

SSA imagineIS Tip Sheet – Essential Health

1. Navigate to Essential Health in imagineIS.

Individual's Front Page → 'V' beside Individual's Name → Essential Health Tile → Double-click blue area of Associate View → (If "Changes not Saved" message" displays, click 'OK' button) → (The seven Essential Health Modules will display.) → Click on sub-menu titles to expand or collapse as desired to view the information contained within → Click on the Individual's "big" name to return to their Front Page

2. Entering Diagnoses.

a) Entering an ID Diagnosis Information:

Navigate to Essential Health (See #1) → Click on Diagnosis Information sub-menu to expand if needed → Click in the selection box next to 'Intellectual Disability' and click on the desired ID diagnosis → Used for DD Elig (the "lock" will disappear when an Intellectual Disability is selected.) Click to change to 'Yes' if needed → Click the 'Save & Close' command to return to Essential Health → Click the 'Save & Close' command to return to Essential Health Associated View → Click on the Individual's "big" name to return to their Front Page

b) Entering Diagnosis Information:

Navigate to Essential Health (See #1) → Click on Diagnosis Information sub-menu to expand if needed → Click on the '+' on the left side → The "New Diagnosis" window will open with the Individual's name included → the Diagnosis field is a free text field for a brief title for the diagnosis → select Yes or No in the 'Used for DD Elig' drop-down field → Click in the 'CB/SSA Confid' field & select "CONFIDENTIAL" if needed → Choose the 'Diagnosis Category' from the drop-down list → Choose the 'Diagnosis Subcategory' if needed → Click the 'Save & Close' command to return to Essential Health → Click the 'Save & Close' command to return to Essential Health Associated View → Click on the Individual's "big" name to return to their Front Page



3. Entering Allergies/Adaptive Devices/Special Diets/Health Related Activities.

Navigate to Essential Health (See #1) → Click on Allergies/Adaptive Devices/Special Diets/Activity Type sub-menu to expand if needed → Click on the '+' on the left side → Chose an 'Allergy Type'/'Device Type'/'Special Diet Type' from the drop-down list → Click in the 'Diagnosis'/'Description' box and enter any information desired – this is a free text field. → Click in the 'Protocols Attached' to indicate if documents are saved in the Individual's Documents folder → Click the 'Save & Close' command to return to Essential Health → Click the 'Save & Close' command to return to Essential Health Associated View → Click on the Individual's "big" name to return to their Front Page

4. DNR Order.

Navigate to Essential Health (See #1) → Click on the '-' beside "Is There A DNR Order?" → Choose from the drop-down list → If "Yes" is chosen, then click in the "Select DNR Type" box/es → Click the 'Save & Close' command to return to Essential Health → Click the 'Save & Close' command to return to Essential Health Associated View → Click on the Individual's "big" name to return to their Front Page

5. Medications.

- With a Level of Support Assessment – Navigate to Essential Health (See #1) → Click on '  ' command → Click beside desired Level of Support Assessment → Click Add button → Complete / Answer questions & fields → (Do NOT Enter Information in the COMMENT Field of the Assessment) → Click the Finish button → Double-click in the blue area of the record with the Assessment to view the completed assessment → (Assessments will print with ISP)
- Medications: Glucometer, Insulin, & G-J Tube with no Assessment – Navigate to Essential Health (See #1) → Find the Medication sub-menu desired (Tube Feedings, Glucometer, etc.) and click the '+' Plus sign → Complete the information on the window as needed → Click Save & Close
- Medications: Routine Oral or Topical Medications – Navigate to Essential Health (See #1) → Find the Routine Oral or Topical Medications sub-menu .) and click the '+' Plus sign → Click on the magnifying glass in the search box → Click on the '  ' icon at the bottom of the Search Box → Enter information in window that opens as desired → Click Save & Close

6. Documents in Essential Health.

Navigate to Essential Health (See #1) → Scroll to bottom of window → Click on Browse → Find the PDF file desired → Click Open → Enter a Title and/or Comments if desired → Choose Section (File folder in imagineIS) → Click Upload File. If the Printer icon is clicked instead of the DISK, an error message will display – "Unable to Load Print Client Control."