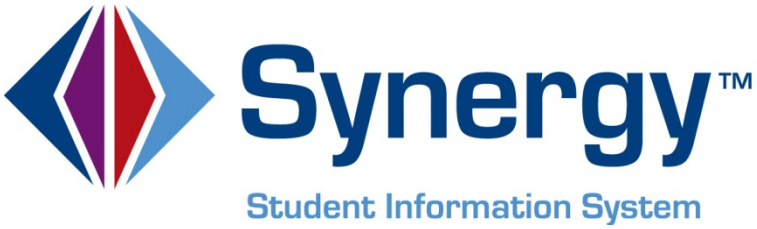

Synergy SIS©

Health
Administrator Guide

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Volume 01, Edition 01, Revision 05 **June 2013**
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Document Number: SISHTAG-010103

Fifth Revision, June 2013

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TABLE OF CONTENTS

CHAPTER ONE : OVERVIEW 7

Overview 8
Implementation Considerations 11
Before Starting 12

CHAPTER TWO : HEALTH SCREEN SETUP 15

Lookup Tables for Immunization Definition 16
Immunization Definition Setup 19
Lookup Tables for Health Screen 37
Nurse's Log Tab 38
Health Conditions Tab 41
Immunizations Tab 42
Medications Tab 44
Health History Tab and Private Tab 46

CHAPTER THREE : OTHER SCREENS SETUP 47

Lookup Tables for Health Screen Screen 48
Tuberculosis Tab 49
Vision Tab 51
Hearing Tab 53
Scoliosis Tab 56
General Health Tab 57
Dental Tab 58
Lookup Tables for the Health Screen By Section Screen 59
Lookup Tables for the Health Log Other Screen 60
Lookup Tables for the Health Log Student Screen 60
Lookup Tables for the Medication and Service Monitor Screen 60
Lookup Tables for the Individual Healthcare Plan Screen 61

CHAPTER FOUR : ACCIDENT REPORT & TASK SETUP 64

Setting Up the Health Accident Report 65
Setting Up the Healthcare Plan Report 70
Health Task Information 75

CHAPTER FIVE : SECURITY 77

Immunization Definition Security 78
Health Security 82
Health Log Other Security 90
Health Screen Security 92
Health Screen By Section Security 95
Medication and Service Monitor Security 96
Task Definition Security 96

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Health Reports Security.....96
INDEX 97

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ABOUT THIS MANUAL

Edupoint Educational Systems develops software with multiple release dates for the software and related documentation. The documentation is being released in multiple volumes to meet this commitment.

The table below lists the release date, software version, documentation volume number, and the content included in each volume of documentation to date.

Software and Document History

Date	Volume	Edition	Revision	Content
August 2009	1	1	1	Initial release of this document
March 2010	1	1	2	Updated to include changes from the November 2009 release and the February and March 2010 patches
June 2011	1	1	3	Update to include changes from the June 2011 release
February 2013	1	1	4	Updated to include changes from the February 2013 release
June 2013	1	1	5	Updated to the 8.0.1.1 release

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CONVENTIONS USED IN THIS MANUAL

Bold Text	**Bold Text** - Indicates a button or menu or other text on the screen to click, or text to type.
	Tip – Suggests advanced techniques or alternative ways of approaching the subject.
	Note – Provides additional information or expands on the topic at hand.
	Reference – Refers to another source of information, such as another manual or website
	Caution – Warns of potential problems. Take special care when reading these sections.

BEFORE YOU BEGIN

Before installing any of the Edupoint family of software products, please be sure to rescreen the system requirements and make sure the district's computer hardware and software meet the minimum requirements. If there are any questions about the system requirements, please contact an Edupoint representative at (877) 899-9111.

Caution: The Edupoint family of software does not support the use of pop-up blockers or third-party toolbars in the browser used to access Synergy SIS. Please disable any pop-up blockers (also known as pop-up ad blockers) and extra toolbars in the browser before logging into any Edupoint product.

At any point, if there are any technical difficulties, please contact the Edupoint technical support team at support@edupoint.com or by phone at 1-877-899-9111 option 1.

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Chapter One: OVERVIEW

In this chapter, the following topics are covered:

- Overview of the features of the Health screens
- Implementation considerations

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OVERVIEW

The **Health** folder has screens that track where student immunizations records are entered and student health screening results are recorded. The Health folder can also record any health-related incidents and track student medications that need to be administered by school personnel. Alerts can be configured to warn staff in any screen in Synergy SIS when the student has a medical condition such as a food-related allergy or diabetes.

This manual illustrates how to setup and configure the Health-related screens contained in the Health folder. The security options available for the Health screens are also outlined. The companion manual to the Administrator Guide, *Synergy SIS – Health User Guide,* illustrates how to enter and modify the health information and print related reports.

To access the **Health** screen:

1. Open the **Synergy SIS Navigation Tree** by clicking on the Tree button.

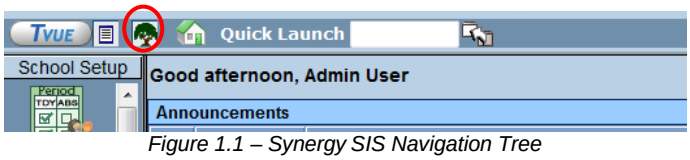

Figure 1.1 – Synergy SIS Navigation Tree

2. Expand the **Synergy SIS** folder by clicking on the blue triangle pointing right, next to the word Synergy SIS. Once clicked, the triangle will turn green and point downward.

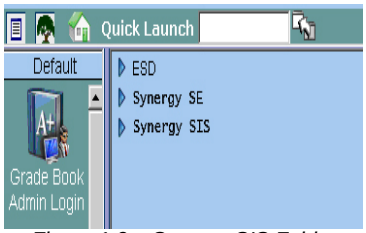

Figure 1.2 – Synergy SIS Folder

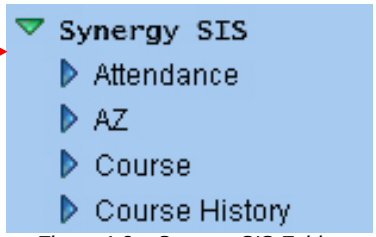

Figure 1.3 – Synergy SIS Folder Expanded

3. Under the Synergy SIS folder, open the **Health** folder by clicking on the blue triangle pointing right, next to the words Health. Once clicked, the triangle will turn green and point downward.

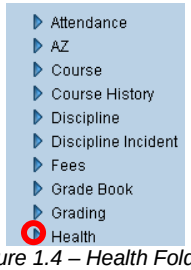

Figure 1.4 – Health Folder

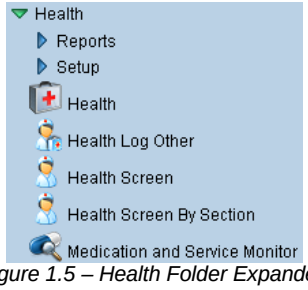

Figure 1.5 – Health Folder Expanded

4. Click on the **Health** icon. The health screen will appear in the content pane on the right side of the screen.

Figure 1.6 – Health Screen Icon

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Note: In the rest of the manual, the location of a screen or report in the Navigation Tree (also referred to as the PAD tree) is indicated using ">". The example above is indicated as **Synergy SIS > Health**. This means go to the Navigation Tree, click on the Synergy SIS folder, and then click on the Health folder.

The screens that are configured in this guide are:

The **Health** screen logs any visits to the nurse, records any health conditions the student may have, and tracks the student's immunizations. It can also track any medications or procedures that school personnel need to administer to the student.

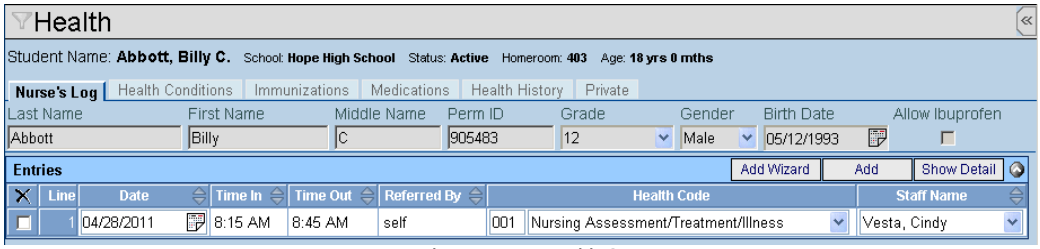

Figure 1.7 – Health Screen

The **Health Log Other** screen records health-related incidents that involve non-students.

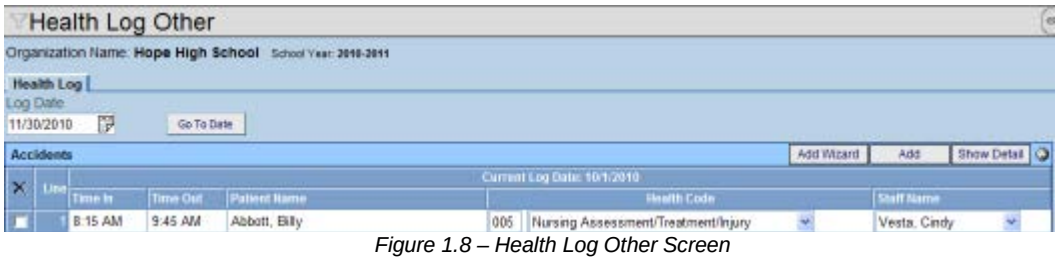

Figure 1.8 – Health Log Other Screen

The **Health Log Student** screen records health-related incidents for a single day.

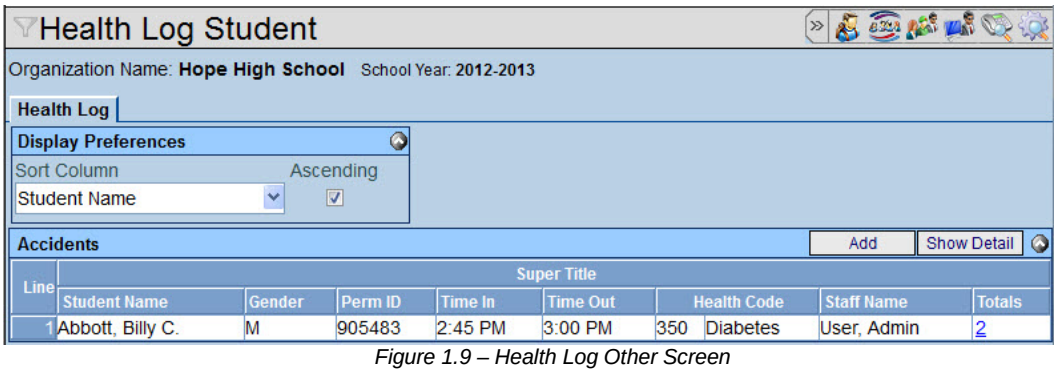

Figure 1.9 – Health Log Other Screen

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The **Health Screen** screen records the results of screening tests for tuberculosis, vision, hearing, scoliosis, a general physical, and dental.

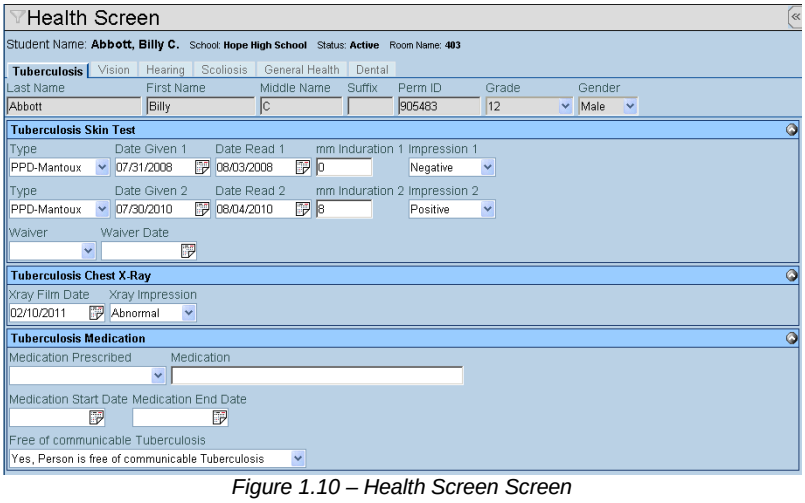

Figure 1.10 – Health Screen Screen

The **Health Screen By Section** screen allows the screening results for tuberculosis, vision, hearing, scoliosis, a general physical, and dental to be screened and entered by section.

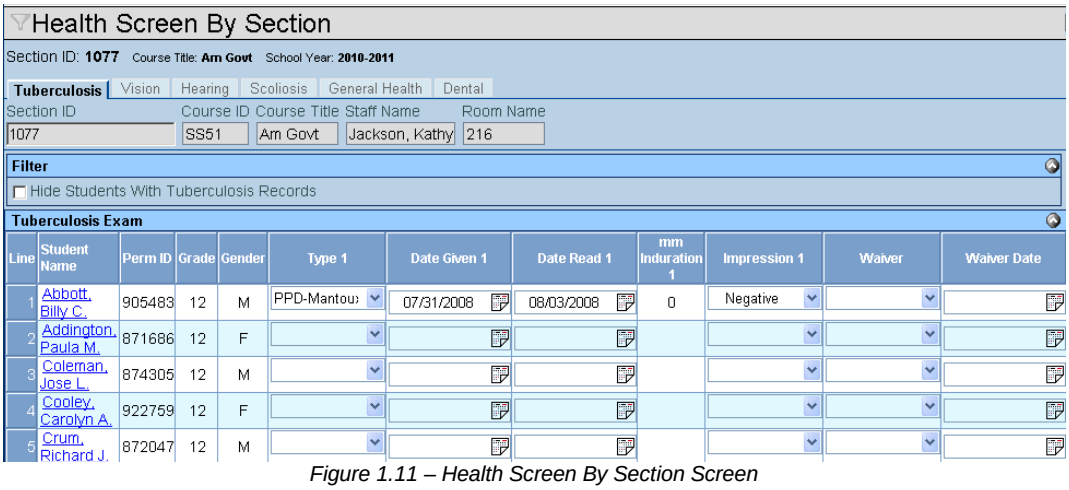

Figure 1.11 – Health Screen By Section Screen

The **Individual Healthcare Plan** screen lists all the Healthcare Plans that have been created to manage a student's chronic or long-term health issues.

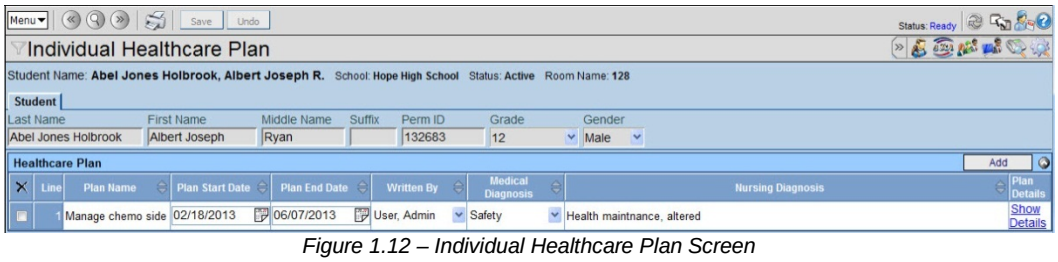

Figure 1.12 – Individual Healthcare Plan Screen

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The **Medication and Service Monitor** screen lists all medications and procedures that need to be administered to students on a given date, based on the medications and procedures recorded in the Health screen for each student.

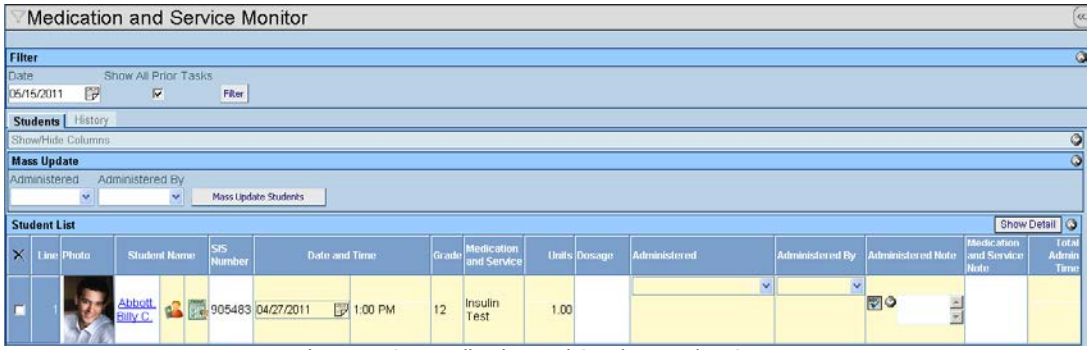

Figure 1.13 – Medication and Service Monitor Screen

IMPLEMENTATION CONSIDERATIONS

Most states require that schools track and verify student immunizations. To setup and configure the **Student Immunization** data, collect the state immunization guidelines to get a list of required immunizations. The CDC also provides a guide on recommended vaccination schedules.

Synergy SIS can also track other **Health** information, such as screening data for scoliosis, vision, dental, and tuberculosis. It can also track any student or staff health-related incidents and generate an Accident Report that can be sent home to the student's parents. To setup this section, gather a list of health screenings administered by the school and the tests used. The district will also need to create the format for the Accident Report. A sample report is provided in Chapter Four.

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BEFORE STARTING

Throughout the Health screens, there are several drop-down lists with pre-selected values. These values are stored in a lookup table, with a separate table for each list. Some lookup tables may be modified to match the needs of the district. The lookup tables that can be modified by the school district are listed below. The values used by these tables need to be gathered before setting up the Health screens as outlined in this guide.

Lookup Table Name	Description
Accident Activity	a list of possible activities the person was engaged in when the accident occurred
Accident Location	a list of possible locations where the accident occurred
Action Taken	a list of possible actions
Administered	the status of the scheduled administration of medication
Audio Aid	a list of possible devices used to aid the student's hearing
Audio Folder	a list of possible folders used to store the audio screen results
Audio Screen Reason	a list of the reasons an audio screen is conducted
Clinical Code	the code indicating the treatment administered
Color Deficiency	this list could be setup as a list of the three possible color blindness conditions , or as a pass/fail list to indicate if the student passed the color deficiency test
Condition Code	
Dental Assessment	possible reasons that a dental exam requirement is waived
Equipment	
Exam Results	
Exemptions	the list of reasons why a student may be exempted from the vaccination requirements
Eye Exam	the list of possible vision acuity measures
Frequency Type	
Health Code	the code indicating the type of health incident
Health Conditions	the list of possible serious health conditions
Health Type of Record	
Hearing Exam	
Immittance Class	a list of the overall results of the hearing exam
Incident Code	
Incident Notification List	A list of
Individual Test	
Injury	
Interval Type	
Intervention Codes	
Med Procedure	
Medical Diagnosis	
Medication or Service	a list of medication or that are administered to students by school personnel
Medication Prescribed	a list of the medications prescribed as the result of a positive tuberculosis test, or a list of the status of a prescription
Medication Type	the type of medication administered
Otoscopic Observation	
Overall Status	
Procedure	a list of medical procedures administered by school personnel
Referral (Hearing)	the referral list could indicate the external agency to where the student was referred, or the source of a referral for a hearing screening
Referral (Vision)	typically setup up as either Yes or No, the referral list could also indicate the external agency to where the student was referred, or the source of a referral
Route of Admin	the method by which the medication is administered
TB Disease Status	the overall tuberculosis status of the student
TB Result	
TB Waiver	

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Treatment Urgency	a list of the follow-up treatments based on the results of the dental exam
Tympanagram Type	a list of the possible types of hearing tests used
Vaccination Code	
Vaccination SIS Code	
Vaccination State Code	
Vision Aid	the list of possible corrective lenses used by the student to correct their vision
Vision Screen Reason	
Waiver	the reasons a tuberculosis test is waived
X-ray Result	

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Chapter Two:
HEALTH SCREEN SETUP

In this chapter, the following topics are covered:

- How to setup the Immunization Definition
- What lookup tables need to be setup for the Health screen

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LOOKUP TABLES FOR IMMUNIZATION DEFINITION

Prior to setting up the immunization requirements, there are a number of lookup tables that need to be defined. These tables are used during the setup process. The lookup tables may be modified by using the **Lookup Table Definition** screen. To modify a lookup table's values:

1. Go to the **Lookup Table Definition** screen, found under Synergy SIS > System > Setup.
2. **Find the table** that needs to be changed by clicking on the triangles next to each node. Most of the lookup tables for the Immunization Definition screen are found under the node K12.Setup.
3. Once the table is located, click the **Add** button to add a new code.

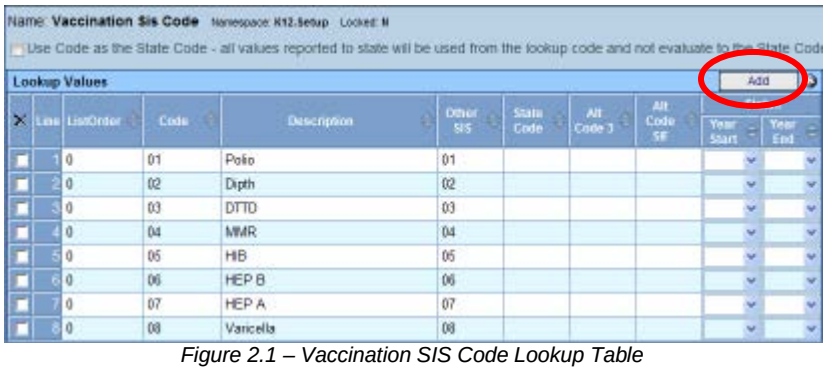

Figure 2.1 – Vaccination SIS Code Lookup Table

4. A defined order can be set by entering the order number in the **ListOrder** column. Otherwise, the values are sorted in alphanumeric order by the Description field. If the numbers in the ListOrder field are the same, the Description is used for sorting.
5. Enter a code for the item in the **Code** column. This value must be unique since it is used to link the tables in the database and it is displayed in the drop-down list.
6. Enter the description of the code in the **Description** column.
7. The **Other SIS** column is used to import data during the conversion process from another student records system. Enter the code used in the old system in this column.
8. If appropriate, a start date and end date may be entered for the code in the **Status** column to activate or deactivate the code for a particular year. If a code is inactive, it shows in data already entered but it is not available for selection for new records. For example, if a code is no longer valid for records beginning FY2011, select 2011 for the end year.
9. The **State Code**, **Alt Code 3, and Alt Code SIF** are not needed since this information is not uploaded to the state. The checkbox at the top of the table **Use Code as the State Code** is not used as well.
10. Click the **Save** button at the top of the screen to save the changes.

To delete a code, click the box under the **X** column, and click the **Save** button at the top of the screen.

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On the Immunization Definition screen, the detailed screen for each immunization uses the following lookup tables:

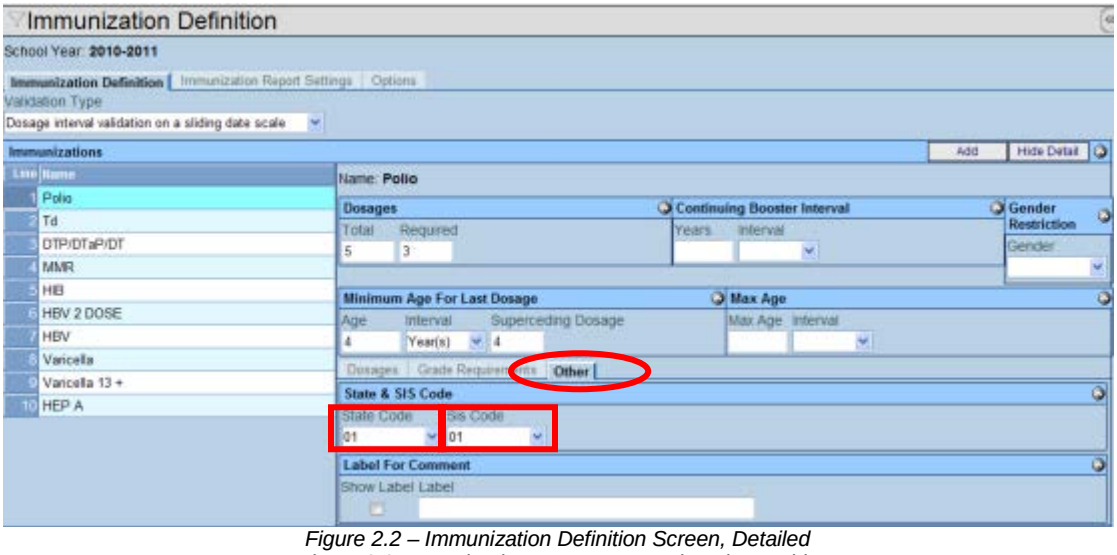

Figure 2.2 – Immunization Definition Screen, Detailed
Figure 2.3 – Vaccination Dosage Interval Lookup Table

- **SIS Code** – a list of all of the immunizations required and the code used by the previous student information system (SIS) for the immunization. This table is used only during the Generic Conversion process. The lookup table is located under **K12.Setup**, and the table name is **Vaccination Sis Code**. For this table, the code used by the previous system must be entered into the Other SIS column.

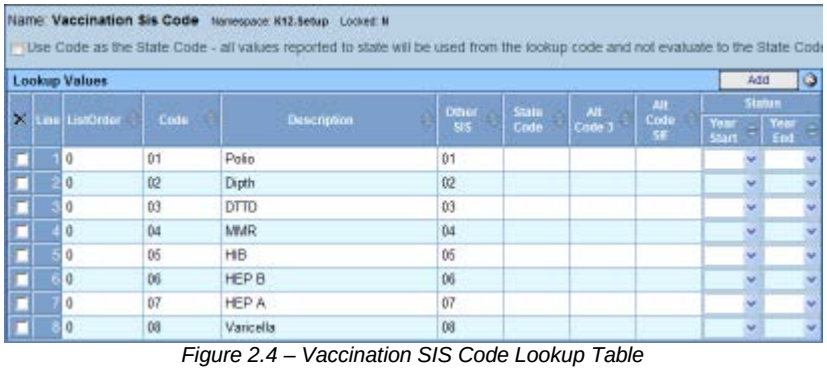

Figure 2.4 – Vaccination SIS Code Lookup Table

- **State Code** – a list of all of the immunizations required by the state and the code used by the state for uploading information. The lookup table is located under **K12.Setup**, and the table name is **Vaccination State Cod**.

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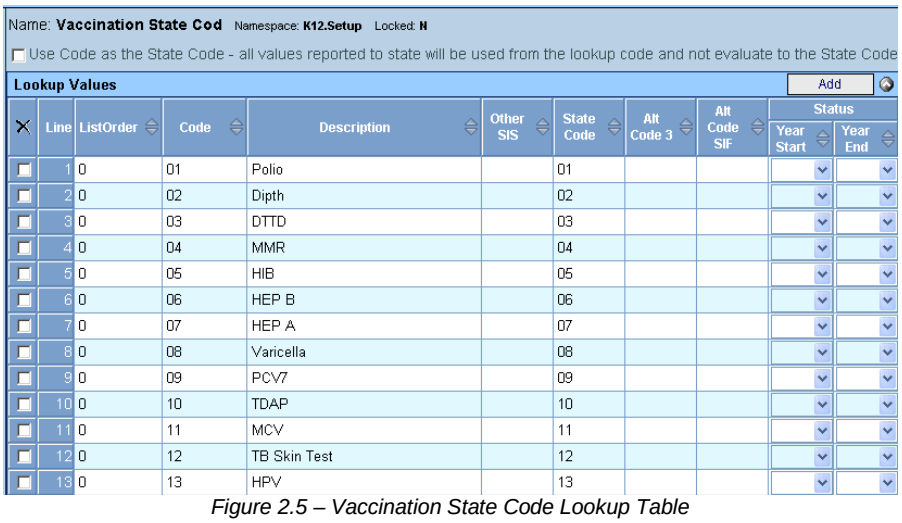

Name: **Vaccination State Cod** Namespace: **K12.Setup** Locked: **N**

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code

Lookup Values Add

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status: Year Start	Status: Year End
1	0	01	Polio		01				
2	0	02	Dipth		02				
3	0	03	DTTD		03				
4	0	04	MMR		04				
5	0	05	HIB		05				
6	0	06	HEP B		06				
7	0	07	HEP A		07				
8	0	08	Varicella		08				
9	0	09	PCV7		09				
10	0	10	TDAP		10				
11	0	11	MCV		11				
12	0	12	TB Skin Test		12				
13	0	13	HPV		13				

Figure 2.5 – Vaccination State Code Lookup Table

Caution: The **Vaccination State Cod** table is also used by the **HLT204 – California School Immunization Report** and the **HLT212 – Arizona Immunization Report,** among others. For the reports to work correctly for Arizona and California, this table must be setup with the appropriate values. Once the lookup table is setup, the codes must be mapped to each vaccination definition as outlined in the next section of this guide.

Oregon users, please refer to the State of Oregon User and Administrator Guide for OR vaccination codes.

Arizona Vaccination Codes

Code	Description	State Code
01	Polio	01
02	Dipth	02
03	DTTD	03
04	MMR	04
05	HIB	05
06	HEP B	06
07	HEP A	07
08	Varicella	08
09	PCV7	09
10	TDAP	10
11	MCV	11
12	TB Skin Test	12
13	HPV	13

California Vaccination Codes

Code	Description	State Code
01	Polio	01
02	DT/Td	02
02A	DTP/DtaP/Tdap	02A
03	MMR	03
04	HIB	04
08	HEP B	08
09	Hep A	09
10	Varicella (Chicken Pox)	10

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IMMUNIZATION DEFINITION SETUP

Once all of the lookup tables have been setup, the immunization requirements can be defined. To setup the immunization requirements:

1. Go to the **Immunization Definition** screen, found under Synergy SIS > Health > Setup.

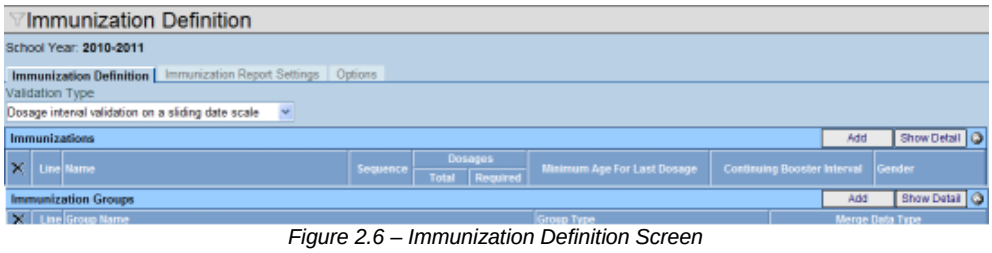

Figure 2.6 – Immunization Definition Screen

2. Select how immunizations will be checked to see if they meet the requirement from the Validation Type drop-down. To check the number of doses and the dates on which the doses were given, select **Dosage Interval Validation on a Sliding Date Scale**. To only check the number of doses, select **No Interval Validation**.

3. Click on the **Add** button to add a required immunization, and a new blank line appears in the Immunizations section.

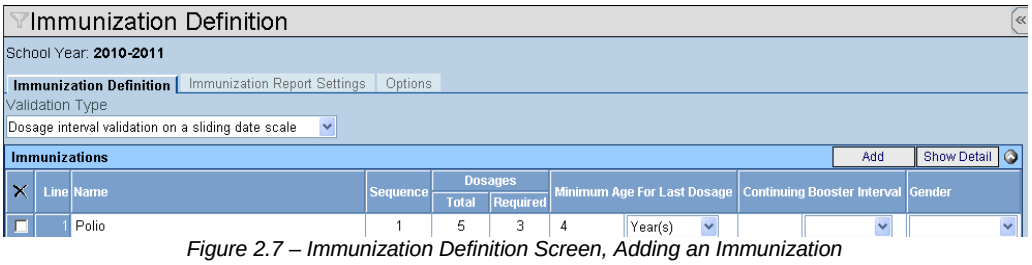

Figure 2.7 – Immunization Definition Screen, Adding an Immunization

4. Enter the name of the immunization in the **Name** column.

5. The **Sequence** number controls the order in which the immunizations are displayed on the screen, from lowest to highest number.

6. Enter the number of possible dosages in the **Total** column, and the minimum number of dosages that are required in the **Required** column. For example, the Polio vaccine required 3 doses, but if the last dose was not given to the student when they were 4 years old or older they require 4 doses. For polio, the total dosages would be 4 and the required dosages would be 3.

7. If the last dosage of a vaccine must be given at a certain age or older, enter the number and time unit in the **Minimum Age for Last Dosage** column. The number is entered in the first box, and the time unit (Day, Week, Month, Year) is selected from the drop-down list. For example, the last dose of polio must be given to the student when the student is 4 years or older. For polio, enter 4 in the first box and select Year(s) from the drop-down list.

8. If the vaccine requires a booster every so many years, enter the number and time unit in the **Continuing Booster Interval** column. For example, some states require a Tdap booster every 5 years. For Tdap, enter 5 in the first box and select Year(s) from the time unit drop-down list.

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9. To add another immunization, click the **Add** button to add another line and fill in the needed information. Continue adding lines until all immunizations have been entered. To delete an immunization, check the box in the **X** column.
10. Click the **Save** button at the top of the screen to save the immunization definitions.

Some immunizations have more complicated requirements. To enter more information about the immunization requirement:

1. Click the **Show Detail** button, and select the immunization to modify on the left hand side of the screen by clicking on it.

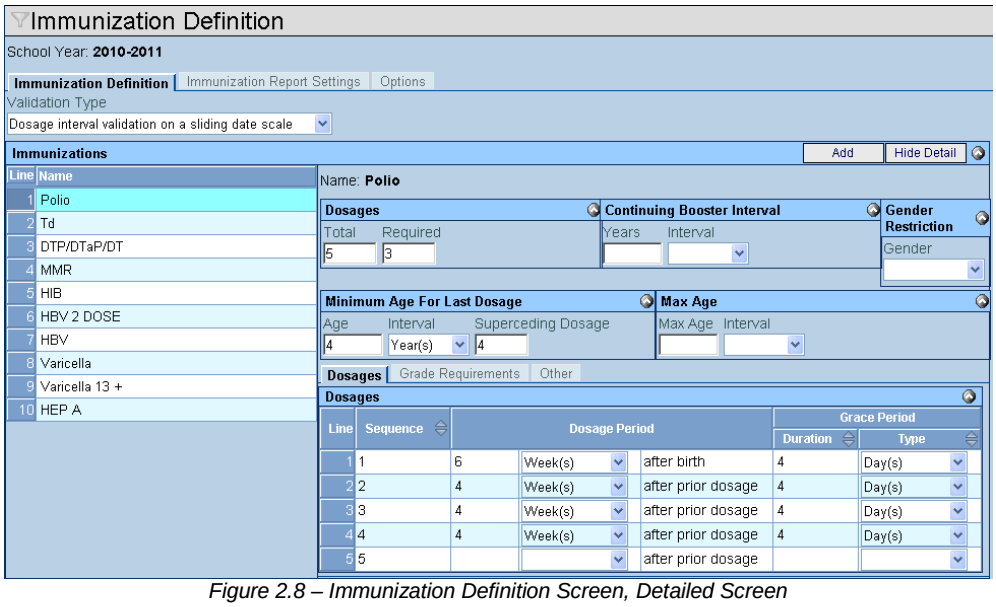

Figure 2.8 – Immunization Definition Screen, Detailed Screen

2. The **Dosages** and **Continuing Booster Interval** sections are the same information as shown in the main part of the screen.
3. The age and interval of the **Minimum Age for Last Dosage** is also the same information from the main part of the screen.
4. If the student did not meet the minimum age for last dosage requirement, but the requirement can be met by taking a different number of dosages, enter the number of dosages that overrides the minimum age requirement in the box labeled **Superseding Dosage**. For example, if a student was younger than 4 years when they received their last polio dose, they can still meet the requirement if they have 4 doses instead of 3.
5. If the student has to complete the final dose of the immunization requirement by a certain age, enter that age in the **Max Age** section. Enter the number in Max Age box and select the time unit from the Interval drop-down list. For example, some states require students to receive a varicella vaccination before they turn 13. For the varicella vaccination, enter 13 in the Max Age box and select Year(s) from the Interval drop-down list. **Note that Max Age does not work unless a minimum age has also been entered.**

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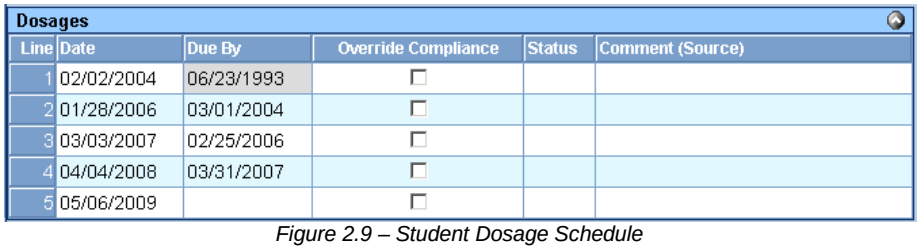
6. The **Dosages** grid outlines the recommended schedule of dosages needed for the immunization. If all other requirements are met, the student will still be listed as compliant if their dosages do not match this schedule. However, it does display a schedule for the student based on their birth date so that their dosage schedule can be manually checked, as shown below.

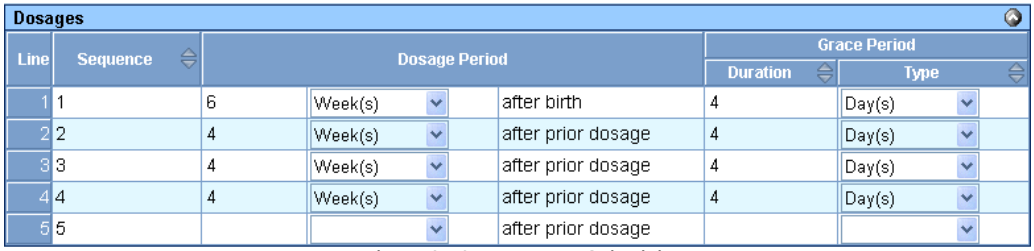


Dosages

Line	Date	Due By	Override Compliance	Status	Comment (Source)
1	02/02/2004	06/23/1993	☐		
2	01/28/2006	03/01/2004	☐		
3	03/03/2007	02/25/2006	☐		
4	04/04/2008	03/31/2007	☐		
5	05/06/2009		☐		

Figure 2.9 – Student Dosage Schedule

7. A blank line is already displayed for each possible dose entered in the Total field. To enter the dosages schedule, enter the number and select the time unit from the drop-down list in the **Dosage Period** column. All dosage periods are based on the student's birth date as entered in the Student screen. For example, according to the CDC schedule, all students should receive the first dose of the MMR vaccine at age 12 to 15 months. Therefore, the first sequence number would be set to 1 year (or 12 months) after birth, and the Grade Period would be set to 3 months (12 months + 3 months equals 15 months). The second dose should be given at 4 to 6 years old, but at a minimum of 4 weeks after the first dose. The second sequence would then be set to 4 weeks after prior dosage, with a grace period of 5 years. The **Grace Period** is the permissible time after the scheduled dosage when the vaccine can still be administered.



Dosages

Line	Sequence	Dosage Period			Grace Period	
					Duration	Type
1	1	6	Week(s)	after birth	4	Day(s)
2	2	4	Week(s)	after prior dosage	4	Day(s)
3	3	4	Week(s)	after prior dosage	4	Day(s)
4	4	4	Week(s)	after prior dosage	4	Day(s)
5	5			after prior dosage		

Figure 2.10 – Dosages Schedule

8. Click the **Save** button at the top of the screen to save the changes.

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Sometimes, as new immunization requirements are phased in, some vaccines are only required for certain grade levels. For example, in some states the meningococcal vaccine is only required for 6th and 7th grade students. To setup a grade level-specific immunization requirement:

1. Click the **Show Detail** button, and select the immunization to modify on the left hand side of the screen by clicking on it.
2. Click on the **Grade Requirements tab** in the detailed screen.

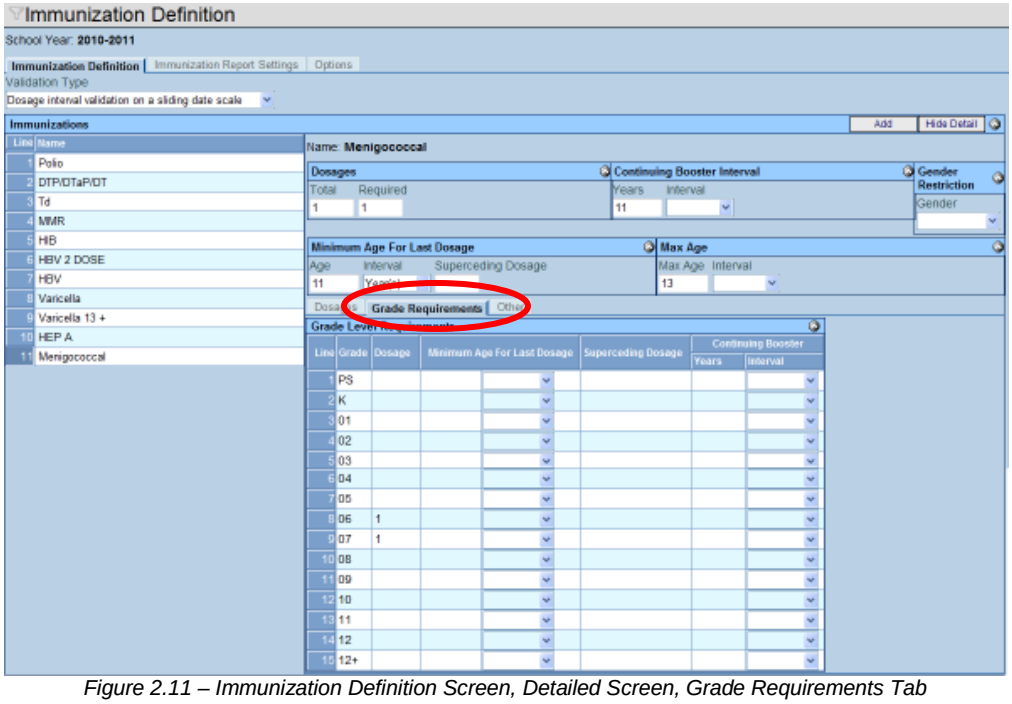

Figure 2.11 – Immunization Definition Screen, Detailed Screen, Grade Requirements Tab

3. In the **Grade Level Requirements** section, enter the required number of doses for each grade in the **Dosage** column.
4. If the last dosage of a vaccine must be given at a certain age or older, enter the number and time unit in the **Minimum Age for Last Dosage** column for each grade. The number is entered in the first box, and the time unit (Day, Week, Month, Year) is selected from the drop-down list.
5. If the student did not meet the minimum age for last dosage requirement, but the requirement can be met by taking a different number of dosages, enter the number of dosages that overrides the minimum age requirement in the **Superseding Dosage** column for each grade.
6. If the vaccine requires a booster every so many years, enter the number and time unit in the **Continuing Booster Interval** column for each grade.
7. Click the **Save** button at the top of the screen to save the changes.

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For immunizations that have varying requirements across ages and grades, it may be necessary to separate the requirements into two immunization definitions to capture all of the requirements needed. These definitions can then be grouped together to capture the overall compliance with the requirements. For example, the requirement for the varicella vaccine in some state is 1 dose if it is given to the student before they are 13, or 2 doses if the first dose was given at 13 years of age or later. To create an immunization grouping:

1. Enter the vaccination requirement in the Immunizations grid in two or more separate requirements. For example, the Varicella requirements would be entered as one requirement for students younger than 13, and one requirement for students 13 years or older.

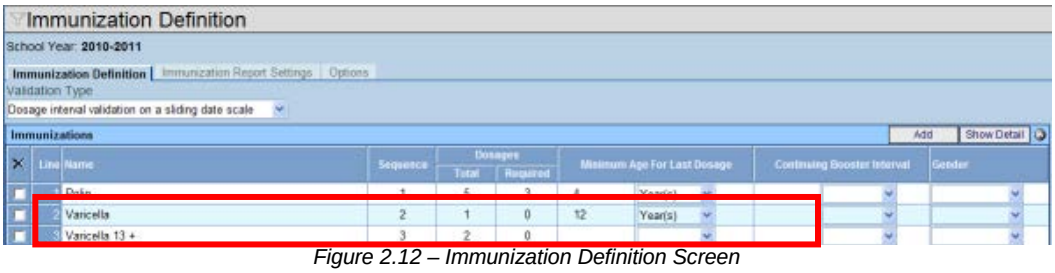

Figure 2.12 – Immunization Definition Screen

2. Once the requirements are entered, a grouping can be created to make sure the student met one of the requirements. To create a grouping, click the **Add** button in the Immunization Groups section at the bottom of the screen.

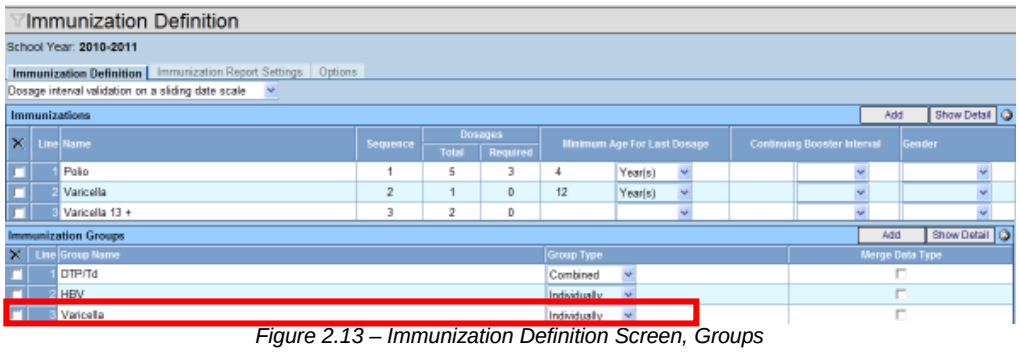

Figure 2.13 – Immunization Definition Screen, Groups

3. In the blank line that is added, enter the overall name for the requirement in the **Group Name** column.

4. Select the type of grouping to be used from the **Group Type** drop-down. If the student can meet one of the individual requirements in the group to be considered compliant, select **Individually**. For example, with the Varicella requirement, the student can meet either the requirement for students who received the vaccine prior to age 13 or the requirement for students who took the vaccine at age 13 or older.

5. If the dosages taken for each requirement can be substituted for each other in the grouping, select the **Group Type** of **Combined**. For example, a student is required to take 4 dosages of either the DTaP, DTP, or DT vaccine. Each vaccine could be listed separately, and if the student takes a combined total of 4 of the 3 types of vaccines, they are considered compliant.

6. To merge the definitions on the Immunizations tab of the Health screen so that only 1 line appears for all of the definitions in the group, check the box labeled **Merge Data Type**. If data has already been entered for the definitions, they cannot be merged. The individual definitions will still be monitored for compliance and will still

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appear separately on the Immunization Definition. This works best for vaccines such as the Varicella vaccine where each definition references the same vaccine, but the requirements are different either by age or by grade.

7. Click the **Save** button at the top of the screen to save the new grouping.
8. To select which definitions are parts of the group, click the **Show Detail** button and click on the group on the left-hand side of the screen.

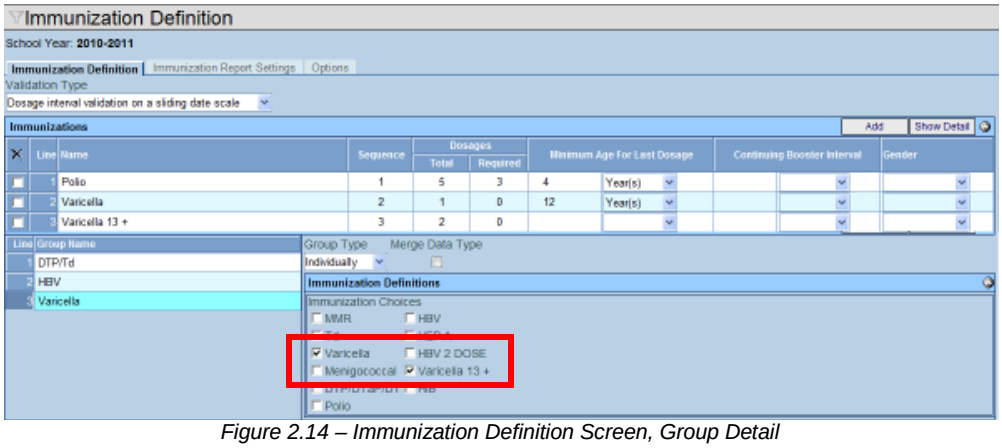

Figure 2.14 – Immunization Definition Screen, Group Detail

9. Check the box in front of each definition to include in the group.
10. Click the **Save** button at the top of the screen to save the changes.

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If vaccination information must be uploaded to the state or if the district plans to a state immunization record state immunization record report, each definition must be mapped to a state vaccination code. Each definition must also be mapped to a SIS code to be used to convert data from a previous student information system. To define these codes:

1. Click on the **Show Detail** button in the Immunizations section, and click on the **Other** tab in the detailed screen of each immunization.

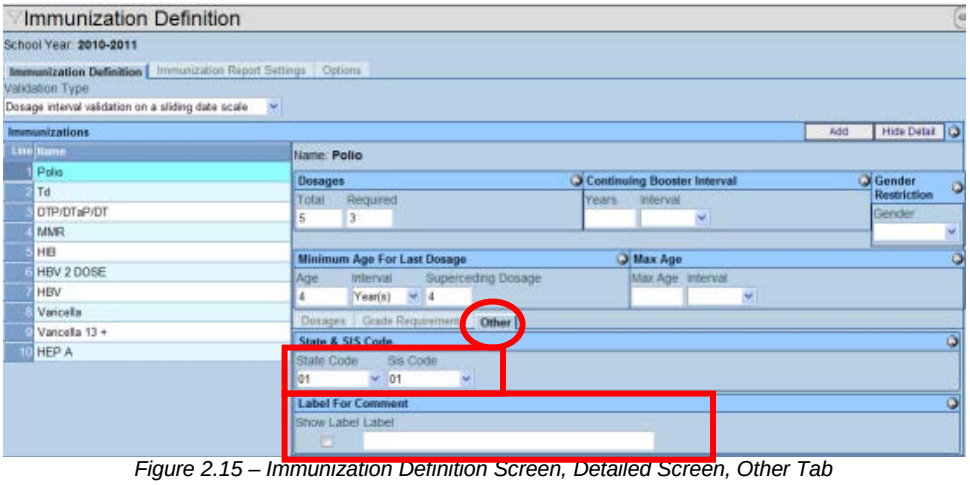

Figure 2.15 – Immunization Definition Screen, Detailed Screen, Other Tab

2. Select the **State Code** from the drop-down list for the immunization definition selected on the left. This code will be used to upload the data to the state.
3. Select the **SIS Code** from the drop-down list for the immunization definition selected on the left. This code will be used to convert the data from another student information system software package.
4. To change the name of the Comment column displayed in the detailed screen of the definition selected on the Immunizations tab of the Health screen, check the box **Show Label**, and enter the new text to be displayed in the **Label** box.
5. Click the **Save** button at the top of the screen to save the changes.
6. Click on a different definition on the left-hand side of the screen to select the codes and repeat steps 2 through 5 for each definition.

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Some school districts may require that their immunizations have customized definitions to capture all of the requirements needed. The **Immunization Definition** screen enables users to create custom rules to validate that students are compliant with their immunizations. To create custom immunization definitions:

1. Navigate to Synergy SIS > Health > Setup > Immunization Definition.

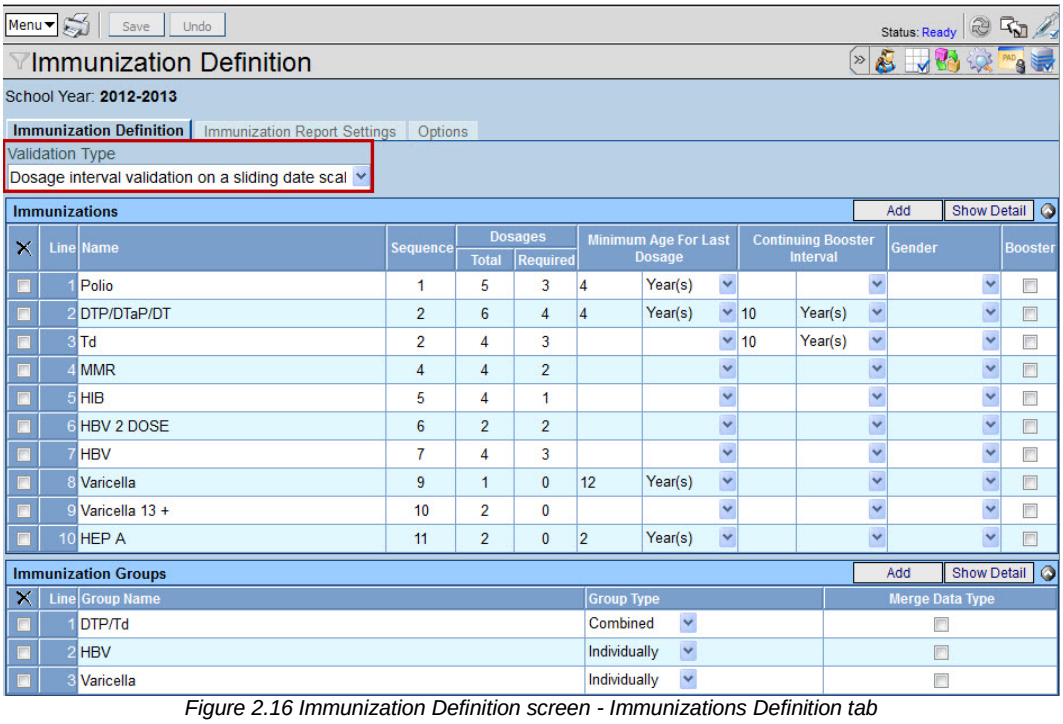

Figure 2.16 Immunization Definition screen - Immunizations Definition tab

2. In the **Validation Type** field, select the **Custom validation rules** option.

NOTE: When you select **Custom validation rules**, previously defined immunizations, sequences, and total dosages appear.

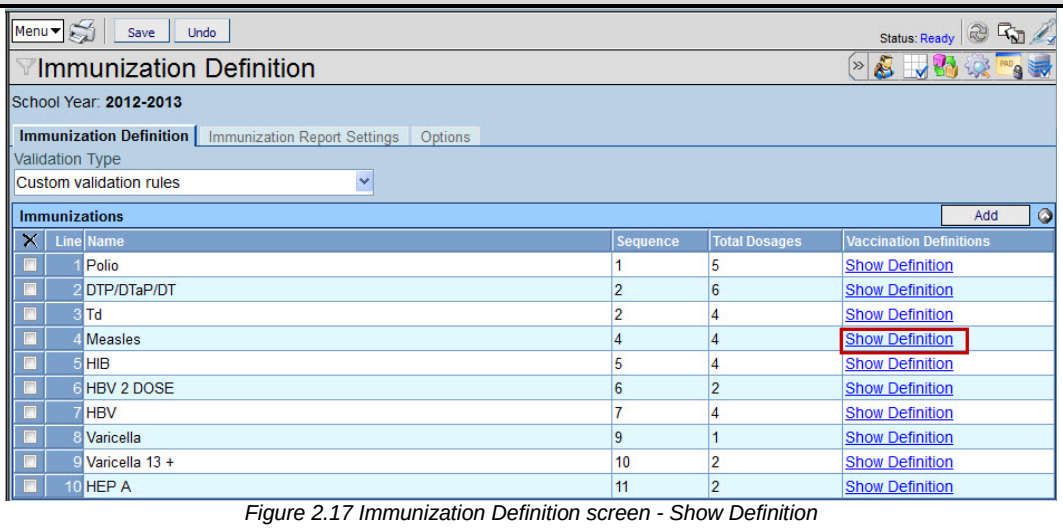

Figure 2.17 Immunization Definition screen - Show Definition

3. Select an immunization from the **Immunization** grid and click on the **Show Definition** link. The **Immunization Rule Definition** screen displays.

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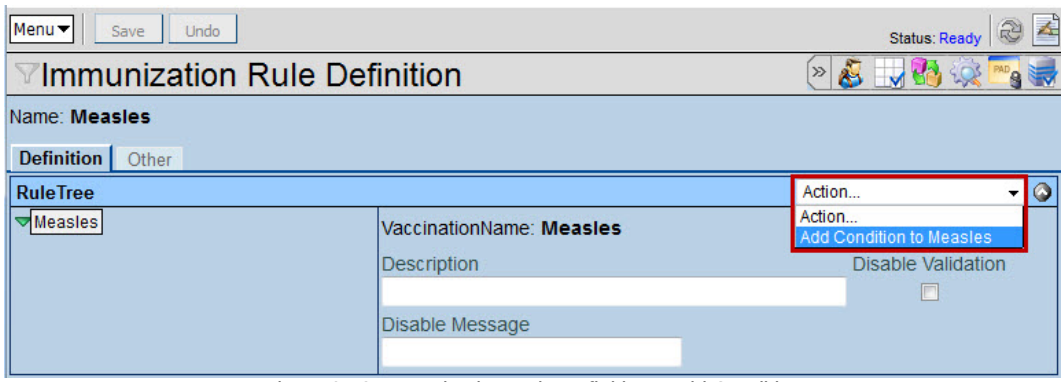

Figure 2.18 Immunization Rule Definition - Add Condition

4. Select the primary node under the **Rule Tree**.
5. Select the Add Condition to (primary node) option from the Action menu. The Vaccination Condition Definition screen opens.

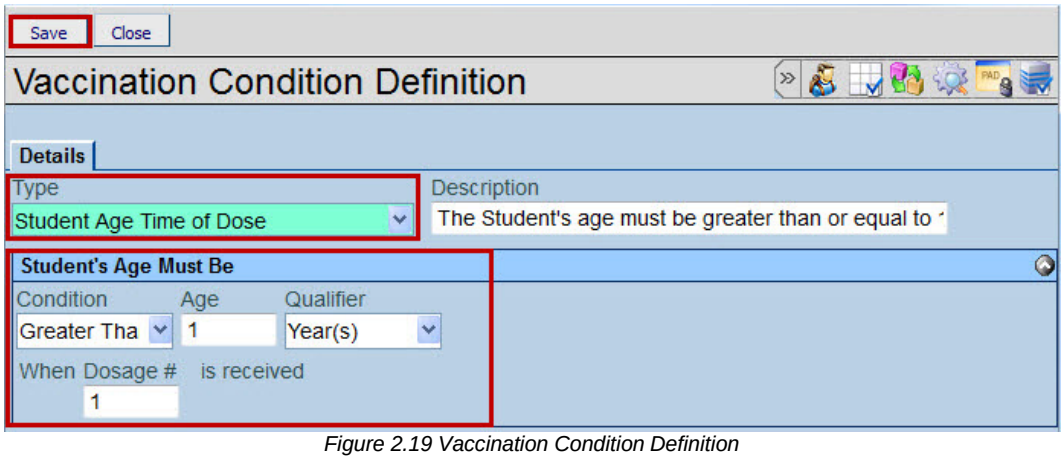

Figure 2.19 Vaccination Condition Definition

NOTE: A node may have only one Condition, and multiple Actions.

When a condition is defined, a **True** and a **False** node also are created. Each **True** or **False** node may have one condition defined and many actions.

6. Select the condition type in the **Type** field. The Types available are:
   - **All Dosage Dates Condition** – sets a specific message if a dosage date for the immunization equals the value entered.
   - **All Dosage On Or After Birthday** – sets a specific message if not all dosages have been entered on or after the student's date of birth.
   - **At Least 1 Dose After Age** – sets that a student must have at least one dosage in any immunization after the time frame entered.
   - **Dosage Date** –allows a dosage interval to be set based upon the date of evaluation. The date of evaluation is the current date.
   - **Dosage Exists** –states the dose exists.

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- I**nterval Between Dosages** – sets an interval of time between two doses.
- **Other Vaccination Compliance** – Allows one series of immunizations to force compliance for another. For example, if DTAP and TDAP are listed separately, this condition could be used to show the TDAP is compliant if DTAP is compliant and no dates are present for TDAP.
- **Student Age Time of Dose** – states an age interval for a given dose.
- **Student Age Today** – defines the age interval used in evaluation. The date of evaluation is the current date.
- **Student Grade Level** – defines the Grade condition a student must meet.
- **X Number of Dosages In Separate Month** - sets a message if more than the specified number of doses are entered in the same month for the same immunization

7. Enter the condition details in the appropriate fields. (The fields displayed vary based on the condition type selected.)
    - **Description** – text in this field overrides the system-generated description.
    - **Dosage #** – the specific dosage within a series of doses.
    - **Vaccination** – the specific vaccination.
    - **Condition** – This determines how to calculate the Interval.
        - o Equal
        - o Greater
        - o Greater than or Equal
        - o In (Include)
        - o Less
        - o Less than or Equal
    - **Amount** – the value used with the Qualifier and Condition.
    - **Age –** the specified age of a student used in calculations.
    - **Value –** the specific grade value used with the Student Grade Level condition.
    - **Qualifier**
        - o Day(s)
        - o Month(s)
        - o Year(s)
    - **Date –** The specified date a condition must meet.
    - **Message –** text entered display on the Student dosage status and the Vaccine status.
    - **Compliance**
        - o Compliant

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- o Exempt
- o Not Compliant
- o Not Required
- o Up to Date

8. Click **Save**. The condition and the **True** and **False** nodes appear under the main node on the **Rule Tree**.

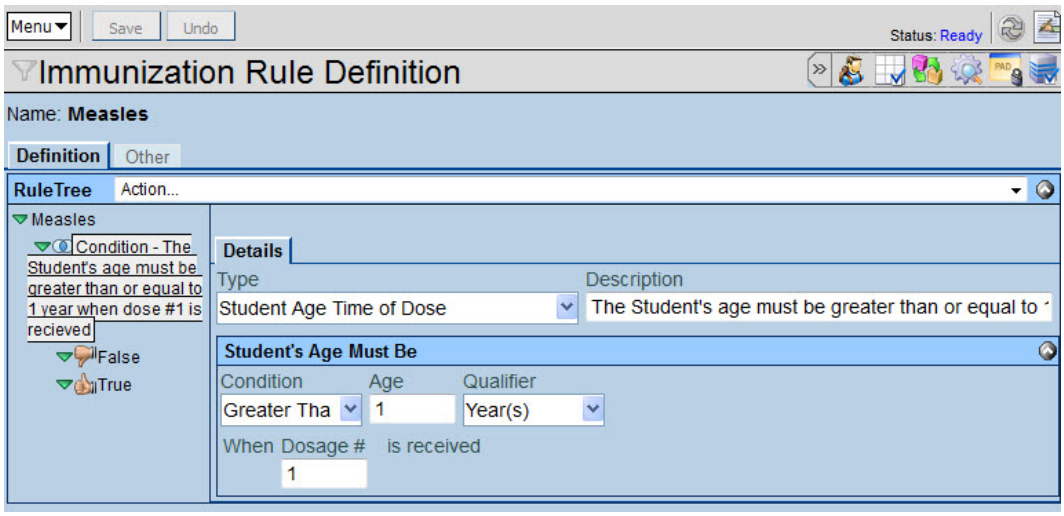

Figure 2.20 Immunization Rule Definition screen

9. Select the **False** node.

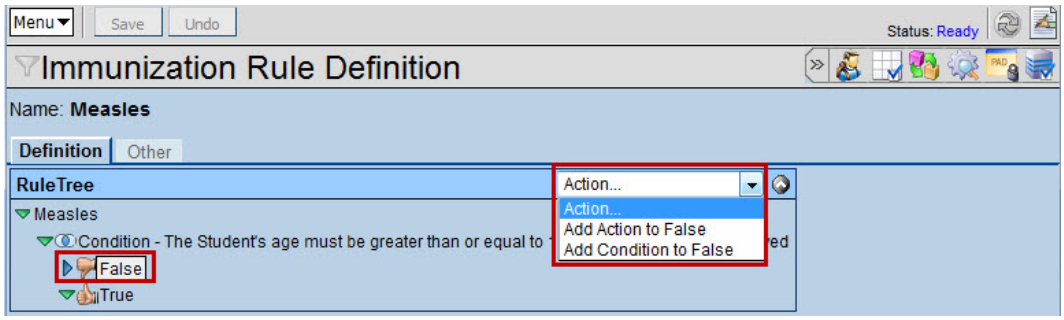

Figure 2.21 Immunization Rule Definition screen - Add Action

10. Select the **Add Condition to False** option from the **Action** menu. The **Vaccination Condition Definition** screen opens. Follow steps five through eight outlined above to add a condition.

    OR

    Select **Add Action to False**. The **Vaccination Action Definition** screen opens. Follow the steps below to add an action.

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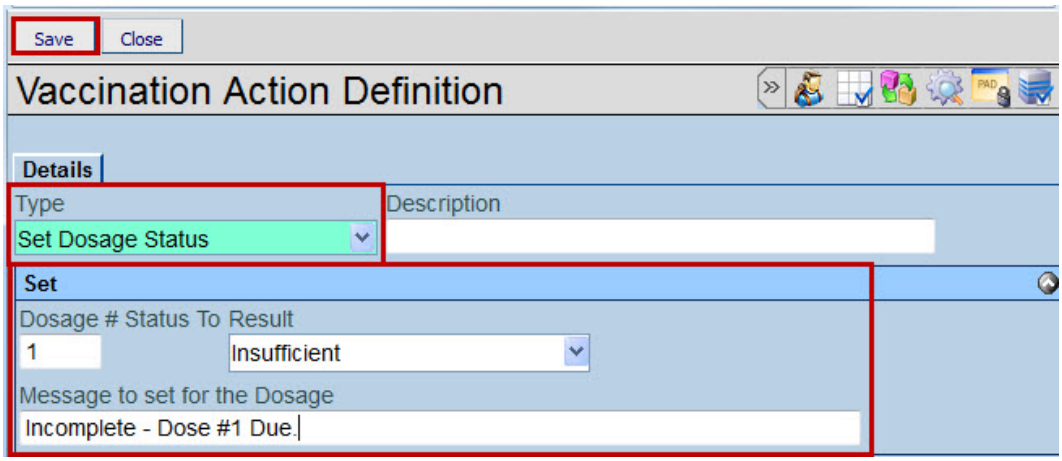

Figure 2.22 Vaccination Action Definition

11. Select the action type in the **Type** field. The Types available are:
    - **Set Dosage Due Date** – defines the interval between dosages. As an example dose #2 due 2 months after dose #1 is received.
    - **Set Dosage Status** – sets a specific dosage with a specific result and message. As an example dose #2 set to Not Compliant and the message set to Incomplete.
    - **Set Other Vaccination Compliance** – Sets the series of immunizations to force compliance for another. For example, if DTAP and TDAP are listed separately, this condition could be used to show the TDAP is compliant if DTAP is compliant and no dates are present for TDAP.
    - **Set Vaccination Compliance** – This will set a specific vaccination to a specific result and message.
12. Enter the condition details in the appropriate fields. (The fields displayed vary based on the condition type selected.)
    - **Description** – text in this field overrides the system-generated description.
    - **Dosage #** – the specific dosage within a series of doses.
    - **Vaccination** – the specific vaccination.
    - **Amount** – the value used with the Qualifier and Condition.
    - **Qualifier**
        - o Day(s)
        - o Month(s)
        - o Year(s)
    - **Result**
        - o Compliant
        - o Exempt
        - o Insufficient
        - o No Record

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o Not Compliant

o Not Required

o Up to Date

- **Message –** text entered display on the Student dosage status and the Vaccine status.

13. Click **Save**. The action appears under the **False** node.
14. Continue to add conditions and actions under the appropriate nodes as needed to complete the immunization compliance definition.

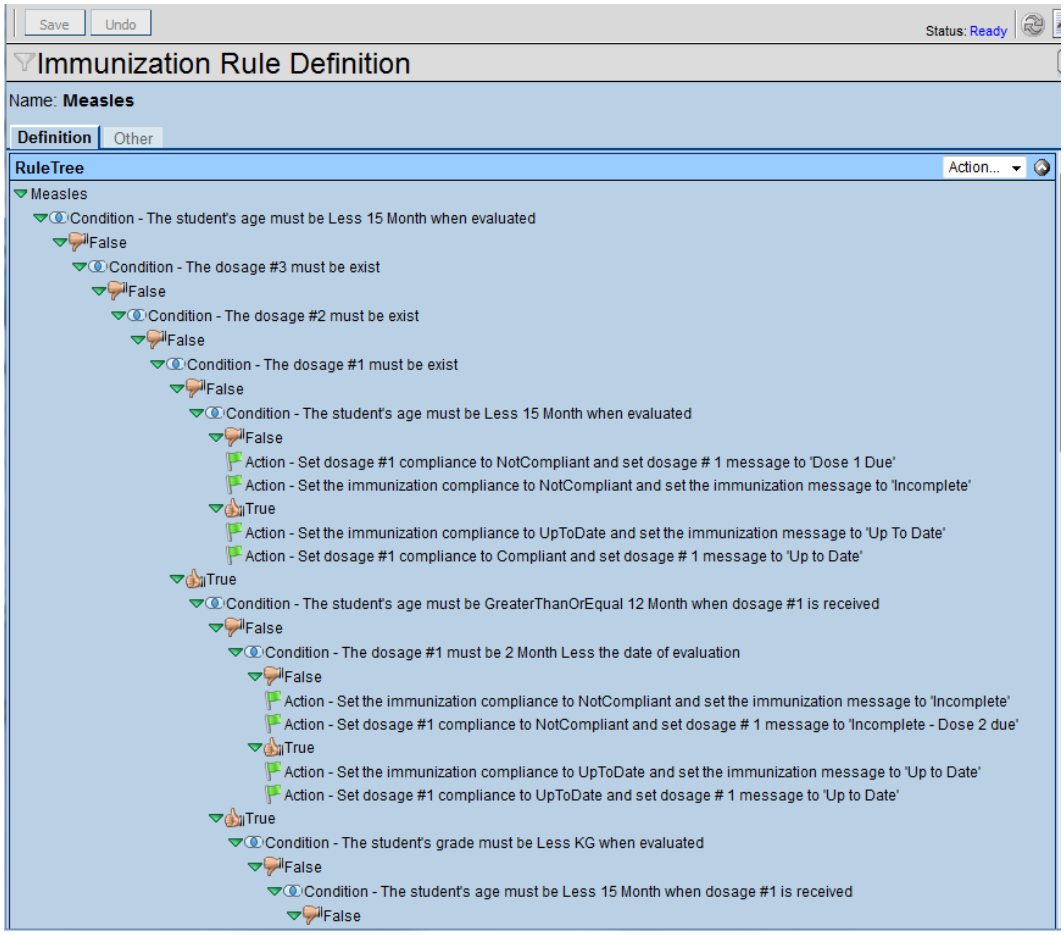
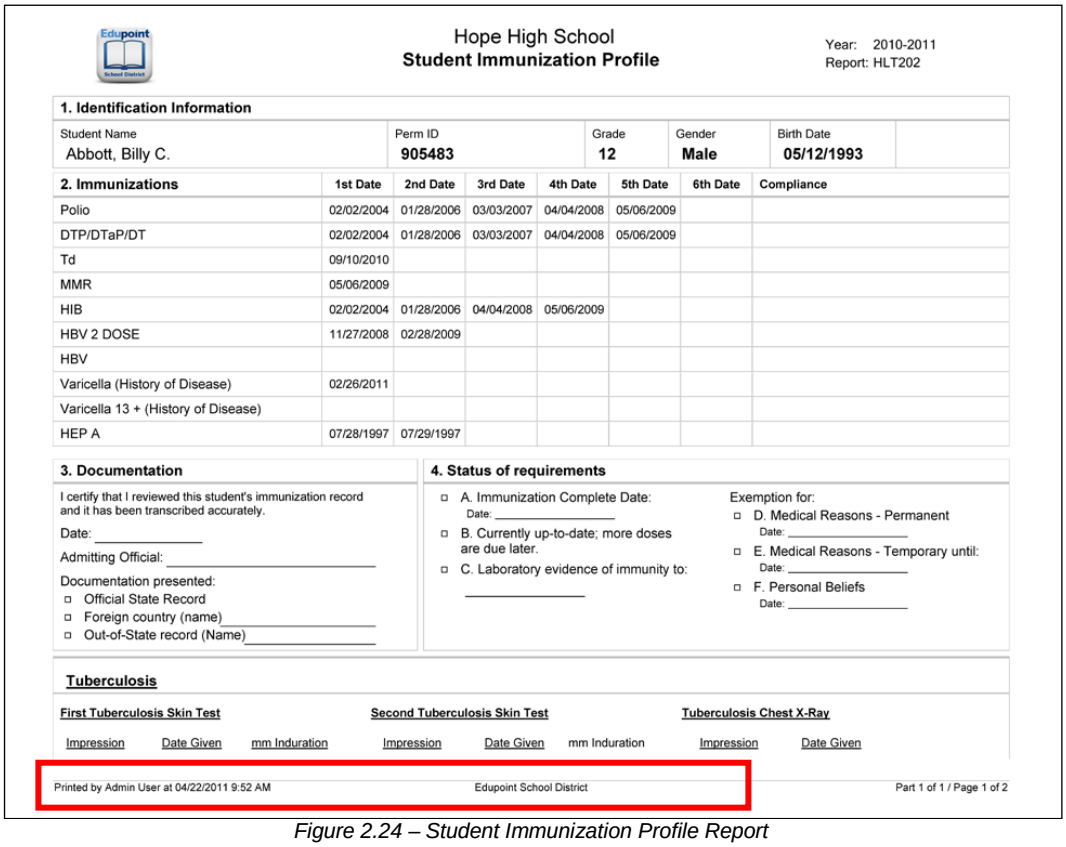


Figure 2.23 Immunization Rule Definition screen - defined immunization

Some health reports can include custom text in the footer of the report. At the bottom of the Student Immunization Report (HLT202), the district can add custom instructions or information.



Hope High School
Student Immunization Profile

Year: 2010-2011
Report: HLT202

1. Identification Information

Student Name	Perm ID	Grade	Gender	Birth Date
Abbott, Billy C.	**905483**	**12**	**Male**	**05/12/1993**

2. Immunizations	1st Date	2nd Date	3rd Date	4th Date	5th Date	6th Date	Compliance
Polio	02/02/2004	01/28/2006	03/03/2007	04/04/2008	05/06/2009		
DTP/DTaP/DT	02/02/2004	01/28/2006	03/03/2007	04/04/2008	05/06/2009		
Td	09/10/2010						
MMR	05/06/2009						
HIB	02/02/2004	01/28/2006	04/04/2008	05/06/2009			
HBV 2 DOSE	11/27/2008	02/28/2009					
HBV							
Varicella (History of Disease)	02/26/2011						
Varicella 13 + (History of Disease)							
HEP A	07/28/1997	07/29/1997					

3. Documentation

I certify that I reviewed this student's immunization record and it has been transcribed accurately.

Date: _____

Admitting Official: _____

Documentation presented:
- ☐ Official State Record
- ☐ Foreign country (name)_____
- ☐ Out-of-State record (Name)_____

4. Status of requirements

- ☐ A. Immunization Complete Date: Date: _____
- ☐ B. Currently up-to-date; more doses are due later.
- ☐ C. Laboratory evidence of immunity to: _____

Exemption for:
- ☐ D. Medical Reasons - Permanent Date: _____
- ☐ E. Medical Reasons - Temporary until: Date: _____
- ☐ F. Personal Beliefs Date: _____

Tuberculosis

First Tuberculosis Skin Test			Second Tuberculosis Skin Test			Tuberculosis Chest X-Ray	
Impression	Date Given	mm Induration	Impression	Date Given	mm Induration	Impression	Date Given

Printed by Admin User at 04/22/2011 9:52 AM — Edupoint School District — Part 1 of 1 / Page 1 of 2

Figure 2.24 – Student Immunization Profile Report

To add this custom text:

1. Click on the **Immunization Report Settings tab** of the Immunization Definition screen.

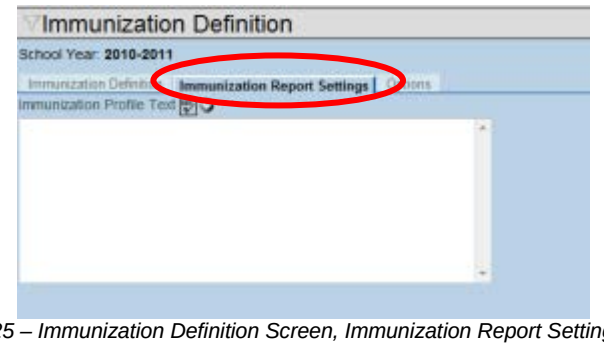


Figure 2.25 – Immunization Definition Screen, Immunization Report Settings Screen

2. Enter the text in the box labeled **Immunization Profile Text**. The text in this box may be checked for spelling by clicking the Spell Check button.
3. Click the **Save** button at the top of the screen to save the text.

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An exclusion date is the day by which a student must be compliant in all their immunizations or have an exemption reason on file.

1. Navigate to **Synergy SIS > Health > Setup > Immunization Definition**.
2. On the **Immunization Report Settings** tab, enter a value in the **Exclusion Days** (from mailing date) field.

NOTE: The **Exclusion Days** is set to the current date plus the number specified. The default value is 14. For example, if the current date is 1/10/2013 and the field is set to 14, the Exclusion Date is 1/24/2013. The **Exclusion Days** can be overridden by the **Exclusion Date** field on the HLT215 and HLT216 report interfaces.

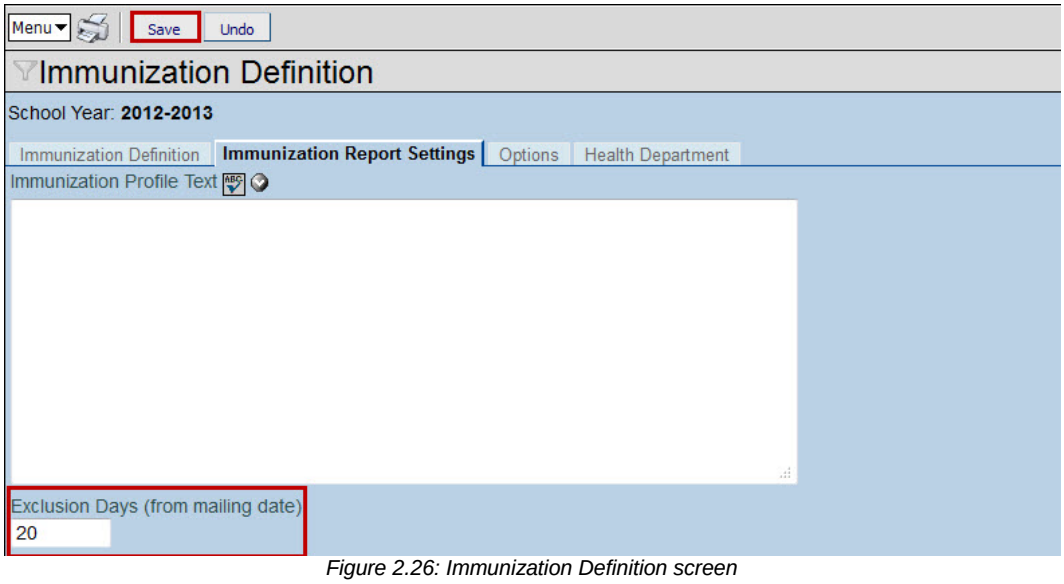

Figure 2.26: Immunization Definition screen

3. Click **Save**.

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The system can be set to indicate that a parent or guardian's signature is on file every time a new immunization record is created.

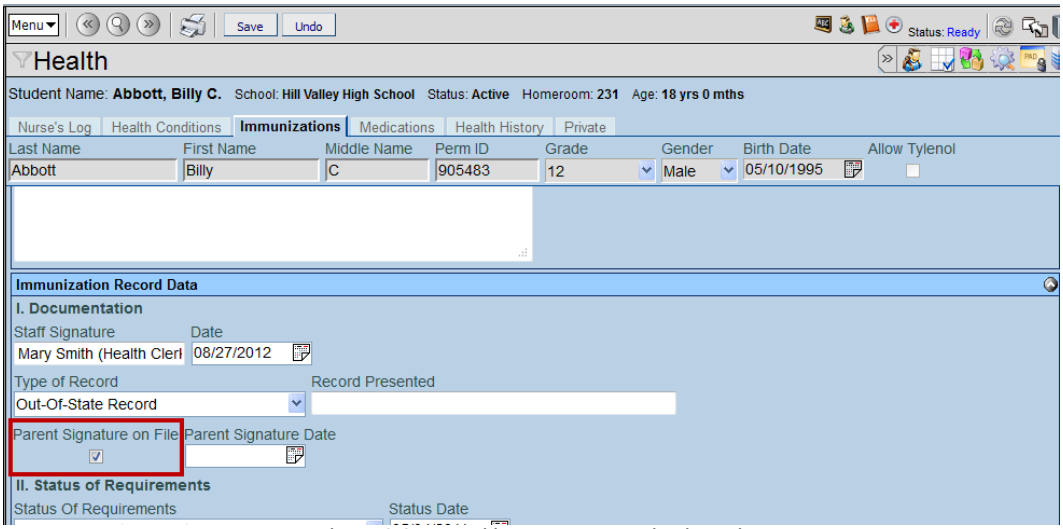

Figure 2.27 - Health screen, Immunization tab

NOTE: Any immunization data entered on the **Immunization** tab of the **Health** screen before this option was selected remains unaffected.

1. Navigate to **Synergy SIS > Health > Setup > Immunization Definition**.

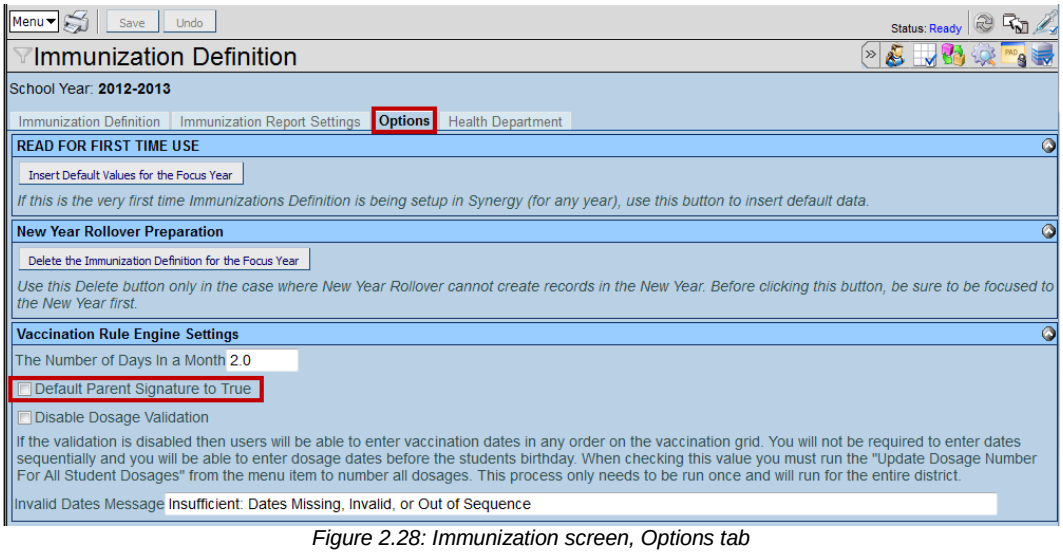

Figure 2.28: Immunization screen, Options tab

2. On the **Options** tab, select the **Default Parent Signature to True** checkbox.
3. Click **Save**.

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The message that displays when immunization records has invalid dates is customizable on the **Options** tab of the **Immunization Definition** screen. The message can be as general or specific as desired.

1. Navigate to **Synergy SIS > Health > Setup > Immunization Definition**.

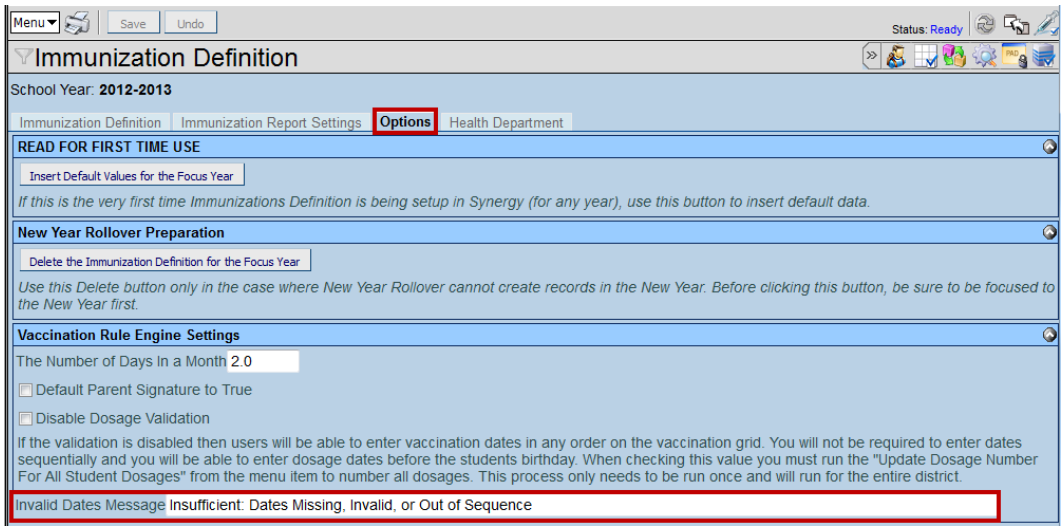

Figure 2.29: Immunization screen, Options tab

2. On the **Options** tab, enter the appropriate message in the **Invalid Dates Message** field.
3. Click **Save**.

The system can create letters informing parents and guardians that student's immunization records must be compliant by a specified date. These letters contain the local health authority's contact information and contain a local health authority representative or officer's signature.
Contact your local health authority for the correct information and signature, and enter it on the **Health Department** tab of the **Immunization Definition** screen.

1. Navigate to Synergy SIS > Health > Setup > Immunization Definition.

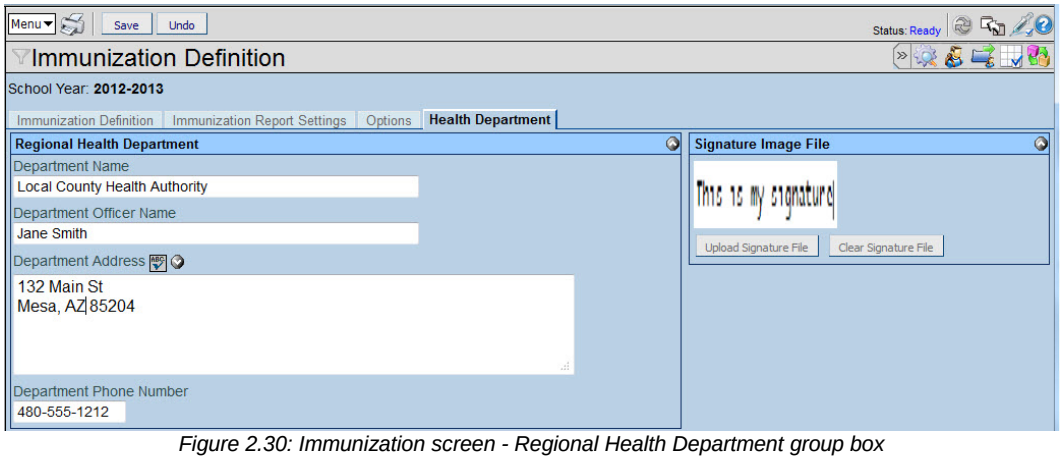

Figure 2.30: Immunization screen - Regional Health Department group box

2. On the **Health Department** tab, enter the required information in the **Regional Health Department** group box.

- Department Name
- Department Officer Name
- Department Address
- Department Phone Number

3. In the **Signature Image File** group box, upload a file containing the (authorized) signature of the Regional Health Department Officer.
4. Click **Save**.

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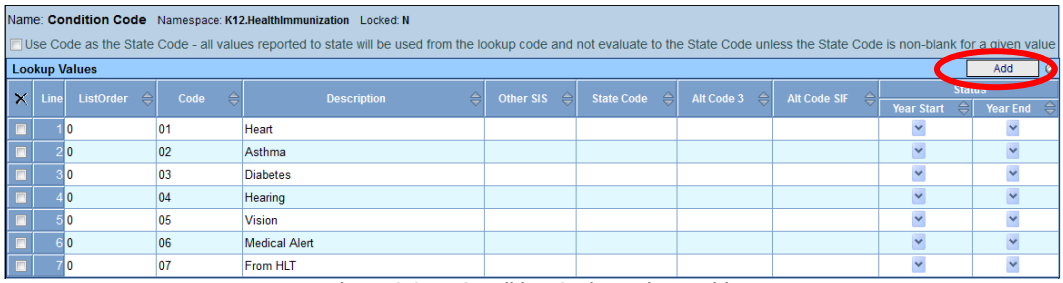
LOOKUP TABLES FOR HEALTH SCREEN

On each tab of the Health screen, found under Synergy SIS > Health, there are several drop-down lists, where pre-populated values may be selected from these lists. The values in each drop-down list are stored in a lookup table, with a separate table for each list. The lookup tables may be modified by using the **Lookup Table Definition** screen, found under Synergy SIS > System > Setup. Some lookup tables may be modified to match the needs of the school district. To modify a lookup table's values:

1. Go to the **Lookup Table Definition** screen, found under Synergy SIS > System > Setup.
2. **Find the table** that needs to be changed by clicking on the triangles next to each node. Most of the lookup tables for the Health screen are found under the nodes K12. HealthIncident, K12.HealthImmunization, and K12.HealthMedication.
3. Once the table is located, click the **Add** button to add a new code.


Name: **Condition Code** Namespace: **K12.HealthImmunization** Locked: **N**

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value

Lookup Values Add

X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status: Year Start	Status: Year End
	1	0	01	Heart						
	2	0	02	Asthma						
	3	0	03	Diabetes						
	4	0	04	Hearing						
	5	0	05	Vision						
	6	0	06	Medical Alert						
	7	0	07	From HLT						

Figure 2.31 – Condition Code Lookup Table

4. The order in which the values are displayed can be set by entering the order number in the **ListOrder** column. If the numbers in the ListOrder field are the same or are all-blank, the Code is used to sort the list and then the Description.
5. Enter a code for the item in the **Code** column. This value must be unique since it is used internally to link the tables in the database and it is displayed in the drop-down list.
6. Enter the description of the code in the **Description** column.
7. The **Other SIS** column is used to import data during the conversion process from another student records system. Enter the code used in the old system here.
8. If appropriate, a start date and end date may be entered for the code in the **Status** column to activate or deactivate the code for a particular year. If a code is inactive, it shows in data already entered but it is not available for selection for new records. For example, if a code is no longer valid for records beginning FY2011, select 2011 for the end year.
9. The **State Code**, **Alt Code 3, and Alt Code SIF** are not needed since this information is not uploaded to the state. The checkbox at the top of the table **Use Code as the State Code** is not used as well.
10. Click the **Save** button at the top of the screen to save the changes.

To delete a code:

1. Click the box under the **X** column, and click the **Save** button at the top of the screen.

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Nurse's Log Tab

The Nurse's Log tab of the Health screen has the following lookup tables:

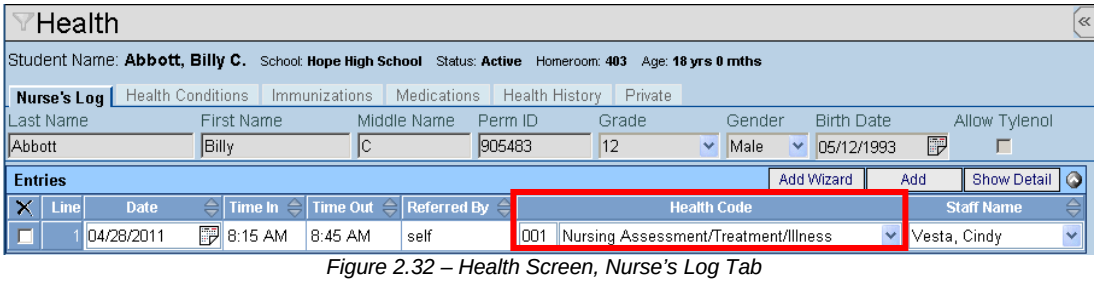

Figure 2.32 – Health Screen, Nurse's Log Tab

- **Health Code** – the code indicating the type of incident. The lookup table is located under **K12.HealthIncident**, and the table name is **Incident Code**.

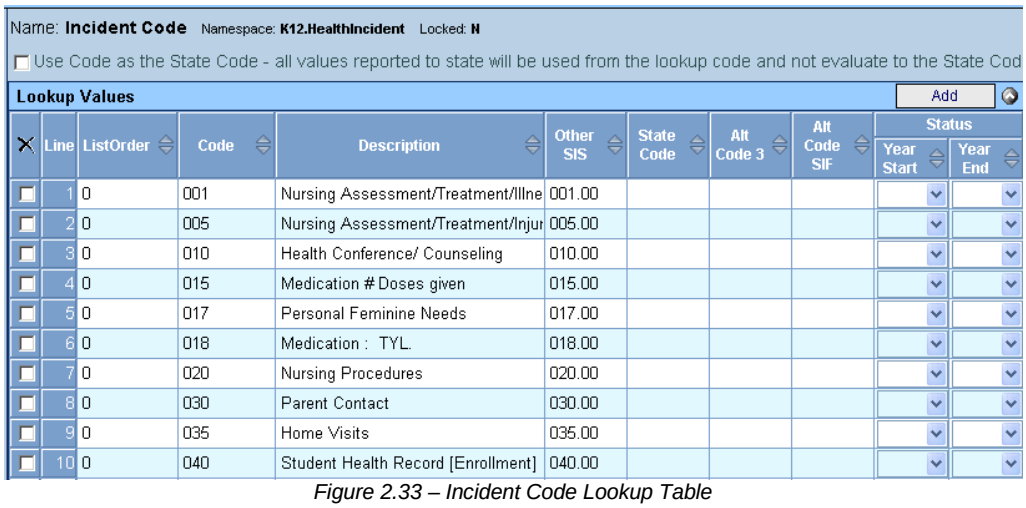

Figure 2.33 – Incident Code Lookup Table

In the **detailed screen** of the Nurse's Log tab, there is the following lookup table:

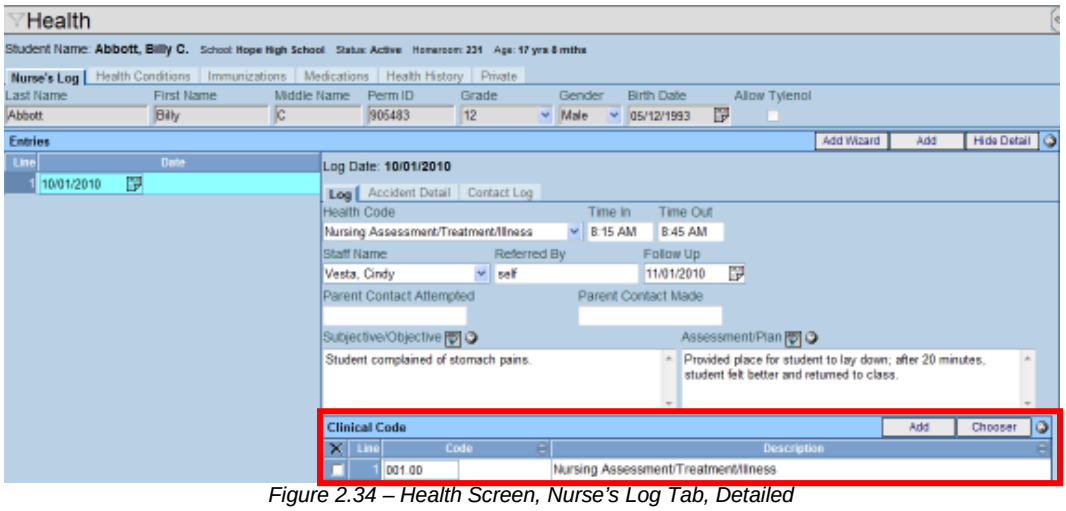

Figure 2.34 – Health Screen, Nurse's Log Tab, Detailed

- **Clinical Code** – the code indicating the treatment administered. The lookup table is located under **K12.HealthIncident**, and the table name is **Clinical Codes**.

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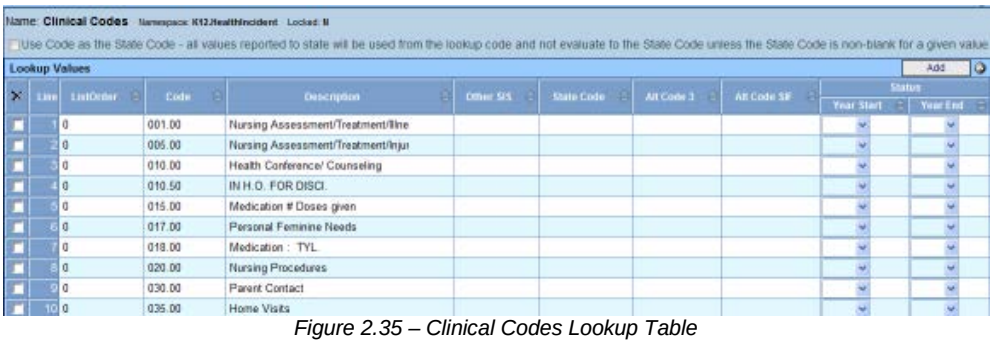

Figure 2.35 – Clinical Codes Lookup Table

On the **Accident Detail tab** of the detailed screen of the Nurse's Log, there is the following lookup table:

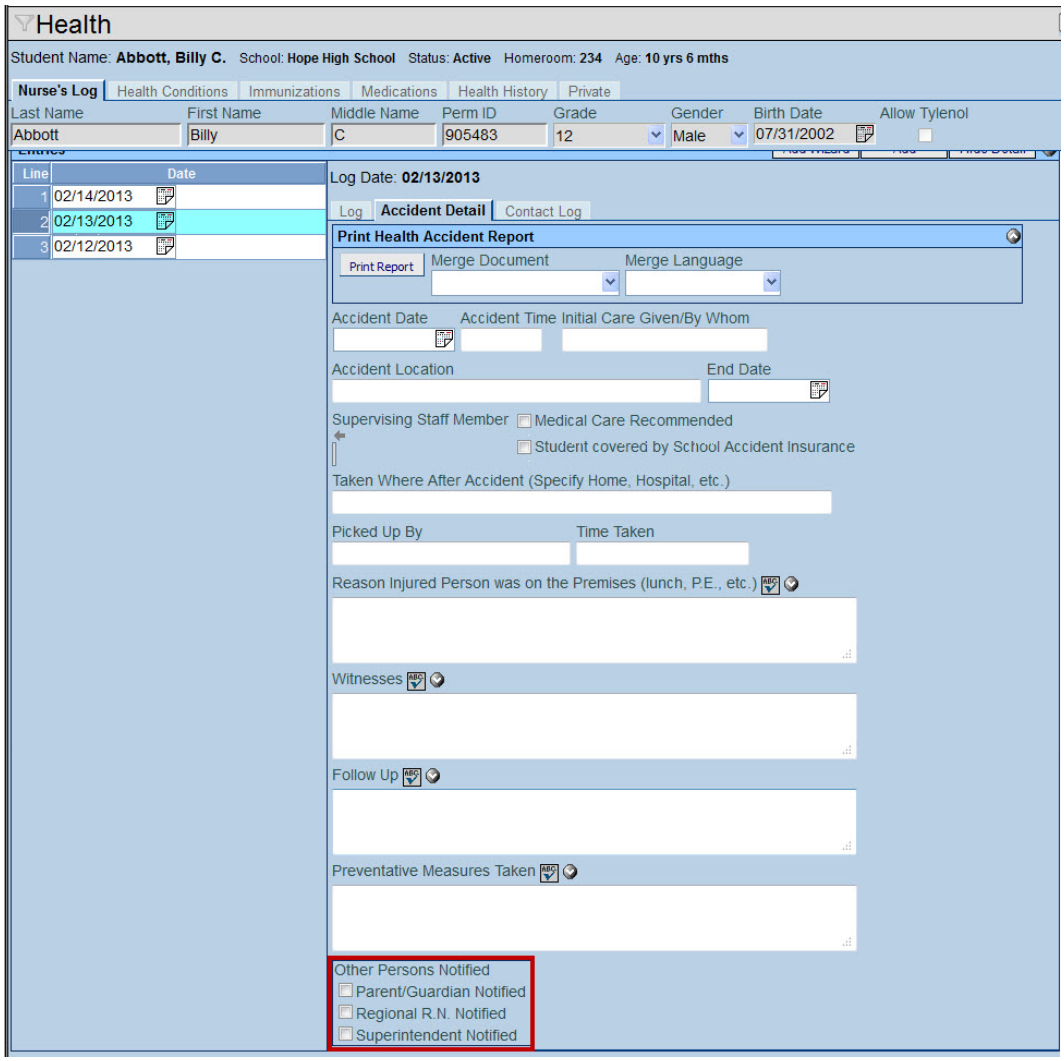

Figure 2.36 – Health Screen, Nurse's Log Tab, Detailed

- **Other Persons Notified** – a list of people notified of an incident in addition to emergency contacts.. The lookup table is located under **K12.HealthIncident**, and the table name is **Incident Notification List**.

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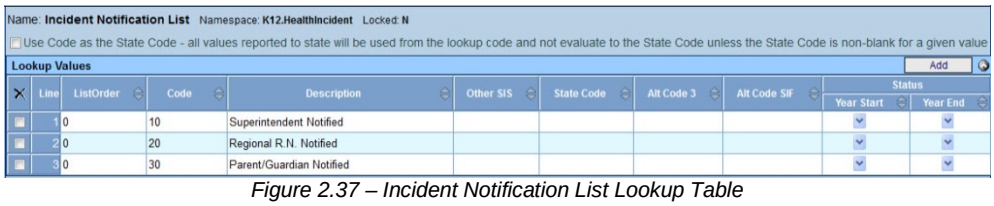

Figure 2.37 – Incident Notification List Lookup Table

On the **Contact Log tab** of the detailed screen of the Nurse's Log, there are the following lookup tables:

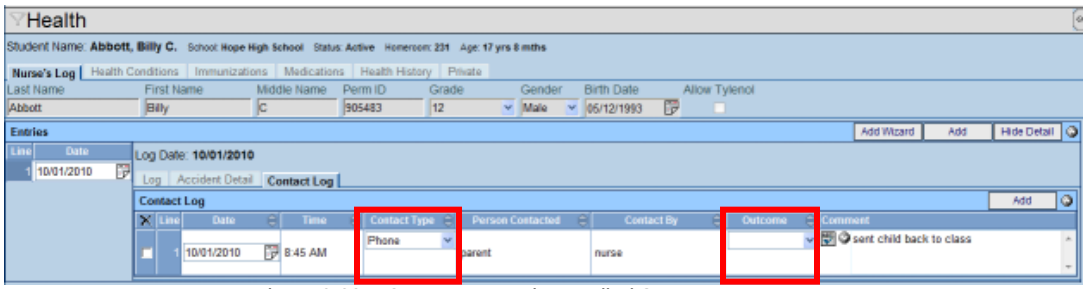

Figure 2.38 – Contact Log Tab, Detailed Screen, Nurse's Log

- **Contact Type** – a list of the methods a teacher might use to contact the parent or student. The lookup table is located under **K12**, and the table name is **Contact Type**.

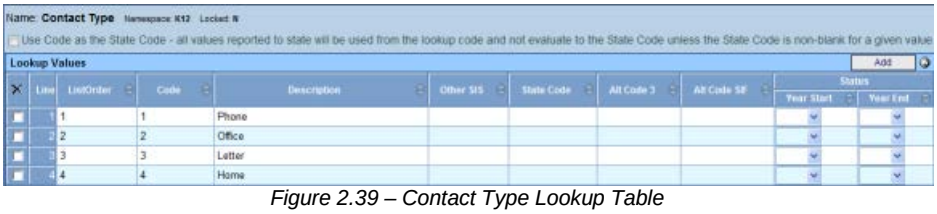

Figure 2.39 – Contact Type Lookup Table

- **Outcome** – a list of the possible types of outcomes from contact with the student or parent. The lookup table is located under **Revelation**, and the table name is **Contact Outcome**.

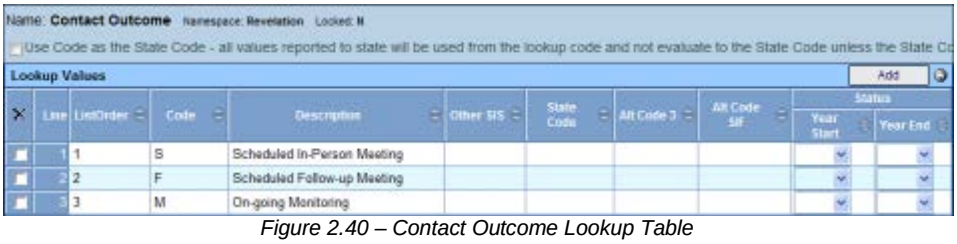

Figure 2.40 – Contact Outcome Lookup Table

Caution: The lookup tables for the Contact Log are also used for the Student Contact Log tab on the Student screen, and the values in the lookup tables should reflect the needs of both screens.

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Health Conditions Tab

The Health Conditions tab of the Health screen has the following lookup table:

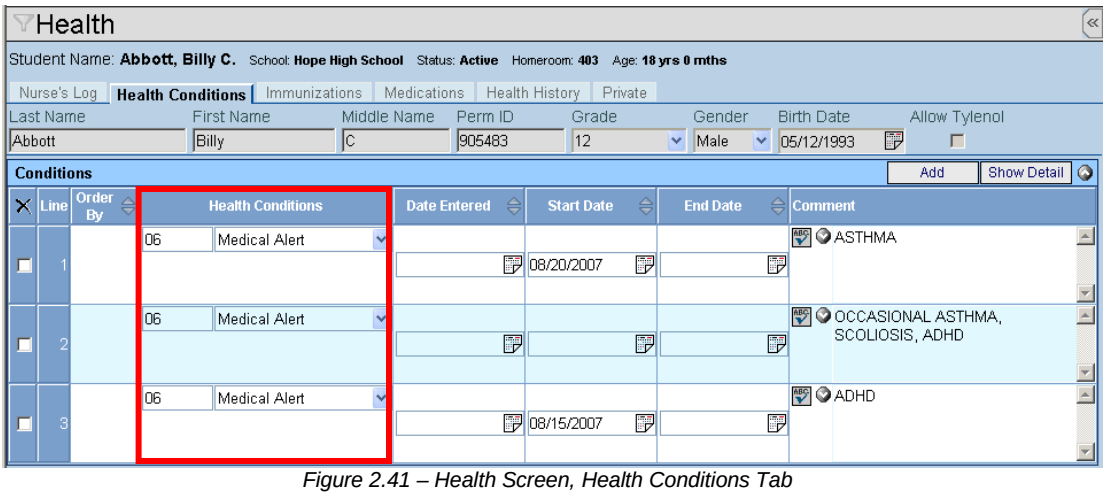

Figure 2.41 – Health Screen, Health Conditions Tab

- **Health Conditions** – the list of possible serious health conditions of which school personnel need to be aware. The lookup table is located under **K12.HealthImmunization**, and the table name is **Condition Code**.

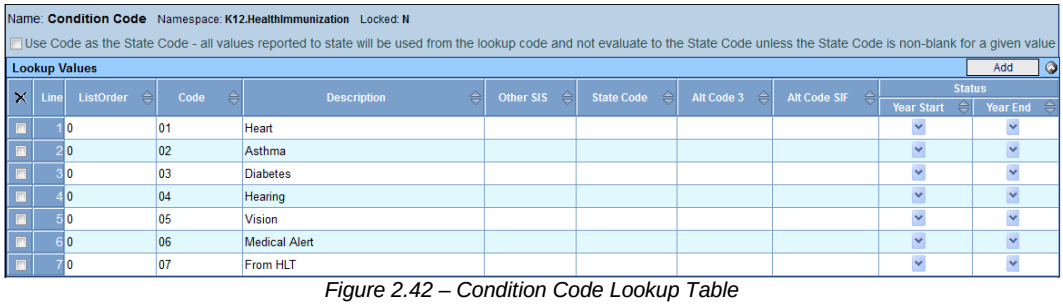

Figure 2.42 – Condition Code Lookup Table

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Immunizations Tab

The Immunizations tab of the Health screen has the following lookup tables:

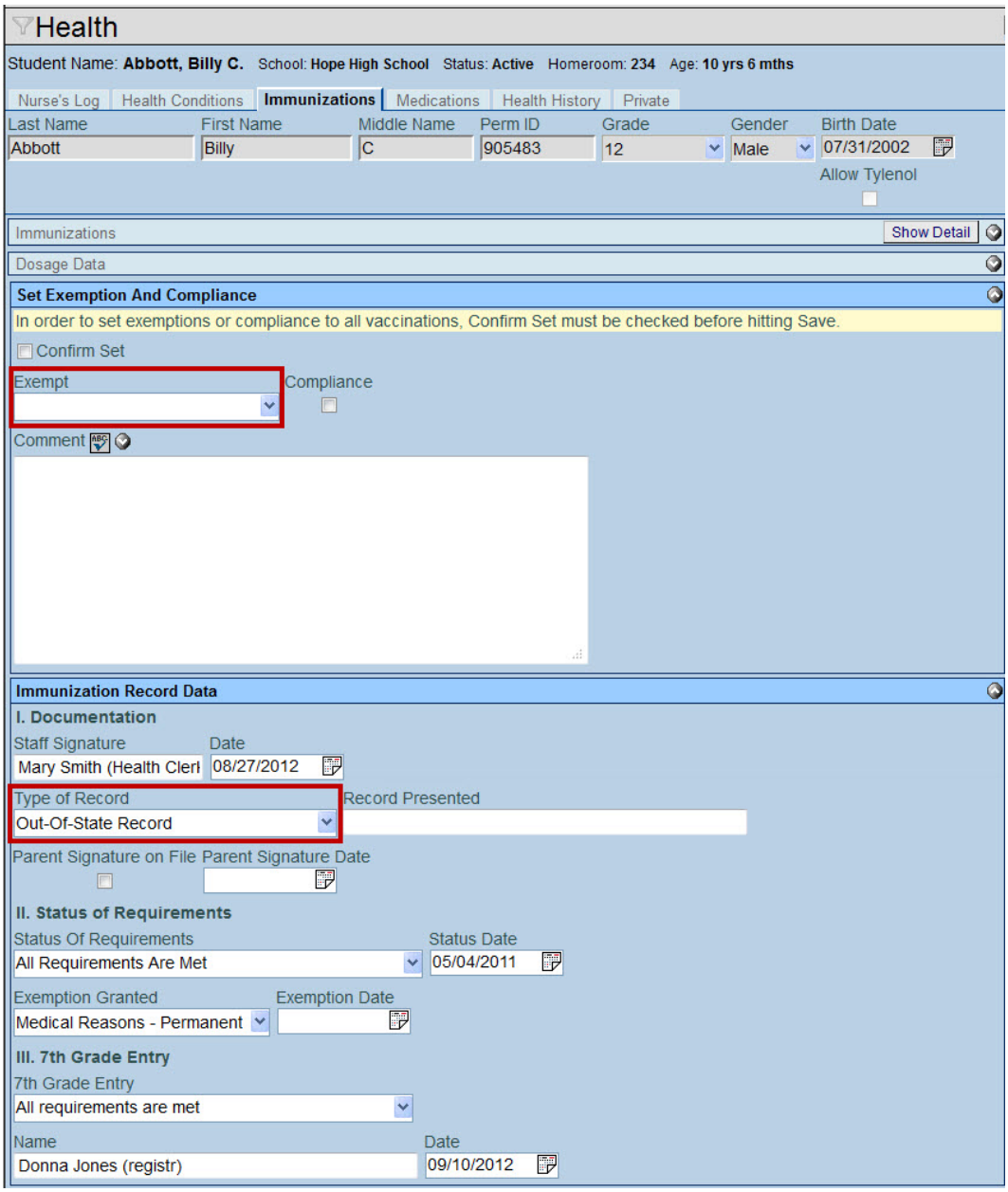

Figure 2.43 – Health Screen, Immunizations Tab

- **Exempt** – the list of reasons why a student may be exempted from the vaccination requirements. The lookup table is located under **K12.VaccinationInfo**, and the table name is **Exemptions**. This is the same table used for the Exempt drop-down list in the detailed screen of each vaccination.

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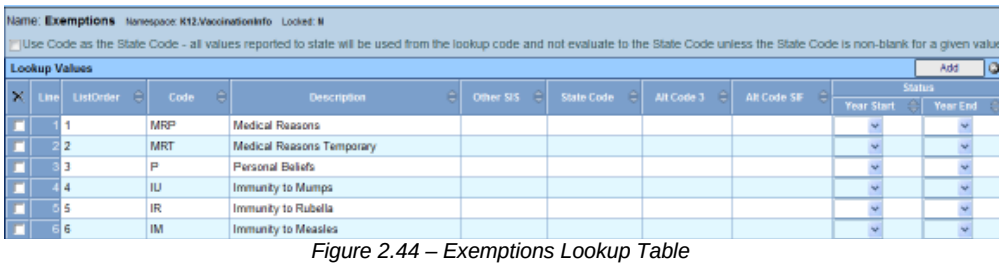

Name: **Exemptions** Namespace: K12.VaccinationInfo Locked: N

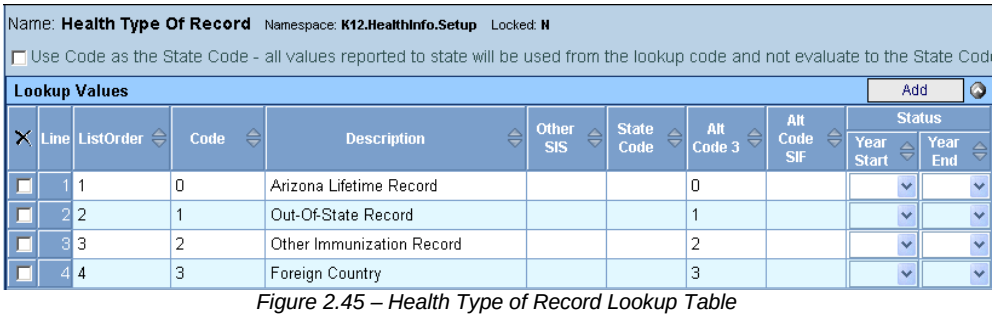
Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value

Lookup Values — Add

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status: Year Start	Status: Year End
1	1	MRP	Medical Reasons						
2	2	MRT	Medical Reasons Temporary						
3	3	P	Personal Beliefs						
4	4	IU	Immunity to Mumps						
5	5	IR	Immunity to Rubella						
6	6	IM	Immunity to Measles						

Figure 2.44 – Exemptions Lookup Table

- **Type of Record** – the types of records that students present to show their immunization record. The lookup table is located under **K12.HealthInfo.Setup**, and the table name is **Health Type of Record**.


Name: **Health Type Of Record** Namespace: **K12.HealthInfo.Setup** Locked: **N**

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code

Lookup Values — Add

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status: Year Start	Status: Year End
1	1	0	Arizona Lifetime Record			0			
2	2	1	Out-Of-State Record			1			
3	3	2	Other Immunization Record			2			
4	4	3	Foreign Country			3			

Figure 2.45 – Health Type of Record Lookup Table

Caution: The **Health Type of Record** table is also used by the **HLT212 – Arizona Immunization Report**. For the HLT212 report to work correctly, this table must be setup with the following values.

Code	Description	Alt Code 3
0	Arizona Lifetime Record	0
1	Out-of-State Record	1
2	Other Immunization Record	2
3	Foreign Country	3

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Medications Tab

The detailed screen of the Medications tab has all of the lookup tables, which are:

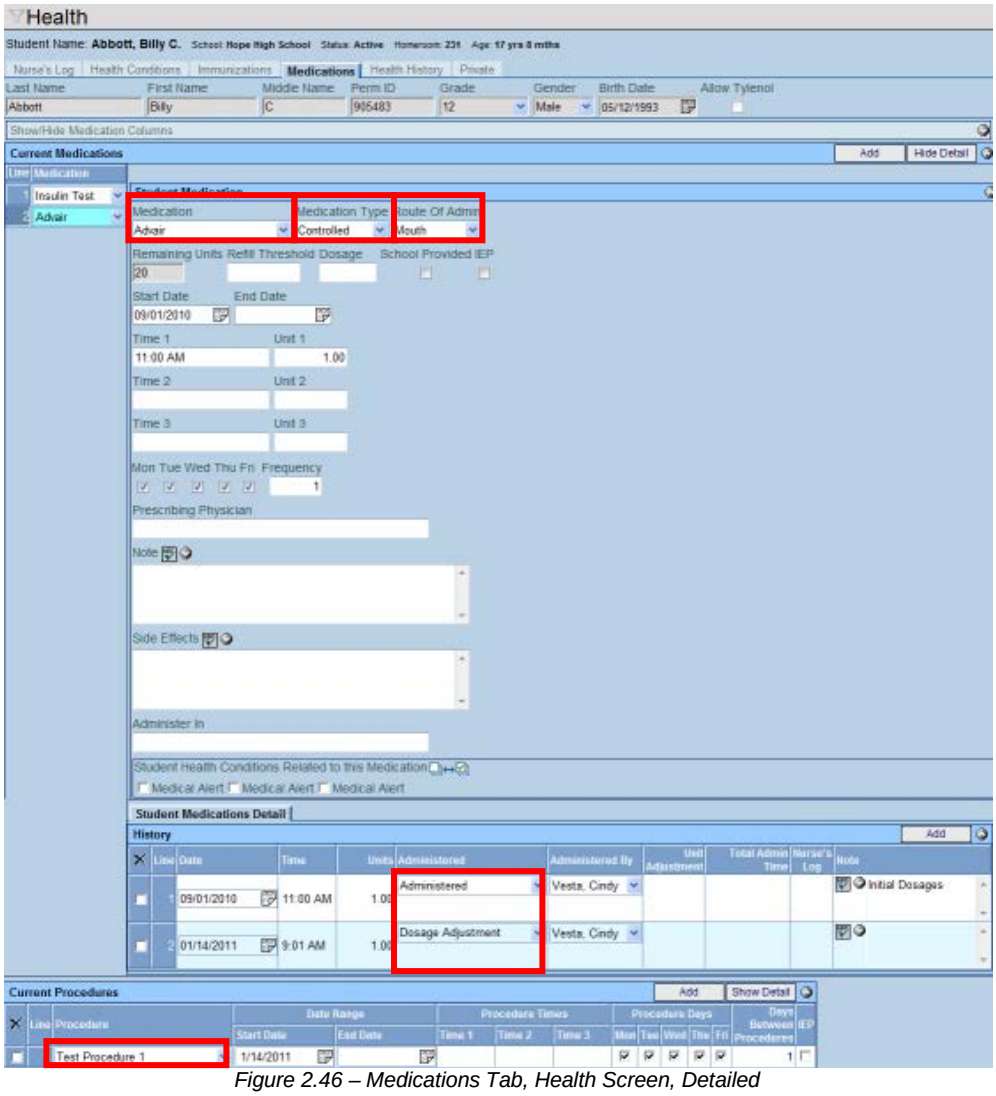

Figure 2.46 – Medications Tab, Health Screen, Detailed

- **Medication** – a list of medications that are administered to students by school personnel. The lookup table is located under **K12.HealthMedication**, and the table name is **Medication or Service**.

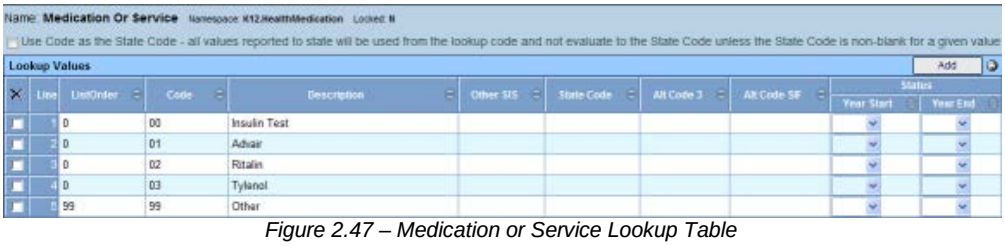

Figure 2.47 – Medication or Service Lookup Table

- **Medication Type** – the type of medication administered. The lookup table is located under **K12.HealthMedication**, and the table name is **Medication Type**.

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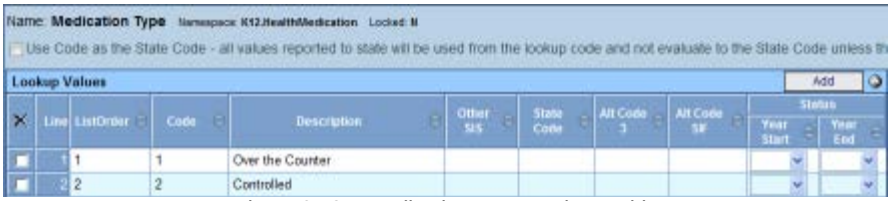

Name: **Medication Type** Namespace: K12.HealthMedication Locked: N

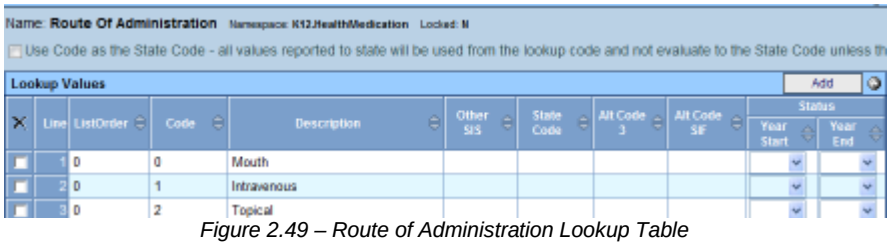
Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless th

Lookup Values — Add

	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SF	Status: Year Start	Status: Year End
	1	1	1	Over the Counter						
	2	2	2	Controlled						

Figure 2.48 – Medication Type Lookup Table

- **Route of Admin** – the method by which the medication is administered. The lookup table is located under **K12.HealthMedication**, and the table name is **Route of Administration**.


Name: **Route Of Administration** Namespace: K12.HealthMedication Locked: N

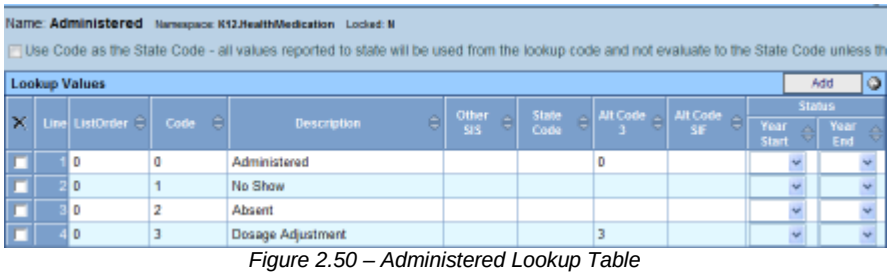
Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless th

Lookup Values — Add

	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SF	Status: Year Start	Status: Year End
	1	0	0	Mouth						
	2	0	1	Intravenous						
	3	0	2	Topical						

Figure 2.49 – Route of Administration Lookup Table

- **Administered** – the status of the scheduled administration of medication. The status used to indicate the medication was given must have an **Alt Code 3 of 0**, and the status used to indicate an adjustment in the amount of medication kept by the school must have an **Alt Code 3 of 3**. The lookup table is located under **K12.HealthMedication**, and the table name is **Administered**.


Name: **Administered** Namespace: K12.HealthMedication Locked: N

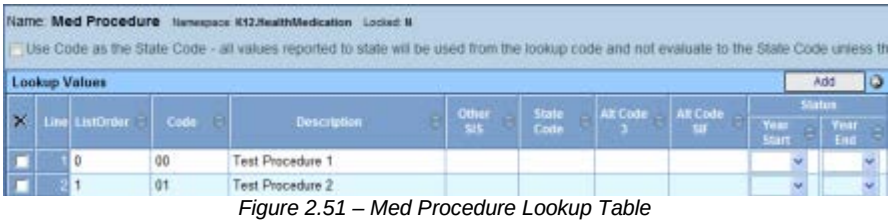
Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless th

Lookup Values — Add

	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SF	Status: Year Start	Status: Year End
	1	0	0	Administered			0			
	2	0	1	No Show						
	3	0	2	Absent						
	4	0	3	Dosage Adjustment			3			

Figure 2.50 – Administered Lookup Table

- **Procedure** – a list of medical procedures administered by school personnel. The lookup table is located under **K12.HealthMedication**, and the table name is **Med Procedure**.


Name: **Med Procedure** Namespace: K12.HealthMedication Locked: N

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless th

Lookup Values — Add

	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SF	Status: Year Start	Status: Year End
	1	0	00	Test Procedure 1						
	2	1	01	Test Procedure 2						

Figure 2.51 – Med Procedure Lookup Table

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Health History Tab and Private Tab

Since the Health History tab displays a historical list of all nurse's logs, medications, and procedures, the tab does not have any unique lookup tables. The Private tab does not have any lookup tables.

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Chapter Three:
OTHER SCREENS SETUP

In this chapter, the following topics are covered:

- What lookup tables need to be setup for the Health Screen screen
- What lookup tables need to be setup for the Health Screen By Section screen
- What lookup tables need to be setup for the Health Log Other screen
- What lookup tables need to be setup for the Medication and Service Monitor screen

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LOOKUP TABLES FOR HEALTH SCREEN SCREEN

On each tab of the Health Screen screen, found under Synergy SIS > Health, there are several drop-down lists, where pre-populated values may be selected from these lists. The values in each drop-down list are stored in a lookup table, with a separate table for each list. The lookup tables may be modified by using the **Lookup Table Definition** screen, found under Synergy SIS > System > Setup. Some lookup tables may be modified to match the needs of the school district. To modify a lookup table's values:

1. Go to the **Lookup Table Definition** screen, found under Synergy SIS > System > Setup.
2. **Find the table** that needs to be changed by clicking on the triangles next to each node. Most of the lookup tables for the Health screen are found under the nodes K12. HealthIncident, K12.HealthImmunization, and K12.HealthMedication.
3. Once the table is located, click the **Add** button to add a new code.

Figure 3.1 – Tb Waiver Lookup Table

4. The order in which the values are displayed can be set by entering the order number in the **ListOrder** column. If the numbers in the ListOrder field are the same or are all-blank, the Code is used to sort the list and then the Description.
5. Enter a code for the item in the **Code** column. This value must be unique since it is used internally to link the tables in the database and it is displayed in the drop-down.
6. Enter the description of the code in the **Description** column.
7. The **Other SIS** column is used to import data during the conversion process from another student records system. Enter the code used in the old system in this column.
8. If appropriate, a start date and end date may be entered for the code in the **Status** column to activate or deactivate the code for a particular year. If a code is inactive, it shows in data already entered but it is not available for selection for new records. For example, if a code is no longer valid for records beginning FY2011, select 2011 for the end year.
9. The **State Code**, **Alt Code 3, and Alt Code SIF** are not needed since this information is not uploaded to the state. The checkbox at the top of the table **Use Code as the State Code** is not used as well.
10. Click the **Save** button at the top of the screen to save the changes.

To delete a code:

1. Click the box under the **X** column, and click the **Save** button at the top of the screen.

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Tuberculosis Tab

The Tuberculosis tab of the Health Screen screen has the following lookup tables:

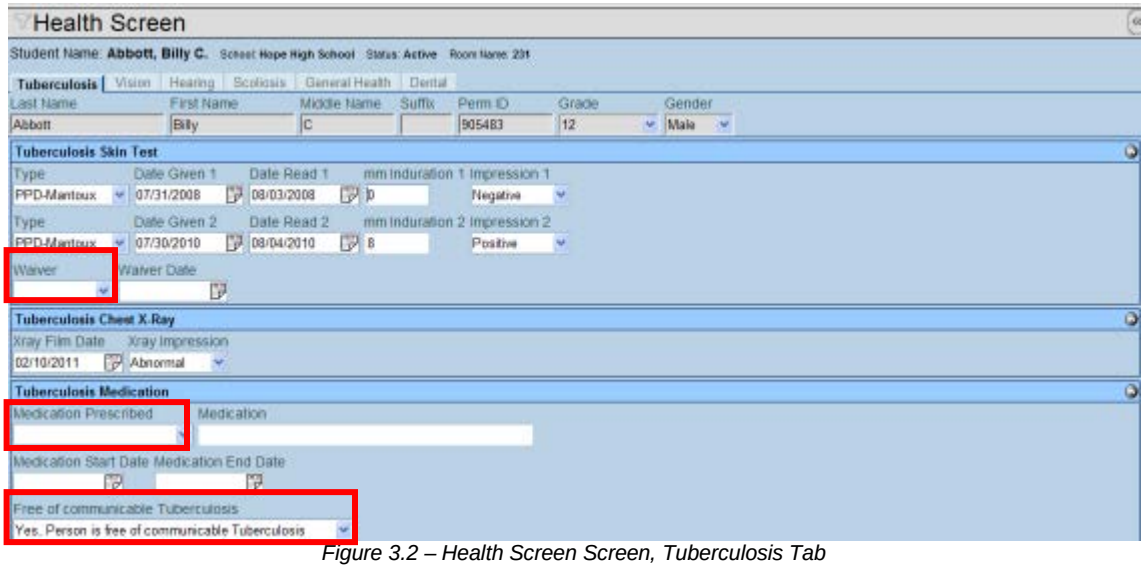

Figure 3.2 – Health Screen Screen, Tuberculosis Tab

- **Waiver** – the reasons a tuberculosis test is waived. The lookup table is located under **K12.HealthScreen**, and the table name is **TB Result**.

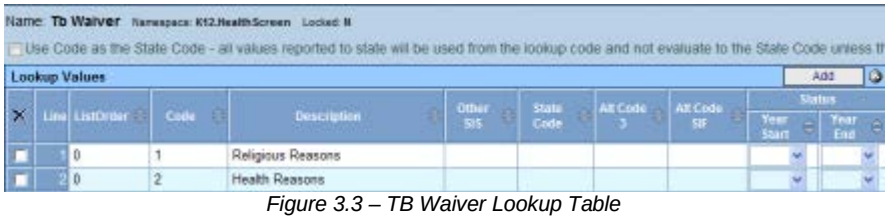

Figure 3.3 – TB Waiver Lookup Table

- **Medication Prescribed** – a list of the medications prescribed as the result of a positive tuberculosis test, or a list of the status of a prescription. The lookup table is located under **K12.HealthScreen**, and the table name is **TB Result**.

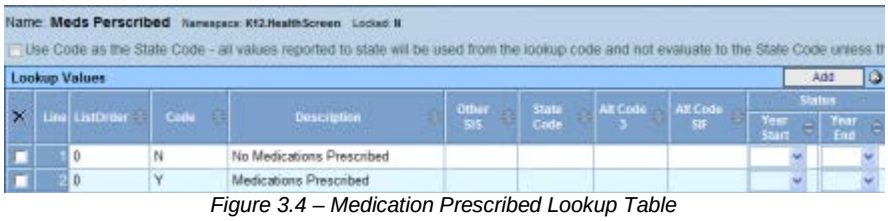

Figure 3.4 – Medication Prescribed Lookup Table

- **Free of Communicable Tuberculosis** – the overall tuberculosis status of the student. The lookup table is located under **K12.HealthScreen**, and the table name is **TB Result**.

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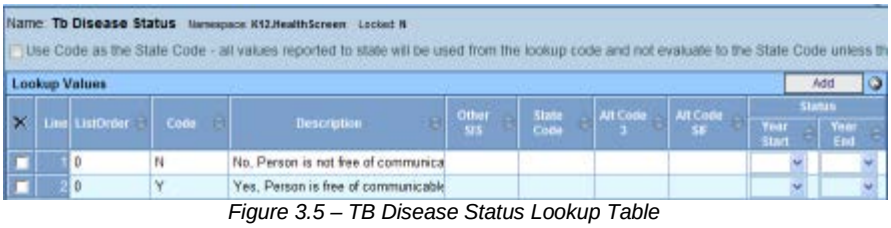

Figure 3.5 – TB Disease Status Lookup Table

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Vision Tab

The main and detailed screens of the Vision tab use the following lookup tables:

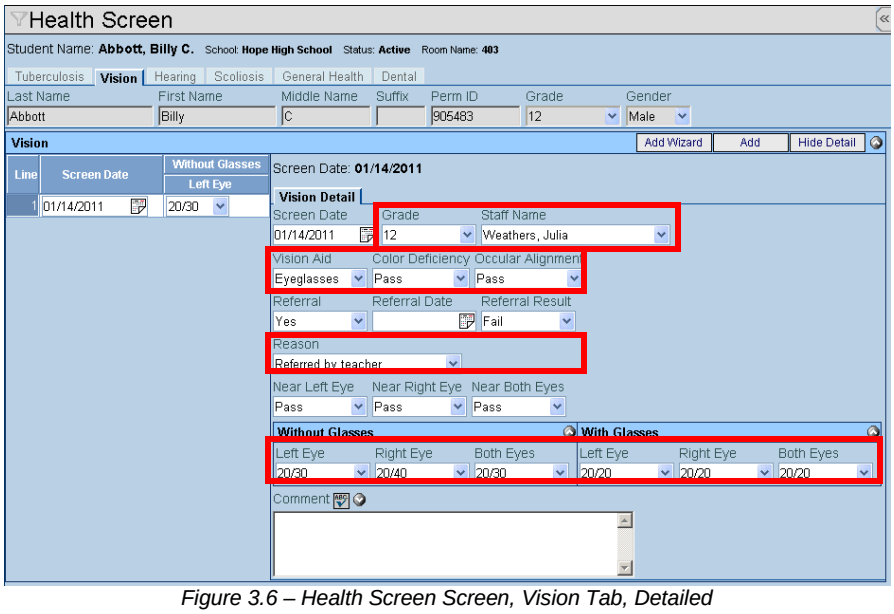


Figure 3.6 – Health Screen Screen, Vision Tab, Detailed

- **Grade** – a list of possible grade levels. This is the same list of grade levels that is used through Synergy SIS, and the setup of the list is outlined in the *Synergy SIS – State Data Reporting Guide*.
- **Staff Name** – a list of all staff entered in Synergy SIS that has the Health role checked in the Staff Role section. For more information, please see the chapter on Staff in the *Synergy SIS – System Administrator Guide*.
- **Vision Aid** – the list of possible corrective lenses used by the student to correct their vision. The lookup table is located under **K12.HealthScreen**, and the table name is **Vision Aid**.

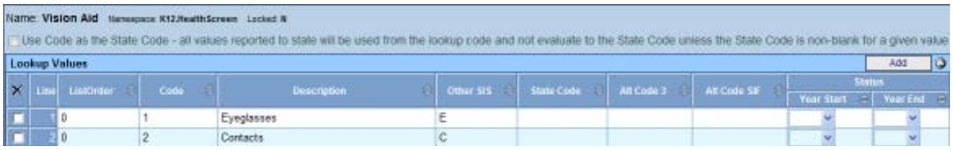


Figure 3.7 – Vision Aid Lookup Table

- **Color Deficiency** – this list could be setup as a list of the three possible color blindness conditions (total, red-green, or blue-yellow), or as a pass/fail list to indicate if the student passed the color deficiency test. The lookup table is located under **K12.HealthScreen**, and the table name is **Color Deficiency**.

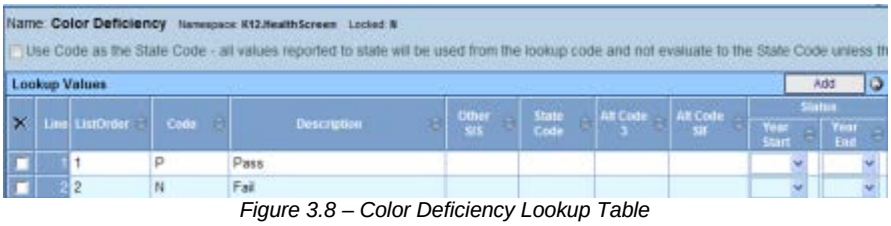
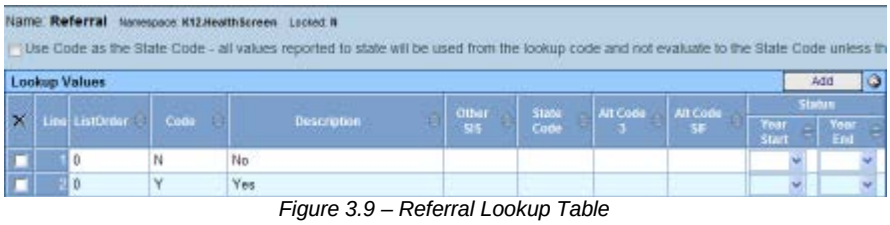


Figure 3.8 – Color Deficiency Lookup Table

- **Referral** – typically setup up as either Yes or No, the referral list could also indicate the external agency to where the student was referred, or the source of a referral. The lookup table is located under **K12.HealthScreen**, and the table name is **Referral**.


Name: **Referral** Namespace: K12.HealthScreen Locked: N

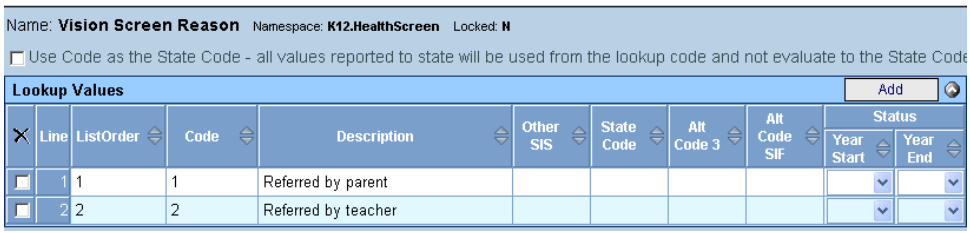
Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless th

Lookup Values Add

	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status: Year Start	Status: Year End
	1	0	N	No						
	2	0	Y	Yes						

Figure 3.9 – Referral Lookup Table

- **Reason** – the reason for the referral. The lookup table is located under **K12.HealthScreen**, and the table name is **Vision Screen Reason**.


Name: **Vision Screen Reason** Namespace: K12.HealthScreen Locked: N

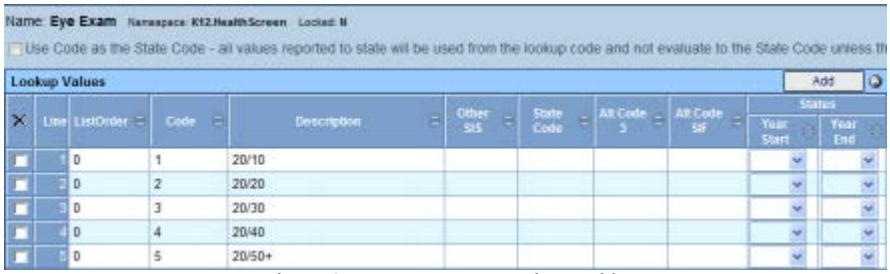
Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code

Lookup Values Add

	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status: Year Start	Status: Year End
	1	1	1	Referred by parent						
	2	2	2	Referred by teacher						

Figure 3.10 – Vision Screen Reason Lookup Table

- **Left Eye, Right Eye, & Both Eyes (Without Glasses & With Glasses)** – the list of possible vision acuity measures. All six fields share the same lookup table. The lookup table is located under **K12.HealthScreen**, and the table name is **Eye Exam**.


Name: **Eye Exam** Namespace: K12.HealthScreen Locked: N

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless th

Lookup Values Add

	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status: Year Start	Status: Year End
	1	0	1	20/10						
	2	0	2	20/20						
	3	0	3	20/30						
	4	0	4	20/40						
	5	0	5	20/50+						

Figure 3.11 – Eye Exam Lookup Table

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Hearing Tab

The main and detailed screens of the Hearing tab, as well as the screen used to add a Hearing record, use the following lookup tables:

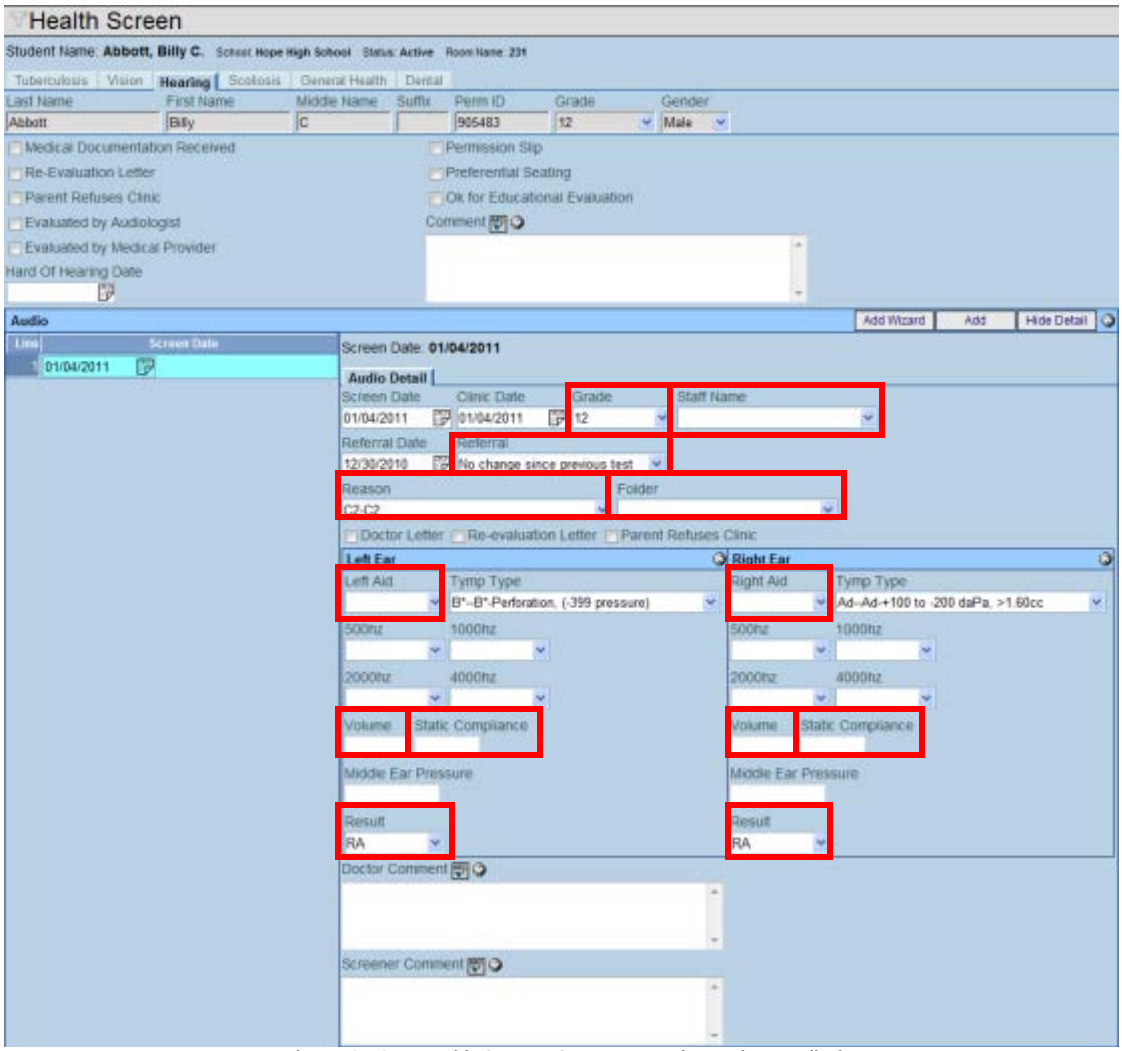

Figure 3.12 – Health Screen Screen, Hearing Tab, Detailed

- **Grade** – a list of possible grade levels. This is the same list of grade levels that is used through Synergy SIS, and the setup of the list is outlined in the *Synergy SIS – State Data Reporting Guide*.
- **Staff Name** – a list of all staff entered in Synergy SIS that has the Health role checked in the Staff Role section. For more information, please see the chapter on Staff in the *Synergy SIS – System Administrator Guide*.

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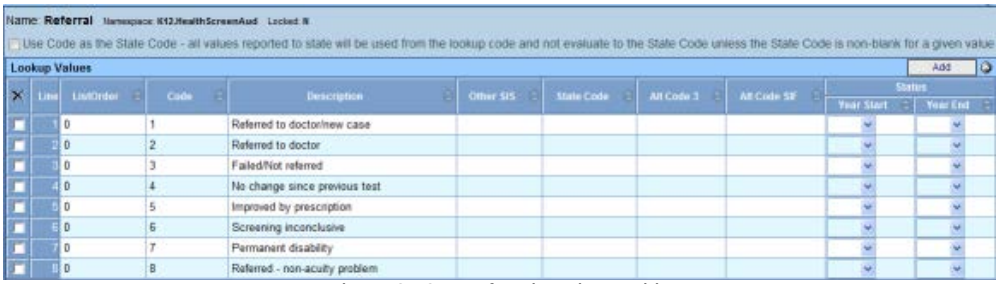
- **Referral** – the referral list could indicate the external agency to where the student was referred, or the source of a referral. The lookup table is located under **K12.HealthScreenAud**, and the table name is **Referral**.


Name: Referral Namespace: K12.HealthScreenAud Locked: N

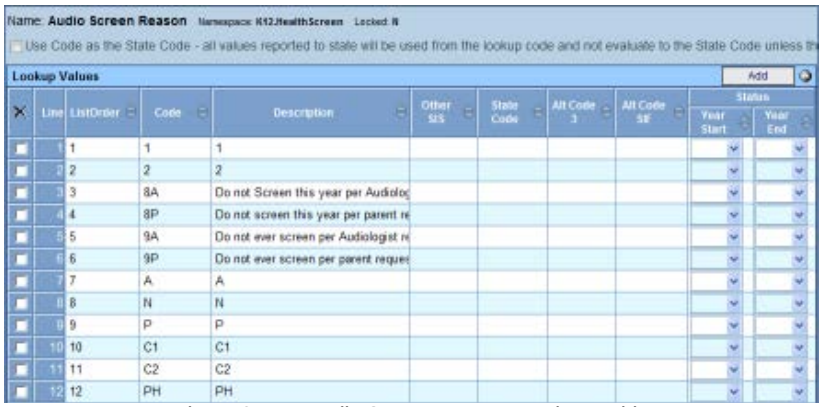
Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value

Lookup Values Add

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status: Year Start	Status: Year End
1	0	1	Referred to doctor/new case						
2	0	2	Referred to doctor						
3	0	3	Failed/Not referred						
4	0	4	No change since previous test						
5	0	5	Improved by prescription						
6	0	6	Screening inconclusive						
7	0	7	Permanent disability						
8	0	8	Referred - non-acuity problem						

Figure 3.13 – Referral Lookup Table

- **Reason** – a list of the reasons an audio screen is conducted. The lookup table is located under **K12.HealthScreen**, and the table name is **Audio Screen Reason**.


Name: Audio Screen Reason Namespace: K12.HealthScreen Locked: N

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless th

Lookup Values Add

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status: Year Start	Status: Year End
1	1	1	1						
2	2	2	2						
3	3	8A	Do not Screen this year per Audiolo						
4	4	8P	Do not screen this year per parent re						
5	5	9A	Do not ever screen per Audiologist re						
6	6	9P	Do not ever screen per parent reque						
7	7	A	A						
8	8	N	N						
9	9	P	P						
10	10	C1	C1						
11	11	C2	C2						
12	12	PH	PH						

Figure 3.14 – Audio Screen Reason Lookup Table

- **Folder** – a list of possible folders used to store the audio screen results. The lookup table is located under **K12.HealthScreen**, and the table name is **Audio Folder**.

Name: Audio Folder Namespace: K12.HealthScreen Locked: N

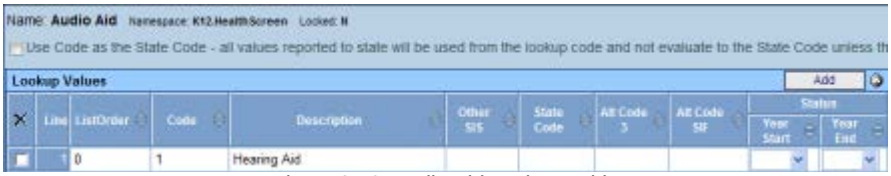
Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless th

Lookup Values Add

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status: Year Start	Status: Year End
1	1	A	Active						
2	2	B	Blue						
3	3	Y	Yellow						
4	4	I	Inactive						
5	5	H	Hearing Impaired						
6	6	S	Shred						

Figure 3.15 – Audio Folder Lookup Table

- **Left Aid & Right Aid (Left Ear & Right Ear)** – a list of possible devices used to aid the student's hearing. The lookup table is located under **K12.HealthScreen**, and the table name is **Audio Aid**.


Name: Audio Aid Namespace: K12.HealthScreen Locked: N

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless th

Lookup Values Add

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status: Year Start	Status: Year End
1	0	1	Hearing Aid						

Figure 3.16 Audio Aid Lookup Table

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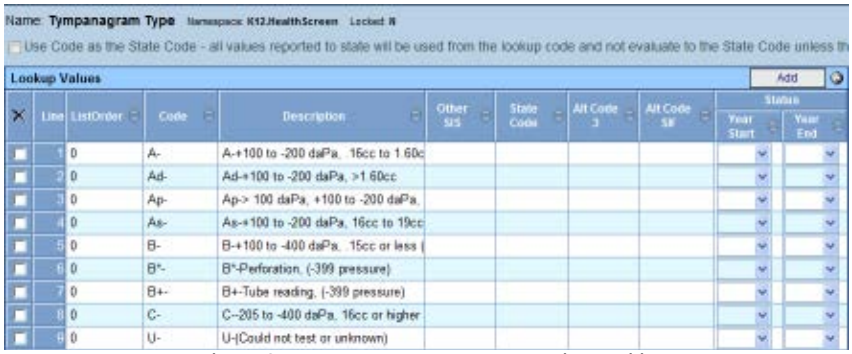
- **Tymp Type (Left Ear & Right Ear)** – a list of the possible types of test used. The lookup table is located under **K12.HealthScreen**, and the table name is **Tympanagram Type**.


Name: Tympanagram Type Namespace: K12.HealthScreen Locked: N

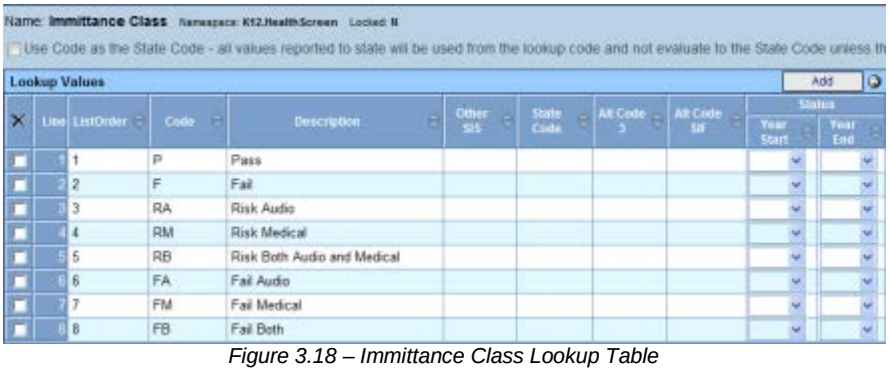
Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless th

Lookup Values Add

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status: Year Start	Status: Year End
1	0	A-	A-+100 to -200 daPa, 16cc to 1.60c						
2	0	Ad-	Ad-+100 to -200 daPa, >1.60cc						
3	0	Ap-	Ap-> 100 daPa, +100 to -200 daPa,						
4	0	As-	As-+100 to -200 daPa, 16cc to 19cc						
5	0	B-	B-+100 to -400 daPa, 15cc or less (						
6	0	B*-	B*-Perforation, (-399 pressure)						
7	0	B+-	B+-Tube reading, (-399 pressure)						
8	0	C-	C--205 to -400 daPa, 16cc or higher						
9	0	U-	U-(Could not test or unknown)						

Figure 3.17 – Tympanagram Type Lookup Table

- **Result (Left Ear & Right Ear)** – a list of the overall results of the hearing exam. The lookup table is located under **K12.HealthScreen**, and the table name is **Immittance Class**.


Name: Immittance Class Namespace: K12.HealthScreen Locked: N

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless th

Lookup Values Add

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status: Year Start	Status: Year End
1	1	P	Pass						
2	2	F	Fail						
3	3	RA	Risk Audio						
4	4	RM	Risk Medical						
5	5	RB	Risk Both Audio and Medical						
6	6	FA	Fail Audio						
7	7	FM	Fail Medical						
8	8	FB	Fail Both						

Figure 3.18 – Immittance Class Lookup Table

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Scoliosis Tab

The Scoliosis tab of the Health Screen screen has the following lookup tables:

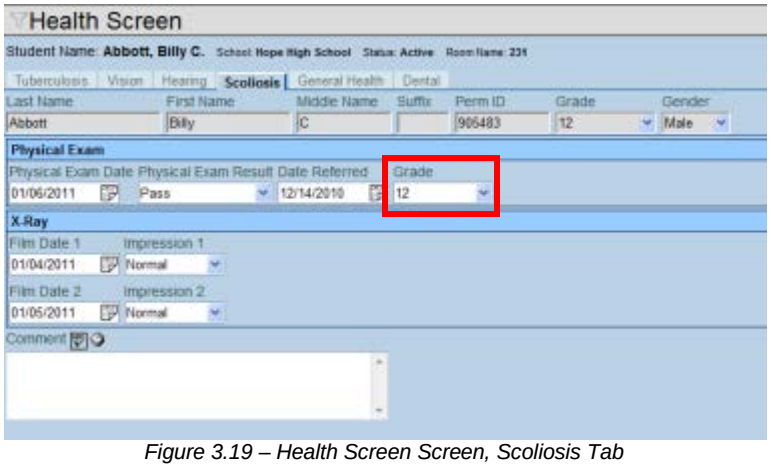

Figure 3.19 – Health Screen Screen, Scoliosis Tab

- **Grade** – a list of possible grade levels. This is the same list of grade levels that is used through Synergy SIS, and the setup of the list is outlined in the *Synergy SIS – State Data Reporting Guide*.

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General Health Tab

The General Health Tab has the following lookup tables:

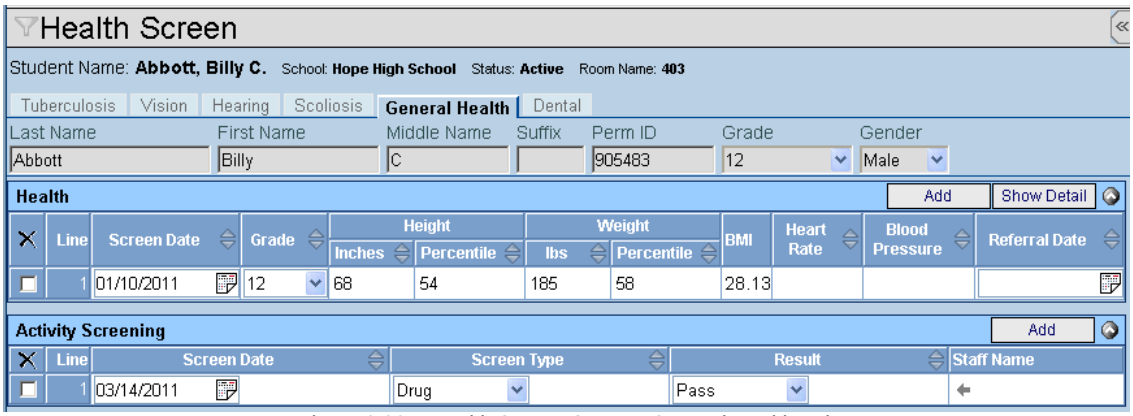

Figure 3.20 – Health Screen Screen, General Health Tab

- **Screen Type** – a list of the health screening types (Health and Drug). The values in this drop-down list are hard-coded into the programming code and there is no associated lookup table.

Caution: The information in the Activity Screening grid is also shown in the Student Groups screen, and both screens share the same fields. Any changes to these lookup tables affect both screens.

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Dental Tab

The Dental tab of the Health Screen screen has the following lookup tables:

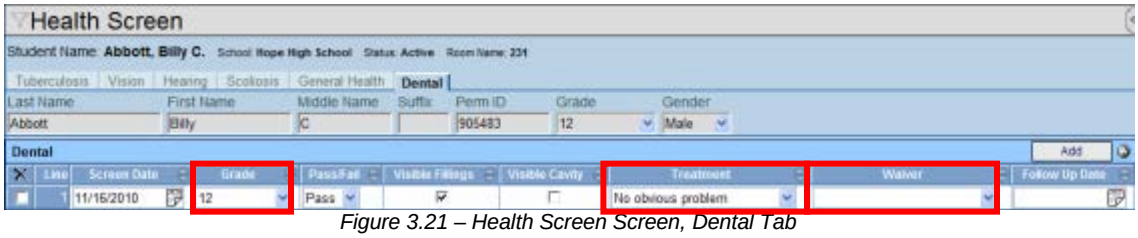

Figure 3.21 – Health Screen Screen, Dental Tab

- **Grade – a list** of possible grade levels. This is the same list of grade levels that is used through Synergy SIS, and the setup of the list is outlined in the *Synergy SIS – State Data Reporting Guide*.
- **Treatment** – a list of the recommended follow-up treatments based on the results of the dental exam. The lookup table is located under **K12.HealthScreen**, and the table name is **Treatment Urgency**.

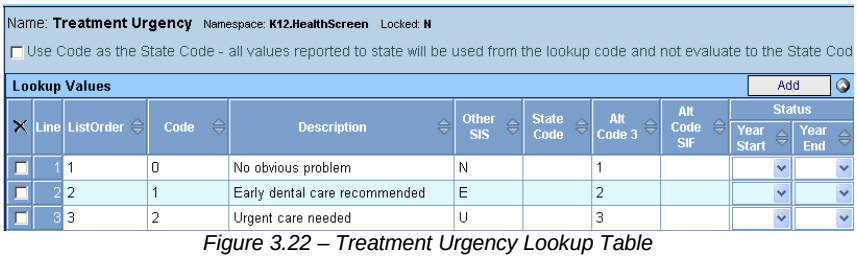

Figure 3.22 – Treatment Urgency Lookup Table

- **Waiver** – possible reasons that a dental exam requirement is waived. The lookup table is located under **K12.HealthScreen**, and the table name is **Dental Assessment**.

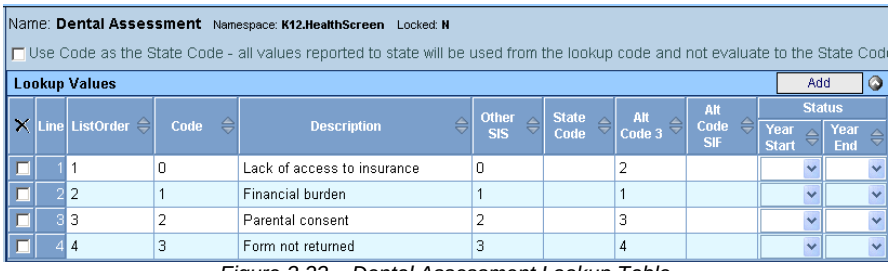

Figure 3.23 – Dental Assessment Lookup Table

Caution: The **Treatment Urgency** and **Dental Assessment** tables are also used by the **HLT618 – Oral Health Assessment and Waiver Report**. For the HLT618 report to work correctly, these tables must be setup with the following values.

Treatment Urgency

Code	Description	Alt Code 3
0	No obvious problem	1
1	Early dental care recommended	2
2	Urgent care needed	3

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Dental Assessment

Code	Description	Alt Code 3
0	Lack of access to insurance	2
1	Financial burden	1
2	Parental consent	3
3	Form not returned	4

LOOKUP TABLES FOR THE HEALTH SCREEN BY SECTION SCREEN

The Health Screen By Section screen, found under Synergy SIS > Health, uses all of the same lookup tables used by the Health Screen screen.

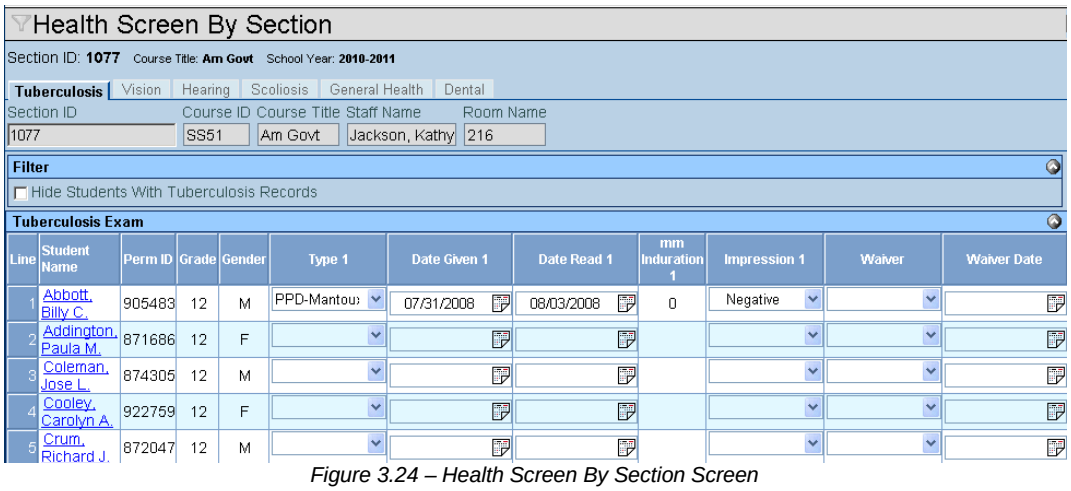

Figure 3.24 – Health Screen By Section Screen

LOOKUP TABLES FOR THE HEALTH LOG OTHER SCREEN

The Health Log Other screen, found under Synergy SIS > Health, uses all of the same lookup tables used by the Nurse's Log Tab of the Health screen.

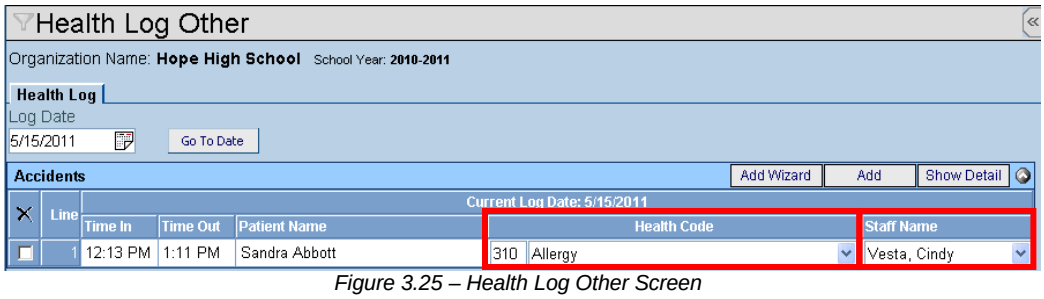

Figure 3.25 – Health Log Other Screen

LOOKUP TABLES FOR THE HEALTH LOG STUDENT SCREEN

The Health Log Student screen, found under Synergy SIS > Health, uses all of the same lookup tables used by the Nurse's Log Tab of the Health screen.

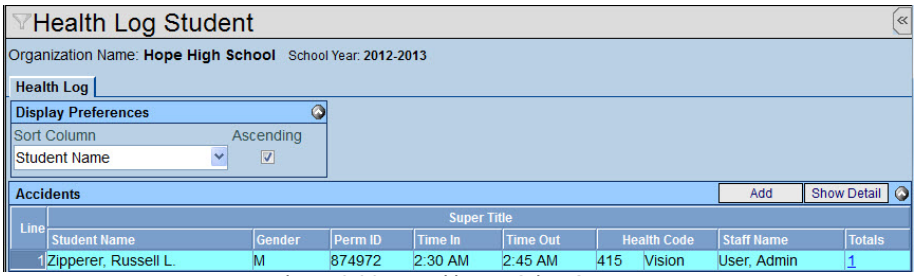

Figure 3.26 – Health Log Other Screen

LOOKUP TABLES FOR THE MEDICATION AND SERVICE MONITOR SCREEN

The Medication and Service Monitor Screen, found under Synergy SIS > Health, uses all of the same lookup tables as the Medications Tab of the Health Screen.

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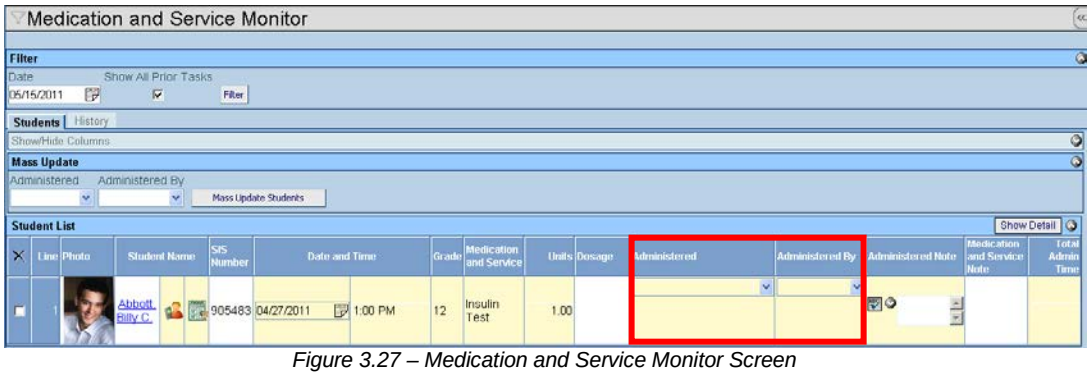

Figure 3.27 – Medication and Service Monitor Screen

LOOKUP TABLES FOR THE INDIVIDUAL HEALTHCARE PLAN SCREEN

The Healthcare Plan Details Screen, found under Synergy SIS > Health > Individual Healthcare Plan screen > Show Details, uses the following lookup tables:

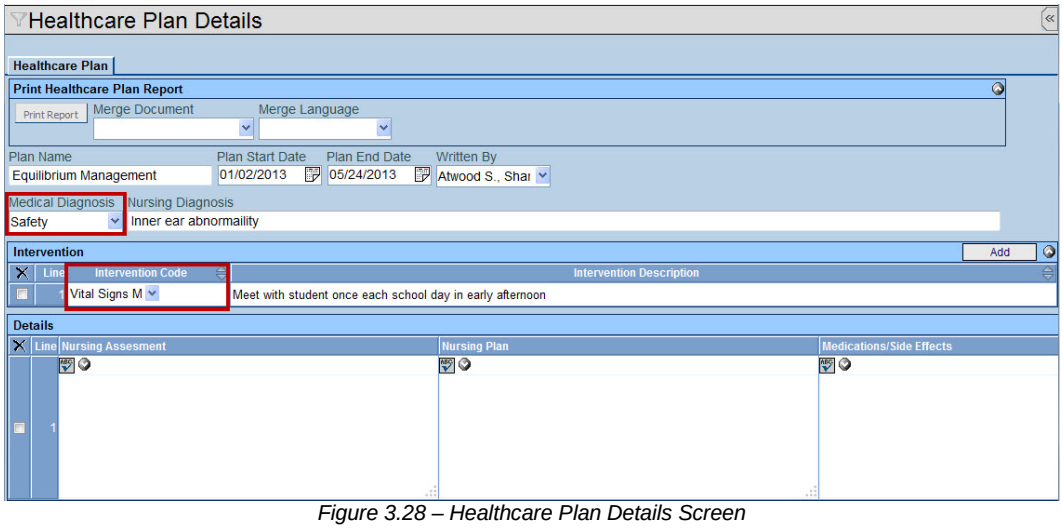

Figure 3.28 – Healthcare Plan Details Screen

- **Medical Diagnosis** – a list of medical diagnosis based on NANDA nursing diagnosis Definition and Classification codes. The lookup table is located under **K12.HealthInfo.NursePlan**, and the table name is **Medical Diagnosis**.

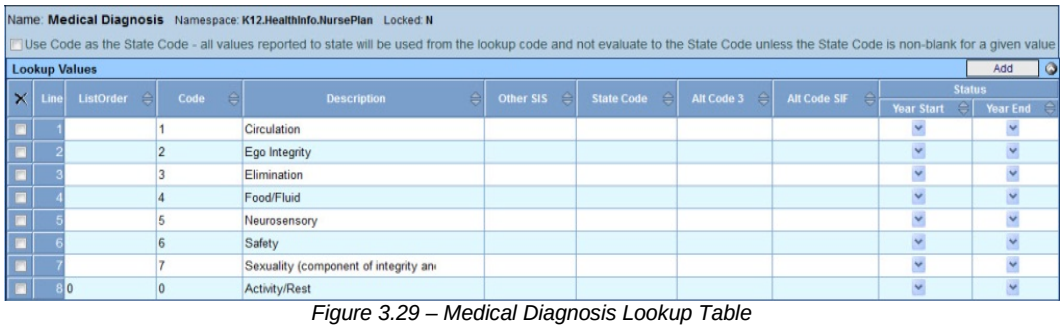

Figure 3.29 – Medical Diagnosis Lookup Table

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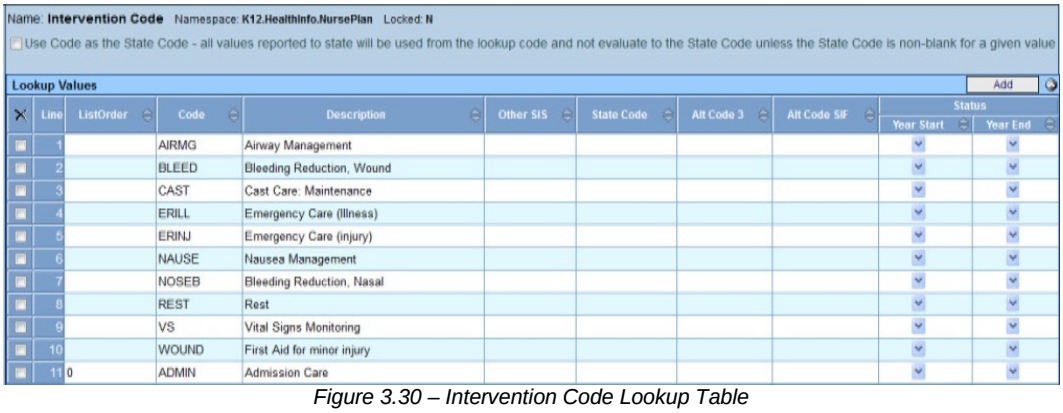
- **Intervention Code** – a list of intervention codes based on the Nursing Intervention Classification (NIC) codes. The lookup table is located under **K12.HealthInfo.NursePlan**, and the table name is **Intervention Code**.



Name: **Intervention Code** Namespace: **K12.HealthInfo.NursePlan** Locked: **N**

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value

Lookup Values Add

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status	
								Year Start	Year End
1		AIRMG	Airway Management						
2		BLEED	Bleeding Reduction, Wound						
3		CAST	Cast Care: Maintenance						
4		ERILL	Emergency Care (Illness)						
5		ERINJ	Emergency Care (injury)						
6		NAUSE	Nausea Management						
7		NOSEB	Bleeding Reduction, Nasal						
8		REST	Rest						
9		VS	Vital Signs Monitoring						
10		WOUND	First Aid for minor injury						
11	0	ADMIN	Admission Care						

Figure 3.30 – Intervention Code Lookup Table

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Chapter Four:
ACCIDENT REPORT & TASK SETUP

In this chapter, the following topics are covered:

- How to customize the Health Accident Report
- Setting up the Health Tasks

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SETTING UP THE HEALTH ACCIDENT REPORT

The Health Accident Report can be printed from the Accident Detail tab in the detailed screen of the Nurse's Log tab in the Health screen. It is designed to give educators an easy way to print a letter to send to the student's parents when an accident occurs. Different types of forms can be created depending on the nature of the accident, such as a simple report or a more detailed report. The report may also be created in any language, and the appropriate language will be selected at the time of printing based on either the student's home language or primary language.

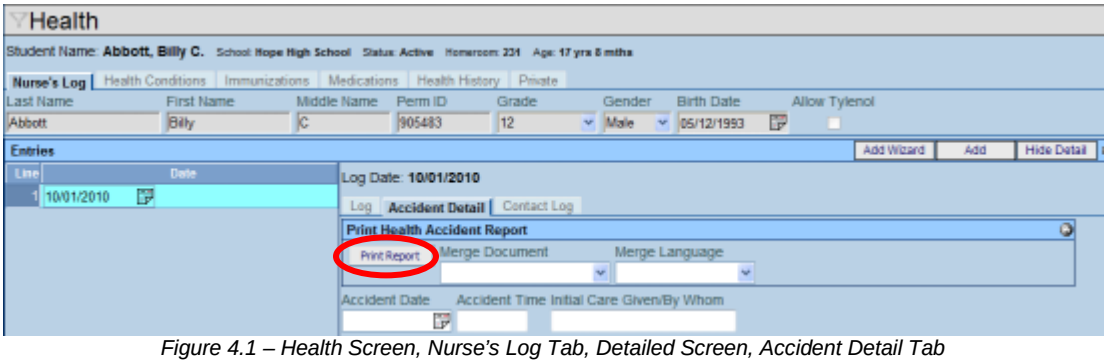

Figure 4.1 – Health Screen, Nurse's Log Tab, Detailed Screen, Accident Detail Tab

The form is a letter composed in Word that is merged with information from the accident detail record such as the student's name and address and the nature of the accident. The information pulled from the accident detail can be customized as well.

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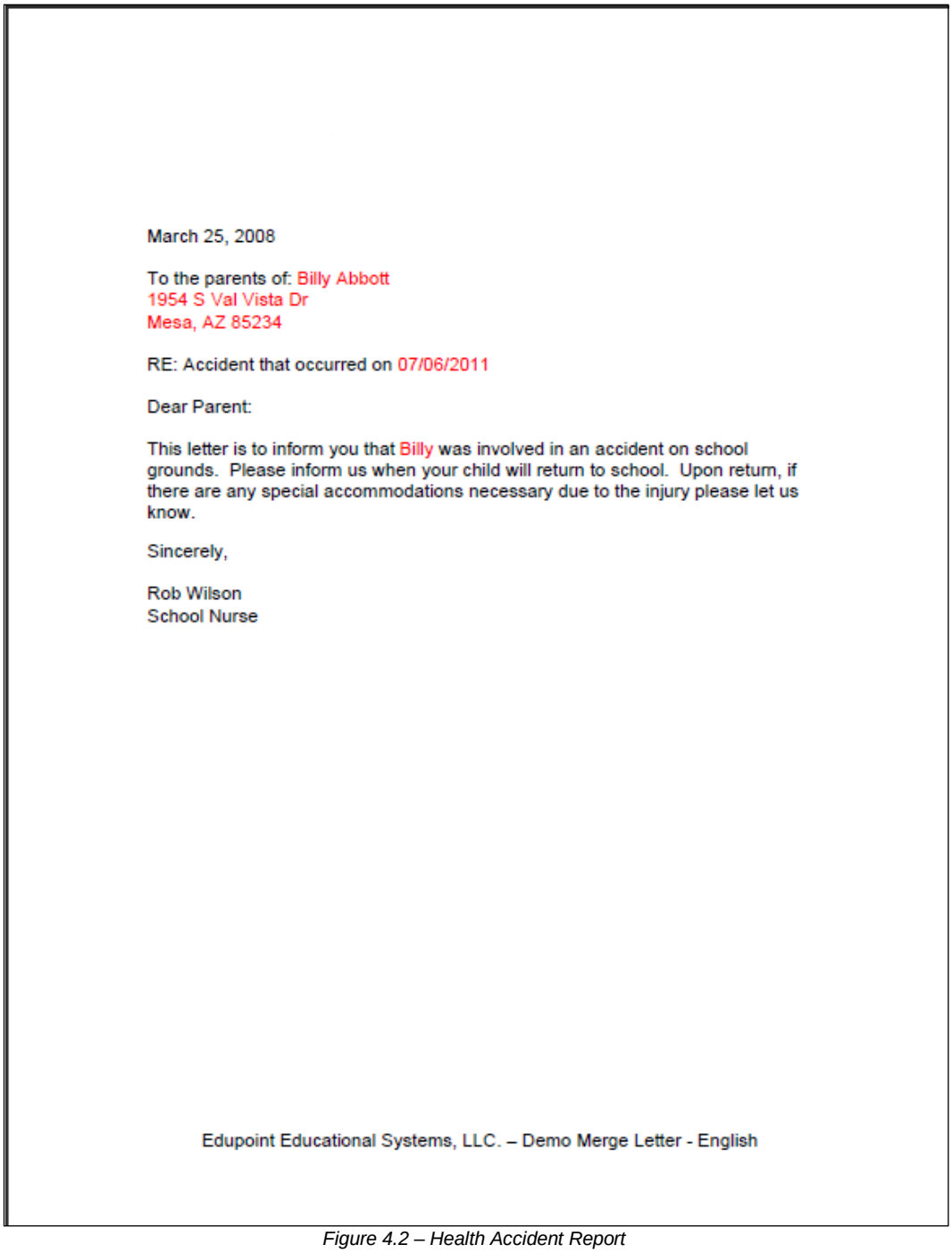

March 25, 2008

To the parents of: Billy Abbott
1954 S Val Vista Dr
Mesa, AZ 85234

RE: Accident that occurred on 07/06/2011

Dear Parent:

This letter is to inform you that Billy was involved in an accident on school grounds. Please inform us when your child will return to school. Upon return, if there are any special accommodations necessary due to the injury please let us know.

Sincerely,

Rob Wilson
School Nurse

Edupoint Educational Systems, LLC. – Demo Merge Letter - English

Figure 4.2 – Health Accident Report

Setting up a health accident report consists of two steps. The first step is creating the letter in Microsoft Word, and the second step is adding the letter to Synergy SIS and defining it as a health accident report.

To create the letter, start a new document in any version of Microsoft Word. Write the letter, and then add the fields to be used when merging the letter with the information from the discipline record. The field names need to be entered in the following format as Word merge fields:

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<<FieldName >>

Common field names to use are FirstName, LastName, Address, CityStateZipCode, IncidentLocation, IncidentDate, and IncidentTime.

January 16, 2011

To the parents of: «FirstName» «LastName»
«Address»
«CityStateZipcode»

RE: Accident that occurred on «EffectiveDate»

Dear Parent:

This letter is to inform you that «FirstName» was involved in an accident on school grounds. Please inform us when your child will return to school. Upon return, if there are any special accommodations necessary due to the injury please let us know.

Sincerely,

Rob Wilson
School Nurse

Figure 4.3 – Health Accident Report Word Document

For more information about creating a mail merge document, please refer to the chapter on Mail Merges in the *Synergy SIS – System Administrator Guide*.

The letter can be standardized either at the district level or at the school level. To set the letter as standard across the district, use the **Mail Merge District Definition** screen. To create a letter specific to the school, use the **Mail Merge Definition** screen. Other than the screen, the instructions below are the same for each screen. While the instructions below specify the Mail Merge Definition, they can also be used in the Mail Merge District Definition screen.

To add the letter to Synergy SIS and define it as a health accident report:

1. Go to the **Mail Merge Definition** screen, found under Synergy SIS > System > Setup.

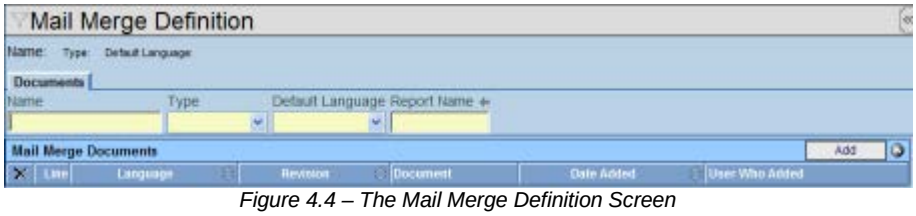

Figure 4.4 – The Mail Merge Definition Screen

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2. Click the **Add** button at the top of the screen. A new Mail Merge Definition screen pops-up. Required fields have an aqua color instead of white.

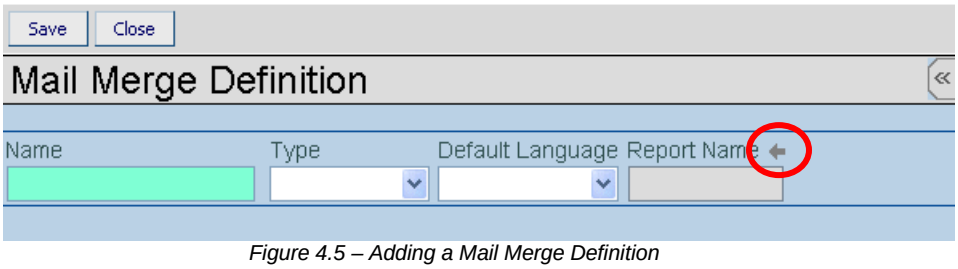

Figure 4.5 – Adding a Mail Merge Definition

3. Enter a **Name** for the health accident report, such as Accident Report or Detailed Accident Report.
4. Select the **Type** of definition from the drop down list. The options are General or Labels. For the Health Accident Report, select General.
5. Choose the **Default Language** to be used for the form from the drop-down list. It can be set to any language defined within Synergy SIS.
6. To set this letter as the Health Accident Report, the report must be defined as the report name. To select the health accident report as the report name, click on the **gray arrow next to the Report Name field.**
7. The Find Foreign Key screen appears. To find the health accident report, enter "**HLT203**" in the Number field and click the **Find** button.

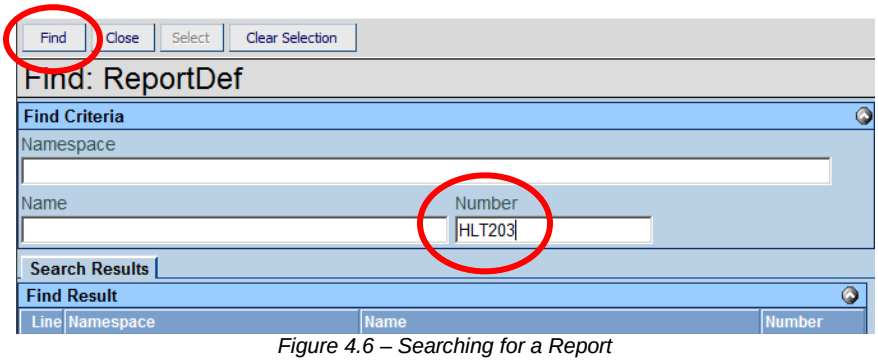

Figure 4.6 – Searching for a Report

8. A list of health-related reports appears. Select the **Student Health Accident Report (HLT203)** by clicking on it in the list, and click the **Select** button at the top of the screen.

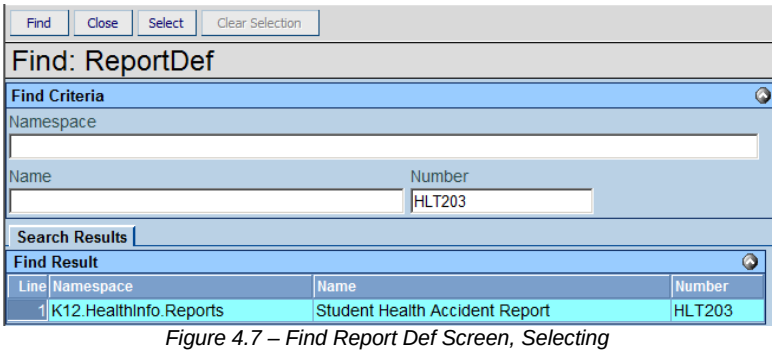

Figure 4.7 – Find Report Def Screen, Selecting

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9. The name of the report now appears in the Report Name field. To save the definition, click the **Save** button at the top of the screen.

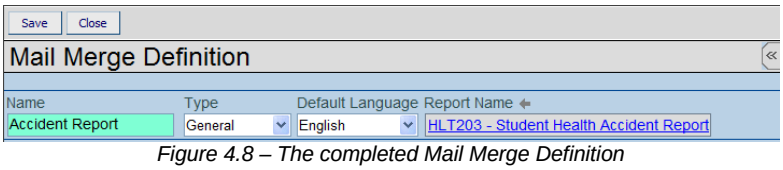

Figure 4.8 – The completed Mail Merge Definition

Once the definition has been created, the letter created in the first step needs to be attached to the definition. To attach the letter:

1. Click the **Add** button in the Mail Merge Documents section

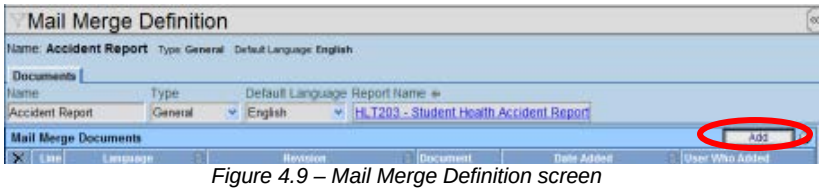

Figure 4.9 – Mail Merge Definition screen

2. Select the document created by click the **Browse** button and clicking on it.

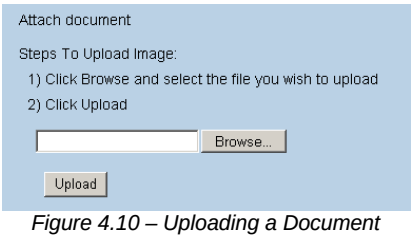

Figure 4.10 – Uploading a Document

3. Once the document name appears in the box, click the **Upload** button.

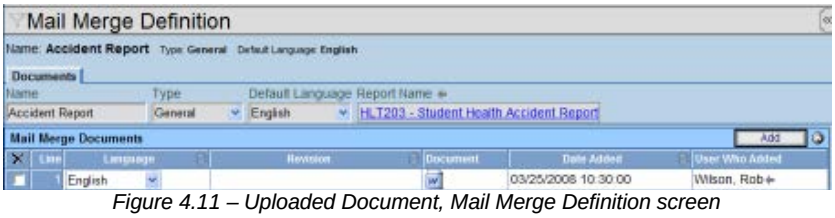

Figure 4.11 – Uploaded Document, Mail Merge Definition screen

4. A new line is added to the Mail Merge Documents grid, with an icon for the attached document and the date and user name of the staff who added the document.
5. Select the language of the document from the **Language** drop-down list.
6. To track which version of the letter is currently in use, enter the **Revision** name or number.
7. Click the **Save** button at the top of the screen.

Multiple documents can be attached to one definition, each in a different language. To view the existing attached document, click on the **Word icon** in the Document column.

To delete a document, click the box in the **X** column and click the **Save** button. To delete the entire definition, first delete all attached documents and then click the **Delete** button at the top of the screen.

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SETTING UP THE HEALTHCARE PLAN REPORT

The Healthcare Plan Report can be printed from the Healthcare Plan Detail screen of the Individual Healthcare Plan screen. It is designed to give health staff an easy way to print a letter to send to the student's parents when a plan needs to be put in place to deal with a student's long-term or chronic medical issue. The report may be created in any language, and the appropriate language will be selected at the time of printing based on either the student's home language or primary language.

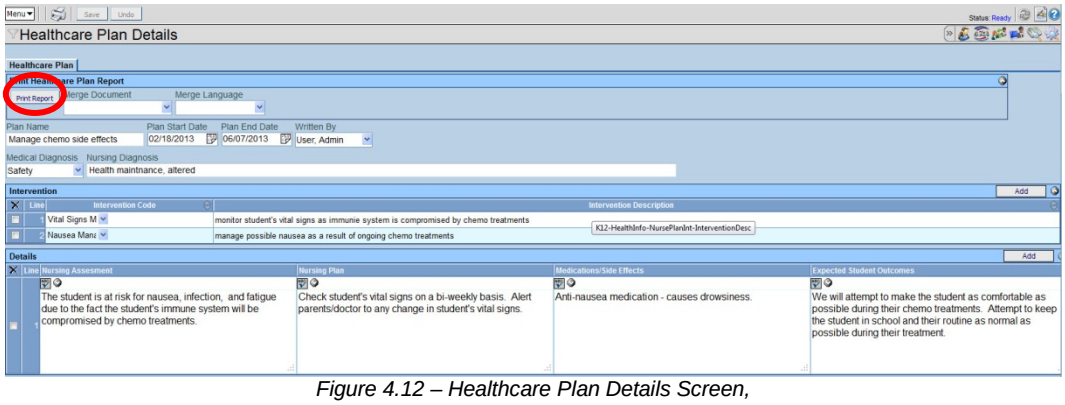

Figure 4.12 – Healthcare Plan Details Screen,

The form is a letter composed in Word that is merged with information from the Healthcare Plan detail record such as the student's name and address and the plan name.

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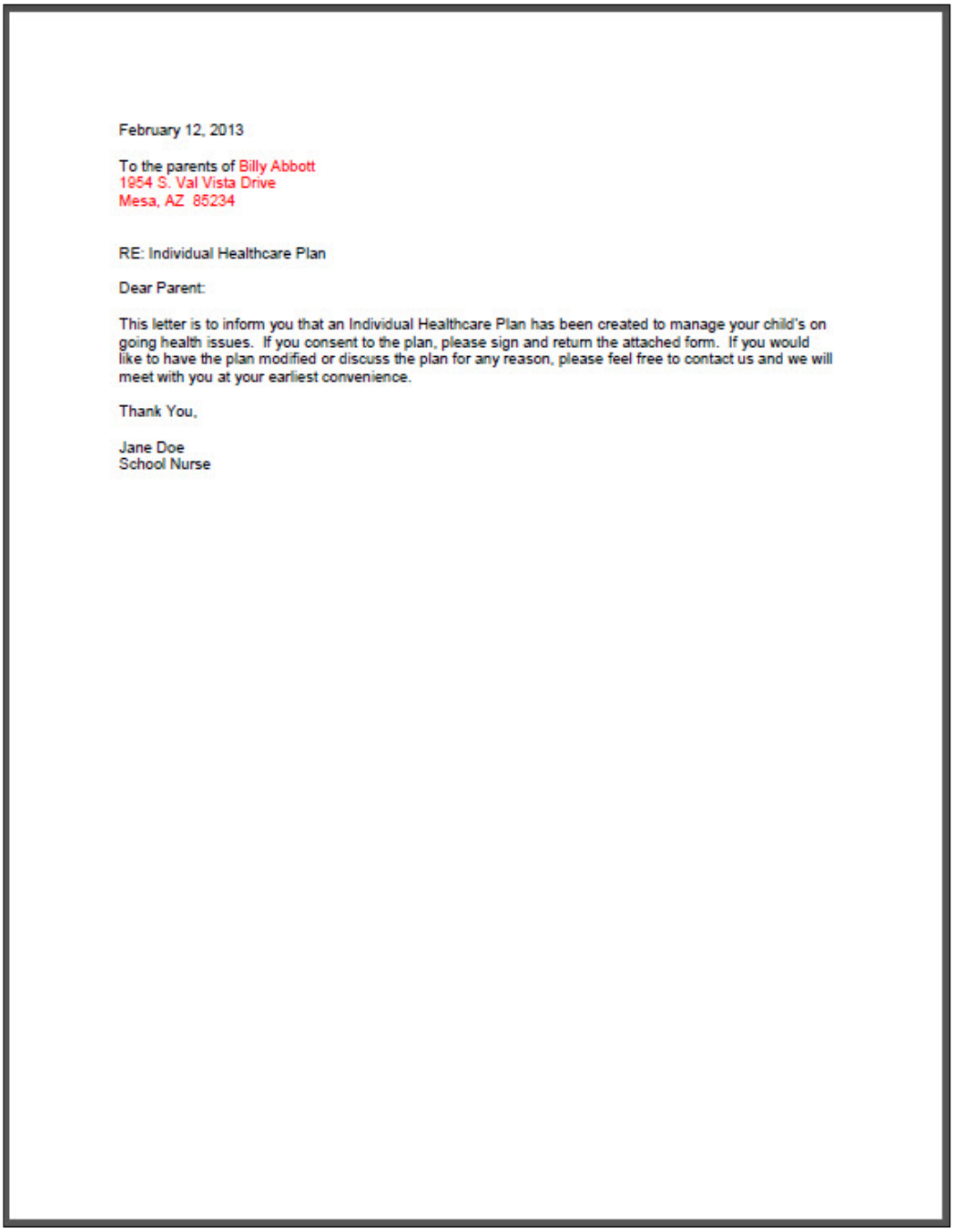

February 12, 2013

To the parents of Billy Abbott
1954 S. Val Vista Drive
Mesa, AZ 85234

RE: Individual Healthcare Plan

Dear Parent:

This letter is to inform you that an Individual Healthcare Plan has been created to manage your child's on going health issues. If you consent to the plan, please sign and return the attached form. If you would like to have the plan modified or discuss the plan for any reason, please feel free to contact us and we will meet with you at your earliest convenience.

Thank You,

Jane Doe
School Nurse

Figure 4.13 – Healthcare Plan Report letter

Setting up a health accident report consists of two steps. The first step is creating the letter in Microsoft Word, and the second step is adding the letter to Synergy SIS and defining it as a health accident report.

To create the letter, start a new document in any version of Microsoft Word. Write the letter, and then add the fields to be used when merging the letter with the information from the discipline record. The field names need to be entered in the following format as Word merge fields:

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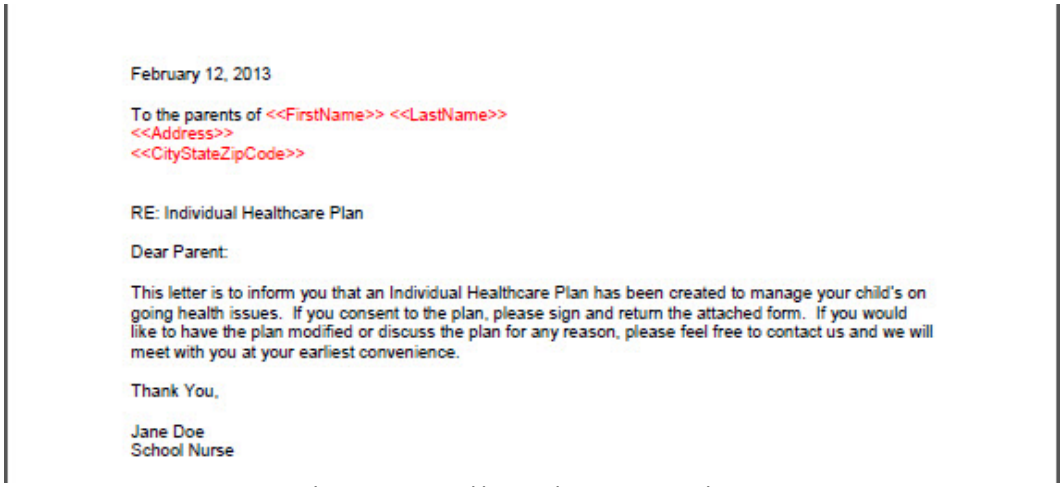
<<FieldName >>

Common field names to use are FirstName, LastName, Address, CityStateZipCode, PlanName, PlanStartDate, and PlanEndDate.



February 12, 2013

To the parents of <<FirstName>> <<LastName>>
<<Address>>
<<CityStateZipCode>>

RE: Individual Healthcare Plan

Dear Parent:

This letter is to inform you that an Individual Healthcare Plan has been created to manage your child's on going health issues. If you consent to the plan, please sign and return the attached form. If you would like to have the plan modified or discuss the plan for any reason, please feel free to contact us and we will meet with you at your earliest convenience.

Thank You,

Jane Doe
School Nurse

Figure 4.14 – Healthcare Plan Report Word Document

For more information about creating a mail merge document, please refer to the chapter on Mail Merges in the *Synergy SIS – System Administrator Guide*.

The letter can be standardized either at the district level or at the school level. To set the letter as standard across the district, use the **Mail Merge District Definition** screen. To create a letter specific to the school, use the **Mail Merge Definition** screen. Other than the screen, the instructions below are the same for each screen. While the instructions below specify the Mail Merge Definition, they can also be used in the Mail Merge District Definition screen.

To add the letter to Synergy SIS and define it as a health accident report:

1. Go to the **Mail Merge Definition** screen, found under Synergy SIS > System > Setup.

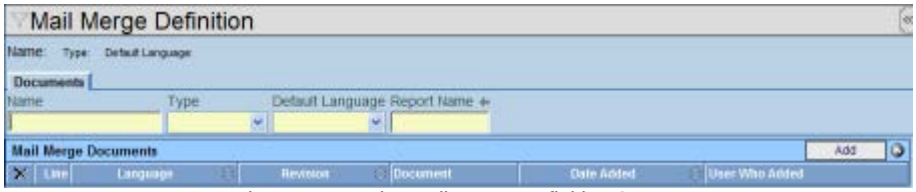


Figure 4.15 – The Mail Merge Definition Screen

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2. Click the **Add** button at the top of the screen. A new Mail Merge Definition screen pops-up. Required fields have an aqua color instead of white.

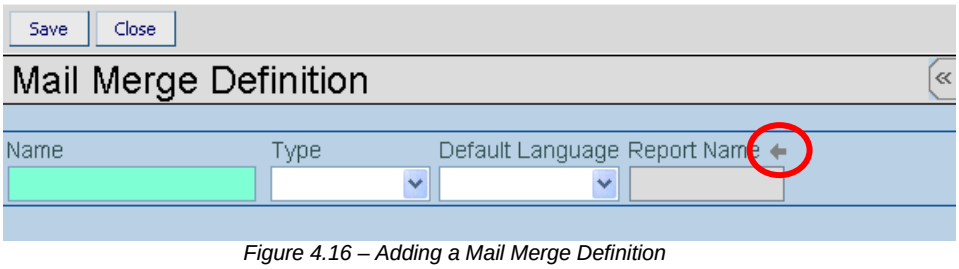

Figure 4.16 – Adding a Mail Merge Definition

3. Enter a **Name** for the health accident report, such as Individual Healthcare Plan or Healthcare Plan Report.
4. Select the **Type** of definition from the drop down list. The options are General or Labels. For the Healthcare Detail Plan Report, select General.
5. Choose the **Default Language** to be used for the form from the drop-down list. It can be set to any language defined within Synergy SIS.
6. To set this letter as the Healthcare Detail Plan Report, the report must be defined as the report name. To select the health accident report as the report name, click on the **gray arrow next to the Report Name field.**
7. The Find Foreign Key screen appears. To find the healthcare detail plan report, enter "**HLT213**" in the Number field and click the **Find** button.

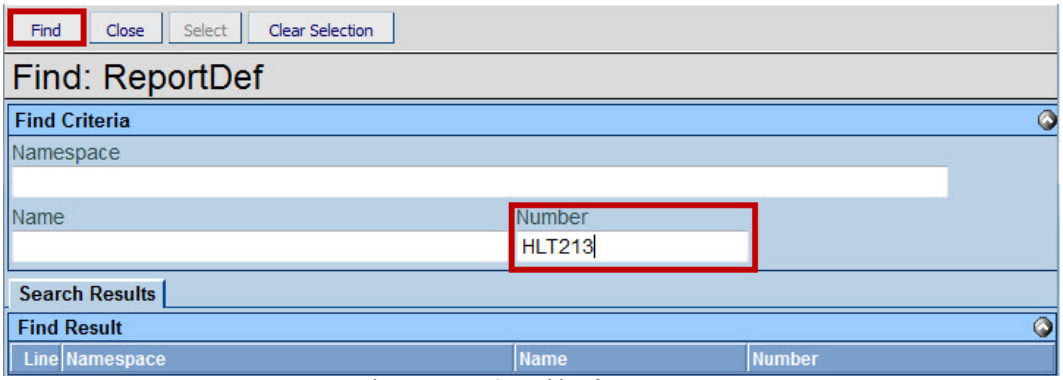

Figure 4.17 – Searching for a Report

8. A list of health-related reports appears. Select the **Student Nurse Plan Report (HLT213)** by clicking on it in the list, and click the **Select** button at the top of the screen.

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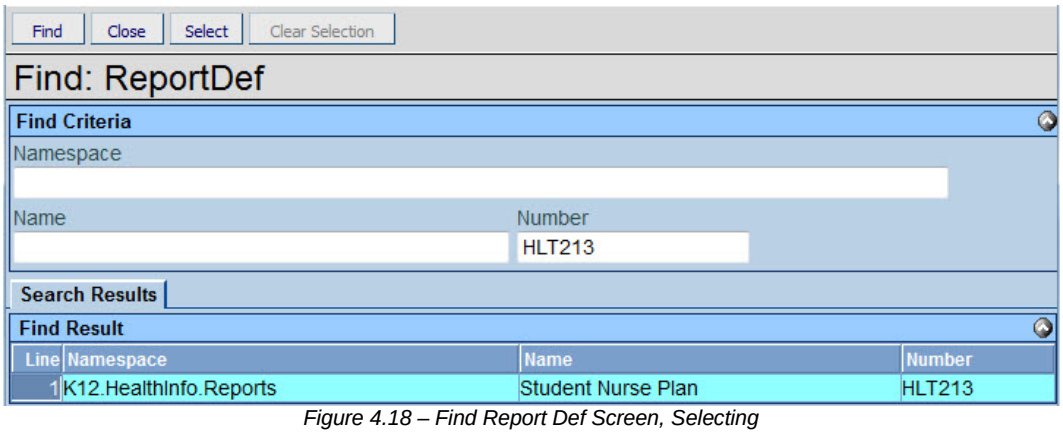

Figure 4.18 – Find Report Def Screen, Selecting

9. The name of the report now appears in the Report Name field. To save the definition, click the **Save** button at the top of the screen.

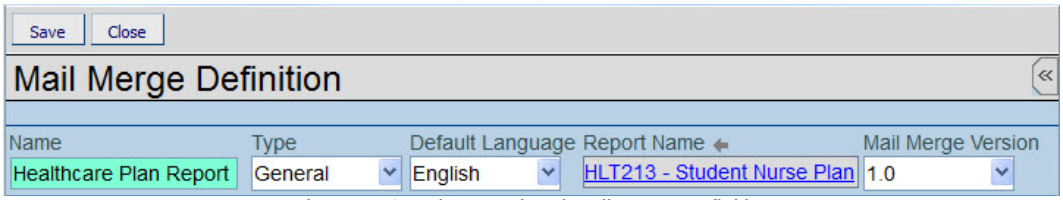

Figure 4.19 – The completed Mail Merge Definition

Once the definition has been created, the letter created in the first step needs to be attached to the definition. To attach the letter:

1. Click the **Add** button in the Mail Merge Documents section

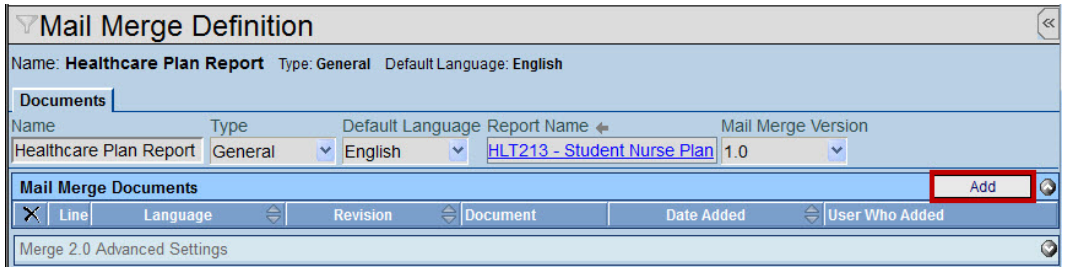

Figure 4.20 – Mail Merge Definition screen

2. Select the document created by click the **Browse** button and clicking on it.

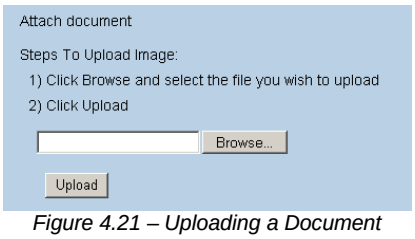

Figure 4.21 – Uploading a Document

3. Once the document name appears in the box, click the **Upload** button.

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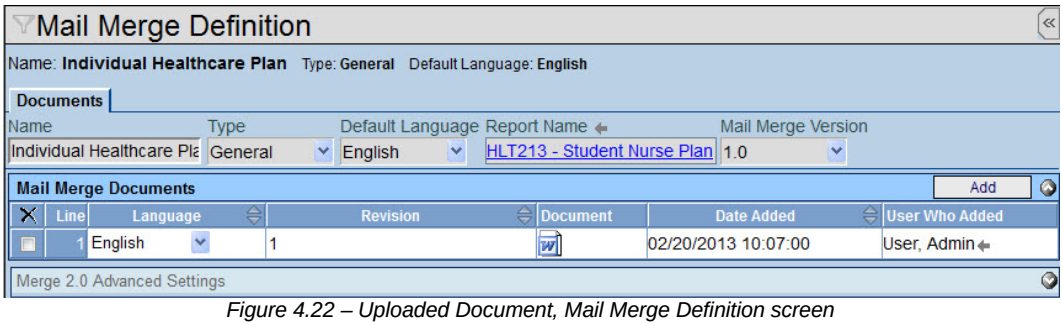

Figure 4.22 – Uploaded Document, Mail Merge Definition screen

4. A new line is added to the Mail Merge Documents grid, with an icon for the attached document and the date and user name of the staff who added the document.
5. Select the language of the document from the **Language** drop-down list.
6. To track which version of the letter is currently in use, enter the **Revision** name or number.
7. Click the **Save** button at the top of the screen.

Multiple documents can be attached to one definition, each in a different language. To view the existing attached document, click on the **Word icon** in the Document column.

To delete a document, click the box in the **X** column and click the **Save** button. To delete the entire definition, first delete all attached documents and then click the **Delete** button at the top of the screen.

HEALTH TASK INFORMATION

To create the list of medications and procedures that need to be administered each day in the Medication and Service Monitor screen, scheduled tasks have been created in the Task Definition screen that run each day to create the tasks based on the information entered on the Medications tab of the Health screen. To turn on these tasks or run the tasks ahead of schedule:

1. Go to the **Task Definition** screen, found under Synergy SIS > System > Setup.

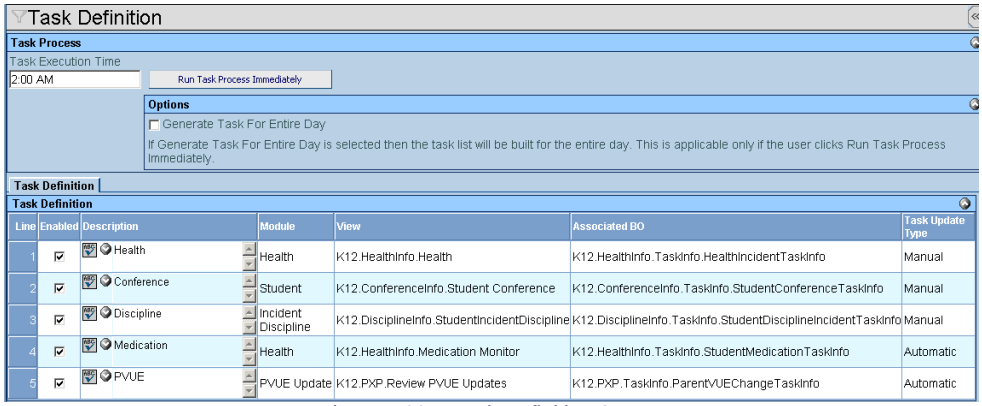

Figure 4.23 – Task Definition Screen

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2. The tasks for the Medication and Service Monitor screen are called **Procedures** and **Medications**. To turn on these tasks, check the box labeled **Enabled** in front of each task. To turn them off for school breaks, uncheck the box.
3. To adjust the time at which the tasks are run, enter the time in the **Task Execution Time** box.
4. Click the **Save** button at the top of the screen.

To run the tasks out of schedule:

1. Click the **Run Task Process Immediately** button.
2. A box pops-up to confirm if the task process should be run. Click **OK** to run all of the enabled tasks.

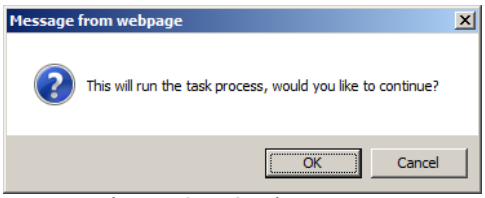

Figure 4.24 – Continue Prompt

3. The Medications and Service Monitor screen lists all of the tasks due today.

Caution: If the tasks already ran on schedule, running the processes immediately may create duplicate tasks. Don't check the box **Generate Task for Entire Day** to only add the new tasks.

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Chapter Five: SECURITY

In this chapter, the following topics are covered:

- The location of the security nodes for the health-related screens

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Security for each of the screens discussed throughout this manual is defined by two options: the **PAD Security** screen and the **Security Definition** screen. Both of these screens are found under Synergy SIS > System > Security. How each of these screens work and how security is defined is covered in detail in the *Synergy SIS - Security Administrator Guide*. This chapter outlines where the security for each part of each health-related screen may be defined in the Security Definition screen.

IMMUNIZATION DEFINITION SECURITY

The **Immunization Definition** screen, found under Synergy SIS > Health > Setup, is controlled by multiple security nodes. The entire **Immunizations grid** is controlled by the node:

K12.HealthInfo.Setup.School Vaccination Setup

The data on the main screen of the grid, such as **Name, Sequence & Dosages**, is controlled by this security node:

K12.HealthInfo.Setup.SchoolVaccinationCode

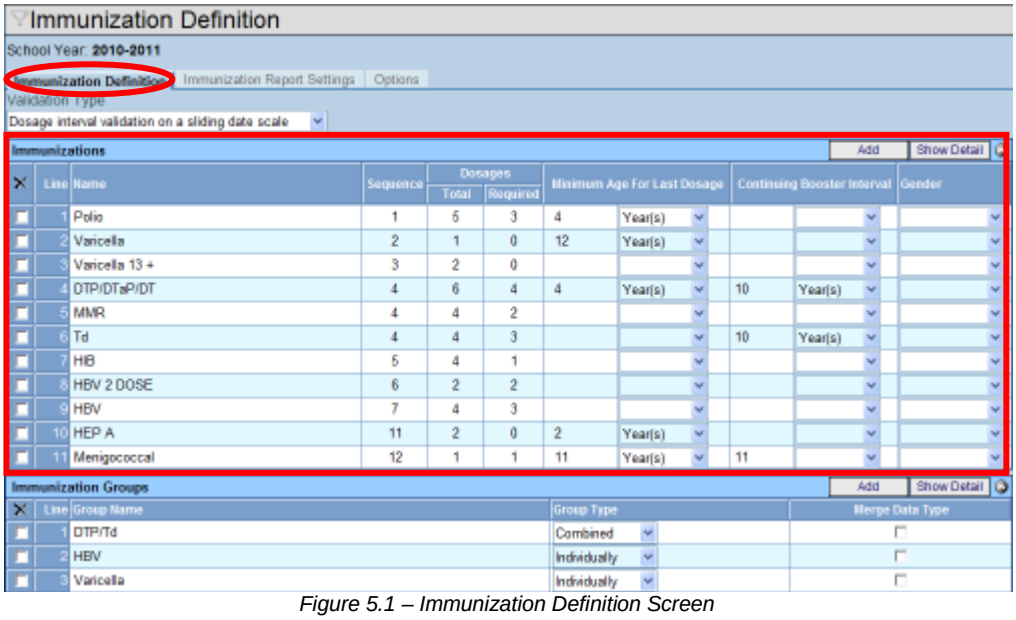

Figure 5.1 – Immunization Definition Screen

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The **Validation Type** field at the top of the screen is controlled by this security node:

K12.HealthInfo.Setup.SchoolVaccinationScreen

The above security node also controls the **Immunization Report Settings tab**.

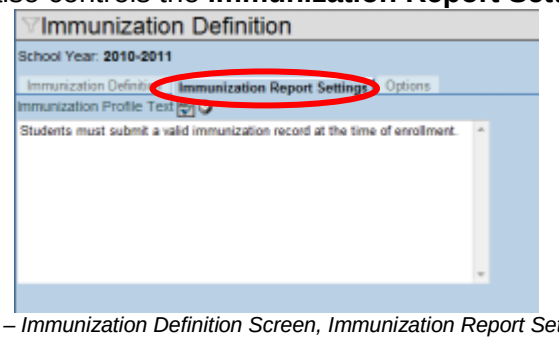

Figure 5.2 – Immunization Definition Screen, Immunization Report Settings Tab

In the detailed screen of each immunization definition, the **Dosages tab** is controlled by this security node:

K12.HealthInfo.Setup.SchoolVaccinationDosage

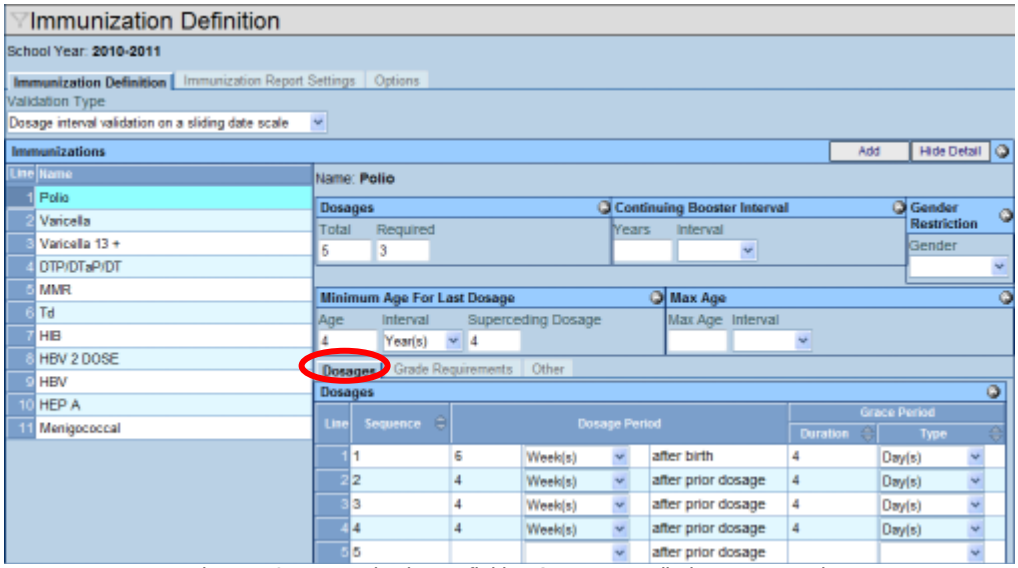

Figure 5.3 – Immunization Definition Screen, Detailed, Dosages Tab

In the detailed screen of each immunization definition, the entire **Grade Requirements tab** is controlled by this security node:

K12.HealthInfo.Setup.SchoolGrdReqGrid

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The individual dosage requirements for each grade level are controlled by this security node:

K12.HealthInfo.Setup.SchoolVaccinationGrdReq

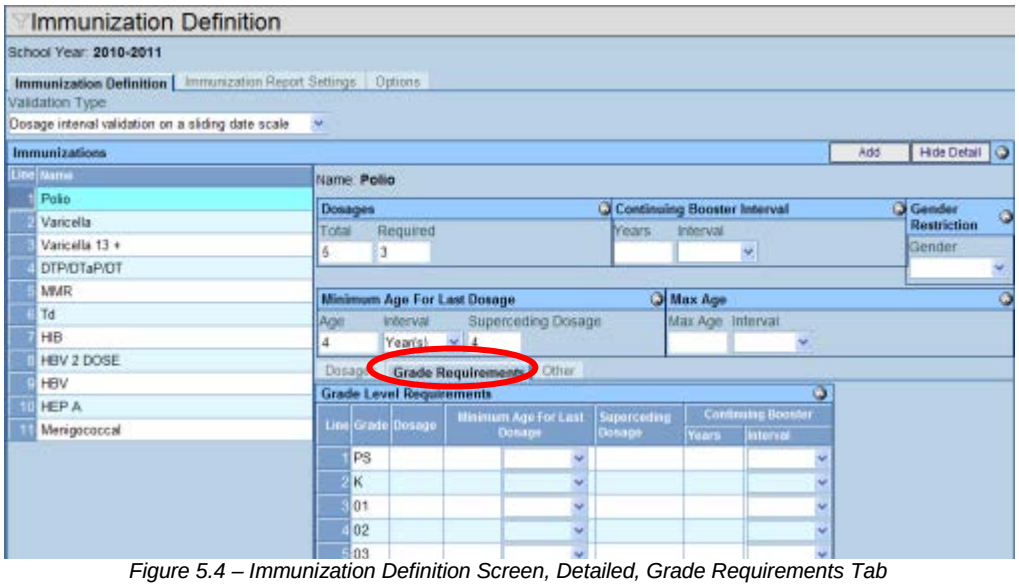

Figure 5.4 – Immunization Definition Screen, Detailed, Grade Requirements Tab

In the detailed screen of each immunization definition, the entire **Other tab** is controlled by this security node:

K12.HealthInfo.Setup.SchoolVaccinationSchYr

The above security node also controls the top part of the detailed screen, including the **Dosages, Continuing Booster Interval, Minimum Age for Last Dosage and Max Age sections.**

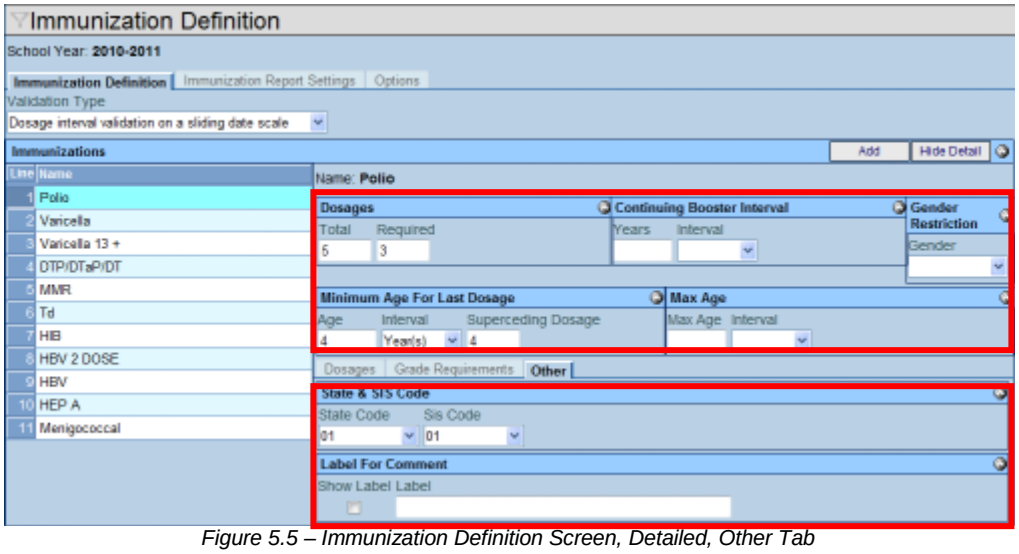

Figure 5.5 – Immunization Definition Screen, Detailed, Other Tab

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The entire **Immunization Groups grid** at the bottom of the screen is controlled by this security node:

K12.HealthInfo.Setup.SchoolVaccGroupGrid

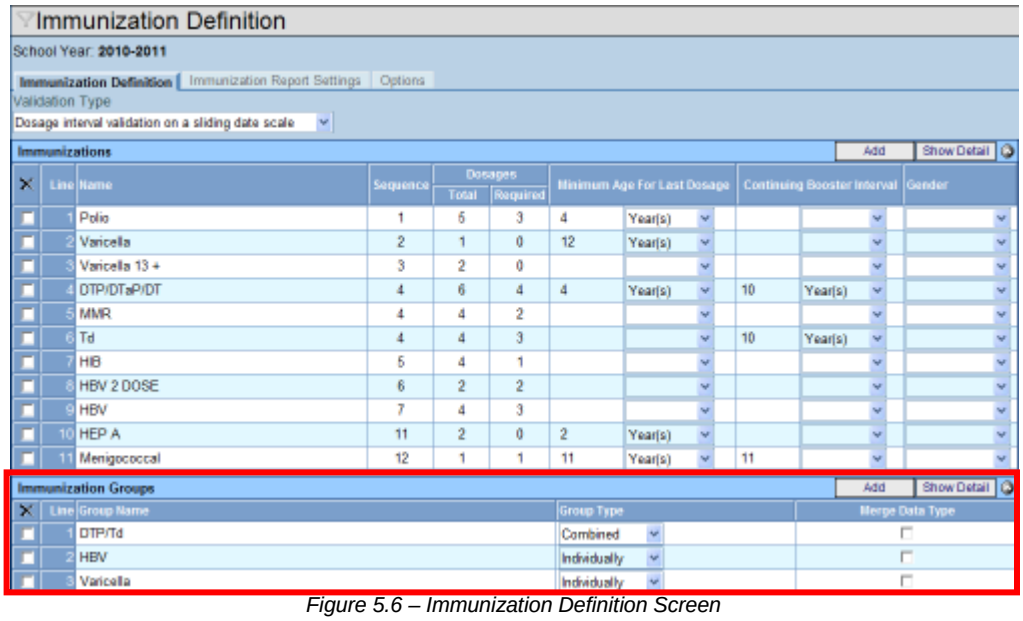

Figure 5.6 – Immunization Definition Screen

In the detailed screen of each immunization group, the **Immunization Choices checkboxes** are controlled by this security node:

K12.HealthInfo.Setup.SchoolVaccinationGroup

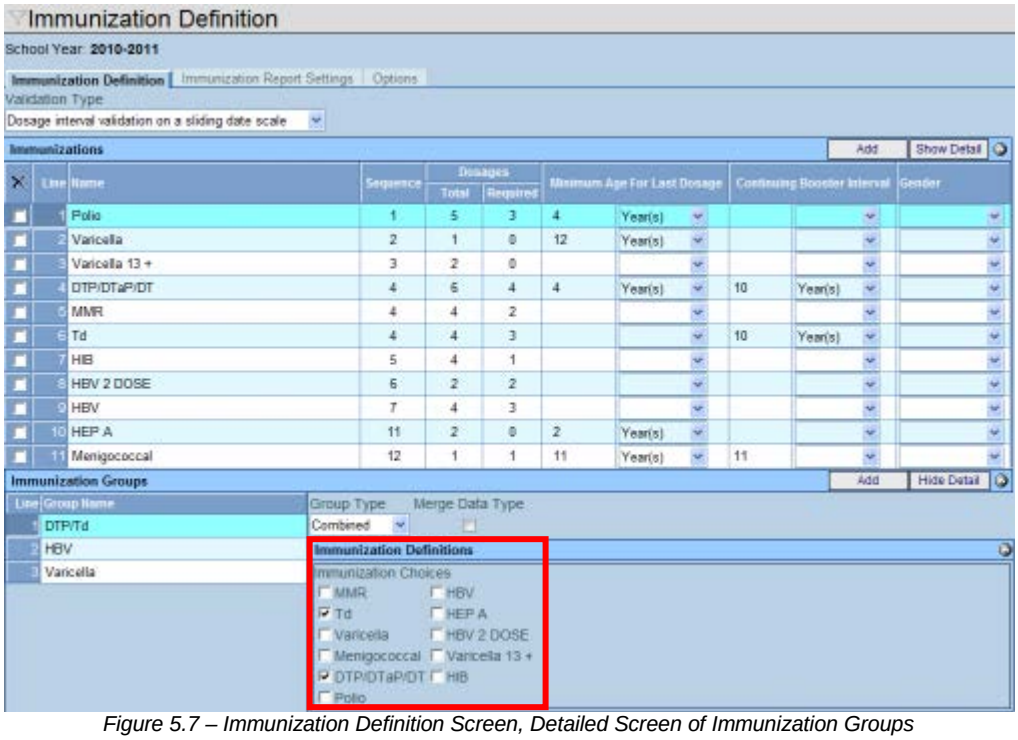

Figure 5.7 – Immunization Definition Screen, Detailed Screen of Immunization Groups

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The following security nodes do not provide a visible change in security on the screens:

- K12.Setup.VaccinationDefinition
- K12.Setup.VaccinationDosageDefinition
- K12.HealthInfo.Setup.SchoolStudentDosage
- K12.HealthInfo.Setup.SchoolVaccination
- K12.HealthInfo.Setup.SchoolVaccinationGroupDef

HEALTH SECURITY

Each of the tabs in the **Health screen**, found under Synergy SIS > Health, is controlled by their own security nodes, and no one security node controls the entire screen.

The **Nurse's Log tab** is controlled by this security node:

K12.HealthInfo.HealthIncident

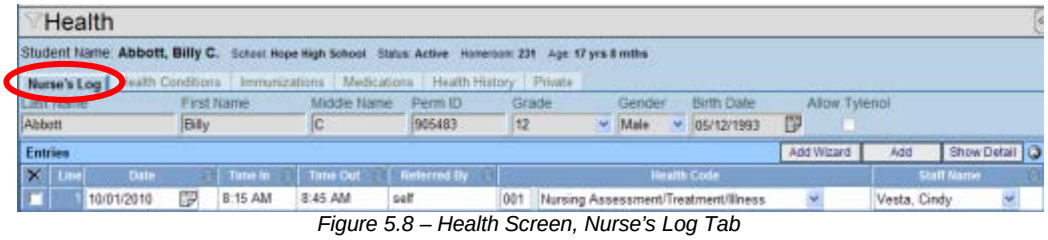

Figure 5.8 – Health Screen, Nurse's Log Tab

The **Clinical Code section** of the detailed screen of the Nurse's Log tab is controlled by this security node:

K12.HealthInfo.StudentClinicalCodes

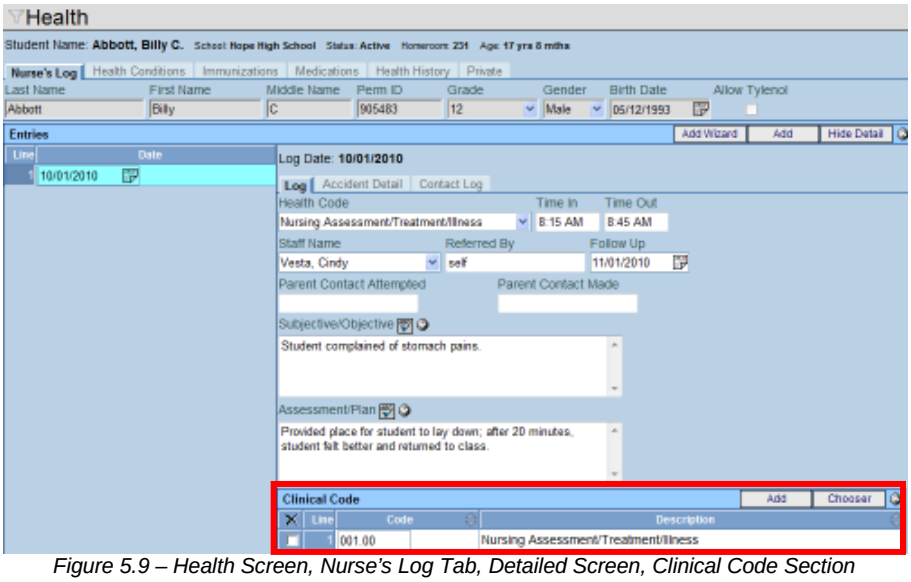

Figure 5.9 – Health Screen, Nurse's Log Tab, Detailed Screen, Clinical Code Section

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The Contact Log tab of the detailed screen of the Nurse's Log tab is controlled by this security node:

Revelation.RevPersonContact

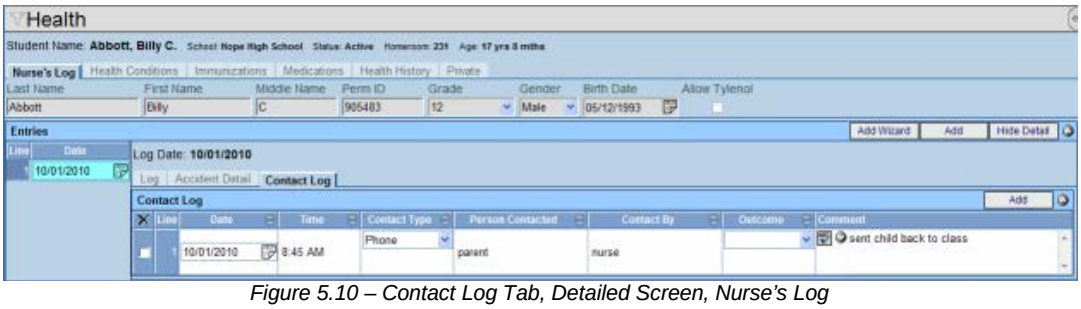

Figure 5.10 – Contact Log Tab, Detailed Screen, Nurse's Log

Caution: This security node also controls the Student Contact Log tab of the Student screen.

The **Health Conditions tab** is controlled by this security node:

K12.HealthInfo.HealthConditions

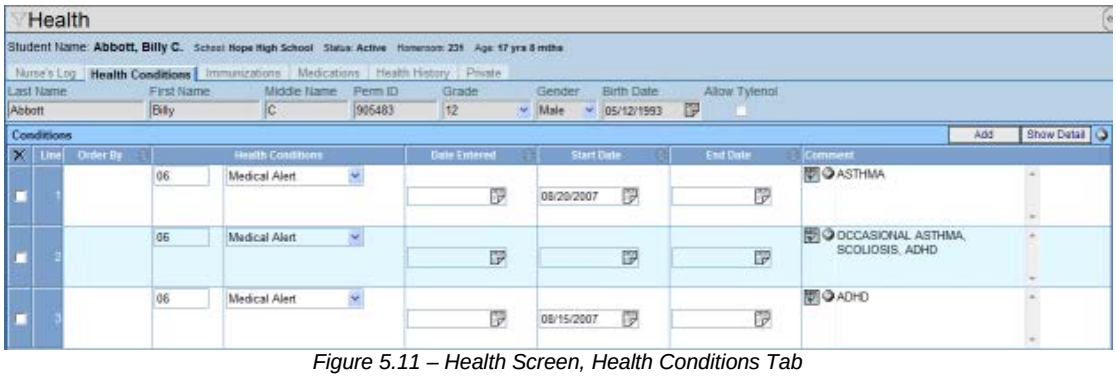

Figure 5.11 – Health Screen, Health Conditions Tab

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The **Immunizations tab** is controlled by eight different security nodes. The **Immunizations grid** at the top of the screen is controlled by this security node:

K12.HealthInfo.StudentVaccinationGrid

The **Dosage Data grid** in the middle of the screen is controlled by this security node:

K12.HealthInfo.StudentVaccinationQuickDataEntryGrid

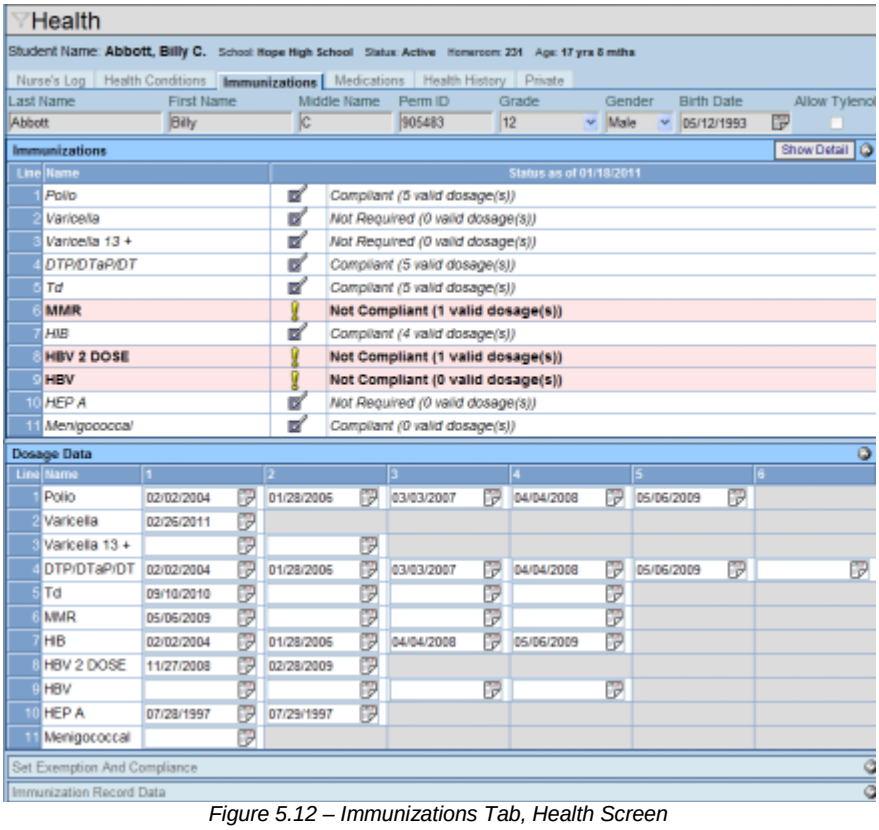

Figure 5.12 – Immunizations Tab, Health Screen

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The **Set Exemption and Compliance section** is controlled by this security node:

K12.HealthInfo.StudentVaccinationUnbound

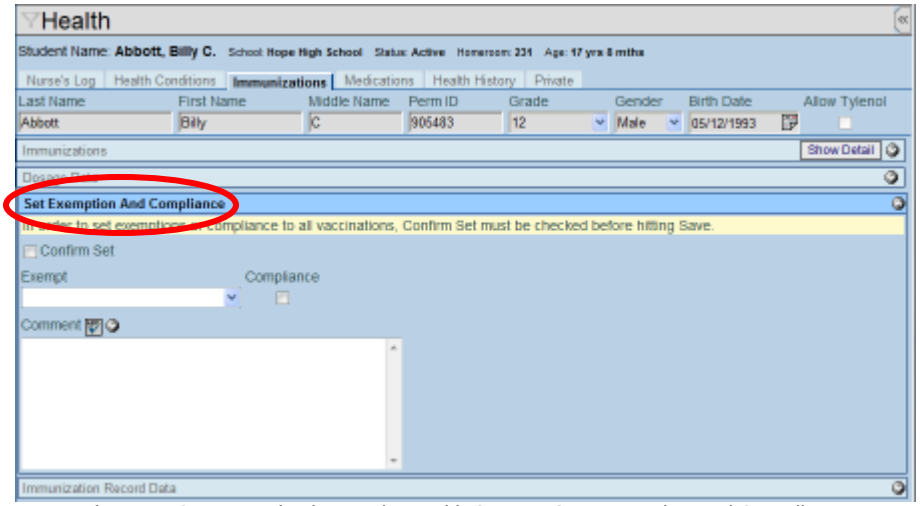

Figure 5.13 – Immunizations Tab, Health Screen, Set Exemption and Compliance

The **Immunization Record Data section** at the bottom of the screen is controlled by this security node:

K12.HealthInfo.HealthImmunizationData

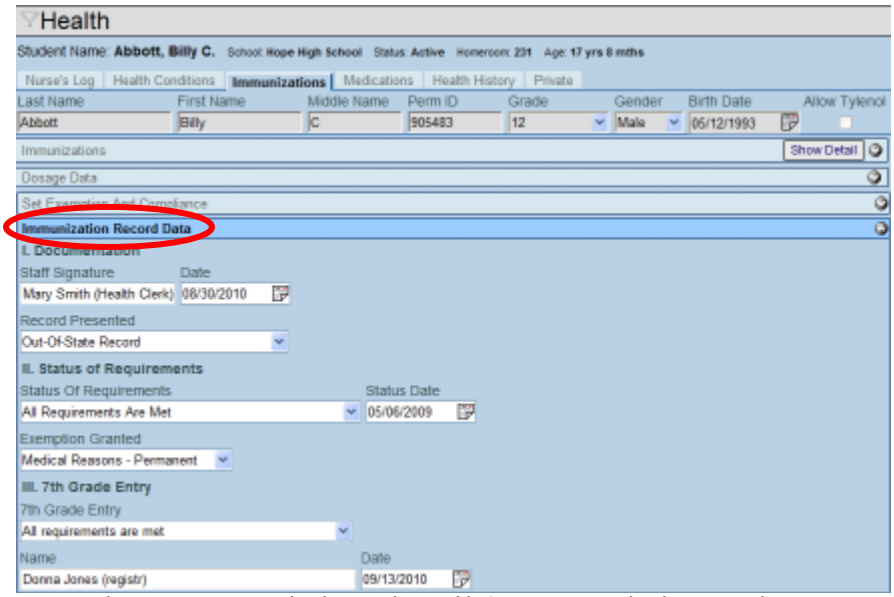

Figure 5.14 – Immunizations Tab, Health Screen, Immunization Record Data

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The **detailed screen** of each immunization is controlled by two security nodes. The top part of the detailed screen, the **Student Dosage section**, is controlled by:

K12.HealthInfo.StudentDosageGrid

The security node **K12.HealthInfo.StudentDosage** also provides control over the data in the Student Dosage section.

The bottom part of the detailed screen, the **Exemption, Compliance Override and Comments section**, is controlled by this security node:

K12.HealthInfo.StudentDosageDetail

The security node **K12.HealthInfo.StudentVaccination** also provides control over the data in the Exemption, Compliance Override and Comments section.

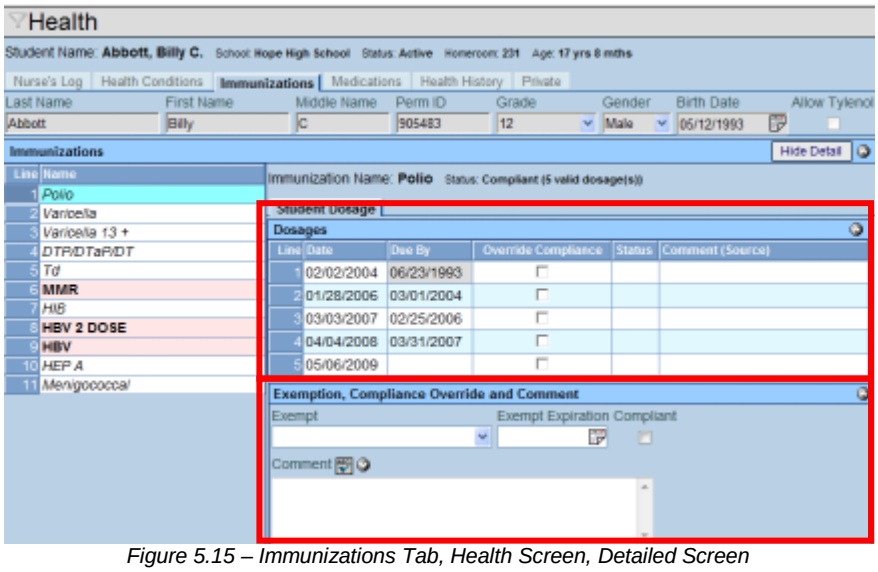

Figure 5.15 – Immunizations Tab, Health Screen, Detailed Screen

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The **Medications tab** of the Health screen is controlled by eight different security nodes. The **Current Medications grid** is controlled by this security node:

K12.HealthInfo.StudentMedicationGrid

The **Current Procedures grid** is controlled by this security node:

K12.HealthInfo.StudentMedicationProcedureGrid

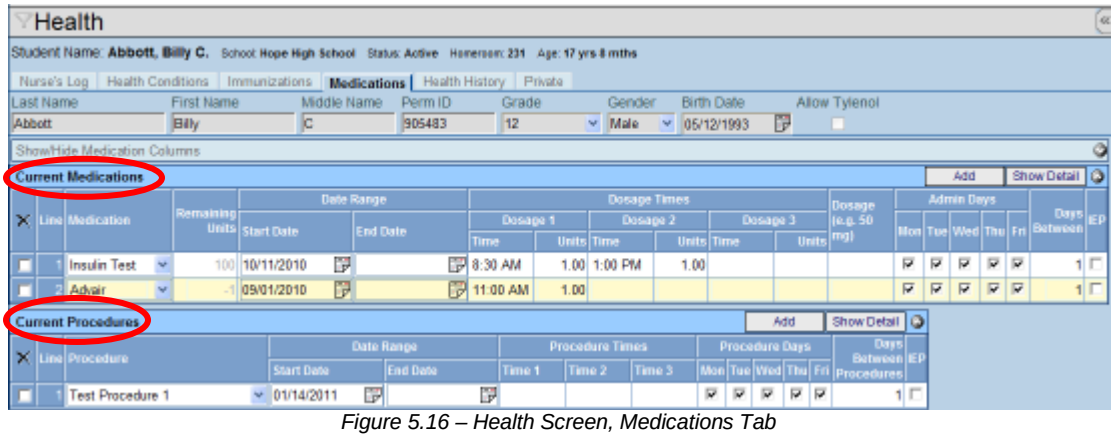

Figure 5.16 – Health Screen, Medications Tab

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The **detailed screen of the Current Medications grid** is divided into three sections, each with its own security node. The **Student Medication section** is controlled by this security node:

K12.HealthInfo.StudentMedication

The **Student Health Conditions section** is controlled by this security node:

K12.HealthInfo.StudentMedicationHealthConditions

The **Student Medications Detail section** is controlled by this security node:

K12.HealthInfo.StudentMedicationTrackingGrid

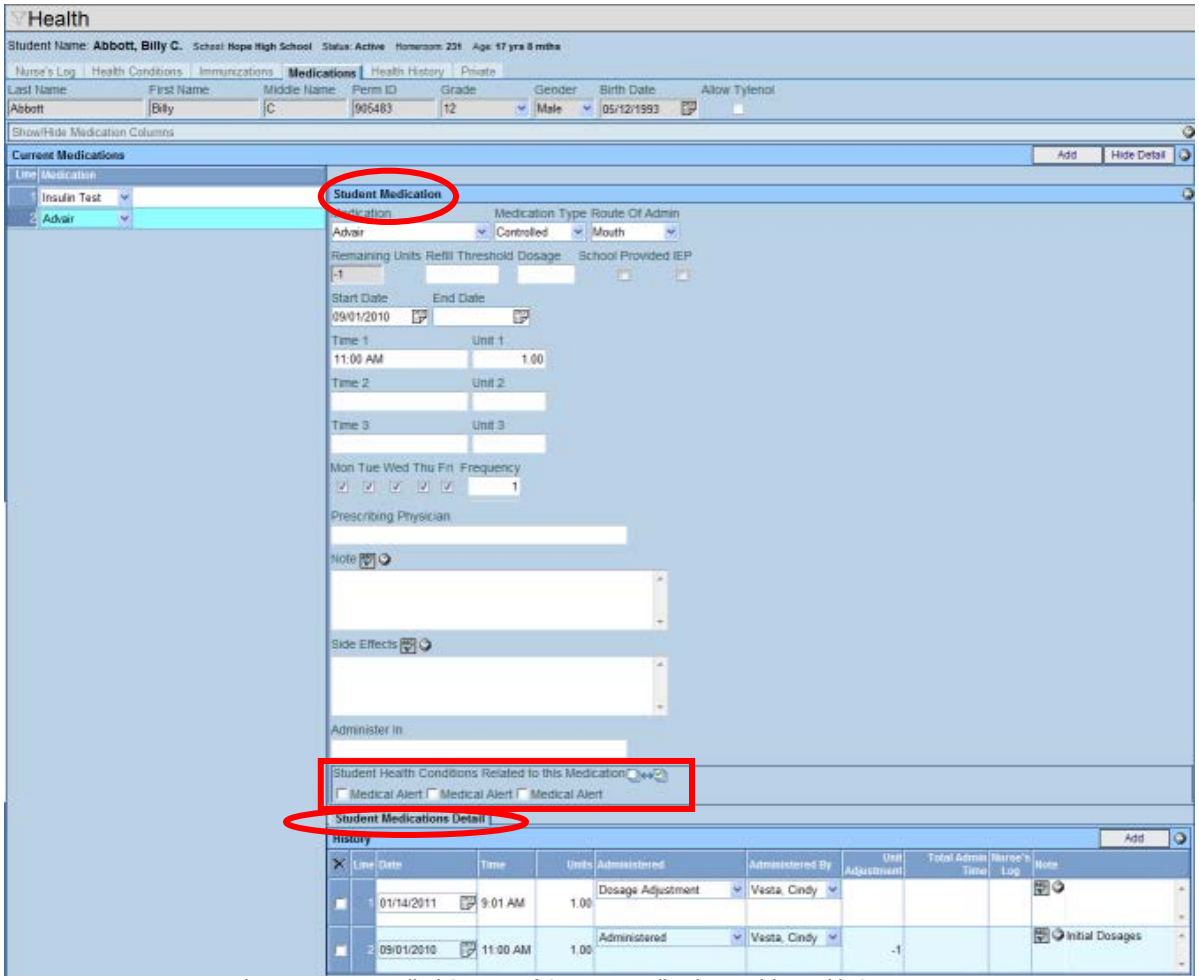

Figure 5.17 – Detailed Screen of Current Medications grid, Health Screen

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The **detailed screen of the Current Procedures grid** is divided into three sections, each with its own security node. The **Student Medication Procedure section** is controlled by this security node:

K12.HealthInfo.StudentMedicationProcedure

The **Student Health Conditions section** is controlled by this security node:

K12.HealthInfo.StudentMedProcedureHealthConditions

The **Student Medication Procedure Detail section** is controlled by this security node:

K12.HealthInfo.StudentMedicationProcedureTrackingGrid

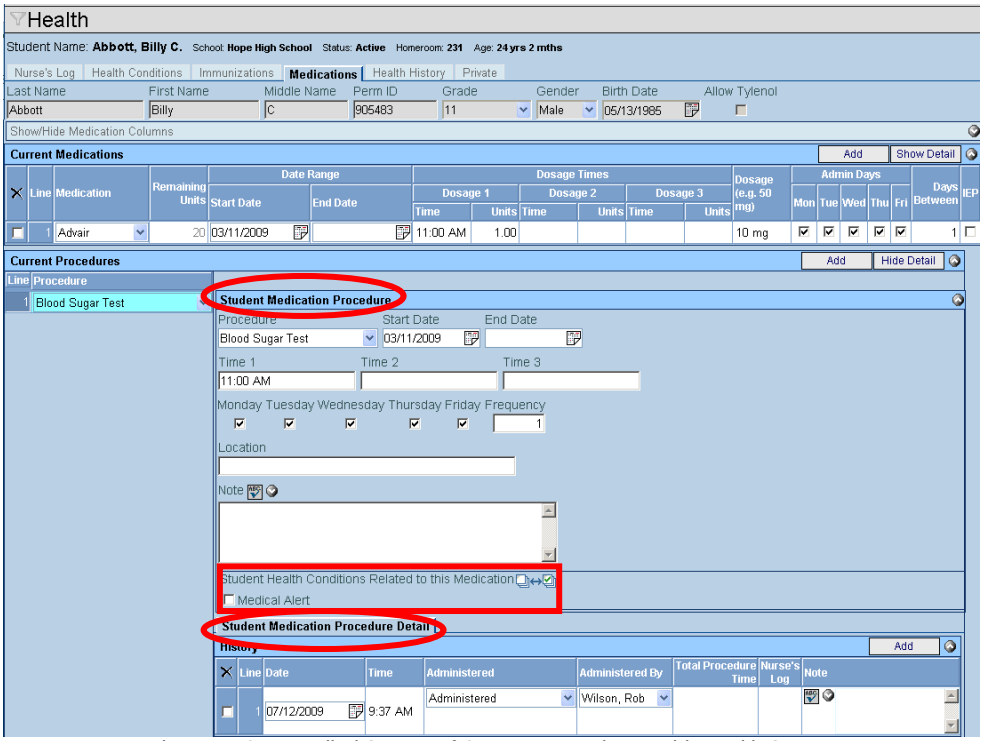

Figure 5.18 – Detailed Screen of Current Procedures grid, Health Screen

The **Private tab** is controlled by this security node:

K12.HealthInfo.HealthPrivateComment

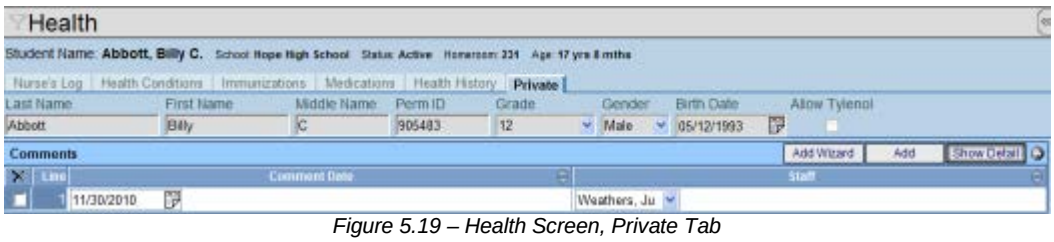

Figure 5.19 – Health Screen, Private Tab

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The following security nodes do not provide a visible change in security on the screens:

- K12.HealthInfo.UIVaccination
- K12.HealthInfo.StudentMedicationUI
- K12.HealthInfo.MedicationMonitorDetailUI
- K12.HealthInfo.MedicationMonitorUI
- K12.HealthInfo.ProcedureMonitorDetailUI
- K12.HealthInfo.ProcedureMonitorUI
- K12.HealthInfo.HealthCodeSetup
- K12.HealthInfo.HealthClinicalCodes
- K12.HealthInfo.HealthDefinitionCodeSetup
- K12.HealthInfo.HealthIncidentFollowUp
- K12.HealthInfo.HealthIncidentNotificationList
- K12.HealthInfo.StudentImmunization
- K12.HealthInfo.StudentVaccinationQuickDataEntry
- K12.HealthInfo.StudentVaccinationTotals
- K12.HealthInfo.MedicationMonitorGrid
- K12.HealthInfo.MedicationMonitorHistoryGrid
- K12.HealthInfo.ProcedureMonitorGrid
- K12.HealthInfo.ProcedureMonitorHistory
- K12.HealthInfo.StudentMedicationTracking
- K12.HealthInfo.StudentMedicationProcedureTracking

HEALTH LOG OTHER SECURITY

The **Health Log Other** screen, found under Synergy SIS > Health, is controlled by three security nodes. The grid on the main screen is controlled by this security node:

K12.HealthInfo.HealthLogOtherGrid

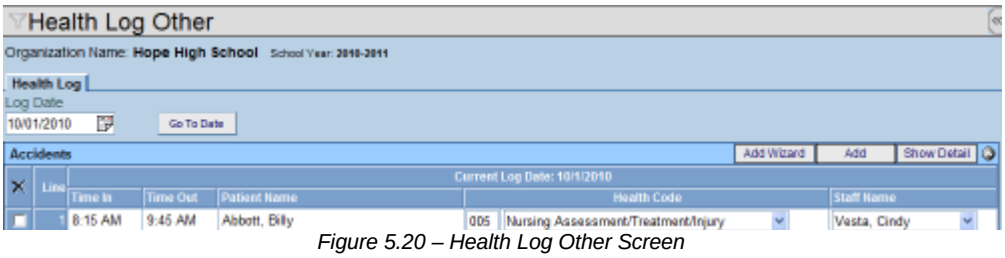

Figure 5.20 – Health Log Other Screen

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The **detailed screen** of the accidents, as well as the Add Wizard and Add buttons, is controlled by this security node:

K12.HealthInfo.HealthLogOtherDetail

The **Clinical Codes grid** at the bottom of the detailed screen is controlled by this security node:

K12.HealthInfo.OtherClinicalCodes

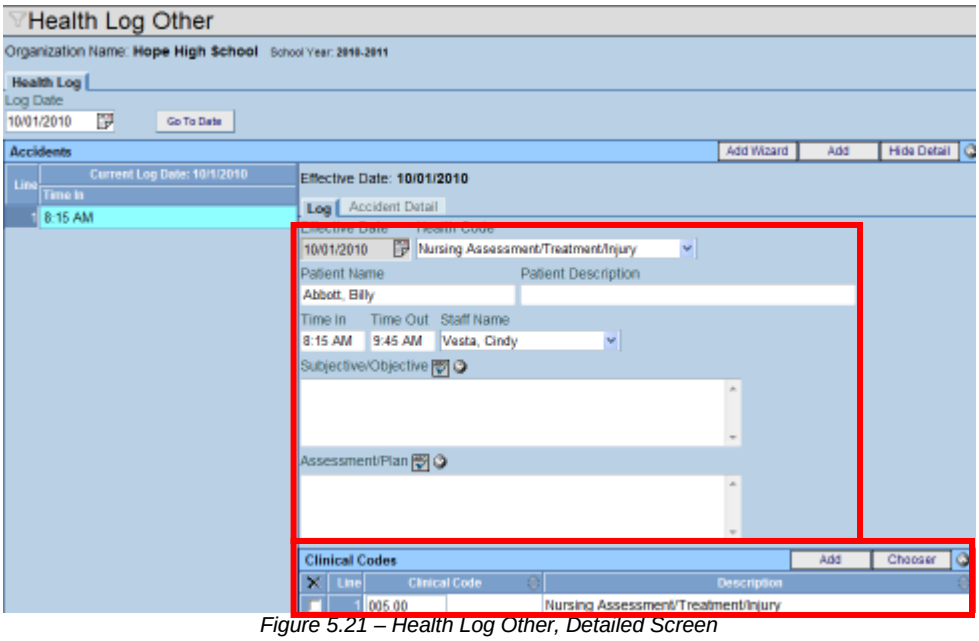

Figure 5.21 – Health Log Other, Detailed Screen

The following security nodes do not provide a visible change in security on the screens:

- K12.HealthInfo.HealthLogOtherEntry

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HEALTH SCREEN SECURITY

Each of the tabs of the **Health Screen** screen, found under Synergy SIS > Health, is controlled by a different security node. The entire **Tuberculosis tab** is controlled by this security node:

K12.HealthInfo.HealthScreenTB

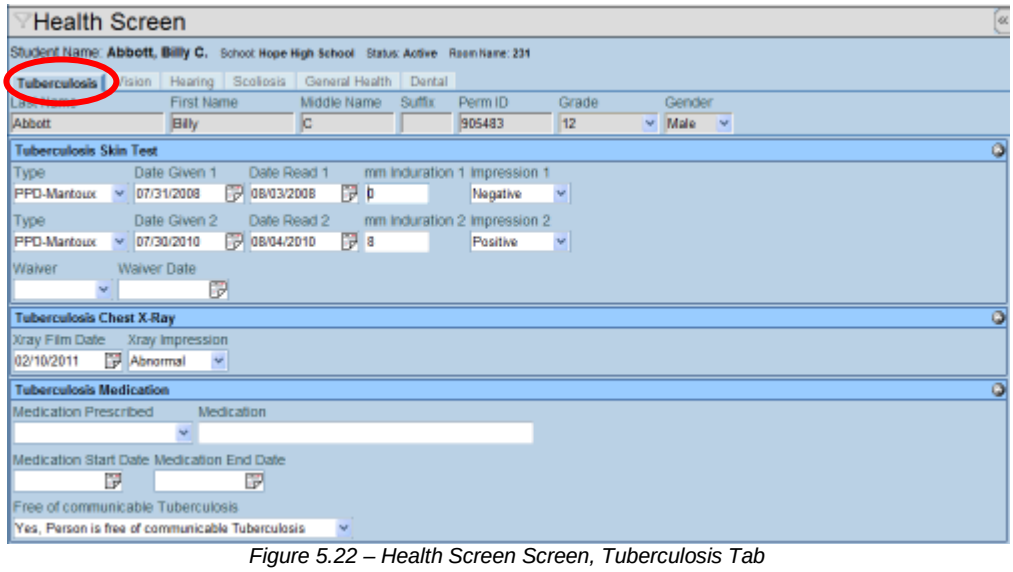

Figure 5.22 – Health Screen Screen, Tuberculosis Tab

The entire **Vision tab** is controlled by this security node:

K12.HealthInfo.HealthScreenVision

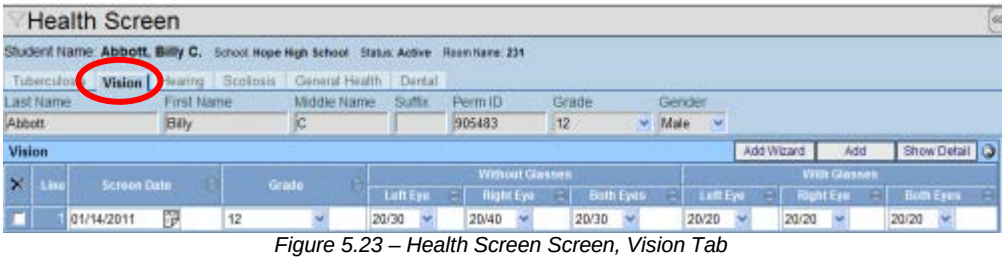

Figure 5.23 – Health Screen Screen, Vision Tab

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The **Hearing tab** is controlled by three different security nodes. The **Hard of Hearing and Comment boxes** are controlled by the node:

K12.HealthInfo.HealthAudio

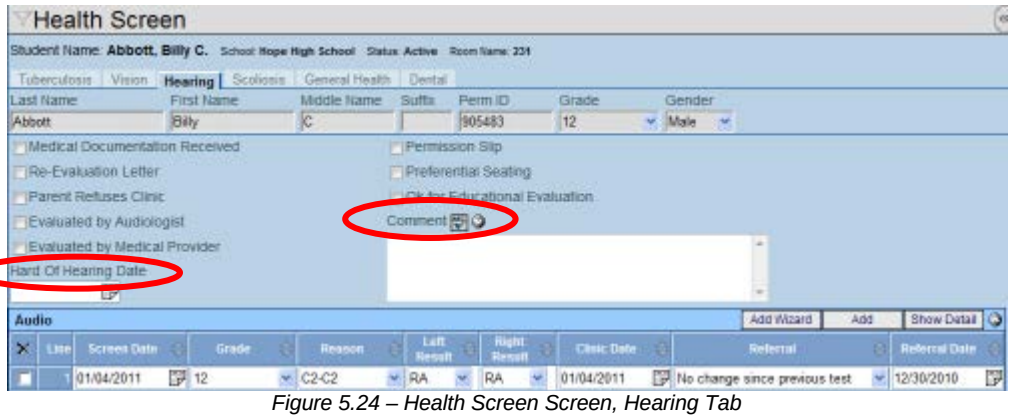

Figure 5.24 – Health Screen Screen, Hearing Tab

The **Evaluated by Audiologist or Medical Provider, Permission Slip and Preferential Seating checkboxes** are controlled by this security node:

K12.HealthInfo.HealthYearAudioWrap

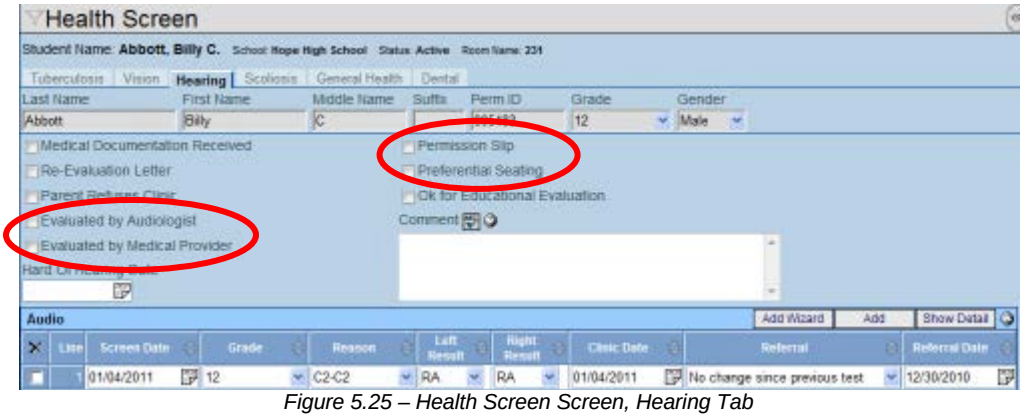

Figure 5.25 – Health Screen Screen, Hearing Tab

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The **bottom grid and the rest of the checkboxes** are controlled by this security node:

K12.HealthInfo.HealthScreenAudio

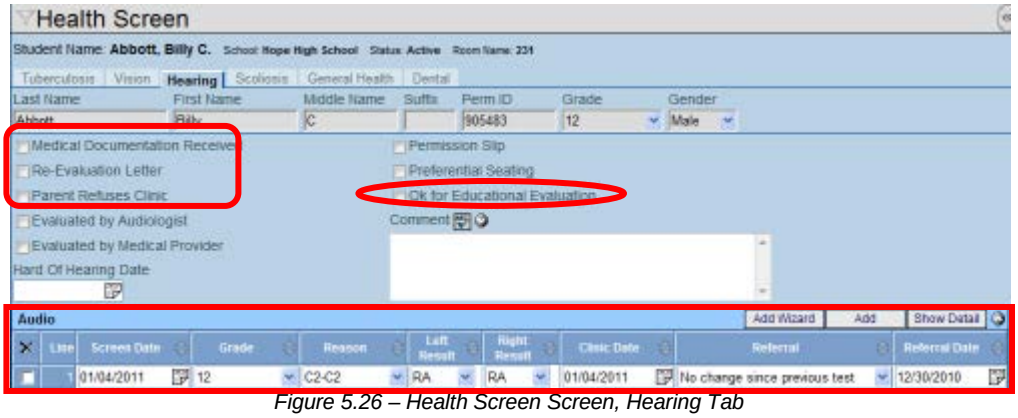

Figure 5.26 – Health Screen Screen, Hearing Tab

The entire **Scoliosis tab** is controlled by this security node:

K12.HealthInfo.HeathScreenScol

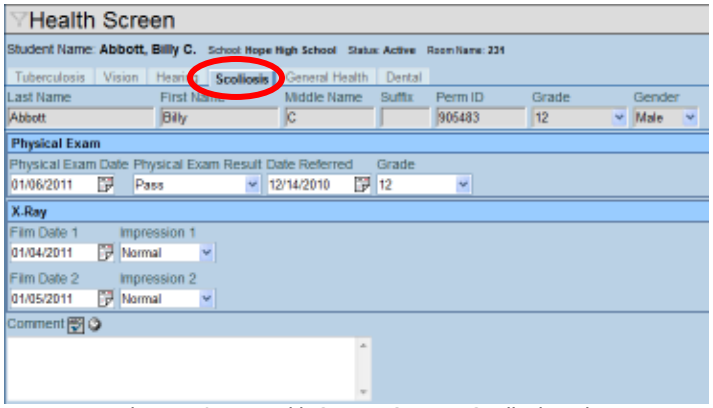

Figure 5.27 – Health Screen Screen, Scoliosis Tab

The **General Health tab** is controlled by the security nodes:

- **K12.HealthInfo.HealthScreenGen** controls the Health section
- **K12.HealthInfo.HealthScreenActivity** controls the Activity Screening section

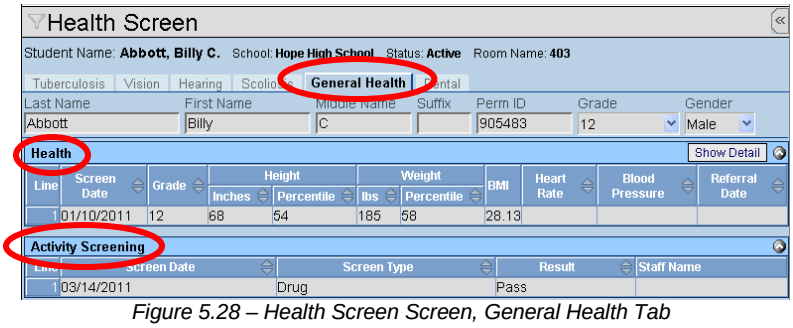

Figure 5.28 – Health Screen Screen, General Health Tab

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The entire **Dental tab** is controlled by this security node:

K12.HealthInfo.HealthScreenDental

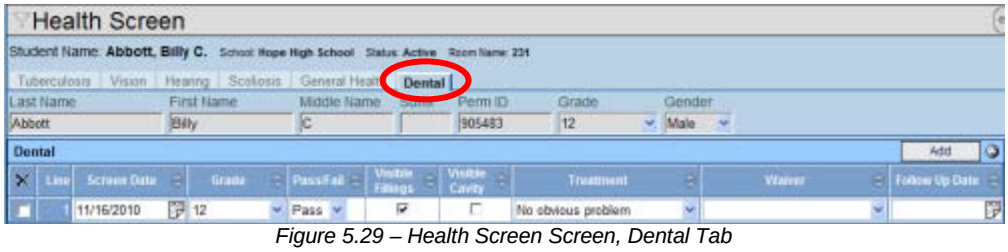

Figure 5.29 – Health Screen Screen, Dental Tab

The following security nodes do not provide a visible change in security on the screens:

- K12.HealthInfo.HealthScreenUI
- K12.HealthInfo.HealthYearAudio
- K12.HealthInfo.HealthScreenActivity
- K12.HealthInfo.HealthScreenCurrent

HEALTH SCREEN BY SECTION SECURITY

The Health Screen By Section screen is controlled by the same security nodes as the Health Screen screen.

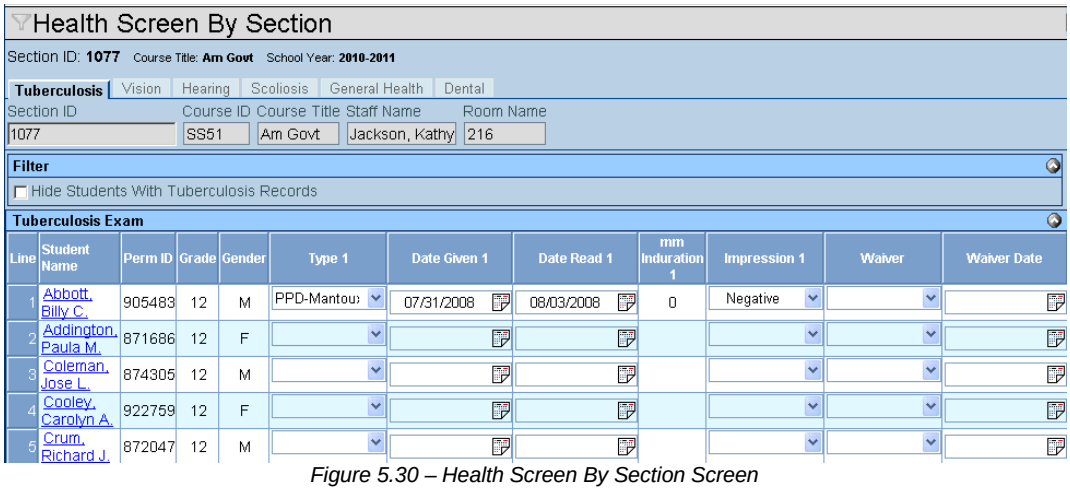

Figure 5.30 – Health Screen By Section Screen

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MEDICATION AND SERVICE MONITOR SECURITY

The **Medication and Service Monitor** screen, found under Synergy SIS > Health, is controlled by this security node:

K12.HealthInfo.CombinedMedicationMonitorGrid

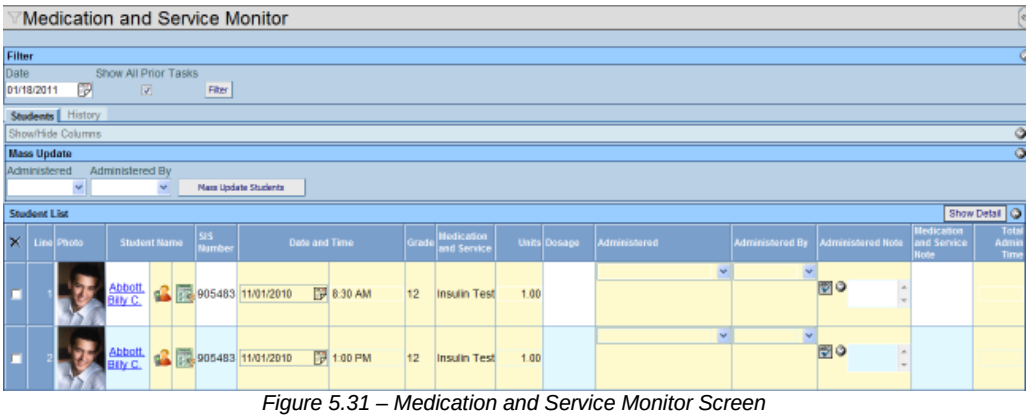

Figure 5.31 – Medication and Service Monitor Screen

TASK DEFINITION SECURITY

The **Task Definition** screen, found under Synergy SIS > System > Setup, does not have any associated security nodes.

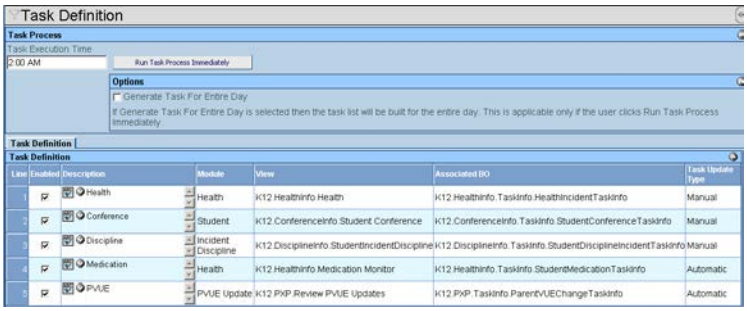

Figure 5.32 – Task Definition Screen

The following security nodes do not provide a visible change in security on the screens:

- K12.HealthInfo.TaskInfo.HealthIncidentTaskInfo
- K12.HealthInfo.TaskInfo.StudentMedicationProcedureTaskInfo
- K12.HealthInfo.TaskInfo.StudentMedicationTaskInfo

HEALTH REPORTS SECURITY

While report security options are available under the Security Definition screen, it is recommended to only use the PAD tree security to control access to reports.

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INDEX

Accident Report, 11, 62, 63, 64, 65, 66, 68, 69, 70, 71
Alt Code, 16, 35, 46
Caution, 6, 18, 38, 41, 55, 56, 74, 81
CDC, 11, 21
dental, 10, 11, 12, 13, 56
Documents, 67, 72, 73
Groups, 23, 79
Health Conditions, 12, 39, 81, 86, 87
hearing, 10, 12, 13, 52, 53
HLT212, 41, 56
Immunization, 11, 15, 16, 17, 19, 20, 22, 23, 24, 25, 32, 76, 77, 78, 79, 83
Language, 66, 67, 71, 73
Lookup Table, 16, 35, 46
Mail Merge Definition, 65, 66, 67, 70, 71, 72, 73
Medication, 11, 12, 42, 43, 47, 58, 59, 73, 74, 86, 87, 94
Navigation, 8
Navigation Tree, 9
Note, 6, 9
Pop-up blockers, 6
Reference, 6
scoliosis, 10, 11
screening, 8, 10, 11, 12, 55
State, 16, 17, 18, 25, 35, 46, 54, 56
State Code, 16, 35, 46
Synergy – Health User Guide, 8
Synergy - Security Administrator Guide, 76
Synergy – State Data Reporting Guide, 49, 51
Synergy – System Administrator Guide, 49, 51, 65, 70
Tip, 6
tuberculosis, 10, 11, 12, 13, 47
vision, 10, 11, 12, 13, 49, 50

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INDEX OF SCREENS

Figure 1.1 – Synergy SIS Navigation Tree 8
Figure 1.2 – Synergy SIS Folder 8
Figure 1.3 – Synergy SIS Folder Expanded 8
Figure 1.4 – Health Folder 8
Figure 1.5 – Health Folder Expanded 8
Figure 1.6 – Health Screen Icon 8
Figure 1.7 – Health Screen 9
Figure 1.8 – Health Log Other Screen 9
Figure 1.9 – Health Log Other Screen 9
Figure 1.10 – Health Screen Screen 10
Figure 1.11 – Health Screen By Section Screen 10
Figure 1.12 – Individual Healthcare Plan Screen 10
Figure 1.13 – Medication and Service Monitor Screen 11
Figure 2.1 – Vaccination SIS Code Lookup Table 16
Figure 2.2 – Immunization Definition Screen, Detailed 17
Figure 2.3 – Vaccination Dosage Interval Lookup Table 17
Figure 2.4 – Vaccination SIS Code Lookup Table 17
Figure 2.5 – Vaccination State Code Lookup Table 18
Figure 2.6 – Immunization Definition Screen 19
Figure 2.7 – Immunization Definition Screen, Adding an Immunization 19
Figure 2.8 – Immunization Definition Screen, Detailed Screen 20
Figure 2.9 – Student Dosage Schedule 21
Figure 2.10 – Dosages Schedule 21
Figure 2.11 – Immunization Definition Screen, Detailed Screen, Grade Requirements Tab 22
Figure 2.12 – Immunization Definition Screen 23
Figure 2.13 – Immunization Definition Screen, Groups 23
Figure 2.14 – Immunization Definition Screen, Group Detail 24
Figure 2.15 – Immunization Definition Screen, Detailed Screen, Other Tab 25
Figure 2.16 Immunization Definition screen - Immunizations Definition tab 26
Figure 2.17 Immunization Definition screen - Show Definition 26
Figure 2.18 Immunization Rule Definition - Add Condition 27
Figure 2.19 Vaccination Condition Definition 27
Figure 2.20 Immunization Rule Definition screen 29
Figure 2.21 Immunization Rule Definition screen - Add Action 29
Figure 2.22 Vaccination Action Definition 30
Figure 2.23 Immunization Rule Definition screen - defined immunization 31
Figure 2.24 – Student Immunization Profile Report 32
Figure 2.25 – Immunization Definition Screen, Immunization Report Settings Screen 32
Figure 2.26: Immunization Definition screen 33
Figure 2.27: Immunization screen - Regional Health Department group box 35
Figure 2.28 – Condition Code Lookup Table 37
Figure 2.29 – Health Screen, Nurse's Log Tab 38
Figure 2.30 – Incident Code Lookup Table 38
Figure 2.31 – Health Screen, Nurse's Log Tab, Detailed 38
Figure 2.32 – Clinical Codes Lookup Table 39
Figure 2.33 – Health Screen, Nurse's Log Tab, Detailed 39
Figure 2.34 – Incident Notification List Lookup Table 40
Figure 2.35 – Contact Log Tab, Detailed Screen, Nurse's Log 40
Figure 2.36 – Contact Type Lookup Table 40
Figure 2.37 – Contact Outcome Lookup Table 40
Figure 2.38 – Health Screen, Health Conditions Tab 41
Figure 2.39 – Condition Code Lookup Table 41
Figure 2.40 – Health Screen, Immunizations Tab 42
Figure 2.41 – Exemptions Lookup Table 43
Figure 2.42 – Health Type of Record Lookup Table 43
Figure 2.43 – Medications Tab, Health Screen, Detailed 44
Figure 2.44 – Medication or Service Lookup Table 44
Figure 2.45 – Medication Type Lookup Table 45
Figure 2.46 – Route of Administration Lookup Table 45
Figure 2.47 – Administered Lookup Table 45
Figure 2.48 – Med Procedure Lookup Table 45
Figure 3.1 – Tb Waiver Lookup Table 48
Figure 3.2 – Health Screen Screen, Tuberculosis Tab 49
Figure 3.3 – TB Waiver Lookup Table 49
Figure 3.4 – Medication Prescribed Lookup Table 49
Figure 3.5 – TB Disease Status Lookup Table 50

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Figure 3.6 – Health Screen Screen, Vision Tab, Detailed 51
Figure 3.7 – Vision Aid Lookup Table 51
Figure 3.8 – Color Deficiency Lookup Table 51
Figure 3.9 – Referral Lookup Table 52
Figure 3.10 – Vision Screen Reason Lookup Table 52
Figure 3.11 – Eye Exam Lookup Table 52
Figure 3.12 – Health Screen Screen, Hearing Tab, Detailed 53
Figure 3.13 – Referral Lookup Table 54
Figure 3.14 – Audio Screen Reason Lookup Table 54
Figure 3.15 – Audio Folder Lookup Table 54
Figure 3.16 Audio Aid Lookup Table 54
Figure 3.17 – Tympanagram Type Lookup Table 55
Figure 3.18 – Immittance Class Lookup Table 55
Figure 3.19 – Health Screen Screen, Scoliosis Tab 56
Figure 3.20 – Health Screen Screen, General Health Tab 57
Figure 3.21 – Health Screen Screen, Dental Tab 58
Figure 3.22 – Treatment Urgency Lookup Table 58
Figure 3.23 – Dental Assessment Lookup Table 58
Figure 3.24 – Health Screen By Section Screen 59
Figure 3.25 – Health Log Other Screen 60
Figure 3.26 – Health Log Other Screen 60
Figure 3.27 – Medication and Service Monitor Screen 61
Figure 3.28 – Healthcare Plan Details Screen 61
Figure 3.29 – Medical Diagnosis Lookup Table 61
Figure 3.30 – Intervention Code Lookup Table 62
Figure 4.1 – Health Screen, Nurse's Log Tab, Detailed Screen, Accident Detail Tab 65
Figure 4.2 – Health Accident Report 66
Figure 4.3 – Health Accident Report Word Document 67
Figure 4.4 – The Mail Merge Definition Screen 67
Figure 4.5 – Adding a Mail Merge Definition 68
Figure 4.6 – Searching for a Report 68
Figure 4.7 – Find Report Def Screen, Selecting 68
Figure 4.8 – The completed Mail Merge Definition 69
Figure 4.9 – Mail Merge Definition screen 69
Figure 4.10 – Uploading a Document 69
Figure 4.11 – Uploaded Document, Mail Merge Definition screen 69
Figure 4.12 – Healthcare Plan Details Screen, ... 70
Figure 4.13 – Healthcare Plan Report letter 71
Figure 4.14 – Healthcare Plan Report Word Document 72
Figure 4.15 – The Mail Merge Definition Screen 72
Figure 4.16 – Adding a Mail Merge Definition 73
Figure 4.17 – Searching for a Report 73
Figure 4.18 – Find Report Def Screen, Selecting 74
Figure 4.19 – The completed Mail Merge Definition 74
Figure 4.20 – Mail Merge Definition screen 74
Figure 4.21 – Uploading a Document 74
Figure 4.22 – Uploaded Document, Mail Merge Definition screen 75
Figure 4.23 – Task Definition Screen 75
Figure 4.24 – Continue Prompt 76
Figure 5.1 – Immunization Definition Screen 78
Figure 5.2 – Immunization Definition Screen, Immunization Report Settings Tab 79
Figure 5.3 – Immunization Definition Screen, Detailed, Dosages Tab 79
Figure 5.4 – Immunization Definition Screen, Detailed, Grade Requirements Tab 80
Figure 5.5 – Immunization Definition Screen, Detailed, Other Tab 80
Figure 5.6 – Immunization Definition Screen 81
Figure 5.7 – Immunization Definition Screen, Detailed Screen of Immunization Groups 81
Figure 5.8 – Health Screen, Nurse's Log Tab 82
Figure 5.9 – Health Screen, Nurse's Log Tab, Detailed Screen, Clinical Code Section 82
Figure 5.10 – Contact Log Tab, Detailed Screen, Nurse's Log 83
Figure 5.11 – Health Screen, Health Conditions Tab 83
Figure 5.12 – Immunizations Tab, Health Screen 84
Figure 5.13 – Immunizations Tab, Health Screen, Set Exemption and Compliance 85
Figure 5.14 – Immunizations Tab, Health Screen, Immunization Record Data 85
Figure 5.15 – Immunizations Tab, Health Screen, Detailed Screen 86
Figure 5.16 – Health Screen, Medications Tab 87
Figure 5.17 – Detailed Screen of Current Medications grid, Health Screen 88
Figure 5.18 – Detailed Screen of Current Procedures grid, Health Screen 89
Figure 5.19 – Health Screen, Private Tab 89
Figure 5.20 – Health Log Other Screen 90
Figure 5.21 – Health Log Other, Detailed Screen 91

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Figure 5.22 – Health Screen Screen, Tuberculosis Tab *92*
Figure 5.23 – Health Screen Screen, Vision Tab *92*
Figure 5.24 – Health Screen Screen, Hearing Tab *93*
Figure 5.25 – Health Screen Screen, Hearing Tab *93*
Figure 5.26 – Health Screen Screen, Hearing Tab *94*
Figure 5.27 – Health Screen Screen, Scoliosis Tab *94*
Figure 5.28 – Health Screen Screen, General Health Tab *94*
Figure 5.29 – Health Screen Screen, Dental Tab *95*
Figure 5.30 – Health Screen By Section Screen *95*
Figure 5.31 – Medication and Service Monitor Screen *96*
Figure 5.32 – Task Definition Screen *96*

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