Purpose: This document was created to help address many of the common questions that families, volunteers, e.g., club leaders and project leaders, and staff may have related to the 4-H Treatment Authorization & Health History Forms.

1. What are the changes to the 4-H Treatment Authorization & Health History Forms?

Beginning with the 2017-2018 4-H program year, the Treatment Authorization and Health History Forms will be integrated and collected in the 4hOnline enrollment system for every enrolled youth and adult volunteer. After program year rollover on July 1, 2017, these forms will be turned on in 4hOnline for youth and adult volunteer enrollments. A family can now enroll in 4hOnline and enter all Treatment Authorizations and Health History information directly into 4hOnline.

The Treatment Authorization form in 4hOnline will be updated for the 2017-2018 year with the full text of the Authorization, as families will now be able to provide direct electronic authorization. The 4hOnline Treatment Authorization in 4hOnline will be updated with options for families to select they either A) consent or B) do not consent to non-life threatening treatment. This text will match the current paper Treatment Authorization text.

2. What is the difference between the paper 4-H Treatment Authorization & Health History form and the 4hOnline Member-Health Form?

The 4hOnline enrollment system uses the title “Member Health-Form” to describe the Treatment Authorization and Health History information that is collected online. When discussing these forms, both of these forms names can be used to identify the type of form (paper or from 4hOnline) you are obtaining.

3. Why are the Treatment Authorization & Health History forms being added to the 4hOnline enrollment system?

The Treatment Authorization and Health History forms are an integral piece of the 4-H enrollment process. As such, adding the capacity to save these forms electronically in 4hOnline will help families to expedite and submit their enrollment for clubs and staff to review. Additionally, as 4hOnline will continue to be the main centralized information source regarding 4-H enrollment in CA, moving the Treatment Authorization & Health History forms into 4hOnline will further support these efforts. This will also help allow families, club leaders and staff the option to access and run health history reports for youth and adult volunteers as needed during the year.

4. Should families self-enroll in 4hOnline?

Absolutely. All families should self-enroll in 4hOnline. The 4hOnline enrollment was designed and
intended for families to use for self-enrollment. There are several benefits to families self-enrolling which include: this helps expedite the enrollment process for families and lessens the amount of paper enrollment form that need to be submitted for the enrollment review process.

Only in exceptional circumstances should the family need to submit an entire enrollment packet in paper form. When they do, the 4-H Club Leader/VEC and staff will have to enter this information for the family, which delays the enrollment process.

5. With the Health History form in 4hOnline, what are the additional steps for youth and adult volunteers self-enrolling in 4-H?

When a Family self-enrolls a youth profile in 4hOnline, they will see a new screen called “Health Form” that appears after the Additional Information screen and before the Participation screen. Families can refer to the helpsheet: Families: How to Enroll Youth in 4hOnline for complete steps of the enrollment process from creating a profile to submitting enrollment. For families self-enrolling an adult volunteer profile in 4hOnline, they will see a new screen called Health Form that appears after the Additional Information screen and before their Volunteer Screening page. Families can refer to the helpsheet: Families: How to Enroll Adult Volunteer in 4hOnline for complete steps of the enrollment process from creating a profile to submitting enrollment.

6. Will 4hOnline store Health History for every youth and adult volunteer enrolled?

Yes. If the youth or adult volunteer self-enrolls in 4hOnline or if they submit paper enrollment forms, both enrollment procedures will include entering the Health History information into 4hOnline on the new Health Form screen that will appear. Either the family will complete this information directly in 4hOnline or the Club Leader/Volunteer Enrollment Coordinator or staff will complete it in 4hOnline on behalf of the family, using the paper form submitted.

7. If a family self-enrolls a youth or adult volunteer in 4hOnline, how can families, club leaders or staff access a copy of their 4hOnline Member-Health Form?

Families, 4-H Club Leaders/VECs and staff can run a 4hOnline report called “Member – Health Form”. This report will print out the same information that has been collected on the paper enrollment forms
- Families: When logged into 4hOnline, this report is on the Member List Screen. Select the member and choose the report name. You can run this for the current year. Click here for youth and here for adults for more information.
- Club Leaders: When logged into 4hOnline, this report is under Reports > Standard > there are 2 reports: “Member – Health Form (Youth)” and “Member – Health Form (Adult)”. Click here for more information.
8. Who can access the 4hOnline Member-Health Forms for a youth and adult?

Families: Can always login to the current year and run their own Member-Health Form.
Club Leaders/VEC1: Can login and access a form for everyone enrolled in their club.
VEC2/County Staff: Can login to see forms for every enrollment record in their county, in each club.
State Staff: Can login to see forms for every enrollment record in the state.

9. How can Project Leaders access the 4hOnline Member-Health Forms for youth and adults in their project?

There are a few options for Project Leaders:
- Depending on the size of the club and/or project enrollment, the Primary Club Leader can run the Project-Enrolled report and flag the members of a project (in the Search screen), then run the Member-Health Form report (Youth member flagged) and the (Adult member flagged). PL can coordinate with Primary Club Leaders.
- Another option is for the PL to request families login to 4hOnline and print a copy their Member-Health Form and bring to project meeting or send the pdf to the PL via email.

10. If an already enrolled and Active youth or adult volunteer needs to provide new updates to their health history information, how can that be done?

Similar to the process families followed when updating 4-H Club Leaders/VEC and staff about changes to the youth or adult’s health history (a new paper form was distributed), the family can login to 4hOnline and update this information at any time during the program year.

11. When a family submits a paper enrollment form to the 4-H Club/Unit Leader, what is done with the paper Treatment Authorization forms received?

Families can refer to the helpsheets:
- Families: How to Enroll Youth Using Paper Enrollment Forms
- Families: How to Enroll Adult Volunteers Using Paper Enrollment Forms

When a Family submits a paper enrollment packet, the forms will be submitted with fee payment to the Club Leader/VEC1. Club Leaders/VEC1s can refer to the helpsheet: Club Leaders: How to Enroll Youth with Paper Forms and Club Leaders: How to Enroll Adult Volunteers with Paper Forms. This will outline how Club Leaders/VEC1s will create an enrollment record on behalf of the family in
4hOnline. The paper enrollment forms all must be kept in accordance with the 4-H Record Retention Guidelines.

12. Can the 4hOnline Health Form report be used for all families, regardless if they self-enrolled in 4hOnline or submitted a paper enrollment packet?

No. The difference between a family who self-enrolls and a family who submits a paper enrollment packet in 4hOnline is:
- The family who self-enrolled has provided direct online authorization and the 4hOnline can confirm the family provided the information directly. 4hOnline Member-Health Form reports can be used for these families.
- The family who submitted a paper enrollment form did not provide their direct online authorizations in 4hOnline. The system can only indicate that a paper document of the Treatment Authorization and Health History form was submitted and is on file.

13. How can I tell which families self-enrolled in 4hOnline from those who submitted a paper enrollment form?

To help families, 4-H Club/Unit Leaders and staff identify enrollment records that self-enrolled in 4hOnline from those that did not self-enroll and turned in a paper enrollment form, a custom report has been created and shared with Club and County level managers. The Shared 4hOnline Report is called “Health Form – Did not self-enroll”.

14. Why do the paper 4-H Treatment Authorization and Health History Forms look different than the 4hOnline “Member-Health Form” report?

The 4hOnline system formats their reports to provide direct output of the form fields collected in the 4hOnline Health Form and Treatment Authorizations screens. The same Health History information is provided.

15. For 4-H events with pre-registration, how can the event coordinator access 4hOnline Member-Health Forms?

Events with pre-registration have a couple options:
- When planning the event, and before releasing any event registration, event organizers can review the size and scope of the event and will determine if 4hOnline Member-Health Forms can be used (along with paper forms from families who didn’t self-enroll).

  OR

- Can require the event participants to bring a paper copy of the Treatment Authorization & Health History form to the event (or as part of event registration it can be sent in ahead of time)
For more details on how events hosted by clubs, counties and state can plan their events and the process to obtain 4hOnline Member-Health Forms.
See the helpsheet 4-H Events: with Pre-Registration.

16. For 4-H events with no pre-registration, how can the event coordinator access 4hOnline Member-Health Forms?

All Families provide their Treatment Authorization & Health History Form. They are either printed in 4hOnline or complete a paper form and turned in at the event.

Exceptions:
If 100% of Heath History Forms are self-enrolled in 4hOnline and the person with authorization through 4hOnline has internet access to those records. The person with 4hOnline access will be at the event.

For more details on how events hosted by clubs, counties and state can plan their events and the process to obtain 4hOnline Member-Health Forms. See the helpsheet 4-H Events: with No Pre-Registration

17. What are some considerations Club Leaders/VECs and staff should know about the 4hOnline Health Forms?

For large clubs, project or events: Club Leaders, staff and event organizers can review the size and scope to determine if 4hOnline Member-Health Forms can be used for the activity.

18. How do 4-H staff and adult volunteers handle the 4-H Treatment Authorization & Health History Forms and 4hOnline Member-Health Forms?

4-H staff and adult volunteers should ensure that the following steps are used in handling these forms:

- For paper forms collected:
  - A signed copy of the Treatment Authorization & Health History Form must be kept in a file or notebook that can be accessed only by staff and adult volunteers.
  - Copies can be made and distributed to club and project adult volunteers, event organizers and chaperones for emergency purposes. These forms should be kept in a notebook or folder to reduce risk of information being distributed. The notebook should be available at all 4-H activities.
  - For traveling, copies must be on hand in a notebook to reduce risk of information being distributed.
During camps, 4-H staff and adult volunteers may provide camp counselors with the general medical needs of campers, e.g., camper needs to visit nurse before bed rather than listing the camper’s name with specific medications).

- For 4hOnline Member-Health Forms collected:
  - These forms are accessible through 4hOnline login and aren’t required to be in hard copy form if saved digitally and accessible those in charge of 4-H activity.
  - If forms are downloaded and stored electronically, follow the Record Retention Guidelines for secure electronic storage.

19. How do 4-H staff and adult volunteers store the 4-H Treatment Authorization & Health History Forms?

- For paper forms, they must be kept in secure storage for one year. After the program year ends, the paper forms should be shredded.
- For electronically downloaded and stored 4hOnline Member-Health Forms, they should be deleted from their storage file location after the program year ends.

20. Do families need to submit a wet signature form if they need to submit the paper 4-H Treatment Authorization & Health History Form?

No, a wet signature is not required. Families can submit a copy of the original signed form and distribute to their Club Leaders, Project Leaders, and event organizers as needed based on the how the event has been setup.

21. What format does 4hOnline provide the Member-Health Forms in?

The 4hOnline Member-Health Forms will always be in pdf format.

22. Can Member-Health Form reports be run for youth and adult volunteers for every enrollment status, e.g., Inactive, Pending, Incomplete, Active, etc?

Member-Health Form reports for enrollment records that have been approved for the year and are Active can be run in 4hOnline.

23. How long does 4hOnline take to run the Member-Health Form report for youth and adult volunteers?

That can depend on the size of records being pulled. If the Club Leader or staff is running a report with several enrollment records, the system may take longer to run. General rule of thumb: the
greater the enrollment records produced = the longer the report may take to generate. For staff, the reports can be run in the Queue. You do this by selecting the report title, right clicking and selecting, “Start PDF Job in Queue”. This allows users to perform other functions in 4hOnline while the report in running in the background. When the report is ready, the 4hOnline Home screen will display a message that the report has finished. Users can click the report title under “Queued Reports” to open, view and save the report results as needed.