

Creating, Saving and Re-using Online Child & Adolescent Health Examination (CH205) Forms

- After logging in to the Online Registry and choosing a patient record, go to the Pre-completed Forms tab. Choose Option 1, by clicking on the yellow "Create New Form and Save" button.

Create Forms Using the Child & Adolescent Health Examination Form (CH205 form)

Use Registry data (Patient Information, Immunizations, and Lead Tests) to create Child & Adolescent Health Examination Forms (CH205 form). The immunizations **displayed include only** events which are considered valid according to the New York City Childhood Immunization Schedule. **The CH205 form replaces the School 211S form. Please view the [CH205 letter](#) and you may attach it to the CH205 form for submission.**

OPTION 1 NEW! You now have a new option to create, save and re-use CH205 forms by clicking on the "Create New Form and Save" button below. Using this option will save the form in the Registry. If you have previously created and saved a form, a list will appear below and you may choose a form from the list as a starting point.

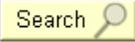
Create New Form and Save →

OPTION 2 Choose to create a form without saving it by clicking on the "Create New Form without Saving" button below. Using this option will NOT save the form in the Registry. The highlighted areas on the form are editable.

Create New Form Without Saving →

- Ascertain from the parent/guardian the type(s) of organization(s) (school, camp, early intervention, child care) requesting the CH205 form. Select the organization type on the online form.

The next three bullets pertain only to forms needed by child care centers:

- If selecting "Child Care," specify if it is "Center-Based" or "School-Aged/Home-Based/Other."
- If "Center-Based" was chosen, search for the center by entering a partial name or address in the blue search box, then click the  button.

Select the form(s) you want to create. (check all that apply)

School

Camp

Early Intervention (medical form)

Child Care

Please indicate which type(s) of child care facilities the child will be enrolling in:

Center-Based School-Aged/Home-Based/Other

All Center-Based child care facilities the child is enrolling in must be selected. It is very important to the Bureau of Child Care that the correct child care facilities are selected before proceeding to the next step.

Search for child care facilities:

Note: Wild card searches are permitted on Center Name and Street Name.

Center Name: Permit #:

Building #: Street Name:

Note: At least one of the above fields is required when searching with the following constraints:

Zip: Borough: Neighborhood:

- Choose the correct center, then click "Continue" at the bottom of the screen.

All Center-Based child care facilities the child is enrolling in must be selected. It is very important to the Bureau of Child Care that the correct child care facilities are selected before proceeding to the next step.

Facilities:

Center Name	Permit #	Address	Zip	Borough	Neighborhood(s)
Search Results (59 found):					
<input type="checkbox"/> LITTLE STARS SCHOOL, INC.	5414	4083 EDSON AVENUE	10466	BRONX	Eastchester, Edenwald, Wakefield
<input type="checkbox"/> LITTLE ANGELS HOLY SPIRIT HEAD START & UPK	5078	1980 UNIVERSITY AVENUE	10453	BRONX	Morris Heights
<input type="checkbox"/>		1802 MATTHEWS			Parkchester, Pelham Parkway

Next, you will see a green confirmation message to verify your choice(s).

The system will ask if you are finished choosing child care centers for the patient.

You have selected the following Child Care Facilities:

- LITTLE SCHOLARS DAY CARE CENTER at 1709-11 RALPH AVENUE, BROOKLYN, 11236
- SMARTER TODDLER NURSERY & PRESCHOOL at 100A WEST 89 STREET, MANHATTAN, 10024

It is very important to the Bureau of Child Care that the correct child care facilities are selected before proceeding to the next step.

Have you selected all of the child care facilities this child is enrolling in?

Yes

No - I want to search and add child care facilities.

If you cannot find the child care center, or if the center is not yet determined, you may check the "Not Yet Determined" box located below the search results list.

3. Review and update the Patient Info screen, Immunization History and Lead Test History Results.

4. Complete the health examination information.  Note any special instructions in the left column of the form. The date of the form is a required field in the final section of the form. The system will check for errors. Please make required corrections.

Click "Confirm" to complete the form.

5. You may view, print, or fax the CH205 form

a. Click on the form icon to view, print or fax the form.

A separate page may be generated listing warnings and errors regarding information required by the DOHMH Day Care Program.

Results: Completed CH205 Form--

Completed forms will reside in the Online Registry.

Forms may be printed and faxed as needed.

Previously created forms may be accessed and updated.

Previously created forms will be saved in the Pre-completed Forms tab, associated with the patient.

Only users associated within the same facility that saved the forms are enabled to access the same forms.

Previously Created Forms (4 forms)			
Date/Time Created	Form Type	View/Print/Fax	Create New Form Based on This One
11/16/2010 6:35 PM	Child Care Form	View/Print/Fax	Begin New Form using this data
11/16/2010 6:34 PM	Camp Form	View/Print/Fax	Begin New Form using this data
11/16/2010 6:19 PM	Child Care Form	View/Print/Fax	Begin New Form using this data

Users with Read-Only access:

Read-Only access users are not enabled to fill out or save CH205 forms online and may not edit information. At facilities that have users with immunization editing status, Read-Only users may view and print previously saved forms created by those users with editing capabilities.