "Field(s) to Download" list, which is currently empty, with up and down arrow buttons. At the bottom center is a "Download" button.