






# Manage Allergies/Conditions

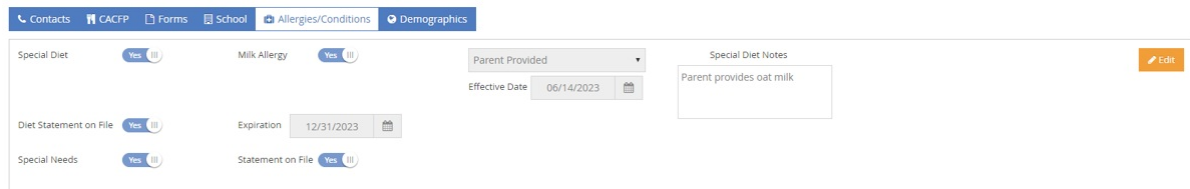
Last Modified on 04/18/2024 1:45 pm  
CDT

Indicate any known allergies or conditions in the Allergies/Conditions tab on the View Participant page. This is especially important if the participant requires any substitutions at meal time.

1. From the menu to the left, click **Children**.
2. Click **Manage Child Information**.
3. In the top right, select the center of the child you are updating.
4. Use the filters and choose the child name in the drop down. The **Manage Child Information** screen pops up.
5. Click the **Allergies/Conditions** tab at the bottom of the window.
6. Click **Edit**.
7. Click  next to **Special Diet** if the participant has a special diet. If you set this to **Yes**:
  - The **Milk Allergy** option displays. Click  to indicate that the participant has a milk allergy and does not drink Whole or 1%/Skim milk. You must have a doctor's statement on file. Two New fields will appear.
    - Select who provides the alternative milk option for this participant.
      - Select **Substitute milk** if this participant drinks substitute milk purchased and provided by the center.
      - Select **Parent Provided** if the parent or guardian provides the milk substitute. This is the option you will select if participants are restricted to water as well.
    - Select the **Effective Date** for this allergy. What day did you start serving substitute milk or parent provided milk to this participant instead of Whole or 1%/Skim?
    - Select the **Expiration Date** for this allergy. If the participant grows out of their allergy or starts drinking regular milk again, enter the last day they were drinking substitute milk in this field in order to ensure milk audit accuracy.
  - The **Diet Statement on File** option displays. Click  to indicate that you have a diet statement on file. Then, click the **Expiration** box and select the date the statement expires.
  - The **Special Diet Notes** box displays. Click this box and enter any notes about the participant's special diet.
8. Click  next to **Special Needs** if the participant has special needs. If you set this to yes, the **Statement on File** option displays. Click  to indicate that you have a doctor's statement on file.
9. Click **Add Condition** to list allergies and/or medical conditions.
  - Click the drop-down menu and select **Allergy** or **Medical Condition**.
  - Click the corresponding text box and enter a description of the allergy/description.

- Click **Add Condition** to add another line. Click  next to a line to remove it.

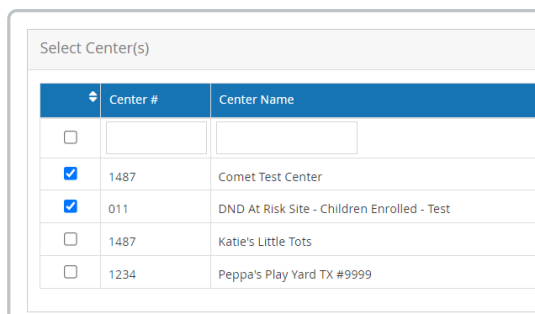
10. Click **Save**.



## Pulling A Child Allergy Report

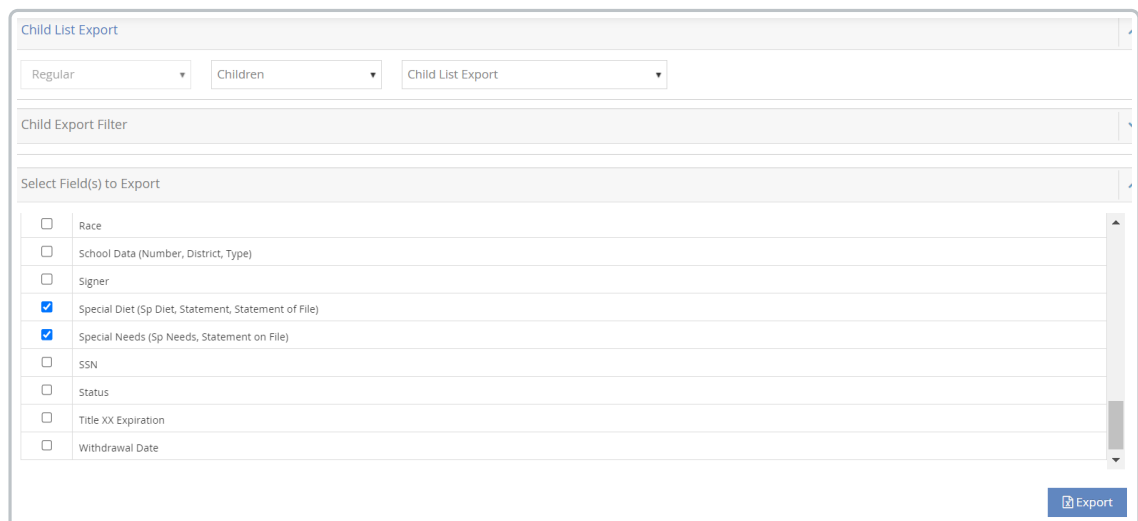
To pull a list of all participant allergies, follow the steps below.

1. From the menu to the left, click on **Reports**.
2. Select the category **Children**.
3. Select the report **Child List Export**.
4. The **Filter for Center(s)** box pops up. Click **Search**.
5. A list of active centers generates. Select the centers you want included in the report.



Select Center(s)	
Center #	Center Name
<input type="checkbox"/>	
<input checked="" type="checkbox"/>	1487 Comet Test Center
<input checked="" type="checkbox"/>	011 DND At Risk Site - Children Enrolled - Test
<input type="checkbox"/>	1487 Katie's Little Tots
<input type="checkbox"/>	1234 Peppa's Play Yard TX #9999

6. In the **Child Export Filter**, no changes need to be made in this section.
7. Scroll down to the **Select Fields(s) to Export** and select the following boxes:
  - Special Diet (Sp Diet, Statement, Statement of File)
  - Special Needs (Sp Needs, Statement on File)



8. Click **Export**.

9. The report generates as an excel file with all of the data requested.