Health Overview

714 Ashley Ridge Loop

Shreveport, Louisiana 71106

(318) 868-8000

(800) 509-7070

support@edgear.com
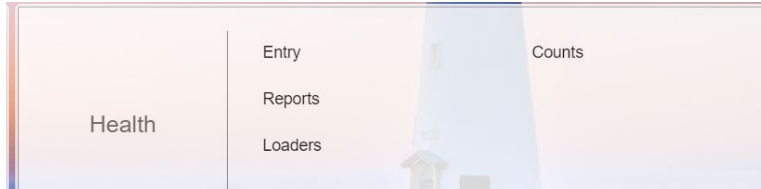
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1. Click on **Entry**, click **Health System**.
2. A setup box will appear.

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.

Buttons at bottom of the screen
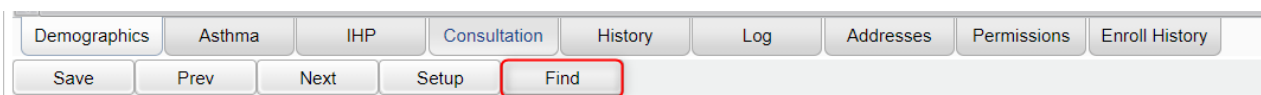
Find a Student

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

1. **White Fields on Demographic 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 personnelto make necessary changes.

2. **Gray Fields on Demographic screen**: Only the boxes in gray can be updated with Health securitypermissions. 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.

   ▪ **IMPORTMANT!** After change(s) are made on this screen, be sure to click the **Save** button on the bottom row of bu

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

Student Status Buttons

Located in the upper right of the Health screen, these buttons will show colors for a student's condition. These buttons are in many other parts of JCampus.

SPED	504	LEP	Health	SBLC

1. **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.

   ▪ Teachers can see the **Health** data by selecting the student in **Gradebook**, then clicking the **iGear** icon, then **Student**, then **Health** as shown below. Teachers can also use the Show Me button to establish which students have a related Health service.

	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

5. **SBLC button**: Indicates if a student has an SBLC Referral or an RTI Referral.

Search Box

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

Search

Action Button

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

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…

3. **Letters**: Click a letter type (<u>see below</u>), then enter details, then click SAVE. Click **Print** to print a copy of the letter.

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.

   <u>NOTE</u>: See document <u>**Health – Consultations and V/H Screenings**</u> for instructions.

6. **Web Sites**: Site links on the right below.

7. **Doc Archive**: Click to archive documents for Health System.
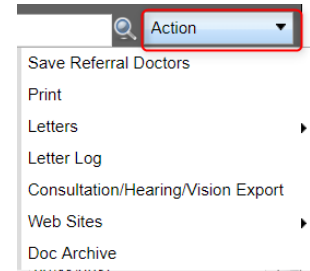
Custom Health Letter	LinksWeb
Accident Referral Letter	Medicaid
BMI Letter	LA State Board of Nursing
Color Vision Letter	LA School Nurse Organization
Emergency Plan Letter	HIPAA
Hearing Referral 1 Option 1 Letter	FERPA
Hearing Referral 2 Option 1 Letter	National Association of School Nurses
Hearing Referral 1 Option 2 Letter	ICD9Data.com
Immunization Referral 1 Option 1 Letter	American Academy of Pediatrics
Immunization Requirements	Child and Adolescent Psychiatry
Student Health Referral	National Organization for Rare Diseases
Vision Letter Option 1 Referral 1	National Center for Health Education
Vision Referral Form	Center for Disease Control
	Asthma and Allergy Foundation
	Internet Drug Index
	Merck Manuals
	School Health Resources

Using the iGear

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 below.

The related student information is organized into the following areas. 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:

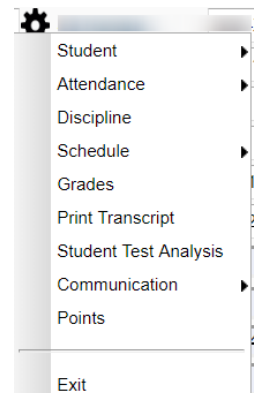*Student* >
Student Demographic
Special ED Information
504 Information
LEP Information
Health Information
Study Enrollment History
Print IGP Form
Custom Permissions

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.

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.

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.

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.

Nurses Notes

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

Nurse 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**. The window opens to enter the following data:

Consultation Editor Dialog

Field	Field	Field
Date :		Late
Time :	Time Out :	Unit : 1
CPT Code :	CPT Code Descr :	
ICD Code :	Reason :	
Action Taken :		
Height :	Weight :	BMI :
BPS :	BPD :	Pulse :
TEMP :	Resp :	SPO2 :
Blood Glucose :	Insulin :	Urine Output :

Save   Cancel

- Click in the **Date** box to enter the date of the consult.
- **Late** – Check the box if the consultation was entered for a previous day.
- 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).
- **CPT Code** – Medicaid CPT code. This is only needed if the district files Medicaid.
- **CPT Code Description** – Medicaid CPT code. This is only needed if the district files Medicaid.
- 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.
- You can also enter the **Height (in inches)** and **Weight (in pounds)** of the student and the **BMI** will be calculated for you when you click the **Save** button.
- Other info can be added such as **BPS**, **BPD**, **Pulse**, **TEMP**, **Rate of Respiration**, **SPO2**, **Blood Glucose, Insulin,** and **Urine Output**.
- 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.

3. To edit an existing row, click on the cell, edit the data. Click the **Save** button.
4. To delete a row, click the red **Delete** cell at the start of the row to be removed.

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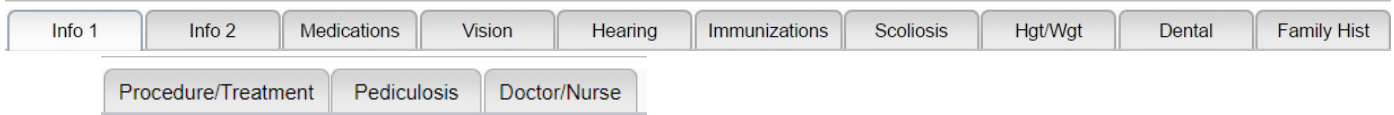
1. Some tabs display rows of information. When data is presented in rows, each row will have its own green **Save** button at the end of the row. After entering or editing information, scroll over to the right and click on the green **Save** cell to save the row of information**.**
2. The red **Delete**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

☐ ADD/ADHD	☐ Cochlear Implant	☐ Feeding Tube	☐ Hyperthyroidism	☐ Seizures
☐ Anemia	☐ Color Blind	☐ Freq. Colds	☐ Hypothyroidism	☐ Shunt
☐ Asthma	☐ Convulsions	☐ Freq. Earaches	☐ Meningitis	☐ Sickle Cell Anemia
☐ Autism	☐ Cystic Fibrosis	☐ Freq. Headaches	☐ Mouth Breather	☐ Skin Problems
☐ Bone Disease	☐ Dental Problems	☐ Freq. Nose Bleeds	☐ Obesity	☐ Tires Easily
☐ Breathing Problems	☐ Depression	☐ Freq. Sore Throat	☐ Pneumonia	☐ Tonsilitis
☐ Cancer	☐ Diabetes	☐ Freq. Urination	☐ Poor Appetite	☐ Tracheostomy
☐ Cerebral Palsy	☐ Digestive Disorder	☐ Hay Fever	☐ Pregnant	☐ Tuberculosis
☐ Chicken Pox	☐ Eczema	☐ Hearing Problems	☐ Prosthetic Eye	☐ Tubes in Ears
☐ Clumsiness	☐ Emotional Psychological	☐ Heart Condition	☐ Rheumatic Fever	☐ Usher`s
☐ CMV	☐ Fainting	☐ Hemophillia	☐ Scoliosis	☐ Vision Problems
☐ Allergy	☐ Special Diet	☐ 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.

Medications

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 —

Scolosis

The **Scolosis** tab allows results to be entered or edited on a single student.

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

Height/Weight

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**, **Respitory Rate**, **SPO2**, **Blood Glucose**, and **Urine Output** or on the Nurse Consultation.

Delete	Date	Height	Weight	BMI	Percentile	BPS	BPD	Pulse	TEMP	Resp	SPO2	Blood Glucose ▼	Urine Output	Comments	Save	Grade

— Growth Comments —

Dental

The **Dental** tab allows the user to enter information if an oral examination is done. You can enter the information and track follow up information as well.

Delete	Date	CAV	Caries	Sealants	# Sealants	Treatm...	Ethnic	Lunch	RF	Follow Up 1	Save	Comments	Nurse	Grade

- Dental Comments

Family History

The **Family History** tab allows you to enter information about family information which may be important which seeing a student.

- Family Information

☐ Heart Troubles		☐ Seizures	
☐ Chronic Headaches		☐ Diabetes	
☐ High Blood Pressure		☐ Cancer	
☐ Kidney Trouble		☐ Asthma	
☐ Tuberculosis		☐ Allergies	
☐ Nervous Breakdown		☐ Sickle Cell	
☐ Other (what kind)		☐ Drug/Alcohol	

- Parental Information

Are both biological parents living? :   ○ Yes ○ No ● Unknown

Are the child's parents both in good health? :   ○ Yes ○ No ● Unknown

Are any of the child's siblings deceased? :   ○ Yes ○ No ● Unknown

- Sibling Information   - Additional Notes

Delete	Name	DOB	Gender	Gen Health	Save

Procedure/Treatment

The **Procedure/Treatment** tab allows you to enter information about procedures and treatment which may be needed by the student you are seeing.

Delete	Start Date	End Date	Procedure/Equipment	Time(s) for Pr...	Instructions	Provider	ICD Code	Diagnosis	Comment	Nurse	Save

Pediculosis

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

> Add New Doctor/Nurse   Print

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.
1. At the password prompt, enter the same password used when starting the program.

3. 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.
4. Click the green **Save** cell at the end of the row.
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. 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 in to 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.

Student Address	Physical Address	Emergency Address
Address : 714 NORTH ASHLEY RIDGE LOOP	**Address** : 714 NORTH ASHLEY RIDGE LOOP	**Emergency Name** :
Address 2 :	**Address 2** :	**Address** :
City : SHREVEPORT	**City** : SHREVEPORT	**Address 2** :
State : LA	**State** : LA	**City** :
Postal Code : 71106	**Postal Code** : 71106	**State** :
Home Phone : (318) 868-8000		**Postal Code** :
Cell Phone :		**Home Phone** :
Email :		**Cell Phone** :
		Work Phone :
		Beeper :

Guardian Address	Father Address	Mother Address
Guardian Name :	**Father Name** : ACHANE DAVID	**Mother Name** : ACHANE REBECCA
Address :	**Address** : 714 NORTH ASHLEY RIDGE LOOP	**Address** : 714 NORTH ASHLEY RIDGE LOOP
Address 2 :	**Address 2** :	**Address 2** :
City :	**City** : SHREVEPORT	**City** : SHREVEPORT
State :	**State** : LA	**State** : LA
Postal Code :	**Postal Code** : 71106	**Postal Code** : 71106
Home Phone :	**Home Phone** : (318) 868-8000	**Home Phone** : (318) 868-8000
Cell Phone :	**Cell Phone** :	**Cell Phone** :
Work Phone :	**Work Phone** : (318) 868-8000	**Work Phone** : (318) 868-8000
Beeper :	**Beeper** :	**Beeper** :
Email :	**Email** :	**Email** :

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.

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	

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 is 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 guardian

Vision/Hearing Loader

Getting Started

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 to the date of the screenings.

5. **Staff**: Name of nurse/staff saving records. Defaults to the nurse/staff associated with the login.

6. **Roster Type**: Select either **Homeroom**, or **Class**.

   - 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** is selected, the option allow you click in this cell to choose the Homeroom Teacher.

8. **Class**: If **Roster Type** of **Class** is selected, click in this cell to search by Teacher or Class.

   - 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. **Custom Codes** – If desired, select the Custom Codes created in the Custom Codes Management to filter the student list.

10. **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 theresults are put into the loader later.

11. **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.

12. **V Start Time or H Start Time,** when vision is selected**,** and **Screening Duration**: This option can be blank or a time can be entered.

    - Blank allows you to click on a student and **Save**. The time on the computer will be entered or the staff person can enter the time manually.

    - If a time is entered and a duration, then the first student selected will have the start time entered and each student selected after that will have an increment of the duration time.

13. **Column**: This option allows the user to select which columns to present on the screen to enter results of screenings.

14. **Print Vision/Hearing**: If printing will be selecting later, select to print vision and hearing either together or separately.

15. 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 **OK** 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/Condtions. 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*.

Vision/Hearing Loader Screen Features – Entering the **V Start Time** or **H Start Time** and the **Duration:**

1. On screen will be a listing of students with the selected fields from the setup screen. Select the students that have results to enter.

2. The program knows the order that students were clicked and presents the time according to the start time and duration in the setup screen.

3. When finished, don't forget to click the Save button.

As you select the students information is entered.   After you Save the students

.	Name	SC V	TOOL	Spot Scree...	SCREENE...	V Start ...	V Duration	COMMENTSV
☐	AM...							
☑	FON...	N	SPOT Scr...	Pass		2021-12-01	2	
☐	FUE...	N	NOT TEST...	Not Tested		2021-12-01	9:34:00 2	ABSENT
☐	GIO...	N	NOT TEST...	Not Tested		2021-12-01	9:36:00 2	ABSENT
☐	GOI...							
☐	HAR...							
☐	HOV...							
☐	ITE...							
☐	LAU...							
☑	LEV...	N	SPOT Scr...	Pass		2021-12-01	2	
☐	LEV...							
☐	MAI...							
☐	MET...							
☑	SAL...	N	SPOT Scr...	Pass		2021-12-01	2	
☐	SAN...							
☐	SAN...							
☑	SAN...	N	SPOT Scr...	Pass		2021-12-01	2	
☐	SMI...							
☐	TAY...							
☑	VAS...	N	SPOT Scr...	Pass		2021-12-01	2	
☐	WIL...							

.	Name	SC V	TOOL	Spot Scree...	SCREENE...	V Start ...	V Duration	COMMENTSV
☐	AM...							
☐	FON...	N	SPOT Scr...	Pass	2021-12-01	9:30:00	2	
☐	FUE...	N	NOT TEST...	Not Tested	2021-12-01	9:34:00	2	ABSENT
☐	GIO...	N	NOT TEST...	Not Tested	2021-12-01	9:36:00	2	ABSENT
☐	GOI...							
☐	HAR...							
☐	HOV...							
☐	ITE...							
☐	LAU...							
☐	LEV...	N	SPOT Scr...	Pass	2021-12-01	9:32:00	2	
☐	LEV...							
☐	MAR...							
☐	MET...							
☐	SAL...	N	SPOT Scr...	Pass	2021-12-01	9:34:00	2	
☐	SAN...							
☐	SAN...							
☐	SAN...	N	SPOT Scr...	Pass	2021-12-01	9:36:00	2	
☐	SMI...							
☐	TAY...							
☐	VAS...	N	SPOT Scr...	Pass	2021-12-01	9:38:00	2	
☐	WIL...							

If any of the times are not accurate, you can select the time and make the needed correction. Don't forget **to Save.**

Vision/Hearing Loader Screen Features – leaving the **V Start Time** or **H Start Time** and the **Duration** blank**:**

1. On screen will be a listing of students in the homeroom or class you select.

2. Select the student(s) to enter results of testing. Click in the checkbox at the beginning of the line to select the student. When this is done, the time off the computer is entered and the duration time as well.

3. Click the Save button to post the data to the student's Vision and/or Hearing tab.

Before the Save button is clicked.   After the Save button is clicked.

.	Name	SC V	TOOL	Spot Scree...	SCREENE...	V Start ...	V Duration	COMMENTSV	Staff V
☐	CIT...								
☐	CRI...								
☐	CRU...		NOT TEST...	Not Tested	2021-11-09	8:41:00 2		ABSENT	...
☐	FOR...								
☐	GRA...								
☐	HAR...								
☐	HUE...		NOT TEST...	Not Tested	2021-11-09	8:49:00 2		ABSENT	...
☐	KEA...								
☐	MAR...								
☐	MAR...								
☐	MOC...								
☐	MOR...								
☐	MOR...								
☐	ORE...								
☐	ORY...								
☐	OWI...		NOT TEST...	Not Tested	2021-11-09	9:07:00 2		ABSENT	...
☐	ROB...								
☐	VEG...								
☐	WAR...								

.	Name	SC V	TOOL	Spot Scree...	SCREENE...	V Start ...	V Duration	COMMENTSV	Staff V
☐	CIT...								
☐	CRI...								
☐	CRU...	N	NOT TEST...	Not Tested	2021-11-09	8:55:00	2	ABSENT	...
☐	FOR...								
☐	GRA...	N	SPOT Scr...	Pass	2021-11-09	8:39:00	2		...
☐	HAR...								
☐	HUE...	N	NOT TEST...	Not Tested	2021-11-09	9:03:00	2	ABSENT	...
☐	KEA...								
☐	MAR...								
☐	MAR...	N	SPOT Scr...	Pass	2021-11-09	8:41:00	2		...
☐	MOC...								
☐	MOR...								
☐	MOR...	N	SPOT Scr...	Pass	2021-11-09	8:48:00	2		...
☐	ORE...								
☐	ORY...								
☐	OWI...	N	NOT TEST...	Not Tested	2021-11-09	9:21:00	2	ABSENT	...
☐	ROB...								
☐	VEG...								
☐	WAR...								

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.

   ▪ **Use the web browser print option to print**: Hover the mouse in the bottom right area of the preview. A grey rectangle will appear with several icons. Click the Print icon at the right end of this rectangle. Another print previewwill appear; click the Print button. Close the print preview when done.