B4 School database guide

July 2025

1

Access to the B4 school database

How do I access the B4 school database?

- URL: https://b4sc.health.nz/
- Will only work if you are accessing it through a **Connected Health Services Provider**

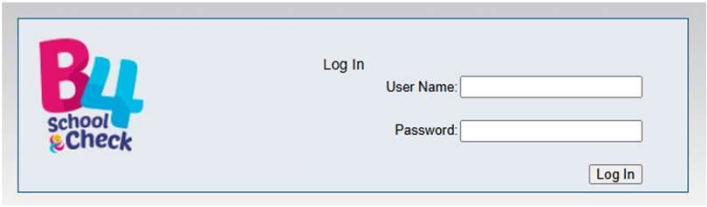
When will I receive a login?

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** and email all paperwork to B4SC@pinnacle.health.nz We will ten arrange access to the online PEDS-R training and email an invitation to you.
4. Complete the PEDS-R online training and email a copy of your **PEDS-R certificate** to us.

We will then reply with your login credentials to access the B4 school database.

2

B4 School database login



This is where you will input your username and password.

Passwords expire every 180 days and need to meet the following criteria:

a) At least ten characters
b) At least contain one number
c) At least contain one uppercase letter
d) At least contain one lowercase letter

Example: M0nd4yP4st

3

B4 School database support

Please keep your username and password in a safe place

If you have forgotten/lost your password or your login is not working, please contact the B4 school team for a rest:
Email: B4SC@pinnacle.health.nz
Phone: 0272018240

If you move to a new practice, let us know and we can update your profile and enable access to your new practice.

We have a video tutorial on B4 school data entry, it can be found here:
https://www.pinnaclepractices.co.nz/resources/b4-school-check-resources/

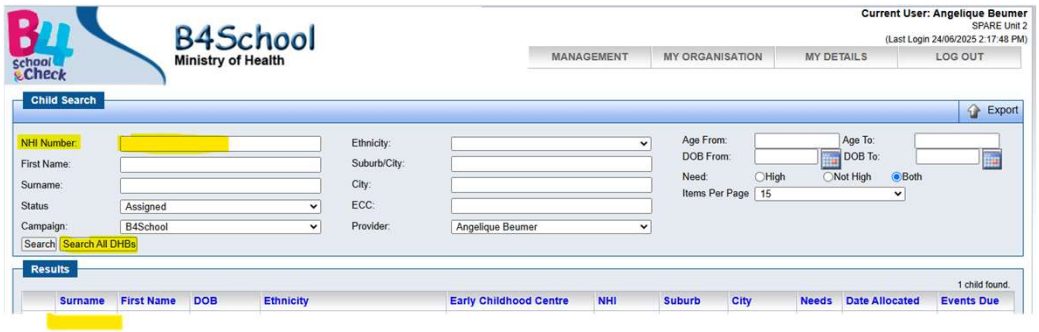
4

How to access a child record on the B4 school database

Please keep your username and password in a safe place

The "**Management**" tab is where you will find child B4SC records.

We recommend you enter the child's **NHI Number** and click "**Search all DHBs**"
- This will find the record no matter its current Status or its Allocated Provider



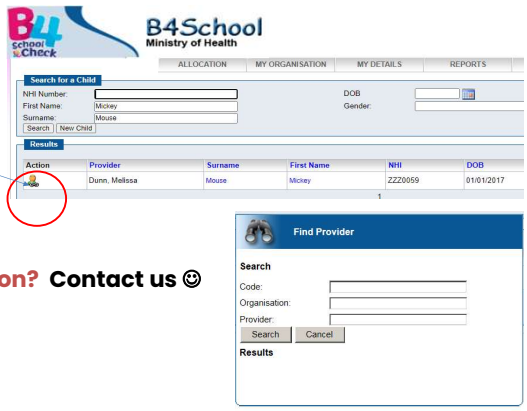
5

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 ☺

6

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':

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)

Found under Child Information Tab: Left hand menu option – Allocation History

7

Option for Hard-to-Reach Children in Waikato

Refer to Public Health Nurses 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 10 mths AND
3) They live in a Quintile 5 area AND/OR the child is of Māori & Pasifika ethnicity (regardless of the deprivation quintile that they live in)

Include as much information as you can in the referral:

- all contact details you may have on your family tree
- dates and ways that you have tried to make contact
- any safety issues that the PHN may need to know.

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

8

Opening the record - Child Information Tab

1. Click on the **child's name** and the record will open in **'Child Information'** tab.
2. If the **address** is not correct, click Add Address (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.

9

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.
- Yellow* fields must be completed, they are 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.

10

Consent Declined by Parent/Guardian

1. If parent/guardian **declines** the check, complete the **Caregiver Details** as usual
2. In the B4School tab:

   "Consent Given" **No**
   "Consent Type" **Written** or **Verbal**
   "Given By" Select the **caregiver** from drop-down arrow and the **date** declined.

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

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

11

Consent for B4School check

1. The B4SC **must have a written consent** signed by a parent or legal guardian.
2. In the B4School 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.

12

The 6 components of a B4 School Check

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-R** – **Pathway A** = referral decision required, **Pathway B** = referral optional, Pathway C, D, E = referral not required.
6. **SDQP** – score of **16 or more, a referral decision is required.**
7. **SDQ Teacher** form – 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. SDQ-T forms will be

13

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".

- *Clicking "Add Follow up" will create a whole new version requiring you to enter all details again. You will only use this if an update needs to be added after a check was closed.*

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.

14

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-R.

15

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
- If progression of decay **score is 2 or more** the outcome CAN NOT be "Completed – Advise given" or "Completed – Not referred"

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

16

3. Growth

If result is a BMI percentile of **> 98% or < 0.4 %** a referral decision is required.

The outcome **cannot 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.

17

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.

18

5. PEDS-R

Response Form: enter responses as completed by or with the parent/caregiver.

Score Form: Only score a circle, square or triangle 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 and the Triangle Score = 1 or more → **Pathway A** High MEBDD Risk (a referral decision is required)
- Total Circles Score = 2 or more and the Triangle Score = 0 → **Pathway A** High DD Risk (a referral decision is required)
- Total Circles Score = 1 and the Triangle Score = 1 or more → **Pathway B** Moderate MEBDD Risk (a referral is optional)
- Total Circles Score = 1 and the Triangle Score = 0 → **Pathway B** Moderate DD Risk (a referral is optional)
- Total Circles Score = 0, the Square Score = 0 and the Triangle Score = 1 or more → **Pathway C** Mild MEB Risk (a referral is optional)
- Total Circles Score = 0, the Triangle Score = 0 and the Square Score = 1 or more → **Pathway C** Mild DD Risk (a referral is optional)
- Total Circles Score = 0, the Triangle Score = 0 and the Square Score = 0 → **Pathway D/E** Low MEB and DD Risk

- *Enter brief notes to support referred or declined decisions.*

19

6. SDQ Parent

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

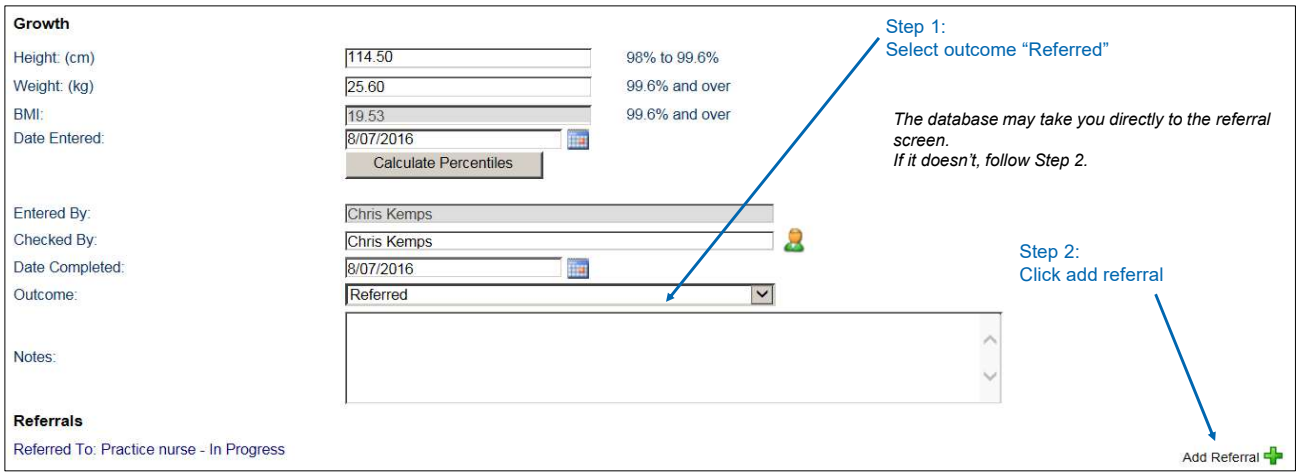
"**Under Care**" - if they are already accessing support services

Enter brief notes to support referred or declined decisions.

20

Referrals – e.g. creating a growth referral

When BMI is over 98% or under 0.4% and a **referral is consented to**:



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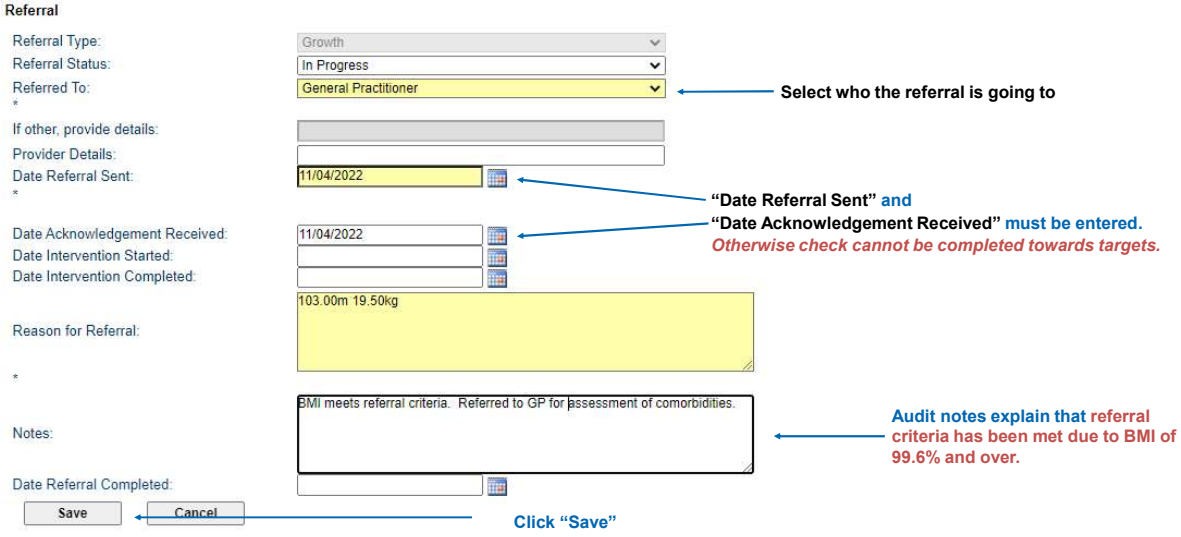
21

Creating a referral – cont'd



22

"Return" a record

In the Child Information tab

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)

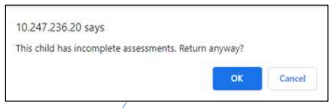
Click on **blue arrow** to return the check to the Co-ordinator ☺

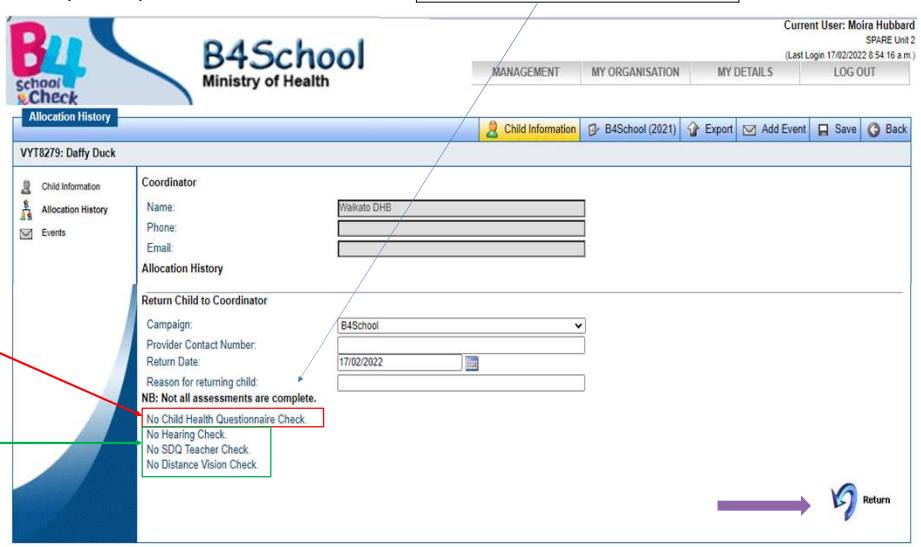
Reminder:
You will only see the blue return arrow, if the child is allocated to you.

23

Returning? – things to look out for

If any components are incomplete, you will see this alert →





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**.

24

'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 ☺

25

'Returning' - Why is it Important?

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!

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 and email address**

Families can self refer at:
https://www.fireandemergency.nz/home-fire-safety/refer-a-home-fire-safety-visit/

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

26

Tēnā koutou

27