



**Health Guide**  
**St. Landry Parish**  
12/03/2021

**714 Ashley Ridge Loop**  
**Shreveport, Louisiana 71106**  
**(318) 868-8000**  
**(800) 509-7070**  
**[support@edgear.com](mailto:support@edgear.com)**  
**[www.edgear.com](http://www.edgear.com)**

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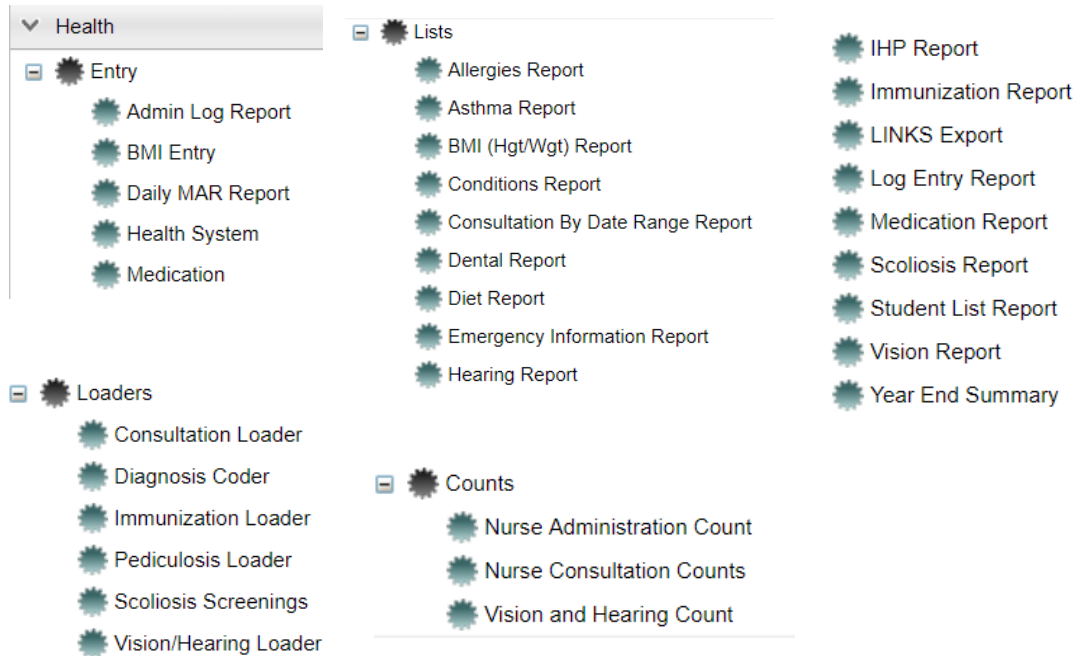
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# Health Overview

## Getting Started

1. In the left navigation panel, click **Health**, then under **Entry**, click **Health System**.



2. A setup box will appear.

## Setup Options

1. **Year:** Set to desired year.
2. **District:** Defaults to district number.
3. **School:** Will default to your security school (s). Click to select desired school. School "700" for access to all students in district.
4. **Grade:** Click to select desired grade level(s) of students.
5. **Hide SSN:** Defaults as being checked to hide SSN of student. Deselect to show ssn on screen.
6. Click the **OK** button to begin.

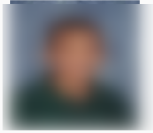
## Find a Student

1. To locate a student, click the **Find** button at the lower center of the screen.
2. A listing of students will appear. Browse the listing to locate the desired student, then click on the student's name.
3. The student's information will be displayed on the **Demo** (Demographics) tab located on lower left.

## Student Demographics Tab

ACHANE DARRYL ERVIN (8090019) School: 006

SPED 504 LEP Health Search Action

Name :	ACHANE DARRYL ERVIN	SS Number :	XXX-XX-XXXX			
Guardian :		SASID :	8692178535			
Father :	BELLARD CHRIS	Grade :	09			
Mother :	ACHANE CATHERINE NICHOLE	Gender :	M			
Emergency :		Ethnic :	0,0,1			
Resides With :		Birth Date :	09/22/2003 (15)		Entry Date :	09/11/2015
Homeroom :		Hospital of Choice :			Leave Date :	
Counselor :	JACKSON SHARON P	Physician Name :	DR. MARIA		Country Entry :	
Advisor :	BROUSSARD EVETTE R	Physician Phone :	(824) 886-8		SBLC Code :	
Special Codes :	LU3,ECD,UA9,ACS,CTU,APT	Physician Fax :			School ID :	006
School Clubs :		Dentist Name :		District :	027	
Alert Codes :	01,05	Dentist Phone :		Year :	1819	
Transportation :		Medical Card :		Student ID :	8090019	
Change Date :	05/08/2018 by agalley	Immunization ID :				
		BSE / TSE :				

Health Comments

Student Master Comments

- White Fields on Demo screen:** White boxes show information which is pulled from the Student Master. If you spot errors in those boxes, please notify your school's office personnel to make necessary changes.
- Gray Fields on Demo screen:** Only the boxes in gray can be updated with Health security permissions. This means the nurse can enter/change information in the following boxes: **Hospital of Choice, Physician Name, Physician Phone, Physician Fax, Dentist Name, Dentist Phone, Medical Card, and Immunization ID.** The date of **BSE/TSE** can also be entered by the nurse.
  - IMPORTANT!** After change(s) are made on this screen, be sure to click the **Save** button on the bottom row of buttons.

## Student Name / Sidno

The color of the **Name/Sidno** lets you know information about the student.

- **Black:** Actively enrolled
- **Yellow:** Student absent.
- **Red:** Not actively enrolled (dropped)
- **Blue:** Homebound
- **Green:** Quarantined

## Student Status Buttons

Located in the upper right of the Health screen, these will show colors for a student's condition.



buttons

- SPED button:** Indicates special ed status of the student. Click on the button to see additional information. Click the "x" in the upper right to close the window
  - **Blue:** Prior/Inactive Special Ed Student.
  - **Green:** Special Ed Student with Referral/Eval in progress.
  - **Yellow:** Special Ed Student with expired Eval or IEP.
  - **Red:** Special Ed Student with Active Eval and IEP.

- **Brown:** Special Ed Student with Speech only Services
  - **Purple:** Gifted student
  - **Orange:** Talented student
  - **White:** Student without IEP and Services
2. **504:** Indicates if a student is 504.
- **Red:** Active 504 Student.
  - **Blue:** Previous 504 Student.
  - **White:** Student without 504.
3. **LEP buttons:** Indicates LEP (Limited English Proficient) status of the student.
- **Red:** Active LEP Student.
  - **White:** Student is not LEP.
4. **Health button:** Indicates the student has health-related data.
- **Red:** Student has a Medical Condition or an Emergency Plan.
  - **Yellow/Green:** Student has no current IHP Cover Form or Care Plan.

## Teacher Viewing of Health Information in Gradebook

Teachers can see the Health data by selecting the student in Gradebook, then clicking the **iGear** icon, then **Student**, then **Health** as shown below.

	SIDNO	Student Name	Grade	Avera...		
1	8089957	ABRAHAM TISHA ELIZABETH	07	99 A	Student	Student Demographic
2	8089889	ACHANE CATHERINE SOMONE	07		Attendance	Special ED Information
3	9089904	AUBLE BEVERLY FAYE	07	98 A	Discipline	504 Information
4	0089933	AUCOIN REBECCA JOI	07	99 A	Schedule	Health Information
					Grades	Student Enrollment History

The teacher can then look at each of these tabs to view more health information.

HEALTH INFO	ASTHMA INFO	IHP	EMERGENCY PLAN	HEARING HISTORY	VISION HISTORY
-------------	-------------	-----	----------------	-----------------	----------------

## Search Box

This box allows you to search for Student by Name, SIDNO, SASID, Phone Number, Parent/Guardian Names and Emails.

## Action Button

Located on the top right of the Health screen, the user can click to access the following:

1. **Save Referral Doctors:** Click to save referral doctors for Vision and Hearing.
2. **Print:** Click to access health related reports about the current student such as Demographic, Vision, Hearing, Asthma, Emergency, etc...

<input type="text" value="Search"/> <span>Action</span>
<ul style="list-style-type: none"> <li>Save Referral Doctors</li> <li>Print</li> <li>Letters</li> <li>Letter Log</li> <li>Consultation/Hearing/Vision Export</li> <li>Web Sites</li> <li>Doc Archive</li> </ul>

3. **Letters:** Click a letter type, then enter details, SAVE. Click **Print** to print a copy of the letter.

then click

- Custom Health Letter
- Accident Referral Letter
- BMI Letter
- Color Vision Letter
- Emergency Plan Letter
- Hearing Referral 1 Option 1 Letter
- Hearing Referral 2 Option 1 Letter
- Hearing Referral 1 Option 2 Letter
- Immunization Referral 1 Option 1 Letter
- Immunization Requirements
- Student Health Referral
- Vision Letter Option 1 Referral 1
- Vision Referral Form

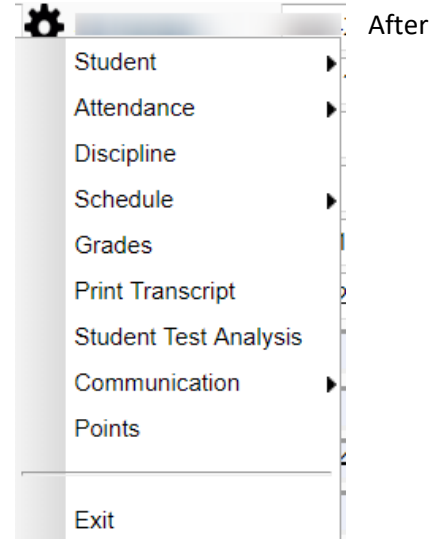
4. **Letter Log:** Click to see a list of letters that were printed for the students.
5. **Consultation/Hearing/Vision Export:** Method of exporting information.
6. **Web Sites:** Site links on as shown below.

- LinksWeb
- Medicaid
- LA State Board of Nursing
- LA School Nurse Organization
- HIPAA
- FERPA
- National Association of School Nurses
- ICD9Data.com
- American Academy of Pediatrics
- Child and Adolescent Psychiatry
- National Organization for Rare Diseases
- National Center for Health Education
- Center for Disease Control
- Asthma and Allergy Foundation
- Internet Drug Index
- Merck Manuals
- School Health Resources

7. **Doc Archive:** Click to archive documents for Health System.

## Using the iGear

1. Click on the **iGear** icon in any location where it is displayed on screen. After clicking on the **iGear** icon, a menu list will appear as shown on the right.



2. The related student information is organized into the areas categorized below:
3. Areas with a right arrow are further divided in additional information areas according to the list below. If your security allows permission to view the area you can see the following:

### ***Student >***

*Student Demographic*  
*Special ED Information*  
*504 Information*  
*LEP Information*  
*Health Information*  
*Study Enrollment History*  
*Print IGP Form*  
*Custom Permissions*

### ***Attendance >***

*Attendance by Day*  
*Attendance by Course*  
*Tardies*

### ***Schedule>***

*Schedule Maintenance*  
*Pattern Board*  
*Block Fast Loader*  
*Print Schedule*

### ***Communication >***

*Parent Contact Log*  
*SPC Login Information*

## Asthma Tab

The **Asthma** tab is used to enter all information concerning the asthma condition as well as asthma medication(s).

**Note:** If any information is added, changed or deleted, remember to click on the **“Save”** at the bottom of the screen.

1. **Mild, Moderate, Severe, None:** Select degree of Asthma condition.
2. **Does child experience asthma symptoms when exercising?** Check “No” if applicable.
3. **Triggers- Environmental:** List any environmental triggers for asthmatic condition.
4. **Triggers- Chemical / Pesticide:** List any chemical or pesticide triggers for asthmatic condition.
5. **Triggers- Other:** List any other triggers for asthma condition.
6. **Asthma Medication:** If student is taking medication for asthmatic condition, click to place a check.
7. **Text Field under Asthma Medication:** List any asthma medications the student is taking here.



Mild
  Moderate
  Severe
  None

Does child experience asthma symptoms when exercising? :  No  Yes

**Triggers**

Environmental :

Chemical / Pesticide :

Other :

Asthma Medication

## IHP Tab

The **IHP tab** is used to enter the Individual Health Plan detail for a student. The **IHP Tab** leads you to the complete Individual Health Plan which includes the **Cover Form**, the **Care Plan**, and the **Emergency Plan**.

### IHP - Cover Form

1. Located at the top left of the IHP tab screen, this tab provides summary data on the nature of the **Care Plan** or **Emergency Plan**.
2. Enter data in the various fields.
3. Be sure to click **Save** when done to store the data.

Select a Cover Form :  
 Cover -- | 1136 Delete Clone Date From : Date To : Nurse :

Brief Medical History / Specific Health Care :

See IEP  See 504 / IAP

Class / School Modifications, Explain :

Psychosocial, Explain :

Medication, List :

Student Participation

Self-Care Skill Level, Explain :

Activity Level - Explain Other : Ambulatory

Allergies - (If yes, Explain) :  No  Yes

Transportation Needs (Explain) : Specialied Bus

Diet - Explain if not blank : Regular

Standard Safety Precautions  
 Standard District Emergency Plan  
 Special Precautions

Safety Precautions Description :

### IHP - Care Plan

1. Located at the top of the IHP tab screen, this tab provides details of the care plan of the student.
2. **Create a New Care Plan:** Start by clicking the **“New”** button, then complete the data fields. When done, click the **Save** button.
3. **Edit an Existing Care Plan:** Click the drop down arrow for **Select a Plan**. Select the desired care plan to edit. Edit the data fields. When done, click the **Save** button.
4. **Delete an Existing Care Plan:** Click the drop down arrow for **Select a Plan**. Select the desired care plan to be deleted. Click the **Delete** button at the top, center of the Care Plan screen.

Select a Plan :  
 No Care Plans New Date From : Date To : Nurse :

Nurse Assessment :	Diagnosis :	Goals :	Interventions :	Outcomes :

### IHP - Emergency Plan

1. Located at the top of the IHP tab screen, this tab provides details of the Emergency Plan of the student.
2. **Create an Emergency Plan:** Select the **“New”** button. A list of conditions will be presented. Click on a condition to select.
  - After selecting the condition, default emergency steps will be provided in the text field.
  - The Emergency steps can either be edited and/or deleted and new information can also be inserted.
  - If you have an electronic document already created, it can be copied from other software and pasted inside the screen.
  - Be sure to click **Save** after entering or editing any Emergency information.

3. **Delete an Emergency Plan:** Click the **Delete** button located at the top of the Emergency Plan screen.

The screenshot shows a web interface for managing emergency plans. At the top, there are several filters: 'Current Plans' with a dropdown menu showing 'No Emergency Plans', a 'New' button, 'From Date' with a date picker set to 'May 14 2017', and 'To Date' with a date picker set to 'May 14 2018'. Below these filters is a 'Nurse' input field. The main content area below is a large, empty light blue rectangle.

## Nurses Notes

Located at the top of the IHP tab. This tab allows you to place notes on a student.

The screenshot shows a section titled 'Nurse Notes:' in blue text. Below the header is a large, empty white rectangular area intended for entering notes.

## Consultation Tab

The **Consultation** tab is used to enter the nurse consults. This can serve as the electronic version of a paper log for nurses.

1. First, find the student by clicking on the **Find** button. The school and grade level of the student are brought over from the Student Master module.
2. The blank top row is an insert row to add results of a new **Consultation**.
3. Data is entered in the fields from left to right.
  - Click in the **Date** box to enter the date of the consult.
  - The **Time** cell will be defaulted to the current time. The **Time** can be changed by clicking inside the cell. Remember to use military time – XX : XX.
  - The Time Out can be entered by clicking inside the cell. Remember to use military time – XX:XX.
  - Enter the number of **units**. The number of units that the nurse spent with a student. (A unit is defined as 15 minutes and used for Medicaid billing).
  - **Late Entry** – Ignore
  - **CPT Code** – Medicaid CPT code.
  - **CPT Code Description** – Medicaid CPT code.
    1. Click in the **“ICD Code”** box. A window containing ICD codes will be displayed. Choose the appropriate code by clicking in the check box. This brings in the **ICD Code** and the **Reason**. You can add text to the reason, if needed.
  - Enter the **Action Taken** by clicking in the box and entering text.
  - **Height (in inches)** and **Weight (in pounds), BMI:** Only enter if needed.
  - **BPS, BPD, Pulse, TEMP, Rate of Respiration, SPO2, Blood Glucose, Insulin, and Urine Output:** Enter only if needed.
  - The name of the nurse who logged into JCampus will appear under the **Nurse’s** column.
  - The student’s **Grade** will automatically be entered from the Student Master module.
  - To save the row, either click the **green box** under the **“Save”** column, or the **Save** button on the lower left of the screen.

- There is a Print icon if you wish to print the consultation.
4. To edit an existing row, click on the cell, edit the data. To save the edited information, either click the green **Save** cell at the end of the row, or the **Save** button on the bottom left of the screen.
  5. To delete a row, click the red **Delete** cell at the start of the row to be removed.

Delete	Date	Time	Time Out	Unit	Late	CPT Code	CPT Code Description	ICD Code	Reason

Action Taken	Height	Weight	BMI	BP2	BPD	Eye	TEMB	Feet	Stoos	Blood Glucose	Insulin	Time Out/In	Save	Print

## History Tab

When clicking on the **History** tab at the bottom of the screen, these tabs then appear at the top of the screen.

Info 1	Info 2	Medications	Vision	Hearing	Immunizations	Scoliosis	Hgt/Wgt	Dental	Family Hist
Procedure/Treatment	Pediculosis	Doctor/Nurse							

1. Some tabs display rows of information. When data is presented in rows, each row will have its own green **Save** button at the end of the row. After entering or editing information, scroll over to the right and click on the green **Save** cell to save the row of information.
2. The red **Delete** cell is located on the left at the start of each row. Click the **Delete** cell to remove the entire row of data.

## History - Info 1

The **History - Info1** tab provides a check list of health conditions that can be associated with a student. Additionally, text boxes are provided to add additional details.

1. Choose appropriate conditions by checking one or more items.
2. Text boxes are available at the bottom.
3. Remember to click the **“Save”** button at bottom of the screen to save the information.

Info 1	Info 2	Medications	Vision	Hearing	Immunizations	Scoliosis	Hgt/Wgt	Dental	Family Hist	Procedure/Treatment	Pediculosis	Doctor/Nurse
Check All That Apply												
<input type="checkbox"/> ADD/ADHD	<input type="checkbox"/> Cochlear Implant	<input type="checkbox"/> Feeding Tube	<input type="checkbox"/> Hyperthyroidism	<input type="checkbox"/> Seizures								
<input type="checkbox"/> Anemia	<input type="checkbox"/> Color Blind	<input type="checkbox"/> Freq. Colds	<input type="checkbox"/> Hypothyroidism	<input type="checkbox"/> Shunt								
<input type="checkbox"/> Asthma	<input type="checkbox"/> Convulsions	<input type="checkbox"/> Freq. Earaches	<input type="checkbox"/> Meningitis	<input type="checkbox"/> Sickle Cell Anemia								
<input type="checkbox"/> Autism	<input type="checkbox"/> Cystic Fibrosis	<input type="checkbox"/> Freq. Headaches	<input type="checkbox"/> Mouth Breather	<input type="checkbox"/> Skin Problems								
<input type="checkbox"/> Bone Disease	<input type="checkbox"/> Dental Problems	<input type="checkbox"/> Freq. Nose Bleeds	<input type="checkbox"/> Obesity	<input type="checkbox"/> Tires Easily								
<input type="checkbox"/> Breathing Problems	<input type="checkbox"/> Depression	<input type="checkbox"/> Freq. Sore Throat	<input type="checkbox"/> Pneumonia	<input type="checkbox"/> Tonsillitis								
<input type="checkbox"/> Cancer	<input type="checkbox"/> Diabetes	<input type="checkbox"/> Freq. Urination	<input type="checkbox"/> Poor Appetite	<input type="checkbox"/> Tracheostomy								
<input type="checkbox"/> Cerebral Palsy	<input type="checkbox"/> Digestive Disorder	<input type="checkbox"/> Hay Fever	<input type="checkbox"/> Pregnant	<input type="checkbox"/> Tuberculosis								
<input type="checkbox"/> Chicken Pox	<input type="checkbox"/> Eczema	<input type="checkbox"/> Hearing Problems	<input type="checkbox"/> Prosthetic Eye	<input type="checkbox"/> Tubes in Ears								
<input type="checkbox"/> Clumsiness	<input type="checkbox"/> Emotional Psychological	<input type="checkbox"/> Heart Condition	<input type="checkbox"/> Rheumatic Fever	<input type="checkbox"/> Usher's								
<input type="checkbox"/> CMV	<input type="checkbox"/> Fainting	<input type="checkbox"/> Hemophillia	<input type="checkbox"/> Scoliosis	<input type="checkbox"/> Vision Problems								
<input type="checkbox"/> Allergy	<input type="checkbox"/> Special Diet	<input type="checkbox"/> Other										
Other Health Problems :												
Condition Details :												

## History - Info 2

The **History - Info2** tab provides a place to enter items related to **allergic** conditions of the student.

1. Enter any needed information by checking one or more items.
2. Text boxes are available to give more details.
3. Remember to click the “**Save**” button at bottom of the screen to save the information.

The screenshot shows a web-based form with several sections:

- Allergies:** Includes checkboxes for Insect Sting/Bites, Drugs, Foods, Plants, Animals, and Other. There are text boxes for 'Other Allergies' and 'Allergies Description'.
- Medication:** Includes checkboxes for 'Allergic to Meds?' and 'Medical Treatment' with corresponding text boxes.
- Special Diet:** Includes checkboxes for Blended, Soft Diet, Low Salt, Low Fat, Liquid, Supplements, Low Sugar, Gluten Free, and Lactose Free. There is a text box for 'Diet Description'.
- Restrictions:** A text box at the bottom.

## Medications

The **Medication** tab lists two types of medicines – those taken at home and those taken at school. The medications taken at home are entered here. The medications entered at school are entered in the Medication part of the program and viewed here.

## History - Vision

The **History - Vision** tab allows vision screening results to be entered or edited on a single student.

1. Data is entered in the fields from left to right.
2. The blank top row is an insert row to add results of a new screening.
  - To save an insert row at the top, click the **Save** cell at end of row.
3. Many of the fields have drop-down lists to choose the data result.
4. **SC V (Vision Suspected Condition):** This field is used to enter suspected conditions for vision.
  - Up to four **Condition Types** can be selected.
  - Select a **Referral Type** and **Referral Reason** by entering a code from the drop-down list.
5. To edit an existing row, click on the cell, edit the data, then click the **Save** cell at the end of the row.
6. To delete a row, click the red **Delete** cell at the start of the row to be removed.
7. Additional **Vision Comments** are available at the bottom of screen.
  - Reminder: If information is entered in the **Vision Comments**, use the **Save** button at bottom of screen.

Delete	Date	SC V	AC-R	AC-L	MF	MB	CV	NR	NL	Rx	GL	TOOL	PL	R	L	Comment	Follow Up 1
	2014-12-16	N	Pass - 25	Pass - 25	Not Tested	Pass	Pass	Pass - 25	Pass - 25	No	None	TITMUS				Not T...	
	2012-11-27	N	Pass	Pass	Not Tested	Pass	Not Tested	Not Tested	Not Tested	No	None	Sloan - Ten Fo...				Not T...	
	2012-02-01	N	Pass	Pass	Not Tested	Pass	Not Tested	Not Tested	Not Tested	No	None	NOT TESTED				Not T...	
	2011-01-07	N	Pass	Pass	Not Tested	Pass	Not Tested	Not Tested	Not Tested	No	None	NOT TESTED				Not T...	
	2009-10-27	N	Pass	Pass	Not Tested	Pass	Pass	Not Tested	Not Tested	No	None					Pass	
	2008-11-07	N	Pass	Pass	Not Tested	Pass	Pass	Not Tested	Not Tested	No	None	HOTV - Ten Fo...				Pass	

- Vision Comments -

## History - Hearing

The **History - Hearing** tab allows hearing screening results to be entered or edited on a single student.

1. Data is entered in the fields from left to right.
2. The blank top row is an insert row to add results of a new screening.
  - To save an insert row at the top, click the **Save** cell at end of row.
3. Many of the fields have drop-down lists to choose the data result.
4. **SC H (Hearing Suspected Condition)**: This field is used to enter suspected conditions for hearing.
  - Up to four **Condition Types** can be selected.
  - Select a **Referral Type** and **Referral Reason** by entering a code from the drop-down list.
5. To edit an existing row, click on the cell, edit the data, then click the **Save** cell at the end of the row.
6. To delete a row, click the red **Delete** cell at the start of the row to be removed.
7. Additional **Hearing Comments** are available at the bottom of screen.
  - Reminder: If information is entered in the **Hearing Comments**, use the **Save** button at bottom of screen.

Delete	Date	SC H	HR 0.5	HL 0.5	HR 1	HR 2	HR 4	HL 1	HL 2	HL 4	HR	HL	R IM	L IM	Comment	Follow Up 1
	2014-12-16 N		Not Tested	Not Tested	Pass	Pass	Pass	Pass	Pass	Pass						
	2012-11-27 N		Not Tested	Not Tested	Pass	Pass	Pass	Pass	Pass	Pass	Not Tested	Not Tested	Not Tested	Not Tested		
	2012-02-01 N		Not Tested	Not Tested	Pass	Pass	Pass	Pass	Pass	Pass	Not Tested	Not Tested	Not Tested	Not Tested		
	2011-01-07 N		Not Tested	Not Tested	Pass	Pass	Pass	Pass	Pass	Pass	Not Tested	Not Tested	Not Tested	Not Tested		
	2009-10-27 N		Not Tested	Not Tested	Pass	Pass	Pass	Pass	Pass	Pass	Not Tested	Not Tested	Not Tested	Not Tested		
	2008-11-07 N		Not Tested	Not Tested	Pass	Pass	Pass	Pass	Pass	Pass	Not Tested	Not Tested	Not Tested	Not Tested		

Hearing Comments

## Scoliosis

Enter only if needed. The **Scoliosis** tab allows results to be entered or edited on a single student.

Delete	Date	Pass	RF	Follow U...	Comments	Save	Nurse	Grade

Scoliosis Comments

## Height/Weight

Enter only if needed. The **Height/Weight** tab allows results of the student’s **height** in inches and **weight** in pounds to be entered on a single student. The **BMI** will be calculated for you once you click the tab or enter after entering both. Other health information can be entered here on the student including **BPS, BPD, Pulse, TEMP, Respiratory Rate, SPO2, Blood Glucose, and Urine Output** or on the Nurse Consultation.



## Pediculosis

Enter if needed. The **Pediculosis** tab is used to enter screenings done on students.

Delete	Date	Follow Up Date	Pass	Grade	RF	Comments	Nurse	Save

## Doctor/Nurse

The **Doctor/Nurse** tab is used to enter information on doctors and nurses. Click on Add New Doctor/Nurse on the bottom left of the screen. You can also print this information when completed.

Delete	First Name	Middle Name	Last Name	Suffix	Contact Type	Contact Number	Degree/Certification ...	Specialty

## Log

The **Log** tab contains a screen which is password protected for nurses to access, enter, or edit notes regarding the student. Situations for Log use could be items such as documenting contacts/communications with a parent/guardian or documenting sensitive information. The **Health Log** cannot be viewed by other users such as school office staff, administrators, or teachers.

- At the password prompt, enter the same password used when starting the program.
- Data is entered in the fields from left to right.
- The blank top row is an insert row to add results of a new row of data.
  - To save an insert row at the top, click the **Save** cell at end of row.
- Click the green **Save** cell at the end of the row.
- To edit an existing row, click on the cell, edit the data, then click the **Save** cell at the end of the row.
- To delete a row, click the red **Delete** cell at the start of the row to be removed.
- The **Consolidated Logs** section will show Health Log records for the student entered by other nurses. Data in this section cannot be edited.

The top portion of the screen contains the log entered by the nurse signed into the program. Only that nurse can edit the logs entered here.






The bottom portion of the screen contains logs entered by all nurses but these entries cannot be edited here.



# Addresses Tab

This screen provides contact information from the Student Master on a single screen.

Primary Contacts (Used in JCampus Communications and Reports)

	Emergency: Home Phone : Email : Address :	Cell Phone :	Work Phone :
	Student: Home Phone : Email : Address :	Cell Phone :	Work Phone :
	Guardian: Home Phone : Email : Address :	Cell Phone :	Work Phone :
	Father: Home Phone : Email : Address :	Cell Phone :	Work Phone :
	Mother: NIA FRUGE Home Phone : Email : Address :	Legal Guardian Cell Phone :	Work Phone :

Other Contacts (Not Used in JCampus Communications and Reports)

# Permissions Tab

The **Permissions** tab shows permissions associated with the student from the Student Master module. The Health user cannot change the data presented on this screen, but can use it to view permission information associated with the student.

<b>General Permissions</b>	
A. Video/Photograph Permission :	<input type="checkbox"/>
B. Evaluation Permission :	<input type="checkbox"/>
C. Leave School Permission :	<input type="checkbox"/>
D. Non-Invasive Research Permission :	<input type="checkbox"/>
E. Permission for Child to Access Internet on Campus :	<input type="checkbox"/>
F. Option to Remove child from Public Lists :	<input type="checkbox"/>
G. Accept the Acceptable Use Policy :	<input type="checkbox"/>
<b>Emergency/Routine Medical Permissions</b>	
A. Emergency/Routine Medical Permission :	<input type="checkbox"/>
C. OTC Medical Permission :	<input type="checkbox"/>
B. Dorm Counselor/Teacher Medical Permission :	<input type="checkbox"/>
D. Bus Transportation to Health Clinic Permission :	<input type="checkbox"/>
<b>Visual Examination Permission</b>	
A. Visual Screening Permission :	<input type="checkbox"/>
<b>Dental Permission</b>	
Dental Examination Permission :	<input type="checkbox"/>
<b>Tuberculosis (TB) Test Permission</b>	
Tuberculosis Test Permission :	<input type="checkbox"/>
<b>Parent Permission to Make Student Data Accessible Via Internet</b>	
Disable Student Record Web Access :	<input type="checkbox"/>
<b>Student Access to Student Progress Center</b>	

## Enrollment History

The **Enrollment History** tab shows when the student entered the district and when and if the student moved from one school to another or if the student left the district.

	Year	Dis	Sch	SIDNO	Sch Name	Entry Code	EDate	Leave Code	LDate	GD	SIS Entry	SIS Exit	SBLC
1	1718	027	006	8089977	DEMO School 006	E1 E1 Original enrollment within same...	08/09/2017			09	08/10/2017	05/24/2018	
2	1617	027	006	8089977	DEMO School 006	E1 E1 Original enrollment within same...	08/14/2007			08	08/10/2016	05/24/2017	
3	1516	027	006	8089977	DEMO School 006	E1 E1 Original enrollment within same...	08/14/2007			07	08/12/2015	05/24/2016	
4	1415	027	009	8089977	DEMO School 009	E1 E1 Original enrollment within same...	08/14/2007			06	08/08/2014	05/21/2015	
5	1314	027	009	8089977	DEMO School 009	E1 E1 Original enrollment within same...	08/14/2007			05	08/09/2013	05/22/2014	
6	1213	027	009	8089977	DEMO School 009	E1 E1 Original enrollment within same...	08/14/2007			04	08/10/2012	05/23/2013	
7	1112	027	009	8089977	DEMO School 009	E1 E1 Original enrollment within same...	08/14/2007			03	08/10/2011	05/24/2012	
8	1011	027	008	8089977	DEMO School 008	E1 E1 Original enrollment within same...	08/14/2007			02	08/11/2010	05/25/2011	
9	0910	027	008	8089977	DEMO School 008	E1 E1 Original enrollment within same...	08/14/2007			01	08/11/2009	05/24/2010	
10	0809	027	008	8089977	DEMO School 008	E1 E1 Original enrollment within same...	08/14/2007			00	08/13/2008	05/26/2009	

## Vision/Hearing Loader

### Getting Started

1. On the left navigation panel, click **Health**, then **Loaders**, then **Hearing/Vision Loader**.

### Setup Options

1. The **Year** and **District** should default to current year and user's district.
2. **School**: Select the desired school. and the school needed for the report
3. **Grade**: Select grade level(s) of students. This selection can be left blank if choosing students by homeroom or class. Click **OK** at the bottom of the page to move back to the main setup box, once the selection(s) has been made.
4. **Screened On**: Date of the screening. Normally is defaulted to current date but can be changed by clicking the drop down date fields or by clicking on the calendar icon on the far right.
5. **Nurse**: Name of nurse saving records. Defaults to the nurse associated with the login.
6. **Roster Type**: Select either **Homeroom**, **#Class**: A selection from the Roster Type must be selected to activate the selections listed below.
  - Select **Homeroom** to pull a listing of students in a teacher's homeroom.
  - Select **Class** to pull a listing of students by class roster.
7. **Home Room**: If **Roster Type** of **Homeroom** was selected, click in this cell.
  - A list of homerooms will appear. Select the desired homeroom.
8. **Class**: If **Roster Type** of **Class** was selected, click in this cell.
  - A list of classes will appear. Browse or **Search** the listing, then click on the row of the class of students needed.
  - To search the listing by Teacher, click on the column header for Teacher, then type in the **Search** field.
  - To search the listing by **Course** (Class), click on the column header for Course, then type in the **Search** field.
9. **Blank Form**: If selected, the student listing will show blank fields for the screening results.
  - This is often used when a paper listing of students is desired. Failures are noted by hand, and then the results are put into the loader at a later time.
10. **Screening Type**: Select **Hearing** to show fields associated with Hearing screening only. Select **Vision** to show fields associated with Vision screening only. Select **Both** to show fields associated with both kinds of screenings.
11. Click the **OK** button to begin the program.

### Setting the Vision/Hearing Defaults

Before Saving data to students, the user should set the **Defaults** for the Vision/Hearing display. This is normally done only once. These settings will be used for any future use of the loader.

1. On the Vision/Hearing Loader screen, click the **Defaults** button located at the lower left of the screen.
2. Go through each field and select the default result that will be posted for students.
  - Note: If a field is not used, choose “**N Not Tested**”.
3. Click the **Finished** button.
4. The listing of students will be refreshed with the **Defaults** values now appearing in each cell for each student.
5. In the future, if needed, the **Defaults** can be changed.
6. **Defaults** are associated with the Nurse’s login. One nurse can have different **Defaults** than another Nurse.

### Vision/Hearing Loader Screen Features

1. On screen will be a listing of students with **Defaults** filled in each cell.
2. Vision columns are shaded green. Hearing columns are shaded blue.
3. Column headers are listed across the top of the page. Hover over the column header to see a tool tip describing the column.
4. Students who are absent on the **Screening Date** from the **Setup** options will have “**Not Tested**” automatically displayed across all data cells in the row.
5. As students are tested, if the default results apply to the student, then no change is needed.
6. If a student has results that are different than the default, click in the cell and select the desired result.
7. If any kind of “**Fail**” result is selected, the Nurse will see a **Suspected Condition** box appear as shown below.
  - **Condition Type:** Normally this will default to either "B Vision" or "C Hearing". If additional Condition Types are desired, click to add up to three more.
  - **Referral Type:** Normally this will default to "U Under Care". Click to change if needed.
  - **Referral Reason:** Click in the field to obtain a listing of Diagnosis Codes/Conditions. Browse the listing and select the most appropriate.
  - Click **OK** to return to the **Vision / Hearing Loader** screen.
  - The student will now have a “Fail” result showing, as well as data in the **SC V** (Suspected Condition Vision) or **SC H** (Suspected Condition Hearing) cell.
8. **Comments** can be entered in the **CommentsV** (Comments for Vision) or **CommentsH** (Comments for Hearing) fields.
9. When done posting any Fail results or variations from the Defaults, click the **Save** button.
10. The screening results will be stored in each student’s **History–Vision** tab [Link Here](#) or **History–Hearing** tab [Link Here](#) of the **Health System** [Link here](#).

### Buttons on the Bottom of the Page

1. **Setup:** Click to make desired selections for running the program, such as change the school or homeroom.
2. **Save:** Saves the data on the table to each student’s Health-Vision or Health-Hearing tabs.
3. **Defaults:** user may set all columns to Not Tested before the start of testing
4. **Print Table:** Click to obtain Print options. A popup will appear with a set of document print options--PDF, XLS, CSV, HTML. Click the **Print** button on this popup and a print preview window will appear.

## Consultation By Date Range Report

This report will allow a nurse to run a report of students with data on the Consultation tab of the Health System.

### Getting Started

1. In the left navigation panel, click **Health**, then **Lists**, then **Consultations By Date Report**.

### Setup Options

1. **Year:** Defaults to current year.
2. **District:** Defaults to district number associated with the login of the user.
3. **School:** Click to select the desired school
4. **Date From:** The date will default to today`s date. To change the date, click on the drop down arrow(s) or click on the calendar to the far right of the line.
5. **Date To:** The date will default to today`s date. To change the date, click on the drop down arrow(s) or click on the calendar to the far right of the line.
6. **Time From:** The time will default to 00:00. The time may be changed by clicking in the cell. Remember to enter "Military" time.
7. **Time To:** The time will default to 23:59. The time may be changed by clicking in the cell. Remember to enter "Military" time.
8. Click the **OK** button to begin the **Consultation By Date Report**.

### Definitions of Column Headers

1. **Student`s Name:** Name of student
2. **Sidno:** Student ID number
3. **Sch:** School number
4. **Grade:** Grade level of student
5. **DX CD:** Medical code for the condition
6. **Reason:** Reason for consultation
7. **Action Taken:** Action taken by the nurse
8. **Nurse:** Nurse that entered the consultation
9. **Late:** Late Entry-The consultation was entered for a previous day
10. **Date:** Date of the consultation
11. **Time:** Time of the consultation (military time)

### Buttons at the Bottom of the Conditions Report

1. **Setup:** Click to go back to the Setup box.
2. **Print:** This button allows the user to print the screen information in a variety of formats. Default is pdf format, but can be changed to xls (Excel), or csv (text).
3. **Help:** This button is NOT activated.

## Student List Report

This report will allow a nurse to create a listing of students enrolled by grade or homeroom.

### Getting Started

1. In the left navigation panel, click **Health**, then click on **Lists**, then **Student List Report**.

### Setup Options

1. **Year:** Defaults to current year.
2. **District:** Defaults to district number associated with the login of the user.
3. **School:** Click to select the desired school.
4. **Show SSN on Reports:** Leave the check box blank if the SSN is desired for the report. Place a check in the check box, if the SSN is desired for the report.
5. **Grade:** Click to select the grade level(s) of students to be listed.
6. **Ethnic:** If desired, the user can select to limit the listing of students by Ethnic code. If left blank, all ethnic codes will be included.
7. **Gender:** Click to limit the listing to students to a selected gender. If left blank, all students, regardless of gender, will be listed on the screen.
8. **Inactive:** Active is the default. If this selection needs to be changed to Inactive or All, click in the cell and make the desired choice.
9. **Medicaid:** All is the default. If this selection needs to be changed from All, click in the cell and make the desired choice.
10. **Birth Month:** All is the default. If this selection needs to be changed from All, click in the cell and make the desired choice of month(s).
11. Click the **OK** button to begin the Student List Report.

### Definitions of Column Headers

1. **Student Name:** Name of student.
2. **Sidno:** Student ID number.
3. **School:** School number.
4. **Grade:** Grade of the student.
5. **Gender:** Gender of student.
6. **Ethnic:** Ethnicity of student.
7. **DOB:** Date of birth.
8. **SSN:** Social Security Number of student
9. **Immunization ID:** The ID for the student in the local Immunization tracking network.
10. **Homeroom:** Homeroom teacher of student
11. **Guardian:** Guardian of student from Student Master
12. **Address:** Address of guardian
13. **City/State:** City and state for guardian
14. **Phone:** Phone number of guardians

### Buttons at the Bottom of the Student List Report

1. **Setup:** Click to go back to the Setup box.

- 2. **Print:** This button allows the user to print the screen information in a variety of formats. Default is pdf format, but can be changed to xls (Excel), or csv (text).
- 3. **Help:** This button is NOT activated.

### Hearing and Vision Report:

Both Reports now have a “Only Show Students with No Screening” option. This allows the nurse to perform a check for students who have never had any vision or hearing screening at all.

Setup - heHearingReport 11.07.19

Year : 1920

District : 006

School : 001

Show SSN on Report

Grades :

Ethnic :

Gender :

Active Only

Remove Absent Records

Only Show Students with No Screening

Object Function :

Homeroom :

Pass/Fail/Not Tested :

Referred :

Medicaid :

From Date : Jan 06 2000

To Date : Jan 06 2020

OK

### IHP and Emergency Care Plan Management:

Under these programs, the contents of the Health Care Plan and the Emergency Care Plan can be altered to fit the needs of the district.

Note: It may be best for only one or two persons to control this.

Health

- Entry
  - Admin Log Report
  - BMI Entry
  - Daily MAR Report
  - Emergency Plan Management**
  - Health System
  - IHP Care Plan Management**
  - Medication

## Document Archive:

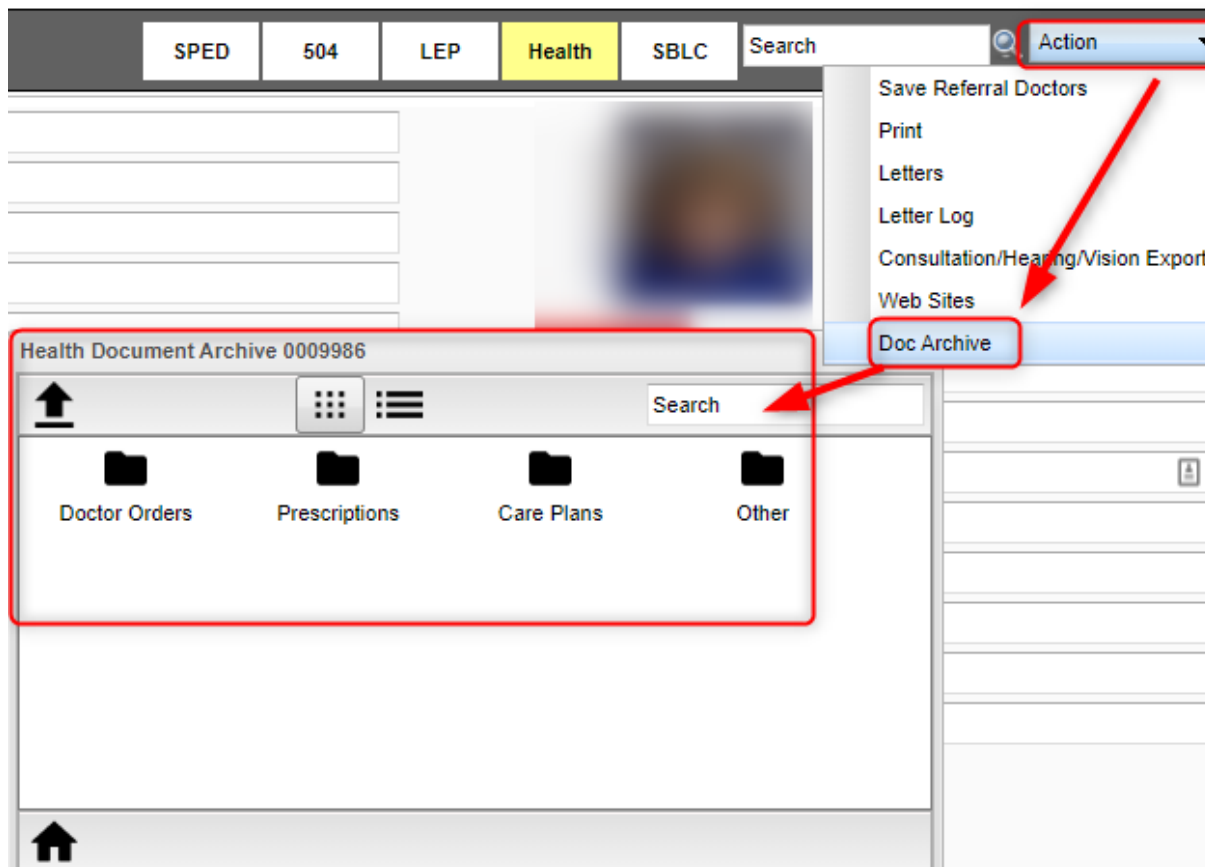
Use this as a place to load files to associate with the student if needed.

Go to **Health System / Find Student / Action / Doc Archive**.

Students with a paper clip icon by his/her name indicate Doc Archive contents. Click to view.

### To upload a document:

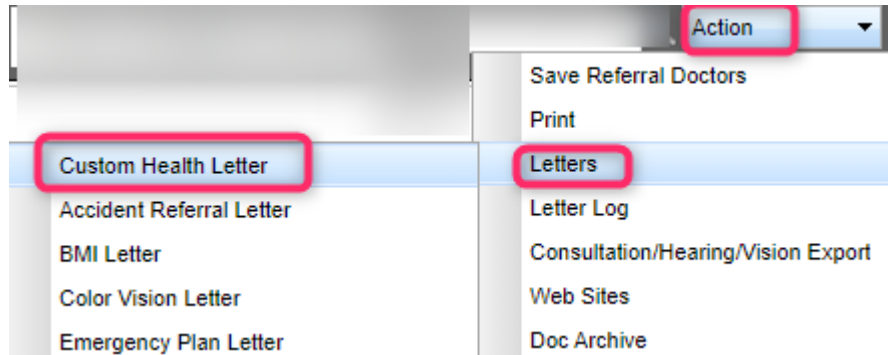
1. From the Document Archive screen, browse to the desired folder to upload.
2. Click the Upload arrow in the top left.
3. Click "Choose Files" button.
4. Select the file or files, then click "Open" or "Ok".
5. Click the "Start" button. When a green check mark appears, the file is loaded.



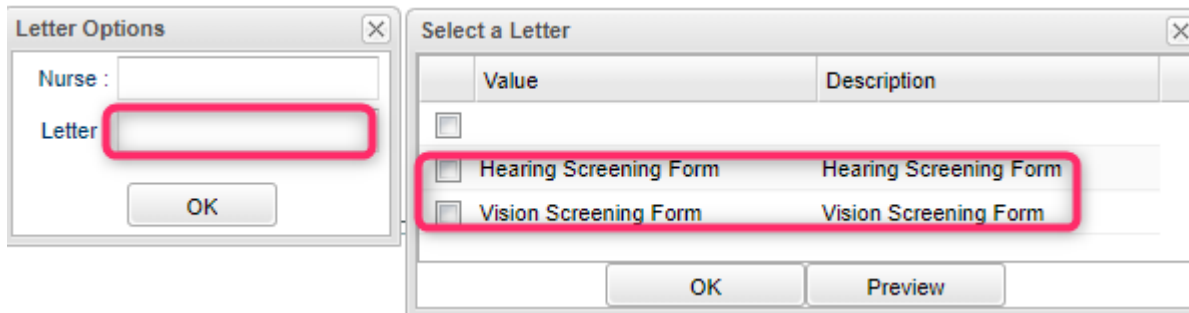
## Printing Vision or Hearing Referral Letters

### Single Student

1. Find the student in the Health System.
2. In the upper right, click the **Action** button. Select “Letters”, then “Custom Health Letter”.

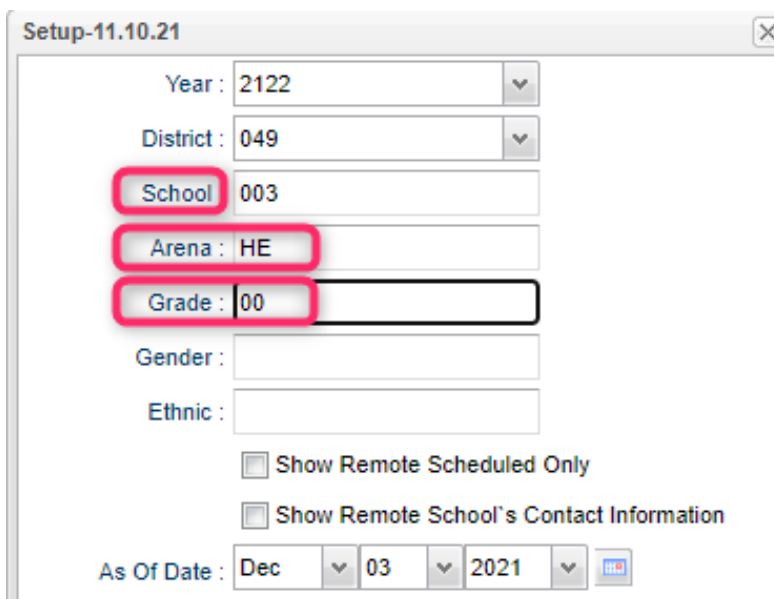


3. If your name is not entered, click “Nurse” field and select your name.
4. In the “Letter” field, click to select either Hearing or Vision Screening Form. Click Ok.
5. Click Ok a final time. The letter will be created for you to view, then print.



### Multiple Students

1. At the top right, click on the search icon (magnifying glass).
2. Enter a search for “Letter Printing System”, then select it.
3. At the setup box, configure for the school and grade level. For “Arena”, set to “HE” (Health)





- At the bottom of the setup screen, set the desired student order of “alpha” or “homeroom”.

Special Codes :

Exclude Special Codes :

Custom Codes :

Team :

Sped :  All  Sped Only  Non Sped

Homeroom :

Counselor :

Clubs :

Sports :

Programs :

Order To List :

Print in Home Language (if available)

Print To DAS

- A listing of students will appear on the left with select boxes by each name.
- On the right will be the selection of letters.
- Click to select the students on the left, then select the letter to print on the right.
- Click “Print Letters” at the bottom.

Welcome Dashboard Letter Printing System

	<input type="checkbox"/>	Dis	Sch	Student Name	SIDNO	GD
1	<input checked="" type="checkbox"/>	049	003			00
2	<input checked="" type="checkbox"/>	049	003			00
3	<input checked="" type="checkbox"/>	049	003			00
4	<input type="checkbox"/>	049	003			00
5	<input type="checkbox"/>	049	003			00
6	<input type="checkbox"/>	049	003			00
7	<input type="checkbox"/>	049	003			00
8	<input type="checkbox"/>	049	003			00
9	<input type="checkbox"/>	049	003			00

	<input type="checkbox"/>	Dis	Sch	Arena	Letter Name	Description	
1	<input type="checkbox"/>	049	700	HE	Hearing Screenin...	Hearing Screening Form	1
2	<input checked="" type="checkbox"/>	049	700	HE	Vision Screening...	Vision Screening Form	1

Click "Print Letters" at bottom to print the selected letter for the selected students.