ASCENDER Health

NOTES

Contents

Introduction

ASCENDER Health provides school nurses with the ability to maintain health information, such as immunization and tuberculosis (TB) data; vision, hearing, spinal, and acanthosis screenings; and emergency data. You can record information about accidents, medical conditions, and physical examinations. Letters and reports can be generated. The application also provides a Nurse's Daily Log. Records can be maintained for students as well as for staff.

The Health application provides the following features:

Nurse's daily log
Immunization Due letters to parents
Screening and referral letters to parents
Mass screening entry for groups of students
Coordination of screening processes
Facilitation of physical exam procedures
Provisional enrollment management
Referral process coordination
Texas Department of State Health Services reports
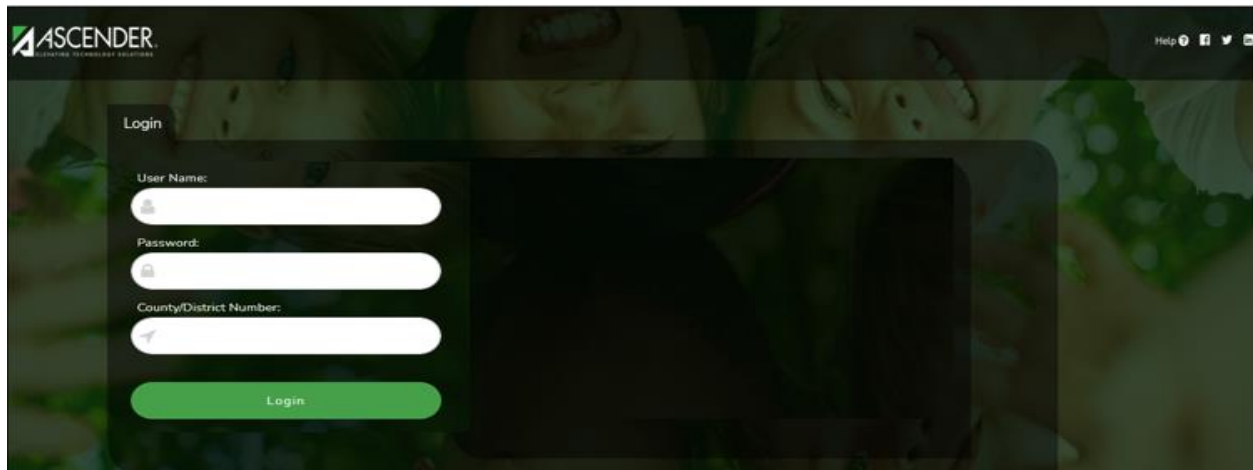Medical alerts that can be displayed throughout the ASCENDER Student system
A user-created report

The Health application offers the following reports:

Accident Report
Annual Immunization Status
Emergency Profile
Immunization Due
Medical Profile
Nurse's Daily Log Summary/Detail
Provisional Enrollment List
Tuberculosis Test Due List
Vision/Hearing/Spinal Screening Due
Vision/Hearing/Spinal Screening Reports
And more...

Launching ASCENDER

Access the **ASCENDER website**.

Type your **User Name, Password** and **County District number**, then click the **Login** button.

Basic Navigation Tips

Back Button or Back Arrow

Because ASCENDER is a secure system, the use of the back button or back arrow is not allowed.
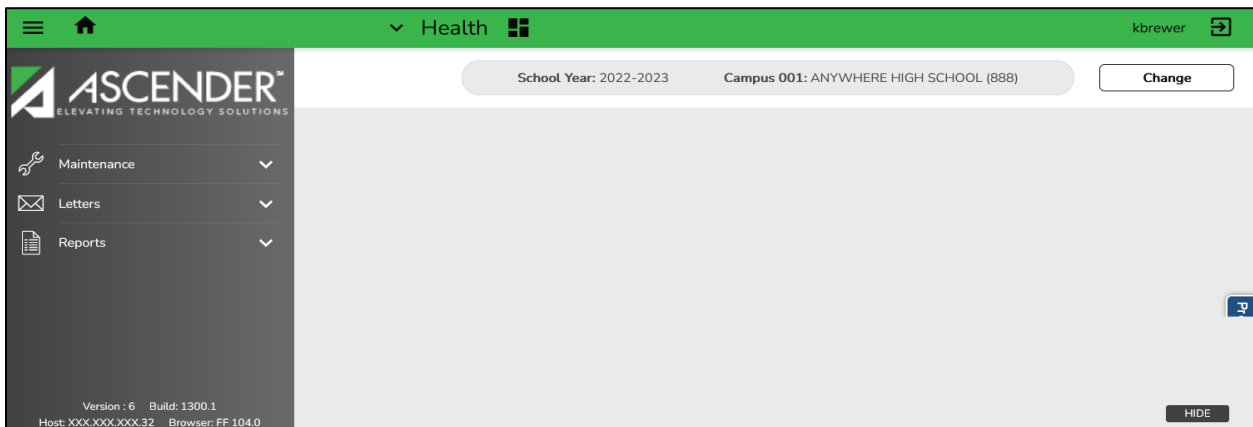
Exit Application

The **Exit Application** link allows you to close the Health application. Click **Exit Application** to close the Health application window. The Application Directory is displayed.
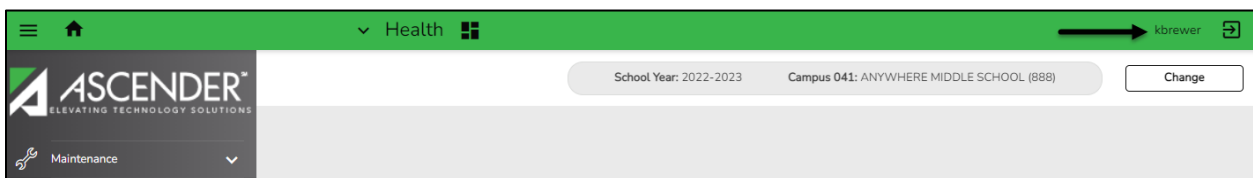
Online Help

The ASCENDER Student system is constantly changing to meet ongoing state-mandated requirements and the needs of the school districts. With every system change that occurs, the online Help system is updated to reflect the change.

Click the **Help** link in the lower-right corner of the application page for information about the individual fields on the pages. This ensures that you will be accessing the most up-to-date information for every field in the application.
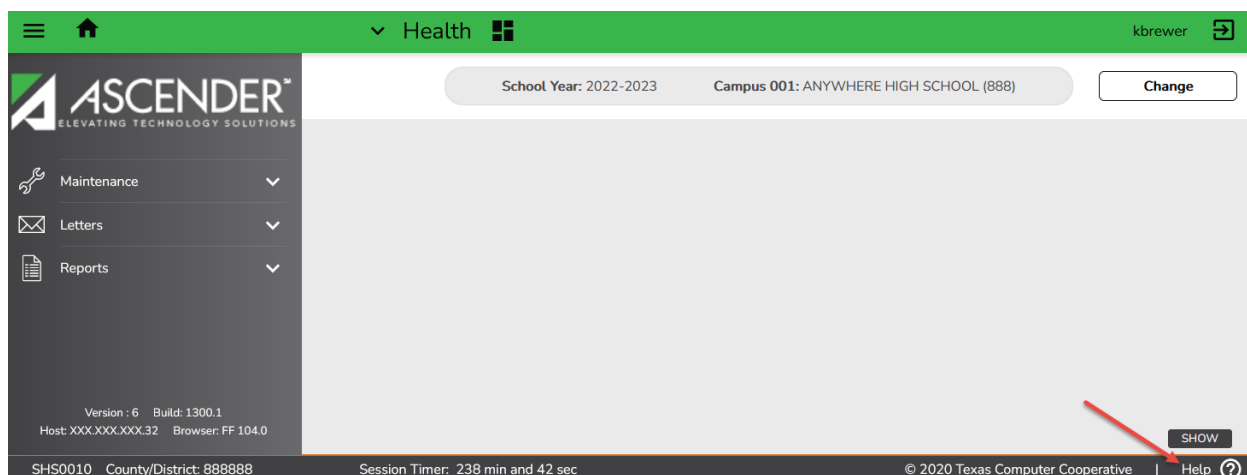
System Requirements and Browser Settings

Periodically ensure that your browser settings meet the minimum requirements. For information about recommended browser settings, see the Browser Settings page found on the Contents tab of the ASCENDER online Help system.
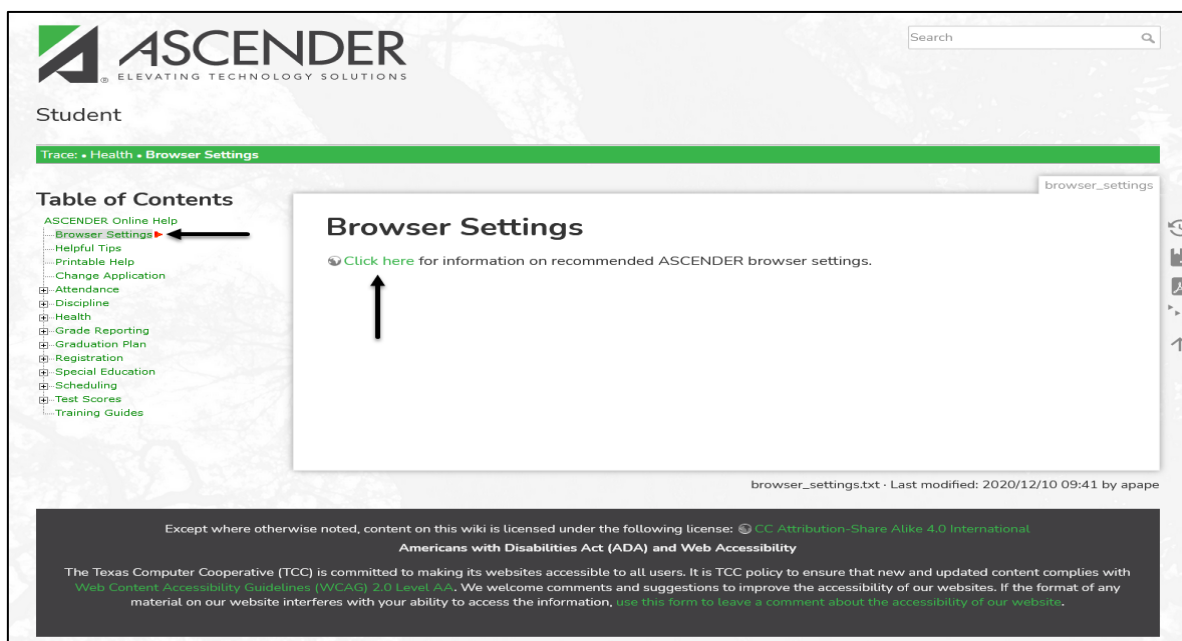
ASCENDER Home Page and My Applications

When you successfully log on to ASCENDER, the ASCENDER Home page is displayed. The My Applications list provides a personal list of applications to which you have access. The list is updated any time your access to an application is added or removed in Security Administration.

My Applications

The Health main menu includes the current application version; options to change to a different application, exit the current application, and view online Help; and several menu options to utilize the Health application.

- The **My Applications** list provides a personal list of applications to which you have access. The list is updated any time your access to an application is added or removed in Security Administration.
- The version and build number are displayed in the lower-left corner of the page under the main menu.
- Your county-district number is displayed in the lower-left corner of the page under the software version details.
- The **Change Password** and **Logout** buttons are displayed if you click the drop-down arrow next to your user name in the upper-right corner.
- The **Help** button is displayed in the lower-right corner of the page.
- Click on the **Health** application to access the Health menu options.

Change School Year and Campus

Once you access an application, you will be able to use the **Change** button located in the top-right corner of the page. The **Change** button allows you to access Health data for another school year and campus.
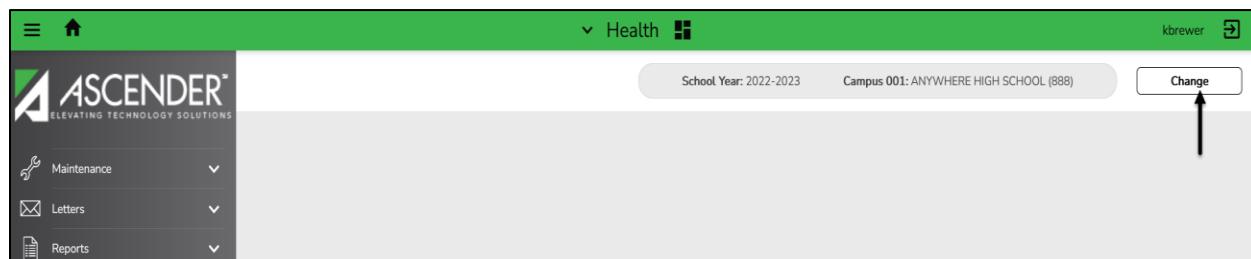
When you click **Change**, the **School Year** and **Campus** fields become enabled, allowing you to select another school year and/or campus.
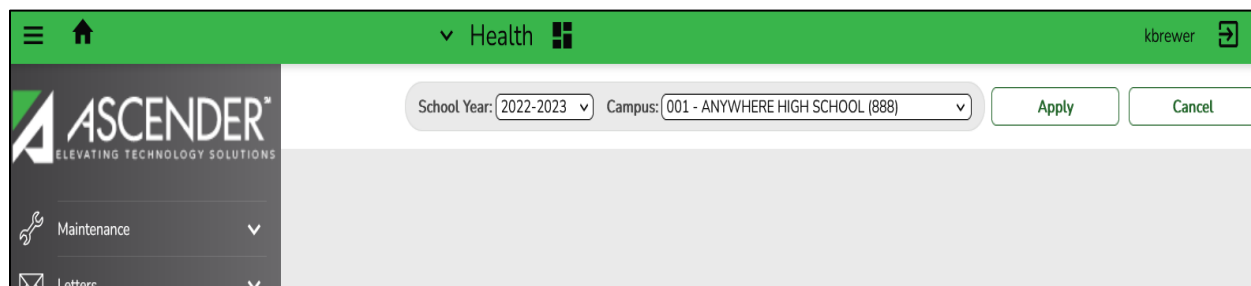
Click **Apply** to apply the changes. You can only select campuses to which you have been granted access.

Breadcrumbs

Breadcrumbs identifies your locations within the application. You must click on an application menu to display the breadcrumbs.

Session Timer

The session timer is located at the bottom of the page. The number of minutes per application is set by the ASCENDER Security Administrator for the district. The session timer counts down the amount of time you have remaining for the session. The timer resets when there is process activity on the page. A warning message is displayed when the time remaining reaches 2 minutes, click OK to restart the session timer.

Change Application

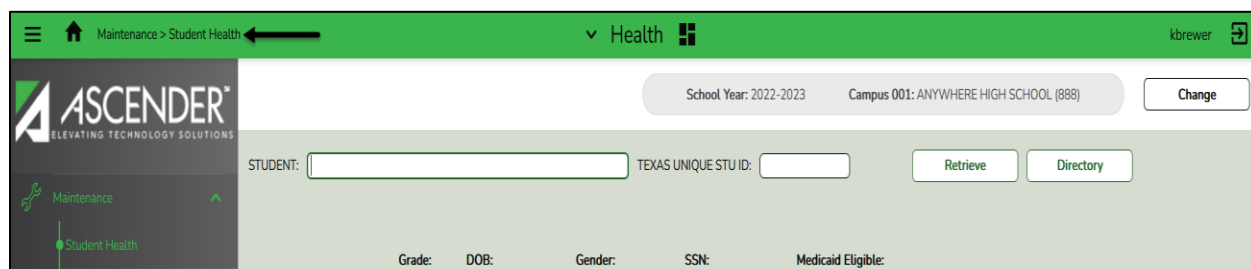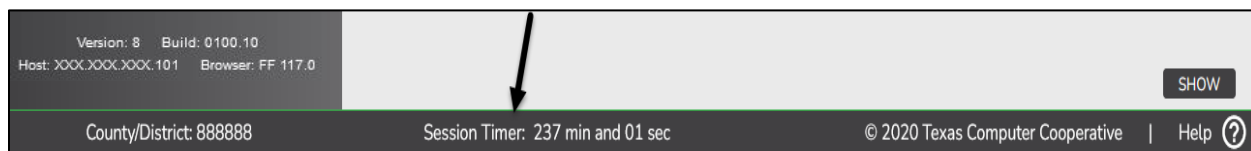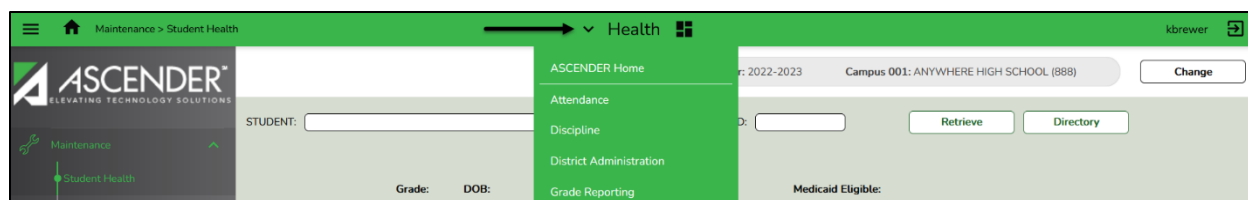To move from one application to another, click the application name at the top-center of the page then select the application from the drop-down menu. Only applications to which you have access are listed.

To access another application, click an application link. The application landing page opens in a new tab or window, depending on your browser settings. The original application remains open in your browser.

NOTE: Due to confidentiality laws, never leave your workstation unattended when you are logged in to ASCENDER.

Document Attachments

**This feature may not be set up in your district. Check with your ASCENDER Security Administrator for access to Document Attachments.

Document Attachments allows you to upload, download, and view files for a student. Files are displayed and uploaded by application, folder, and school year. Any files that have already been uploaded to the folder are displayed when the Document Options dialog box opens. (A page icon is displayed on the **Documents** button when files are present.)

To use Document Attachments, you must have security rights to the specific ASCENDER page as well as Document Attachments in Security Administration. If you have read-only access, you can download existing files, but you cannot upload files. Below is a list of the document types for the Health application document folder.

Application	Folder	Document Type
Health	Student Health	Acanthosis
Health	Student Health	Food and Allergy
Health	Student Health	Hearing
Health	Student Health	Immunization
Health	Student Health	Other
Health	Student Health	Physical Exam
Health	Student Health	Spinal
Health	Student Health	TB
Health	Student Health	Vision

Selecting and Printing Reports

All available reports are displayed on the left side of the page. The list of available reports remains displayed on the page after you select a report name, which allows you to select another report without exiting the selected reports menu.

- Select a report name to select it. The parameters for the selected report are displayed on the right side of the page.

- Type or select the report options. Parameters in bold are required.

- Use the buttons located at the top of the page to generate the report. If the button feature does not apply to the selected report, it is disabled. For example, a certain report may not be available in the CSV format, so the CSV button will be disabled if that report is selected.

  - **Preview** – Click to generate the HTML view of the report, Review, save and/or print the report.

    - For reports generated by clicking on the Preview button, preview the report using the following buttons:
      - Click First to go to the first page of the report.
      - Click ◀ to go back one page.
      - Click ▶ to go forward one page.
      - Click Last to go to the last page of the report.
      - Click 🔴 to save and print the report in PDF format.
      - Click ✖ on the report tab to close the report window.

  - **PDF** – Click to generate a PDF file of the report.

  - **CSV** – This will generate the report in a CSV format if available for the report. This option is not available for all reports.

  - **Clear Options** – Click to clear data from all parameter fields.

Sort and Filter
Some reports may or may not provide the sort and/or filter option.

Directory – Student Information

The Student Directory allows you to search for a student and retrieve the student's record to the page from which you accessed the directory.

Note: You can retrieve record status 5 students using the Student ID field and directory; however, they cannot be retrieved using the Student Name autosuggest field. The program allows you to retrieve these students so you can enter data for them before the Annual Student Data Rollover is run.

Locate a student:

1. You can search for a student by last and/or first name. Other options allow you to narrow the search further. Enter data in any or all of the following fields:

   - In the In the **Last Name** field, type all or part of the student's last name. For example, you can type sm to find all students whose last name begins with Sm.
   - In the **First Name** field, type all or part of the student's first name. For example, you can type jo to find all students whose first name begins with Jo.
   - In the **Campus ID** field, type the three-digit campus ID to filter the search results for a specific campus. Leave blank to search all campuses to which you have access.
   - In the **Texas Unique Stu ID** field, type all or part of the student's Texas Unique State ID. For example, you can type 55 to find all students whose ID contains 55.
   - In the **Grade Level** field, type a grade level to narrow the search to one grade level. Leave blank to search all grade levels.
   - In the **Active Cd** field, select *Active*, *Inactive*, or *All* to indicate if you want to limit the search results to active students only, inactive students only, or all students.
   - Depending on the application, there may be additional fields allowing you to filter the search results for specific students.

2. Click **Search**. The students who meet the criteria entered are displayed.

   - If more students are retrieved than can be displayed on one page, you can page through the list.
   - In most applications, the Total Students field in the bottom-right corner of the directory displays the total number of students retrieved.

3. When you locate the student you want to retrieve, click the student ID. The directory closes, and the student's information is displayed on the page from which you accessed the directory.

4. Click **Cancel** or **Close** to return the previous page without selecting a student.

Maintenance – Student Health

Demo

Health > Maintenance > Student Health > Demo

The Demo tab displays the demographic data for the retrieved student. The tab is not enabled until you retrieve a student.

The fields cannot be updated on this page. The data is maintained in Registration on the Maintenance > Student Enrollment > Demo 1 and Demo 2 tabs.

Student demographic information:

1. Select a student.
   - The following demographic data is displayed for the student:
     - Student ID and name
     - Grade level
     - Gender
     - Ethnicity (Hispanic/Latino) and race
     - State ID (last 4 digits)
     - Eligibility for Medicaid
     - Medicaid ID
     - Enrollment status – indicates whether the student is active or withdrawn
     - Original entry date – Indicates the student's original entry date. The original entry date is set by the first enrollment record.
     - Withdrawal date – indicates the last withdrawal date if the student has ever withdrawn
     - Control number/instructor – indicates the control number assigned to the student
     - Age – calculated using the system date. If the student is less than two years old, the age is in months.
     - Track

2. The **Medical Alert** button is displayed if a medical warning exists for the student and the **Consent to Display Alert** is selected on the **Health > Maintenance > Student Health > Emergency** tab.

Click **Medical Alert** to view the student's medical alert information.

3. If the **Documents** button is provided, click **Documents** to view or attach supporting documentation. If any documents are currently attached, the button has a note icon.

Immunization

The Immunization tab allows you to view and update a student's immunization records.

Health > Maintenance > Student Health > Immunization

Add immunization data:

1. Select a student.
   - The student's existing immunization records are displayed.
   - The list can be re-sorted by clicking the column heading.
   - A blank row is displayed in the grid allowing you to enter immunization data. If records exist, the blank row is at the bottom of the grid.

2. The **Medical Alert** button is displayed if a medical warning exists for the student on the emergency tab. Click Medical Alert to view the student's medical alert information.

3. The **ID** field displays a sequence number for the student's immunization entries and cannot be updated.

4. In the **Date** field, type the date on which the immunization was administered in the MMDDYYYY format.

5. In the **Immunization Type** field, click ⌄ to select the type of immunization.
   Notes:
   - The list of immunizations types is maintained on the **Maintenance > Table > Immunization Type** tab.
   - Immunization Type codes 70-99 are user defined.

6. In the **Series #** field, click ⌄ to select the sequence in the immunization series.
   Note: You may enter the same series number for multiple doses of *14-Influenza*.

7. Select **Reaction** if the student had a reaction to the immunization.

8. In the **Partial Dosage** field, if the student received a partial dosage, type the percentage of dosage the student received.

   Note: For the dosage to be considered complete, the total of all partial amounts must equal or be greater than 94%.

9. In the **Exemption Type** field, click ⌄ to select the type of exemption, if applicable.

   - An affidavit date is mandatory for conscience, lifetime, religious, and medical exemption types.

10. In the **Affidavit Date** field, type the date in the MMDDYYYY format.

    Notes:
    - An affidavit date is mandatory for conscience, lifetime, religious, and medical exemption types.
    - An exemption affidavit for a medical exemption is valid for one year.
    - An exemption affidavit for reasons of conscience is valid for two years for new applicants.

11. Press Enter to add a new row to the grid in which to add data for another immunization record.

12. You can modify data for an existing record. The modified row is displayed in a bold font when the field in the row is in use; then the field is displayed in italic font when you tab out of the field. When you save the record, the row is displayed in a normal font.

13. Click **Save**.

14. To delete an immunization record, click 🗑. The row is shaded red to indicate that it will be deleted when the record is saved.
    - You can select multiple rows to be deleted at the same time.
    - Click **Save**. The selected rows are deleted.

    Note: You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

Reports for Immunizations

Reports > Health Reports > Immunizations > SHS0102 Immunization Due Report

Use a date on or after the first day of school.

The report lists immunizations due as of the specified date. It can be generated for all immunizations or for a specific type. By selecting Y for "Use Next Year Grade Level?" You can also run an immunization due report based on next school year grade levels.

Reports > Health Reports > Immunizations > SHS0110 Annual Immunization Status Report DSH (Due in December to DSHS)

The information from this report will be transferred to the online form for the health department. This report summarizes total enrollment and the number of students in grade levels KG and 7 who are up to date, provisionally enrolled, exempt, delinquent, or have a history of illness.

Select one of the following options for the report:

- **Annual Immunization Status Report (DSHS)** – Prints the summary report.
- **Annual Immunization Status Report (DSHS) – Detail** – Prints the detail report.

  Note: Can be run by campus or district.

Reports > Health Reports > Immunizations > SHS0130 Provisional Enrollment List

The report lists students who are under provisional enrollment because they do not have the necessary immunizations up to date. The immunizations due and expiration dates of the provisional enrollment are included.

Note: The student's age is displayed in the Age column and is calculated using the As of Date parameter.

Reports > Health Reports > Immunizations > SHS0800 Student Immunization List

This report lists all student immunizations and dosages. All students are listed, even if they do not have immunizations entered. Exemptions and affidavit dates are also printed. The report title indicates the date on which the report is run.

Partial dosages are listed with a warning that they are not accepted as valid dosages by the Department of State Health Services (DSHS). They are not considered in report calculations.

Screening – Vision

The Screening - Vision tab allows you to add or update information about a student's vision screenings. The tab is not enabled until you retrieve a student.

Note: If you are viewing data for a prior school year, and you have been granted historical read-only access in Security Administration, the data is read-only.

Health > Maintenance > Student Health > Screening > Vision

Add a vision screening record:

1. Select a student.
   - The student's existing vision screening records are displayed.
   - The list can be re-sorted.

2. The **Medical Alert** button is displayed if a medical warning exists for the student on the Emergency tab. Click Medical Alert to view the student's medical alert information.

3. Click **+Add**. The fields in the free-form area below the grid are enabled.

4. In the **Screening Date** field, type the date on which the vision test was administered. Use the MMDDYYYY format. Or click 🗓 to select the date from the calendar. The field is required.

5. Under **Results**, enter data in the following fields:

    - In the **Pass/Fail** field, click ⌄ to select the overall result of the vision test.

      Note: To record a religious exemption, the field must be set to *Exempt*.

    - In the **Color Blind** field, click ⌄ to select the result of the color blind test.

    - Select **Glasses** if the student was wearing glasses when tested.

      If the field is selected, the **Glasses** column in the grid displays Yes. If not, the column displays No.

    - In the **Both**, **Right**, and **Left** fields, type the test results for both eyes, the right eye, and the left eye. The number should be three digits.

6. Under **Screener**, type the screener's first name, middle initial and last name.

    - The first name can be up to nine characters.
    - The middle initial is one character.
    - The last name can be up to 14 characters.

7. Under **Exam**, enter data in the following fields:

    - In the **Type** field, click ⌄ to select the type of vision test administered.

      Note: To record a religious exemption, the field must be set to *Other*.

    - In the **Status** field, click ⌄ to select the status of the follow-up exam, if applicable.

      Note: To record a religious exemption, the field must be set to *Not Examined*.

    - In the **Referral Date** field, type the date on which the student was referred to a specialist. Use the MMDDYYYY format. Or click 📅 to select the date from the calendar.

      This field is also updated when you generate a vision referral letter from the Letters > Run Letter > Print Letters tab and click **Update Referrals**.

    - In the **Follow-up Date** field, type the date of the follow-up exam in the MMDDYYYY format. Or click 📅 to select the date from the calendar.

8. Under **Specialist**, if the student visited a specialist after the screening, type the specialist's first name, middle initial, and last name.

    - The first name can be up to nine characters.
    - The middle initial is one character.
    - The last name can be up to 14 characters.

9. Under **Exemption Information**, enter data in the following fields:

    - In the **Type** field, click ⌄ to select the type of exemption, if applicable.

      Note: To record a religious exemption, the field must be set to Religious.

    - In the **Date** field, type a valid affidavit date in the MMDDYYYY format. Or click 📅 to select the date from the calendar.

10. Click **Comments** to add comments for the record. The comments dialog box opens, and any existing comments are displayed.

Type comments, and then click **OK**. Otherwise, click **Cancel**.

- If comments exist for the screening record, a paperclip icon is displayed on the button.

- The first 1000 characters of the comments will print on the Medical Profile report (SHS0810).

11. Click **Save**.

12. If the **Documents** button is provided, click **Documents** to view or attach supporting documentation. If any documents are currently attached, the button has a note icon.

13. To clear the data and add a new vision screening record, click **+Add**.

14. To edit an existing record, click the record. The data is displayed in the fields in the lower free-form area allowing you to make changes. Click **Save**.

15. To delete a vision screening record, click the record, and then click **Delete**. A message is displayed asking if you want to delete the record.

Click **OK** to delete the record. The record is deleted. Otherwise, click **No**.

16. Click **Print Comments** to print the comments and screening information. The Comments - Vision report opens in a new window. Review, save, or print the report.

- Review the report using the following buttons:
  - Click First to go to the first page of the report.
  - Click ◄ to go back one page.
  - Click ► to go forward one page.
  - Click Last to go to the last page of the report.
- Click 🔴 to save and print the report in PDF format.
- Click ✖ on the report tab to close the report window.

Reports for Vision Screening Tab

Reports > Health Reports > Screenings > SHS0251 Vision Screening Due List
- The report prints a list of students who are due for a vision screening in the current school year.
- It can be printed for 1st time students (students new to the district) as well as students who are less than 5 years old.

Reports > Health Reports > Screenings > SHS0295 Vision Screening Report (DSHS)
The report produces a detailed listing of all vision screening records from June through May. This is the annual report that is submitted every year to the Department of State Health Services (DSHS). Campuses that have been excluded from district reporting are not included.

Select one of the following options for the report:
- **Vision Screening Report (DSHS)** – Prints the summary report.
- **Vision Screening Report (DSHS) – Detail** - Prints the detail report.

22

Screening – Hearing

The Screening – Hearing tab allows you to add or update information about a student's hearing screenings. This tab is not enabled until you retrieve a student.

Note: If you are viewing data for a prior school year, and you have been granted historical read-only access in Security Administration, the data is read-only.

Maintenance > Student Health > Screening > Hearing

Add a hearing record:

1. Select a student.
   - The student's existing hearing screening records are displayed.
   - The list can be re-sorted.

2. The **Medical Alert** button is displayed if a medical warning exists for the student on the Emergency tab. Click **Medical Alert** to view the student's medical alert information.

3. Click **+Add**. The fields in the free-form area below the grid are enabled.

4. In the **Screening Date** field, type the date on which the hearing test was administered. Use the MMDDYYYY format. Or click 📅 to select the date from the calendar. The field is required.
5. Under **Sweepcheck/Threshold**, for each frequency (1000, 2000, and 4000) for the right and left ears, enter data in the following fields.

   Note: Either the sweepcheck, threshold, or both tests may be performed.

- In the **Sweep**. fields, click ⌄ to select the results for the sweepcheck.
  - Select *Y* if the student responds to the tone frequency.
  - Select *N* if the student does not respond to the tone frequency.
  - Select *I* if the results are inconclusive.
- In the **Thresh**. fields, type the lowest decibel level at which the student responds. The field is two digits.

6. Under **Screener**, type the screener's first name, middle initial, and last name.
   - The first name can be up to nine characters.
   - The middle initial is one character.
   - The last name can be up to 14 characters.

7. Under **Exam**, enter data in the following fields:

   - In the **Pass/Fail** field, click ⌄ to select the overall result of the hearing test.
     Note: To record a religious exemption, the field must be set to *Exempt*.

   - In the **Status** field, click ⌄ to select the status of the follow-up exam, if applicable.
     Note: To record a religious exemption, the field must be set to *Not Examined*.

   - In the **Referral Date** field, type the date on which the student was referred to a specialist, if applicable. Use the MMDDYYYY format. Or click 📅 to select the date from the calendar.
     This field is also updated when you generate a hearing referral letter from the Letters > Run Letter > Print Letters tab and click **Update Referrals**.

   - In the **Follow-up Date** field, type the date of the follow-up exam. Use the MMDDYYYY format. Or click 📅 to select the date from the calendar.

8. Under **Specialist**, if the student visited a specialist after the screening, type the specialist's first name, middle initial, and last name.

   - The first name can be up to nine characters.
   - The middle initial is one character.
   - The last name can be up to 14 characters.

9. Under **Exemption Information**, enter data in the following fields:

   - In the **Type** field, click ⌄ to select the type of exemption, if applicable.
     Note: To record a religious exemption, the field must be set to *Religious*.
   - In the **Date** field, type a valid affidavit date in the MMDDYYYY format. Or click 📅 to select the date from the calendar.

10. Click **Comments** to add comments for the record. The comments dialog box opens and any existing comments are displayed.

Type comments, and then click **OK**. Otherwise, click **Cancel**.
- If comments exist for the screening record, a paperclip icon is displayed on the button.
- The comments will print on the Medical Profile report (SHS0810).

11. Click **Save**.

12. If the **Documents** button is provided, click **Documents** to view or attach supporting documentation. If any documents are currently attached, the button has a note icon.

13. To clear the data and add a new hearing screening record, click **+Add**.

14. To edit an existing record, click the record. The data is displayed in the fields in the lower free-form area allowing you to make changes. Click **Save**.

15. To delete a hearing screening record, click the record, and then click **Delete**. A message is displayed asking if you want to delete the record.
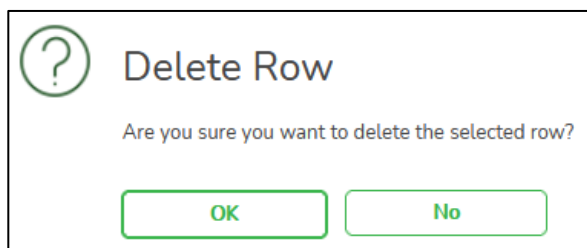
Click **Ok** to delete the record. The record is deleted. Otherwise, click **No**.

16. Click **Print Comments** to print the comments and screening information. The Comments-Hearing report opens in a new window. Review, save or print the report.

- Review the report using the following buttons:
  - Click [First] to go to the first page of the report.
  - Click ◀ to go back one page.
  - Click ▶ to go forward one page.
  - Click [Last] to go to the last page of the report.
- Click [PDF icon] to save and print the report in PDF format.
- Click [X] on the report tab to close the report window.

Reports for Hearing Screening Tab

Reports > Health Reports > Screenings > SHS0250 Hearing Screening Due List
- The report prints a list of students who are due for a hearing screening in the current school year.
- It can be printed for 1st time students (students new to the district) as well as students who are less than 5 years old.

Reports > Health Reports > Screenings > SHS0296 Hearing Screening Report (DSHS)
The report produces a detailed listing of student's most recent hearing screening records from June through May for the district. This is the annual report that is submitted every year to the Department of State Health Services (DSHS).
Note: If you select to create the report for all campuses, any campuses excluded from district reporting, (i.e., campuses that have the Exclude from District Reporting field selected on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info) are not included in the report. However, you can generate the report for an individual excluded campus by entering the campus ID.
Select one of the following options for the report:
- **Hearing Screening Report (DSHS)** – Prints the summary report.
- **Hearing Screening Report (DSHS) – Detail** - Prints the detail report.

Screening – Spinal

The Screening - Spinal tab allows you to add or update information about a student's spinal screenings. The tab is not enabled until you retrieve a student.

Note: If you are viewing data for a prior school year, and you have been granted historical read-only access in Security Administration, the data is read-only.

Maintenance > Student Health > Screening > Spinal

Add a spinal screening record:

1. Select a student.
    - The student's existing spinal screening records are displayed.
    - The list can be re-sorted.

2. The **Medical Alert** button is displayed if a medical warning exists for the student on the Emergency tab. Click **Medical Alert** to view the student's medical alert information.

3. Click **+Add**. The fields in the free-form area below the grid are enabled.

4. In the **Screening Date** field, type the date on which the spinal test was administered. Use the MMDDYYYY format. Or click ▣ to select the date from the calendar. The field is required.

5. **In the Screening Method field,** indicate if the student met the requirement to be screened based on his/her age or grade level. The student's age is at the time of the spinal screening.

    Age requirement (**Screening Method** is A or blank):
    • Female student - Age is 10, grade level is not 05 or 07.
    • Female student - Age is 12, grade level is not 05 or 07.
    • Male student - Age is 13, grade level is not 08.
    • Male student – Age is 14, grade level is not 08.

Grade level requirement (**Screening Method** is G or blank)
• Female student - Grade level is 05.
• Female student - Grade level is 07.
• Male student - Grade level is 08.

If the student does not meet this criterion, select blank.

6. Under **Results**, enter data in the following fields:

   • In the **Signs/Symptoms** field, click ⌄ to indicate signs and symptoms observed.
     Note: To record a religious exemption, the field must be set to *Exempt*.
   • In the **Degrees** field, type the degree of curvature found, if applicable. The field is two digits.
   • In the **Treatment** field, click ⌄ to select the treatment needed, if applicable.

7. Under **Screener**, type the screener's first name, middle initial and last name.
   • The first name can be up to nine characters.
   • The middle initial is on character.
   • The last name can be up to 14 characters.

8. Under **Exam**, enter data in the following fields:

   • Select **Prior Treatment** if the student received prior treatment.
   • Select **Rescreen** if this test is a rescreen.
   • In the **Referral Date** field, type the date on which the student was referred to a specialist if applicable. Use the MMDDYYYY format. Or click 🗓 to select the date from the calendar.
     This field is also updated when you generate a spinal referral letter from the Letters > Run Letter > Print Letters tab and click Update Referrals.
   • In the **Follow-up Date** field, type the date of the follow-up exam. Use the MMDDYYYY format. Or click 🗓 to select the date from the calendar.

9. Under **Specialist**, if the student visited a specialist after the screening, type in the specialist first name, middle initial and last name.

   • The first name can be up to nine characters.
   • The middle initial is one character.
   • The last name can be up to 14 characters.

10. Under **Exemption Information**, enter data in the following fields:

- In the **Type** field, click ˅ to select the type of exemption.
  Note: To record a religious exemption, the field must be set to *Religious*.
- In the **Date** field, type a valid affidavit date in the MMDDYYYY format. Or click 🗓 to select the date from the calendar.

11. Click **Findings** to enter the results of the spinal test. The findings window opens.

Note: If findings already exist for the screening record, a note icon is displayed on the button.

- Click **+Add** to add a finding.
  - In the **Finding** field click ˅ to select a spinal view/type.
  - Click **OK** to save the information or click **Cancel** to close the window without saving the information.

- To delete a finding, click 🗑. The row is shaded red to indicate that it will be deleted when the record is saved.
  - You can select multiple rows to be deleted at the same time.
  - Click **OK**. The selected rows will be deleted when the record is saved.

12. Click **Comments** to add comments for the record. The comments dialog box opens, and any existing comments are displayed.
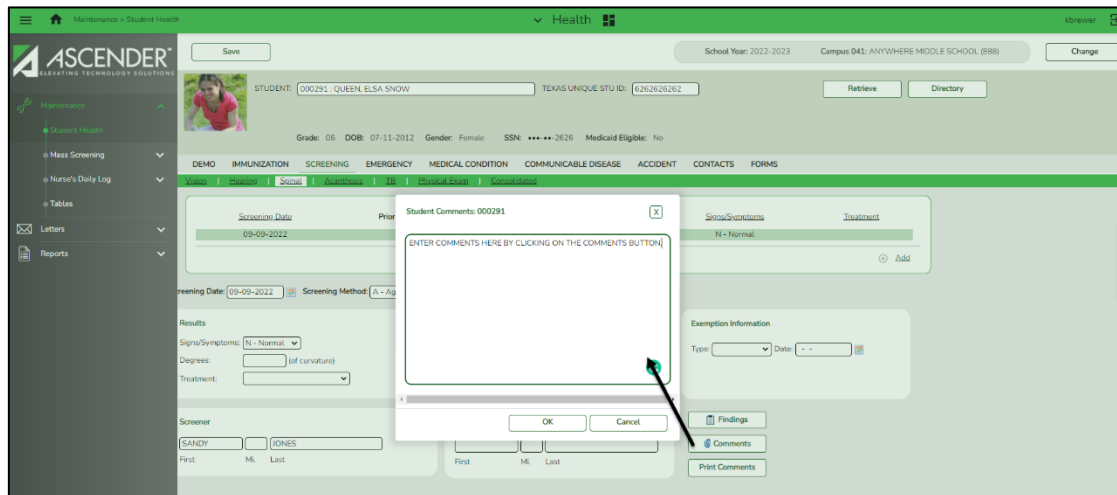
Type comments, and then click **OK**. Otherwise, click **Cancel**.

- If comments exist for the screening record, a paperclip icon is displayed on the button.
- The comments will print on the Medical Profile report (SHS0810).

13. Click **Save**.

14. If the **Documents** button is provided, click **Documents** to view or attach supporting documentation. If any documents are currently attached, the button has a note icon.

15. To clear the data and add a new spinal screening record, click **+Add**.

16. To edit an existing record, click the record. The data is displayed in the fields in the lower free-form area allowing you to make changes. Click **Save**.

17. To delete a spinal screening record, click the record, and then click **Delete**. A message is displayed asking if you want to delete the record.
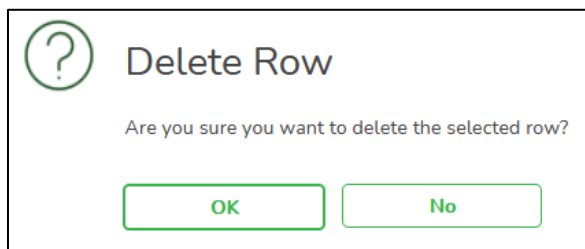
Click **Ok** to delete the record. The record is deleted. Otherwise, click **No**.

18. Click **Print Comments** to print the comments and screening information. The Comments-Spinal report opens in a new window. Review, save or print the report.

- Review the report using the following buttons:
  - Click First to go to the first page of the report.
  - Click ◀ to go back one page.
  - Click ▶ to go forward one page.
  - Click Last to go to the last page of the report.
- Click 🗎 to save and print the report in PDF format.
- Click ✖ on the report tab to close the report window.

Reports for Spinal Screening Tab

Reports > Health Reports > Screenings > SHS0290 Spinal Screening Due List
- The report prints a list of students who are due for a spinal screening in the current school year.
- It can be printed for 1ˢᵗ time students (students new to the district) as well as students who are less than 5 years old.

Per the Spinal Screening Policy effective for the 2018-2019 school year:
  - Girls are screened two times: Age 10 (or fall semester of grade 5) and age 12 (or fall semester of grade 7).
  - Boys are screened one time: Age 13 or 14 (or fall semester of grade 8).

You must specify either grade level or age. If you specify an age, you must enter the **Age As of Date.**

If you select to create the report for all campuses, any campuses excluded from district reporting, (i.e., campuses that have the Exclude from District Reporting field selected on Registration > Maintenance >

Campus Profile > Campus Information Maintenance > Control Info) are not included in the report. However, you can generate the report for an individual excluded campus by entering the campus ID.

Reports > Health Reports > Screenings > SHS0297 Spinal Screening Report (DSHS)
This is the annual report that is submitted every year to the Department of State Health Services (DSHS). The report includes a detailed listing of all spinal screening records from June through May.

Select one of the following options for the report:
- **Spinal Screening Report (DSHS)** – Prints the summary report.
- **Spinal Screening Report (DSHS) – Detail** - Prints the detail report.

Screening – Acanthosis

The Screening - Acanthosis tab allows you to add or update information about a student's acanthosis screenings. The tab is not enabled until you retrieve a student.

Acanthosis nigricans is a condition that may serve as an indicator for risk of type 2 diabetes. Acanthosis screenings can help identify students who have high insulin levels and who may be at risk of developing the disease. It can easily be evaluated by means of a visual examination.

Maintenance > Student Health >Screening > Acanthosis

Notes:
- If you used the Mass Screening – Acanthosis page to update a student with a positive AN Marker, the Height, Weight, Blood Pressure (1st), and Blood Pressure (2nd) fields are required on this page.
- If you are viewing data for a prior school year, and you have been granted historical read-only access in Security Administration, the data is read-only.

Add an acanthosis screening record:

1. Select a student.
   - The student's existing acanthosis screening records are displayed.
   - The list can be re-sorted.
2. The **Medical Alert** button is displayed if a medical warning exists for the student on the Emergency tab. Click **Medical Alert** to view the student's medical alert information.

3. Click **+Add**. The fields in the free-form area below the grid are enabled.

4. In the **Screening Date** field, type the date on which the acanthosis screening was performed. Use the MMDDYYYY format. Or click ▦ to select the date from the calendar. The field is required.

5. Under **Screening Information**, enter data in the following fields:

- In the **Height** field, type the student's height in inches in the ##.## format.
- In the **Weight** field, type the student's weight in pounds in the ###.# format.
- In the **AN Marker** field, click ⌄ to select whether the student is positive or negative for acanthosis nigricans.

Notes:
- To record a religious exemption, the field must be set to 0.
- If the field is set to *1 - (Positive)*, the **Height**, **Weight**, **Blood Pressure (1st)**, and **Blood Pressure (2nd)** fields are required.
- The **Body Mass Index** field will be calculated upon saving the page. It is determined by the height and weight entered.
- In the **Referral Date** field, type the date on which the student was referred to a specialist. Use the MMDDYYYY format. Or click to select the date from the calendar.
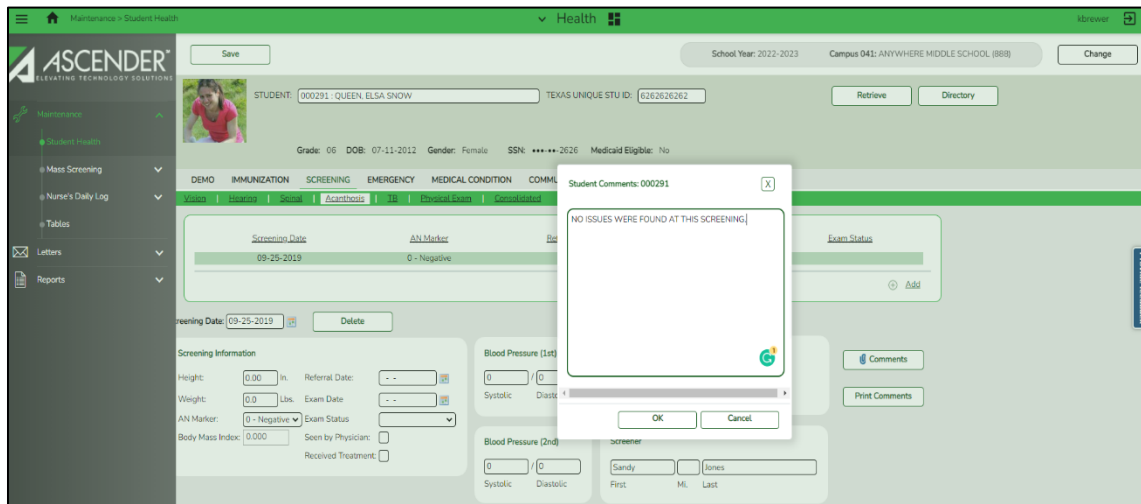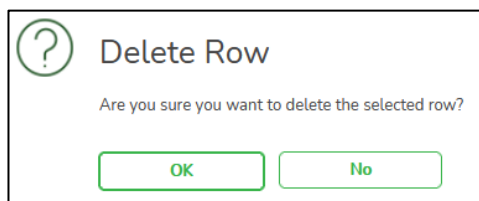This field is also updated when you generate an acanthosis referral letter from the Letters > Run Letter > Print Letters tab and click **Update Referrals**.
- In the **Exam Date** field, type the date on which the specialist performed an examination of the student. Use the MMDDYYYY format. Or click to select the date from the calendar. The field is required if the **Exam Status** field is set to *Examined*.

- In the **Exam Status** field, click to select the status of the examination.

- If the field is set to *Examined*, the **Exam Date** field is required.
- If the student has not been seen by a physician, the field should be set to *Not Examined*.
- If the student has left the district, the field should be set to *Transferred*.
- To record a religious exemption, the field must be set to *Exempt*.

- Select **Seen by Physician** if the student was seen by a health care provider to whom he was referred.
- Select **Received Treatment** if the student received treatment.

6. Under **Blood Pressure (1st)**, in the **Systolic** and **Diastolic** fields, type the systolic and diastolic readings for the first blood pressure check. The fields must be three digits.

7. Under **Blood Pressure (2nd)**, in the **Systolic** and **Diastolic** fields, type the systolic and diastolic readings for the second blood pressure check.

8. Under **Exemption Information**, enter data in the following fields:
- In the **Type** field, click ⌄ to select the type of exemption.
Note: To record a religious exemption, the field must be set to *Religious*.
- In the **Date** field, type a valid affidavit date in the MMDDYYYY format. Or click 📅 to select the date from the calendar.

9. Under **Screener**, type the screener's first name, middle initial and last name.
- The first name can be up to nine characters.
- The middle initial is on character.
- The last name can be up to 14 characters.

34

10. Click **Comments** to add comments for the record. The comments dialog box opens, and any existing comments are displayed.

11. Click **Save**.

12. If the **Documents** button is provided, click **Documents** to view or attach supporting documentation. If any documents are currently attached, the button has a note icon.

13. To clear the data and add a new acanthosis screening record, click **+Add**.

14. To edit an existing record, click the record. The data is displayed in the fields in the lower free-form area allowing you to make changes. Click **Save**.

15. To delete an acanthosis screening record, click the record, and then click **Delete**. A message is displayed asking if you want to delete the record.

Click **Ok** to delete the record. The record is deleted. Otherwise, click **No**.

16. Click **Print Comments** to print the comments and screening information. The Comments-Acanthosis report opens in a new window. Review, save or print the report.

- Review the report using the following buttons:
  - Click [First] to go to the first page of the report.
  - Click ◄ to go back one page.
  - Click ► to go forward one page.
  - Click [Last] to go to the last page of the report.
- Click [PDF] to save and print the report in PDF format.
- Click [X] on the report tab to close the report window.

Reports for Acanthosis Screening Tab

Reports > Health Reports > Screenings > SHS0291 Acanthosis Screening Due List
- The report prints a list of students who are due for acanthosis nigricans screening for the current school year.
- A student is considered due for screening if he has not been screened since the first day of school.

Reports > Health Reports > Screenings > SHS0298 Acanthosis Screening Report (TRAT2DC)
This report is a Texas Risk Assessment for Type 2 Diabetes in Children (TRAT2DC), it produces a consolidated data form for each grade level and lists only student who had a positive result from the acanthosis screening. The detailed listing shows all acanthosis screening records from June through May. This is the annual report that is submitted every year to the University of Texas – Pan American (UTPA) Border Health Office through the **Risk Factor Electronic System.**
Notes:

- Campuses that have been excluded from district reporting on the Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info tab are not included on this report.
- The report is due to UTPA Border Health Office on the first Friday in June by 3:00 PM Central Standard Time.
- The detail report can be sorted or filtered. To restore the report back to the original view, click Reset.

Select one of the following options for the report:
- **Acanthosis Screening Report (TRAT2DC)** – Prints the summary report of students who tested positive. Students are listed by student ID, and district total counts are included.
- **Acanthosis Screening Report (TRAT2DC) – Detail** - Prints the detail report that includes all students. Names are included.

Screening – TB

The Screening - TB tab allows you to add or update information about a student's tuberculosis (TB) skin tests. The tab is not enabled until you retrieve a student.

Note: If you are viewing data for a prior school year, and you have been granted historical read-only access in Security Administration, the data is read-only.

Maintenance > Student Health > Screening > TB

Add a TB screening record:

1. Select a student.
   - The student's existing TB screening records are displayed.
   - The list can be re-sorted.

2. The **Medical Alert** button is displayed if a medical warning exists for the student on the Emergency tab. Click **Medical Alert** to view the student's medical alert information.

3. Click **+Add**. The fields in the free-form area below the grid are enabled.

4. In the **Screening Date** field, type the date on which the TB skin test was administered. Use the MMDDYYYY format. Or click 🗓 to select the date from the calendar. The field is required.

5. Under **Test Information**, enter data in the following fields:

    - In the **Administration** field, click to select the action taken regarding the test.
      Note: To record a religious exemption, the field must be set to *Other Record Received*.
    - In the **Type** field, click to select the type of skin test administered.
    - In the **Results** field, click to select the result of the test.
      Note: To record a religious exemption, the field must be set to *Exempt*.

6. Under **Follow-up Information**, enter data in the following fields:

    - In the **Date** field, if the test result was doubtful or positive, type the date for the next test in the MMDDYYYY format. Or click to select the date from the calendar. Leave blank if the test was negative.
    - In the **Action** field, click to select the follow-up action taken.

7. Under **Screener**, type the screener's first name, middle initial and last name.

    - The first name can be up to nine characters.
    - The middle initial is one character.
    - The last name can be up to 14 characters.

8. Under **Exemption Information**, enter data in the following fields:

    - In the **Type** field, click ⌄ to select the type of exemption.

      Note: To record a religious exemption, the field must be set to *Religious*.

    - In the **Date** field, type a valid affidavit date in the MMDDYYYY format. Or click 🗓 to select the date from the calendar.

9. Click **Comments** to add comments for the record. The comments dialog box opens, and any existing comments are displayed.

Type comments, and then click **OK**. Otherwise, click **Cancel**.

- If comments exist for the screening record, a paperclip icon is displayed on the button.
- The comments will print on the Medical Profile report (SHS0810).

10. Click **Save**.

11. If the **Documents** button is provided, click **Documents** to view or attach supporting documentation. If any documents are currently attached, the button has a note icon.

12. To clear the data and add a new TB test record, click **+Add**.

13. To edit an existing record, click the record. The data is displayed in the fields in the lower free-form area allowing you to make changes. Click **Save**.

14. To delete a TB test record, click the record, and then click **Delete**. A message is displayed asking if you want to delete the record.

Click **OK** to delete the record. The record is deleted. Otherwise, click **No**.

15. Click **Print Comments** to print the comments and screening information. The Comments - TB Skin Test report opens in a new window. Review, save, or print the report.

- Review the report using the following buttons:
  - Click [First] to go to the first page of the report.
  - Click ◀ to go back one page.
  - Click ▶ to go forward one page.
  - Click [Last] to go to the last page of the report.
- Click 📄 to save and print the report in PDF format.
- Click ✖ on the report tab to close the report window.

Report for the TB Skin Test tab

Reports > Health Reports > Student > SHS0160 Tuberculosis Test Due List

The report lists students who are due for a tuberculosis test during the current school year. The list can be produced for 1st time students (student who are new to the district).

The report title indicates the date on which the report is run (e.g., "Tuberculosis Test Due List as of 02-20-2020").

The student's age is displayed in the Age column is calculated using the date the report is run.

Screening – Physical Exam

The Screening – Physical Exam tab allows you to view and update information about a student's physical exams. The tab is not enabled until you retrieve a student.

Note: If you are viewing data for a prior school year, and you have been granted historical read-only access in Security Administration, the data is read-only.

Health > Maintenance > Student Health > Screening > Physical Exam

Add physical exam data:

1. Select a student.
   - The student's existing physical exam records are displayed.
   - The list can be re-sorted.

2. The **Medical Alert** button is displayed if a medical warning exists for the student on the Emergency tab. Click **Medical Alert** to view the student's medical alert information.

3. Click **+Add**. The fields in the free-form area below the grid are enabled.

4. In the **Exam Date** field, type the date on which the exam was performed. Use the MMDDYYYY format. Or click ▦ to select the date from the calendar. The field is required.

5. Under **Exam Information**, enter data in the following fields:

- In the **Height** field, type the student's height in inches in the ##.## format.
- In the **Weight** field, type the student's weight in pounds in the ###.# format.
- In the **Follow-up** field, click ⌄ to select whether a follow-up visit is required. The field is required.
- In the **Lice** field, click ⌄ to select the result of the lice check.
- In the **Dental Caries** field, click ⌄ to select the result of the dental check.

6. Under **Blood Pressure**, in the **Systolic** and **Diastolic** fields, type the systolic and diastolic readings for the blood pressure check.

7. Click **Save**.

8. If the **Documents** button is provided, click **Documents** to view or attach supporting documentation. If any documents are currently attached, the button has a note icon.

9. To clear the data and add a new exam record, click **+Add**.

10. To edit and existing exam record, click the record. The data is displayed in the fields in the lower free-form area allowing you to make changes. Click **Save**.

11. To delete and exam record, click the record, and then click **Delete**. A message is displayed asking if you want to delete the record.
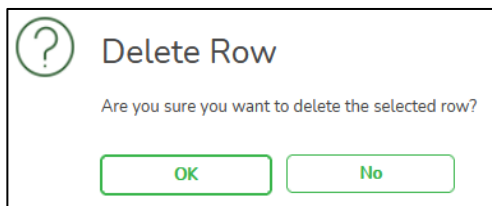
Click **OK** to delete the record. The record is deleted. Otherwise, click **No**.

Screening – Consolidated

The Screening – Consolidated tab allows you to add or update information about a student's vision, hearing, spinal, acanthosis, and physical exam screenings on a consolidated page. The tab is not enabled until you retrieve a student.

Note: If you are viewing data for a prior school year, and you have been granted historical read-only access in Security Administration, the data is read-only.

Health > Maintenance > Student Health > Screening > Consolidated

Add a screening record:

1. Select a student.
   - The student's most recent screening records are displayed.
   - The list can be re-sorted.

2. The **Medical Alert** button is displayed if a medical warning exists for the student on the Emergency tab. Click **Medical Alert** to view the student's medical alert information.

3. For each type of screening, click **New** to add a new record if an existing record is displayed. You do not need to click **New** if this is the student's first screening record.
4. For each type of screening, click **Comment** to add a comment to the record you are creating. If a comment already exists for the screening record, a page icon is displayed on the button.

5. For each type of screening, click **Print Comment** to print the information for the record that is displayed, including the comments. If there is no screening record, the button cannot be clicked.

6. Create new student screening records as needed. If you need to change a record, go to that screening tab.
    - The fields and buttons under **Vision** are described on the Screening – Vision tab.
    - The fields and buttons under **Hearing** are described on the Screening – Hearing tab.
    - The fields and buttons under **Spinal** are described on the Screening – Spinal tab. The new field for Method has also been added to the Consolidated – Spinal.
        - Click **Findings** to enter the results of the spinal test. The findings dialog box is displayed.
          Note: If findings already exist for the screening record, the button is outlined in red to indicate that findings exist.
        - Click **+Add** to add a finding.
            - In the **Finding** field, click ⌄ to select a spinal view/type.
            - Click **OK** to save the information or click **Cancel** to close the dialog box without saving the information.
        - To delete a finding, click 🗑. The row is shaded red to indicate that it will be deleted when the record is saved.
            - You can select multiple rows to be deleted at the same time.
            - Click OK. The selected rows will be deleted when the record is saved.

    - The fields and buttons under **Acanthosis** are described on the Screening – Acanthosis tab.
    - The fields under **Physical Exam** are described on the Screening – Physical Exam tab.

7. Click **Save**.

8. If the **Documents** button is provided, click **Documents** to view or attach supporting documentation. If any documents are currently attached, the button has a note icon.

45

Emergency

The Emergency tab allows you to view and update a student's emergency information, such as emergency medical contacts (e.g., doctor and dentist) and medical alerts. You can also quickly print an emergency profile report for the student in the event of a medical emergency. The tab is not enabled until you retrieve a student.

Only medical contacts can be updated on this page. Nonmedical contacts cannot be updated on this page; they are maintained in Registration.

Note: If you are viewing data for a prior school year, and you have been granted historical read-only access in Security Administration, the data is read-only

Health > Maintenance > Student Health > Emergency

Add emergency data:

1. Select a student.
   - The student's existing emergency records are displayed.
   - The list can be re-sorted.

2. The **Medical Alert** button is displayed if a medical warning exists for the student on the Emergency tab. Click **Medical Alert** to view the student's medical alert information.

3. In the **Insurance Type** field, select the student's type of insurance coverage.

4. In the **Release on File** field, indicate if a signed parental release is on file that allows emergency care to be provided to the student.

5. In the **Provisional Enrollment** field, indicate if the student is provisionally enrolled (pending receipt of immunization records).

6. In the **Hearing Aid** field, indicate the ear in which the student wears a hearing aid (left, right, or both), if applicable. Select *No* if the student does not wear a hearing aid.

7. In the **Medical Alert 1** and **2** fields, type up to two medical warnings for the student, up to 80 characters.

   • For each medical warning entered, do the following:

      • Click **Actn/Intervention** to add optional instructions about what to do if the student is exhibiting symptoms of a medical situation. These may be necessary actions or interventions a staff member may need to take on the student's behalf. The Medical Alert # Action/Intervention dialog box is displayed.

   Note: If action/intervention comments already exist for the medical alert, the **Act/Intervention** button has a red and white cross icon to indicate that comments exist.
   Type or update comments, up to 3270 characters, and then click **OK**. The dialog box closes.

   • Select **Consent to Display Alert** if the data in the **Medical Alert** field(s) and **Actn/Intervention** comments should be displayed outside of the Health application where other school personnel (e.g., instructors, counselors, and administrators) can view the information. If this field is **not** selected, the information will only be available to healthcare professionals from within the ASCENDER Health application.

   • If **Consent to Display Alert** is selected for a **Medical Alert** field that contains text, the **Medical Alert!** button is displayed throughout the student system (Attendance, Discipline, Grade Reporting, Health, Registration, Scheduling, and Special Education) and in TeacherPortal.
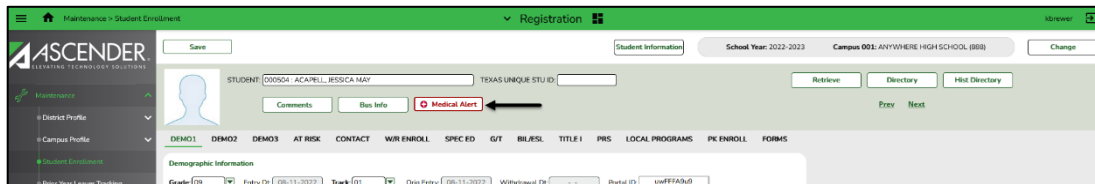
- Click **Medical Alert!** to view the information. The Medical Alert dialog box is displayed.
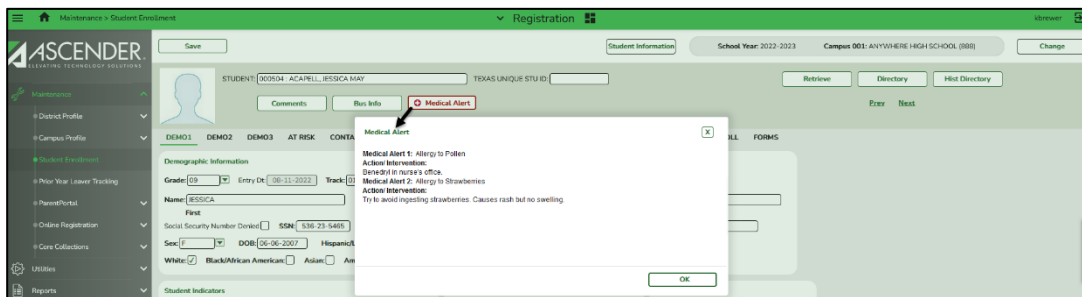
- If a medical alert does not exist or is deleted, the **Consent to Display Alert** cannot be selected.

- To delete a medical alert, highlight to select the data in the **Medical Alert** and **Action/Intervention** field(s) and press DELETE.

- Click **Save** to save the changes.

Note: If you delete all the comments in the **Medical Alert** field(s) you must delete the corresponding **Actn/Intervention** comments.

8. Click **Comments** to add comments for the record. The comments dialog box opens, and any existing comments are displayed. These notes may pertain to severity or other specific information about the condition. This information is only viewable by healthcare professionals and will not be displayed outside of the Health application. The field can be up to 3270 characters.

- Type, update, or delete comments, and then click **OK**. Otherwise, click **Cancel**.
- Click **Save**.

If comments exist, a paperclip icon is displayed on the button.

9. Click **Print Emergency Profile** to generate a report of all emergency contacts for the student. This may be useful in the event of a medical emergency, as it provides all of the student's contact information, parent contacts, emergency contacts, and medial alerts on one page.

The Emergency Profile report opens in a new window. Review, save, or print the report.

10. In the emergency contact grid, the student's emergency contacts are listed. The student's parents/guardians and other nonmedical contacts are listed first, and medical contacts (e.g., doctor and dentist) are listed next.

11. Click **+Add** to add a medical emergency contact. A dialog box is displayed.
    Note: Only medical contacts can be added on this page. Nonmedical contacts cannot be added on this page; they are maintained in ASCENDER Registration.

- Under **Contact Information**, enter data in the following fields:
  - In the **Contact Type** field, click ⌄ to select the type of contact.
  - In the **Employer/Title** field, type the contact's employer and title. The field can be up to 25 characters.
  - In the **First Name**, **Middle Name**, and **Last Name** fields, type the contact's full name.
    - The first name can be up to 17 characters.
    - The middle name can be up to 14 characters.
    - The last name can be up to 25 characters.

  Note: These fields are disabled if the Contact Type is set to Hospital.

- Under **Address**, type the contact's complete address.

  - In the **Street Number** field, type the contact's street number. The field can be up to six digits.
  - In the **Street Name** field, type the contact's street name. The field can be up to 17 characters.
  - In the **Apartment Number** field, type the contact's apartment number. The field can be up to seven characters.
  - In the **City** field, type the city in which the contact lives. The field can be up to 17 characters.
  - In the **State** field, type the abbreviation for the state in which the contact lives. The field is two characters.
  - In the **ZIP Code** field, type the contact's zip code. The field is five digits.
  - In the **+4 ZIP** field, type the extension for the zip code. The field is four digits.

- Under **Phone**, type the contact's applicable phone numbers.

  - In the **Phone Preference** field, type or click to select the contact's preferred phone number. The field is optional; however, if you select a phone preference, you must enter the corresponding phone number. For example, if you select **Cell**, you must type a phone number in the **Cell Phone Number** field.

  - In the **Home Phone Number** fields, type the area code and phone number for the contact's home phone number in the ###-###-#### format.

  - In the **Business Phone Number** fields, type the area code and phone number for the contact's business phone number. If applicable, in the corresponding **Ext** field, type the extension for the contact's business phone number. The **Ext** field can be up to five digits.

  - In the **Cell Phone Number** field, type the area code and phone number for contact's cell phone number in the ###-###-#### format.

  - In the **Other Phone Number** fields, type the area code and phone number for the contact's other phone number. If applicable, in the corresponding **Ext** field, type the extension for the contact's business phone number. The **Ext** field can be up to five digits.

  - Click **OK**. The new contact is displayed in the grid.

12. Click **Save**.

51

13. If the **Documents** button is provided, click **Documents** to view or attach supporting documentation. If any documents are currently attached, the button has a note icon.

14. To view information for a contact, click 🔍 . A dialog box opens displaying the contact information. Click **OK** to close the dialog box.

15. To delete a contact, click 🗑 . The row is shaded red to indicate that it will be deleted when the record is saved.

- You can select multiple rows to be deleted at the same time.
- Click **Save**. A message is displayed asking you to confirm that you want to delete the row. Click **Yes** to continue. The selected rows are deleted. Otherwise, click **No**.

Note: You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

Reports for Emergency Tab

Reports > Health Reports > Student > SHS0900 Emergency Profile Report
The report lists student demographic information, parent/guardian contact information, emergency information, and medical contact information. This report can be run for **Grade Level** (01-12, EE, PK, KG, Blank for All) or **Control Number** (Type the three-digit control number (instructor ID), or Blank for All).

Reports > Health Reports > Student > SHS0840 Medial Alert Report
This report provides a list of medical alerts that have been entered in the **Medical Alert 1** and **2** fields on the Maintenance >Student Health > Emergency tab. The data is sorted by campus ID, grade level, and then student name. Only students who have medical alerts are included on the report.

52

This report can be run for **Grade Level** (01-12, EE, PK, KG, Blank for All) or **Control Number** (Type the three-digit control number (instructor ID), or Blank for All).

If you select to create the report for all campuses, any campuses excluded from district reporting (i.e., that have the **Exclude from District Reporting** field selected on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Campus Info) are not included on the report. However, you can generate the report for an individual excluded campus by entering the campus ID.

If the Campus ID field is blank, a campus total and district total are printed, and there is a page break after each campus.

Medical Condition

The Medical Condition tab allows you to add or update information about a student's medical condition. The tab is not enabled until you retrieve a student.

Note: If you are viewing data for a prior school year, and you have been granted historical read-only access in Security Administration, the data is read-only.

Health > Maintenance > Student Health > Medical Condition

Add a medical condition record:

1. Select a student.
   - The student's existing medical condition records are displayed.
   - The list can be re-sorted.

2. The **Medical Alert** button is displayed if a medical warning exists for the student on the Emergency tab. Click **Medical Alert** to view the student's medical alert information.

3. Click **New**. The fields in the free-form area below the grid are enabled.

4. Under **Medical Condition Information**, enter data in the following fields:

   - In the **Medical Condition** field, click ⌄ to select the medical condition.

     Note: The list of medical conditions is maintained on the **Maintenance > Tables > Medical Condition** tab.

- In the **Start Date** field, type the date on which the condition started in the MMDDYYYY format. Or click ▦ to select the date from the calendar.
- In the **End Date** field, type the date on which the condition ended in the MMDDYYYY format, if applicable. Or click ▦ to select the date from the calendar.
- Select **Doctor's Orders** if a doctor order is on file. If a doctor order is on file, you must type a date in the **Order Date** field.
- In the **Order Date** field, if a doctor order is on file, type the date in the MMDDYYYY format. Or click ▦ to select the date from the calendar.

5. Click **Comments** to add comments for the record. The comments dialog box opens, and any existing comments are displayed.

- Type comments, and then click **OK**. Otherwise, click **Cancel** not to add comments.

  Note: Only the first 1000 characters of the comment will print on the Health reports (SHS0400 and SHS0830).

- If comments exist for the record, a paperclip icon is displayed on the button.
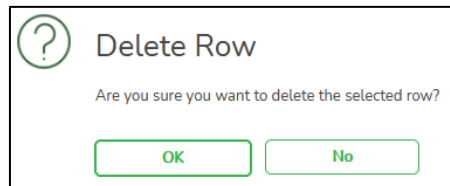
6. Click **Save**.

7. If the **Documents** button is provided, click **Documents** to view or attach supporting documentation. If any documents are currently attached, the button has a note icon.

8. To clear the data and add a new medical condition record, click **New**.

9. To edit an existing medical condition record, click the record. The data is displayed in the fields in the lower free-form area allowing you to make changes. Click **Save**.

10. To delete a medical condition record, click the record, and then click **Delete**. A message is displayed asking if you want to delete the record.

Delete Row

Are you sure you want to delete the selected row?

OK   No
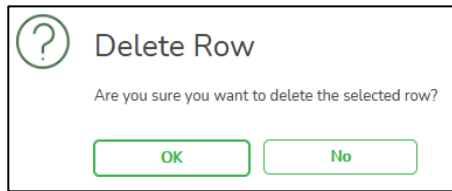
Click **OK** to delete the record. The record is deleted. Otherwise, click **No**.

Medical Condition Report

Reports > Health Reports > Student > SHS0830 Medical Condition Report
The report provides information about medications that must be administered, medical conditions, potential emergencies, physical restrictions, and special procedures for students.

If you select to create the report for all campuses, any campuses excluded from district reporting (i.e., that have the **Exclude from District Reporting** field selected on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Campus Info) are not included on the report. However, you can generate the report for an individual excluded campus by entering the campus ID.

Communicable Disease

The Communicable Disease tab allows you to add or update information about a student's communicable diseases. The tab is not enabled until you retrieve a student.

Note: If you are viewing data for a prior school year, and you have been granted historical read-only access in Security Administration, the data is read-only.

Health > Maintenance > Student Health > Communicable Disease

Add a communicable disease record:

1. Select a student.
   - The student's existing communicable disease records are displayed.
   - The list can be re-sorted.

2. The **Medical Alert** button is displayed if a medical warning exists for the student o the Emergency tab. Click **Medical Alert** to view the student's medical alert information.

3. Click **New**. The fields in the free-form area below the grid are enabled.

4. Under **Disease Information**, enter data in the following fields:

   - In the **Onset Date** field, type the date of the disease onset in the MMDDYYYY format. Or click 🗓 to select the date from the calendar.

   - In the **Disease** field, click ⌄ to select the communicable disease contracted by the student.
   - In the **Follow-up Date** field, if a follow-up visit is required, type the date of the visit in the MMDDYYYY format. Or click 🗓 to select the date from the calendar.
   - Select **Parent Notified** if the student's parent or guardian was notified.

5. Under **Physician's Name**, type the physician's first name, middle initial and last name.

   - The first name can be up to 17 characters.
   - The middle initial is one character.
   - The last name can be up to 25 characters.

6. Under **Notified**, enter data in the following fields:

   - In the **How** field, click ⌄ to select the method used to notify the student's parent/guardian and others, if applicable.
   - In the **Who** field, click ⌄ to indicate who was notified.

7. Under **Disease**, enter data in the following fields:

   - Select **Doctor Confirmed** if a doctor confirmed the disease.
   - Select **In School** if the student was in school at the onset of the disease.

8. Click **Comments** to add comments for the record. The comments dialog box opens, and any existing comments are displayed.

   Type comments, and then click **OK**. Otherwise click **Cancel** not to add comments.
   - If comments exist for the communicable disease record, a paperclip icon is displayed on the button.
   - The comments will print on the Communicable Diseases report (SHS0835).

9. Click **Save**.

10. If the **Documents** button is provided, click **Documents** to view or attach supporting documentation. If any documents are currently attached, the button has a note icon.

11. To clear the data and add a new communicable disease record, click **New**.

12. To edit an existing record, click the record. The data is displayed in the fields in the lower free-form area allowing you to make changes. Click **Save**.

13. To delete a communicable disease record, click the record, and then click **Delete**. A message is displayed asking if you want to delete the record.
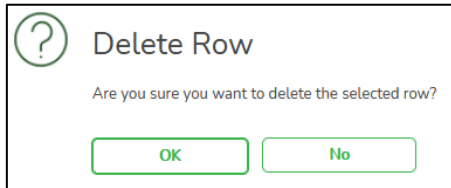
Click **Ok** to delete the record. The record is deleted. Otherwise, click, **No**.

Communicable Diseases Report

Reports > Health Reports > Student > SHS0835 Communicable Diseases Report
The report provides information about communicable diseases contracted by students. It allows you to verify communicable disease data and provide reports to school officials and the state. Can be run for Summary or Detail.

Select one of the following options for the report:
- **Communicable Diseases Report** – Prints the student-level data report.
- **Communicable Diseases Report – Summary** - Prints the summary report (counts by grade level).

If you select to create the report for all campuses, any campuses excluded from district reporting (i.e., that have the **Exclude from District Reporting** field selected on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Campus Info) are not included on the report. However, you can generate the report for an individual excluded campus by entering the campus ID.

Accident

The Accident tab allows you to add or update accident records. The tab is not enabled until you retrieve a student.

Note: If you are viewing data for a prior school year, and you have been granted historical read-only access in Security Administration, the data is read-only.

Health > Maintenance > Student Health > Accident

Add an accident record:

1. Select a student.
   - The student's existing accident records are displayed.
   - The list can be re-sorted.

2. The **Medical Alert** button is displayed if a medical warning exists for the student o the Emergency tab. Click **Medical Alert** to view the student's medical alert information.

3. Click **New**. The fields in the free-form area below the grid are enabled.

4. Under **Accident**, enter data in the following fields:

   - In the **Accident Date** field, type the date of the accident in the MMDDYYYY format. Or click 🗓 to select the date from the calendar. The field is required.
   - In the **Time** field, type the time of the accident in the *HH*:*MM* format, where *HH* is the hour, *and MM* is the minute. Select **AM** or **PM**. The field is required.
   - In the **Nature of Accident** field, click ⌄ to select the nature of the accident.
   - In the **Body Part Injured** field, click ⌄ to select the part of the body injured in the accident.

- In the **Location** field, click ⌄ to select the place where the accident occurred.
- In the **Attending Name** field, type the name of the person who attended to the student first. The field can be up to 30 characters.
- In the **Physician Name** field, type the name of the physician who examined the student. The field can be up to 27 characters.

5. Under **Results**, enter data in the following fields:

- In the **Insurance** field, click ⌄ to indicate the student's type of insurance coverage.
- Select **Parent Notified** if the parent was notified.
- Select **Hospitalized** if the student was hospitalized.
- Select **Fatality** if there was a fatality.
- In the **School Days Lost** field, type the number of days lost from school, if any. The field can be up to two whole numbers and one decimal place (e.g., 10.5).

6. Click **Comments** to add comments for the record. The comments dialog box opens, and any existing comment are displayed.

Type comments, and then click **OK**. Otherwise click **Cancel**.

- If comments exist for the accident record, a paperclip icon is displayed on the button.
- The first 1000 characters of the comments will print on the Accident Report (SHS0820).

7. Click **Save**.

8. If the **Documents** button is provided, click **Documents** to view or attach supporting documentation. If any documents are currently attached, the button has a note icon.

9. To clear the data and add a new accident record, click **New**.

10. To edit an existing record, click the record. The data is displayed in the fields in the lower free-form area allowing you to make changes. Click **Save**.

11. To delete an accident record, click the record, and then click **Delete**. A message is displayed asking if you want to delete the record.

Delete Row

Are you sure you want to delete the selected row?

OK   No
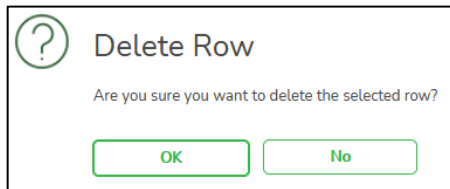
12. Click **OK** to delete the record. The record is deleted. Otherwise, click **No**.

Reports for Accident Log:

Reports > Health Reports > Student > SHS0820 Accident Report

This report lists accident information. It allows you to verify accident data and provide accident reports to school officials. You can pick any combination of parameters. If no parameters are selected, both active and withdrawn students with accident records are included.

If you select to create the report for all campuses, any campuses excluded from district reporting (i.e., that have the **Exclude from District Reporting** field selected on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Campus Info) are not included on the report. However, you can generate the report for an individual excluded campus by entering the campus ID.

Contacts

The Contacts tab displays a student's primary and emergency contact information. These are people who may need to be contacted in the event of an emergency. The tab is not enabled until you retrieve a student.

The fields cannot be updated on this page. The data for non-medical contacts is maintained on Registration > Maintenance > Student Enrollment > Contact tab. The data for medical contacts is maintained in Health on the Emergency tab.

Health > Maintenance > Student Health > Contacts

View contact information:

1. Select a student.
   - The student's existing contact information is displayed.
   - The list can be re-sorted.

2. The **Medical Alert** button is displayed if a medical warning exists for the student o the Emergency tab. Click **Medical Alert** to view the student's medical alert information.

3. If the **Documents** button is provided, click **Documents** to view or attach supporting documentation. If any documents are currently attached, the button has a note icon.

Reports for Medical Contacts Tab:

Reports > Health Reports > Student > SHS0900 Emergency Profile Report

The report displays student demographic information, parent/guardian contact information, emergency information, and medical contact information.

Forms

This tab allows you to view the status of a student's health-related forms and maintain submission dates for any hand-delivered forms.

Form information is displayed differently on this tab depending on the form type.

Some forms may only require the parent to acknowledge that he has reviewed the form. Other forms require the parent to input data. Some data input by parents must be approved by campus staff in order for the change to be made to the student's record. These settings are established in ParentPortal Admin on the Forms Management pages.

- If a parent acknowledges the form via ParentPortal, you can view the form data and submission date.
- If a parent submits a form change via ParentPortal, you can view the form data and status.
- If a parent submits a hard copy of a form to the campus staff, you can manually record the date on which the form was delivered.

Health > Maintenance > Student Health > Forms

This tab is not enabled until you retrieve a student.

All of the student's current and next year forms are listed.

- Unsubmitted forms are listed first, according to the selected school year.
- External forms are not listed.
- The list can be re-sorted.

You can filter the listed forms.

For **Sch Yr** – Indicate if you want to view online registration forms (upcoming school year) or student data changes (current school year).   For example, if it is currently the 2022-2023 school year and registration is open for the 2022-2024 school year, select 2024 to see student form changes submitted for the current school year, and/or select 2023 to see form changes submitted from online registration.

Annual Student Data Rollover (ASDR) affects the school years displayed. After ASDR is run, the previous school year drops off, and the next school year is added.

- For **Forms** - Select which forms you want to view for the selected school year(s).
- Click **Filter**.

Details	Sch Yr	Form Name	Submit Date	Submitter ID	Approval Date	Approver ID	Required Form
		Food Allergy Disclosure			N/A	N/A	Y
		Student Health Information Sheet			N/A	N/A	Y
🔍	2023	Food Allergy Disclosure	09/18/2022	ACAPELL , LANA	N/A	N/A	Y
🔍	2023	Student Health Information Sheet	09/18/2022	ACAPELL , LANA	N/A	N/A	Y

- Under **Form Name** – The name of each form is displayed.
- Under **Submit Date** – For forms submitted online, the most recent date on which the parent submitted or acknowledged the form via ParentPortal is displayed.
  If the parent brings a paper copy of the form to the campus, type the date on which the parent delivered the form in the MMDDYYYY format, or click 📅 to select the date from a calendar, and click **Save**.

  The date is saved in the **Submit Date** field.

  IMPORTANT: You cannot enter a date unless you have filtered for one school year. If the Sch Yr field has both school years selected, or if no school year is selected, the field is disabled.

- Under **Submitter ID** - For forms submitted online, the full name of the parent who most recently submitted the change or acknowledged the form via ParentPortal is displayed, according to the ID used to log on to ParentPortal.

  If the parent delivered a paper copy of the form to the campus, the full name of the campus

administrator who entered the **Submit Date** is displayed, according to the ID used to log on to ASCENDER.

- Under **Approval Date** - For forms submitted online, the date on which the campus administrator most recently approved/rejected the change to the form data via the Pending Updates page is displayed. 'N/A' is displayed for standard forms, any form delivered to the campus by the parent, or any form submitted during New Student Enrollment.
- Under **Approver ID** - For forms submitted online, the full name of the campus administrator who most recently approved/rejected the change via the Pending Updates page is displayed, according to the ID used to log on to ASCENDER. 'N/A' is displayed for standard forms, any form delivered to the campus by the parent, or any form submitted during New Student Enrollment.
- Under **Required Form** - Y or N is displayed to indicate if the form is required in either New Student Enrollment or Online Registration. N is only displayed if the form is not required in any group; otherwise, Y is displayed.
- Click to view the form details.

  Note: For any form delivered to the campus by the parent, you cannot view the form; the spyglass icon is not available.

66

Mass Screening

Mass Screening – Vision

The Vision page allows you to add vision screening data for a group of students. All students in the group must be screened on the same date. Either the grade level or instructor must be the same for all students in the group.

Maintenance > Mass Screening > Vision

Add vision screening records:

- In the **Screening Date** field, type the date on which the vision test was administered. Use the MMDDYYYY format. Or click to select the date from the calendar. The field is required.

- Select the group of students by entering criteria in one or more of the following fields:

  - In the **Grade** field, click ˅ to select the grade level. If you do not select a grade level, you must select an instructor in the **Instructor** field.
  - In the **Instructor** field, click ˅ to select the instructor. If you do not select an instructor, you must select a grade level in the **Grade** field.
  - In the **Course** field, click ˅ to select the course section. Courses are listed by period. If you select a period for which there are multiple course sections, all students in all sections are selected.
  - Select **Show Already Screened** to display students who meet the selected criteria and already have vision screening data added for the screening date. The field is not selected by default, and screened students are not displayed.

3. Click **Retrieve**.
   - The students who meet the selected criteria are displayed. The student ID, name, and grade levels are listed.
   - If more students are retrieved than can be displayed on one page, you can page through the list.

67

4. Under **Default Values**, specify the default values for the screening.

- Click **Select Page** to select all student displayed on the page.

  - If you select all students, the values for the **Exam Type**, **Pass/Fail/Rescreen**, **Glasses**, **Both**, **Right**, and **Left** fields are applied to all selected students.

  - Do not select all students unless they all have the same exam type, pass/fail/rescreen, glasses and eye results settings.

- In the **Exam** Type field, click ⌄ to select the type of vision test administered. The field is required.

- In the **Pass/Fail/Rescreen** field, click ⌄ to select the overall result of the vision test. The field is required.

- Select **Glasses** if all students in the group were wearing glasses when tested.

- In the **Both, Right, and Left** fields, type the test results for both eyes, the right eye, and the left eye. The number should be 3 digits.

5. Under **Screener**, type the screener's first name, middle initial and last name.

- The first name can be up to nine characters.
- The middle initial is one character.
- The last name can be up to 14 characters.

6. Select **Select** for the students who meet the criteria specified under Default Values.

- The first name can be up to nine characters.
- The middle initial is one character.
- The last name can be up to 14 characters.
- As you select students, the specified default values are displayed for the student in the grid.
- Do not select students who do not meet the specified criteria.
- To unselect a student, click **Select** again. The default values are cleared.
- If there are multiple pages of students, you cannot save multiple changes at one time. You must save the page before going to the next page.

7. Click **Save** to save the information for the students displayed on the page.
- The selected students remain displayed on the page, but they appear dimmed and cannot be selected.
- You can select different default values for the remaining students.

68

8. To redisplay screened student (i.e., student for whom data was previously entered and saved), select **Show Already Screened**, and then click **Retrieve**. The students are displayed, but the data cannot be updated.

   Note: To modify data for individual students who were already screened, you must update the student's record on the Maintenance > Student Health > Screening – Vision tab.

Mass Screening – Hearing

The Hearing page allows you to add hearing screening data for a group of students. All students in the group must be screened on the same date. Either the grade level or instructor must be the same for all students in the group.

Maintenance > Mass Screening > Hearing

Add hearing screening records:

1. In the **Screening Date** field, type the date on which the hearing test was administered. Use the MMDDYYYY format. Or click to select the date from the calendar. The field is required.

2. Select the group of students by entering criteria in one or more of the following fields:

   - In the **Grade** field, click ⌄ to select the grade level. If you do not select a grade level, you must select an instructor in the **Instructor** field.
   - In the **Instructor** field, click ⌄ to select the instructor. If you do not select an instructor, you must select a grade level in the **Grade** field.
   - In the **Course** field, click ⌄ to select the course section. Courses are listed by period. If you select a period for which there are multiple course sections, all students in all sections are selected.
   - Select **Show Already Screened** to display students who meet the selected criteria and already have hearing screening data added for the screening date. The field is not selected by default, and screened students are not displayed.

3. Click **Retrieve**.

   - The students who meet the selected criteria are displayed. The student ID, name, and grade level are listed.
   - If more students are retrieved than can be displayed on one page, you can page through the list.

4. Under **Default Values**, specify the default values for the screening.

- Click **Select Page** to select all students displayed on the page.
    - If you select all students, the values in the **Pass/Fail/Rescreen** and **Sweepcheck/Threshold** fields are applied to all selected students.
    - Do not select all students unless they all have the same pass/fail/rescreen and sweepcheck/threshold settings.

- In the **Pass/Fail/Rescreen** field, click ⌄ to select the overall result of the hearing test.
- Under **Sweepcheck/Threshold**, for each frequency (1000, 2000, and 4000) for the right and left ears, enter data in the following fields:

    Note: Either the sweepcheck, threshold, or both tests may be performed.

- In the first field for each frequency for each ear, click ⌄ to select the results for the sweepcheck.
    - Select Y if the students responded to the tone frequency.
    - Select N if the students did not respond to the tone frequency.
    - Select I if the results are inconclusive.

- In the second field for each frequency for each ear, type the lowest decibel level at which the students responded. The field is two digits.

5. Under **Screener**, type the screener's first name, middle initial and last name.

- The first name can be up to nine characters.
- The middle initial is one character.
- The last name can be up to 14 characters.

6. Select **Select** for the students who meet the criteria specified under **Default Values**.

- As you select students, the specified default values are displayed for the student in the grid.
- Do not select students who do not meet the specified criteria.
- To unselect a student, click **Select** again. The default values are cleared.
- If there are multiple pages of students, you cannot save multiple changes at one time. You must save the page before going to the next page.

7. Click **Save** to save the information for the students displayed on the page.

- The selected students remain displayed on the page, but they appear dimmed and cannot be selected.
- You can select different default values for the remaining students.

8. To redisplay screened students (i.e., student for whom data was previously entered and saved), select **Show Already Screened**, and then click **Retrieve**. The students are displayed, but the data cannot be updated.

   Note: To modify data for individual students who were already screened, you must update the student's record on the Maintenance > Student Health > Screening – Hearing tab.

Mass Screening – Spinal

The Spinal page allows you to add spinal screening data for a group of students. All students in the group must be screened on the same date. Either the grade level or instructor must be the same for all students in the group.

Maintenance > Mass Screening > Spinal

Add spinal screening records:

1. In the **Screening Date** field, type the date on which the spinal screening was administered. Use the MMDDYYYY format. Or click ⬛ to select the date from the calendar. The field is required.

2. Select the group of students by entering criteria in one or more of the following fields:

   - In the **Grade** field, click ⌄ to select the grade level. If you do not select a grade level, you must select an instructor in the **Instructor** field.
   - In the **Instructor** field, click ⌄ to select the instructor. If you do not select an instructor, you must select a grade level in the **Grade** field.
   - In the **Course** field, click ⌄ to select the course section. Courses are listed by period. If you select a period for which there are multiple course sections, all students in all sections are selected.
   - Select **Show Already Screened** to display students who meet the selected criteria and already have hearing screening data added for the screening date. The field is not selected by default, and screened students are not displayed.

3. Click **Retrieve**.

   - The students who meet the selected criteria are displayed. The student ID, name, and grade level are listed.
   - If more students are retrieved than can be displayed on one page, you can page through the list.

4. Under **Default Values**, specify the default values for the screening.

- Click **Select Page** to select all students displayed on the page.
- If you select all students, the values in the **Signs/Symptoms**, **Degrees**, **Prior Treatment**, and **Rescreen** fields are applied to all selected students.
- Do not select all students unless they all have the same signs/symptoms, degrees, prior treatment, and rescreen settings.
- In the **Signs/Symptoms** field, click ⌄ to indicate signs and symptoms observed. The field is required.
- In the **Screening Method** field, indicate if the student met the requirement to be screened based on his/her age or grade level. The student's age is at the time of the spinal screening.

    Age requirement (**Screening Method** is A or blank):
    • Female student - Age is 10, grade level is not 05 or 07.
    • Female student - Age is 12, grade level is not 05 or 07.
    • Male student - Age is 13, grade level is not 08.
    • Male student – Age is 14, grade level is not 08.

    Grade level requirement (**Screening Method** is G or blank)
    • Female student - Grade level is 05.
    • Female student - Grade level is 07.
    • Male student - Grade level is 08.

- If the student does not meet this criterion, select blank.
- In the **Degrees** field, type the degree of curvature found. The field is required and two digits.
- Select **Prior Treatment** if all students in the group received prior treatment.
- Select **Rescreen** if this test is a rescreen.

5. Under **Screener**, type the screener's first name, middle initial, and last name.

- The first name can be up to nine characters.
- The middle initial is one character.
- The last name can be up to 14 characters.

6. Select **Select** for the students who meet the criteria specified under Default Values.

- As you select students, the specified default values are displayed for the student in the grid.
- Do not select students who do not meet the specified criteria.
- To unselect a student, click **Select** again. The default values are cleared.
- If there are multiple pages of students, you cannot save multiple changes at one time. You must save the page before going to the next page.

74

7. Click **Save** to save the information for the students displayed on the page.

   - The selected students remain displayed on the page, but they appear dimmed and cannot be selected.
   - You can select different default values for the remaining students.

8. To redisplay screened students (i.e., student for whom data was previously entered and saved), select **Show Already Screened**, and then click **Retrieve**. The students are displayed, but the data cannot be updated.

   Note: To modify data for individual students who were already screened, you must update the student's record on the Maintenance > Student Health > Screening – Spinal tab.

Mass Screening – Acanthosis

The Acanthosis page allows you to add acanthosis screening data for a group of students. All students in the group must be screened on the same date. Either the grade level or instructor must be the same for all students in the group.

Note: If the **AN Marker** field is set to *1 - Positive*, the **Height**, **Weight**, **Blood Pressure (1st)**, and **Blood Pressure (2nd)** fields are required on the Maintenance >Student Health > Screening - Acanthosis page.

Maintenance > Mass Screening > Acanthosis

Add acanthosis screening records:

1. In the **Screening Date** field, type the date on which the acanthosis screening was administered. Use the MMDDYYYY format. Or click 📅 to select the date from the calendar. The field is required.

2. Select the group of students by entering criteria in one or more of the following fields:

   - In the **Grade** field, click ⌄ to select the grade level. If you do not select a grade level, you must select an instructor in the **Instructor** field.
   - In the **Instructor** field, click ⌄ to select the instructor. If you do not select an instructor, you must select a grade level in the **Grade** field.
   - In the **Course** field, click ⌄ to select the course section. Courses are listed by period. If you select a period for which there are multiple course sections, all students in all sections are selected.
   - Select **Show Already Screened** to display students who meet the selected criteria and already have hearing screening data added for the screening date. The field is not selected by default, and screened students are not displayed.

3. Click **Retrieve**.

- The students who meet the selected criteria are displayed. The student ID, name, and grade level are listed.
- If more students are retrieved than can be displayed on one page, you can page through the list.

4. Under **Default Values**, specify the default values for the screening.

- Click **Select Page** to select all students displayed on the page.

    - If you select all students, the value in the **AN Marker** field is applied to all selected students.
    - Do not select all students unless they all have the same degree of acanthosis.

- In the **An Marker** field, click to select whether the students are positive or negative for acanthosis nigricans.

    Note: If the **AN Marker** field is positive, the **Height**, **Weight**, **Blood Pressure (1st)**, and **Blood Pressure (2nd)** fields are required on the Maintenance >Student Health > Screening - Acanthosis page.

5. Under **Screener**, type the screener's first name, middle initial, and last name.

- The first name can be up to nine characters.
- The middle initial is one character.
- The last name can be up to 14 characters.

6. Select **Select** for the students who meet the criteria specified under Default Values.

- As you select students, the specified default values are displayed for the student in the grid.
- Do not select students who do not meet the specified criteria.
- To unselect a student, click **Select** again. The default values are cleared.
- If there are multiple pages of students, you cannot save multiple changes at one time. You must save the page before going to the next page.

7. Click **Save** to save the information for the students displayed on the page.

- The selected students remain displayed on the page, but they appear dimmed and cannot be selected.
- You can select different default values for the remaining students.

8. To redisplay screened students (i.e., student for whom data was previously entered and saved), select **Show Already Screened**, and then click **Retrieve**. The students are displayed, but the data cannot be updated.

   Note: To modify data for individual students who were already screened, you must update the student's record on the Maintenance > Student Health > Screening –Acanthosis tab.

Mass Screening – TB

The tuberculosis (TB) page allows you to add TB screening data for a group of students. All students in the group must be screened on the same date. Either the grade level or instructor must be the same for all students in the group.

Maintenance > Student Health > Screening > TB

Add TB screening records:

1. In the **Screening Date** field, type the date on which the TB test was administered. Use the MMDDYYYY format. Or click ▦ to select the date from the calendar. The field is required.

2. Select the group of students by entering criteria in one or more of the following fields:

   - In the **Grade** field, click ⌄ to select the grade level. If you do not select a grade level, you must select an instructor in the **Instructor** field.
   - In the **Instructor** field, click ⌄ to select the instructor. If you do not select an instructor, you must select a grade level in the **Grade** field.
   - In the **Course** field, click ⌄ to select the course section. Courses are listed by period. If you select a period for which there are multiple course sections, all students in all sections are selected.
   - Select **Show Already Screened** to display students who meet the selected criteria and already have hearing screening data added for the screening date. The field is not selected by default, and screened students are not displayed.

3. Click **Retrieve**.

- The students who meet the selected criteria are displayed. The student ID, name, and grade level are listed.
- If more students are retrieved than can be displayed on one page, you can page through the list.

4. Under **Default Values**, specify the default values for the screening.

- Click **Select Page** to select all students displayed on the page.
- If you select all students, the values in the **Administration**, **Type**, and **Results** fields are applied to all selected students.
- Do not select all students unless they all have the same administration, type, and results settings.
- In the **Administration** field, select the action taken regarding the test.
- In the **Type** field, select the type of skin test administered.
- In the **Results** field, select the result of the test.

5. Under **Screener**, type the screener's first name, middle initial and last name.

- The first name can be up to nine characters.
- The middle initial is one character.
- The last name can be up to 14 characters.

6. Select **Select** for the students who meet the criteria specified under **Default Values**.

- As you select students, the specified default values are displayed for the student in the grid.
- Do not select students who do not meet the specified criteria.
- To unselect a student, click **Select** again. The default values are cleared.
- If there are multiple pages of students, you cannot save multiple changes at one time. You must save the page before going to the next page.

7. Click **Save** to save the information for the students displayed on the page.

- The selected students remain displayed on the page, but they appear dimmed and cannot be selected.
- You can select different default values for the remaining students.

8. To redisplay screened students (i.e., students for whom data was previously entered and saved), select **Show Already Screened**, and then click **Retrieve**. The students are displayed, but the data cannot be updated.

Note: To modify data for individual students who were already screened, you must update the student's record on the Maintenance > Student Health > Screening - TB tab.

Nurse's Daily Log

Inquiry

The Inquiry page allows you to view nurse's daily log records for a date range or student. You can view records for all campuses to which you have access. From the page, you can edit an existing record or add a new record.

Health > Maintenance > Nurse's Daily Log > Inquiry

Inquire about a student:

1. In the **From Date** and **To Date** fields, type the beginning and ending dates of the date range in the MMDDYYYY format. Or click 📅 to select the dates from the calendar.

   - The dates are required.

   - The **From Date** field displays the first day of the school year by default.

   - The **To Date** field displays the current date by default.

2. In the **Student** autosuggest field, begin typing the student's first name, last name, or ID.

As you begin typing the name or ID, a drop-down list displays students whose name or ID matches the characters you have typed. The drop-down list also displays student last names, first names, middle names, grade levels, and WD if the student is withdrawn or a no show. From the drop-down list you can select the student.

3. Select **Show all campuses** to show records for all campuses to which you have access.

Note: Records from campuses to which you are not logged on are displayed; however, you cannot edit or view the data on the Maintenance > Nurse's Daily Log > New (Detail). You must log on to another campus.

4. Click **Retrieve**. All records that match the criteria are displayed.

- The list can be re-sorted.
- If more records are retrieved than can be displayed on one page, you can page through the list.

Note: The Medical Alert message is displayed in the **Medical Alert** column if the student has a medical warning entered on the Maintenance > Student Health > Emergency tab. Click **Medical Alert** to view the student's medical alert information.

5. To edit an existing record, click the record. The Detail page is displayed allowing you to edit the record.

Click **Inquiry** to return to the Inquiry page. If you updated the record on the Details page, the record on the Inquiry page reflects the changes.

6. To add a new record, click **New**. The Detail page is displayed.

Click **Inquiry** to return to the Inquiry page. The new record is displayed on the Inquiry page.

New

The New (Detail) page allows you to add or update a record in the nurse's daily log. Records can only be updated for the campus you are logged on to; although you can see student records for all campuses you have access to.

Health > Maintenance > Nurse's Daily Log > New

Notes:

- If a prior school year is selected, the fields are disabled.
- If you are viewing data for a campus you are not logged on to, the data is display-only.

Add or update a record in the nurse's daily log:

1. You can access the page in the following ways:

   - To add a new record, do one of the following:

     - Go to Health > Maintenance > Nurse's Daily Log > New.
     - From Health > Maintenance > Nurse's Daily Log > Inquiry, click **New**.
       The Detail page is displayed with blank fields.

   - To update a record, retrieve the record on the Inquiry page, and then click the record.

     - The Detail page is displayed. The fields display data for the existing record.
     - In the **Log Date** field, type the date of the visit in the MMDDYYYY format. Or click 🗓 to select the date from the calendar. The current date is displayed by default.

2. Under Log Information, enter data in the following fields:

The <u>Stud ID#</u> is a directory of student names. If you are entering a record for a student in the Nurse's Daily Log, make sure you select your student first before entering any other data on the page.*

- In the **Time In** field, type the time the visitor came to the clinic. Use the *HH:MM* format, where *HH* is the hour, and *MM* is the minute. Select **AM** or **PM**. The current time (i.e., system time) is displayed by default.

- In the **Time Out** field, type the time the visitor left the clinic. Use the *HH:MM* format, where *HH* is the hour, and *MM* is the minute. Select **AM** or **PM**.

- In the **Period In** field, type the period when the visitor came to the clinic. The field is two digits.

- In the **Period Out** field, type the period when the visitor left the clinic. The field is two digits.

- In the **Visitor Type** field, select the type of visitor.

- In the **Activity Code** field, select the type of visit.

- In the **Visit** field, indicate if the visit is an initial or follow-up visit.

- In the **Stu ID#** field, if the visitor is a student, type the six-digit student ID number. If you do not know the ID, click **Stu ID#,** and the directory page is displayed. Retrieve the student from the directory as described previously in this guide.

  Note: If the visitor is not a student (i.e., the **Visitor Type** field is not set to 03-Student), the **Stu ID#** field is disabled.

- The **Name** fields display the visitor's first name, middle initial and last name if the visitor is a student. If the visitor is not a student, type the visitor's full name.

- In the **Symptom** field, type a description of the visitor's symptoms. The field can be up to 70 characters.

- In the **Provider** field, type the name of the provider (e.g., nurse or aide) who attended to the visitor and/or administered medication.

- Click **Comments** to add comments about the record. The comments dialog box opens, and any existing comments are displayed.
    - If comments already exist for the record, a paperclip icon is displayed on the **Comments** button.
    - Type comments, and then click **OK**. Otherwise, click **Cancel** to not add comments.
    - If you accessed this page from the Inquiry page, and you are viewing data for a campus to which you are not logged on, the comments are read-only.

3. The **Medical Alert** button is displayed if a medical warning exists for the student on the Health > Maintenance > Student Health > Emergency tab. Click **Medical Alert** to view the student's medical alert information.

4. Under **Vital Statistics**, enter data in the following fields for any readings taken:

- In the **Temp** field, type the visitor's temperature in Fahrenheit degrees. Use the ###.## format.
- In the **Pulse** field, type the visitor's pulse in beats per minute. The field can be up to three digits.
- In the **Height** field, type the visitor's height in inches in the ##.## format.
- In the **Weight** field, type the visitor's weight in pounds in the ##.## format.
- In the **Resp** field, type the visitor's respiration in breaths per minute. The field ca be up to three digits.
- In the **Systolic** field, type the visitor's systolic blood pressure reading. The field can be up to three digits.
- In the **Diastolic** field, type the visitor's diastolic blood pressure reading. The field can be up to three digits.

5. Under **Action**, select all actions taken in response to the visit, if applicable.
If the visit is for a screening, in the Screening field, click ˅ to select the type of screening performed. If more than one screening was performed, add a separate log entry for each screening.

6. Under **Diagnosis**, enter data in the following fields:

- In the **Illness** field, click ˅ to indicate if the illness is acute or chronic.
- In the **Injury** field, click ˅ to indicate if the visitor suffered an injury.
- In the **Communicable Disease** field, click ˅ to indicate if the visitor has a communicable disease.

7. Under **Transportation**, enter data in the following fields, if applicable:

- In the **Home** field, if the visitor was sent home, click ˅ to indicate who provided transportation. Leave blank if the visitor did not go home.
- In the **Miles** field, if a nurse or other employee provided transportation, type the mileage. The field can be up to five digits. Use the decimal point to indicate a partial mile, if applicable.
- In the **Doctor/Hospital** field, if the visitor was sent to a doctor or hospital, click ˅ to indicate who provided transportation. Leave blank if the visitor did not go to a doctor or hospital.

8. Under **Contacts**, indicate if the employee, parent, doctor, or other contact was notified and how.

9. Click **Save**.

10. To **Clear** the data and add a new record, click New.

11. To delete the record, click **Delete**. A message is displayed asking if you want to delete the record. Click **OK** to delete the record. The record is deleted. Otherwise, click **No**.
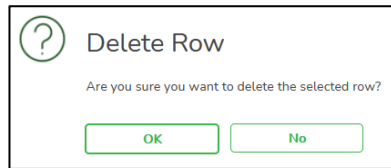
12. To go to the Inquiry page, click **Inquiry**.
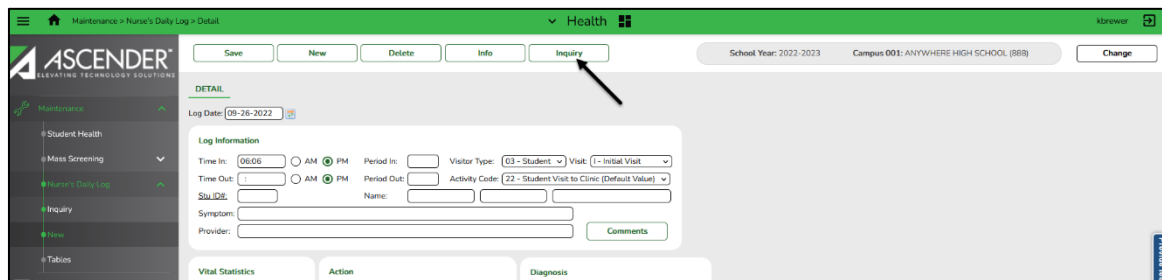
Reports for Nurse's Daily Log

Reports > Health Reports > Daily Log > SHS0300 Nurse's Daily Log Summary

The report provides totals of information entered on the nurse's daily log maintenance screen. It also lists the number of cases by period. You can narrow the report by Period, Visitor type, Activity Code, Illness, Communicable Disease, Injury or Visit type.

Reports > Health Reports > Daily Log > SHS0350 Nurse's Daily Log Detail

The report provides the details of each case entered on the nurse's daily log maintenance screen. These details include vital statistics, actions taken, contact, and transportation information.

Tables

If you are viewing data for a prior school year, and you have been granted historical read-only access in Security Administration, the data is read-only.
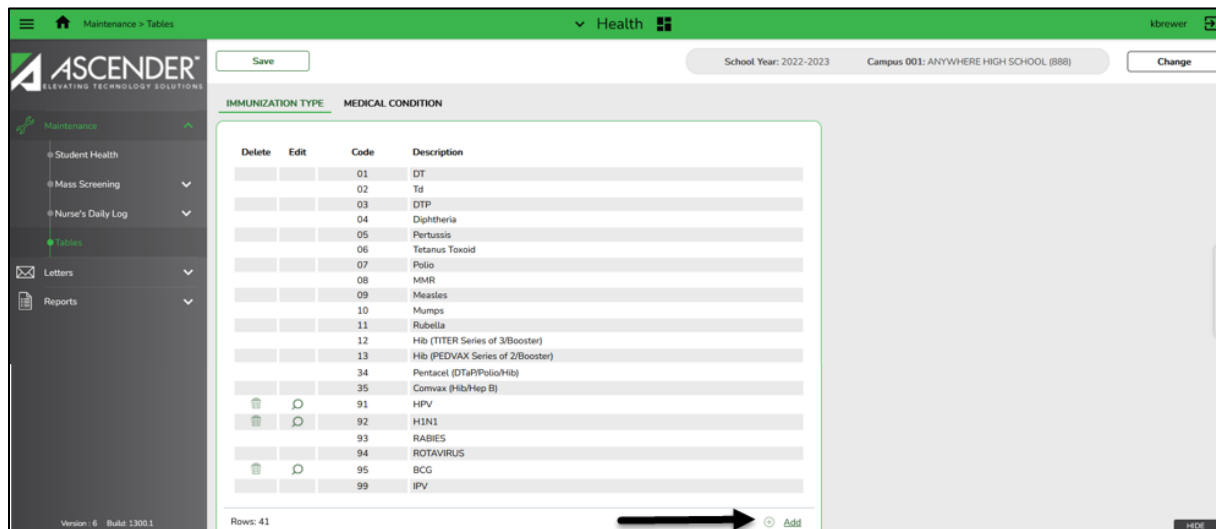
Immunization Type

The Immunization Type tab allows you to add user-defined immunization type codes. Codes 1-69 are system codes that cannot be changed. Only codes 70-99 can be added or updated.

The data in the table is used to populate the **Immunization Type** field on the Maintenance > Student Health > Immunization tab.

Note: User-defined immunization type codes are not used when calculating for state requirements.

Health > Maintenance > Tables > Immunization Type

Add an immunization type code:

1. In the immunization type grid, the existing immunization type codes are listed. The system codes (1-69) are listed first, and user defined codes (70-99) are listed next.

2. Click **+Add** to add an immunization type code. A dialog box opens.
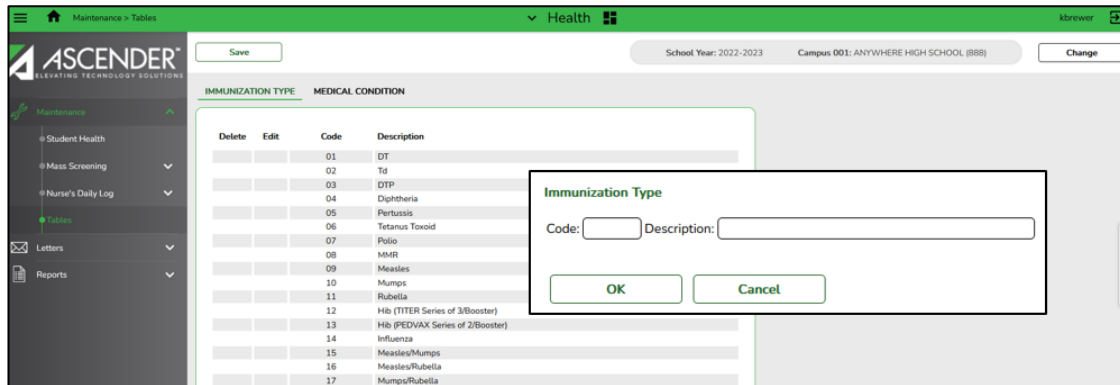
3. Under **Immunization Type**, enter data in the following fields:
   - In the **Code** field, type the code for the immunization type. The field is two digits and must be 70-99.
   - In the **Description** field, type the description of the immunization code. The field can be up to 40 characters. <u>Only the first 35 characters of the description are included in the **TREx Export** file.</u>
   - Click **OK**. The new immunization type code is displayed in the grid. Otherwise, click **Cancel**.

4. Click **Save**.

5. To edit an immunization type code description, click 🔍. The dialog box opens allowing you to make changes.
   - Click **OK** to accept the changes or click **Cancel**.
   - Click Save.

6. To delete an immunization type code, click 🗑. The row is shaded red to indicate that it will be deleted when the record is saved.

   - You can select multiple rows to be deleted at the same time.
   - Click **Save**. A message is displayed asking if you want to delete the record.

Delete Row

(?) **Delete Row**

Are you sure you want to delete the selected row?

| OK | No |

- Click **OK** to delete the record. The selected rows are deleted.

Notes:

- You cannot delete an immunization code that is used in a student record.
- You can save changes and delete records in the same step (i.e., the changes are all committed when the record is saved). If any changes do not pass validation (i.e., cannot be deleted or have validation errors), none of the changes are saved.

Medical Condition

The Medical Condition tab allows you to add user-defined medical condition codes. User-defined codes begin with UD; only user-defined codes can be added or updated. All other codes are system codes that cannot be changed.

The data in the table is used to populate the **Medical Condition** field on the Maintenance > Student Health > Medical Condition tab.

Note: If you are viewing data for a prior school year, and you have been granted historical read-only access in Security Administration, the data is read-only.

Health > Maintenance > Tables > Medical Condition

Add a medical condition code:

1. In the medical condition grid, the existing medical condition codes are listed. The system codes are listed first, and user-defined codes are listed next.
2. Click **+Add** to add a medical condition code. A dialog box opens.

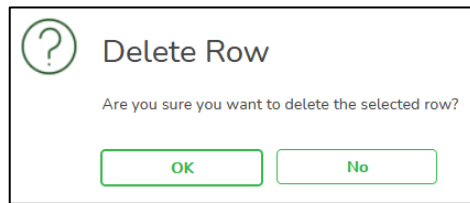3. Under **Medical Condition**, enter data in the following fields:

- In the **Code** field, type the code for the medial condition. The field must be five characters.

  Note: User-defined codes must begin with UD followed by three characters (e.g., UDABC).

- In the **Description** field, type the description of the medical condition code. The field can be up to 80 characters.
- In the **Level** field, click ∨ to select the security level for the medical condition. The more confidential the condition, the higher the security level. For example, select Level 3 for a highly confidential condition such as AIDS.
- Click **OK**. The new medical condition code is displayed at the bottom of the grid. Otherwise, click **Cancel**.

4. Click **Save**.

5. To edit a medical condition description, click 🔍. The dialog box opens allowing you to make changes.

- Click **OK** to accept the changes or click **Cancel**.
- Click Save.

6. To delete a medical condition code, click 🗑. The row is shaded red to indicate that it will be deleted when the record is saved.

		SPSPC	Specimen Collection	2
		SPTFD	Tube Feeding	2
		SPWND	Wound Irrigation/Care	2
🗑	🔍	UDFSS	FOOD SENSITIVITY	2
🗑	🔍	UDHEA	HEART CONDITION	3

Rows: 177   ⊕ Add

- You can select multiple rows to be deleted at the same time.
- Click **Save**. A message is displayed asking if you want to delete the record.

? **Delete Row**

Are you sure you want to delete the selected row?

OK   No
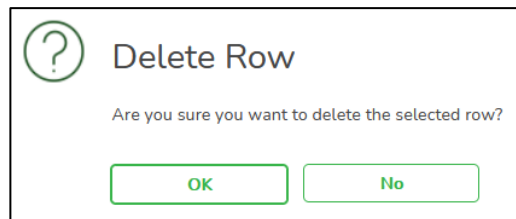
- Click **OK** to delete the record. The selected rows are deleted.

Notes:

- You cannot delete a medical condition code that is used in a student record.
- You can save changes and delete records in the same step (i.e., the changes are all committed when the record is saved). If any changes do not pass validation (i.e., cannot be deleted or have validation errors), none of the changes are saved.

Letters

Run Letters

The Letter Criteria tab allows you to set criteria for printing Health letters for immunizations due, referrals, screenings or head lice notification. Letters are generated for students with record status 1, 2, or 3.

Letters > Run Letters > Letter Criteria

Notes:

- For Immunization Due letters, if a student is in PK and will still be four years old on September 1 of the next school year, the grade level will not be incremented to KG; therefore, KG rules will not apply to the student (DTP, Polio, MMR, Varicella, and Hep A).

- Vaccine doses can be administered four or fewer days before the minimum interval or age.

- Referral letters are printed for students who failed a screening and have no referral date in their record for the current year.

- The blank referral date is updated with the current date when you click **Update Referrals** from the Print Letters tab. An existing referral date is not replaced, because a letter is not generated if the referral date is not blank.

- Hearing or vision referrals are generated when the **Pass/Fail** field is set to Fail or Inconclusive.

- Spinal referrals are generated when the **Signs/Symptoms** field is set to *Kyphosis*, *Other*, or *Scoliosis*.

- Acanthosis referrals are generated when the **AN Marker** field is set to a value other than 0 (negative).

- Spinal and acanthosis screening letters are printed for students who do not have a religious exemption.

- The affidavit date must be prior to the generation date of the screening letters in order for the letters to not print due to the religious exemption.

- Students must have record status 1, 2, or 3 in order to have a letter generated.

NOTE: Each campus can build its own letter or letters can be built and used throughout the district. The letters are contained in a district-wide table and can be used for any campus and are not campus-specific. If you build a letter for your campus, you should identify the campus in the description.

Letters > Run Letters > Letter Criteria

Select Criteria:

1. Select the letters you want to print:

   - Under **Immunizations**, select the immunization(s) for which to print letters.
     To select all immunizations, select the check box next to Immunizations.
     Note: Immunization doses can be administered four or fewer days before the minimum interval or age.
   - Under **Referrals**, select the type of referrals for which to print letters.
     - Referral letters are printed for students who failed a screening and have no referral date in their record for the current year.
     - The students' referral date (if blank) is updated with the date on which the letter was printed when you click **Update Referrals** from the Print Letters tab. An existing referral date is not replaced; a letter is only generated if the referral date is blank.
     - Hearing or vision referrals are generated when **Pass/Fail** if *Fail* or *Inconclusive*.
     - Spinal referrals are generated when **Signs/Symptoms** is *Kyphosis, Scoliosis*, or *Other*.
     - Acanthosis referrals are generated when **AN Marker** is other than 0 – *negative*.
     - Spinal and acanthosis screening letters are not printed for students who have a religious exemption.

   - Under **Screenings**, select the type of screening for which to print letters.
     - Letters do not print for student with a religious exemption if the affidavit date is prior to the date on which letters are generated.

- Under **Other,** select one of the head lice notifications letters.
  - **Lice** – Select to print one of the head lice notifications letters available.

    If it is determined that a student has head lice, the school nurse of a public elementary school must provide written or electronic notice to:
    1. The parent of the child – as soon as practicable but not more than 48 hours after it is determined that the child has lice. Select *Individual Head Lice Notification*.
    2. The parent of each child assigned to the same classroom as the child with lice – not later than the fifth school day after it is determined that a child has lice. Select *Classroom Head Lice Notification*.
- These letters are automatically provided on **Letters > Create Letter**. Only these letters can be used for lice notification, and these letters are shared among all campuses.
- When you select **Lice**:
  - The Campus, Status, Grade, and User Next Year Grade Level fields are disabled.
  - The Student ID field is required and allows multiple selections. Note that the directory does not currently allow you to select multiple students; you must enter the IDs separated by a comma and space (e.g., 082019, 032902).

2. Under **Run Criteria**, make the following selections for the letters:

- In the **Letter Template** field, click ⌄ to select the letter type. Only letter types for the selected letter category are displayed in the drop-down.
- In the **Address To Print** field, click ⌄ to indicate if the student's or contact's address should be printed on the letters.

  - Contact address is from Registration > Maintenance > Student Enrollment > contact (top priority contact, which is the contact with the lowest priority number (e.g., 1)).
  - Student Mailing address is from Registration > Maintenance > Student Enrollment > Demo 1.

- In the **Letter Sort Order**, click ⌄ to select the order in which you would like the letters to print.

  - *Contact Zip Code*: contact's zip code, zip + 4, student's last name, student's first name, student's middle initial, grade level, and student ID
  - *Student Zip Code*: student's mailing zip code, mailing zip + 4, student's last name, student's first name, student's middle initial, grade level, and student ID
  - *Student Name*: student's last name, first name, middle initial, grade level, and student ID

95

- In the **As of Date**, field, type the date in the MMDDYYYY format. Or click 🗓 to select the date from the calendar. The date is used to determine what is due.
- In the **Campus** field, click ⌄ to select the campus. Leave blank to select all campuses.
- In the **Status** field, click ⌄ to select active or withdrawn students. Leave blank to print letters for all students.
- In the **Grade** field, click ⌄ to select a grade level. Leave blank to print letters for all grade levels.
- In the **Student ID** field, type a student ID to print the report for one student. Leave blank to select all students. If you do not know the ID, click **Student ID** to access the directory.
- Select **Use Next Year Grade Level** to generate immunization letters using the next school year grade level and immunization criteria. If a student is PK and will still be four years old on September 1 of the next school year, the grade level will not be incremented to KG; therefore, KG rules will not apply to the student (DTP, polio, MMR, varicella, and Hep A).

2. Under **Label Criteria**, make the following selections for the labels:

- Select **Grade Level** to print the student's grade level on the label.
- Select **Campus Name** to print the campus name and ID on the label.
- Select **"To Parent/Guardian of"** to print "To Parent/Guardian of" on the label.
- Select **Student ID** to print the student ID on the label

Note: The labels are designed using the Avery 5126 template, which prints 14 labels per page, 1 1/3" x 4" each.

3. Click **Run** to process the letters. The **Print Letters** tab is displayed. To return to the Letter Criteria tab, click **Return**.

Note: For referral letters, the students' referral dates are updated with the date on which the letter was printed.

Print Letters

The Print Letters tab allows you to preview and print Health letters. You cannot access the tab until you run letters from the Letter Criteria tab.

Notes: The letters print in the following order when the **Address To Print** field is set to:

- *Parent*: Parent's zip code, student's last name, student's first name, and student's middle name.

- *Student*: Student's zip code, student's last name, student's first name, and student's middle name.

- Review reports using the following buttons:

    - Click First to go to the first page of the report.
    - Click ◀ to go back one page.
    - Click ▶ to go forward one page.
    - Click Last to go to the last page of the report.

- Click 📄 to save and print the report in PDF format.
- Click 📄 to view and save the letters in a CSV file format where available.
- Click **Return** to close the Print Letters tab and return to the Letter Criteria tab.

Health > Letters > Run Letter > Print Letters
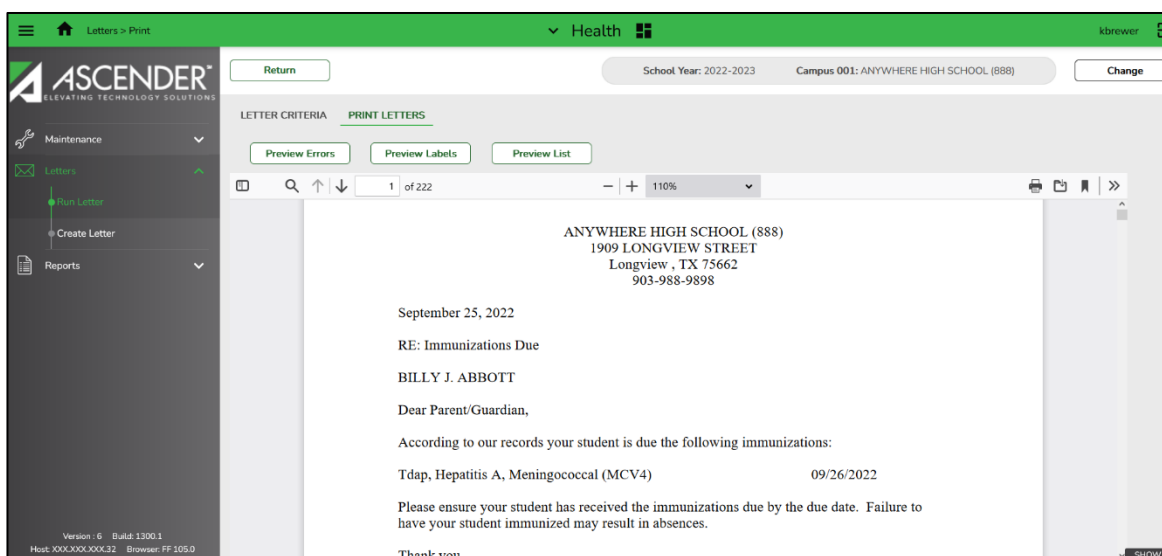
Print letters:

1. On the **Letter Criteria** tab, make selections for the letters, and then click **Run**.

   The Print Letters tab is displayed, and the letters open in PDF format in an embedded Adobe Reader window. From the Adobe Reader toolbar, you can print the letters, save them to your PC, and perform other functions allowed by Reader.

2. The **Preview Errors** button is displayed if there are students with missing or incomplete guardian information. Click **Preview Errors** to review the error report.

   - Review, save, or print the report.
   - Click **View Letters** to close the error report and return to the letters preview.

3. Click **Preview Labels** to view the labels.

   - Review, save, or print the labels.
   - Click **View Letters** or **Close Labels** to close the labels and return to the letters preview.

4. Click **Preview List** to view a list of the letters generated.

- Review, save, or print the list.
- Click **View Letters** or **Close List** to close the list and return to the letters preview.

5. If you have run one of the referral letters, the **Update Referrals** button is displayed. Click **Update Referrals** to populate the **Referral Date** field on the screening tab for Vision, Hearing, Spinal, or Acanthosis with the date the referral letter is run. This indicates that the parent/guardian was notified that the student was referred to a specialist, assuming the letter was sent.
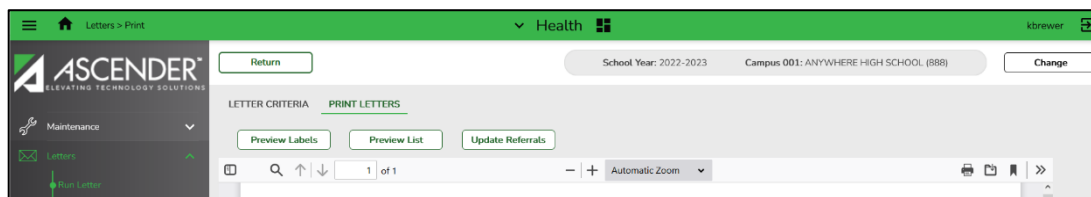
6. Click **Return** to return to the Letter Criteria tab. A message is displayed warning you that returning to the Letter Criteria tab will clear unprinted letters. Click **Yes** to continue.

Create Letter

The Create Letter page allows you to create, edit, and delete Health letter templates that are used to generate letters.

Health > Letters > Create Letters

Create a letter:

1. A list of existing letters is displayed. The **Letter Body** field indicates if the body of the letter has been typed in the editor.

2. Click **New** to create a new letter. The **Update Letter** page opens, and the text editor is displayed.

- The buttons on the toolbar allow you to change the font, size of the font, attributes (e.g., bold, italic, underline, strikeout), alignment, spacing, etc. of the text your type.

- Click **Cancel** to close the Update Letter page without creating a new letter.

3. In the **ID** field, type the letter ID code. The code must be two characters.

4. In the **Type** field, click ⌄ to select the letter type.

5. In the **Description** field, type a description of the letter. The description can be up to 50 characters.

6. Type or edit the letter using as many variables as necessary.

   - To add a variable, position the cursor where you want to insert a variable. Variables must be inserted one at a time.
     Click **Variables** to select a variable. The available variables change according to the selected letter type.

   Note: The body of a letter can be copied from one letter type to another. If you are copying a letter created in Microsoft Word, first save the letter as a .txt file to remove all formatting.

   - In the body of the letter, press CTRL+A to select all of the letter body.
   - Press CTRL+C to copy the letter body.
   - Open the second letter, and then press CTRL+V to paste the letter body.
   - Delete the variables in the second letter and add new variables.
     The original variables in the second letter must be deleted to generate letters successfully. The same variables may be added back.

   - Modify the letter as necessary.

7. Click **Save**.

8. Click **Preview** to view the letter. The letter opens in PDF format in an embedded Adobe Reader window.
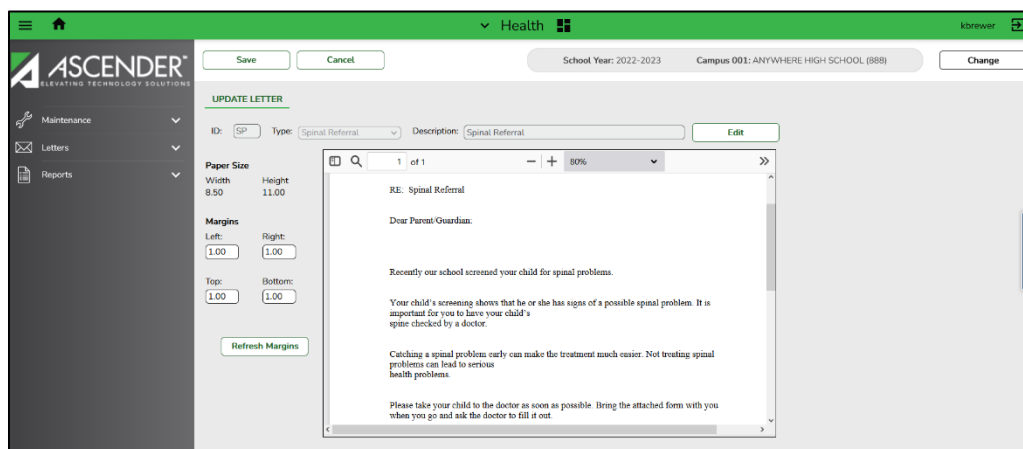
   - Under **Margins**, adjust the left, right, top, and bottom margins as needed.
     Use three digits for the margin with two decimal places (e.g., 1.00). The margins are inches.

- Click **Refresh Margins** if you changed the margins. The letter is redisplayed with the new margins.
- From the Adobe Reader toolbar, you can print the letters, save them to your PC, and perform other functions allowed by Adobe Reader.
- Click **Save** to save changes to the margins.
- Click **Edit** to return to the letter editor.

9. Click **Cancel** to close the letter editor and return to the Create Letter page.

10. To edit a letter, click a letter in the grid to select it, and then click **Edit**. The Update Letters page opens, and the letter is displayed in the editor.

- Edit the letter ID, type description, or body as needed.
- Click **Save**.

11. To delete a letter, click a letter in the grid to select it, and then click **Delete**.

Reports

Health Reports

The Health Reports page allows you to view and print reports using Health data. Reports can be run for a prior year unless otherwise noted. You must have security rights to each group to view these reports. If you do not have rights to a particular group, it is not displayed.

Note: Parameters in bold type on the parameters page are required.

Health > Reports > Health Reports

The following Health reports are available.

1. Select the report to see the parameter options.

→ = **State Required Reports**

NOTE: The SHS0298-Acanthosis Screen Report (TRAT2DC) is not required for Region 7 LEAs.

2. Enter your parameter options, and then click one of the available options located at the top of the page to generate the report. If the button feature does not apply to the selected report, it is disabled. For example, a certain report may not be available in the CSV format, so the CSV button will be disabled if the report is selected.

| Preview | PDF | CSV | Clear Options |

- Preview – Click to generate the HTML view of the Report. Review, save and/or print the report.
- PDF – Click to generate a PDF file of the report.
- CSV – This option is not available for all reports.
- Clear Options – Click to clear data from all parameter fields.

3. When the report is generated use the following buttons to review the report:

- Click First to go to the first page of the report.
- Click ◄ to go back one page.
- Click ► to go forward one page.
- Click Last to go to the last page of the report.
- Click ✕ to close the report window.

Report ID	Report Name	Report Description
SHS0300	Nurse's Daily Log Summary	The report provides totals of information entered in the Nurse's Daily Log. It also lists the number of incidents by period.
SHS0350	Nurse's Daily Log Detail	The report provides the details of the incidents entered on the Maintenance > Nurse's Daily Log > Detail page, sorted by date then student, including vital statistics, actions taken, contact, and transportation information.
SHS0102	Immunization Due Report	The report lists immunizations due as of a specified date. It can be printed for all immunizations or for a specific type.
SHS0110	Annual Immunization Status Report (DSHS)	The report summarizes total enrollment and the number of students in grade levels KG and 7 who are up to date, provisionally enrolled, exempt, delinquent, or have a history of illness. The report is submitted to the Department of State Health Services (DSHS).

Report ID	Report Name	Report Description
SHS0130	Provisional Enrollment List	The report lists students who are under provisional enrollment because they do not have the necessary immunization records up to date. The immunizations due and expiration dates of the provisional enrollment are included. The student's age displayed in the Age column is calculated using the As of Date Parameter.
SHS0800	Student Immunization List	The report prints student immunizations and dosages. All students are listed, even if they do not have immunizations entered. Exemptions and affidavit dates are also printed. The report title indicates the date on which the report is run (e.g., "Student Immunization Listing for 3/1/2017"). Partial dosages are listed with a warning that they are not accepted as valid dosages by the Department of State Health Services (DSHS). They are not considered in report calculations.
SHS0250	Hearing Screening Due List	The report lists students who are due for hearing screening during the current school year. The list can be produced for first-time students (i.e., students who are new to the district) as well as students who are less than five years old.
SHS0251	Vision Screening Due List	The report lists students who are due for vision screening during the current school year. The list can be produced for first-time students (i.e., students who are new to the district) as well as students who are less than five years old.
SHS0290	Spinal Screening Due List	The report lists students who are due for spinal screening during the current school year. The list can be produced for first-time students (i.e., students who are new to the district). Per the Spinal Screening Policy effective for the 2018-2019 school year: • Girls are screened two times: Age 10 (or fall semester of grade 5) and age 12 (or fall semester of grade 7). • Boys are screened one time: Age 13 or 14 (or fall semester of grade 8). You must specify either grade level or age. If you can specify an age, you must enter the **Age As of Date**.

Report ID	Report Name	Report Description
SHS0291	Acanthosis Screening Due List	The report lists students who are due for acanthosis nigricans screening during the current school year. A student is considered due for screening if he has not been screened since the first day of school.
SHS0295	Vision Screening Report	The report produces a detailed listing of all vision screening records from June through May. This is the annual report that is submitted every year to the Department of State Health Services (DSHS). Campuses that have been excluded from district reporting are not included.
SHS0296	Hearing Screening Report (DSHS)	The report produces a detailed listing of all hearing screening records from June through May. This is the annual report that is submitted every year to the Department of State Health Services (DSHS).
SHS0297	Spinal Screening Report (DSHS)	The report produces a detailed listing of all spinal screening records from June through May. This is the annual report that is submitted every year to the Department of State Health Services (DSHS). Campuses that have been excluded from district reporting are not included.
SHS0298	Acanthosis Screening Report (TRAT2DC)	The report, a Texas Risk Assessment for Type 2 Diabetes in Children, produces a consolidated data form for each grade level and lists only students who had a positive result from the acanthosis screening. The detailed report lists all acanthosis screening records from June through May. This is the annual report that is submitted every year to the University of Texas - Pan American Border Health Office through the Risk Factor Electronic System. The report is due to UTPA Border Health Office on the first Friday of June by 3:00 p.m. CST. Campuses that have been excluded from district reporting are not included.
SHS0825	Screening Problem Report	The report lists students who were referred to a specialist as a result of vision, hearing, spinal, acanthosis, or tuberculosis screening. The report allows you to keep track of referral results. Data for each campus is printed on separate pages.

Report ID	Report Name	Report Description
SHS0160	Tuberculosis Test Due List	The report lists students who are due for a tuberculosis test for the current school year. The list can be produced for first-time students (i.e., students who are new to the district). The report title indicates the date on which the report is run (e.g., "Tuberculosis Test Due List as of 02-20-2020"). **Note:** The student's age displayed in the **Age** column is calculated using the date the report is run.
SHS0400	Rolodex Cards	This report produces 3"x 5" Rolodex cards for laser printers, four cards per page, which display parent, emergency, and medical contact information, as well as comments and conditions. Depending on the pages selected for printing, the student may have one or two cards. • On page 1, the parent information from Registration > Maintenance > Student Enrollment > Contact is printed only if **Guardian** is selected on that page. • On page 2, the emergency contact information from Registration > Maintenance > Student Enrollment > Contact prints only if **Emergency** is selected on that page. • On page 2, medical contacts (doctor, dentist), insurance, and comments are printed from Health > Maintenance > Student Health > Emergency. • On page 2, the two medical warnings entered on Health > Maintenance > Student Health > Emergency and the conditions entered on Health > Maintenance > Student Health > Medical Condition are printed. Be sure to select the appropriate printer as the default printer before generating the report.
SHS0810	Medical Profile Report	The report lists information on immunizations and tuberculosis, vision, hearing, spinal, and acanthosis screenings. Comments are also included. The report can be produced for multiple students.
SHS0820	Accident Report	The report lists accident information. It allows you to verify accident data and provide accident reports to school officials.

Report ID	Report Name	Report Description
SHS0830	Medical Condition Report	The report provides information about medications that must be administered, medical conditions, potential emergencies, physical restrictions, and special procedures for students.
SHS0835	Communicable Diseases Report	The report provides information about communicable diseases contracted by students. It allows you to verify communicable disease data and provide reports to school officials and the state.
SHS0840	Medical Alert Report	The report lists medical alerts that have been entered in the **Medical Alert 1** and **2** fields on the Maintenance > Student Health > Emergency tab. The data is sorted by campus ID, grade level, and then student name. Only students who have medical alerts are included on the report.
SHS0900	Emergency Profile Report	The report lists student demographic information, parent/guardian contact information, emergency information, and medical contact information.

Reports

Create Health Report

The Create Health Report page allows you to create a customized Health report for students at one campus or all campuses. The data is pulled from the most current student record from the selected school year. The report heading includes the county-district number, campus ID9s), report title, school year, date and time, page numbers and record count.

Notes:
- If there are multiple years of information in the student **Stu Health Tables**, all years will display on the report.
- Only information linked to a student is retrieved.
- The report can be sorted or filtered. To restore the report to the original view, click **Reset**.

Health > Reports > Create Health Report

Please note the following screen shot does not display all the available Create Health Report field choices.

Create a report:

1. To run a report that is already saved as a template:

   - In the Report Template field, begin typing all or part of the name of an existing report template, or press the space bar to view all the templates. As you begin to type, a drop-down list displays report templates with titles that match the letters you have typed. From the drop-down list you can select the template. Only templates you created are listed in the drop-down list.

- If you do not know the name of the report template, click Directory to select a report template from the directory. From the directory, you can select templates you created as well as public templates.
- Once the template is selected, press ENTER to populate the selections.

2. To create and save a new template, type the name of a new report template in the **Report Template** field.

   - Only alphanumeric characters are allowed.
   - If you type a name that is already used, it will overwrite the previous template.
   - Select **Public** to make the report accessible to other users. All users in the district who have access to this page will be able to use the template.
   - After entering the title and selecting the columns to include, click **Save**.

3. In the **Report Title** field, type a title for the report, up to 35 characters.

4. Under **Campus Options**, select **Campus** to print information for the campus to which you are logged on, or select **All Campuses** to print information for all campuses in the district to which you have access.

5. The fields are grouped by student table. Select the fields to include in the report.
   You can select an entire group of fields by selecting the group name (e.g., **Demographic Information**).

6. Click **Create Report** to generate the report. The report displays the selected data. Review, save, or print the report.

   - Review the report using the following buttons:

     - Click ⬚First⬚ to go to the first page of the report.
     - Click ◀ to go back one page.
     - Click ▶ to go forward one page.
     - Click ⬚Last⬚ to go to the last page of the report.
     - Click 🗎 to save and print the report in PDF format.
     - Click 🗎 to save and print the report in CSV format.
     - Click ✕ to close the report window.

7. To delete a report template, select the template in the **Report Template** field, and click **Delete**.

Sorting and Filtering

Some reports allow you to sort and filter data to make it easier to review or find records in the reports.

Sorting

You can sort data to make it easier to review or find records in the reports. Reports that can be sorted have a **Sort/Filter** button at the top of the report.

1. On the report window, click **Sort/Filter**. The Sort/Filter dialog box is displayed. By default, the **Sort Criteria** section is expanded. If not, click **Sort Criteria**.
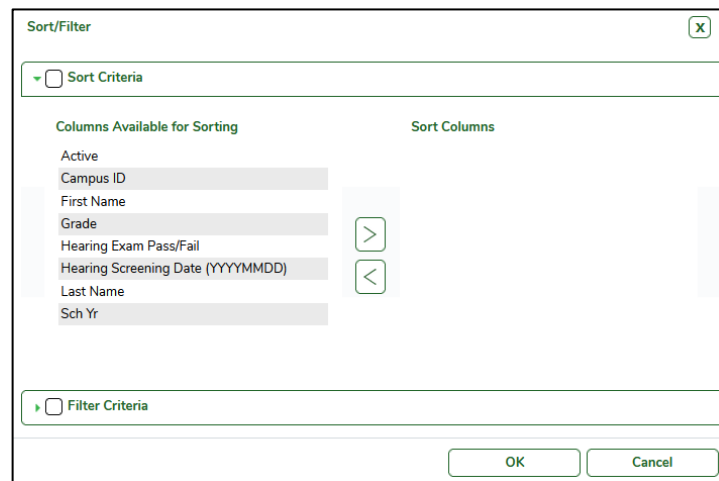
2. In the **Columns Available for Sorting** (left) grid, click the field by which you want to sort, and then click ⟩. The field moves to the Sort Columns (right) grid.

3. Continue moving fields to the right grid as needed.

4. In the right grid, you can rearrange the fields to indicate the order in which you want the sort applied. Click a field name and drag it up or down to a new location.

5. In the right grid, for each field, click ⌄ to indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order.

6. To remove a field from the sort, select the field, and then click ⟨ to move it back to the left grid.

7. Click **OK** to apply the selected sort criteria to the report or click **Cancel** to close the window without re-sorting.

Filtering

When you want to view only certain data, you may find it useful to filter the data in the window.

You can use specific criteria to retrieve only the data that you want. Reports that can be filtered have a **Sort/Filter** button at the top of the report.

1. On the report window, click **Sort/Filter**. The Sort/Filter dialog box is displayed. By default, the **Sort Criteria** section is expanded.

    Note: If the report does not allow sorting, the Filter button is displayed instead of the Sort/Filter button, and sort criterion fields are not available.

2. Click **Filter Criteria** to expand the **Filter Criteria** section.

3. Click **Add Criterion** to add new filter criteria. A blank row is displayed in the grid.
    *   In the **Column** field, click ▼ to select a field by which to filter the data. The drop down lists that columns that appear on the report.
    *   In the **Operator** field, click ▼ to select an operator.

        *   = - Equals
        *   ≠ - Not equals
        *   > - Greater than
        *   ≥ - Greater than or equal to
        *   < - Less than
        *   ≤ - Less than or equal to

    *   In the **Value field**, type the value by which you want to filter. For example, if you selected a date in the **Column** field, type a date to view only data for a specific date.

        Note: When filtering report data by date, you must use the following formats:

        *   If the date is displayed in the MM/DD/YYYY format, the filter value must be in the YYYYMMDD format.

- If the date is displayed in the MM/YYYY format, the filter value must be in the YYYYMM format.
- If the date is displayed in the MM/YY format, the filter value must be in the YYMM format.

4. To add another row, click **Add**, and then select the logical connector (AND or OR) in the **Logical** field. Continue adding rows as needed.

   Note:
   - Using the AND operator limits search results, because the program looks only for records that contain both criteria.
   - Using the OR operator expands search results, because the program looks for records that contain either one criterion or the other, or both.

5. To delete a row, select the row, and then click **Delete Selected**. The row is deleted from the filter criteria.

6. Click **OK** to apply the selected filter criteria to the report or click Cancel to close the dialog box without applying a filter.