

Provider / Lead Provider · Database guide

Waikato · Pinnacle Midlands Health Network · September 2026



For nurses and administrators who enter B4 School Checks at a general practice. Keep this beside the computer. Full clinical training still applies.

1. Log in (including 2FA)

Use Edge or Chrome. Database: <https://www.b4sc.health.nz/>

1. Enter username and password.

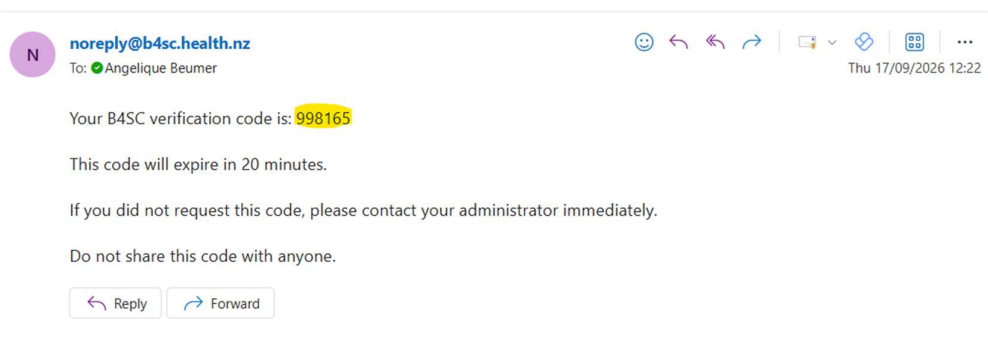
The login form features the B4 School Check logo on the left. On the right, there is a 'Log In' heading, followed by 'User Name:' and 'Password:' labels, each with a corresponding text input field. A 'Log In' button is located at the bottom right of the form.

2. A verification screen appears. A 6-digit code is emailed to the address on your My Details profile (from noreply@b4schoolscheck.health.nz). Wait up to 2 minutes; check junk.

The verification screen displays the B4 School Check logo on the left. The main text area contains the following information: 'A verification code has been sent to Ang*****@pinnacle.health.nz. Please check your inbox — and if you don't see it within a few minutes, check your junk or spam folder before requesting a new code. Please enter the 6-digit code below:'. Below this is a 'Verification Code:' label and a text input field. At the bottom, it states 'You can resend the code 4 more time(s)' and includes three buttons: 'Verify', 'Resend Code (147s)', and 'Cancel'.

Example of email:

B4SC - Your Login Verification Code [Summarize this email](#)



3. Enter the newest code → Verify. You stay verified for 4 hours, then you will be asked again.

Codes: wait 120 seconds before requesting another. Max 5 requests then a 20-minute lockout. Always use the latest code.

- Want to update your email? My Details tab → Primary Email Address → Save (top-left ribbon).

B4 School Check Ministry of Health

Current User: User: Training One WKO - password will expire on: 2/03/2027 8:46:45 AM (Last Login 15/07/2026 6:54:08 PM) SPARE Unit 2

MANAGEMENT MY ORGANISATION **MY DETAILS** LOG OUT

Edit My Details Security Questions Change Password **Save** Back

Training One WKO

Name and Comms
Employments
Security Matrix

User Details
User Name: TrainingOne
Primary Email Address: B4SC@pinnacle.health.nz *

Names
Preferred Name:
Title:
First Name: Training *
Middle Name:
Surname: One WKO *
Other Names: There are no other names
Add Name +

Contact Method
Please add a contact method
Add Contact Method +
Next

2. Find the child — always Search All DHBs

- Management tab.
- Type the NHI in the NHI number field.
- Click **Search All DHBs** — finds the record no matter who it is allocated to or what the status is.

If the child is allocated to another nurse in your practice: Action (green person) → type your first name in Provider → Search → select yourself. You must be allocated to the child before you can Return the check.

B4 School Check Ministry of Health

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MANAGEMENT MY ORGANISATION MY DETAILS LOG OUT

Search for a Child

NHI Number: ZZZ0130 DOB: Gender:
First Name:
Surname:
Search New Child

Results

Action	Provider	DOB	Gender	Suburb/City
	Beumer, Angelique	01/10/2021	Male	Hamilton

Find Provider 1 child found.

Search
Code:
Organisation:
Provider:
Search Cancel
Results

If the child sits with another practice, there will be no green man icon — contact B4SC@pinnacle.health.nz You cannot move it yourself.

3. Child Information tab

1. Click the child's name.
2. Address wrong? Click Add Address + (do not edit or delete the current address just add a new Residential Address). Select Residential, street address only → Save → pick the correct GeoCode option, click on the blue address line.

Address	Suburb	City
200 Borman Road	Rotoluna North	Hamilton

3. If Deprivation Quintile = 0, the address is not geocoded. Fix the address.
4. Add Caregiver + Yellow fields are mandatory. Add a mobile number. Without caregiver + phone you cannot open the B4 School tab properly.

Test User (Mother) 711 Victoria Street, Hamilton

Add Caregiver +

Written consent on the paper form is required for a completed check. Verbal consent is for declines only.

4. Consent

Consent given — do the check

- B4 School tab:
- Consent Given = Yes
- Consent Type = Written
- Given By = caregiver + date signed
- Save (scroll to bottom). Components open.

Consent declined

- Still add the caregiver.
- Consent Given = No
- Type = Written or Verbal
- Given By + date declined → Save.
- Return with reason "Check Declined"

5. The six nurse components

Save each screen as you go. To change data already entered, click the Created: date — not Add Follow up (that starts a new version). If you enter on behalf of a nurse: nurse name in Checked By; your name in Entered By.

Component	What to enter	Referral decision needed when (See section 7 for details)
Child Health Questionnaire	Answers + notes. Name of preschool, or "n/a or no". Do not double-refer the same concern in two places.	Only if a concern is not covered in Dental / PEDS / Growth / SDQ P
Dental — Lift the Lip	Decay score + oral-health enrolment Yes/No.	Score 2 or more — refer or decline
Growth	Height, weight, date → Calculate Percentiles. Outcome + notes.	BMI > 98th or < 0.4th. Cannot use "Advice given".
Immunisation	Status. Partial + notes if catch-up booked. Referral if someone else will give the IMMS.	Follow-up required and not done by you

PEDS-R (updated screen)	See section 6. Record Q2–Q11. Q1 and Q12 comments go under the matching domain. Notes: triangle, MEB, DD risk.	Pathway A — decision required. Pathway B optional.
SDQ-P (parent)	Parent scores. Notes for any decision.	Total difficulties 17+ — Referred, Referral Declined, or Under Care

SDQ Teacher (blue form): do not enter it. Send to the preschool in the reply-paid envelope. The Waikato B4SC team enters it and posts the form back. Concerning scores. We will send an email with a scanned copy of the SDQT for follow up with the ECE teacher.

6. PEDS-R — new labels on the screen

The Parental Evaluation of Developmental Status screen now matches the PEDS-R scoring sheet. Question numbers are not in old PEDS 1–10 order.

Enter in this field	PEDS-R question
Expressive language (Q2)	Q2
Receptive language (Q3)	Q3
Fine motor (Q4)	Q4
Gross motor (Q5)	Q5
Behaviour (Q6)	Q6
Social/emotional (Q7)	Q7
Self-help (Q8)	Q8
School skills (Q9)	Q9
Global/cognitive (Q10)	Q10 — used to be “PEDS 1”
Health/concerns (Q11)	Q11 — used to be “PEDS 10”

Q1 and Q12 are not scored. Put parent comments under the matching domain above.

Notes field is pre-filled for Triangle score, MEB (mental health / social-emotional / behavioural) risk and DD (developmental delay/disorder) risk. After Save, a new blank notes box appears. Old notes cannot be edited — add a new note if you need to correct something.

Scoring reminder: only mark a circle/square when the parent said Yes or A Little. Leave blank for No. Two or more predictive concerns → Pathway A (referral decision). One predictive → Pathway B (optional). Squares only → C/D. None → E.

7. Referral decisions

If the result hits a referral threshold, the outcome cannot be “**Completed – Advice given**” or “**Completed – Not Referred**”. Use Referred (and Add Referral +), Completed – Referral Declined, or Under Care.

- **Referred** (Family wants support from GP)
- **Completed - Referral declined** (Family is not concerned and declined support)
- **Under Care** (Family are already getting support)

8. Return the record — or the check does not count

1. Child Information tab → Allocation History (left).
2. Provider phone number = practice phone. Reason for returning = e.g. B4SC completed / Check Declined / transferred to ... / moved overseas.
3. Blue Return arrow. You only see it if the child is allocated to you.

Current User: User: Angelique Beumer - password will expire on: 8/11/2026
8:03:47 AM
(Last Login 17/09/2026 12:27:16 PM) SPARE Unit 2

MANAGEMENT MY ORGANISATION ADMIN MY DETAILS LOG OUT

Allocation History

ZZZ0130: Mickey Mouse

Child Information Allocation History Events

Coordinator

Name: Waikato DHB

Phone:

Email:

Allocation History

5/11/2025 - Allocated To: Angelique Beumer (SPARE Unit 2), Allocated By: Angelique Beumer

Return Child to Coordinator

Campaign: B4School

Provider Contact Number:

Return Date: 17/09/2026

Reason for returning child:

NB: Not all assessments are complete.

No Dental Check.
No Child Health Questionnaire Check.
No Growth Check.
No Hearing Check.
No Immunisation Check.
No PEDS Check.
No SDQ Parent Check.
No SDQ Teacher Check.
No Distance Vision Check.

Return

If an alert lists incomplete nurse components, go back and finish them (reopen via Created: date). Vision, Hearing and SDQ-Teacher incomplete is expected — click OK and Return anyway.

If you do not Return the child, they stay on your list and on the monthly exception report, and the work may not be completed toward target.

9. Child left the practice

- Transferred: Return with reason e.g. “tx to Katikati Medical Centre” and any new contacts. Ask the practice to update AIR.
- Overseas: Return “Moved to Australia” (or country). Update AIR so others stop searching.
- Lapsed enrolment: try contact first — they may not have needed a GP visit.

10. Hard-to-reach — PHN outreach (Waikato)

Refer via BPAC to Public Health Nurse B4School Outreach when all of these are true:

- At least 3 documented contact attempts (phone / text / email / letter), and
- Child is aged 4 years 3 months to 4 years 9 months, and
- Living in Quintile 5 and
- Māori or Pasifika

Exception: Email B4SC@pinnacle.health.nz if high unmet need outside the PHN criteria — say why (no transport, caregiver mental health, safety). Include every phone number, last contact dates, addresses, alerts.

Lost contact numbers: NEIIS 0800 634 470.

11. Exception report (2nd of each month)

PDF to the practice listing children still assigned and not returned. Work it as:

- Turning 4 this month → contact 1 (txt / email / call / letter)
- Now 4 → contact 2 (call preferred)
- 4y 1–2 months → contacts 3–4
- 4y 3 months–4y 9 months + Māori / Pasifika / Q5 + failed contacts → PHN
- About to turn 5 / starting school → urgent

12. Resources and contacts

- Treasure tins & paperwork: <https://www.promoplace.com/seeitnz/showroom-stores.htm>
→ B4S logo → Waikato. Practice has the Seelt login.
- Home fire safety visit (no / insufficient alarms, CSC or Gold Card or disability in household, child under 5 after B4SC):
email B4SC@pinnacle.health.nz with NHI, caregiver, phone, address — or family self-refers at
<https://www.fireandemergency.nz/home-fire-safety/refer-a-home-fire-safety-visit/>
- Training dates: <https://www.pinnacle.co.nz/education-events/b4-school-check-b4sc-two-day-training-for-registered-nurses>
- Video — How to enter B4 School Checks: <https://www.pinnacle.co.nz/resources/b4-school-check-resources>

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Cannot log in after 2FA steps	onlinehelpdesk@health.govt.nz