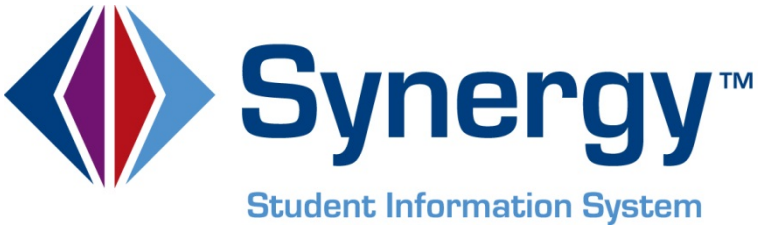


# *Synergy SIS*©
## Health User Guide


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**First Edition, August 2009**
**Second Revision, March 2010**
**Third Revision, June 2011**
**Fourth Revision, February 2013**

This edition applies to Synergy SIS™ Student Information System software and all subsequent releases and modifications until indicated with new editions or revisions.



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The screens, procedural steps, and sample reports in this manual may be slightly different from the actual software due to modifications in the software based on state requirements and/or school district customization.

The data in this document may include the names of individuals, schools, school districts, companies, brands, and products. Any similarities to actual names and data are entirely coincidental.

# TABLE OF CONTENTS



# 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 | Updated to include changes from the June 2011 release |
| February 2013 | 1 | 1 | 4 | Updated to include changes from the February 2013 release |

## 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.

# Chapter One: HEALTH

In this chapter, the following topics are covered:

- ► Screening health records
- ► Adding & editing health records
- ► Working with the Medication & Service Monitor

This user guide covers the **Health** folder, where student immunizations records are entered and student health screening results are recorded. Screens in 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.

The setup and configuration of the screens in this user guide, as well as the security for each screen, is explained in the companion guide to this manual. The companion guide is titled the *Synergy SIS – Health Administrator Guide*.

# VIEWING HEALTH RECORDS

The **Health** screen searches by student for health conditions and medications required. It includes immunizations and a health history for each student. To access the **Health** screen:

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

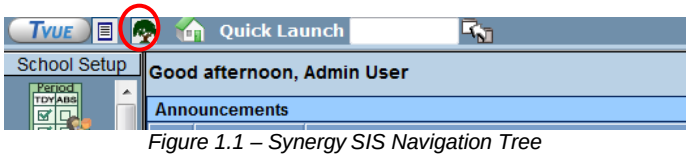



*Figure 1.1 – Synergy SIS Navigation Tree*

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.

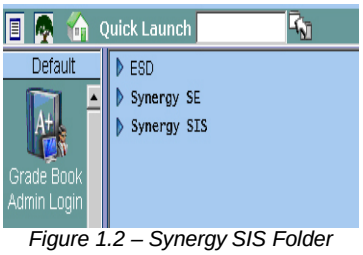



*Figure 1.2 – Synergy SIS Folder*

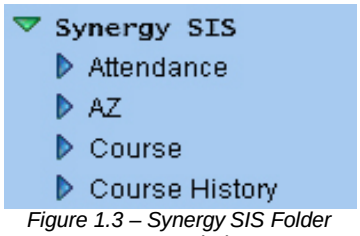



*Figure 1.3 – Synergy SIS Folder Expanded*

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*

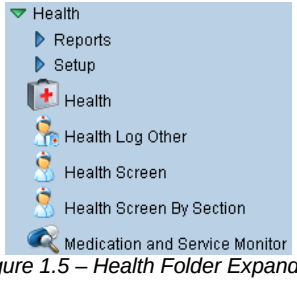



*Figure 1.5 – Health Folder Expanded*

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*

To find a **Health** record, there are two methods: **Scroll or Find mode.** To scroll through the student records to find the student:

1. Click on the **right Scroll button** to advance to the first health record. Records are sorted alphabetically by student last name.

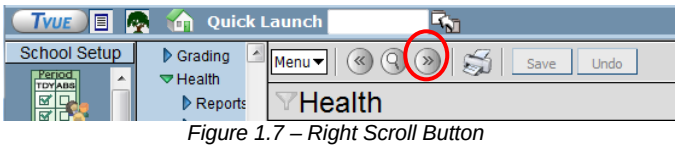



*Figure 1.7 – Right Scroll Button*

2. To scroll in reverse descending order, click the **left Scroll button.**

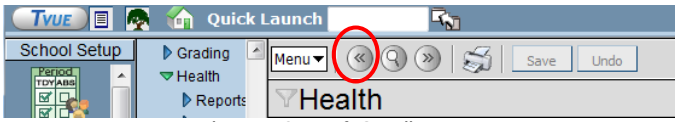



*Figure 1.8 – Left Scroll Button*

3. Continue clicking on the scroll button until the desired health record appears.

To switch to the Find mode to look for a **Health** record:

1. Click on the **Find Mode** button.

*Figure 1.9 – Find Mode Button*

2. Enter either the entire last name or the first part of the last name of the student in the **Last Name** box.

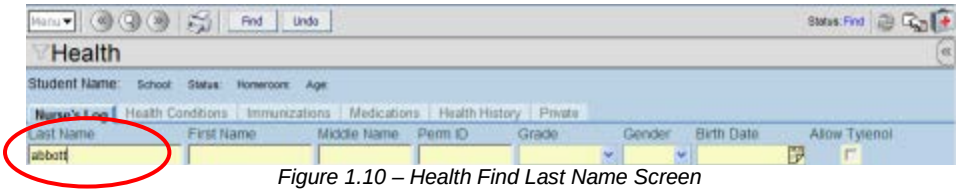



*Figure 1.10 – Health Find Last Name Screen*

3. Click the **Find** button or press the **Enter** key. The first student with the last name entered into the Find screen will appear. Then use the scroll buttons to find the exact student.

**Note:** In the Find Mode, students can also be found by searching by any of the yellow fields on the screen. For example, a first name may be entered in addition to the last name. This will bring up a pop-up screen with a list of students matching the criteria entered when the Find button is clicked. To select a student, click on their name and the student record selected will appear in the Health screen. For more about finding students in any screen, please refer to the *Synergy SIS – Student Information User Guide*.

Once the desired record has been located, the information in the Health screen is:
On the **Nurse's Log tab**, a record of all visits to the nurse's office as well as any accidents or other health-related incidents is detailed. In the list of records, the date of the visit as well

as the time the student entered and left is recorded. It also shows who referred the student to the nurse, the staff member who treated the student, and the clinical code for the student's issue.

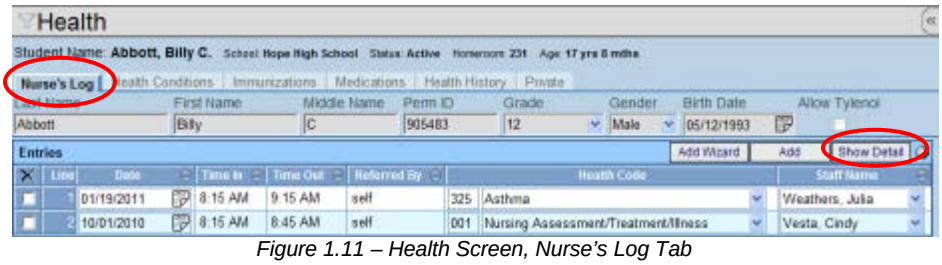



*Figure 1.11 – Health Screen, Nurse's Log Tab*

For a detailed screen of each visit, click the **Show Detail** button. Select the record to view by clicking on the Date of the record on the left side of the screen. The selected record is highlighted in green.

In the detailed screen of each record, the **Log tab** shows all of the information displayed on the main screen, as well as the date set for follow-up, when parent contact was attempted and made, a subjective description of the student's condition, and the assessment of the student's condition and treatment plan. Additional clinical codes may also be listed.

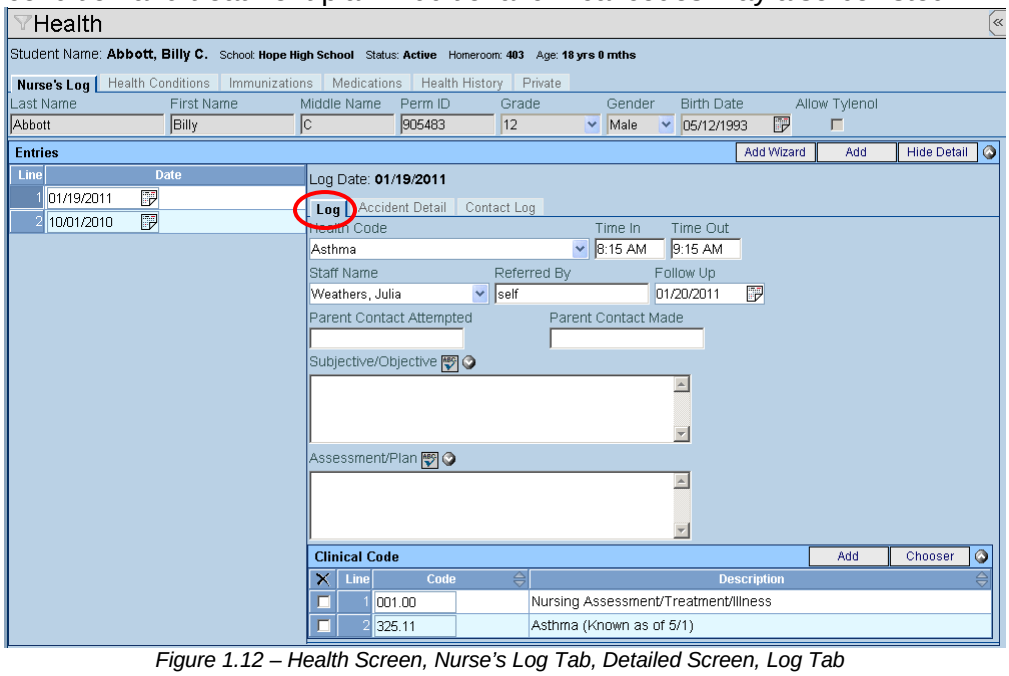



*Figure 1.12 – Health Screen, Nurse's Log Tab, Detailed Screen, Log Tab*

On the **Accident Detail tab** of the detailed screen, it records the date, time, and location of the accident and, if appropriate, an end date. It also shows who initially assisted the student and the staff member who supervised the medical treatment. Additional details that may be recorded include the status of the student's accident insurance, if additional medical care was recommended and if so, where the student was taken and who picked up the student and when. It records why the student was at the location, any witnesses to the incident, the follow-up care needed by the student, any preventative measures taken to prevent future incidents, and other people notified as well.

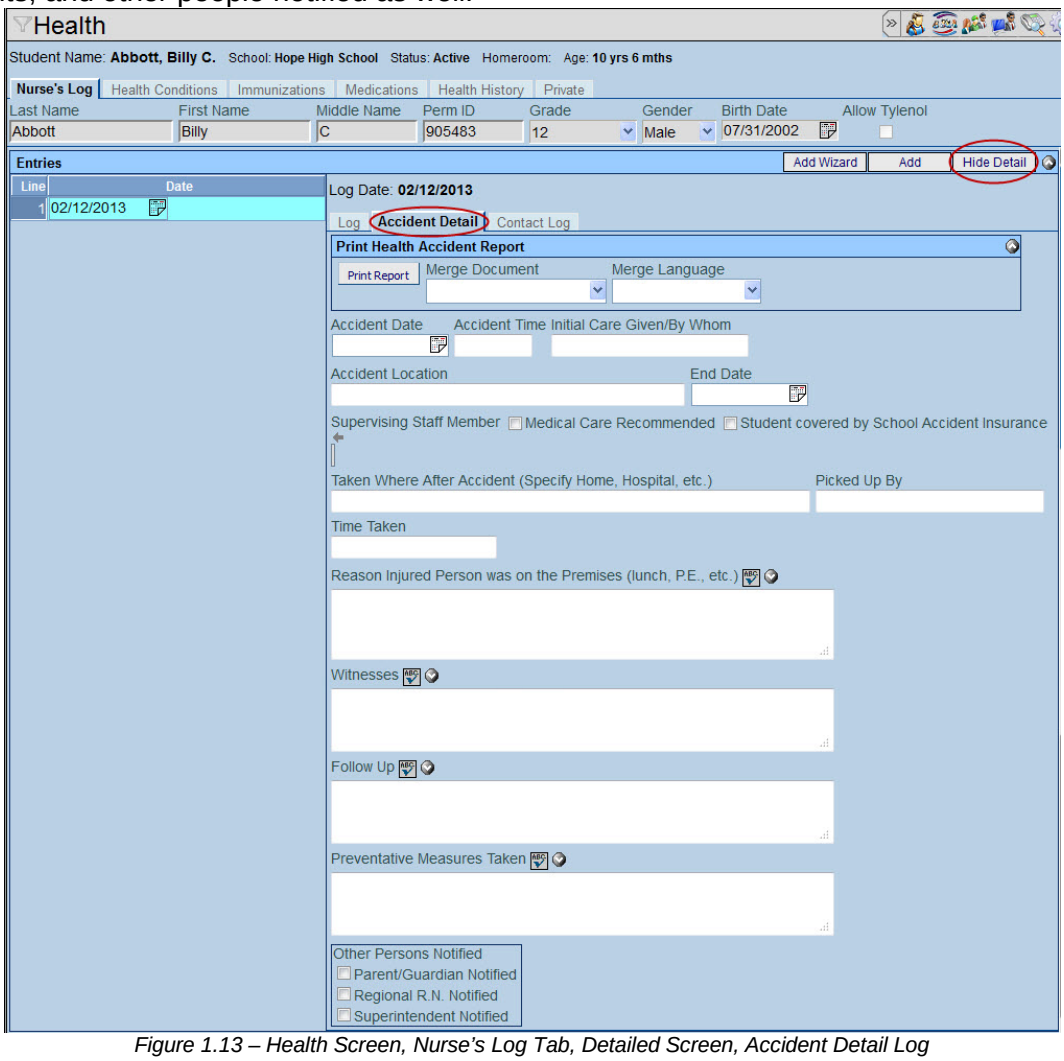



*Figure 1.13 – Health Screen, Nurse's Log Tab, Detailed Screen, Accident Detail Log*

A letter and form detailing the accident can also be printed to be sent home to the student's parents.

**Note:** A Mail Merge may need to be created if one is not been provided by the district.

**To print the accident form:**

1. Leave the **Merge Document** and **Merge Language** fields blank

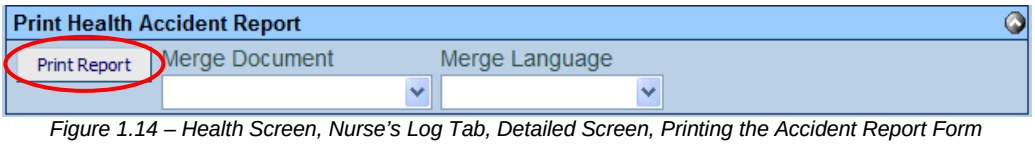
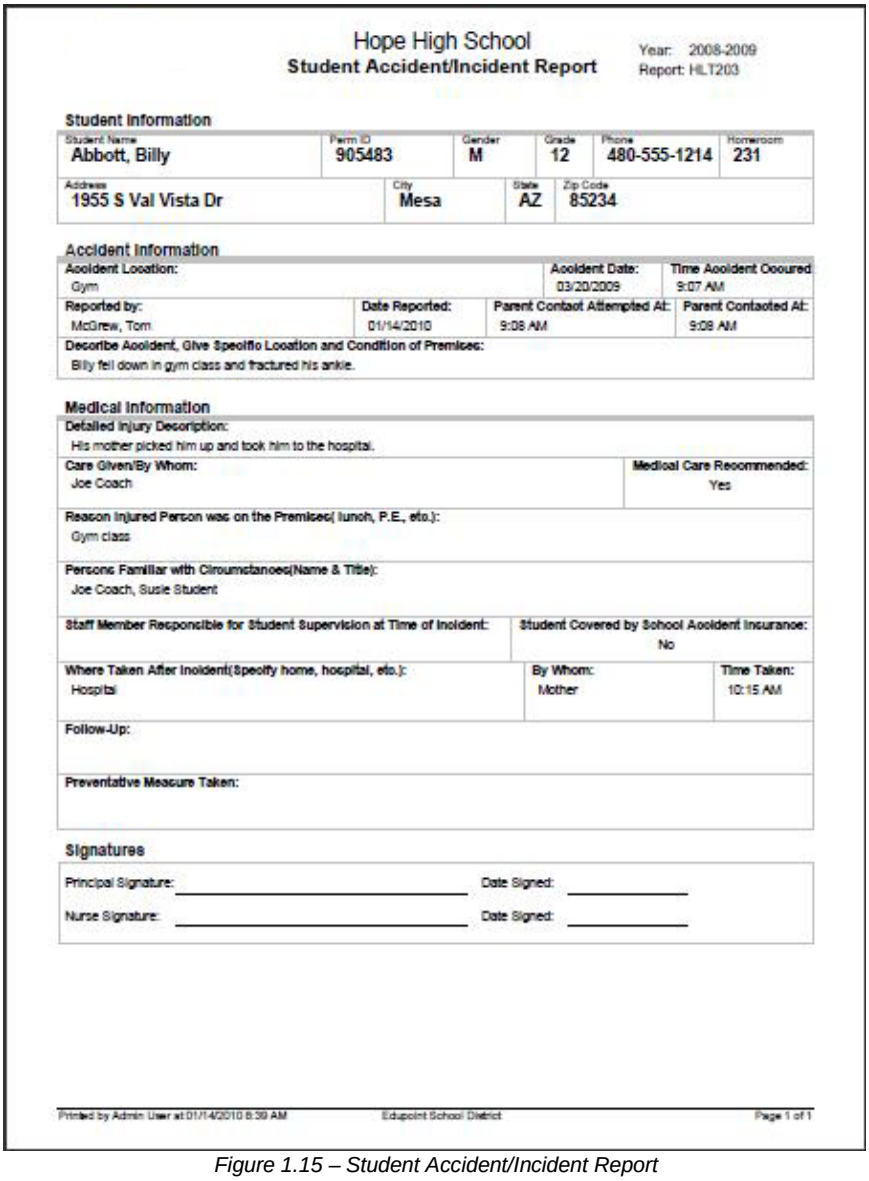



*Figure 1.14 – Health Screen, Nurse's Log Tab, Detailed Screen, Printing the Accident Report Form*

2. Click the **Print Report** button. The Student Accident/Incident Report form pops-up in a separate PDF window. This report can also be generated from the Reports folder using report HLT203.



Hope High School
**Student Accident/Incident Report**
Year: 2008-2009
Report: HLT203

**Student Information**

| Student Name | Perm ID | Gender | Grade | Phone | Homeroom |
|---|---|---|---|---|---|
| Abbott, Billy | 905483 | M | 12 | 480-555-1214 | 231 |

| Address | City | State | Zip Code |
|---|---|---|---|
| 1955 S Val Vista Dr | Mesa | AZ | 85234 |

**Accident Information**

| Accident Location: | Accident Date: | Time Accident Occured: |
|---|---|---|
| Gym | 03/20/2009 | 9:07 AM |

| Reported by: | Date Reported: | Parent Contact Attempted At: | Parent Contacted At: |
|---|---|---|---|
| McGrew, Tom | 01/14/2010 | 9:08 AM | 9:08 AM |

**Describe Accident, Give Specific Location and Condition of Premises:**
Billy fell down in gym class and fractured his ankle.

**Medical Information**

**Detailed Injury Description:**
His mother picked him up and took him to the hospital.

| Care Given/By Whom: | Medical Care Recommended: |
|---|---|
| Joe Coach | Yes |

**Reason Injured Person was on the Premises( lunch, P.E., etc.):**
Gym class

**Persons Familiar with Circumstances(Name & Title):**
Joe Coach, Susie Student

| Staff Member Responsible for Student Supervision at Time of Incident: | Student Covered by School Accident Insurance: |
|---|---|
| | No |

| Where Taken After Incident(Specify home, hospital, etc.): | By Whom: | Time Taken: |
|---|---|---|
| Hospital | Mother | 10:15 AM |

**Follow-Up:**

**Preventative Measure Taken:**

**Signatures**

Principal Signature: _____ Date Signed: _____

Nurse Signature: _____ Date Signed: _____

Printed by Admin User at 01/14/2010 8:39 AM Edupoint School District Page 1 of 1

*Figure 1.15 – Student Accident/Incident Report*

**To print a cover letter to accompany the form:**

1. Select the mail merge document from the **Merge Document** drop-down list.

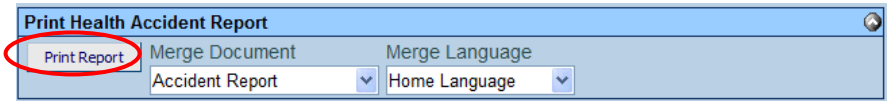
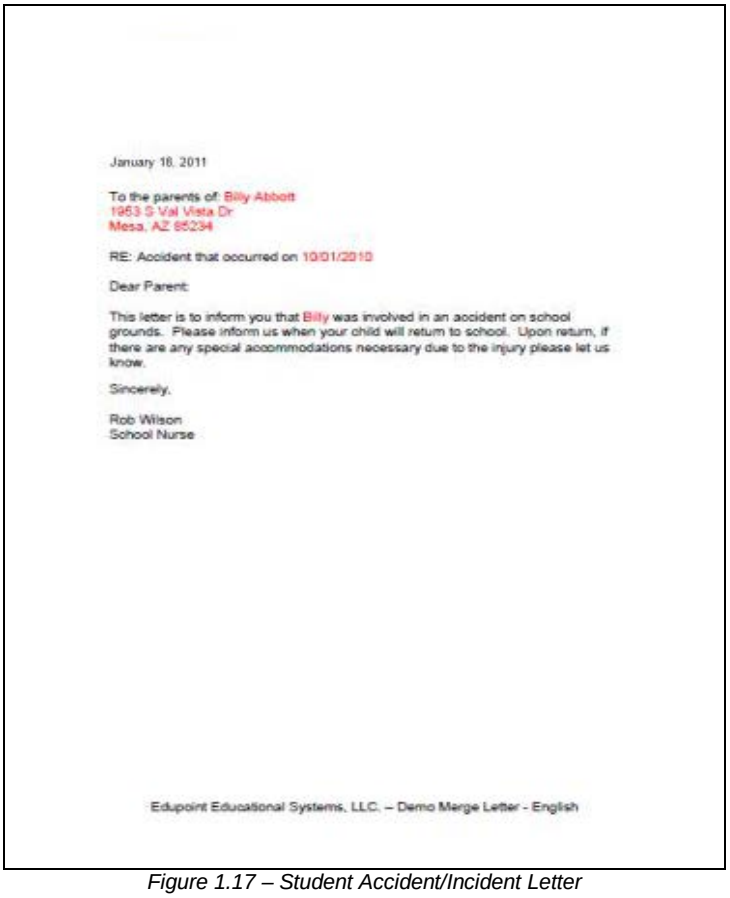



*Figure 1.16 – Health Screen, Nurse's Log Tab, Detailed Screen, Printing the Accident Report Letter*

2. Select which language to use for the letter from the **Merge Language** drop-down list.
3. Click the **Print Report** button. The **Student Accident/Incident Letter** pops-up in a separate PDF window.


January 18, 2011

To the parents of: Billy Abbott
1953 S Val Vista Dr
Mesa, AZ 85234

RE: Accident that occurred on 10/01/2010

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 1.17 – Student Accident/Incident Letter*

On the **Contact Log tab** of the detailed screen of the Nurse's Log tab, it records all contact with the parent and/or student regarding the health incident. For each contact, it can show how the contact was made, who made the contact, the date and time of contact, the type of outcome of the contact, and any notes regarding the contact.


*Figure 1.18 – Contact Log Tab, Detailed Screen, Nurse's Log*

On the **Health Conditions tab**, a list of any ongoing health conditions the student has can be recorded, such as asthma or diabetes. For each condition, it can show a start and end date as well as the date, the condition was recorded in the system. The Health Conditions column shows the type of condition such as a medical alert or allergy. Details of the condition can be recorded in the Comment column.

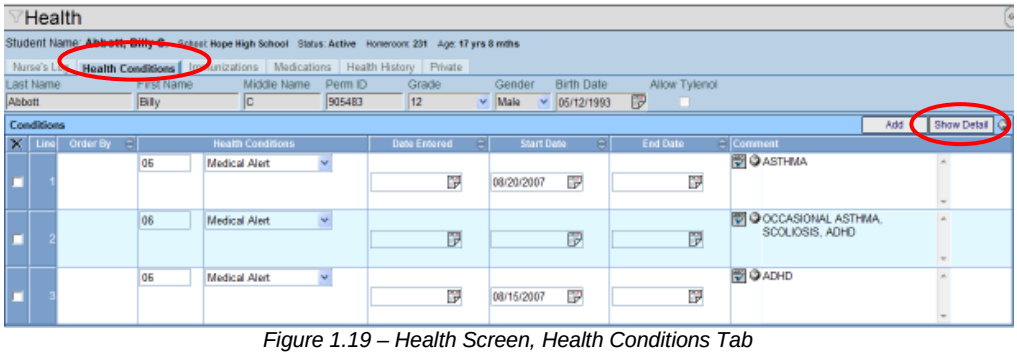



*Figure 1.19 – Health Screen, Health Conditions Tab*

**To see the details of the condition:**

1. Click the **Show Detail** button.
2. Select the record to view by clicking on the Order By number of the record on the left side of the screen. The selected record is highlighted in green. The detailed screen of the record shows the same information available through the main screen.
3. To return to the main screen, click the **Hide Detail** button.

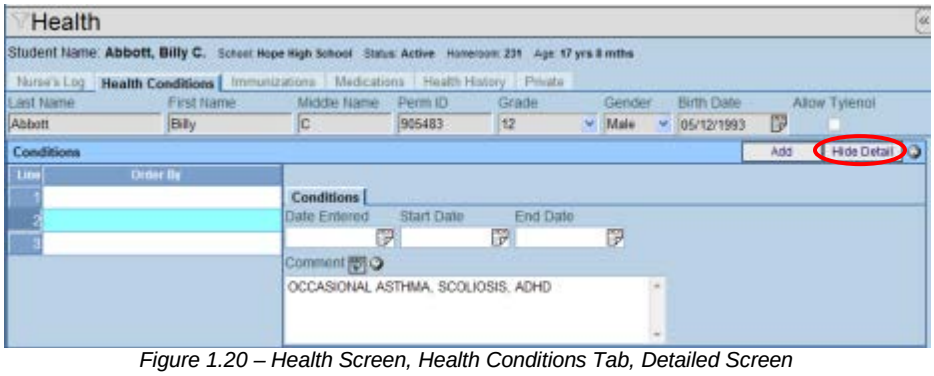



*Figure 1.20 – Health Screen, Health Conditions Tab, Detailed Screen*

On the **Immunizations tab**, a list of the required immunizations is shown with the status of the student's compliance with the requirement. Below the summary, the dates of each vaccination dose are listed.

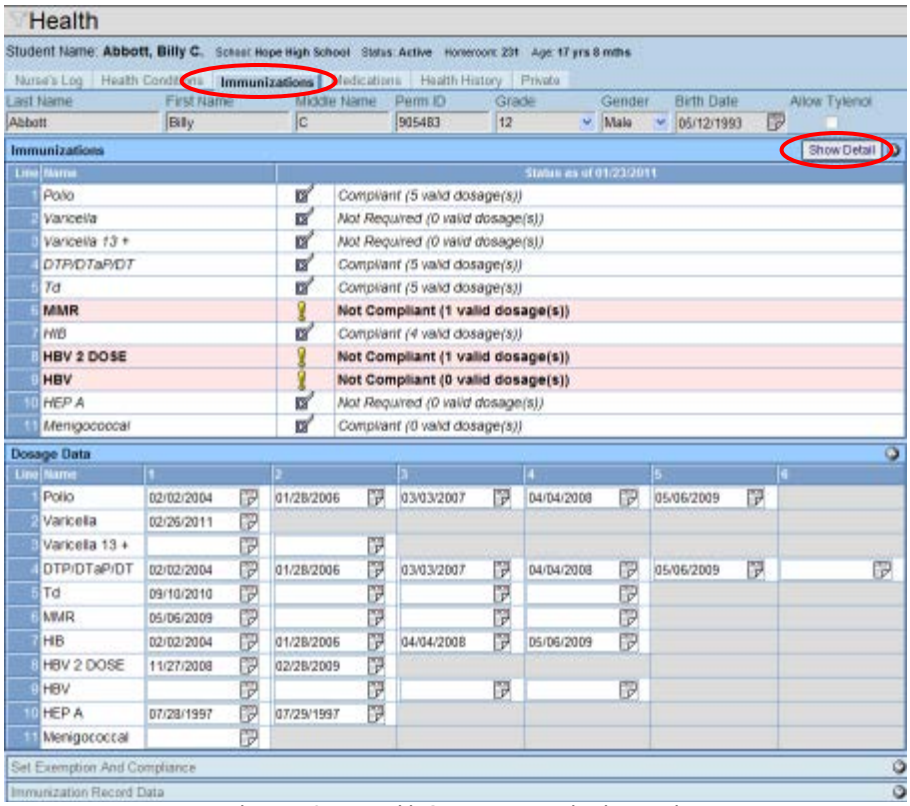



*Figure 1.21 – Health Screen, Immunizations Tab*

4. To see the details of an immunization requirement, click the **Show Detail** button. Select the record to view by clicking on the name of the immunization on the left side of the screen. The selected record is highlighted in green.

On the detailed screen of each immunization, the **Date** column shows the date of the student's doses and the **Due By** column shows the date by when the student should have received the dose. For each required dosage, the student can be registered as compliant by checking the **Override Compliance** box and any comments regarding the override can be recorded in the **Comment** column.

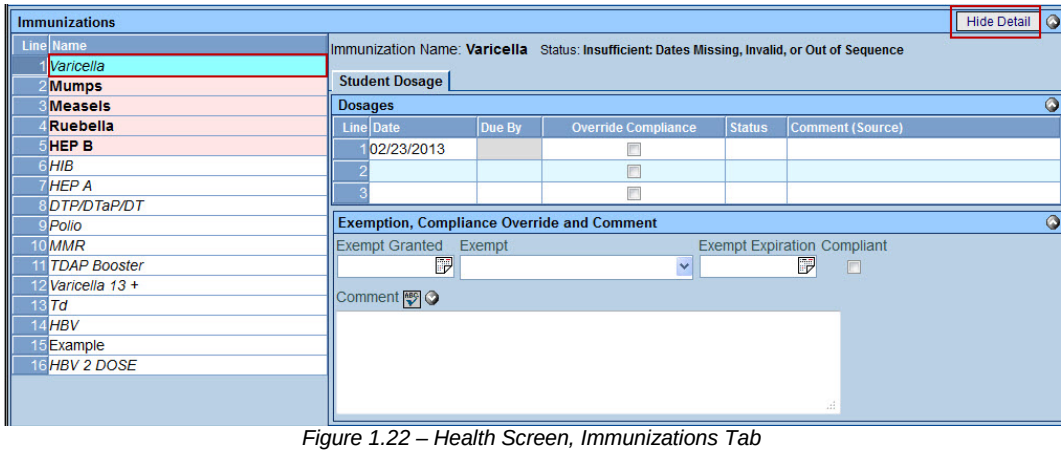



*Figure 1.22 – Health Screen, Immunizations Tab*

The exemption or override compliance for the entire requirement is recorded in the **Exemption, Compliance Override, and Comment** section.

1. To return to the main Immunization screen, click the Hide Detail button.
2. To view the overall Exemption and Compliance for the student, expand the **Set Exemption and Compliance** section by clicking the **Maximize** button at the right-hand side of the section. This section shows any exemptions or compliance override for all immunization requirements. Click the **Minimize** button to hide this section again.

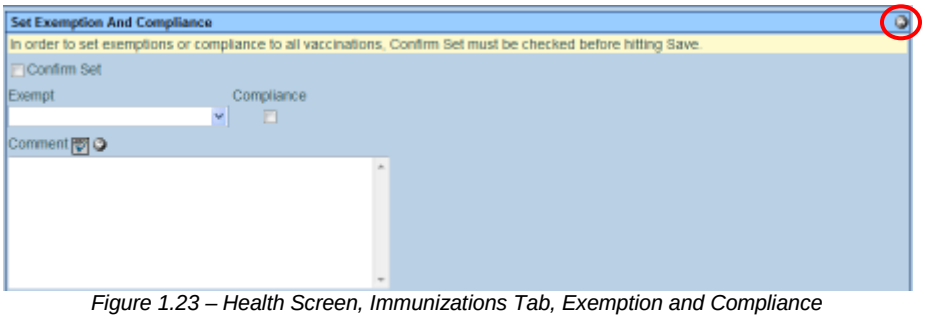



*Figure 1.23 – Health Screen, Immunizations Tab, Exemption and Compliance*

3. To view additional immunization information (used for California's and Arizona's Immunization Records), expand the **Immunization Record Data** section by clicking the **Maximize** button at the right-hand side of the section. This section shows staff and immunization status information and can be displayed in the Arizona and California state immunization records. Click the **Minimize** button to hide this section again.

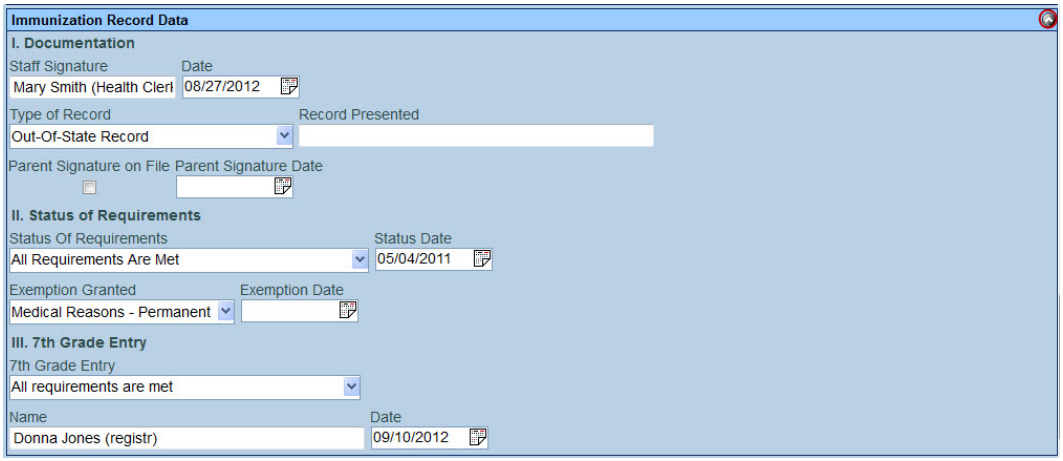



*Figure 1.24 – Health Screen, Immunizations Tab, Immunization Record Data*

On the **Medications tab**, a list of any current medications and/or current procedures that are administered by school staff is displayed. For each medication administered to a student, it shows the name of the medication and the remaining units in stock, the date the medication started being given to the student and the date it will be stopped. It also shows the time and number of units that should be given to the student, the quantity that makes up one unit and the days on which the medication is given.

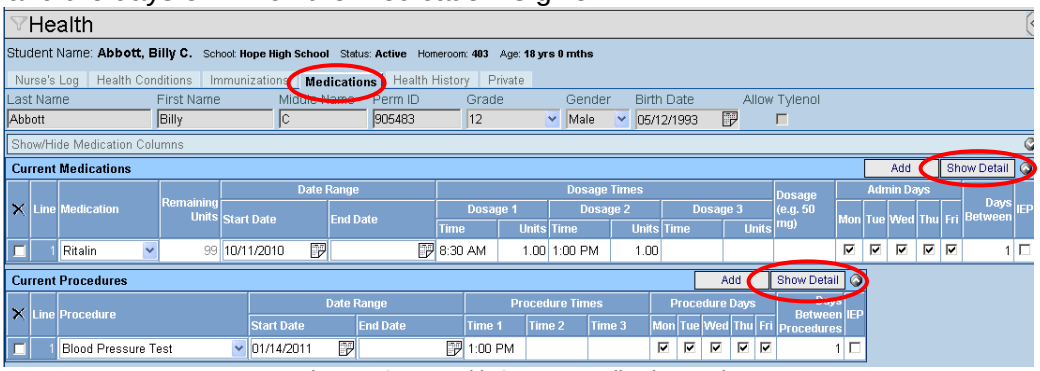



*Figure 1.25 – Health Screen, Medications Tab*

For each procedure, it shows the type of procedure such as a blood sugar test, the times and days the procedure is needed, and the date the procedure started and ended. For both procedures and medications, if there is an IEP for the student it can be indicated.

1. To hide the **Admin Days** columns for the medications to reduce the width of the screen, expand the **Show/Hide Medication Columns** section by clicking the **Maximize** button at the right-hand side of the section. Check the **Admin Days** box and then click the **Refresh Grid** button. Click the **Minimize** button to hide this section again.

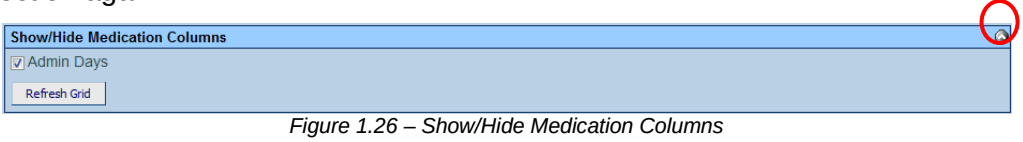



*Figure 1.26 – Show/Hide Medication Columns*

2. When the Admin Days are hidden, the **Medications tab** appears as shown below.

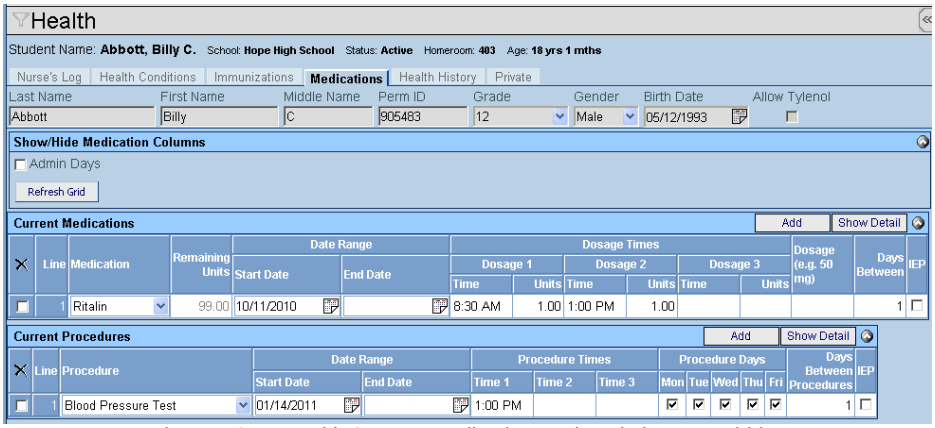



*Figure 1.27 – Health Screen, Medications Tab, Admin Days Hidden*

3. For a detailed screen of each medication, click the **Show Detail** button in the Current Medication section. Select the record to view by clicking on the Medication name on the left side of the screen. The selected record is highlighted in green.

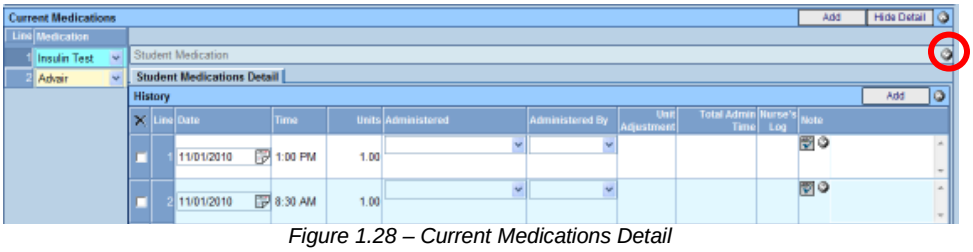



*Figure 1.28 – Current Medications Detail*

For each medication, it shows each date and time the medication was administered, and/or each time additional dosages of the medication were added to storage. It also records who administered the medication or who received the additional medication and any notes.

1. To see the details of the medication, click on the **Maximize button** of the Student Medication section.

2. Additional details that can be entered here are the **Medication Type**, the **Route of Admin**, the **Refill Threshold**, the **School Provided** checkbox to indicate the school provides the medication, the **Prescribing Physician**, a **Note**, **Side Effects**, **Administer In**, and **Student Health Conditions Related to this Medication**. To return to the main screen, click the **Hide Detail** button.

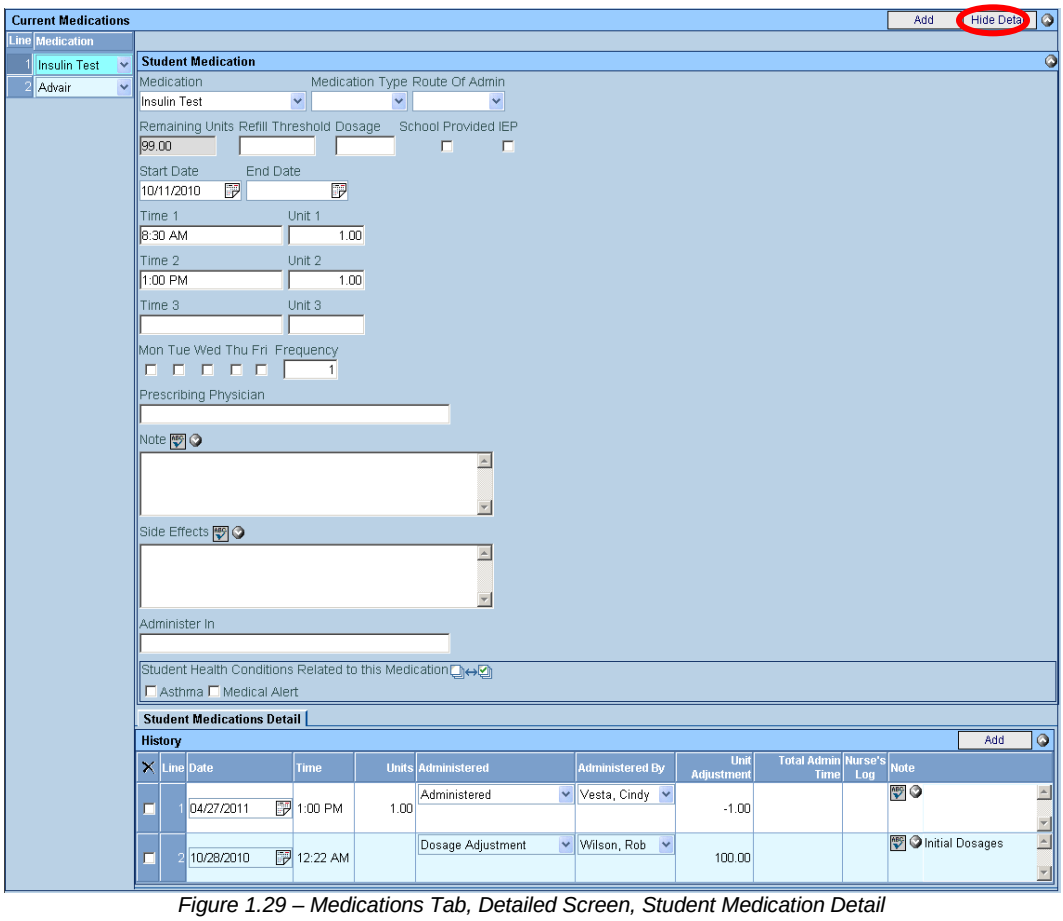



*Figure 1.29 – Medications Tab, Detailed Screen, Student Medication Detail*

3. For a detailed screen of each procedure, click the **Show Detail** button in the Current Procedures section. Select the record to view by clicking on the name of the Procedure on the left side of the screen. The selected record is highlighted in green.

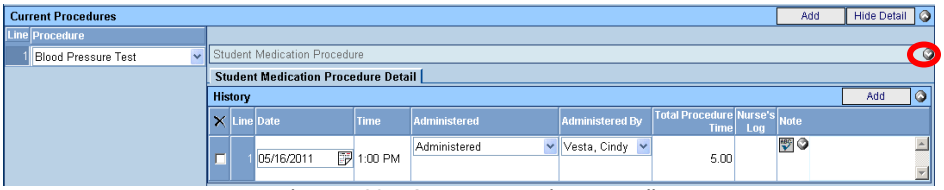



*Figure 1.30 – Current Procedures Detail*

For each procedure, it shows each date and time the procedure was administered, who administered it, the time it took, and any notes.

1. To see the details of the procedure itself, click on the **Maximize button** in the Student Medication Procedure section. A **Location** and a **Note** can be seen here.

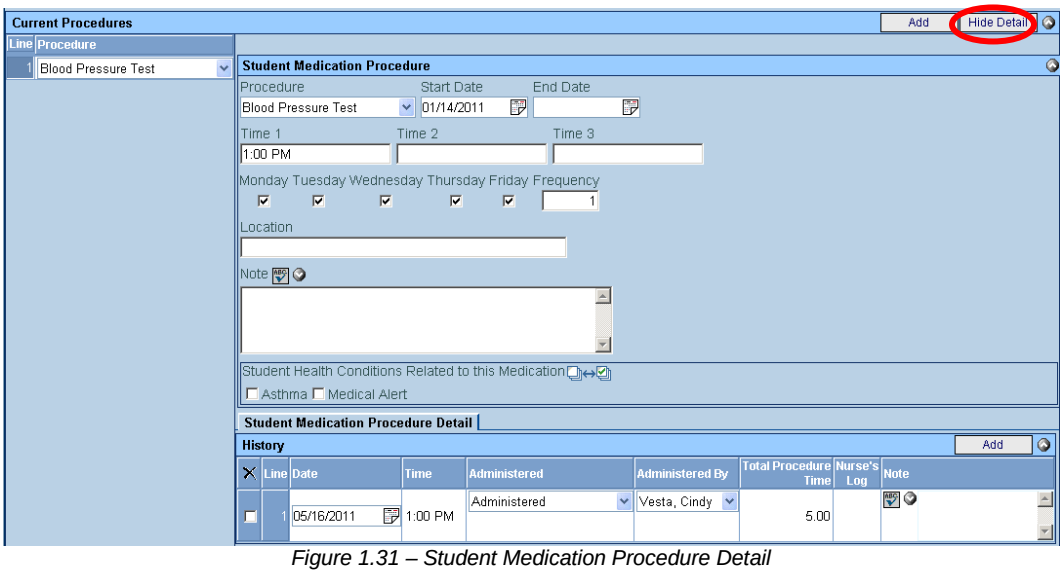



*Figure 1.31 – Student Medication Procedure Detail*

2. To return to the main screen, click the **Hide Detail** button.

The **Health History tab** lists a record of all incidents in which the student was involved for both the current school year and any other schools and years. The Nurse's Log tab only lists incidents for the school and year in focus. It also lists any medications and procedures that are no longer actively administered and have an end date. The information displayed for each incident, medication and procedure is the same as on the Nurse's Log tab and Medications tab.

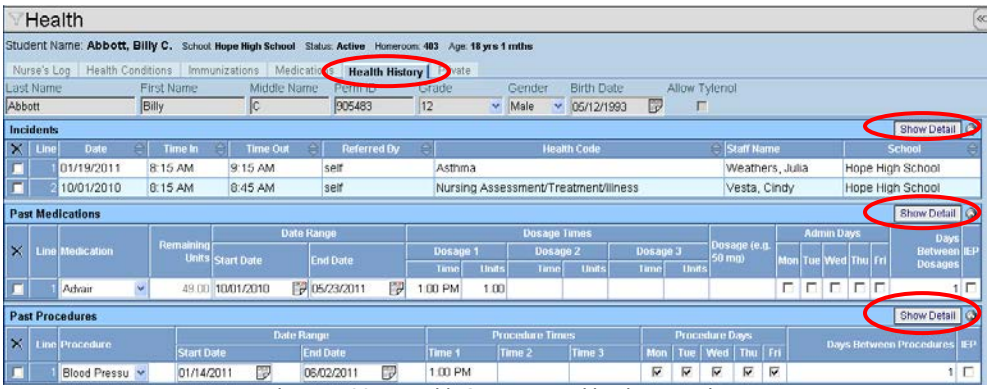



*Figure 1.32 – Health Screen, Health History Tab*

1. For a detailed screen of each incident, click the **Show Detail** button in the Incidents section. Select the record to view by clicking on the Date of the record on the left side of the screen. The selected record is highlighted in green. The details displayed are the same details available through the Nurse's Log tab.

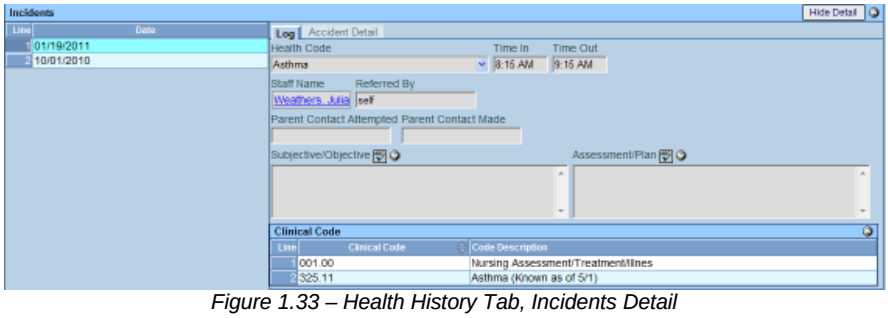



*Figure 1.33 – Health History Tab, Incidents Detail*

2. To see details of an accident, click on the Accident Detail tab. These are also the same details available on the Nurse's Log tab. To return to the main screen of the record, click the **Hide Detail** button.

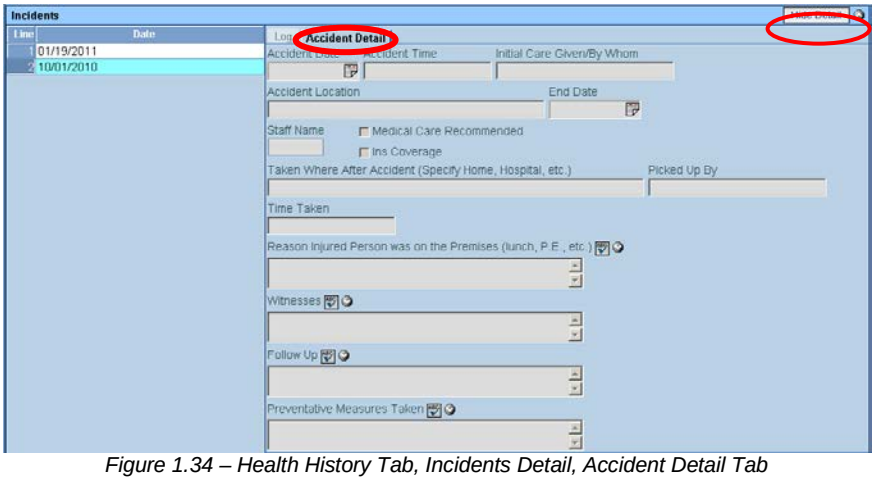



*Figure 1.34 – Health History Tab, Incidents Detail, Accident Detail Tab*

3. For a detailed screen of each medication, click the **Show Detail** button in the Past Medication section. Select the record to view by clicking on the Medication name on the left side of the screen. The selected record is highlighted in green.

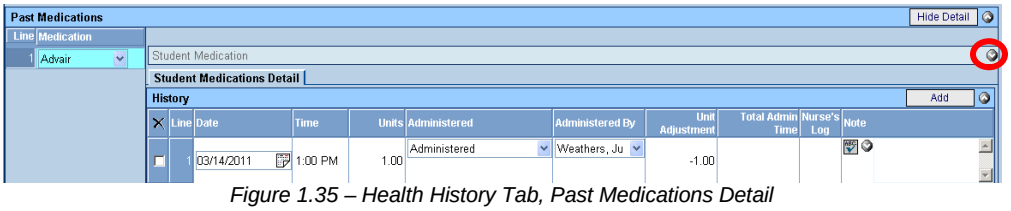



*Figure 1.35 – Health History Tab, Past Medications Detail*

4. To see the details of the medication, click on the **Maximize button** of the Student Medication section. The details of both sections are the same as on the Medications tab. To return to the main screen, click the **Hide Detail** button.

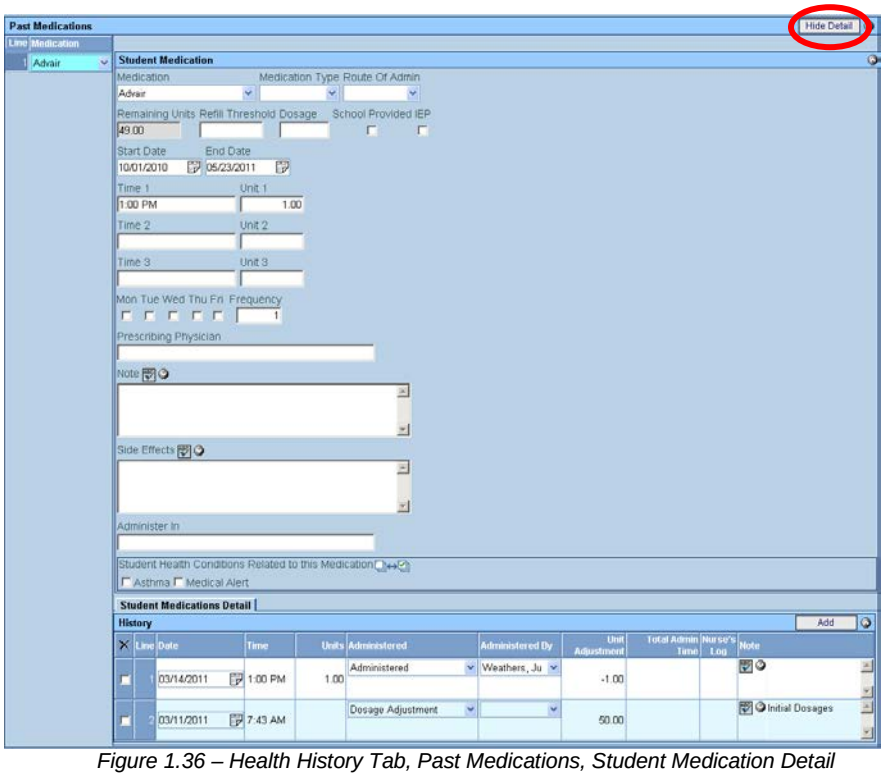



*Figure 1.36 – Health History Tab, Past Medications, Student Medication Detail*

5. For a detailed screen of each procedure, click the **Show Detail** button in the Past Procedures section. Select the record to view by clicking on the name of the Procedure on the left side of the screen. The selected record is highlighted in green.

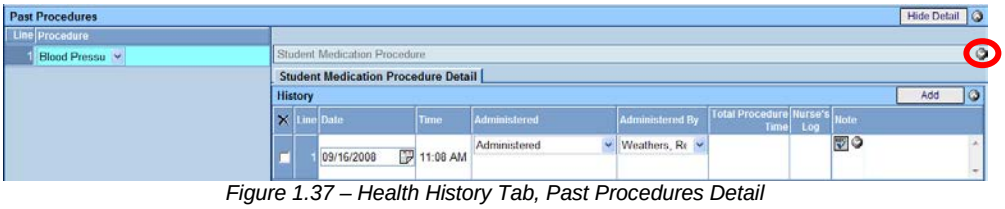



*Figure 1.37 – Health History Tab, Past Procedures Detail*

6. For each procedure, it shows each date and time the procedure was administered, who administered it, the time it took, and any notes. To see the details of the procedure itself, click on the **Maximize button** in the Student Medication Procedure section.

7. A **Location** and a **Note** can be seen here. To return to the main screen, click the **Hide Detail** button.

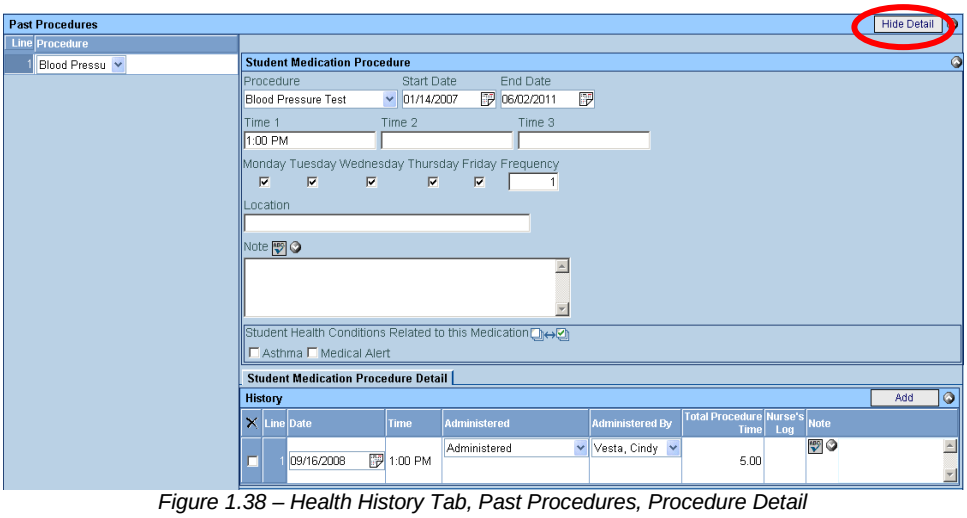



*Figure 1.38 – Health History Tab, Past Procedures, Procedure Detail*

On the **Private tab,** staff may make comments regarding the student's health that are not displayed in the ParentVUE and StudentVUE software. Each comment is shown with the date and staff name of who entered the comment.

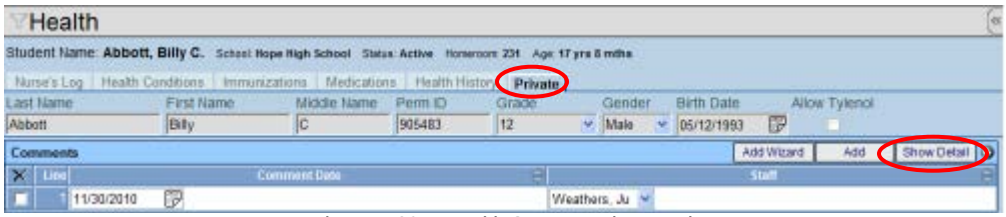



*Figure 1.39 – Health Screen, Private Tab*

1. For a detailed screen of each comment, click the **Show Detail** button. Select the record to view by clicking on the Date of the record on the left side of the screen. The selected record is highlighted in green.

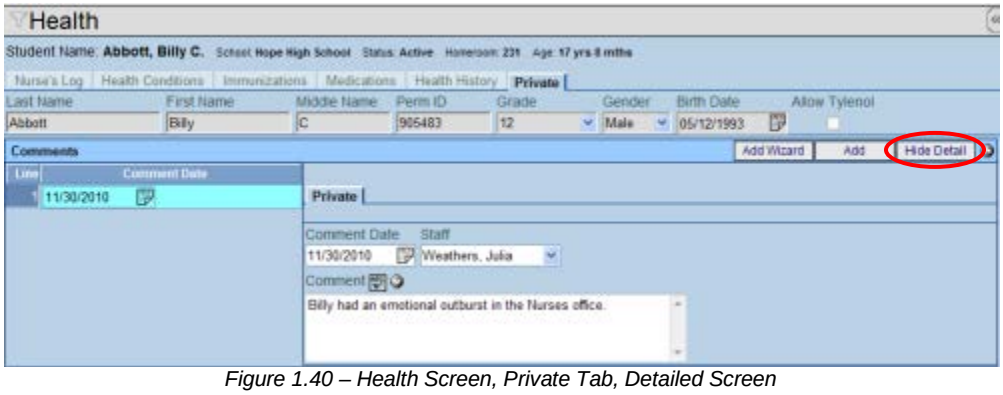



*Figure 1.40 – Health Screen, Private Tab, Detailed Screen*

2. The comment is displayed on the right side of the screen. To return to the main screen, click the **Hide Detail** button.

# ADDING & EDITING HEALTH RECORDS

When editing the information about a student, **each tab must be edited separately and all changes saved before switching to a new tab**. To edit the health data for a student:

1. Check to make sure the current **focus** is set to a school and not the district. The focus is indicated in the top right-hand corner of the screen.


*Figure 1.41 – Checking Current Focus*

2. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.


*Figure 1.42 – Edit Button*

## Nurse's Log Tab

To add and edit the records on the Nurse's Log tab:

1. Click on the **Nurse's Log tab**, where a record of all visits to the nurse's office as well as any accidents or other health-related incidents is detailed. To edit the records, click on the data to modify and change the information as desired. Boxes with a gray background cannot be changed.

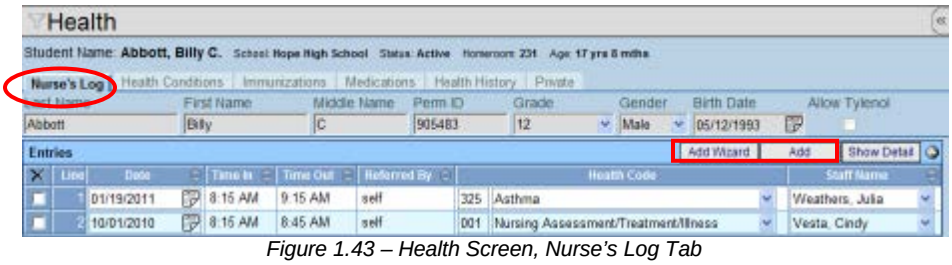



*Figure 1.43 – Health Screen, Nurse's Log Tab*

2. The **Date** must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar button. The **Health Code** can be selected either by clicking on the drop-down arrow, or by entering the numeric code.
3. To add a record, click on either the **Add Wizard** button or the **Add** button. The Add button just adds an additional record on the main screen and additional details must then be added by clicking the Show Detail button. The Add Wizard button allows both the information on the main screen and the detailed screen to be recorded.
4. To add a record using the Add Wizard button, click the **Add Wizard** button.

5. The Health Incident Detail Add screen pops-up in a separate window. Mandatory fields are highlighted in green. Enter the date of the incident in the **Date** field. The date must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar button.

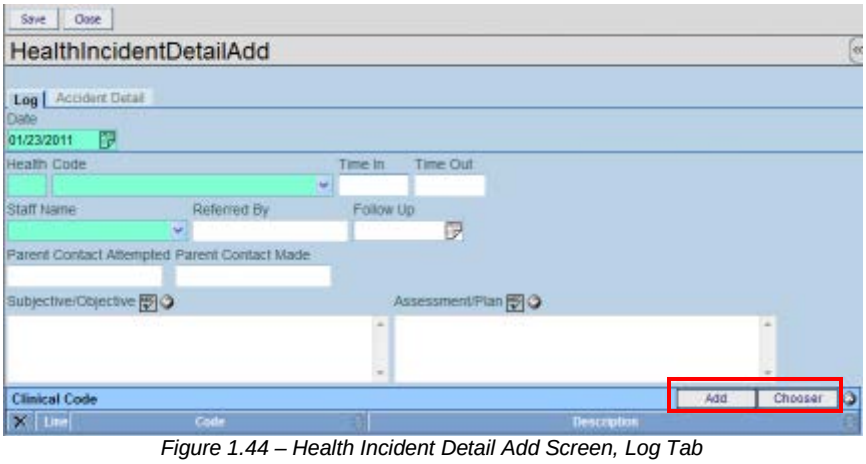



*Figure 1.44 – Health Incident Detail Add Screen, Log Tab*

6. The **Health Code** can be selected either by clicking on the drop-down arrow, or by entering the numeric code.
7. Enter the **Time In, Time Out, Staff Name, Referred By, Follow-up, Parent Contact Attempted,** and **Parent Contact Made**.
8. The **Subjective/Objective** description of the incident and the **Assessment/Plan** can be checked for spelling by clicking the **Spellcheck** button.
9. To add an individual **Clinical Code**, click the **Add** button. To select more than one code, click the **Chooser** button.
10. If the **Add button** is used, a new row is added for the clinical code. Enter the number of the code in the **Code** column. When a correct code is entered, the description is automatically filled in. To remove a code, check the box in the **X** column.

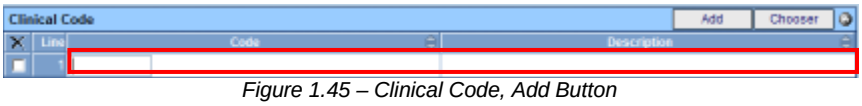



*Figure 1.45 – Clinical Code, Add Button*

11. If the **Chooser button** is used, the Chooser screen pops-up in a separate window. Enter all or part of the Code and/or Description and click the **Find** button.

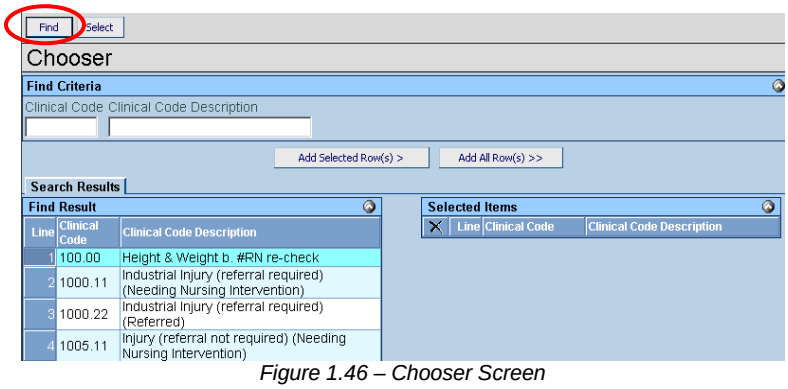



*Figure 1.46 – Chooser Screen*

12. The clinical codes matching the criteria entered are displayed in the Find Result grid. Click on a code to select it, and then click the **Add Selected Row(s)>** button. To add multiple codes at a time, hold the CTRL button down while clicking on multiple codes to select them. To add all the codes matching the criteria, click the **Add All Row(s) >** button.

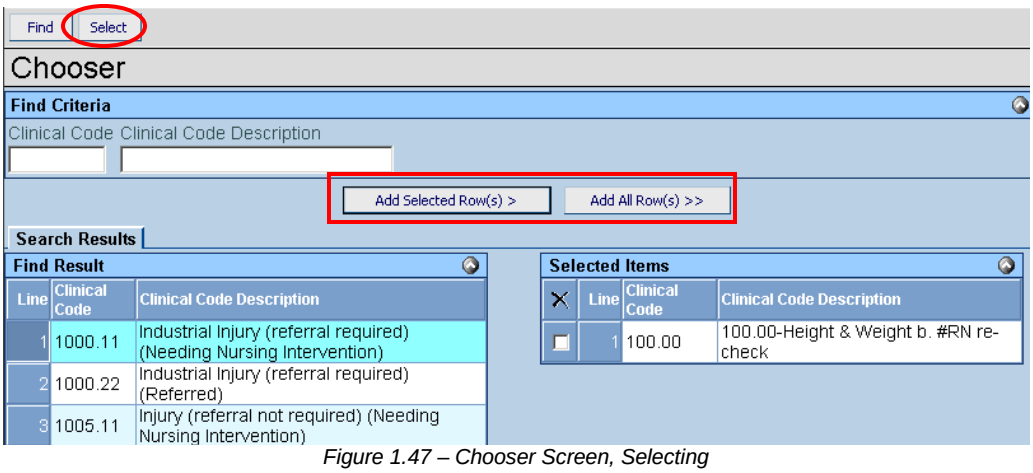



*Figure 1.47 – Chooser Screen, Selecting*

13. The codes are moved to the Selected Items grid. To remove a code from the Selected Items grid, click the box in the **X** column. When all the codes needed are in the Selected Items grid, click the **Selec**t button to add them to the Clinical Codes grid.

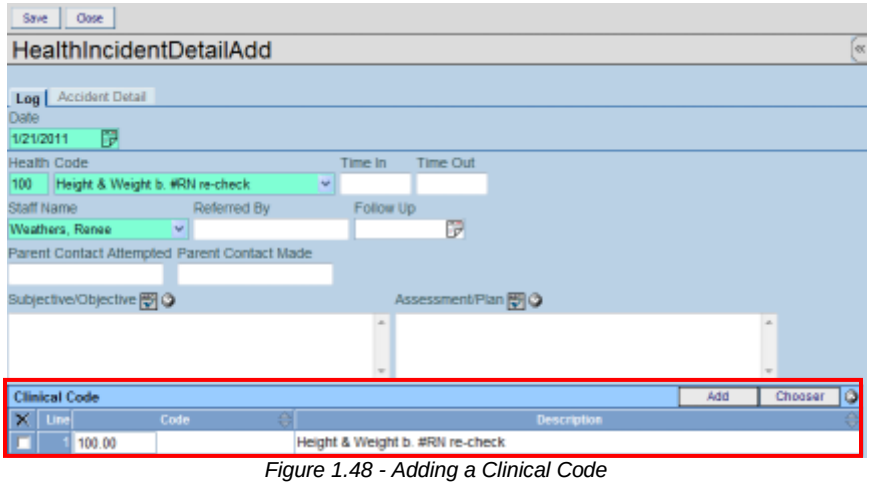



*Figure 1.48 - Adding a Clinical Code*

14. If the health incident is an accident, click on the **Accident Detail tab** to record additional information.

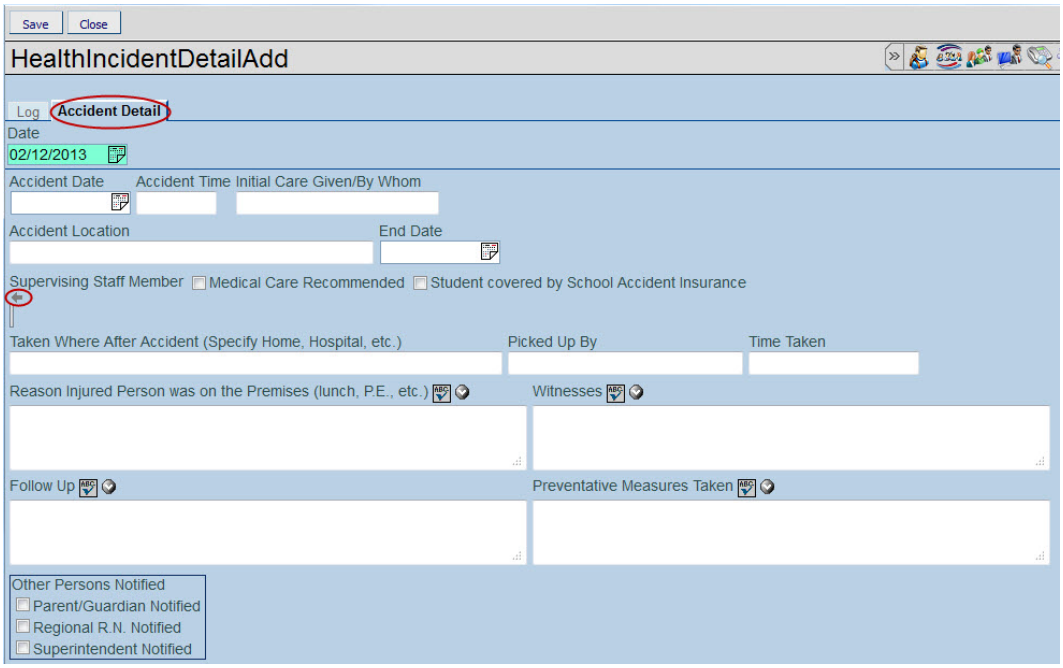



*Figure 1.49 – Health Incident Detail Add Screen, Accident Detail Tab*

15. The dates on this tab must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar button on each field. To check the text entered for spelling, click the Spellcheck button on each field.

16. To add a Supervising Staff Member, click the gray arrow. The Find Staff screen pops-up. Enter all or part of the **Last Name**, **First Name,** and/or **Middle Name** of the staff and click the **Find** button.


*Figure 1.50 – Find Staff Screen*

17. The staff matching the criteria entered is listed in the Search Results grid. Click on the **staff name** and it is then highlighted in green. Click the **Select** button at the top of the screen to enter the staff name in the group.

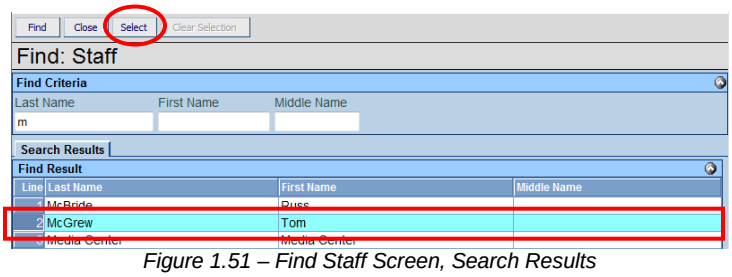



*Figure 1.51 – Find Staff Screen, Search Results*

18. The staff member's name is entered in the Supervising Staff Member box.

19. When all the information has been added for the incident, click the **Save** button at the top of the screen to save the record.
20. To edit or add details for each visit, click the **Show Detail** button.

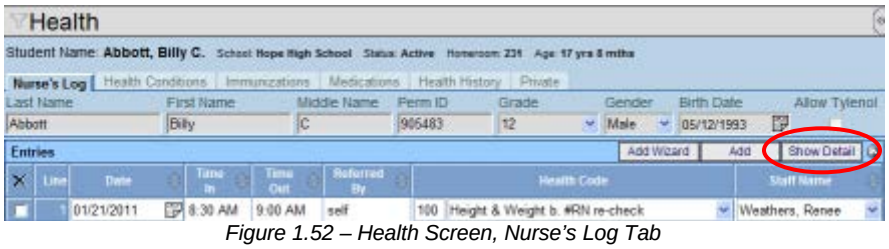



*Figure 1.52 – Health Screen, Nurse's Log Tab*

21. Select the record to view by clicking on the **Date** of the record on the left side of the screen. The selected record is highlighted in green.

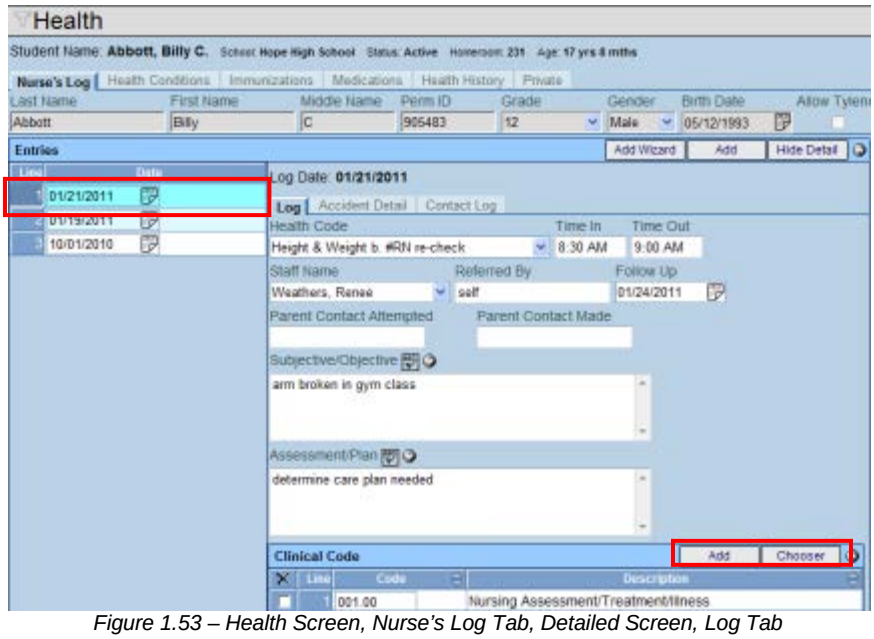



*Figure 1.53 – Health Screen, Nurse's Log Tab, Detailed Screen, Log Tab*

In the detailed screen of each record, the **Log tab** shows all of the information displayed on the main screen, as well as the date set for follow-up, when parent contact was attempted and made, a subjective description of the student's condition, and the assessment of the student's condition and treatment plan. The **Subjective/Objective** description of the incident and the **Assessment/Plan** can be checked for spelling by clicking the **Spellcheck** button.

22. To add an individual **Clinical Code**, click the **Add** button. To select more than one code, click the **Chooser** button.
23. If the **Add button** is used, a new row is added for the clinical code. Enter the number of the code in the **Code** column. When a correct code is entered, the description is automatically filled in. To remove a code, check the box in the **X** column.

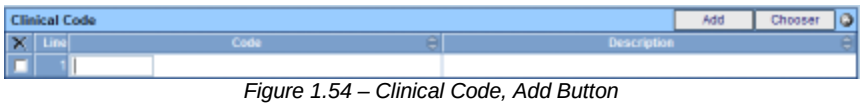



*Figure 1.54 – Clinical Code, Add Button*

24. If the **Chooser button** is used, the Chooser screen pops-up in a separate window. Enter all or part of the Code and/or Description and click the **Find** button.

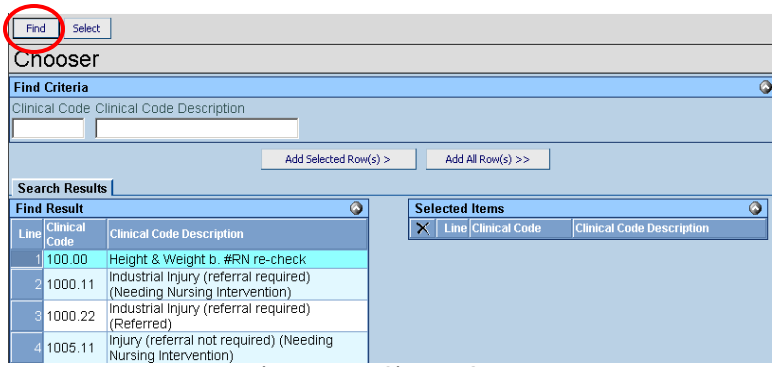



*Figure 1.55 – Chooser Screen*

25. The clinical codes matching the criteria entered are displayed in the Find Result grid. Click on a code to select it, and then click the **Add Selected Row(s)>** button. To add multiple codes at a time, hold the CTRL button down while clicking on multiple codes to select them. To add all the codes matching the criteria, click the **Add All Row(s) >** button.

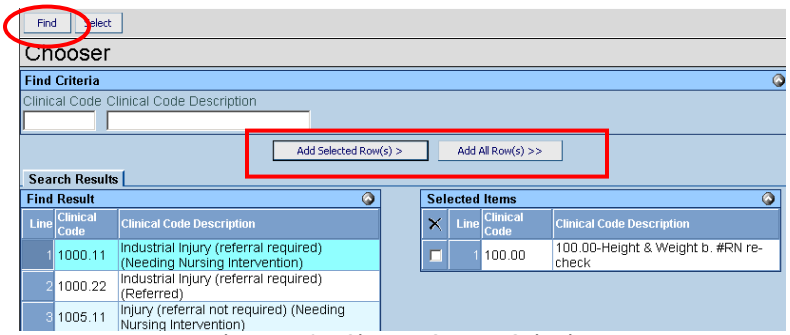



*Figure 1.56 – Chooser Screen, Selecting*

26. The codes are moved to the Selected Items grid. To remove a code from the Selected Items grid, click the box in the **X** column. When all the codes needed are in the Selected Items grid, click the **Select** button to add them to the grid.

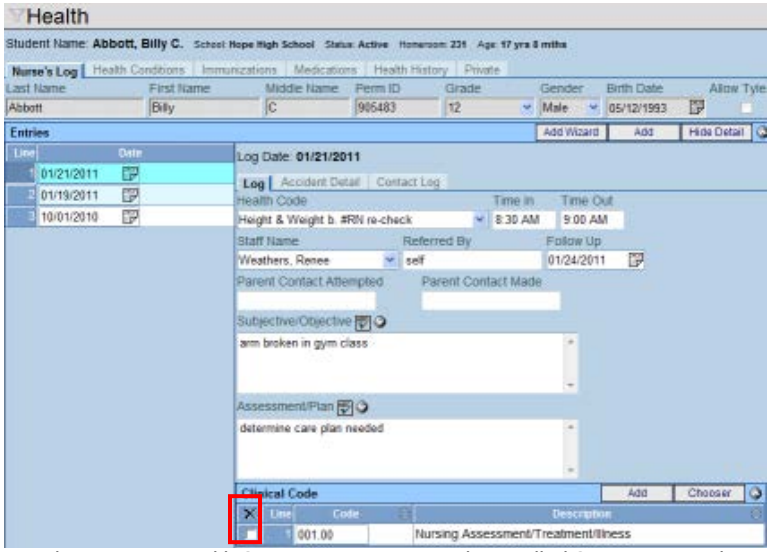



*Figure 1.57 – Health Screen, Nurse's Log Tab, Detailed Screen, Log Tab*

On the **Accident Detail tab** of the detailed screen, it records the date, time, and location of the accident and, if appropriate, an end date. It also shows who initially assisted the student and the staff member who supervised the medical treatment. Additional details that may be recorded include the status of the student's accident insurance, if additional medical care was recommended and if so, where the student was taken and who picked up the student and when. It records why the student was at the location, any witnesses to the incident, the follow-up care needed by the student, and any preventative measures taken to prevent future incidents as well.

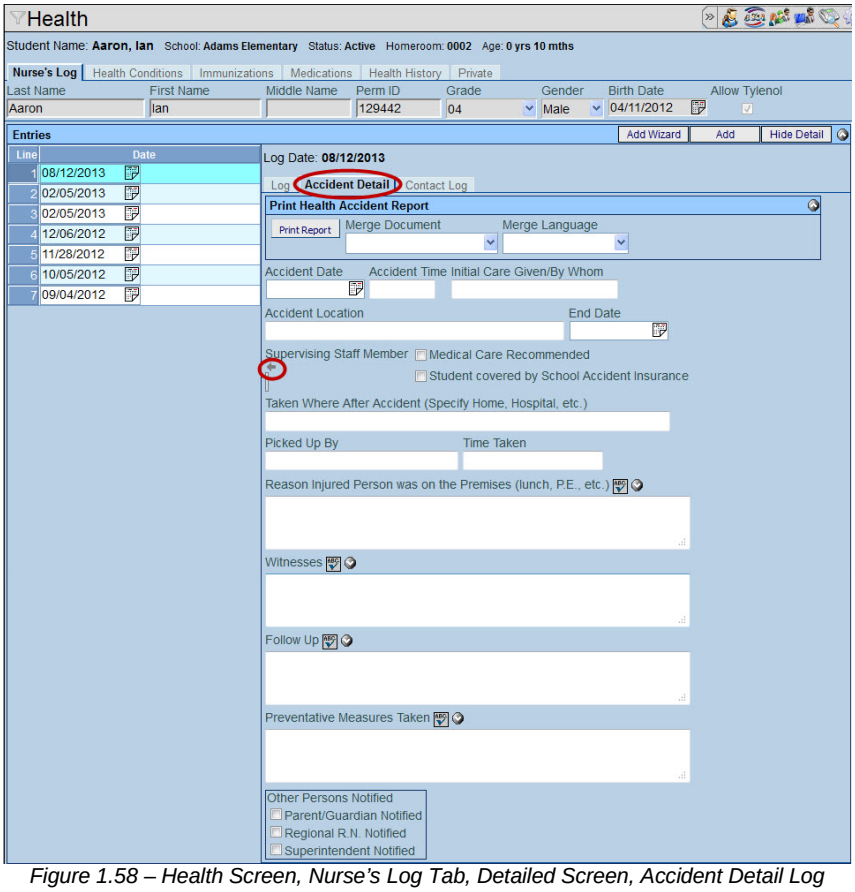



*Figure 1.58 – Health Screen, Nurse's Log Tab, Detailed Screen, Accident Detail Log*

27. The dates on this tab must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar button on each field. To check the text entered for spelling, click the Spellcheck button on each field.

28. To add a Supervising Staff Member, click the gray arrow. The Find Staff screen pops-up. Enter all or part of the **Last Name**, **First Name,** and/or **Middle Name** of the staff and click the **Find** button.

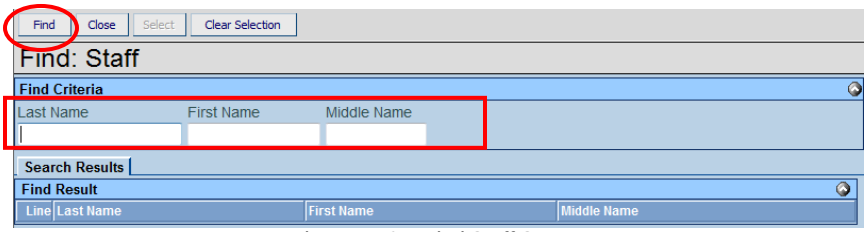



*Figure 1.59 – Find Staff Screen*

29. The staff matching the criteria entered is listed in the Search Results grid. Click on the **staff name** and it is then highlighted in green. Click the **Select** button at the top of the screen to enter the staff name in the group.

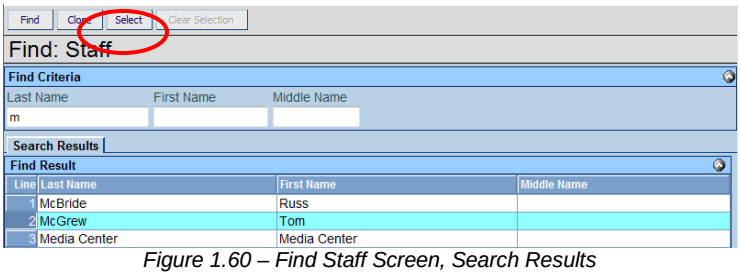



*Figure 1.60 – Find Staff Screen, Search Results*

30. The staff member's name is entered in the Supervising Staff Member box.

31. A letter and form detailing the accident can also be printed to be sent home to the student's parents. To print the form, leave the **Merge Document and Merge Language fields blank** and click the **Print Report** button.

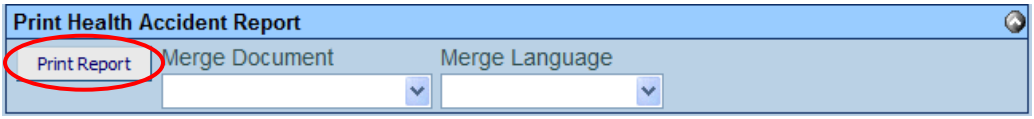
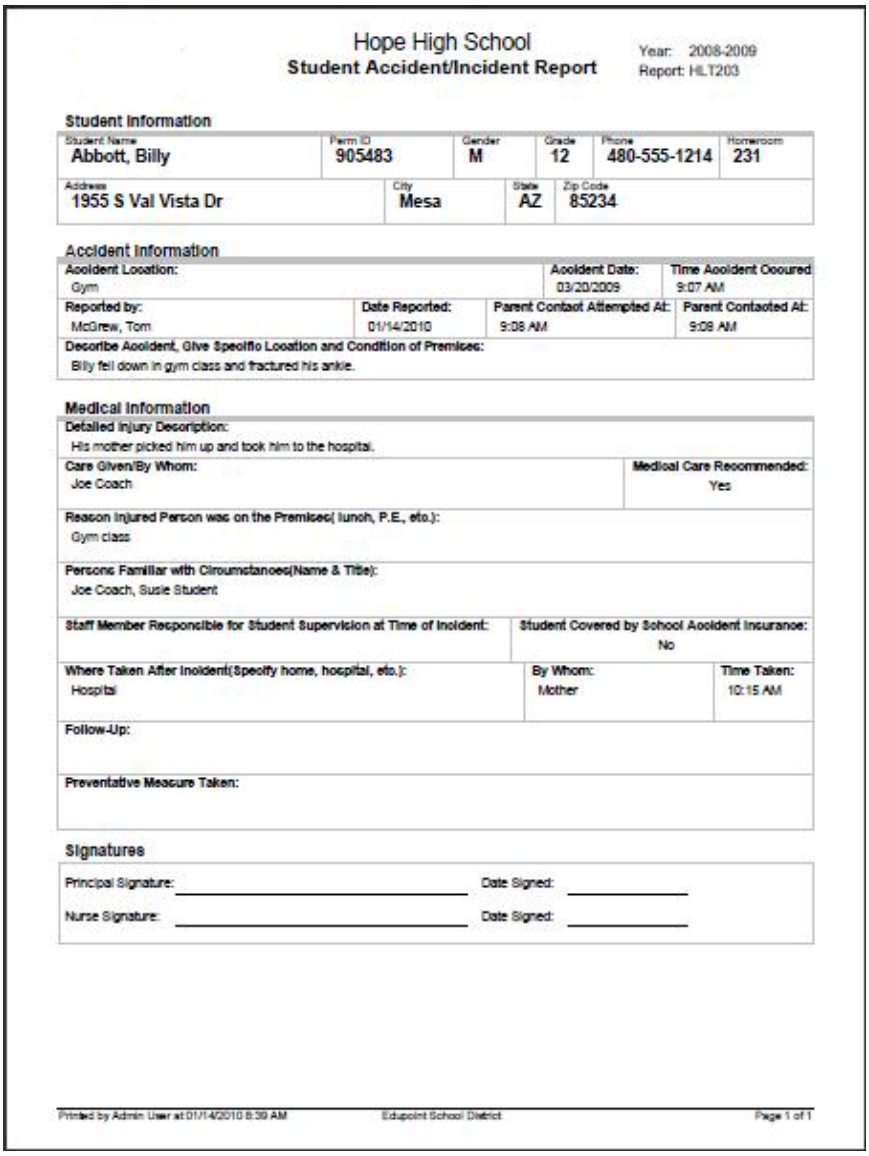



*Figure 1.61 – Health Screen, Nurse's Log Tab, Detailed Screen, Printing the Accident Report Form*

32. The **Student Accident/Incident Report** form pops-up in a separate PDF window. This report can also be generated from the Reports folder using report HLT203.



Hope High School
**Student Accident/Incident Report**

Year: 2008-2009
Report: HLT203

**Student Information**

| Student Name | Perm ID | Gender | Grade | Phone | Homeroom |
|---|---|---|---|---|---|
| Abbott, Billy | 905483 | M | 12 | 480-555-1214 | 231 |

| Address | City | State | Zip Code |
|---|---|---|---|
| 1955 S Val Vista Dr | Mesa | AZ | 85234 |

**Accident Information**

| Accident Location: | Accident Date: | Time Accident Occured |
|---|---|---|
| Gym | 03/20/2009 | 9:07 AM |

| Reported by: | Date Reported: | Parent Contact Attempted At: | Parent Contacted At: |
|---|---|---|---|
| McGrew, Tom | 01/14/2010 | 9:08 AM | 9:08 AM |

**Describe Accident, Give Specific Location and Condition of Premises:**
Billy fell down in gym class and fractured his ankle.

**Medical Information**

**Detailed Injury Description:**
His mother picked him up and took him to the hospital.

| Care Given/By Whom: | Medical Care Recommended: |
|---|---|
| Joe Coach | Yes |

**Reason Injured Person was on the Premises( lunch, P.E., etc.):**
Gym class

**Persons Familiar with Circumstances(Name & Title):**
Joe Coach, Susie Student

| Staff Member Responsible for Student Supervision at Time of Incident: | Student Covered by School Accident Insurance: |
|---|---|
| | No |

| Where Taken After Incident(Specify home, hospital, etc.): | By Whom: | Time Taken: |
|---|---|---|
| Hospital | Mother | 10:15 AM |

**Follow-Up:**

**Preventative Measure Taken:**

**Signatures**

Principal Signature: _____ Date Signed: _____

Nurse Signature: _____ Date Signed: _____

Printed by Admin User at 01/14/2010 8:39 AM Edupoint School District Page 1 of 1

*Figure 1.62 – Student Accident/Incident Report*

33. To print a cover letter to accompany the form, select Accident Report from the **Merge Document** drop-down list and select which language to use for the letter from the **Merge Language** drop-down list. Then click the **Print Report** button.

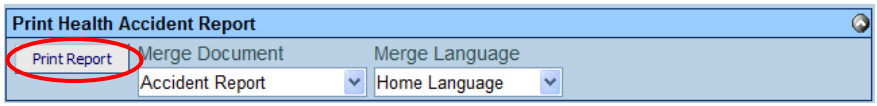



*Figure 1.63 – Health Screen, Nurse's Log Tab, Detailed Screen, Printing the Accident Report Letter*

34. The **Student Accident/Incident Letter** pops-up in a separate PDF window.


January 18, 2011

To the parents of: Billy Abbott
1953 S Val Vista Dr
Mesa, AZ 85234

RE: Accident that occurred on 10/01/2010

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 1.64 – Student Accident/Incident Letter*

35. To record any contact made with the student or parent regarding the incident, click on the **Contact Log tab** of the detailed screen.


*Figure 1.65 – Contact Log Tab, Detailed Screen, Nurse's Log*

36. To add a new contact, click the **Add** button in the Contact Log grid.

37. A new blank line is then added to the grid. Enter the **Date** of contact by typing the date in MM/DD/YY format or it can be selected by clicking on the Calendar button.

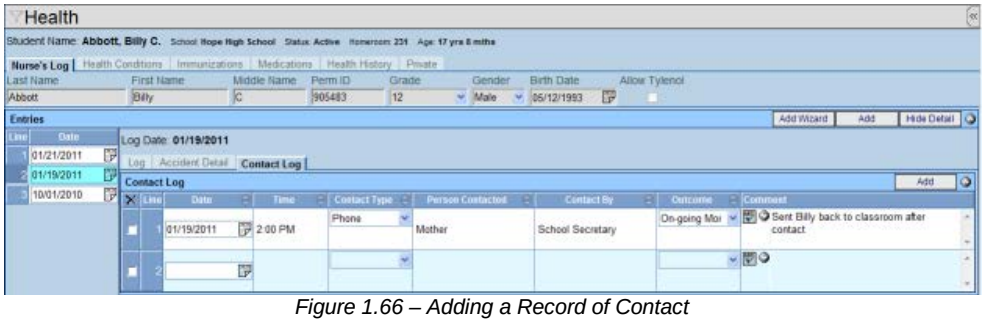



*Figure 1.66 – Adding a Record of Contact*

38. Enter the **Time** in HH:MM AM/PM format, and select how contact was made from the **Contact Type** drop-down list. Enter the name of the person who made contact in the **Contact By** column.

39. Select the type of **Outcome** from the drop-down list, and enter any notes or comments in the **Comment** column. The Comment can be checked for spelling by clicking the Spellcheck button.

40. Click the **Save** button at the top of the screen to save any changes to the detail. To return to the main screen, click the **Hide Detail** button.

41. To delete an incident record, check the box in the **X** column and click the **Save** button at the top of the screen.

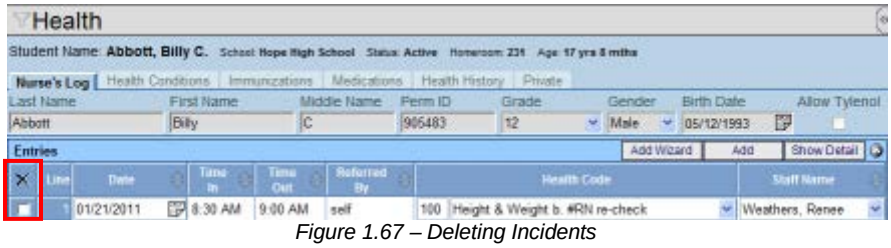



*Figure 1.67 – Deleting Incidents*

## Health Conditions Tab

On the **Health Conditions tab**, a list of any ongoing health conditions the student has can be recorded, such as asthma or diabetes. To add or edit a health condition:

1. To edit a condition, click in the boxes and edit the data shown in each row. Dates must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar button. The Comment can be checked for spelling by clicking the **Spellcheck** button.

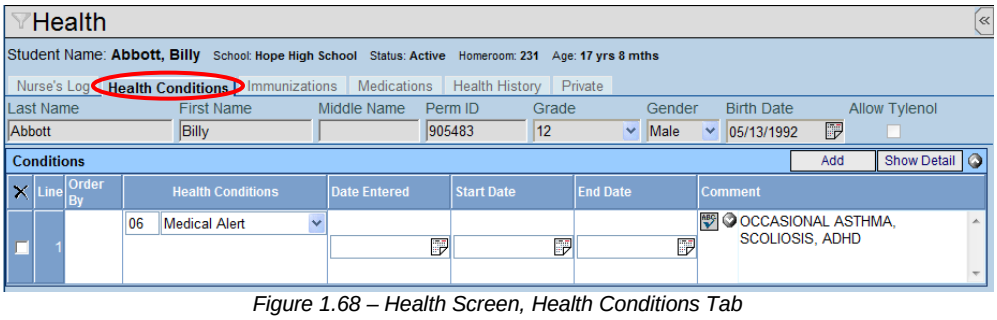



*Figure 1.68 – Health Screen, Health Conditions Tab*

2. To add a condition, click the **Add** button in the Conditions section. A new blank line is added to the Conditions grid.

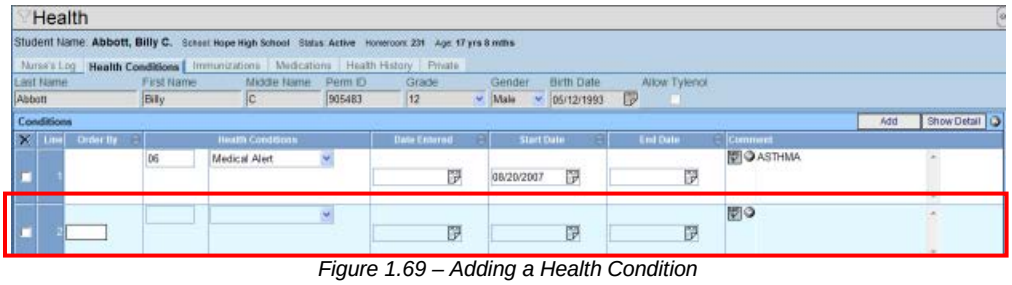



*Figure 1.69 – Adding a Health Condition*

3. Enter the details of the condition, and then click the **Save** button at the top of the screen.

4. To add or edit the details of the condition, click the **Show Detail** button. Select the record to view by clicking on the Order By number of the record on the left side of the screen. The selected record is highlighted in green.

5. The detailed screen of the record shows the same information available through the main screen. To return to the main screen, click the **Hide Detail** button.

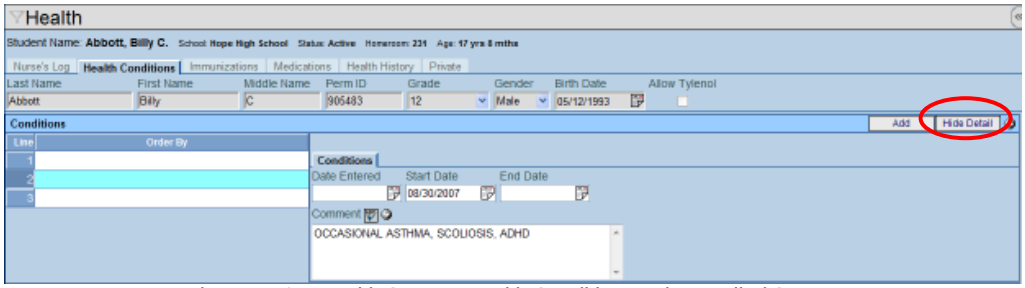



*Figure 1.70 – Health Screen, Health Conditions Tab, Detailed Screen*

6. To delete a condition, check the box in the **X** column and click the **Save** button at the top of the screen.

## Immunizations Tab

On the **Immunizations tab**, a list of the required immunizations is shown with the status of the student's compliance with the requirement. Below the summary, the dates of each vaccination dose are listed. To add or edit a student's immunizations records:

1. Click in the boxes in the **Dosage Data** grid and enter or change the dates on when the student received a dosage of each vaccine. Dates must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar button.

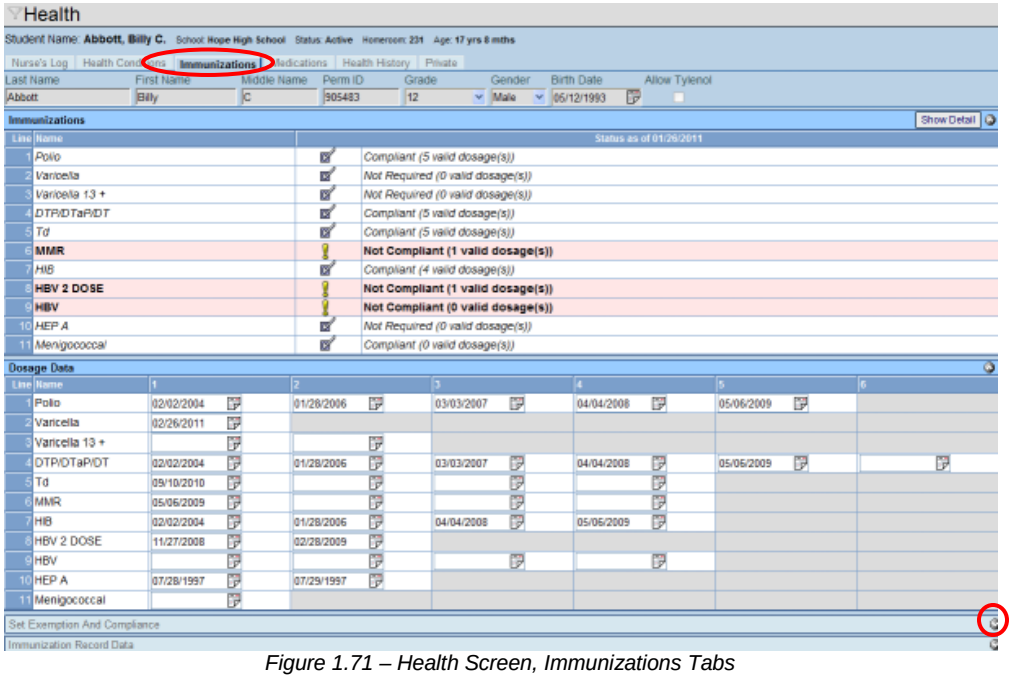



*Figure 1.71 – Health Screen, Immunizations Tabs*

2. Click the **Save** button at the top of the screen to save the changes to the records.
3. To record an overall exemption for the student, expand the **Set Exemption and Compliance** section by clicking the **Maximize** button at the right side.

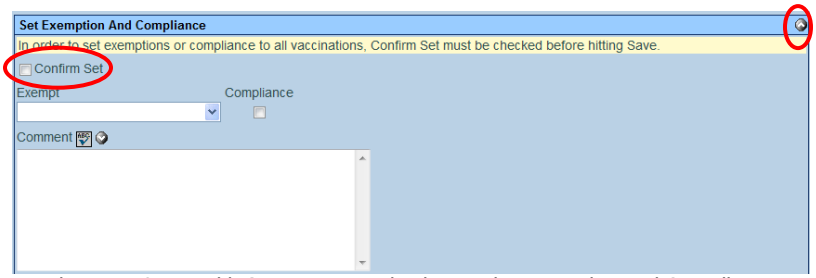



*Figure 1.72 – Health Screen, Immunizations Tab, Exemption and Compliance*

4. Select the reason for the exemption from the Exempt drop-down list, and check the **Compliance** box to set the student in compliance with all immunization requirements. Be sure to check the **Confirm Set** box. Comments can be checked for spelling by clicking the **Spellcheck** button.
5. Click the **Save** button at the top of the screen to save the changes. Click the **Minimize** button to hide this section again.

6. To record an exception or waiver for an individual vaccination, click the **Show Detail** button in the Immunizations section.

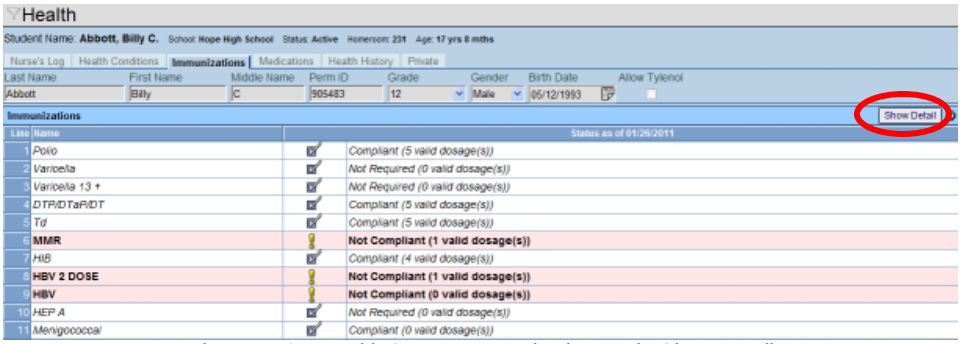



*Figure 1.73 – Health Screen, Immunizations Tab, Show Detail*

7. Select the record to view by clicking on the name of the immunization on the left side of the screen.

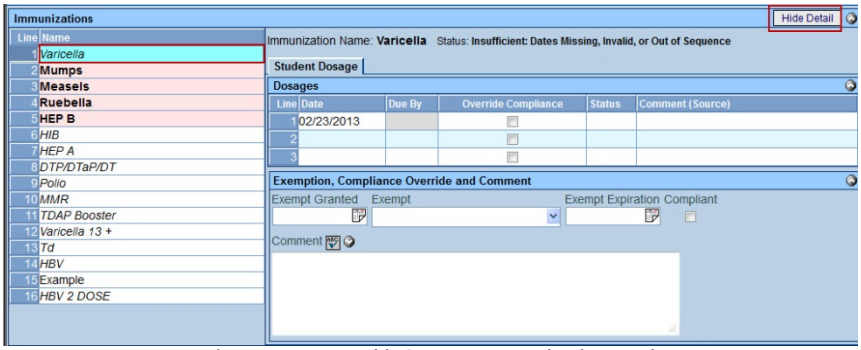



*Figure 1.74 – Health Screen, Immunizations Tab*

8. On the detailed screen of each immunization, the **Date** column shows the date of the student's doses and the **Due By** column shows the date by when the student should have received the dose. For each required dosage, the student can be registered as compliant by checking the **Override Compliance** box and any comments regarding the override can be recorded in the **Comment** column.

9. The exemption or override compliance for the entire requirement is recorded in the Exemption, Compliance Override, and Comment section. Enter the date the exemption was granted in the **Exempt Granted** date field. Select the reason for the exemption from the **Exempt** drop-down list, and enter the date for the **Exempt Expiration** if needed in MM/DD/YY format. Check the **Compliant** box to make the entire requirement compliant, and record a **Comment** as necessary. The comments can be checked for spelling by clicking the Spellcheck button.

10. Click the **Save** button at the top of the screen to save the changes. To return to the main Immunization screen, click the **Hide Detail** button.

11. To edit additional immunization information used for the California Immunization Record, expand the **Immunization Record Data** section by clicking the **Maximize** button at the right-hand side of the section.

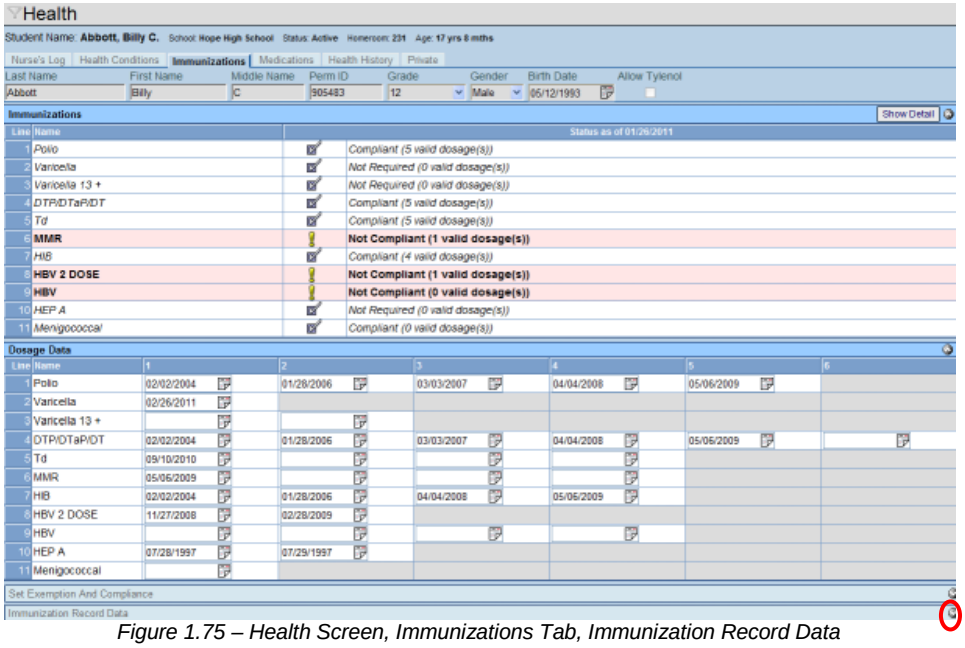



*Figure 1.75 – Health Screen, Immunizations Tab, Immunization Record Data*

12. This section shows staff and immunization status information that is displayed on the California Immunization Record. Enter the data as required. Dates must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar button.

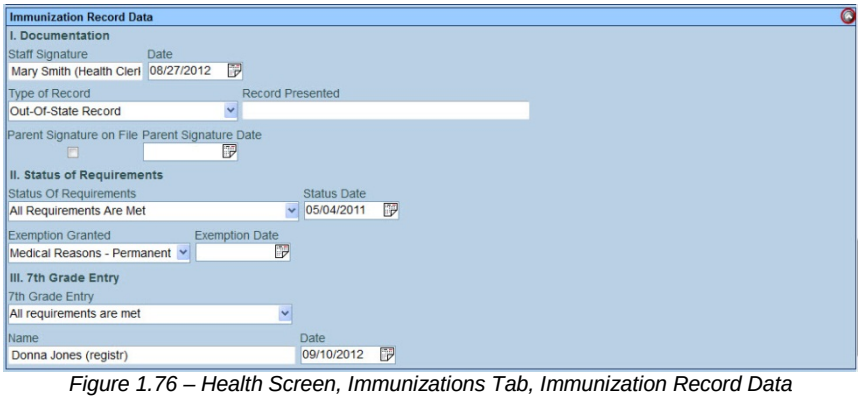



*Figure 1.76 – Health Screen, Immunizations Tab, Immunization Record Data*

13. Click the **Save** button at the top of the screen to save the changes. Click the **Minimize** button to hide this section again.

## Medications Tab

On the **Medications tab**, a list of any current medications and/or current procedures that are administered by school staff is displayed. To add or edit a medication or procedure:

1. To edit a medication or procedure, click in the boxes and edit the data shown in each row. Dates must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar button. The Remaining Units value is calculated automatically.

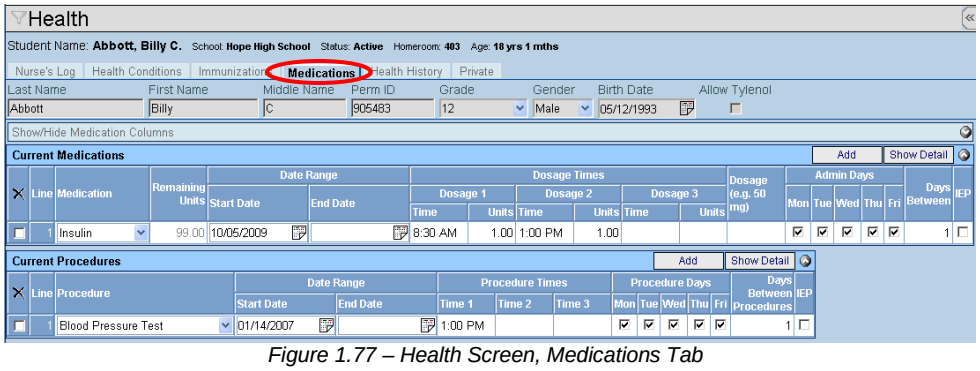



*Figure 1.77 – Health Screen, Medications Tab*

2. Click the **Save** button at the top of the screen to save any changes.
3. To add a medication, click on the **Add** button in the Current Medications section. A new blank line is added to the Current Medications section.

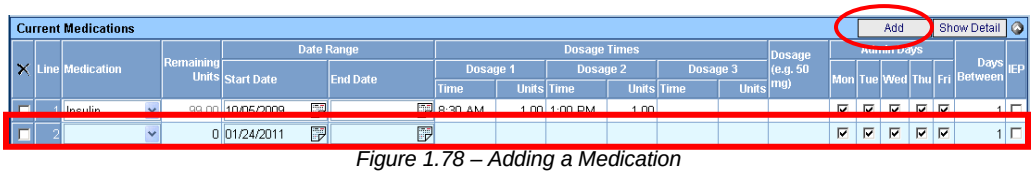



*Figure 1.78 – Adding a Medication*

4. Select the type of **Medication**, and then enter the number of units added to stock initially in the **Remaining Units** column.
5. Enter the **Start Date** for the first date the medication must be given, and enter an **End Date** if known for the last date the medication should be given. The dates must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar button.
6. Enter the **Time** of day and number of **Units** that must administered each day. Up to three dosages of the medication can be given each day.
7. Enter the measurement of the medication that equals one unit in the **Dosage** column.
8. Check the boxes in the **Admin Days** columns for the days on which the medication is to be given. If not given every day, also enter the **Days Between** dosages.
9. If the student has an IEP, check the **IEP** box.
10. Click the **Save** button at the top of the screen to save the changes.
11. To delete a medication, check the box in the **X** column, and then click the **Save** button at the top of the screen.

12. To record when each dose of a medication is administered or to add more medication to stock, click the **Show Detail** button in the Current Medication section.

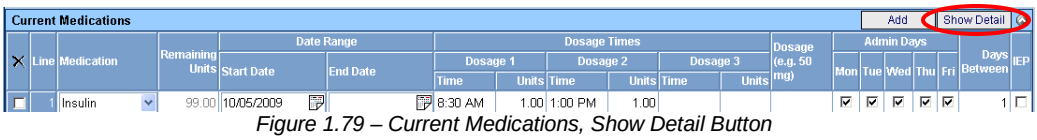



*Figure 1.79 – Current Medications, Show Detail Button*

13. The detailed records appear on the right side of the screen. Select the record to edit by clicking on the Medication name on the left side.

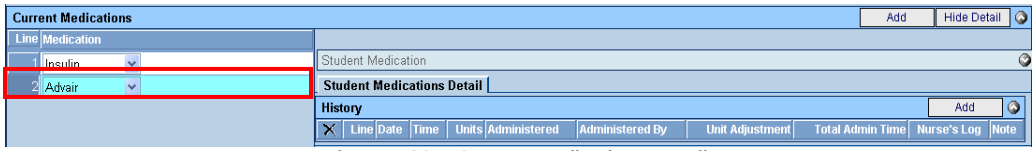



*Figure 1.80 – Current Medications Detail*

14. To record when the medication was administered to the student, click the **Add** button in the History section and a new blank line is added to the section.

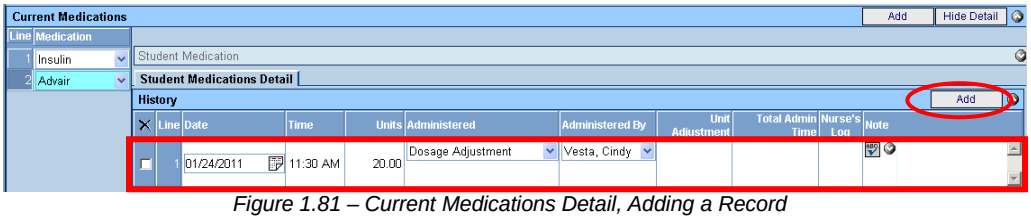



*Figure 1.81 – Current Medications Detail, Adding a Record*

15. Enter the **Date** and **Time** the medication was given to the student, and the number of **Units**.
16. From the **Administered** drop-down list, select **Administered**. If the student was absent or did not show up at their scheduled time, select **Absent** or **No Show.** If Absent or No Show, be sure to enter 0 as the number of units. The **Unit Adjustment** is automatically calculated.
17. Select the staff who administered the medication from the **Administered By** drop-down list, and enter the time it took in the **Total Admin Time**. The **Nurse's Log** column is not used at this time. Additional comments can be added in the **Note** column, and these comments can be checked for spelling by clicking the Spellcheck button.
18. To record when additional medication is added to stock, click the **Add** button in the History section and a new blank line is added to the section.
19. Enter the number of **Units** added to stock, and select **Dosage Adjustment** from the **Administered** column. Also, select the **Date** the dosages were added, and enter the number of units in the **Unit Adjustment** column. The rest of the columns can be entered as needed.
20. To remove a history record, check the box in the **X** column.
21. Click the **Save** button at the top of the screen to save the changes.

22. To edit or add additional details click on the **Maximize button** of the Student Medication section.

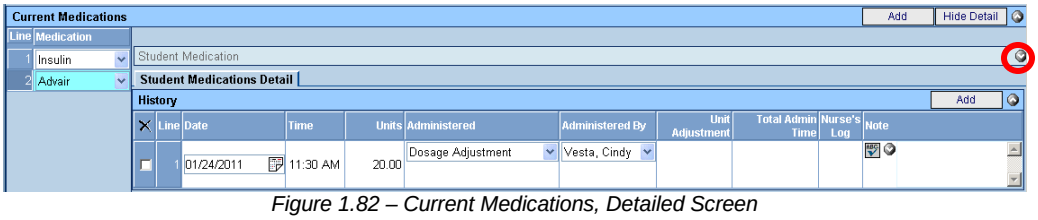



*Figure 1.82 – Current Medications, Detailed Screen*

23. Additional details that can be entered here are the **Medication Type**, the **Route of Admin**, the **Refill Threshold**, the **School Provided** checkbox to indicate the school provides the medication, the **Prescribing Physician**, a **Note**, **Side Effects**, **Administer In**, and **Student Health Conditions Related to this Medication**. To return to the main screen, click the **Hide Detail** button.

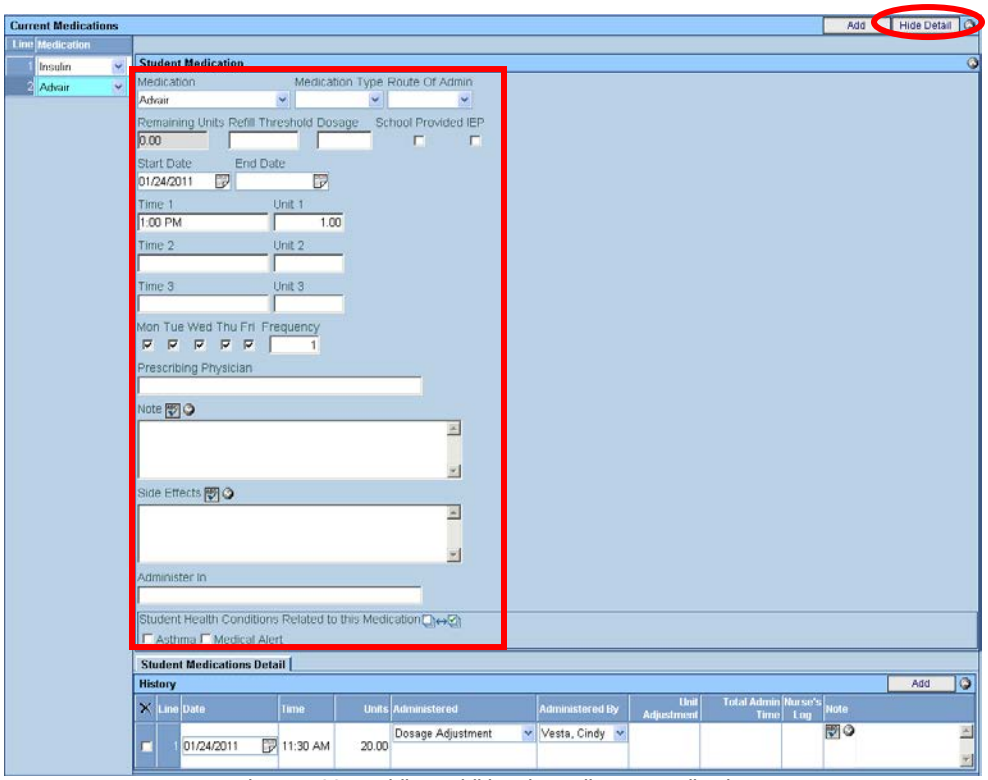



*Figure 1.83 – Adding Additional Details to a Medication*

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

25. To add a procedure, click on the **Add** button in the Current Procedures section. A new blank line is added to the Current Procedures section.

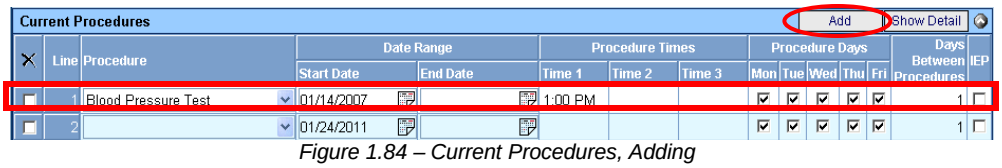



*Figure 1.84 – Current Procedures, Adding*

26. Select the type of **Procedure**, and then enter the **Start Date** for the first date the procedure must be completed, and enter an **End Date** if known for the last date the procedure should be completed. The dates must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar button.
27. Enter the **Time** of day the procedure should be completed each day. Each procedure can be given up to three times each day.
28. Check the boxes in the **Admin Days** columns for the days on which the procedure is to be given. If not given every day, also enter the **Days Between** procedures.
29. If the student has an IEP, check the **IEP** box.
30. Click the **Save** button at the top of the screen to save the changes.
31. To delete a procedure, check the box in the **X** column, and then click the **Save** button at the top of the screen.
32. To record when a procedure was administered, click the **Show Detail** button in the Current Procedures section.

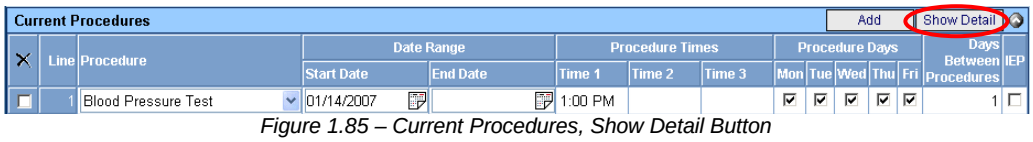



*Figure 1.85 – Current Procedures, Show Detail Button*

33. The detailed records appear on the right side of the screen. Select the record to view by clicking on the name of the Procedure on the left side of the screen. The selected record is highlighted in green.

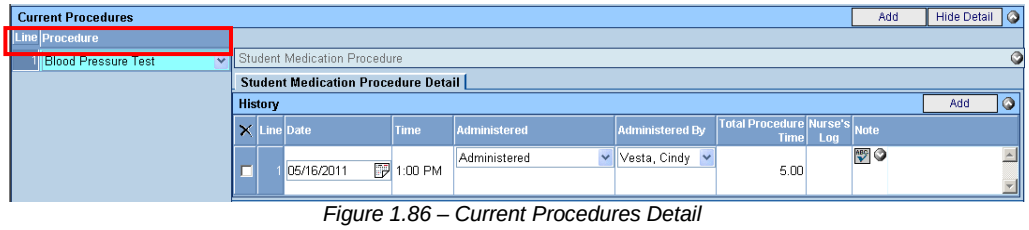



*Figure 1.86 – Current Procedures Detail*

34. Click the **Add** button in the History section and a new blank line is added to the section.

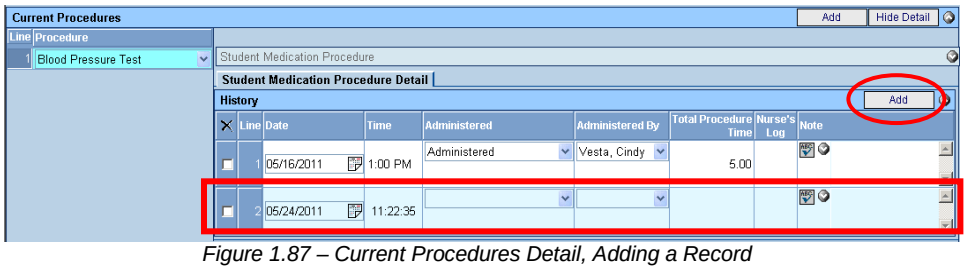



*Figure 1.87 – Current Procedures Detail, Adding a Record*

35. Enter the **Date** and **Time** the procedure was given to the student.
36. From the **Administered** drop-down list, select **Administered**. If the student was absent or did not show up at their scheduled time, select **Absent** or **No Show.**
37. Select the staff who administered the procedure from the **Administered By** drop-down list, and enter the time it took in the **Total Procedure Time**. The **Nurse's Log** column is not used at this time. Additional comments can be added in the **Note** column, and these comments can be checked for spelling by clicking the Spellcheck button.
38. To remove a history record, check the box in the **X** column.
39. Click the **Save** button at the top of the screen to save the changes.
40. To edit the details of the procedure itself, click on the **Maximize button** in the Student Medication Procedure section.

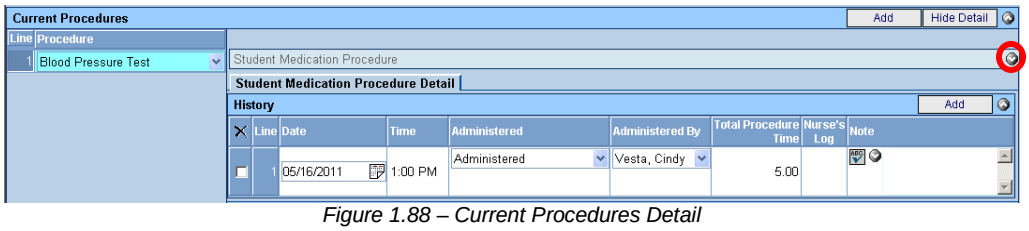



*Figure 1.88 – Current Procedures Detail*

41. A **Location** and a **Note** can be modified here, as well as the information from the main screen. Click the **Save** button at the top of the screen to save the changes

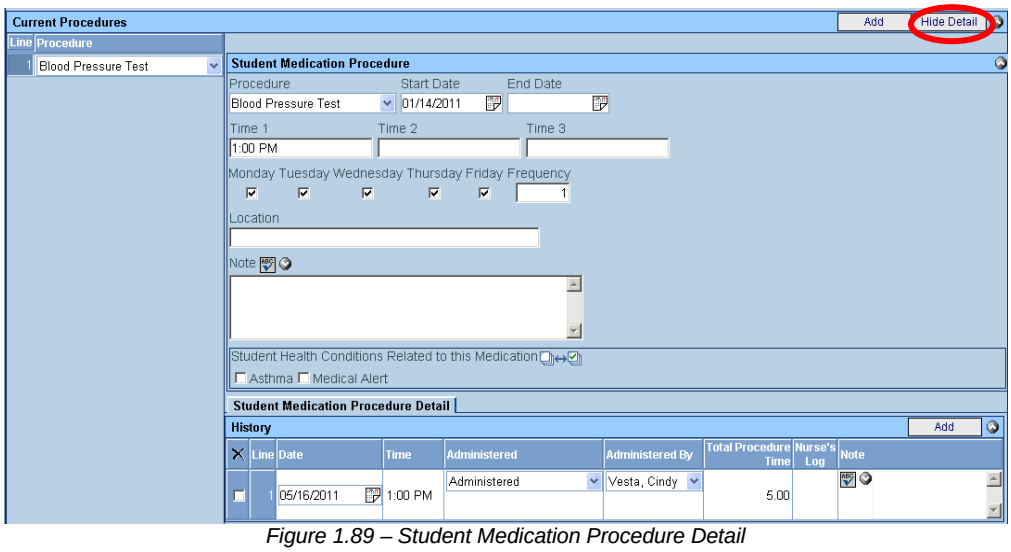



*Figure 1.89 – Student Medication Procedure Detail*

42. To return to the main screen, click the **Hide Detail** button.

**Note** – A list of required medication and procedures can be displayed on a daily basis on the Synergy SIS home page. The Medication and Service Monitor can also show the medications and procedures that must be administered on a given day.

## Health History Tab

The **Health History tab** lists a record of all incidents in which the student was involved for both the current school year and any other schools and years. The Nurse's Log tab only lists incidents for the school and year in focus. It also lists any medications and procedures that are no longer actively administered and have an end date. The information displayed for each incident, medication and procedure is the same as on the Nurse's Log tab and Medications tab. To edit the historical records:

1. Click in the boxes and edit the data shown in each row. Dates must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar button.

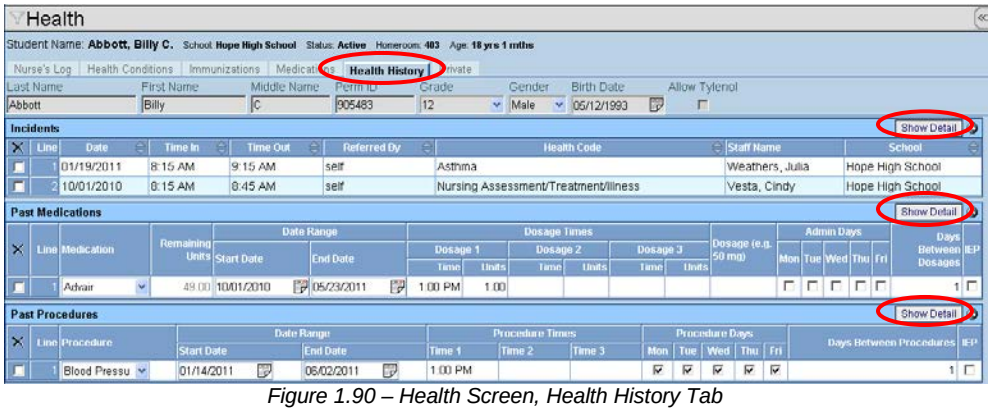



*Figure 1.90 – Health Screen, Health History Tab*

2. To delete a record, check the box in the **X** column.
3. Click the **Save** button at the top of the screen to save the changes.
4. To change any of the details of the records, click the **Show Detail** button, and edit the record as outlined for each of the tabs previously outlined in this chapter.

## Private Tab

On the **Private tab,** staff may make comments regarding the student's health that are not displayed in the ParentVUE and StudentVUE software. Each comment is shown with the date and staff name of who entered the comment. To add or edit these comments:

1. To edit a comment, click in the boxes and edit the data shown in each row. Dates must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar button.

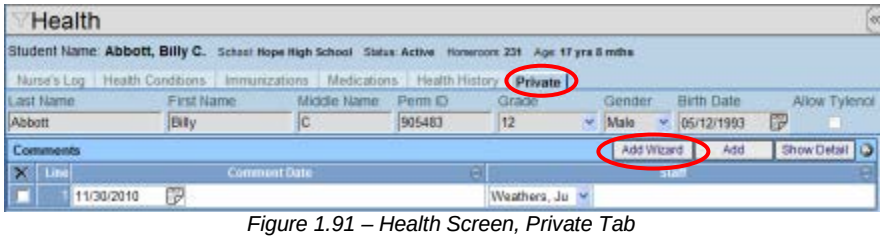



*Figure 1.91 – Health Screen, Private Tab*

2. To delete a comment, check the box in the **X** column.
3. Click the **Save** button at the top of the screen to save the changes.
4. To add a comment, click on either the **Add Wizard** button or the **Add** button. The Add button just adds an additional record on the main screen and additional details

must then be added by clicking the Show Detail button. The Add Wizard button allows both the information on the main screen and the detailed screen to be recorded.

5. To add a record using the Add Wizard button, click the **Add Wizard button**.
6. The Health Private Comment Detail Add screen pops-up in a separate window. Mandatory fields are highlighted in green.
7. By default, the **Comment Date** is today's date. Change the date by typing the date in MM/DD/YY format or it can be selected by clicking on the Calendar button.

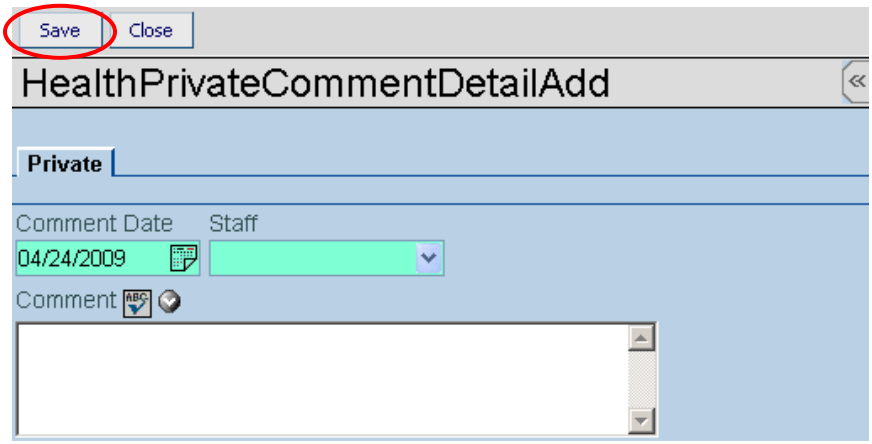



*Figure 1.92 – Health Private Comment Detail Add Screen*

8. Select the **Staff** making the comment from the drop-down list, and enter the comments in the **Comment** box. The comments can be checked for spelling by clicking the Spellcheck button.
9. Click the **Save** button at the top of the screen to add the comment.
10. To add a record using the **Add button**, click the Add button and a new blank line is added to the Comments grid.

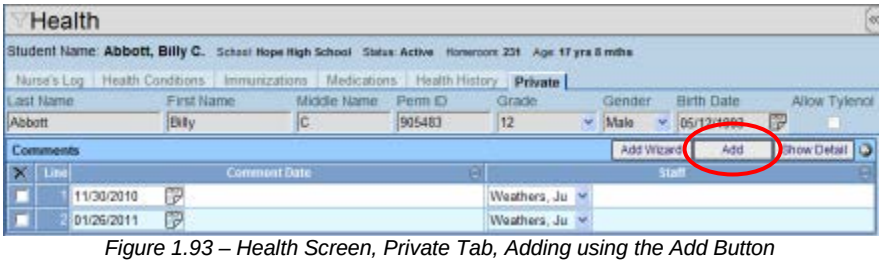



*Figure 1.93 – Health Screen, Private Tab, Adding using the Add Button*

11. By default, the **Comment Date** is today's date. Change the date by typing the date in MM/DD/YY format or it can be selected by clicking on the Calendar button.
12. Select the **Staff** making the comment from the drop-down list, and click the **Save** button at the top of the screen to save the new comment.

13. To add or edit the details of each comment, click the **Show Detail** button.

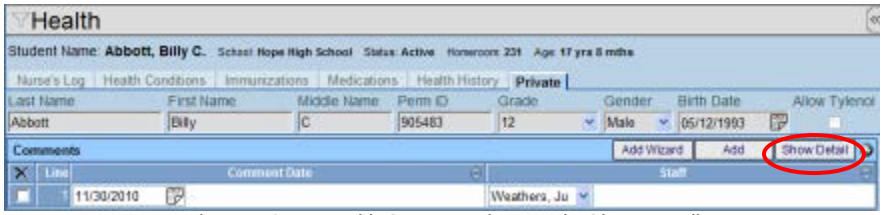



*Figure 1.94 - Health Screen, Private Tab, Show Detail*

14. Select the record to view by clicking on the Date of the record on the left side of the screen. The selected record is highlighted in green.

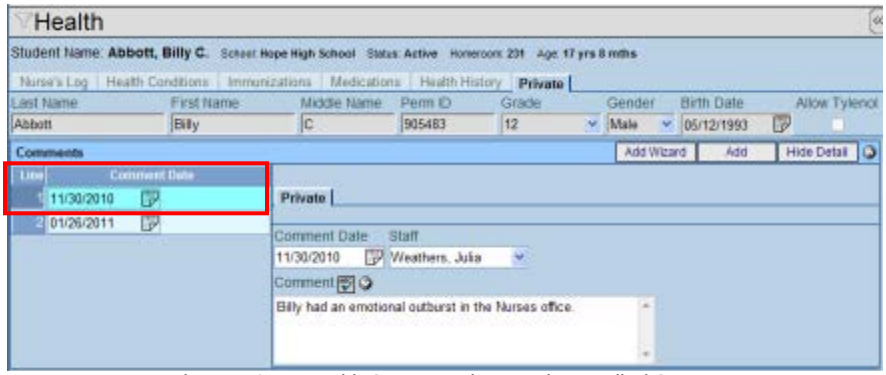



*Figure 1.95 – Health Screen, Private Tab, Detailed Screen*

15. Edit the **Comment** in the right side of the screen. The comment can be checked for spelling by clicking the Spellcheck button.

16. Click the **Save** button at the top of the screen to save the changes. To return to the main screen, click the **Hide Detail** screen.

# VIEWING HEALTH INCIDENTS BY THE DAY

In addition to logging health incidents by student, incidents may also be logged by for the entire day. To view the existing log:

1. Go to the **Health Log Student** screen, found under Synergy SIS > Health.

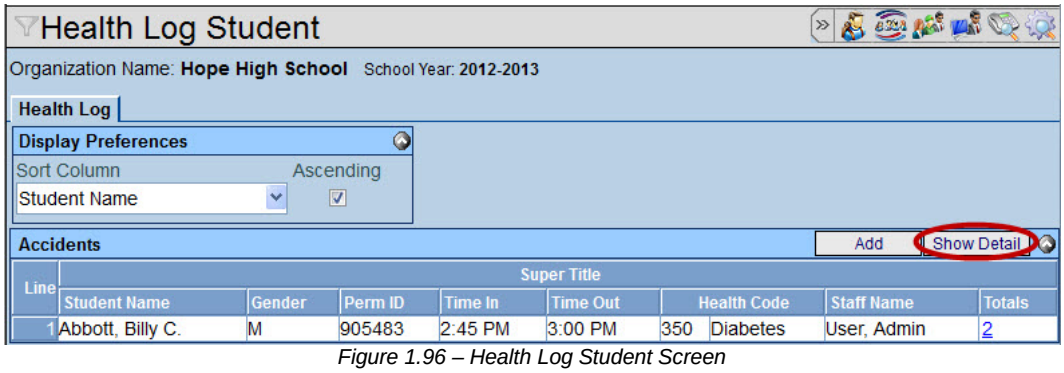



*Figure 1.96 – Health Log Student Screen*

2. By default, the Health Log shows the list of incidents that have happened today, and the incidents are displayed in alphabetical order by the student's last name. To view the incidents in another order, select the order in the **Sort Column** field and check the **Ascending** checkbox to list them in ascending order.

   For each incident, it lists the time the person entered the nurse's office and the time they left. It also lists the patient's name, the health code assigned to the incident, and name of the staff that treated the patient.

3. To view additional detail about the incident, click the **Show Detail** button.

   The details of the incident appear on the right side of the screen. Select the incident to view by clicking on the Student of the incident on the left side.

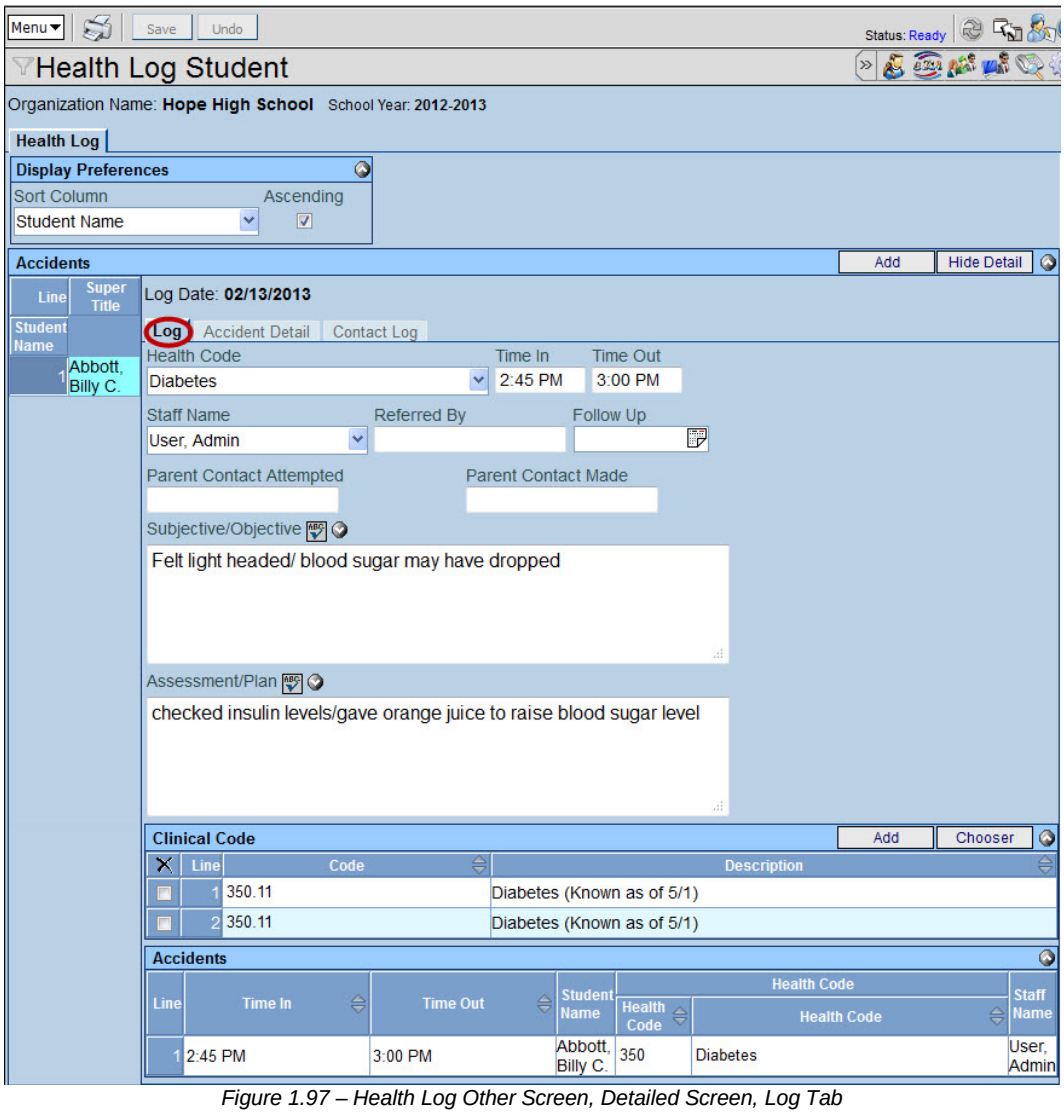



*Figure 1.97 – Health Log Other Screen, Detailed Screen, Log Tab*

In the detailed screen, the **Log tab** shows all of the information displayed on the main screen, as well as a subjective description of the person's condition, and the assessment of the person's condition and treatment plan. Additional clinical codes may also be listed.

The **Accident Detail tab** shows who initially cared for the person. It also records if additional medical care was recommended and if so, where the person was taken and who took them and when. It records why the person was at the location, any witnesses to the incident, the follow-up care needed by the person, and any preventative measures taken to prevent future incidents as well.

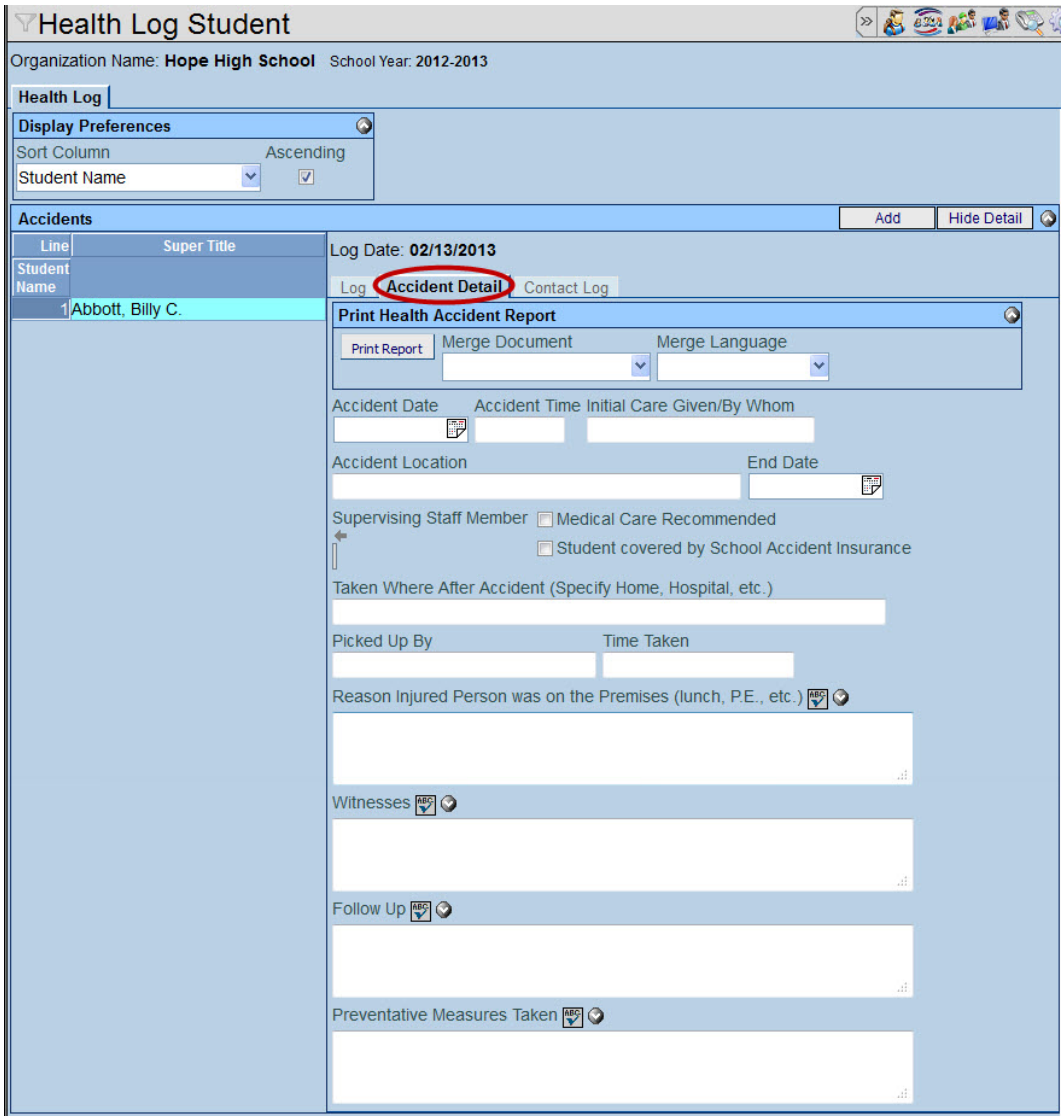



*Figure 1.98 – Health Log Student Screen, Detailed Screen, Accident Detail Tab*

On the **Contact Log tab** of the detailed screen, it records all contact with the parent and/or student regarding the health incident. For each contact, it can show how the contact was made, who made the contact, the date and time of contact, the type of outcome of the contact, and any notes regarding the contact.

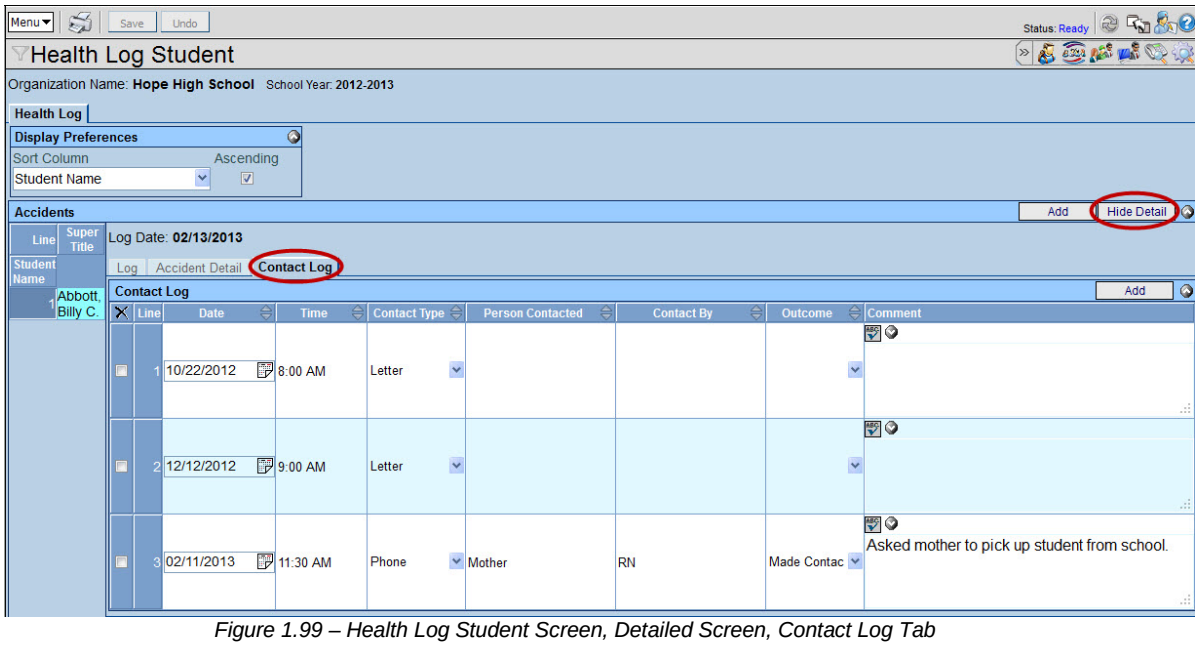



*Figure 1.99 – Health Log Student Screen, Detailed Screen, Contact Log Tab*

4. To return to the main screen, click the **Hide Detail** button.

# ADDING & EDITING HEALTH INCIDENTS BY DAY

To add or edit incidents for on the Health Log Student screen:

1. Check to make sure the current **focus** is set to a school and not the district. The focus is indicated in the top right-hand corner of the screen.


*Figure 1.100 – Checking Current Focus*

2. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.


*Figure 1.101 – Edit Button*

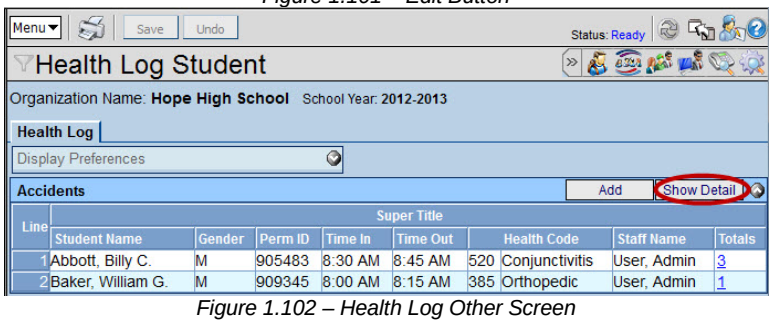



*Figure 1.102 – Health Log Other Screen*

In the detailed screen of each record, the **Log tab** shows all of the information displayed on the main screen, as well as the date set for follow-up, when parent contact was attempted and made, a subjective description of the student's condition,

and the assessment of the student's condition and treatment plan. The **Subjective/Objective** description of the incident and the **Assessment/Plan** can be checked for spelling by clicking the **Spellcheck** button.

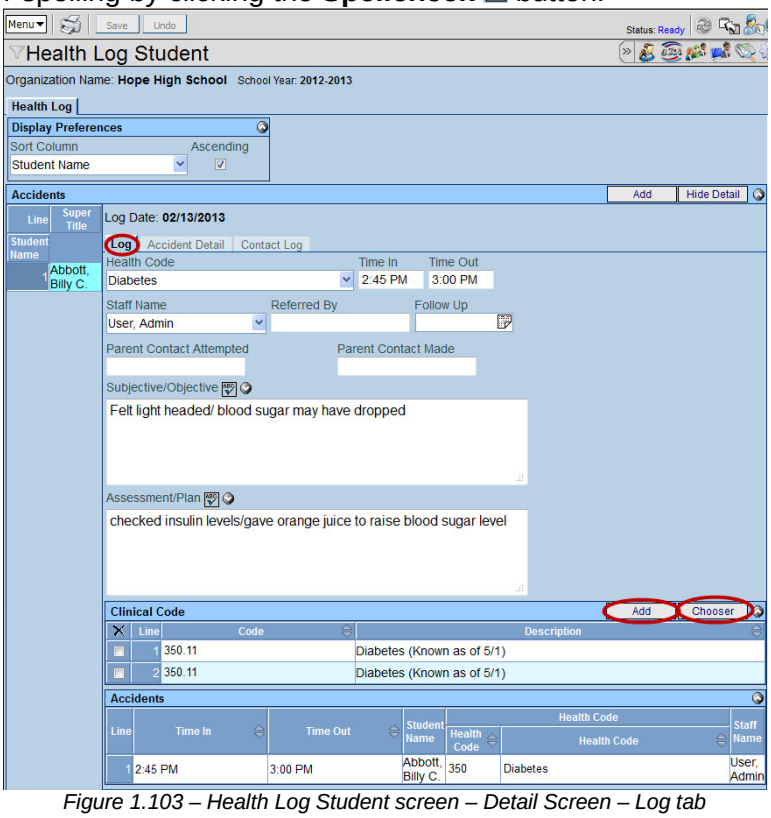



*Figure 1.103 – Health Log Student screen – Detail Screen – Log tab*

3. To add an individual **Clinical Code**, click the **Add** button. To select more than one code, click the **Chooser** button.

4. If the **Add button** is used, a new row is added for the clinical code. Enter the number of the code in the **Code** column. When a correct code is entered, the description is automatically filled in. To remove a code, check the box in the **X** column.

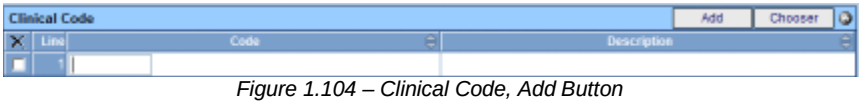



*Figure 1.104 – Clinical Code, Add Button*

5. If the **Chooser button** is used, the Chooser screen pops-up in a separate window. Enter all or part of the Code and/or Description and click the **Find** button.

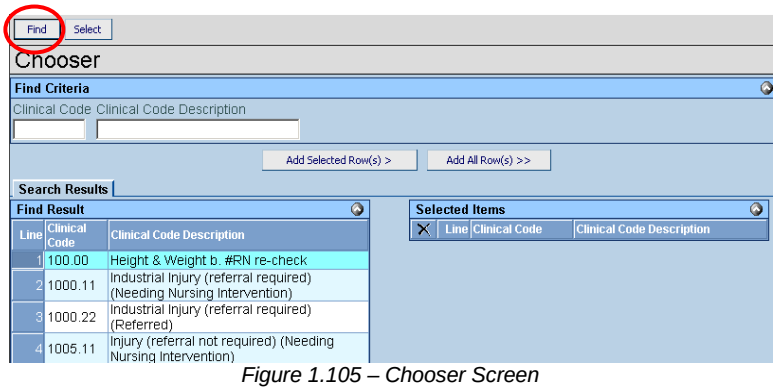



*Figure 1.105 – Chooser Screen*

6. The clinical codes matching the criteria entered are displayed in the Find Result grid. Click on a code to select it, and then click the **Add Selected Row(s)>** button. To add multiple codes at a time, hold the CTRL button down while clicking on multiple codes to select them. To add all the codes matching the criteria, click the **Add All Row(s) >** button.

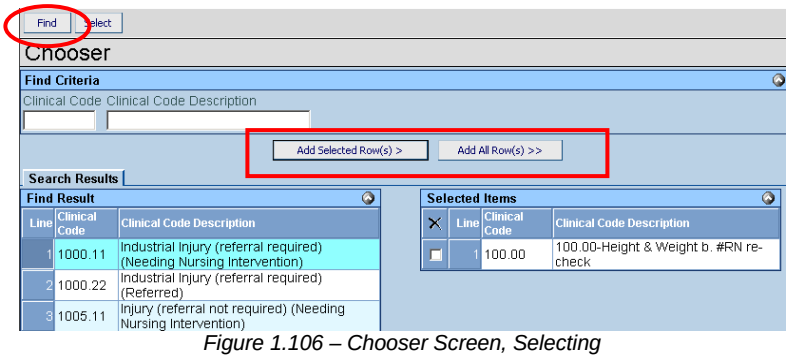



*Figure 1.106 – Chooser Screen, Selecting*

7. The codes are moved to the Selected Items grid. To remove a code from the Selected Items grid, click the box in the **X** column. When all the codes needed are in the Selected Items grid, click the **Select** button to add them to the grid.

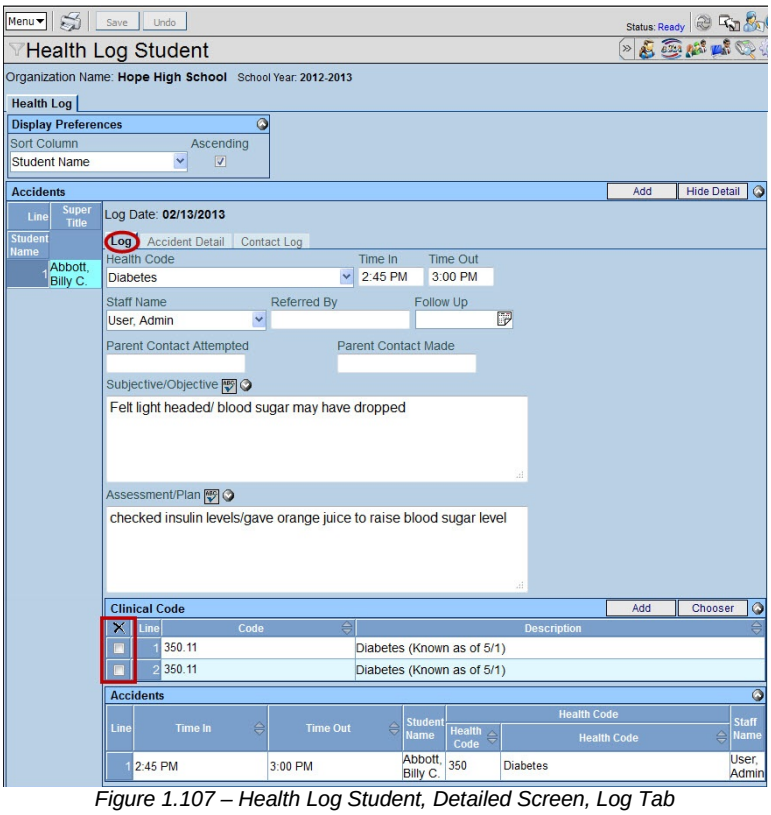



*Figure 1.107 – Health Log Student, Detailed Screen, Log Tab*

On the **Accident Detail tab** of the detailed screen, it records the date, time, and location of the accident and, if appropriate, an end date. It also shows who initially assisted the student and the staff member who supervised the medical treatment. Additional details that may be recorded include the status of the student's accident insurance, if additional medical care was recommended and if so, where the student was taken and who picked up the student and when. It records why the student was at the location, any witnesses to the incident, the follow-up care needed by the student, and any preventative measures taken to prevent future incidents as well.

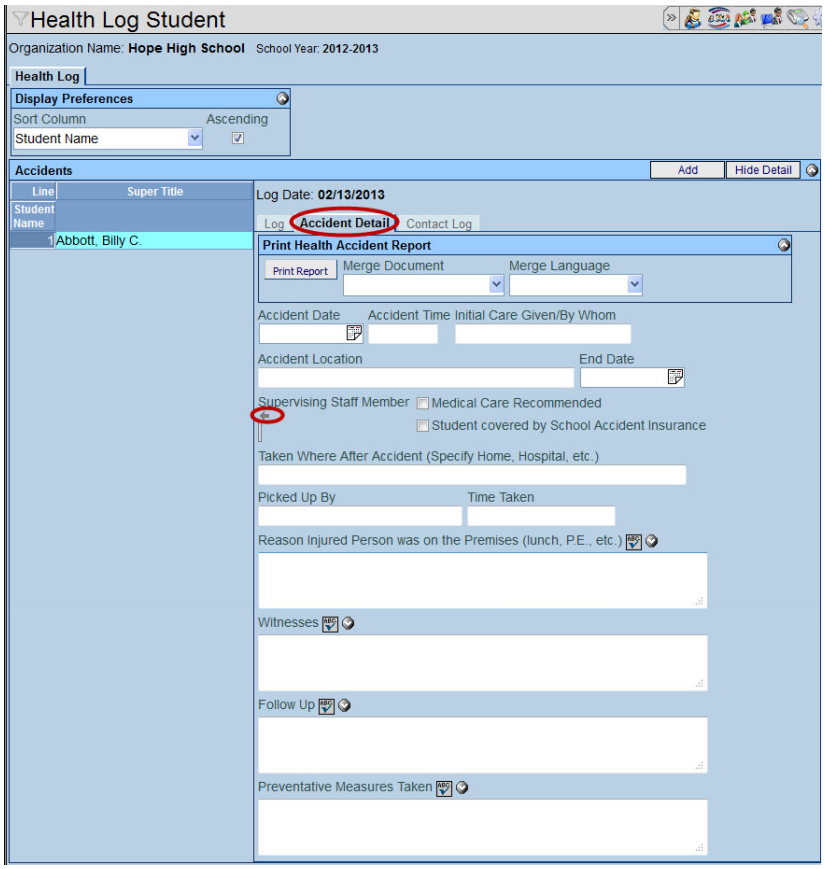



*Figure 1.108 – Health Log Student Screen, Detailed Screen, Accident Detail Log*

8. The dates on this tab must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar button on each field. To check the text entered for spelling, click the Spellcheck button on each field.

9. To add a Supervising Staff Member, click the gray arrow. The Find Staff screen pops-up. Enter all or part of the **Last Name**, **First Name,** and/or **Middle Name** of the staff and click the **Find** button.

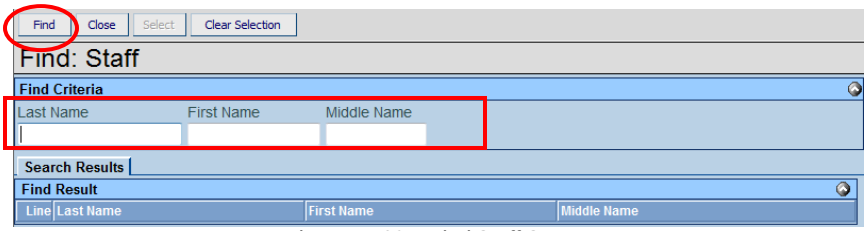



*Figure 1.109 – Find Staff Screen*

10. The staff matching the criteria entered is listed in the Search Results grid. Click on the **staff name** and it is then highlighted in green. Click the **Select** button at the top of the screen to enter the staff name in the group.

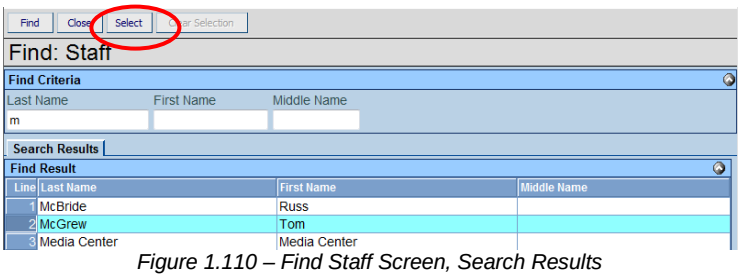



*Figure 1.110 – Find Staff Screen, Search Results*

11. The staff member's name is entered in the Supervising Staff Member box.
12. A letter and form detailing the accident can also be printed to be sent home to the student's parents. To print the form, leave the **Merge Document and Merge Language fields blank** and click the **Print Report** button.

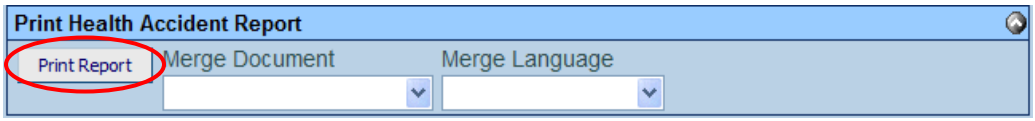
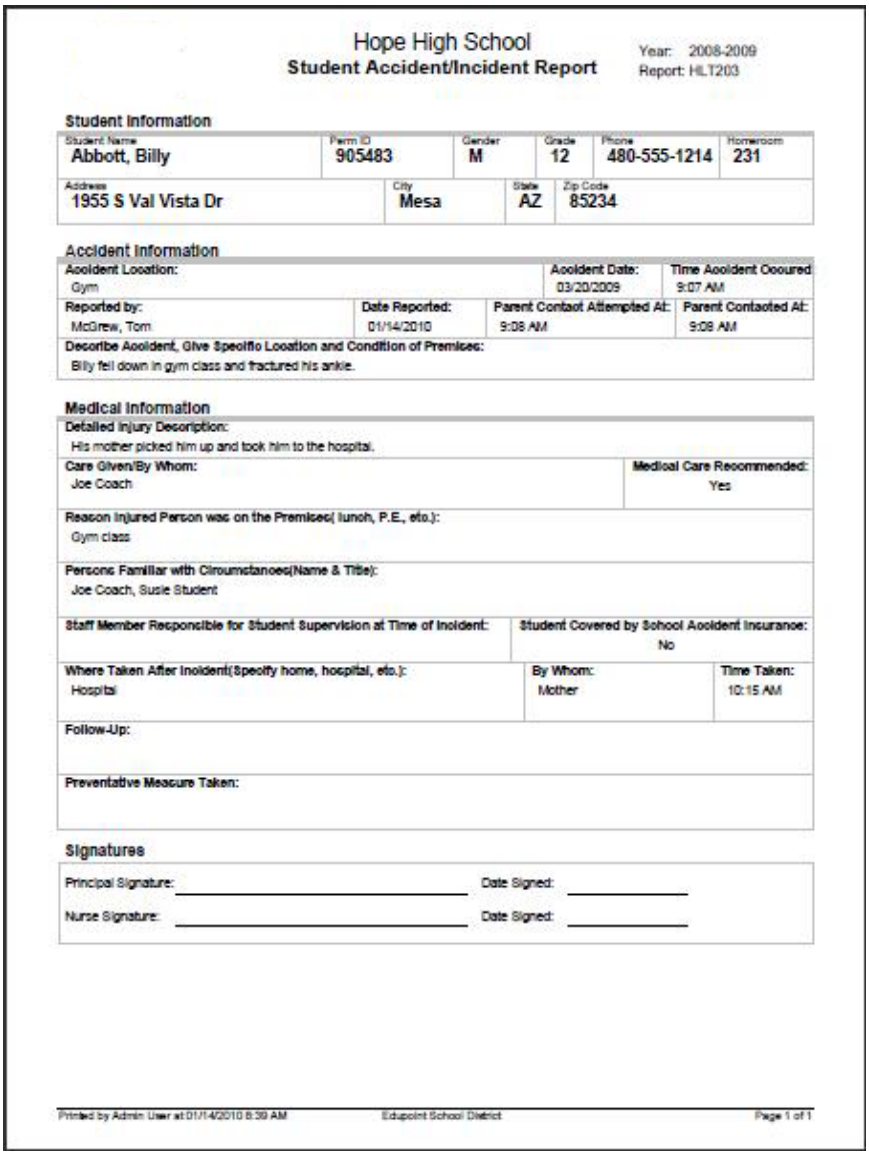



*Figure 1.111 – Health Log Student Screen, Detailed Screen, Printing the Accident Report Form*

13. The **Student Accident/Incident Report** form pops-up in a separate PDF window. This report can also be generated from the Reports folder using report HLT203.



Hope High School
**Student Accident/Incident Report**

Year: 2008-2009
Report: HLT203

**Student Information**

| Student Name | Perm ID | Gender | Grade | Phone | Homeroom |
|---|---|---|---|---|---|
| Abbott, Billy | 905483 | M | 12 | 480-555-1214 | 231 |

| Address | City | State | Zip Code |
|---|---|---|---|
| 1955 S Val Vista Dr | Mesa | AZ | 85234 |

**Accident Information**

| Accident Location: | Accident Date: | Time Accident Occured |
|---|---|---|
| Gym | 03/20/2009 | 9:07 AM |

| Reported by: | Date Reported: | Parent Contact Attempted At: | Parent Contacted At: |
|---|---|---|---|
| McGrew, Tom | 01/14/2010 | 9:08 AM | 9:08 AM |

**Describe Accident, Give Specific Location and Condition of Premises:**
Billy fell down in gym class and fractured his ankle.

**Medical Information**

**Detailed Injury Description:**
His mother picked him up and took him to the hospital.

| Care Given/By Whom: | Medical Care Recommended: |
|---|---|
| Joe Coach | Yes |

**Reason Injured Person was on the Premises( lunch, P.E., etc.):**
Gym class

**Persons Familiar with Circumstances(Name & Title):**
Joe Coach, Susie Student

| Staff Member Responsible for Student Supervision at Time of Incident: | Student Covered by School Accident Insurance: |
|---|---|
| | No |

| Where Taken After Incident(Specify home, hospital, etc.): | By Whom: | Time Taken: |
|---|---|---|
| Hospital | Mother | 10:15 AM |

**Follow-Up:**

**Preventative Measure Taken:**

**Signatures**

Principal Signature: _____ Date Signed: _____

Nurse Signature: _____ Date Signed: _____

Printed by Admin User at 01/14/2010 8:39 AM Edupoint School District Page 1 of 1

*Figure 1.112 – Student Accident/Incident Report*

14. To print a cover letter to accompany the form, select Accident Report from the **Merge Document** drop-down list and select which language to use for the letter from the **Merge Language** drop-down list. Then click the **Print Report** button.

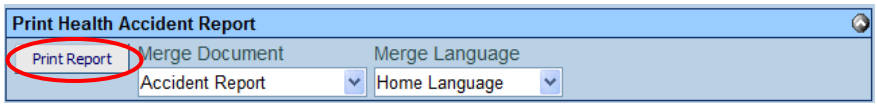



*Figure 1.113 – Health Log Student Screen, Detailed Screen, Printing the Accident Report Letter*

15. The **Student Accident/Incident Letter** pops-up in a separate PDF window.


*Figure 1.114 – Student Accident/Incident Letter*

16. To record any contact made with the student or parent regarding the incident, click on the **Contact Log tab** of the detailed screen.

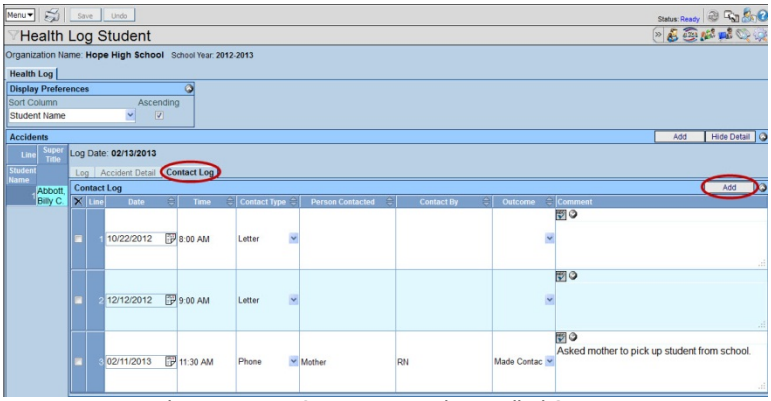



*Figure 1.115 – Contact Log Tab, Detailed Screen*

17. To add a new contact, click the **Add** button in the Contact Log grid.
18. A new blank line is then added to the grid. Enter the **Date** of contact by typing the date in MM/DD/YY format or it can be selected by clicking on the Calendar button.

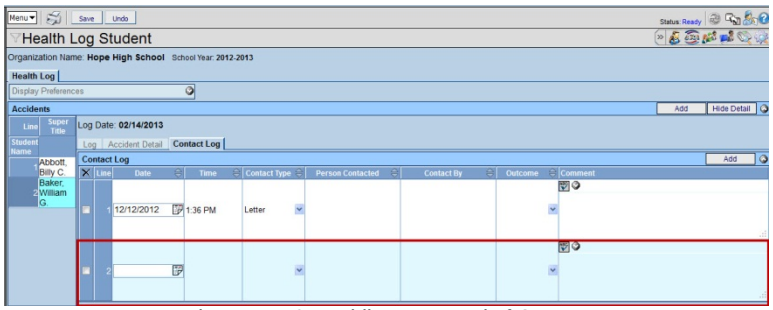



*Figure 1.116 – Adding a Record of Contact*

19. Enter the **Time** in HH:MM AM/PM format, and select how contact was made from the **Contact Type** drop-down list. Enter the name of the person who made contact in the **Contact By** column.
20. Select the type of **Outcome** from the drop-down list, and enter any notes or comments in the **Comment** column. The Comment can be checked for spelling by clicking the Spellcheck button.
21. Click the **Save** button at the top of the screen to save any changes to the detail. To return to the main screen, click the **Hide Detail** button.

# HEALTH MENU OPTIONS

At the top of the Health screen, a **Menu** button provides access to additional information regarding the student's health records.

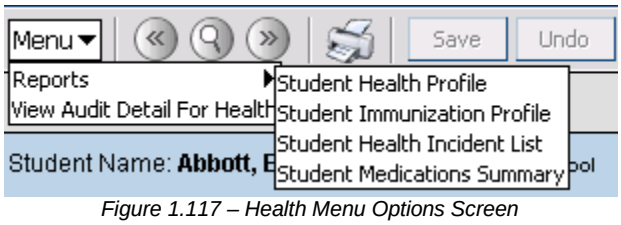
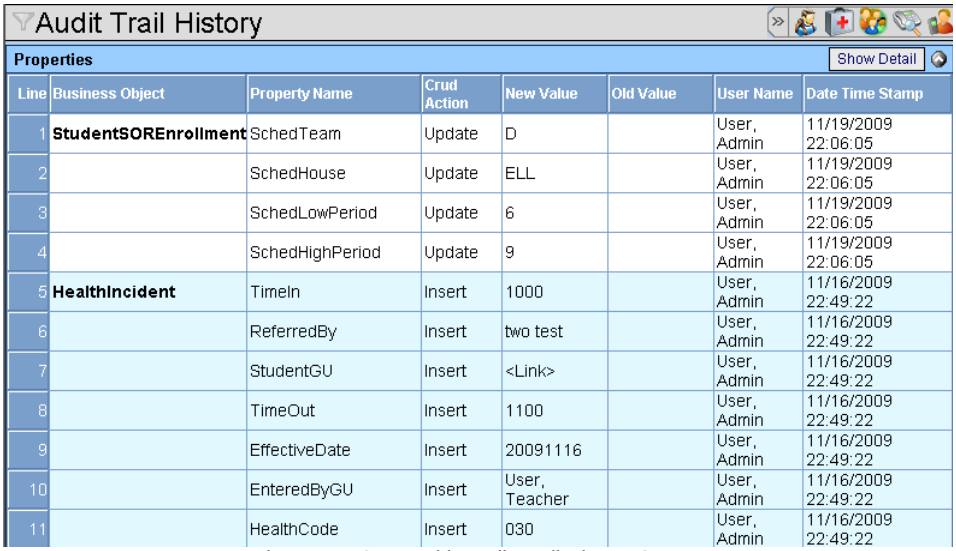



*Figure 1.117 – Health Menu Options Screen*

The options available under the Menu button are:

- **Reports** – the reports menu allows four reports to be easily generated for the student currently displayed in the screen. These reports are the **Student Health Profile**, the **Student Immunization Profile**, **Student Health Incident List**, and the **Student Medications Summary**. Samples of these reports can be seen in chapter 5.
- **View Audit Detail for Health** – the Audit Trail History screen lists all of the changes made to the health records, what was changed, who changed it, and the date and time the change was made



Audit Trail History

Properties Show Detail

| Line | Business Object | Property Name | Crud Action | New Value | Old Value | User Name | Date Time Stamp |
|---|---|---|---|---|---|---|---|
| 1 | **StudentSOREnrollment** | SchedTeam | Update | D | | User, Admin | 11/19/2009 22:06:05 |
| 2 | | SchedHouse | Update | ELL | | User, Admin | 11/19/2009 22:06:05 |
| 3 | | SchedLowPeriod | Update | 6 | | User, Admin | 11/19/2009 22:06:05 |
| 4 | | SchedHighPeriod | Update | 9 | | User, Admin | 11/19/2009 22:06:05 |
| 5 | **HealthIncident** | TimeIn | Insert | 1000 | | User, Admin | 11/16/2009 22:49:22 |
| 6 | | ReferredBy | Insert | two test | | User, Admin | 11/16/2009 22:49:22 |
| 7 | | StudentGU | Insert | <Link> | | User, Admin | 11/16/2009 22:49:22 |
| 8 | | TimeOut | Insert | 1100 | | User, Admin | 11/16/2009 22:49:22 |
| 9 | | EffectiveDate | Insert | 20091116 | | User, Admin | 11/16/2009 22:49:22 |
| 10 | | EnteredByGU | Insert | User, Teacher | | User, Admin | 11/16/2009 22:49:22 |
| 11 | | HealthCode | Insert | 030 | | User, Admin | 11/16/2009 22:49:22 |

*Figure 1.118 – Health Audit Trail History Screen*

# MEDICATION AND SERVICE MONITOR

The Medication and Service Monitor lists all of the medications and/or procedures that have been scheduled using the Medications tab of the Health screen, and that have not been recorded as completed. It is a "to-do" list for the nursing staff at the school. To view the list of medications and procedure due:

1. Go to the **Medication and Service Monitor**, found under Synergy SIS > Health.

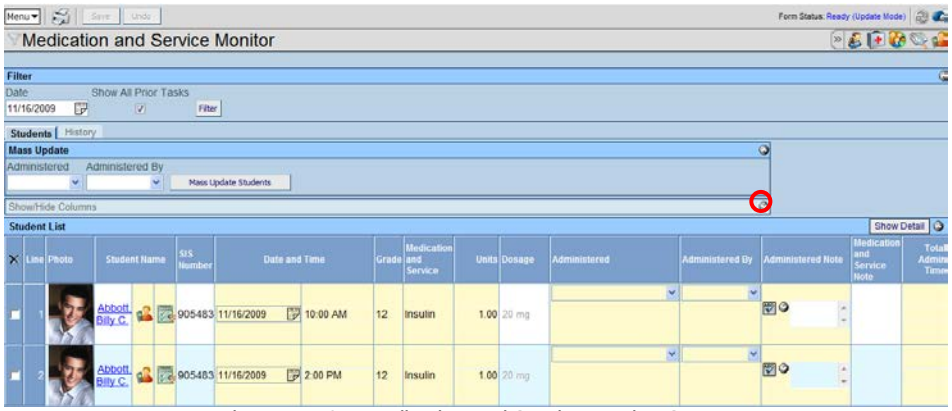



*Figure 1.119 – Medication and Service Monitor Screen*

2. By default, the screen lists the tasks due for today and any overdue tasks. To change the date of the tasks to view, edit the **Date** in the Filter section. The date must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar button. To list all tasks prior to the date entered, check the box **Show All Prior Tasks**. Once the Date and Show All Prior Tasks have been modified, click the **Filter** button to change the list of tasks.

3. For each task, it shows the student's photo, name, grade, and SIS number. If the **student's name** is clicked, the student's health records pop-up in a separate window to show the **Medications tab of the Health screen**. Clicking the icon pops-up the **Student Phone Numbers screen** in a separate window. Clicking the icon pops-up the student's **Daily or Period Attendance** record in a separate window.

4. On each task, it shows the **Date and Time,** the task is due, and the name of the medication or procedure is shown in the **Medication and Service** column. If a medication is due, the **Units and Dosage** are displayed. Finally, if the medication or procedure has any notes attached, these are displayed in the **Medication and Service Note** column.

5. To modify the columns displayed for each task, expand the **Show/Hide Columns** section by clicking the **Maximize** button at the right-hand side of the section

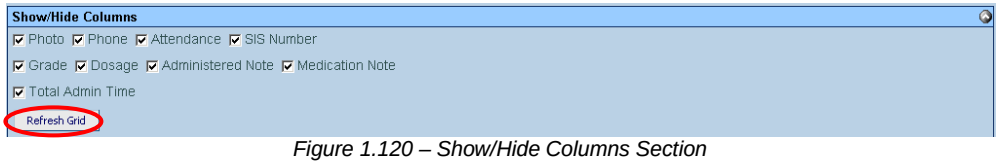



*Figure 1.120 – Show/Hide Columns Section*

6. Check or uncheck the columns to be displayed, and then click the **Refresh Grid** button to update the task list. To hide this section, click the **Minimize** button.

7. To view the details of each task, click the **Show Detail** button.
8. The detailed screen shows on the right-hand side of the screen. To select which task's details to display, click on the Photo on the left side.

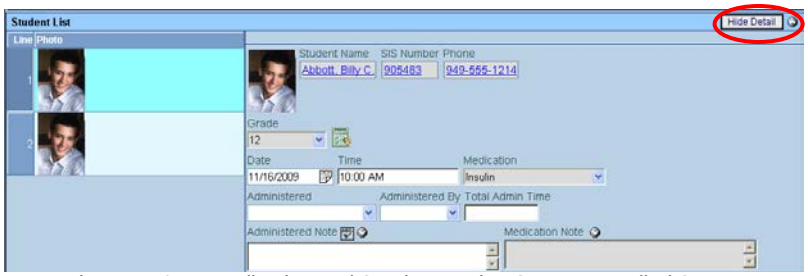



*Figure 1.121 – Medication and Service Monitor Screen, Detailed Screen*

9. The only additional detail available in this screen is the primary phone number of the student. All other details are also shown in the main screen.
10. Click the **Hide Detail** button to return to the main screen.
11. To record the administration of a medication or procedure, select **Absent**, **No Show**, or **Administered** from the **Administered** column. Select the staff who administered the task from the **Administered By** column.
12. A note regarding the task can be entered in the **Administered Note** column, and the time taken for the task in the **Total Admin Time** column. The note can be checked for spelling by clicking the Spellcheck button.
13. Click the **Save** button at the top of the screen to save the changes. The records then no longer appear in the task list, but they can be screened from the History tab if needed.
14. To delete a task from the screen, check the box in the **X** column then click the **Save** button at the top of the screen.
15. To enter the same information for all task listed in the screen, select the value for the **Administered** column and the **Administered By** column in the Mass Update section. Then click the **Mass Update Students** button.

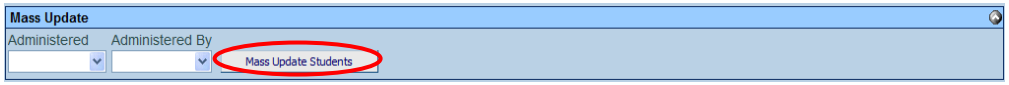



*Figure 1.122 – Mass Update*

16. To view the history of the tasks, click on the **History tab**. A list of all tasks that have been completed are shown, with the same columns are shown on the Students tab.

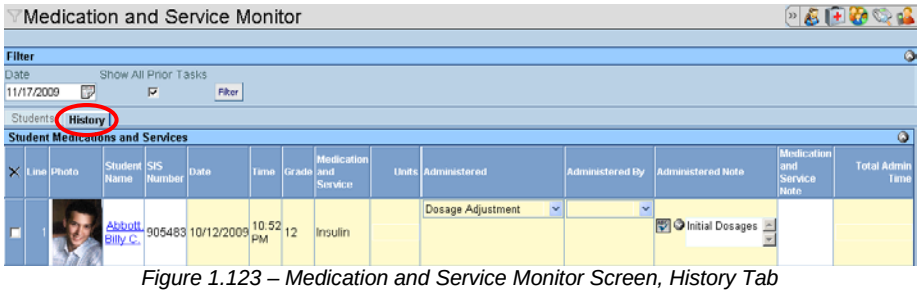



*Figure 1.123 – Medication and Service Monitor Screen, History Tab*

17. The information on the History tab can be modified by changing the text and then clicking the **Save** button at the top of the screen.

18. To delete a task, check the box in the **X** column then click the **Save** button at the top of the screen.

# TASK LIST

Tasks in Synergy SIS provide a "to-do" list on the home page of Synergy SIS. Currently, two types of health-related tasks may be displayed: Student Medication and Procedures as scheduled on the **Medications tab of the Health screen**, and follow-up to a student health incident as defined by the End Date on the Accident Detail tab of the **Nurse's Log tab on the Health screen**. To go the related screen, click on the Icon in the task list.

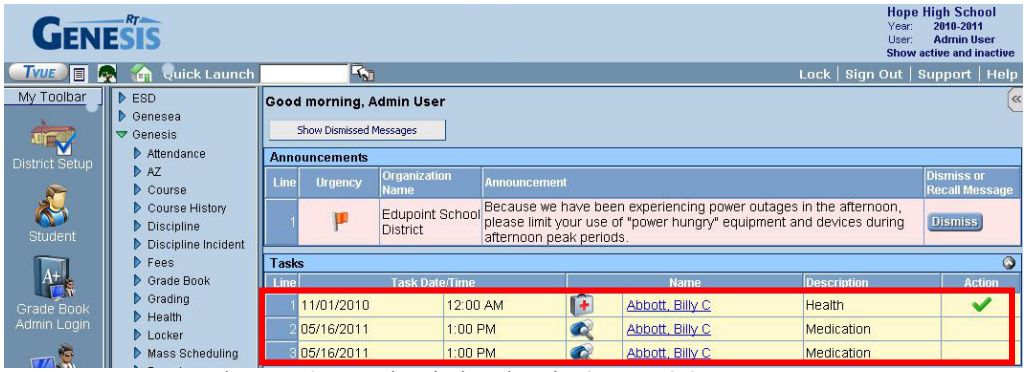



*Figure 1.124 – Tasks Displayed on the Synergy SIS Home Page*

The tasks are generated once a day. To turn on the task list,

1. Go to the **User Profile screen**, found under Synergy SIS > User Preferences.
2. Click on the **POV tab**.
3. Check the **Show Task List** box.

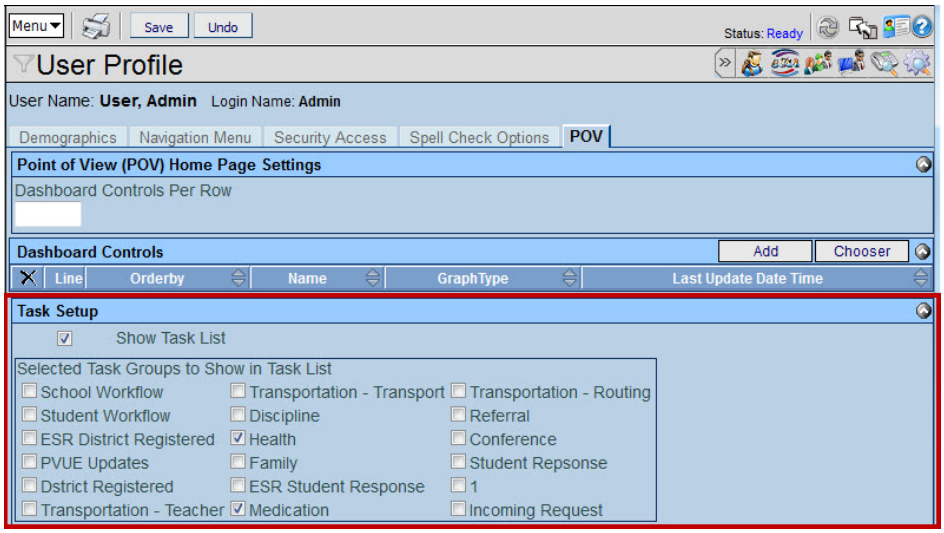



*Figure 1.125 – POV Tab, User Profile Screen*

4. Select which tasks are displays by checking the **Selected Task Groups to Show in Task List** boxes. Check **Health** to show the follow-ups to the Nurse's Log, and check **Medication** to show the medications and procedures due each day.

5. Click the **Save** button at the top of the screen to save the changes, or click the **Undo** button to reverse them.

# Chapter Two:
# INCIDENTS FOR NON-STUDENTS

In this chapter, the following topics are covered:

- ► Viewing health incidents for non-students
- ► Adding & editing health incidents for non-students

# VIEWING HEALTH INCIDENTS FOR NON- STUDENTS

In addition to logging health incidents for students, incidents may also be logged for non-students such as staff or visitors. To view the existing log:

1. Go to the **Health Log Other** screen, found under Synergy SIS > Health.

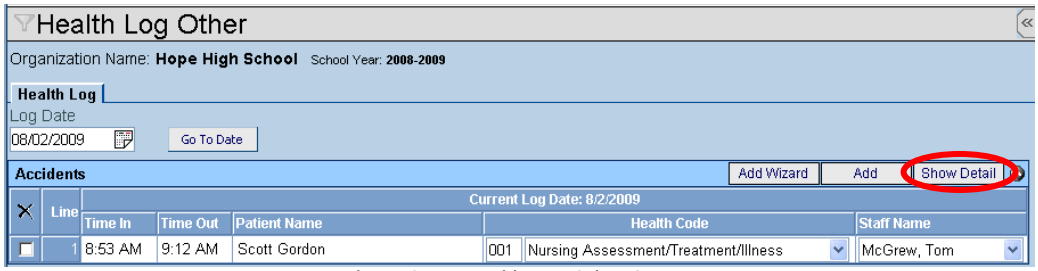



*Figure 2.1 – Health Log Other Screen*

2. By default, the Health Log shows the list of incidents that have happened today. To view the incidents for another date, enter the date in the **Log Date** field. The data must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar button.
3. Click the **Go To Date** button, and the list of incidents for the date selected appears.
4. For each incident, it lists the time the person entered the nurse's office and the time they left. It also lists the patient's name, the health code assigned to the incident, and name of the staff that treated the patient.
5. To view additional detail about the incident, click the **Show Detail** button.
6. The details of the incident appear on the right side of the screen. Select the incident to view by clicking on the Time of the incident on the left side.

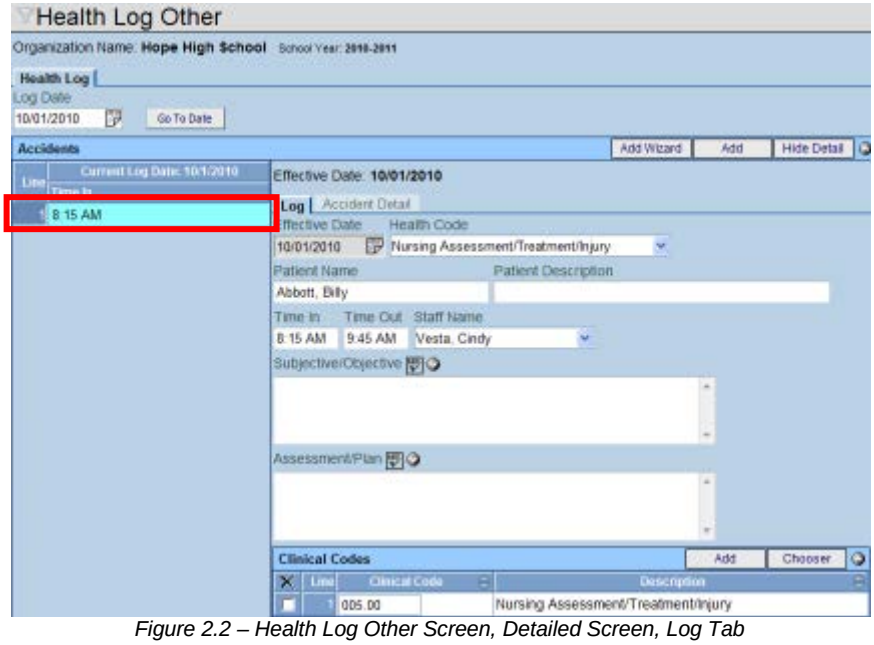



*Figure 2.2 – Health Log Other Screen, Detailed Screen, Log Tab*

7. In the detailed screen, the **Log tab** shows all of the information displayed on the main screen, as well as a subjective description of the person's condition, and the

assessment of the person's condition and treatment plan. Additional clinical codes may also be listed.

8. The **Accident Detail tab** shows who initially cared for the person. It also records if additional medical care was recommended and if so, where the person was taken and who took them and when. It records why the person was at the location, any witnesses to the incident, the follow-up care needed by the person, and any preventative measures taken to prevent future incidents as well.

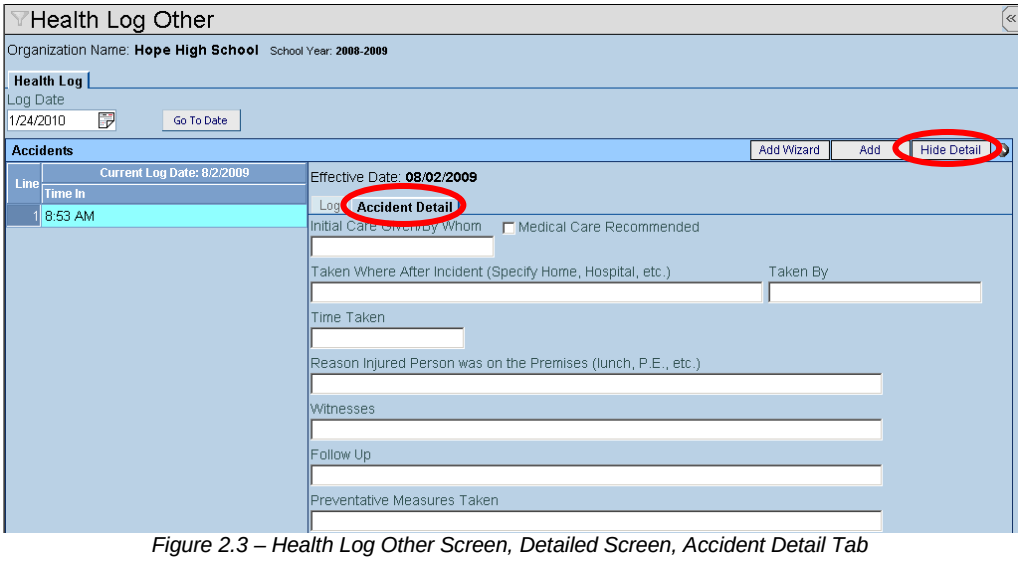



*Figure 2.3 – Health Log Other Screen, Detailed Screen, Accident Detail Tab*

9. To return to the main screen, click the **Hide Detail** button.

# ADDING & EDITING HEALTH INCIDENTS FOR NON-STUDENTS

To add or edit incidents for non-students:

1. Check to make sure the current **focus** is set to a school and not the district. The focus is indicated in the top right-hand corner of the screen.


*Figure 2.4 – Checking Current Focus*

2. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.


*Figure 2.5 – Edit Button*

3. To locate the incident to edit, enter the date of the incident in the **Log Date** field. The data must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar button.

4. Click the **Go To Date** button, and the list of incidents for the date selected appears.

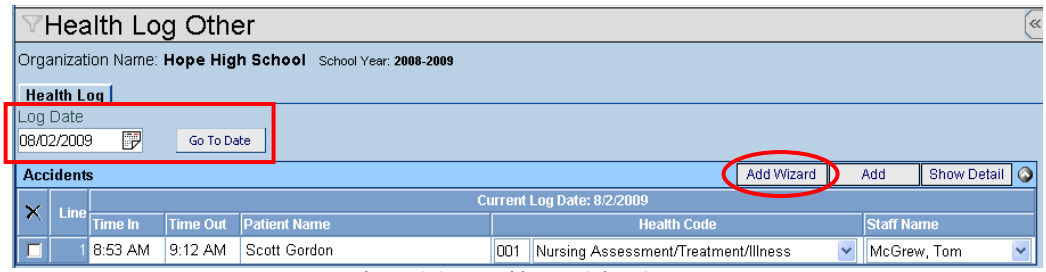



*Figure 2.6 – Health Log Other Screen*

5. To edit the records, click on the data to modify and change the information as desired. Boxes with a gray background cannot be changed.
6. The **Health Code** can be selected either by clicking on the drop-down arrow, or by entering the numeric code.
7. To delete a record, check the box in the **X** column.
8. Click the **Save** button at the top of the screen to save the changes.
9. To add a record, click on either the **Add Wizard** button or the **Add** button. The Add button just adds an additional record on the main screen and additional details must then be added by clicking the Show Detail button. The Add Wizard button allows both the information on the main screen and the detailed screen to be recorded.
10. To add a record using the Add Wizard button, click the **Add Wizard** button.

    The Health Log Other Detail Add screen pops-up in a separate window. Mandatory fields are highlighted in green. The **Effective Date** will automatically be set to today's date and cannot be changed.

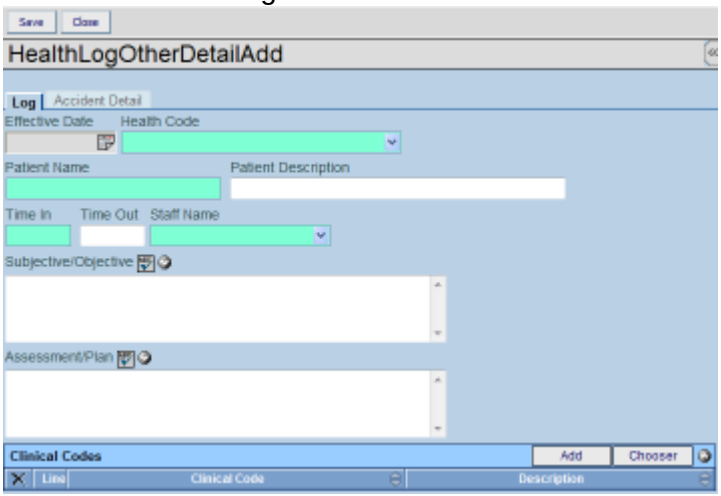



*Figure 2.7 – Health Log Other Detail Add Screen, Log Tab*

11. The **Health Code** can either be selected by clicking on the drop-down arrow.
12. Enter the **Patient Name, Patient Description**, **Time In, Time Out,** and **Staff Name**.
13. The **Subjective/Objective** description of the incident and the **Assessment/Plan** can be checked for spelling by clicking the **Spellcheck** button.
14. To add an individual **Clinical Code**, click the **Add** button. To select more than one code, click the **Chooser** button.

15. If using the **Add button**, a new row is added for the clinical code. Enter the number of the code in the **Code** column. When a correct code is entered, the description is automatically filled in. To remove a code, check the box in the **X** column.

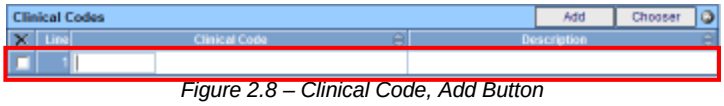



*Figure 2.8 – Clinical Code, Add Button*

16. If the **Chooser button** is used, the Chooser screen pops-up in a separate window. Enter all or part of the Code and/or Description and click the **Find** button.

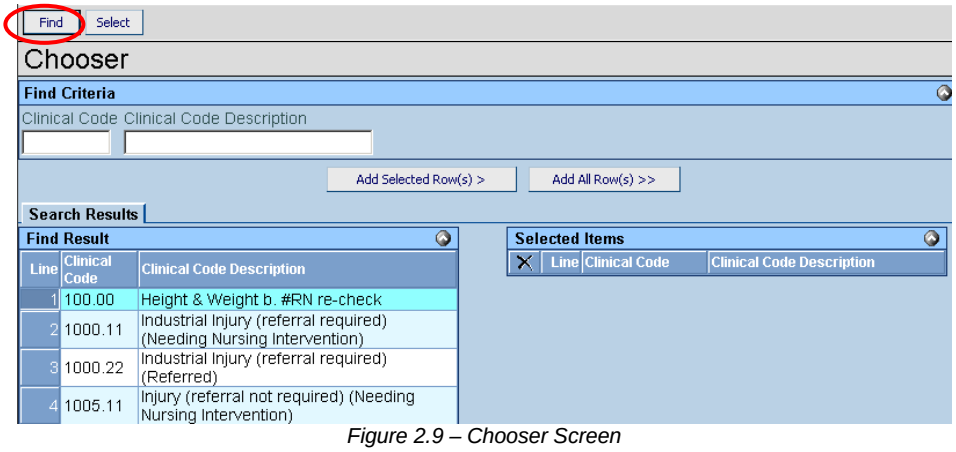



*Figure 2.9 – Chooser Screen*

17. The clinical codes matching the criteria entered are displayed in the Find Result grid. Click on a code to select it, and then click the **Add Selected Row(s)>** button. To add multiple codes at a time, hold the CTRL button down while clicking on multiple codes to select them. To add all the codes matching the criteria, click the **Add All Row(s) >** button.

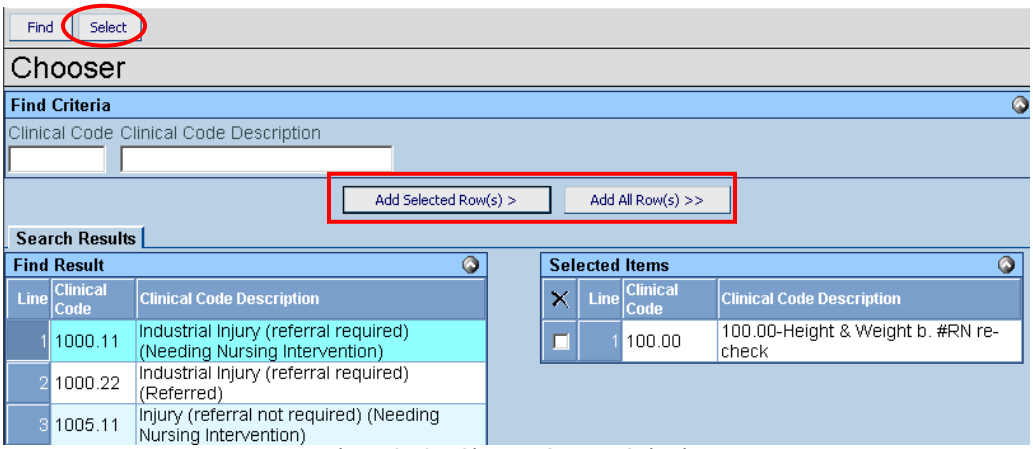



*Figure 2.10 – Chooser Screen, Selecting*

18. The highlighted codes are moved to the Selected Items grid. To remove a code from the Selected Items grid, click the box in the **X** column. When all the codes needed are in the Selected Items grid, click the **Select** button to add them to the Clinical Codes grid.

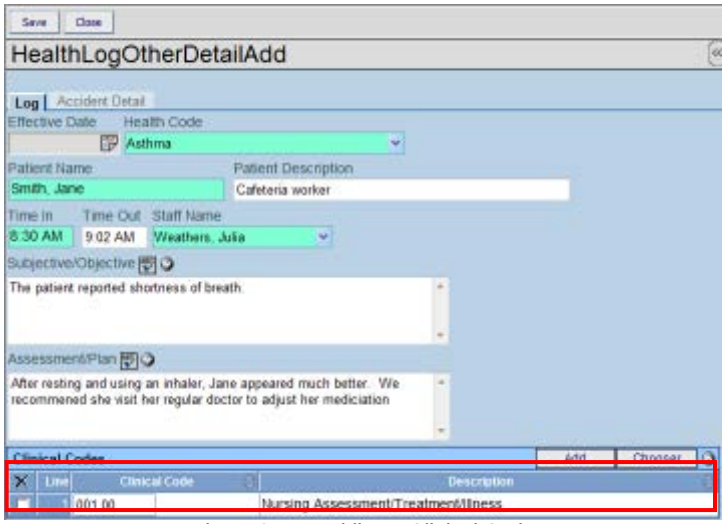



*Figure 2.11 - Adding a Clinical Code*

19. If the health incident is an accident, click on the **Accident Detail tab** to record additional information.

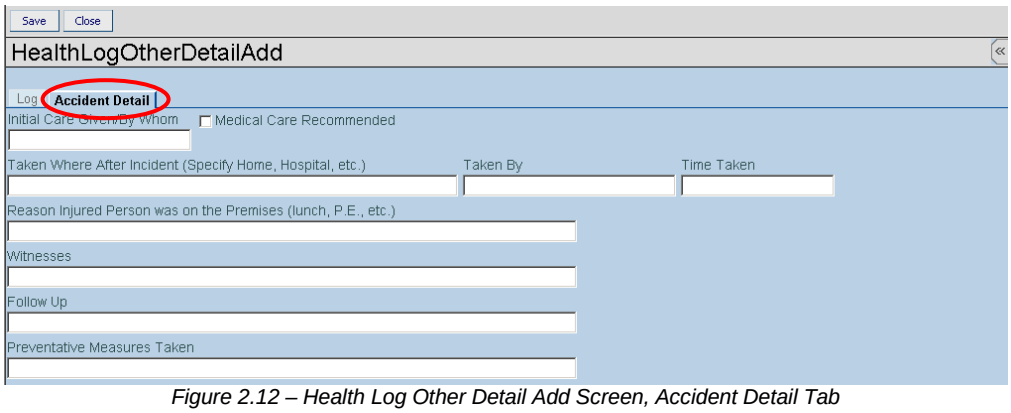



*Figure 2.12 – Health Log Other Detail Add Screen, Accident Detail Tab*

20. When all the information has been added for the incident, click the **Save** button at the top of the screen to save the record.

21. To edit or add details for each incident, click the **Show Detail** button.

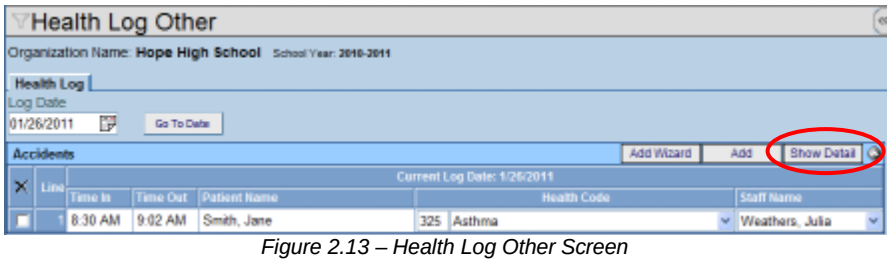



*Figure 2.13 – Health Log Other Screen*

22. Select the record to view by clicking on the **Time** of the record on the left side of the screen. The selected record is highlighted in green.

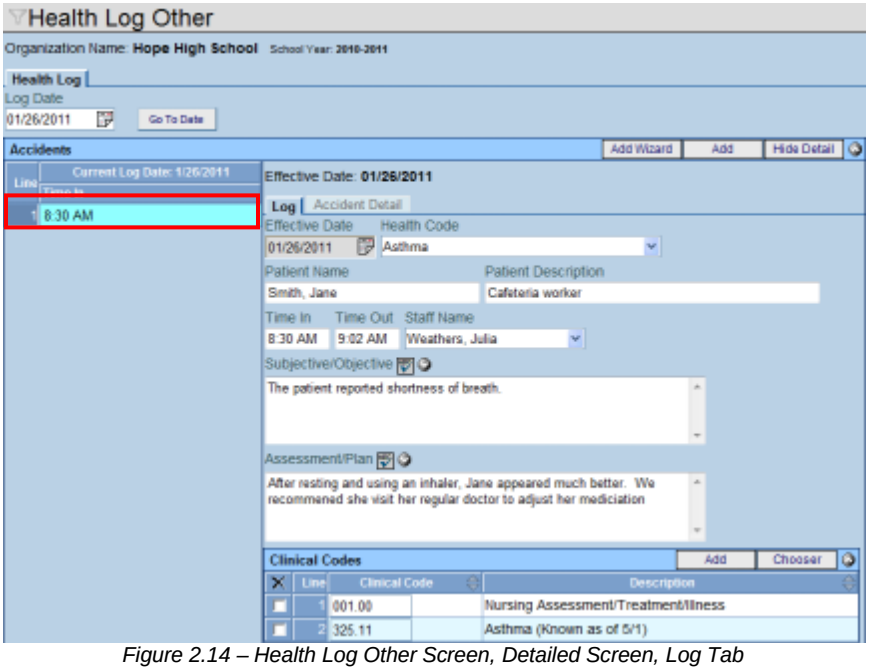



*Figure 2.14 – Health Log Other Screen, Detailed Screen, Log Tab*

In the detailed screen, the **Log tab** shows all of the information displayed on the main screen, as well as a subjective description of the person's condition, and the treatment plan. Additional clinical codes may also be listed. The **Subjective/Objective** description of the incident and the **Assessment/Plan** can be checked for spelling by clicking the **Spellcheck** button.

23. To add an individual **Clinical Code**, click the **Add** button. To select more than one code, click the **Chooser** button.

24. If using the **Add button**, a new row is added for the clinical code. Enter the number of the code in the **Code** column. When a correct code is entered, the description is automatically filled in. To remove a code, check the box in the **X** column.

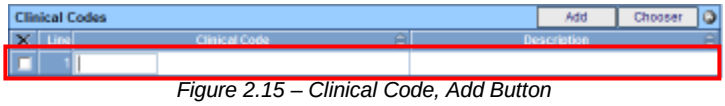



*Figure 2.15 – Clinical Code, Add Button*

25. If the **Chooser button** is used, the Chooser screen pops-up in a separate window. Enter all or part of the Code and/or Description and click the **Find** button.

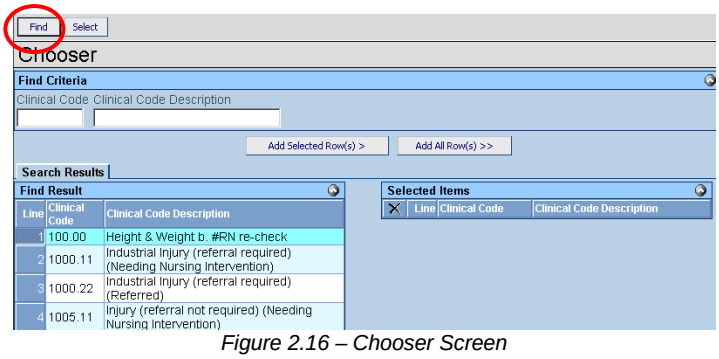



*Figure 2.16 – Chooser Screen*

26. The clinical codes matching the criteria entered are displayed in the Find Result grid. Click on a code to select it, and then click the **Add Selected Row(s)>** button. To add multiple codes at a time, hold the CTRL button down while clicking on multiple codes to select them. To add all the codes matching the criteria, click the **Add All Row(s) >** button.

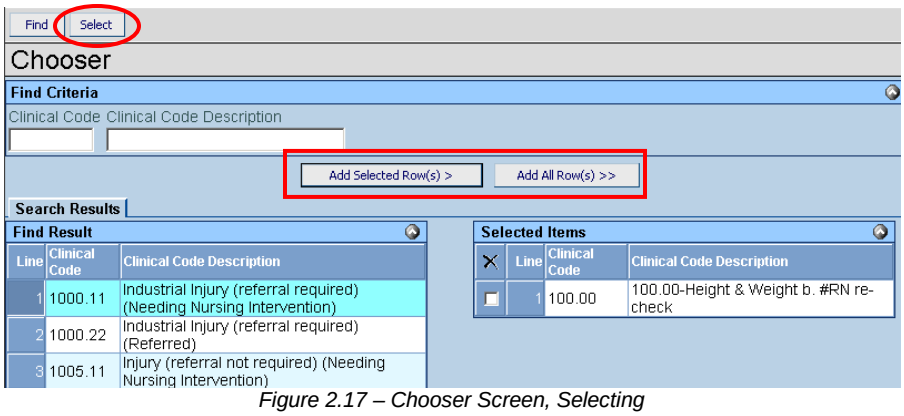



*Figure 2.17 – Chooser Screen, Selecting*

27. The codes are moved to the Selected Items grid. To remove a code from the Selected Items grid, click the box in the **X** column. When all the codes needed are in the Selected Items grid, click the **Selec**t button to add them to the grid.

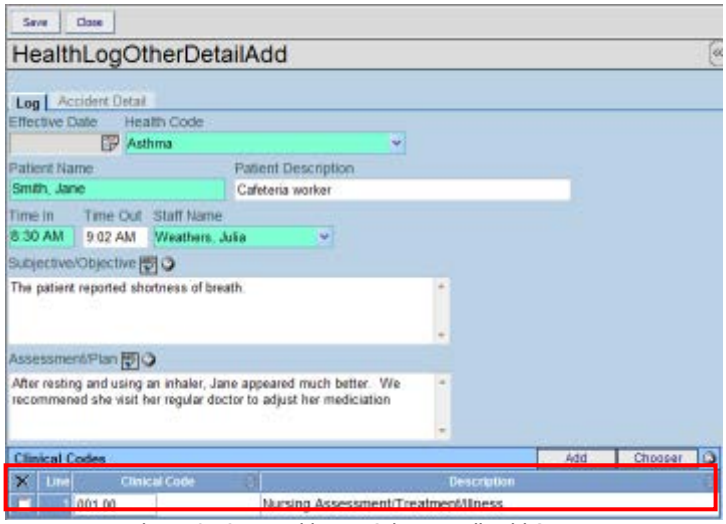



*Figure 2.18 – Health Log Other Detail Add Screen*

The **Accident Detail tab** shows who initially cared for the person. It also records if additional medical care was recommended and if so, where the person was taken and who took them and when. It records why the person was at the location, any witnesses to the incident, the follow-up care needed by the person, and any preventative measures taken to prevent future incidents as well.

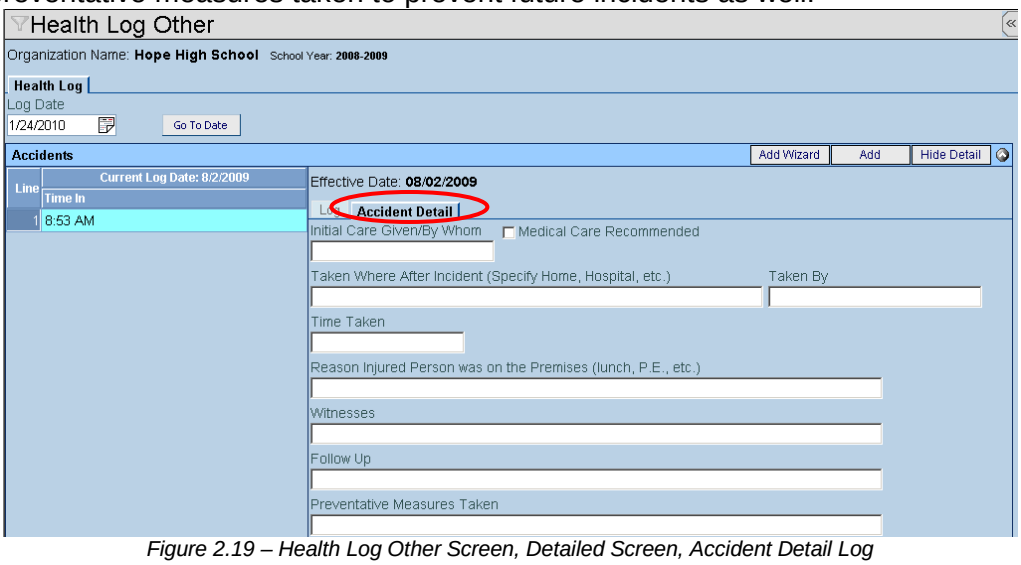



*Figure 2.19 – Health Log Other Screen, Detailed Screen, Accident Detail Log*

28. Click the **Save** button at the top of the screen to save any changes to the detail. To return to the main screen, click the **Hide Detail** button.

# Chapter Three:
# HEALTH SCREENING

In this chapter, the following topics are covered:

- ► Viewing health screen records
- ► Adding & editing health screen records

# VIEWING HEALTH SCREEN RECORDS

The Health Screen screen can record all of the screenings that take place, including Tuberculosis, Vision, Hearing, Scoliosis, General Health, and Dental. To view the student's health screening records:

1. Go to the **Health Screen** screen, found under Synergy SIS > Health > Health Screen.

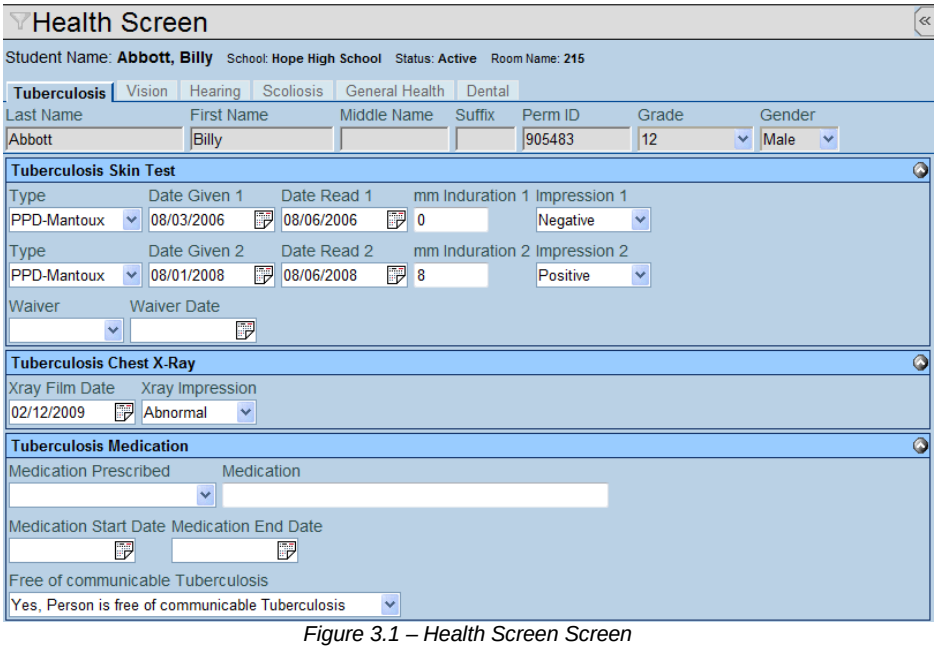



*Figure 3.1 – Health Screen Screen*

To find a **Health Screen** record, there are two methods: **Scroll or Find mode.** To scroll through the student records to find the student:

1. Click on the **right Scroll button** to advance to the first health record. Records are sorted alphabetically by student last name.

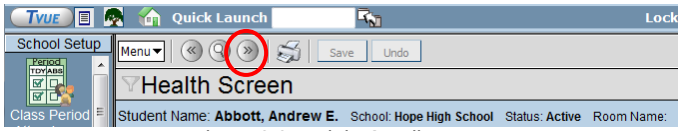



*Figure 3.2 – Right Scroll Button*

2. To scroll in reverse descending order, click the **left Scroll button.**

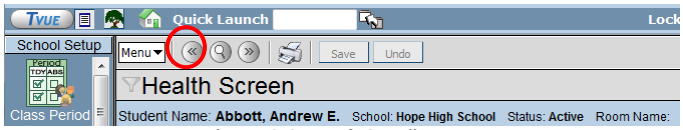



*Figure 3.3 – Left Scroll Button*

3. Continue clicking on the scroll button until the desired record appears.

To switch to the Find mode to look for a **Health Screen** record:

1. Click on the **Find Mode** button.

*Figure 3.4 – Find Mode Button*

2. Enter either the entire last name or the first part of the last name of the student in the **Last Name** box.

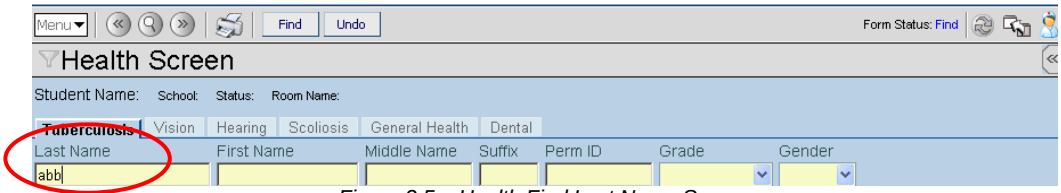



*Figure 3.5 – Health Find Last Name Screen*

3. Click the **Find** button or press the **Enter** key. The first student with the last name entered into the Find screen will appear. Then use the scroll buttons to find the exact student.

**Note:** In the Find Mode, student records can also be found by searching by any of the yellow fields on the screen. For example, a first name may be entered in addition to the last name. This will bring up a pop-up screen with a list of students matching the criteria entered when the Find button is clicked. To select a student, click on their name and the student record selected will appear in the Health Screen screen. For more about finding students in any screen, please refer to *Synergy SIS – Student Information User Guide*.

Once the desired record has been located, the information in the Health Screen screen is: On the **Tuberculosis tab**, the results of two different tuberculosis skin tests can be seen. For each test, it records the type of test, the date it was given, the date it was read, and the results of the test.

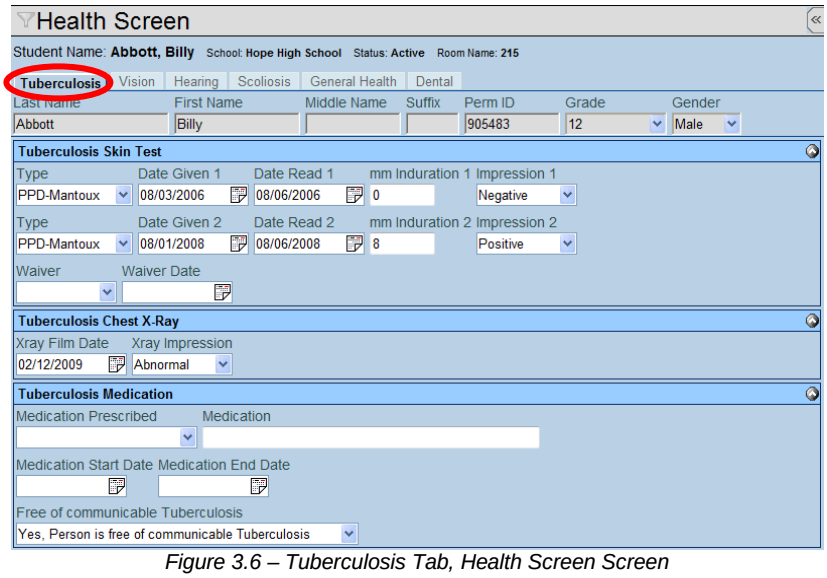



*Figure 3.6 – Tuberculosis Tab, Health Screen Screen*

4. If the student waived testing, the reason for the **Waiver** and the **Waiver Date** is shown.
5. If the student tests positive, the **X-ray Film Date** and **X-ray Impression** is shown.
6. If the x-ray shows an abnormal result, the **Medication Prescribed** to the student is listed as well as the **Start** and End Date of the medication.
7. The overall result of the testing or medication process is shown in the **Free of Communicable Tuberculosis** drop-down list.

   On the **Vision tab**, each vision test the student has received is listed. For each test, it lists the date of the test and the grade level of the student when the test was taken. It also shows the results of the test for each eye, with and without glasses.

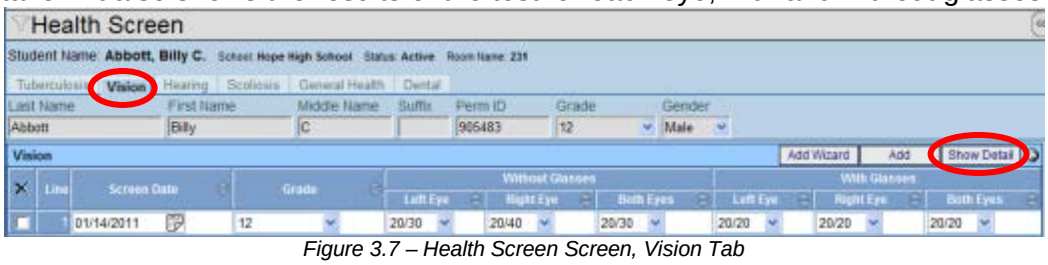



*Figure 3.7 – Health Screen Screen, Vision Tab*

8. To view the details of a test, click on the **Show Detail** button.
9. The details of the test appear on the right side of the screen. Select the test to view by clicking on the **Screen Date** of the test on the left side. The test selected is highlighted in green.

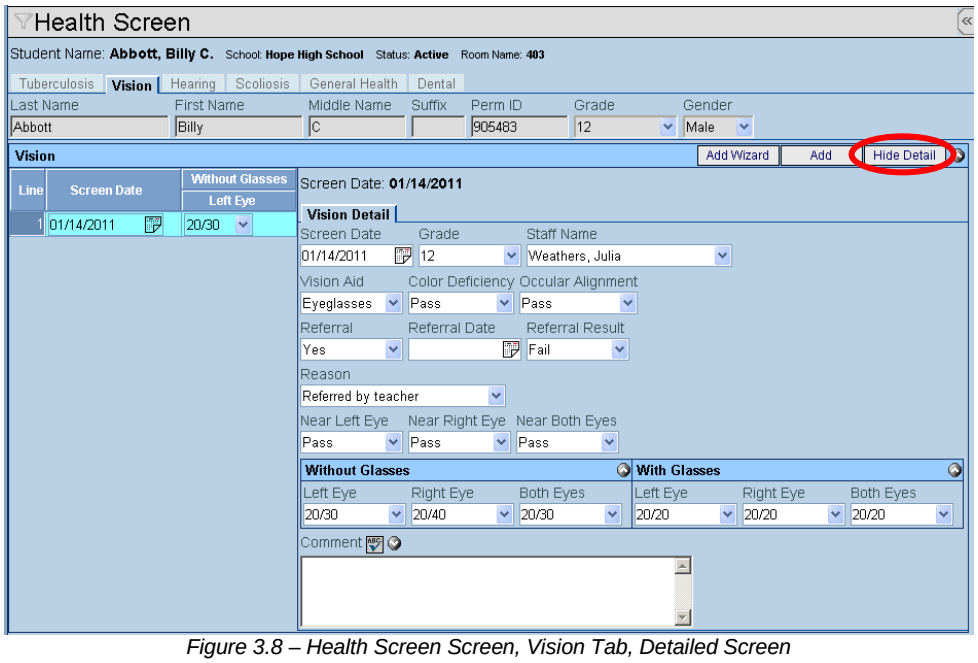



*Figure 3.8 – Health Screen Screen, Vision Tab, Detailed Screen*

For each test, it shows all of the information on the main screen as well as the name of the staff that performed the test. It also shows if the student uses contacts or glasses, if the student was referred, the referral date, the referral result, and the reason for the referral. It displays the results of the color deficiency, ocular alignment, near left eye and near right eye tests as well and the near both eyes test.

On the **Hearing tab**, the results of all of the student's hearing tests are listed. At the top of the tab, it lists the overall status of the student's hearing as well as other notes. For each test, it displays the date of the test and the grade level of the student when the test was taken. The reason for the testing and result of the test for each ear is displayed, as well as the clinic date, referral type and referral date.

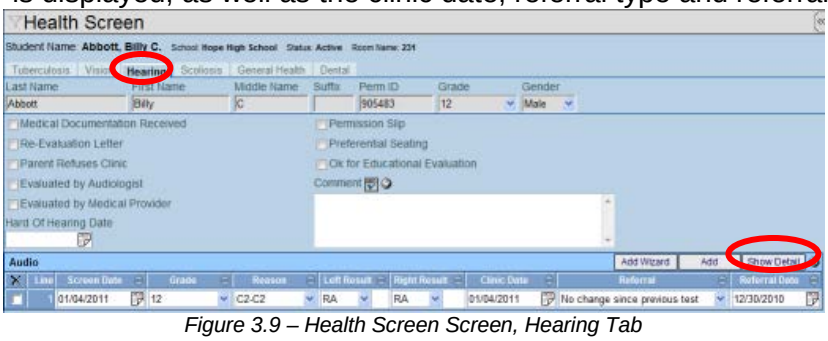



*Figure 3.9 – Health Screen Screen, Hearing Tab*

10. To view the details of each test, click the **Show Detail** button.
11. The details of the test appear on the right side of the screen. Select the test to view by clicking on the **Screen Date** of the test on the left side. The test selected is highlighted in green.

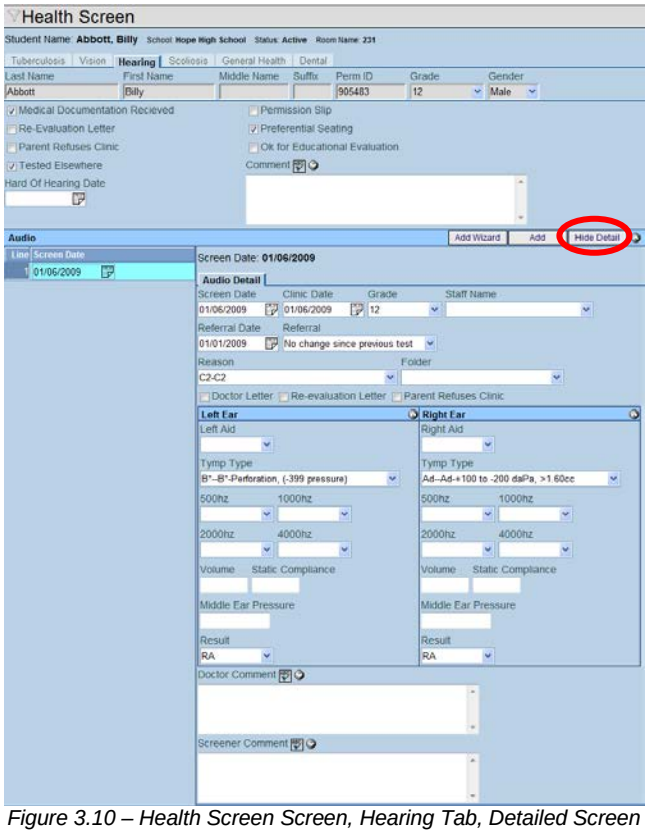



*Figure 3.10 – Health Screen Screen, Hearing Tab, Detailed Screen*

For each test, it shows all of the information on the main screen as well as any comments about the test. It lists if the student uses a hearing aid for either ear, and the details of each test used for each ear. Other information includes the folder, and if a doctor's letter or re-evaluation letter was received.

12. Click the **Hide Detail** button to return to the main screen.

On the **Scoliosis tab**, the date of the latest physical exam for scoliosis is shown with the result. If needed, the referral date is listed and the results and dates of the x-rays. Additional comments may also be displayed.

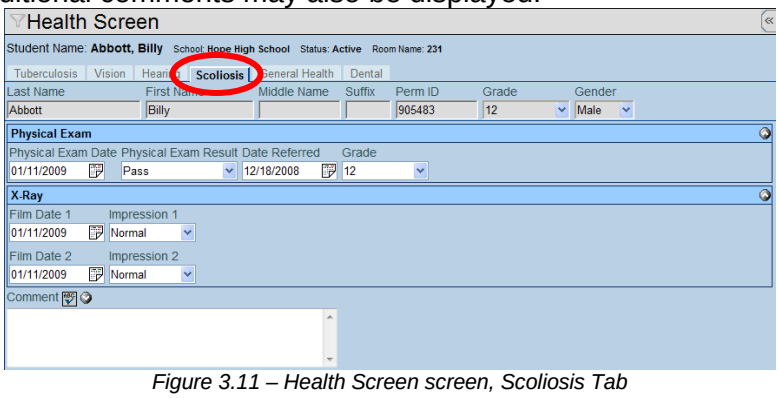



*Figure 3.11 – Health Screen screen, Scoliosis Tab*

On the **General Health tab**, a list of all the student's physical examinations is shown. For each exam, it shows the date of the exam and the grade level of the student when the exam was performed. It also displays the student's height & weight, body mass index (BMI), heart rate, and blood pressure. If the student is referred to a medical professional for follow-up, the date of the referral is shown. It also shows any health or drug tests performed for student group participation.

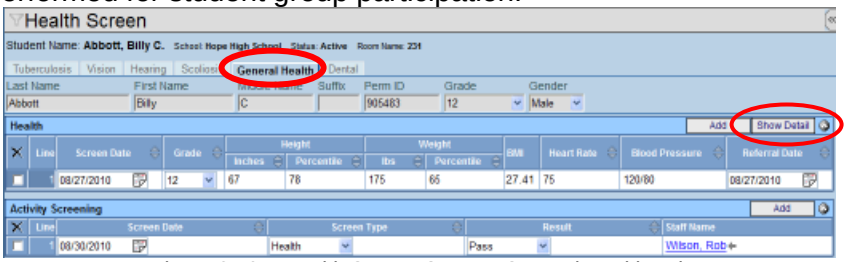



*Figure 3.12 – Health Screen Screen, General Health Tab*

13. To view the detail of an exam, click the **Show Detail** button.
14. The details of the test appear on the right side of the screen. Select the test to view by clicking on the **Screen Date** of the test on the left side. The test selected is highlighted in green.

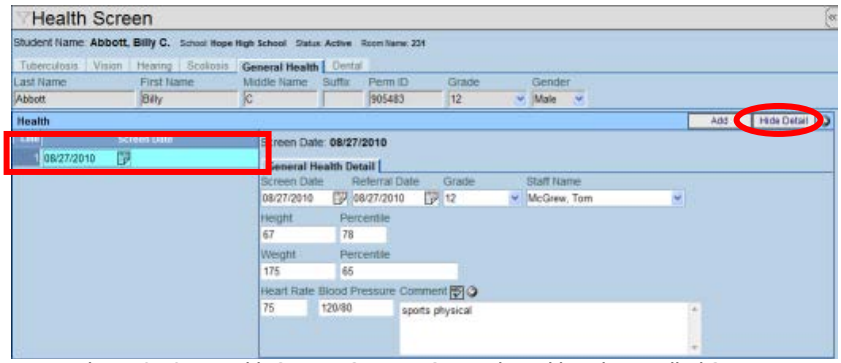



*Figure 3.13 – Health Screen Screen, General Health Tab, Detailed Screen*

For each exam, it shows all of the information on the main screen as well as any comments about the exam and the staff who administered it.

15. To return to the main screen, click the **Hide Detail** button.

On the **Dental tab**, a list of the student's dental exams is shown. For each exam, it shows the date of the exam and the grade level of the student when the exam was

performed. It also lists the results of the exam, if the student has any cavities or fillings, the treatment recommended, the reason for an exam waiver, and the follow-up date if needed.

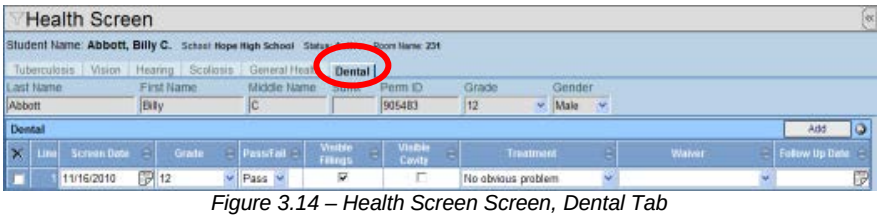



*Figure 3.14 – Health Screen Screen, Dental Tab*

# ADDING & EDITING HEALTH SCREEN RECORDS

When editing the information about a student, **each tab must be edited separately and all changes saved before switching to a new tab**. To edit the health screening data:

1. Check to make sure the current **focus** is set to a school and not the district. The focus is indicated in the top right-hand corner of the screen.


*Figure 3.15 – Checking Current Focus*

2. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.


*Figure 3.16 – Edit Button*

3. On the **Tuberculosis tab**, add or edit the records by clicking on the data to modify and change the information as desired. Boxes with a gray background cannot be changed. Dates must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar button.

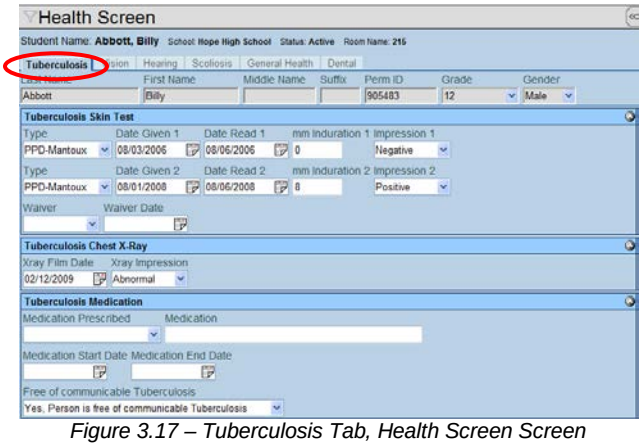



*Figure 3.17 – Tuberculosis Tab, Health Screen Screen*

4. On the **Vision tab**, each vision test the student has received is listed. Edit the records by clicking on the data to modify and change the information as desired. Boxes with a gray background cannot be changed. Dates must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar button.

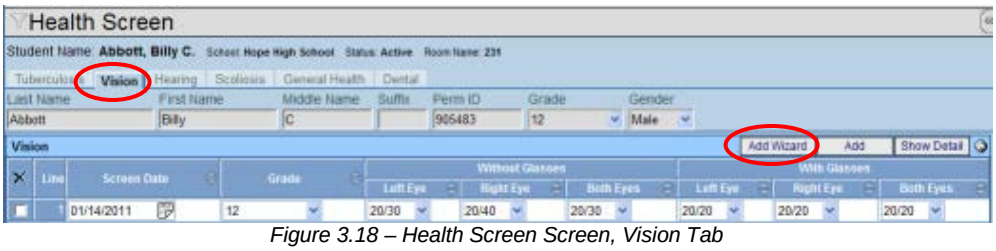



*Figure 3.18 – Health Screen Screen, Vision Tab*

5. To delete a test record, check the box in the **X** column.
6. Click the **Save** button at the top of the screen to save any changes.
7. To add a test record, click on either the **Add Wizard** button or the **Add** button. The Add button just adds an additional record on the main screen and additional details must then be added by clicking the Show Detail button. The Add Wizard button allows both the information on the main screen and the detailed screen to be recorded.
8. To add a record using the Add Wizard button, click the **Add Wizard** button.
9. The Health Screen Vision Detail Add screen pops-up in a separate window. Mandatory fields are highlighted in green.

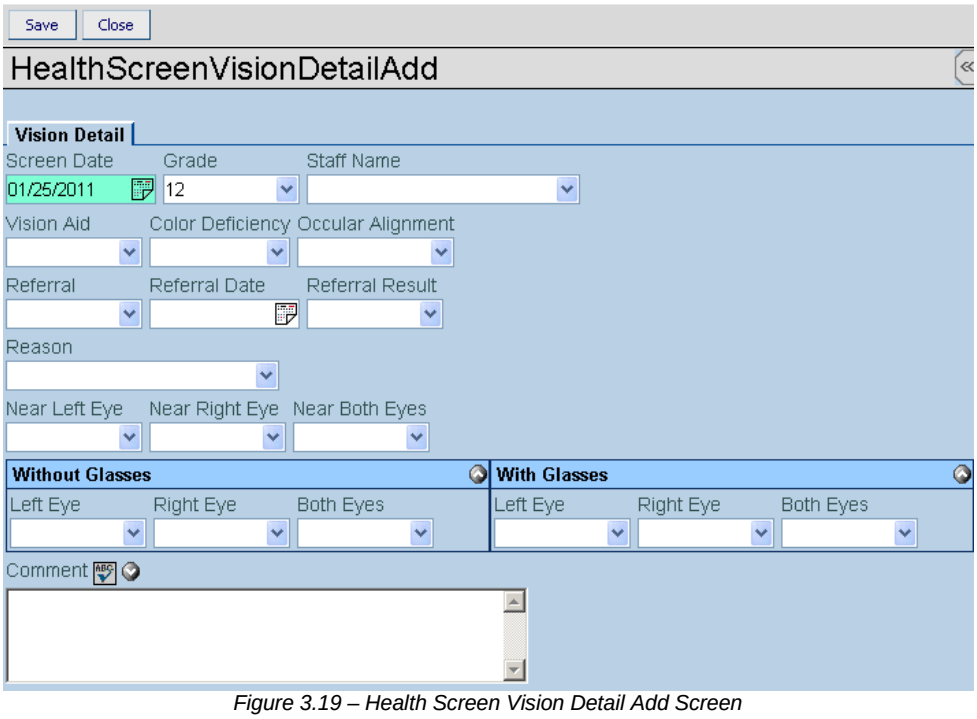



*Figure 3.19 – Health Screen Vision Detail Add Screen*

10. By default, the **Screen Date** is set to today's date. To change the date, enter the date in MM/DD/YY format or it can be selected by clicking on the Calendar button.

11. Enter the results of the test by selecting the values from the drop-down lists. Notes regarding the test can also be added to the **Comment** box. This text can also be checked for spelling by clicking the Spellcheck button.
12. Click the **Save** button at the top of the screen to save the new test record.
13. To add a record using the Add button, click the **Add button** and a new blank record is added to the grid.

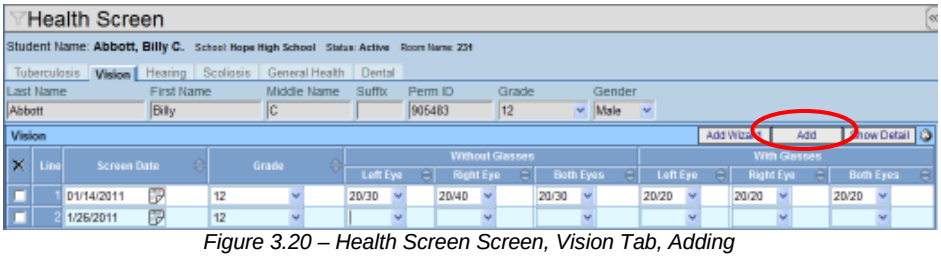



*Figure 3.20 – Health Screen Screen, Vision Tab, Adding*

14. By default, the **Screen Date** is set to today's date. To change the date, enter the date in MM/DD/YY format or it can be selected by clicking on the Calendar button.
15. Enter the results of the test by selecting the values from the drop-down lists. When everything has been entered, click the **Save** button at the top of the screen.
16. To add or edit the details of a test, click on the **Show Detail** button.
17. The details of the test appear on the right side of the screen. Select the test to edit by clicking on the **Screen Date** of the test on the left side. The test selected is highlighted in green.

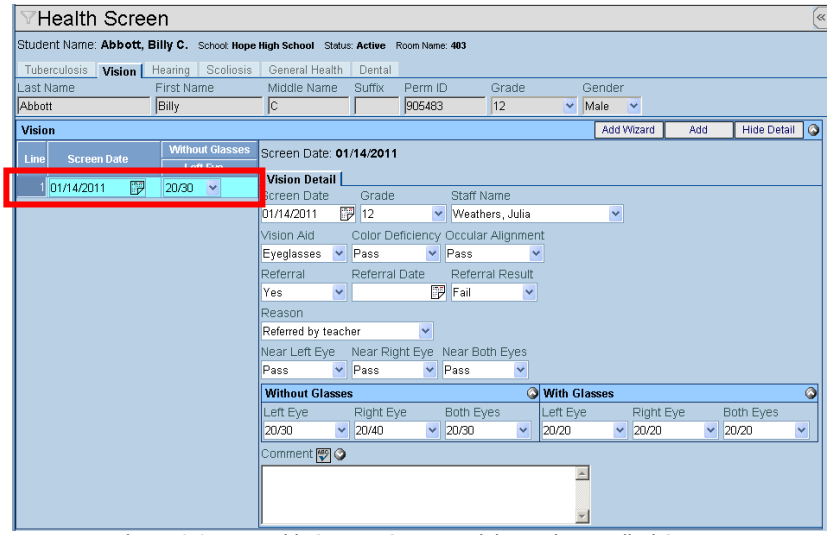



*Figure 3.21 – Health Screen Screen, Vision Tab, Detailed Screen*

18. For each test, it shows all of the information on the main screen as well as the name of the staff who performed the test, the near eye tests, vision aid, referral information, color deficiency, ocular alignment, and comments. To edit or add information, enter the information in the boxes provided. Dates must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar button. The Comment information can be checked for spelling by clicking the Spellcheck button.

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

    On the **Hearing tab**, the results of all of the student's hearing tests are listed. At the top of the tab, it lists the overall status of the student's hearing as well as other notes. For each test, it displays the date of the test and the grade level of the student when the test was taken. The reason for the testing and result of the test for each ear is displayed, as well as the clinic date, referral type and referral date.

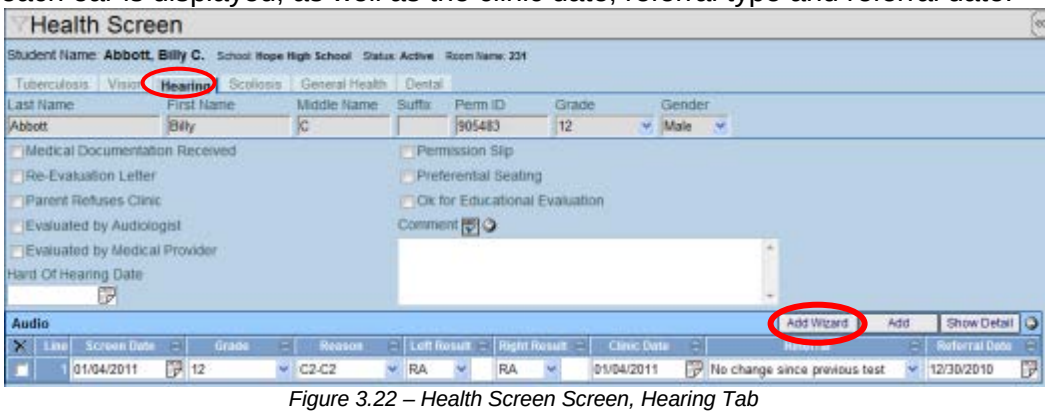



*Figure 3.22 – Health Screen Screen, Hearing Tab*

20. To edit the information at the top of the tab, check or uncheck the boxes as needed. The **Hard of Hearing Date** must be entered in MM/DD/YY format or it can be selected by clicking on the Calendar button. The **Comment** text can be checked for spelling by clicking the Spellcheck button.
21. To delete a test record, check the box in the **X** column.
22. Click the **Save** button at the top of the screen to save any changes.
23. To add a test record, click on either the **Add Wizard** button or the **Add** button. The Add button just adds an additional record on the main screen and additional details must then be added by clicking the Show Detail button. The Add Wizard button allows both the information on the main screen and the detailed screen to be recorded.
24. To add a record using the Add Wizard button, click the **Add Wizard button**.

25. The Health Screen Audio Detail Add screen pops-up in a separate window. Mandatory fields are highlighted in green.

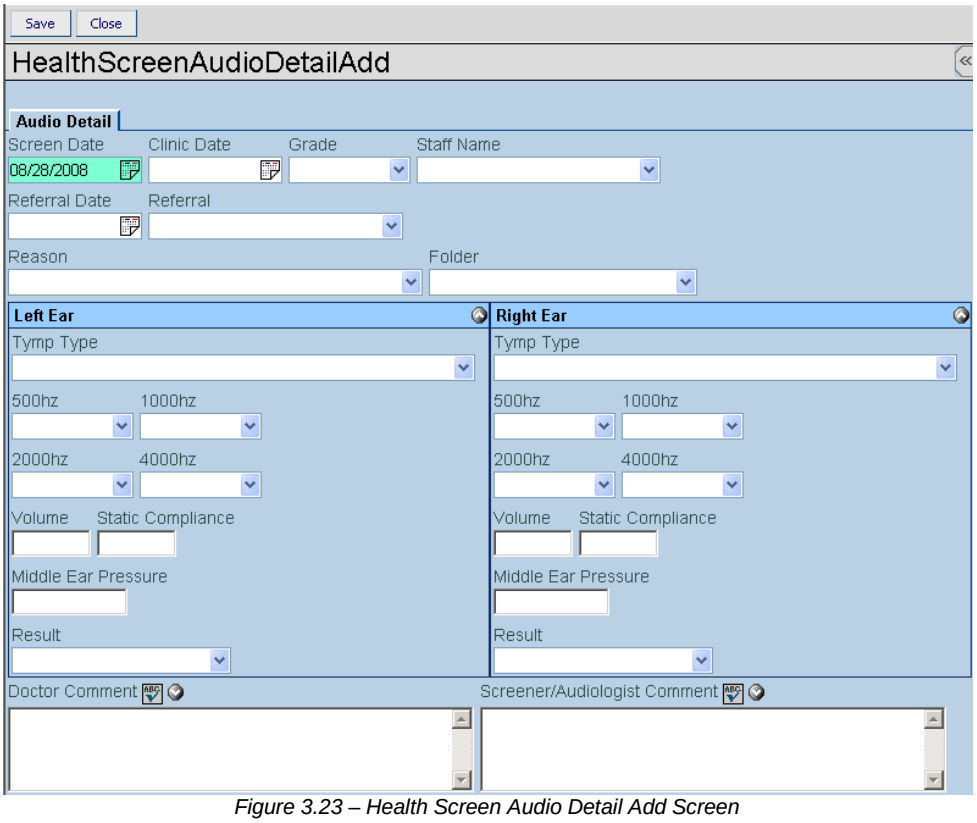



*Figure 3.23 – Health Screen Audio Detail Add Screen*

26. By default, the **Screen Date** is set to today's date. To change the date, enter the date in MM/DD/YY format or it can be selected by clicking on the Calendar button. Enter the rest of the dates in the same fashion.

27. Enter the results of the tests for both ears, and comment can be added from the Doctor and/or Screener/Audiologist. The comments can be checked for spelling by clicking the Spellcheck button.

28. Once all of the information has been added, click the **Save** button at the top of the screen to add the new test record.

29. To add a record using the Add button, click the **Add button**. A new blank line is added where the test results can be recorded.


*Figure 3.24 – Adding an Audio Record using the Add Button*

30. By default, the **Screen Date** is set to today's date. To change the date, enter the date in MM/DD/YY format or it can be selected by clicking on the Calendar button. Enter the rest of the dates in the same fashion.

31. Enter the rest of the results of the tests, and click the Save button at the top of the screen to add the record.

32. To add or edit the details of each test, click the **Show Detail** button.

33. The details of the test appear on the right side of the screen. Select the test to edit by clicking on the **Screen Date** of the test on the left side. The test selected is highlighted in green.

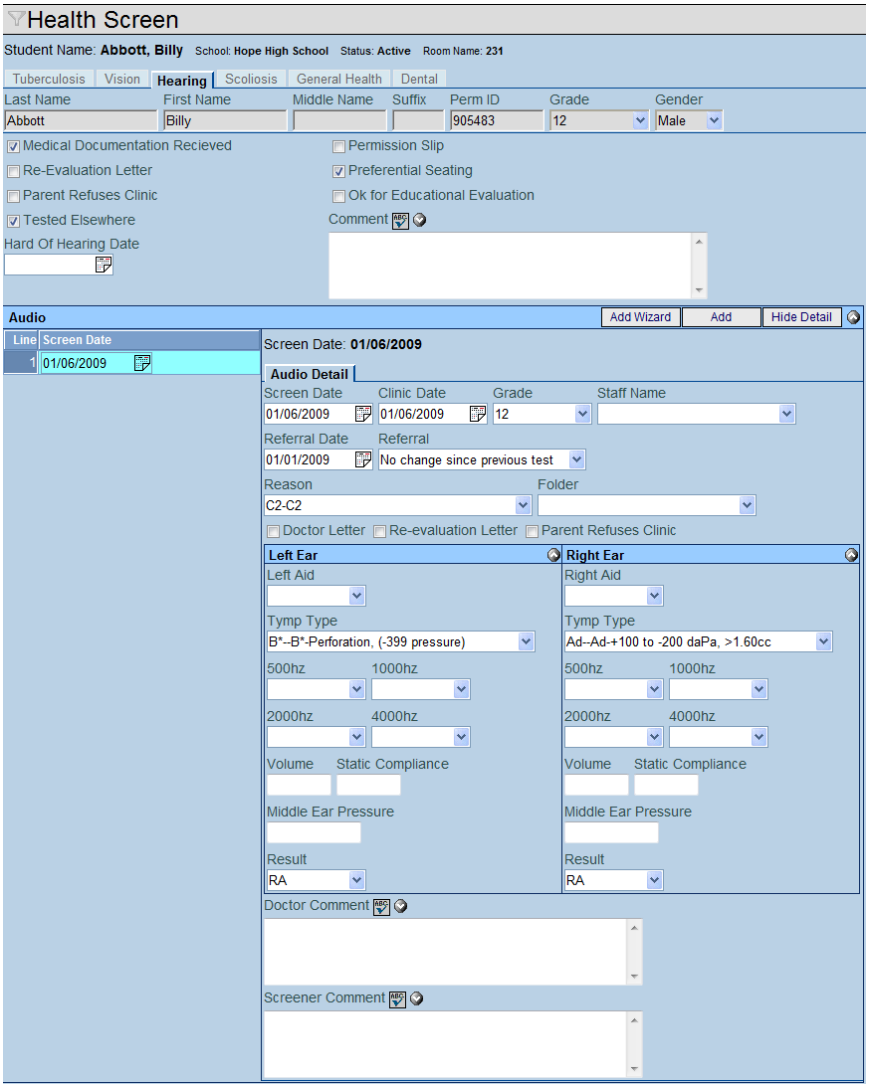



*Figure 3.25 – Health Screen Screen, Hearing Tab, Detailed Screen*

34. For each test, all of the information on the main screen as well as any comments about the test can be edited. Edit or add the information as needed. Dates can be changes by entering the date in MM/DD/YY format or they can be selected by clicking on the Calendar button. The comments can be checked for spelling by clicking the Spellcheck button.
35. Click the **Save** button at the top of the screen to save any changes.
36. Click the **Hide Detail** button to return to the main screen.

37. On the **Scoliosis tab**, add or edit the records by clicking on the data to modify and change the information as desired. Boxes with a gray background cannot be changed. Dates must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar button. The comments can be checked for spelling by clicking the Spellcheck button.

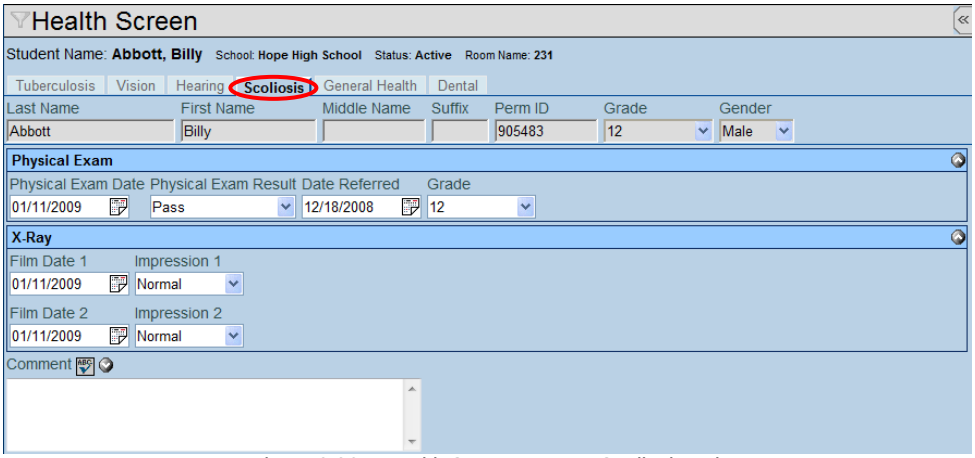



*Figure 3.26 – Health Screen screen, Scoliosis Tab*

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

    On the **General Health tab**, a list of all the student's physical examinations is shown. For each exam, it shows the date of the exam and the grade level of the student when the exam was performed. It also displays the student's height & weight, body mass index (BMI), heart rate, and blood pressure. If the student is referred to a medical professional for follow-up, the date of the referral is shown. In the Activity Screening section, it also shows the results of any health or drug tests taken for eligibility for participating in a student group.

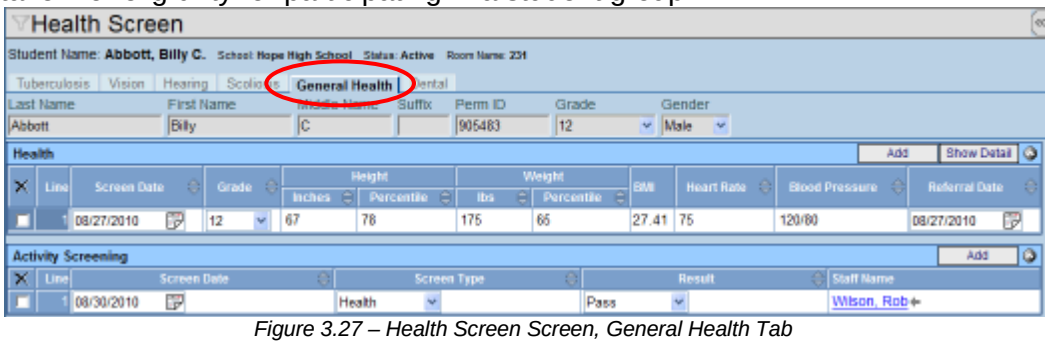



*Figure 3.27 – Health Screen Screen, General Health Tab*

39. Edit the records by clicking on the data to modify and change the information as desired. Boxes with a gray background cannot be changed. Dates must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar button.

40. To delete a test record, check the box in the **X** column.

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

42. To add a health exam record, click the **Add** button in the Health section. A new blank line is added at the bottom of the Health grid.

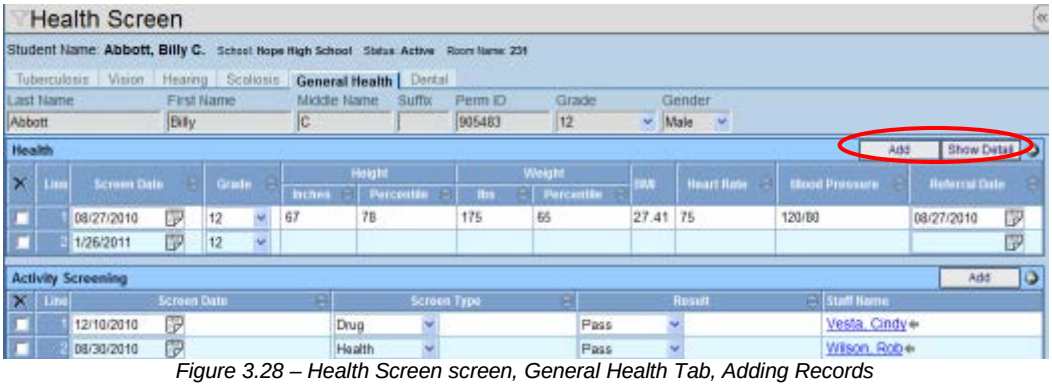



*Figure 3.28 – Health Screen screen, General Health Tab, Adding Records*

43. By default, the **Screen Date** is set to today's date. To change the date, enter the date in MM/DD/YY format or it can be selected by clicking on the Calendar button. Enter the rest of the dates in the same fashion.

44. Enter the rest of the test results, and then click the **Save** button at the top of the screen to save the new record.

45. To delete a test record, check the box in the **X** column.

46. To add or edit the detail of an exam, click the **Show Detail** button.

47. The details of the test appear on the right side of the screen. Select the test to edit by clicking on the **Screen Date** of the test on the left side. The test selected is highlighted in green.

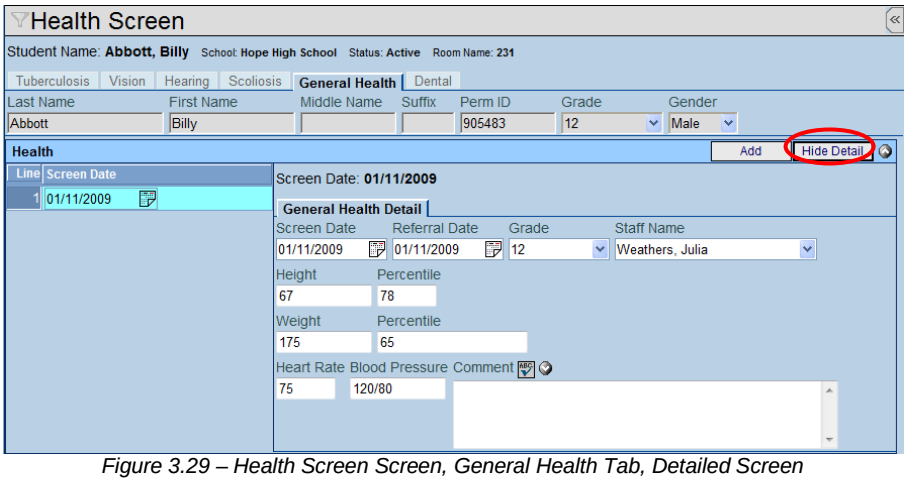



*Figure 3.29 – Health Screen Screen, General Health Tab, Detailed Screen*

48. For each exam, all of the same information on the main screen can be edited. Any comments about the exam can also be added or edited, as well as the name of the staff who administered the test. The comment can be checked for spelling by clicking the Spellcheck button.

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

50. To return to the main screen, click the **Hide Detail** button.

51. To add a new Activity Screening record, click on the **Add** button. A new blank line is shown.

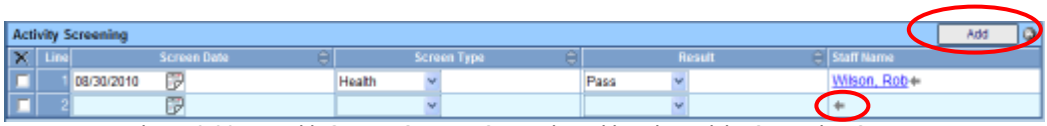



*Figure 3.30 – Health Screen Screen, General Health Tab, Activity Screening Screen*

52. By default, the **Screen Date** is set to today's date. To change the date, enter the date in MM/DD/YY format or it can be selected by clicking on the Calendar button. Enter the rest of the dates in the same fashion.

53. To enter the **Staff Name**, click the **gray arrow** and select the staff from the Find: Staff screen.

54. Enter the rest of the test results, and then click the **Save** button at the top of the screen to save the record. To delete a test record, check the box in the **X** column.

55. On the **Dental tab**, a list of the student's dental exams is shown. For each exam, it shows the date of the exam and the grade level of the student when the exam was performed. It also lists the results of the exam, if the student has any cavities or fillings, the treatment recommended, the reason for an exam waiver, and the follow-up date if needed.

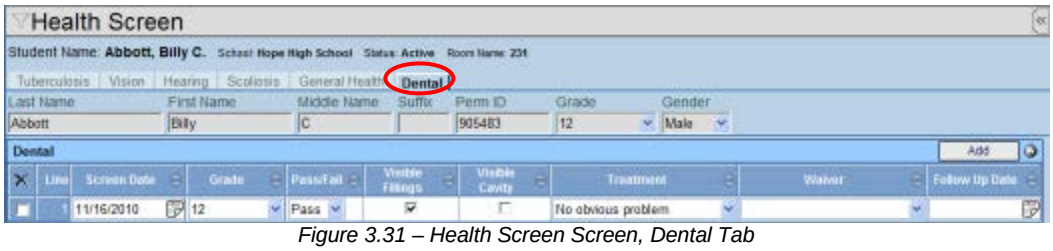



*Figure 3.31 – Health Screen Screen, Dental Tab*

56. Edit the records by clicking on the data to modify and change the information as desired. Boxes with a gray background cannot be changed. Dates must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar button.

57. To delete a test record, check the box in the **X** column.

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

59. To add an exam record, click the **Add** button in the Dental section. A new blank line is added at the bottom of the Dental grid.

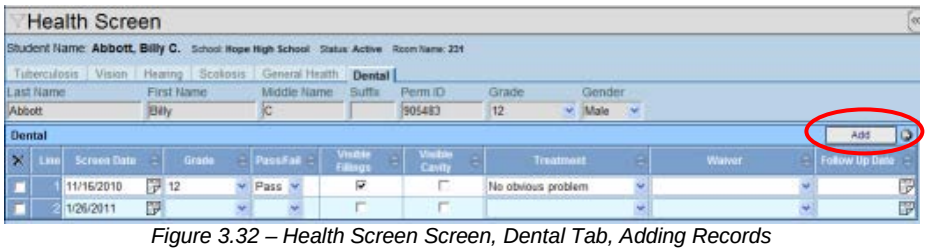



*Figure 3.32 – Health Screen Screen, Dental Tab, Adding Records*

60. By default, the **Screen Date** is set to today's date. To change the date, enter the date in MM/DD/YY format or it can be selected by clicking on the Calendar button. Enter the rest of the dates in the same fashion.

61. Enter the rest of the test results, and then click the **Save** button at the top of the screen to save the new record.

# HEALTH SCREENING BY SECTION

Since most health screening is completed by class, the screening results may also be entered by section instead of by student. To enter the screening results by section:

1. Go to the **Health Screen By Section** screen, found under Synergy SIS > Health.
2. Enter all or part of the Section ID in the **Section ID** box and click **Find**.

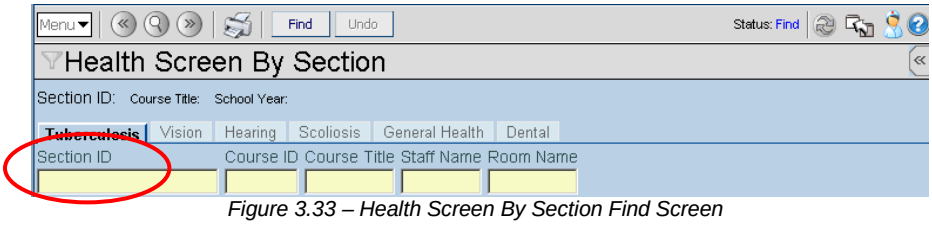



*Figure 3.33 – Health Screen By Section Find Screen*

3. On the **Tuberculosis tab**, only the first test results may be entered. Dates must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar button. To see only the students needing screening, checking the box **Hide Students With Tuberculosis Records**. To see the student's demographic records, click on the student name. Click the **Save** button at the top of the screen.

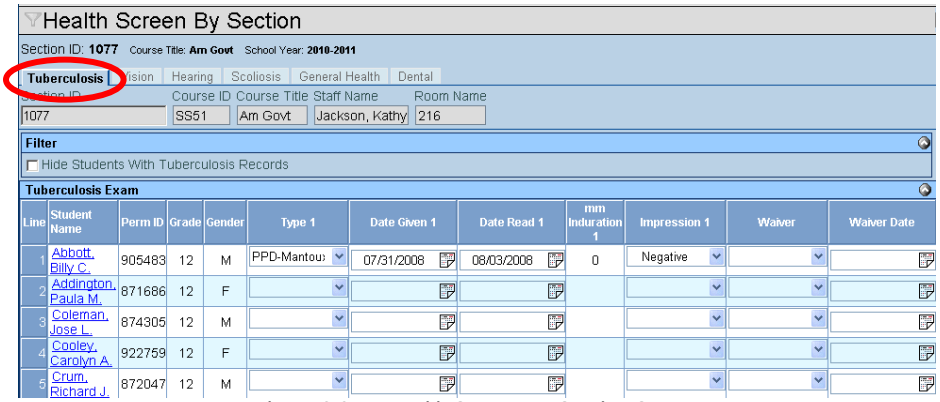



*Figure 3.34 – Health Screen By Section Screen*

4. On the **Vision tab**, enter the date for vision screening in the **Screen Date**. Multiple screening dates may take place throughout the year. Dates must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar button. To see the student's demographic records, click on the student name.

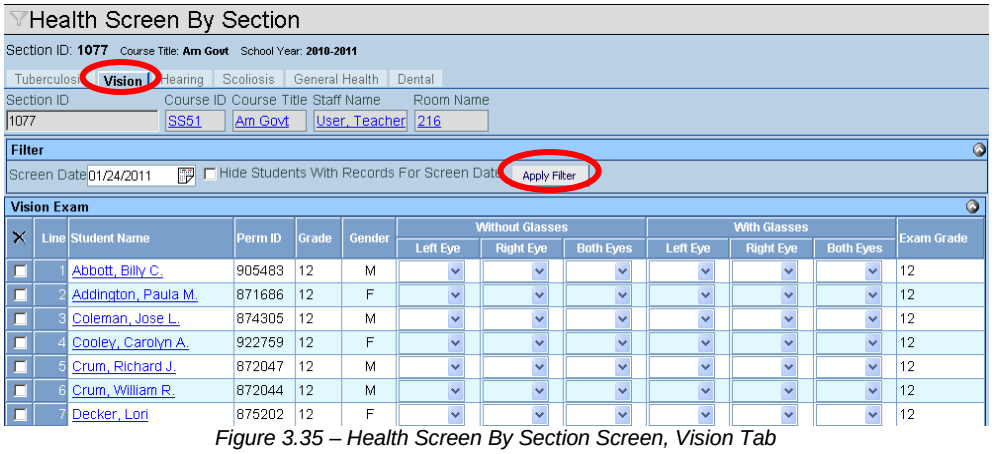



*Figure 3.35 – Health Screen By Section Screen, Vision Tab*

5. To show only the records of students that were not screened on that date, check the box **Hide Students With Records For Screen Date**.
6. Click **Apply Filter**.
7. Enter the test results for each student Without Glasses and With Glasses, then click the **Save** button at the top of the screen.
8. On the **Hearing tab**, enter the date for hearing screening in the **Screen Date**. Multiple screening dates may take place throughout the year. Dates must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar button. To see the student's demographic records, click on the student name underlined in blue.

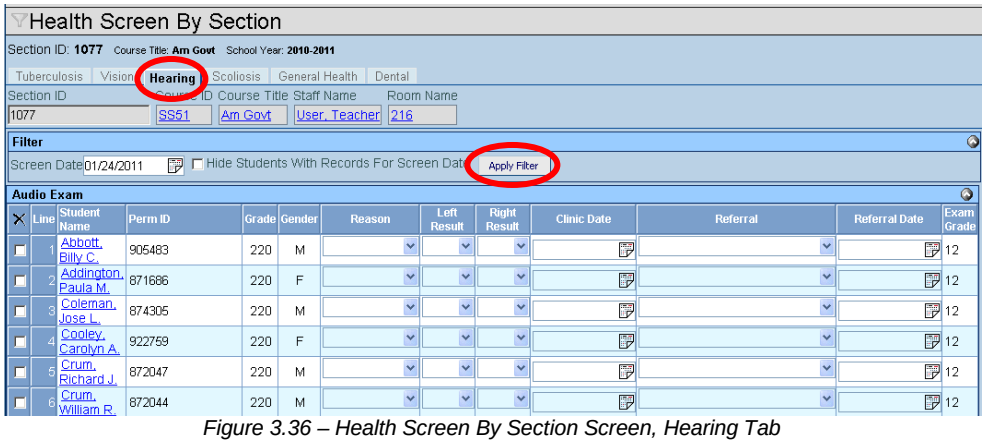



*Figure 3.36 – Health Screen By Section Screen, Hearing Tab*

9. To show only the records of students that were not screened on that date, check the box **Hide Students With Records For Screen Date**.
10. Click **Apply Filter**.
11. Enter the test results and referral information for each student, then click the **Save** button at the top of the screen.
12. On the **Scoliosis tab**, enter the X-Ray results. Dates must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar button. To see only the students needing screening, checking the box **Hide Students With Scoliosis Records**. To see the student's demographic records, click on the student name underlined in blue. Click the **Save** button at the top of the screen.

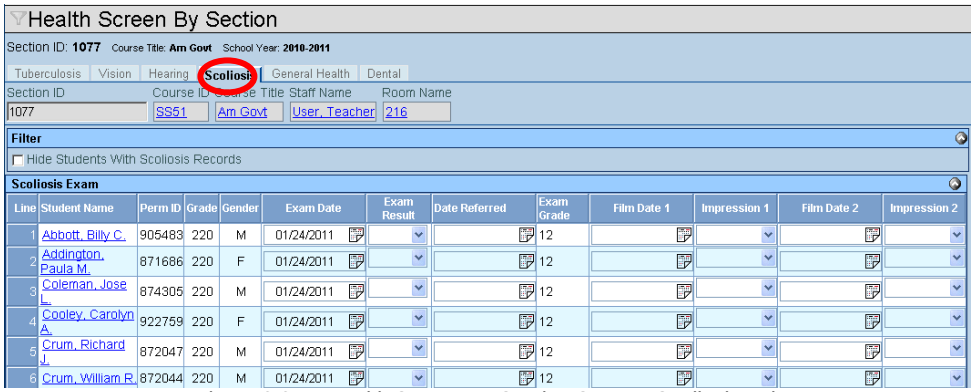



*Figure 3.37 – Health Screen By Section Screen, Scoliosis Tab*

13. On the **General Health tab**, enter the date for health screening in the **Screen Date**. Multiple screening dates may take place throughout the year. Dates must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar button. To see the student's demographic records, click on the student name underlined in blue.

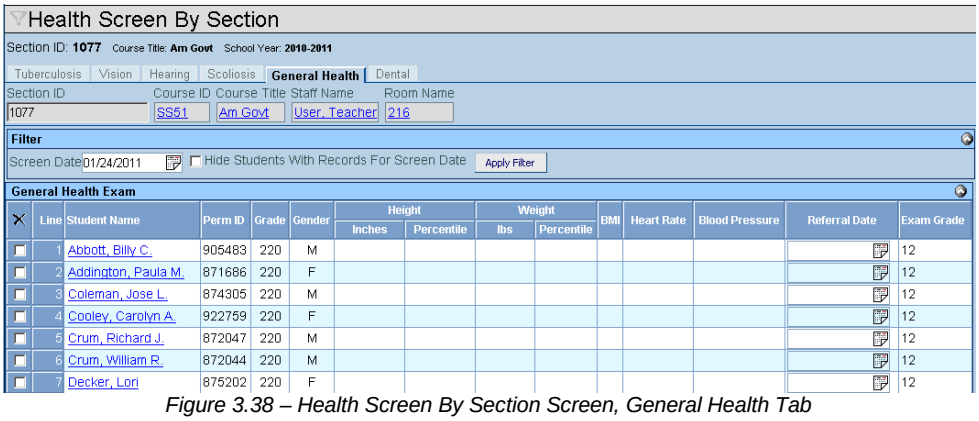



*Figure 3.38 – Health Screen By Section Screen, General Health Tab*

14. To show only the records of students that were not screened on that date, check the box **Hide Students With Records For Screen Date**.
15. Click **Apply Filter**.
16. Enter the test results and referral information for each student, then click the **Save** button at the top of the screen.
17. On the **Dental tab**, enter the date for dental screening in the **Screen Date**. Multiple screening dates may take place throughout the year. Dates must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar button. To see the student's demographic records, click on the student name underlined in blue.

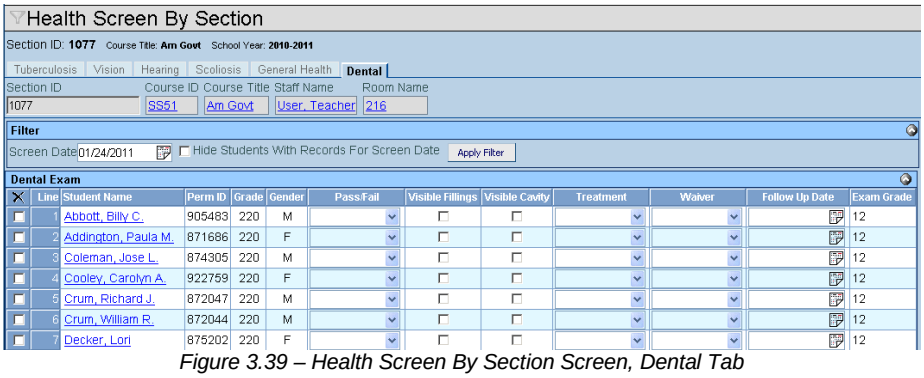



*Figure 3.39 – Health Screen By Section Screen, Dental Tab*

18. To show only the records of students that were not screened on that date, check the box **Hide Students With Records For Screen Date**.
19. Click **Apply Filter**.
20. Enter the test results, waiver, and follow-up information for each student, then click the **Save** button at the top of the screen.

# Chapter Four: HEALTHCARE PLANS

In this chapter, the following topics are covered:

- ► Viewing healthcare plans
- ► Adding & editing healthcare plans

# VIEWING INDIVIDUAL HEALTHCARE PLANS

The Individual Healthcare Plan screen can record all of the individual healthcare plans created for students with serious or chronic healthcare needs. To view the student's healthcare plans:

1. Go to the **Individual Healthcare Plan** screen, found under Synergy SIS > Health.

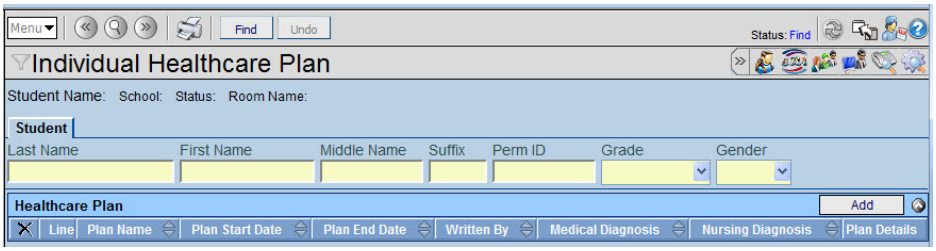



*Figure 4.1 – Individual Healthcare Plan Screen*

To find an **Individual Healthcare Plan** record, there are two methods: **Scroll or Find mode.** To scroll through the student records to find the student:

2. Click on the **right Scroll button** to advance to the first health record. Records are sorted alphabetically by student last name.

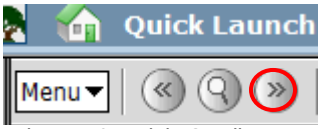



*Figure 4.2 – Right Scroll Button*

3. To scroll in reverse descending order, click the **left Scroll button.**

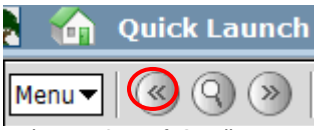



*Figure 4.3 – Left Scroll Button*

4. Continue clicking on the scroll button until the desired record appears.

To switch to the Find mode to look for a **Health Screen** record:

5. Click on the **Find Mode** button.

*Figure 4.4 – Find Mode Button*

6. Enter either the entire last name or the first part of the last name of the student in the **Last Name** box.

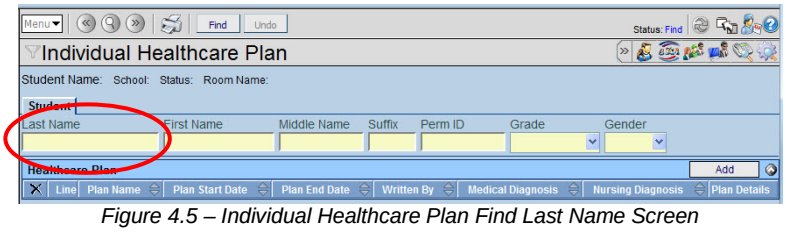



*Figure 4.5 – Individual Healthcare Plan Find Last Name Screen*

7. Click the **Find** button or press the **Enter** key. The first student with the last name entered into the Find screen will appear. Then use the scroll buttons to find the exact student.

**Note:** In the Find Mode, student records can also be found by searching by any of the yellow fields on the screen. For example, a first name may be entered in addition to the last name. This will bring up a pop-up screen with a list of students matching the criteria entered when the Find button is clicked. To select a student, click on their name and the student record selected will appear in the Individual Healthcare Plan screen. For more about finding students in any screen, please refer to *Synergy SIS – Student Information User Guide*.

Once the desired record has been located, the Individual Healthcare Plans screen displays any Individual Healthcare Plans for the student. For each plan, it records the plan name, the date it started, the date it ends, who wrote it, the Medical Diagnosis, the Nursing Diagnosis, and a link to the plan details.

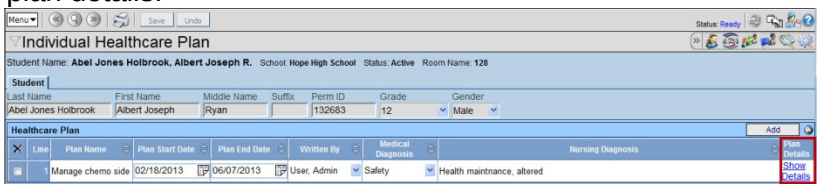



*Figure 4.6 – Individual Healthcare Plan Screen*

8. To view additional detail about the healthcare plan, click the **Show Detail** link.

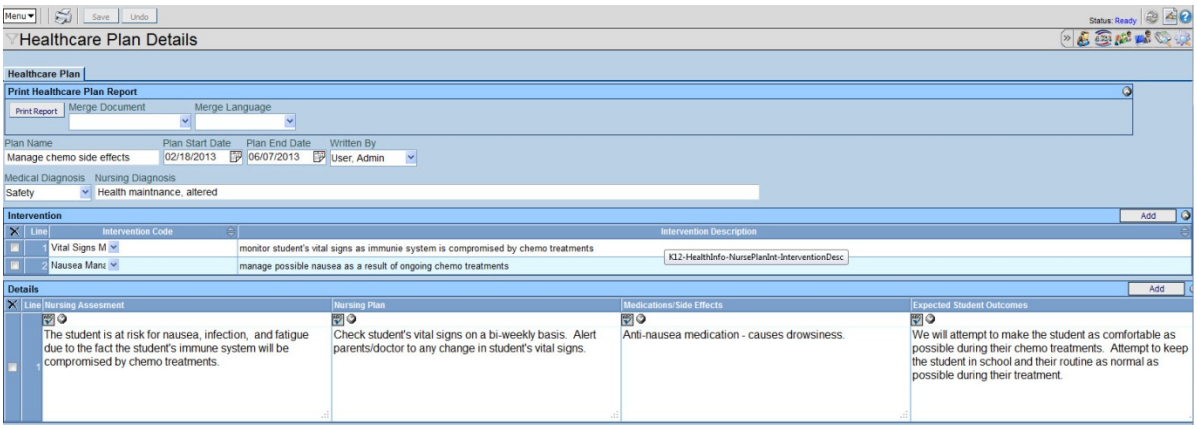



*Figure 4.7 –Healthcare Plan Details Screen*

9. The Healthcare Plan Details screen opens and shows all of the information on the main screen as well as the interventions for the plan. It also shows the nurse's assessment of the health issue, their plan, any medications associated with the health issue and their possible side effects, and the expected outcome of the plan.
10. Close the Healthcare Plan Details screen to return to the main screen.

# ADDING & EDITING HEALTHCARE PLANS

To add or edit healthcare plans:

1. Check to make sure the current **focus** is set to a school and not the district. The focus is indicated in the top right-hand corner of the screen.


*Figure 4.8 – Checking Current Focus*

2. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.


*Figure 4.9 – Edit Button*

3. To edit the records, click on the data to modify and change the information as desired. Boxes with a gray background cannot be changed.

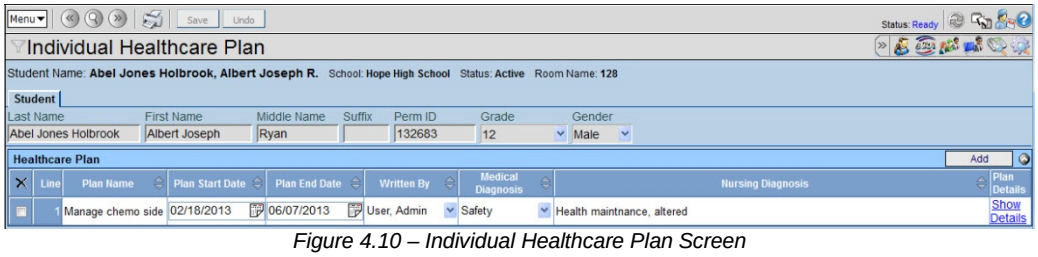



*Figure 4.10 – Individual Healthcare Plan Screen*

4. To delete a record, check the box in the **X** column.
5. Click the **Save** button at the top of the screen to save the changes.

6. To change the plan details, click on the Show Details link. On the Healthcare Plan Details screen modify and change the information as desired.

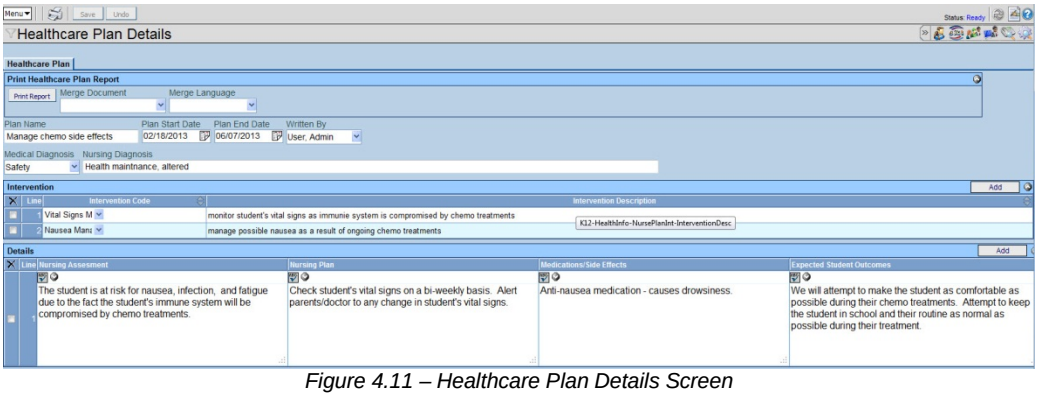



*Figure 4.11 – Healthcare Plan Details Screen*

7. To delete an Intervention or Detail record, check the box in the **X** column.
8. Click the **Save** button at the top of the screen to save any changes.
9. To add an Individual Healthcare Plan, click the **Add** button on the **Individual Healthcare Plan** screen.
10. The **Healthcare Plan Details** screen pops-up in a separate window. Mandatory fields are highlighted in green.

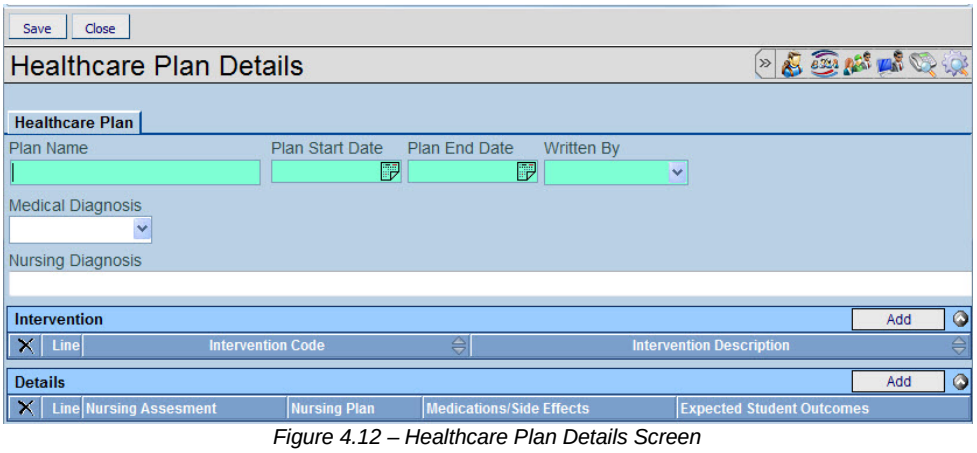



*Figure 4.12 – Healthcare Plan Details Screen*

11. Enter the **Plan Start Date** and **Plan End Date** in MM/DD/YY format or they can be selected by clicking on the Calendar buttons.
12. Enter the **Medical Diagnosis** by selecting the value from the drop-down list. The description of the diagnosis can be entered in the **Nursing Diagnosis** field.
13. Click the **Save** button at the top of the screen to save the new plan.
14. To add an intervention, click the **Add** button and a new blank record is added to the **Interventions** grid.

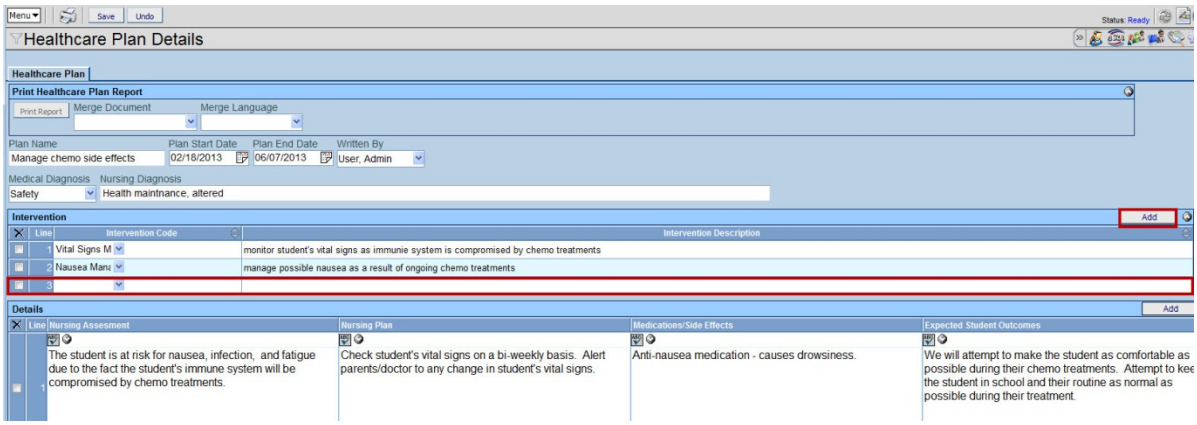



*Figure 4.13 – Healthcare Plan Details Screen, Adding*

15. Enter the **Intervention Code** by selecting the value from the drop-down list. The description of the intervention can be entered in the **Intervention Description** field.
16. To add details, click the **Add** button and a new blank record is added to the **Details** grid.
17. Enter the **Nursing Assessment**, **Nursing Plan**, **Medications/Side Effects**, and **Expected Student Outcomes** in the fields. by selecting the value from the drop-down list. The description of the intervention can be entered in the **Intervention Description** field. The **Comment** text can be checked for spelling by clicking the Spellcheck button.
18. To delete a detail or intervention, check the box in the **X** column.
19. Click the **Save** button at the top of the screen to save any changes.
20. A letter and form detailing the healthcare plan can also be printed to be sent home to the student's parents. To print the form, leave the **Merge Document and Merge Language fields blank** and click the **Print Report** button.

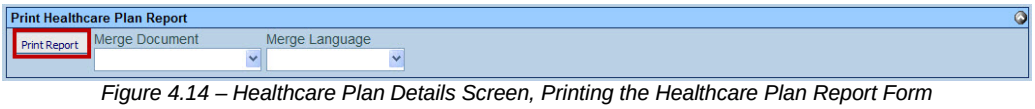
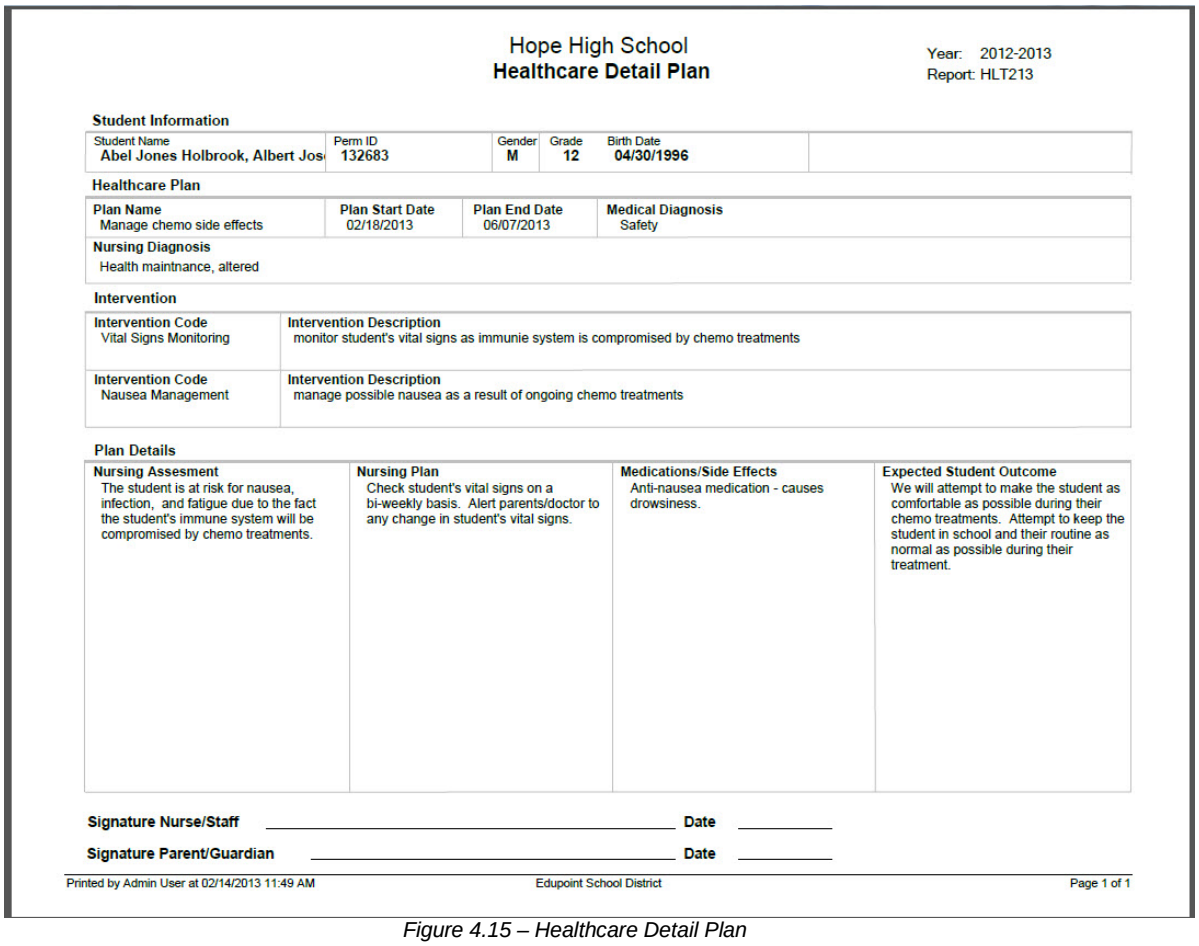



*Figure 4.14 – Healthcare Plan Details Screen, Printing the Healthcare Plan Report Form*

21. The **Healthcare Detail Plan** form pops-up in a separate PDF window. This report can also be generated from the Reports folder using report HLT213.



Hope High School
**Healthcare Detail Plan**

Year: 2012-2013
Report: HLT213

**Student Information**

| Student Name | Perm ID | Gender | Grade | Birth Date |
|---|---|---|---|---|
| Abel Jones Holbrook, Albert Jos | 132683 | M | 12 | 04/30/1996 |

**Healthcare Plan**

| Plan Name | Plan Start Date | Plan End Date | Medical Diagnosis |
|---|---|---|---|
| Manage chemo side effects | 02/18/2013 | 06/07/2013 | Safety |

**Nursing Diagnosis**
Health maintnance, altered

**Intervention**

| Intervention Code | Intervention Description |
|---|---|
| Vital Signs Monitoring | monitor student's vital signs as immunie system is compromised by chemo treatments |
| Intervention Code | Intervention Description |
| Nausea Management | manage possible nausea as a result of ongoing chemo treatments |

**Plan Details**

| Nursing Assesment | Nursing Plan | Medications/Side Effects | Expected Student Outcome |
|---|---|---|---|
| The student is at risk for nausea, infection, and fatigue due to the fact the student's immune system will be compromised by chemo treatments. | Check student's vital signs on a bi-weekly basis. Alert parents/doctor to any change in student's vital signs. | Anti-nausea medication - causes drowsiness. | We will attempt to make the student as comfortable as possible during their chemo treatments. Attempt to keep the student in school and their routine as normal as possible during their treatment. |

**Signature Nurse/Staff** _____ **Date** _____

**Signature Parent/Guardian** _____ **Date** _____

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*Figure 4.15 – Healthcare Detail Plan*

22. To print a cover letter to accompany the form, select a Report from the **Merge Document** drop-down list and select which language to use for the letter from the **Merge Language** drop-down list. Then click the **Print Report** button.

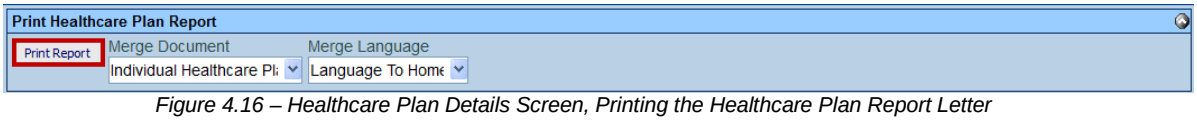
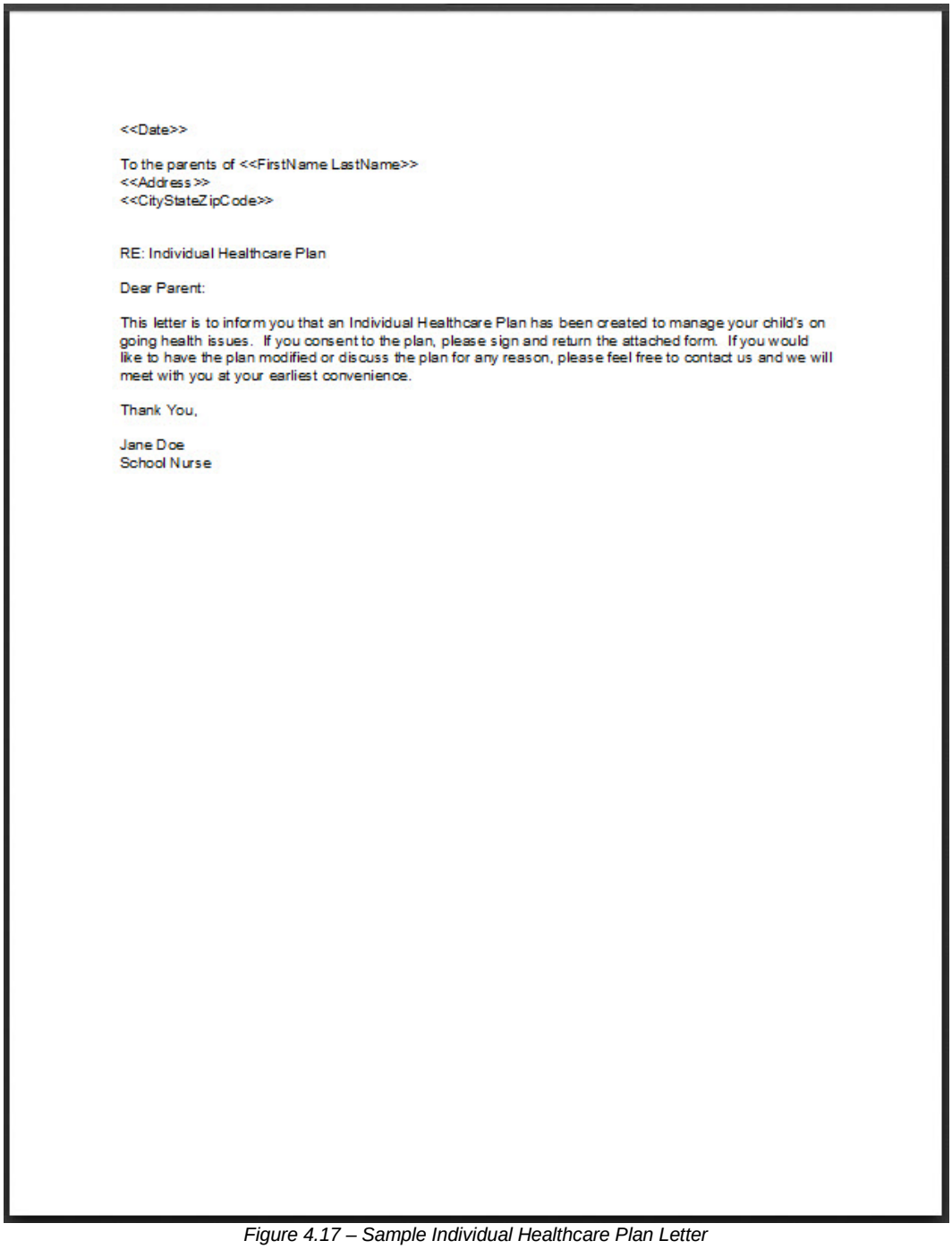



*Figure 4.16 – Healthcare Plan Details Screen, Printing the Healthcare Plan Report Letter*

23. The **Individualized Healthcare Plan Letter** pops-up in a separate PDF window.



<<Date>>

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 4.17 – Sample Individual Healthcare Plan Letter*

# Chapter Five: REPORTS

In this chapter, the following topics are covered:

- What reports are available through Health
- How to customize the reports prior to printing

The available reports for Health are found under the Synergy SIS Health menu. Individual reports print out information about a single student per page, but can be printed for multiple students at one time. List reports generate a list of all the students and their information as specified by the description of the list report. Summary reports generate summaries for multiple students.

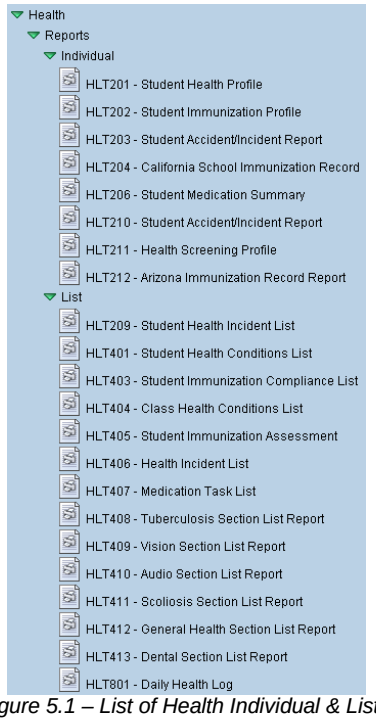



*Figure 5.1 – List of Health Individual & List Reports*

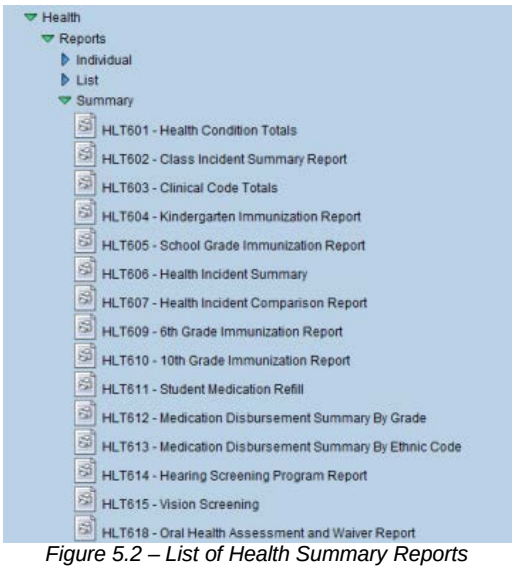



*Figure 5.2 – List of Health Summary Reports*

To access the available Health reports:

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

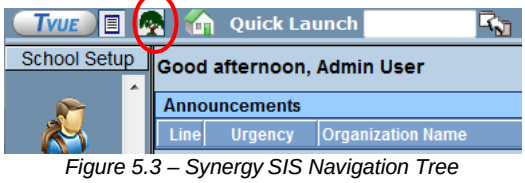



*Figure 5.3 – Synergy SIS Navigation Tree*

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.

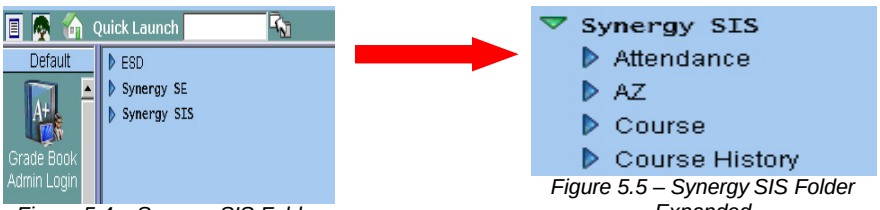



*Figure 5.4 – Synergy SIS Folder*

*Figure 5.5 – 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.

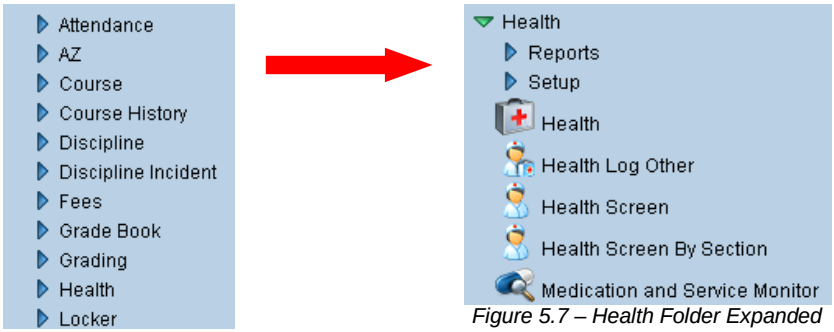



*Figure 5.6 – Health Folder*

*Figure 5.7 – Health Folder Expanded*

4. Under the Health folder, open the **Reports** folder by clicking on the blue triangle pointing right, next to the word Reports. Once clicked, the triangle will turn green and point downward.

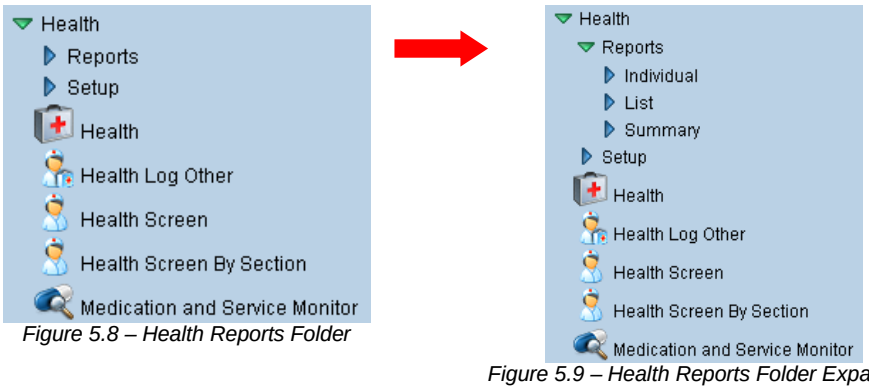



*Figure 5.8 – Health Reports Folder*

*Figure 5.9 – Health Reports Folder Expanded*

5. To access the **Individual** reports, click on the blue triangle next to the word Individual.

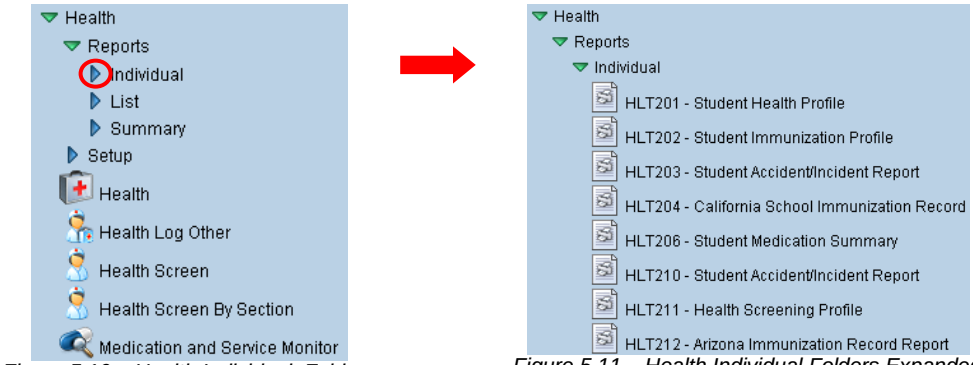



*Figure 5.10 – Health Individual Folders*

*Figure 5.11 – Health Individual Folders Expanded*

6. To access the **List** reports, click on the blue triangle next to the word List.

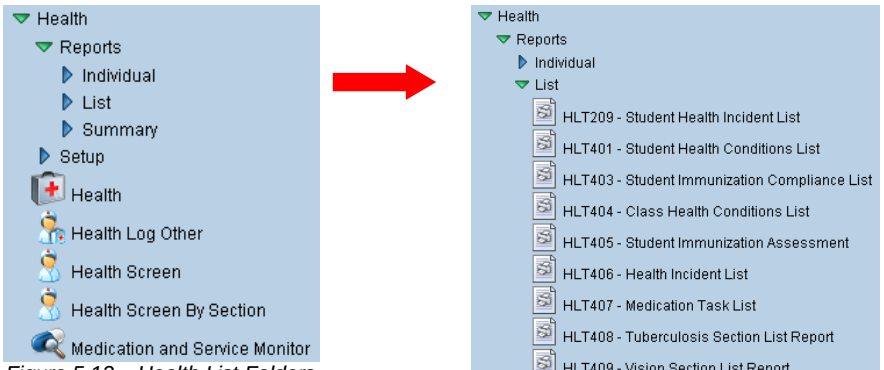



*Figure 5.12 – Health List Folders*

*Figure 5.13 – Health List Folders Expanded*

7. To access the **Summary** reports, click on the blue triangle next to the word Summary.

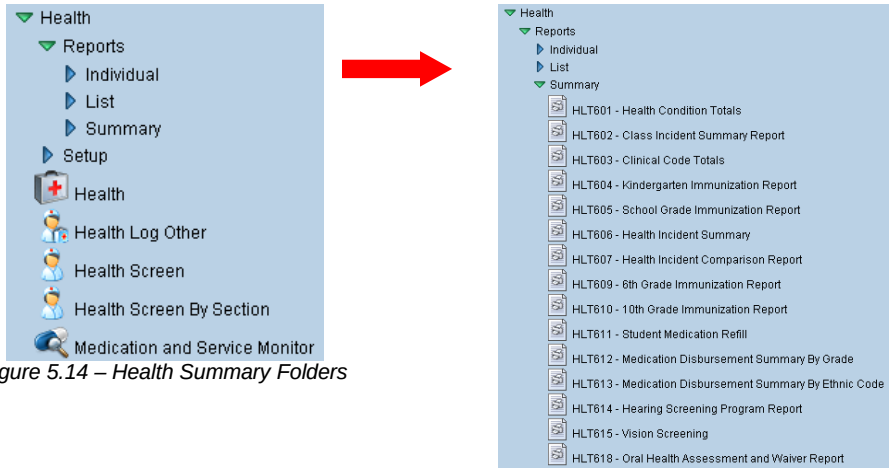



*Figure 5.14 – Health Summary Folders*

*Figure 5.15 – Health Summary Folders Expanded*

8. Click on the name of the report to open the report and select the options to be used in printing the report.
9. Once the report options have been set, click on the **Print** button to print the report. The report will be printed as a PDF file to the screen, which can then be sent to the printer.

HLT201 – Student Health Profile

The Student Health Profile report provides a complete listing of all of a student's health-related records. The report includes the student's basic demographic and contact information, their emergency contact information, their health conditions, any health incidents, and their immunization information.

This report can be customized using the following options:

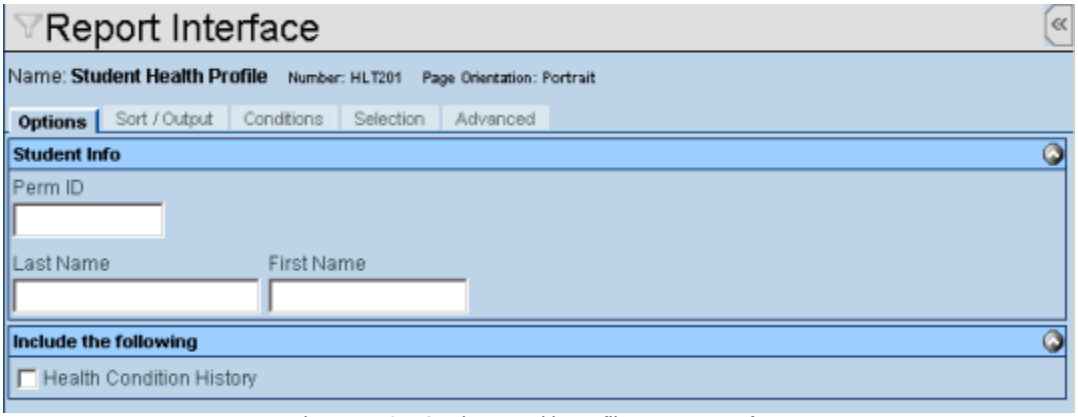
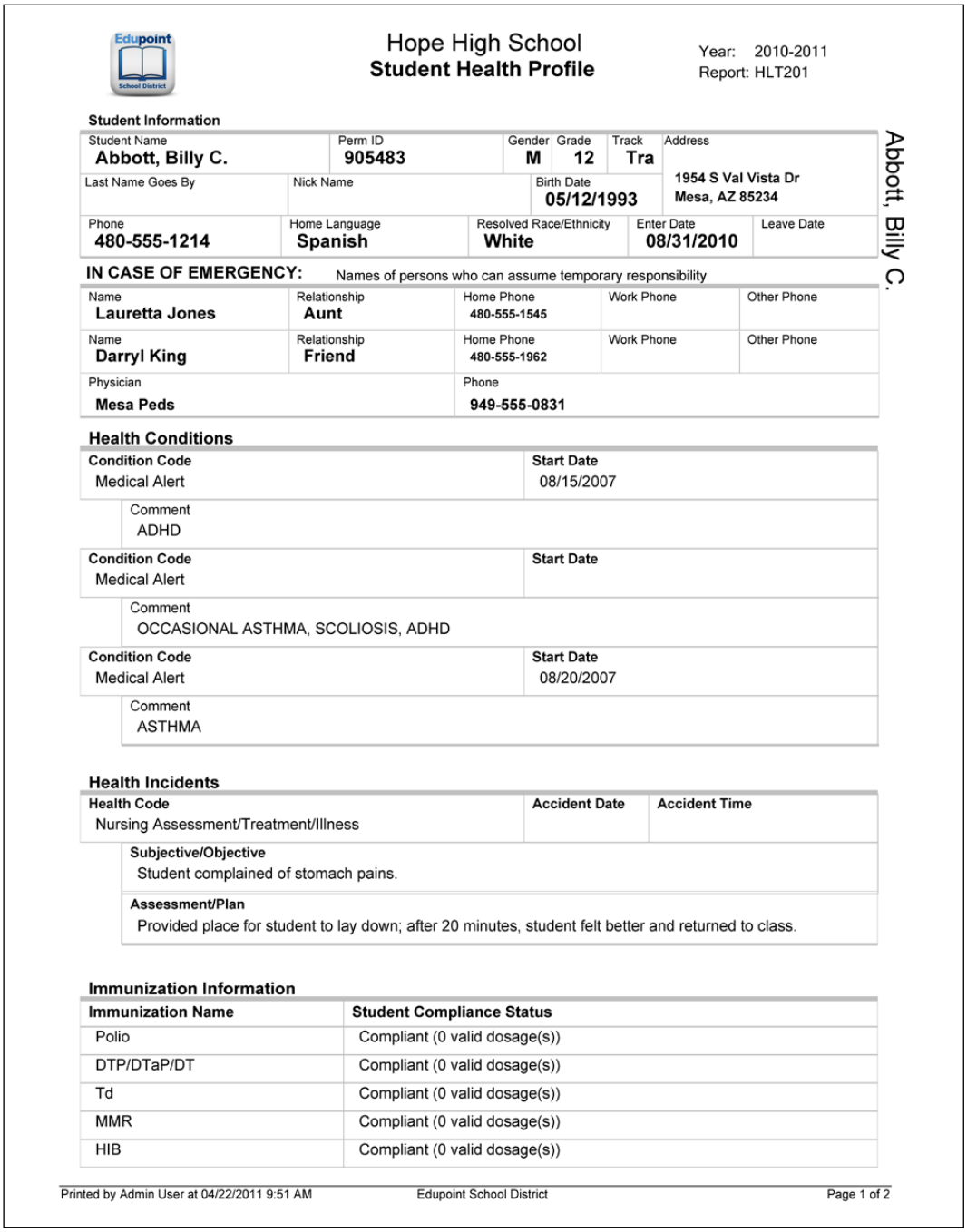



*Figure 5.16 – Student Health Profile Report Interface*

- An individual student or group of students can be selected by filtering on the **Last Name**, **First Name**, or **Perm ID**. For example, if a last name of Smith is entered, the report prints an individual report for each student with a last name of Smith.
- To include the **Health Condition History**, check the box.



Hope High School
**Student Health Profile**

Year: 2010-2011
Report: HLT201

**Student Information**

| Student Name | Perm ID | Gender | Grade | Track | Address |
|---|---|---|---|---|---|
| **Abbott, Billy C.** | **905483** | **M** | **12** | **Tra** | **1954 S Val Vista Dr Mesa, AZ 85234** |

| Last Name Goes By | Nick Name | Birth Date |
|---|---|---|
| | | **05/12/1993** |

| Phone | Home Language | Resolved Race/Ethnicity | Enter Date | Leave Date |
|---|---|---|---|---|
| **480-555-1214** | **Spanish** | **White** | **08/31/2010** | |

Abbott, Billy C.

**IN CASE OF EMERGENCY:** Names of persons who can assume temporary responsibility

| Name | Relationship | Home Phone | Work Phone | Other Phone |
|---|---|---|---|---|
| **Lauretta Jones** | **Aunt** | **480-555-1545** | | |
| **Darryl King** | **Friend** | **480-555-1962** | | |

| Physician | Phone |
|---|---|
| **Mesa Peds** | **949-555-0831** |

**Health Conditions**

| Condition Code | Start Date |
|---|---|
| Medical Alert | 08/15/2007 |

Comment: ADHD

| Condition Code | Start Date |
|---|---|
| Medical Alert | |

Comment: OCCASIONAL ASTHMA, SCOLIOSIS, ADHD

| Condition Code | Start Date |
|---|---|
| Medical Alert | 08/20/2007 |

Comment: ASTHMA

**Health Incidents**

| Health Code | Accident Date | Accident Time |
|---|---|---|
| Nursing Assessment/Treatment/Illness | | |

**Subjective/Objective**
Student complained of stomach pains.

**Assessment/Plan**
Provided place for student to lay down; after 20 minutes, student felt better and returned to class.

**Immunization Information**

| Immunization Name | Student Compliance Status |
|---|---|
| Polio | Compliant (0 valid dosage(s)) |
| DTP/DTaP/DT | Compliant (0 valid dosage(s)) |
| Td | Compliant (0 valid dosage(s)) |
| MMR | Compliant (0 valid dosage(s)) |
| HIB | Compliant (0 valid dosage(s)) |

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*Figure 5.17 – Student Health Profile Report*

## HLT202 – Student Immunization

The Student Immunization report lists all of a student's vaccinations, the date they received the vaccination, and if they are compliant with the immunization requirement.

This report can be customized using the following options:

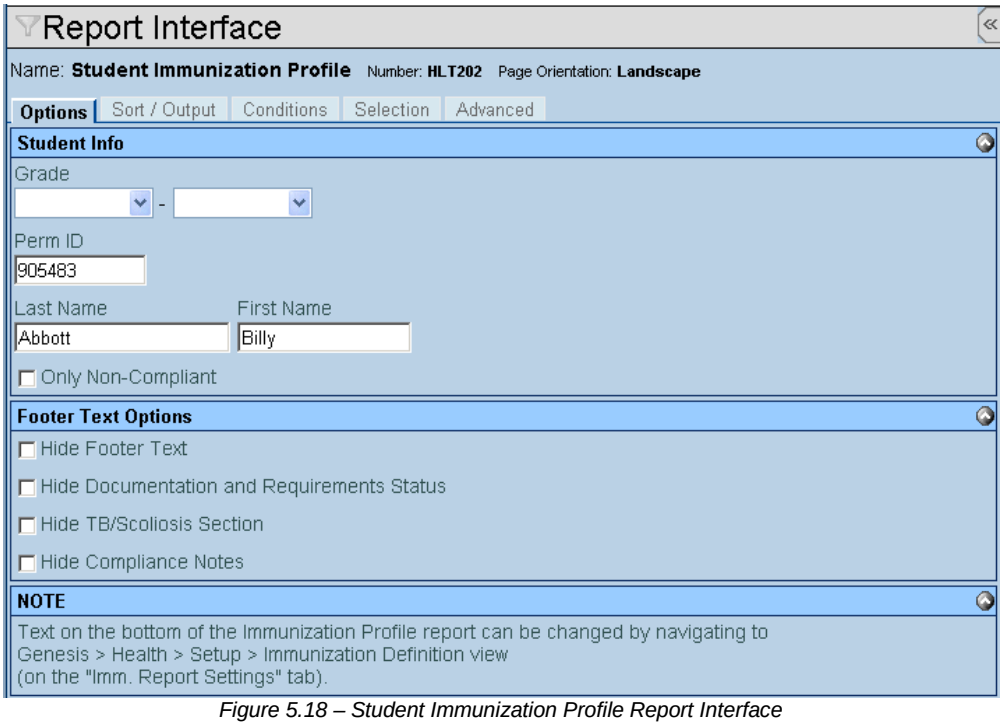


*Figure 5.18 – Student Immunization Profile Report Interface*

- An individual student or group of students can be selected by filtering on the **Last Name**, **First Name**, **Perm ID**, or **Grade**. For example, if grade 12 is selected the report prints an individual report for each student in grade 12.
- To show only the students and immunizations that have not met the requirements, check the **Only Non-Compliant** box.
- Several areas of the report can be removed by checking **Hide Footer Text**, **Hide Documentation and Requirement Status**, **Hide TB/Scoliosis Section**, or **Hide Compliance Notes**.

**Reference:** To modify the text at the bottom of the report, go to the Immunization Definition screen found under Synergy SIS > Health > Setup. For more information, please refer to the manual titled *Synergy SIS – Health Administrator Guide*.

 

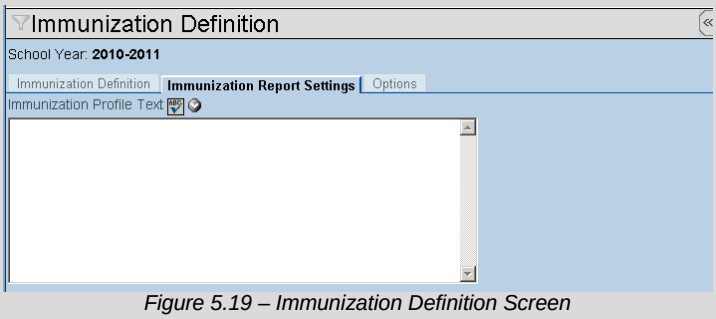


*Figure 5.19 – Immunization Definition Screen*

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 |

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*Figure 5.20 – Student Immunization Profile Report*

## HLT203 – Student Accident/Incident Report

The Student Accident/Incident Report lists the details of an accident or health-related incident involving a student. This is also the same report that prints when the Print Report button is clicked from the Accident Detail tab of the detailed screen of an incident on the Nurse's Log tab of the Health screen.

This report can be customized using the following options:

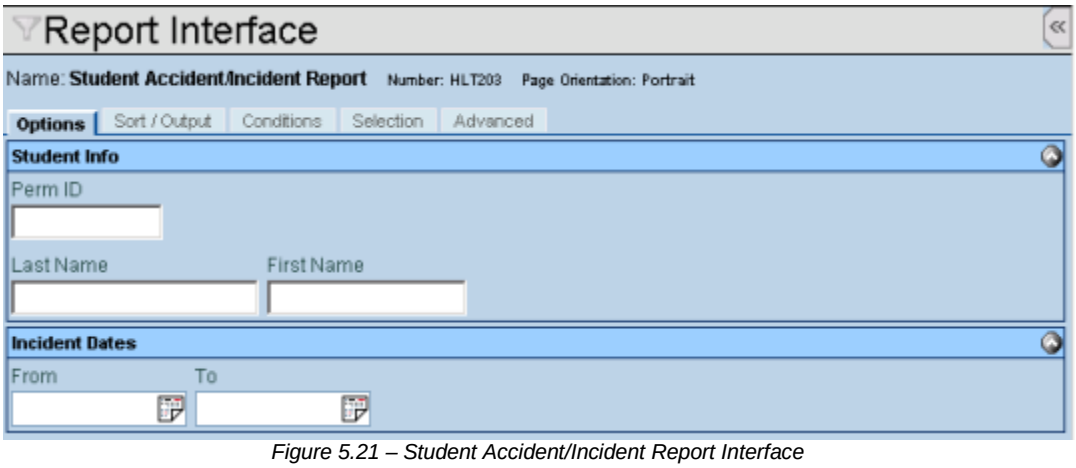


*Figure 5.21 – Student Accident/Incident Report Interface*

- An individual student or group of students can be selected by filtering on the **Last Name**, **First Name**, or **Perm ID**. For example, if a last name of Smith is entered, the report prints an individual report for each student with a last name of Smith.
- To only print the incidents that occurred during a specific period, enter the range of **Incident Dates** in the **From** and **To** boxes. Dates must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar button.

 

Hope High School
**Student Accident/Incident Report**
08/30/2010 - 06/03/2011

Year: 2010-2011
Report: HLT203

**Student Information**

| Student Name | Perm ID | Gender | Grade | Phone | Homeroom |
|---|---|---|---|---|---|
| Abbott, Billy C. | 905483 | M | 12 | 480-555-1214 | 230 |

| Address | City | State | Zip Code |
|---|---|---|---|
| 1954 S Val Vista Dr | Mesa | AZ | 85234 |

**Accident Information**

| Accident Location: | Accident Date: | Time Accident Occured: |
|---|---|---|
| | | |

| Reported by: | Date Reported: | Parent Contact Attempted At: | Parent Contacted At: |
|---|---|---|---|
| Vesta, Cindy | 12/15/2008 | | |

**Describe Accident, Give Specific Location and Condition of Premises:**
Student complained of stomach pains.

**Medical Information**

**Detailed Injury Description:**
Provided place for student to lay down; after 20 minutes, student felt better and returned to class.

| Care Given/By Whom: | Medical Care Recommended: |
|---|---|
| | No |

**Reason Injured Person was on the Premises( lunch, P.E., etc.):**

**Persons Familiar with Circumstances(Name & Title):**

| Staff Member Responsible for Student Supervision at Time of Incident: | Student Covered by School Accident Insurance: |
|---|---|
| | No |

| Where Taken After Incident(Specify home, hospital, etc.): | By Whom: | Time Taken: |
|---|---|---|
| | | |

**Follow-Up:**

**Preventative Measure Taken:**

**Signatures**

Principal Signature: _____ Date Signed: _____

Nurse Signature: _____ Date Signed: _____

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*Figure 5.22 – Student Accident/Incident Report*

## HLT204 – California Immunization Record

The California Immunization Record report lists all of a student's vaccination information in the format specified by the state of California.

This report can be customized using the following options:

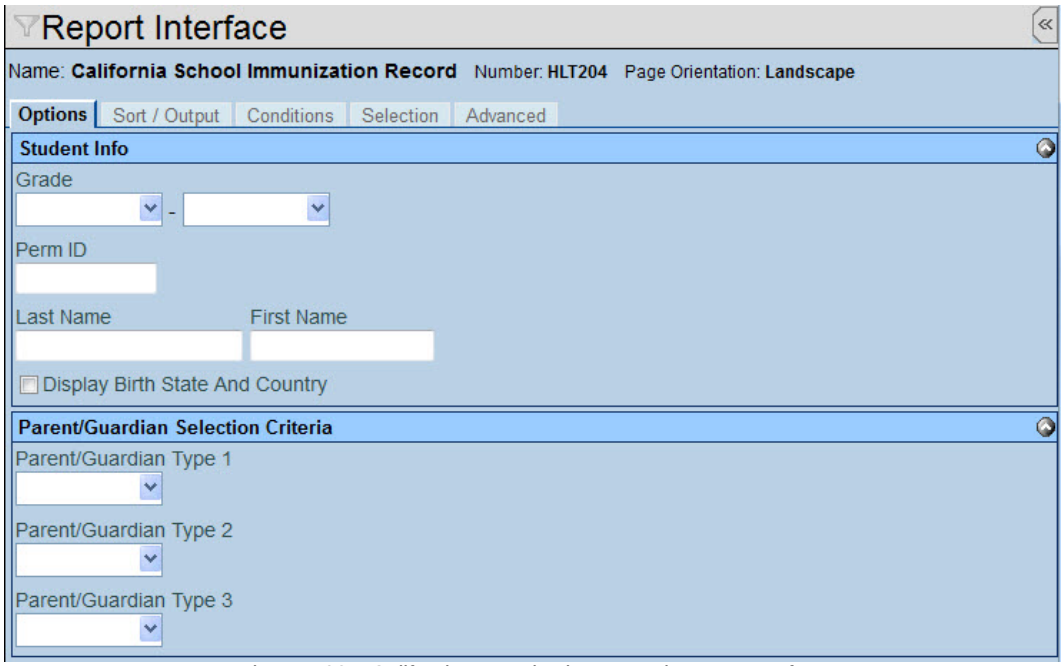
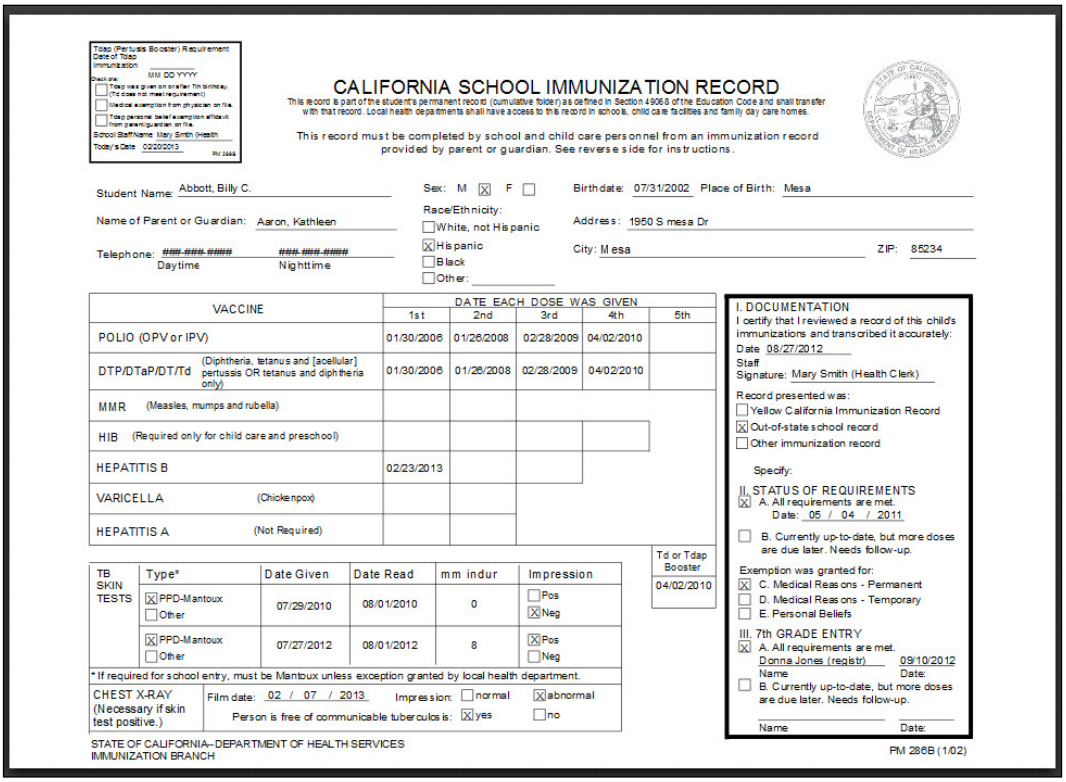



*Figure 5.23 – California Immunization Record Report Interface*

- An individual student or group of students can be selected by filtering on the **Last Name**, **First Name**, **Perm ID**, or **Grade**. For example, if grade 12 is selected the report prints an individual report for each student in grade 12.
- To show the student's birth state and country on the report, check the **Display Birth State and Country** box.
- To identify a parent on the immunization record, select the **Parent/Guardian Selection Criteria**. The options are based on the flags set on the **Parent/Guardian** tab of the **Student** screen. Options include:
    - **Lives With,**
    - **Contact Allowed,**
    - **Ed. Rights,**
    - **Has Custody, or**
    - **Mailings Allowed.**



Tdap (Pertussis Booster) Requirement
Date of Tdap immunization MM DD YYYY
Check one:
☐ Tdap was given on or after 7th birthday. (Td does not meet requirement)
☐ Medical exemption from physician on file.
☐ Tdap personal belief exemption affidavit from parent/guardian on file.
School Staff Name: Mary Smith (Health
Today's Date: 02/20/2013
PM 286B

# CALIFORNIA SCHOOL IMMUNIZATION RECORD

This record is part of the student's permanent record (cumulative folder) as defined in Section 49063 of the Education Code and shall transfer with that record. Local health departments shall have access to this record in schools, child care facilities and family day care homes.

This record must be completed by school and child care personnel from an immunization record provided by parent or guardian. See reverse side for instructions.

Student Name: Abbott, Billy C.
Sex: M ☒ F ☐
Birthdate: 07/31/2002 Place of Birth: Mesa
Name of Parent or Guardian: Aaron, Kathleen
Race/Ethnicity:
☐ White, not Hispanic
☒ Hispanic
☐ Black
☐ Other:
Address: 1950 S mesa Dr
Telephone: ###-###-#### Daytime ###-###-#### Nighttime
City: Mesa ZIP: 85234

| VACCINE | DATE EACH DOSE WAS GIVEN 1st | 2nd | 3rd | 4th | 5th |
|---|---|---|---|---|---|
| POLIO (OPV or IPV) | 01/30/2006 | 01/26/2008 | 02/28/2009 | 04/02/2010 | |
| DTP/DTaP/DT/Td (Diphtheria, tetanus and [acellular] pertussis OR tetanus and diphtheria only) | 01/30/2006 | 01/26/2008 | 02/28/2009 | 04/02/2010 | |
| MMR (Measles, mumps and rubella) | | | | | |
| HIB (Required only for child care and preschool) | | | | | |
| HEPATITIS B | 02/23/2013 | | | | |
| VARICELLA (Chickenpox) | | | | | |
| HEPATITIS A (Not Required) | | | | | |

Td or Tdap Booster: 04/02/2010

| TB SKIN TESTS | Type* | Date Given | Date Read | mm indur | Impression |
|---|---|---|---|---|---|
| | ☒ PPD-Mantoux ☐ Other | 07/29/2010 | 08/01/2010 | 0 | ☐ Pos ☒ Neg |
| | ☒ PPD-Mantoux ☐ Other | 07/27/2012 | 08/01/2012 | 8 | ☒ Pos ☐ Neg |

* If required for school entry, must be Mantoux unless exception granted by local health department.

CHEST X-RAY (Necessary if skin test positive.) Film date: 02 / 07 / 2013 Impression: ☐ normal ☒ abnormal
Person is free of communicable tuberculosis: ☒ yes ☐ no

I. DOCUMENTATION
I certify that I reviewed a record of this child's immunizations and transcribed it accurately:
Date 08/27/2012
Staff Signature: Mary Smith (Health Clerk)
Record presented was:
☐ Yellow California Immunization Record
☒ Out-of-state school record
☐ Other immunization record
Specify:

II. STATUS OF REQUIREMENTS
☒ A. All requirements are met. Date: 05 / 04 / 2011
☐ B. Currently up-to-date, but more doses are due later. Needs follow-up.
Exemption was granted for:
☒ C. Medical Reasons - Permanent
☐ D. Medical Reasons - Temporary
☐ E. Personal Beliefs

III. 7th GRADE ENTRY
☒ A. All requirements are met. Donna Jones (registr) Name 09/10/2012 Date:
☐ B. Currently up-to-date, but more doses are due later. Needs follow-up.
Name Date:

STATE OF CALIFORNIA--DEPARTMENT OF HEALTH SERVICES
IMMUNIZATION BRANCH
PM 286B (1/02)

*Figure 5.24 – California Immunization Record Report*

## HLT206 – Student Medication Summary

The Student Medication Summary report lists of all of the medications that the school nurse has been asked to administer to the student. For each medication, it lists the name of the medication, the type, the date range during which the medication is to be given, and the times the medication should be administered. It also shows how many units of the medication are left in the school infirmary and how the medication should be administered (orally, injected, etc.).

This report can be customized using the following options:

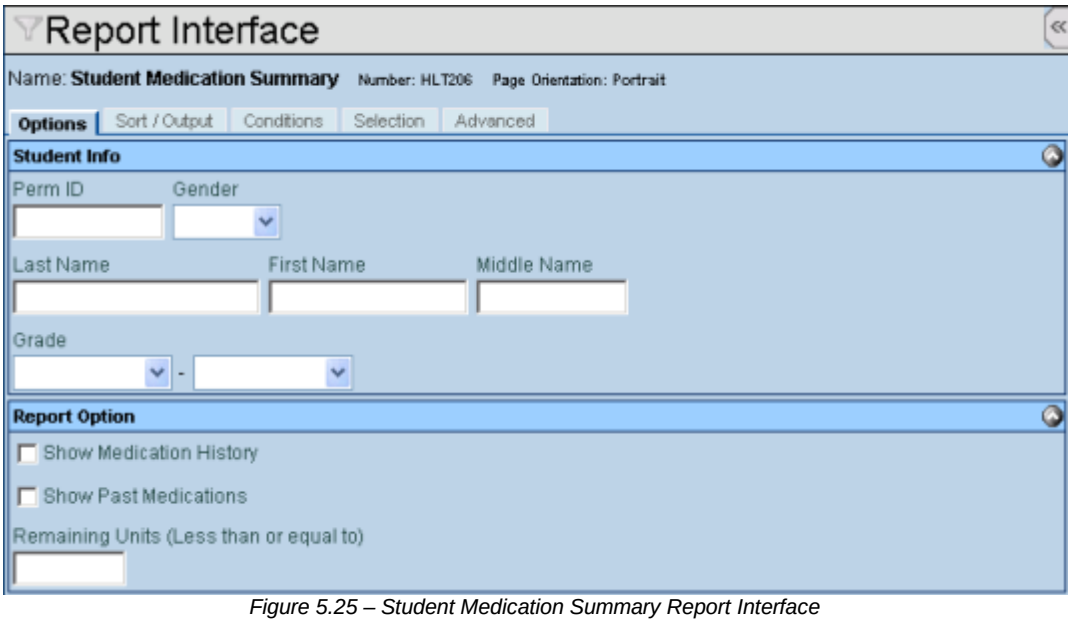
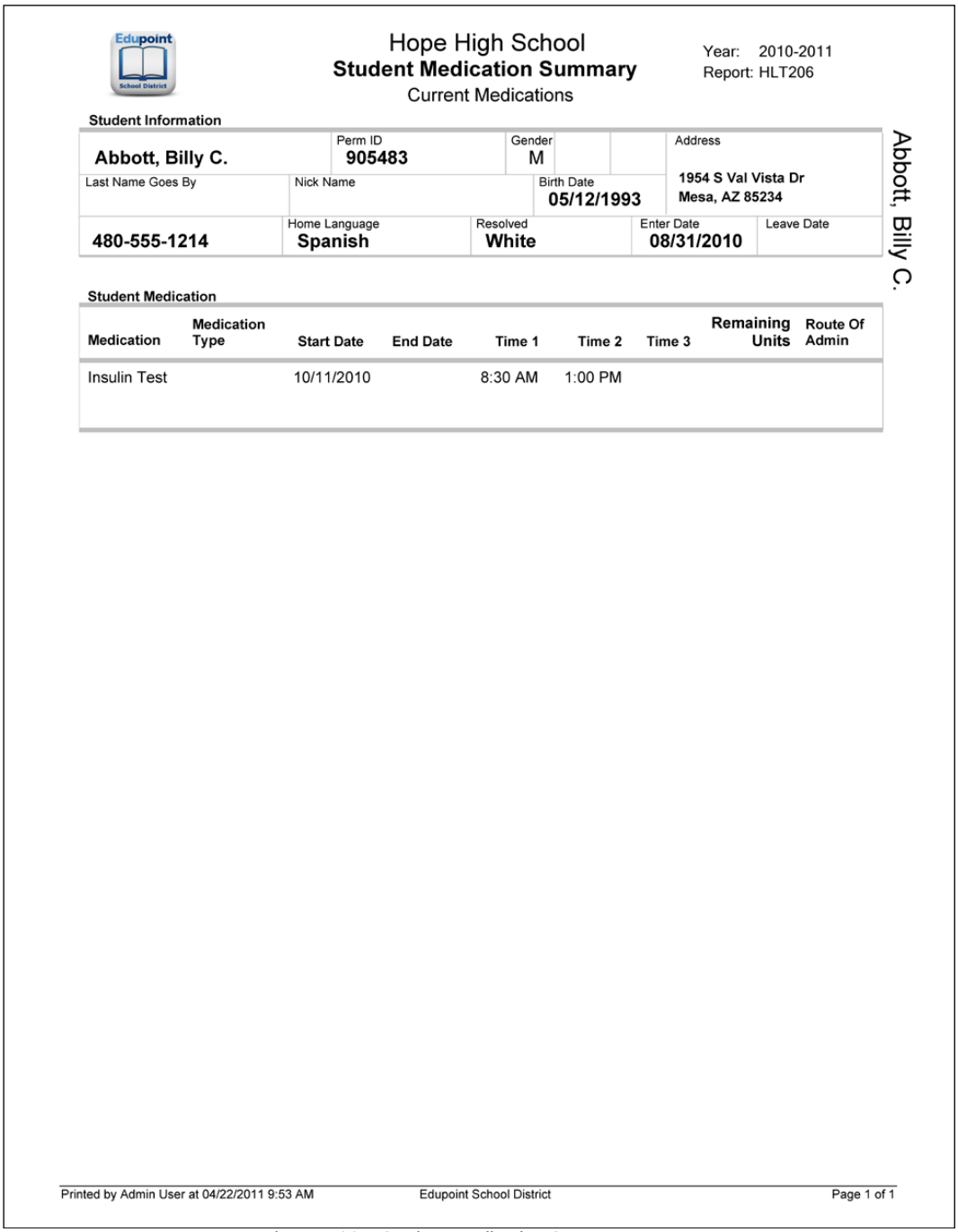



*Figure 5.25 – Student Medication Summary Report Interface*

- An individual student or group of students can be selected by filtering on the **Last Name**, **First Name**, **Perm ID**, **Gender**, or **Grade**. For example, if grade 12 is selected the report prints an individual report for each student in grade 12.
- To show all of the medications administered, click the **Show Medication History** button
- To show previous medications that were given to the student as well as current medications, click the **Show Past Medications** box.
- To filter the report to show only the medications that may need to be refilled, enter the number of **Remaining Units**. The report will only list those medications with that number of units remaining or less.



Hope High School
**Student Medication Summary**
Current Medications

Year: 2010-2011
Report: HLT206

**Student Information**

| | | | | |
|---|---|---|---|---|
| **Abbott, Billy C.** | Perm ID **905483** | Gender M | | Address **1954 S Val Vista Dr Mesa, AZ 85234** |
| Last Name Goes By | Nick Name | | Birth Date **05/12/1993** | |
| **480-555-1214** | Home Language **Spanish** | Resolved **White** | Enter Date **08/31/2010** | Leave Date |

Abbott, Billy C.

**Student Medication**

| Medication | Medication Type | Start Date | End Date | Time 1 | Time 2 | Time 3 | Remaining Units | Route Of Admin |
|---|---|---|---|---|---|---|---|---|
| Insulin Test | | 10/11/2010 | | 8:30 AM | 1:00 PM | | | |

Printed by Admin User at 04/22/2011 9:53 AM Edupoint School District Page 1 of 1

*Figure 5.26 – Student Medication Summary Report*

## HLT210 – Student Accident/Incident Report

The Student Accident/Incident Report provides information regarding those students involved in either an accident or a health-related incident, similar to HLT203. However, this report can be filtered to list only incidents with specific clinical codes..

This report can be customized using the following options:

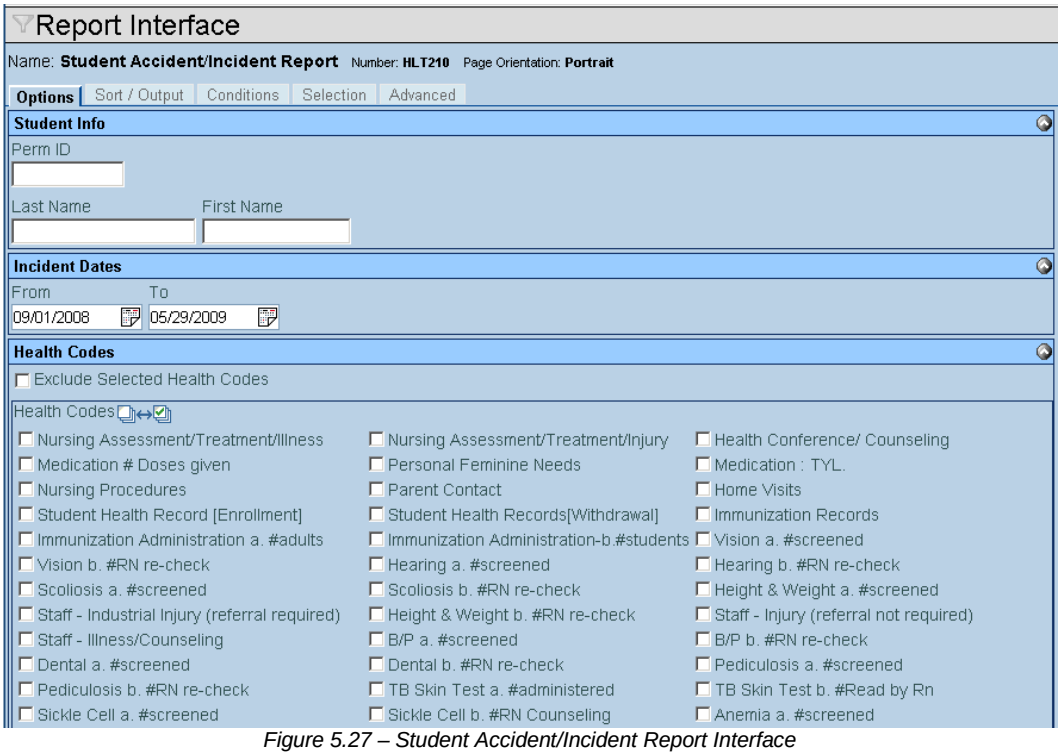



*Figure 5.27 – Student Accident/Incident Report Interface*

- An individual student or group of students can be selected by filtering on the **Last Name**, **First Name**, or **Perm ID**. For example, if a last name of Smith is entered, the report prints an individual report for each student with a last name of Smith.
- To only print the incidents that occurred during a specific period, enter the range of **Incident Dates** in the **From** and **To** boxes. Dates must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar button.
- To specify which types of incidents are included in the report, check the **Health Codes** to be included. To exclude the codes checked instead of including them, check the **Exclude Selected Health Codes** box. To check or uncheck all of the codes, click on the Uncheck/Check All buttons.

Hope High School
**Student Accident/Incident Report**
08/30/2010 - 06/03/2011

Year: 2010-2011
Report: HLT210

**Student Information**

| Student Name | Perm ID | Gender | Birth Date | Age |
|---|---|---|---|---|
| Abbott, Billy C. | 905483 | M | 05/12/1993 | 17 |

| School Name | Grade | Homeroom | Phone |
|---|---|---|---|
| Hope High School | 12 | 230 | 480-555-1214 |

| Address | City | State | Zip Code |
|---|---|---|---|
| 1954 S Val Vista Dr | Mesa | AZ | 85234 |

**Accident Information**

| Date Occurred: | Time Occurred: | Name of Person Completing Report: | Date Reported: |
|---|---|---|---|
| | | Vesta, Cindy | 12/15/2008 |

| Location: | Injury: | Activity: |
|---|---|---|
| | | |

**Witnesses:**

**Accident/Incident Description:**

Student complained of stomach pains.

**Assessment/Treatment Plan:**

Provided place for student to lay down; after 20 minutes, student felt better and returned to class.

| Action Taken: | Care Given By Whom: | Medical Care Recommended: |
|---|---|---|
| | | No |

| Parent/Other Notified: | Notified By Whom: | Notified How: | Notified Time: |
|---|---|---|---|
| | | | |

| Where Taken After Accident/Incident: | Taken By Whom: | Time Taken: |
|---|---|---|
| | | |

**Other Persons Notified:**

☐ Superintendent Notified ☐ Regional R.N. Notified ☐ Parent/Guardian Notified

**Follow Up Information**

| Date | Time | Staff Name | Follow Up |
|---|---|---|---|

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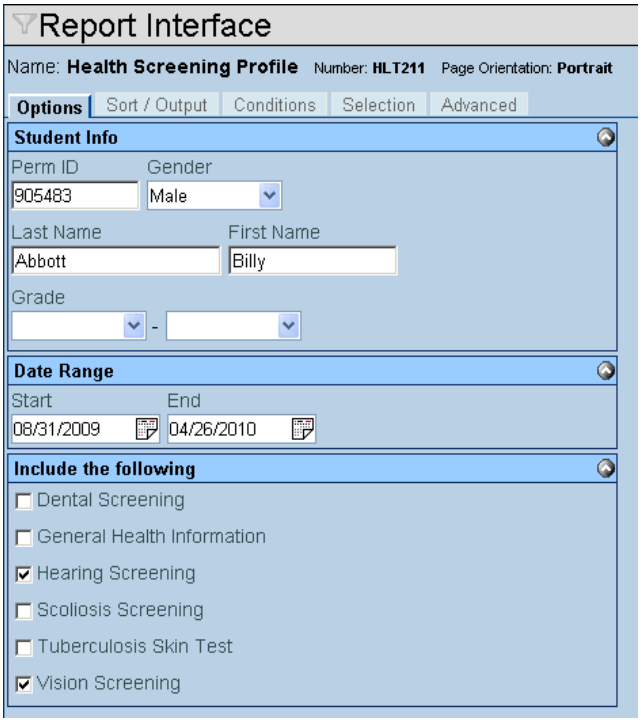
*Figure 5.28 – Student Accident/Incident Report*

## HLT211 – Health Screening Profile

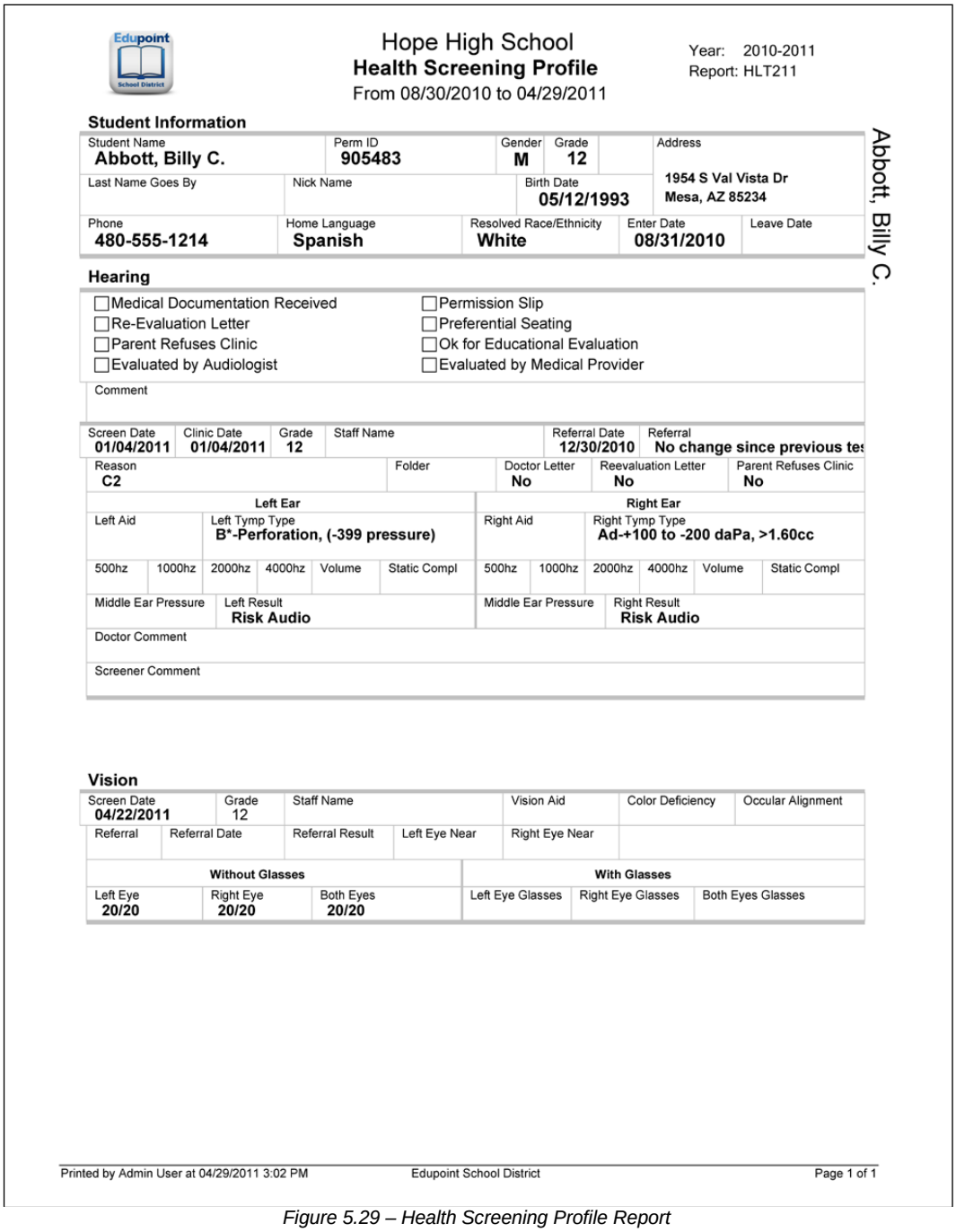
The Health Screening Profile report lists the results of all of the screening tests for a student.

This report can be customized using the following options:




- An individual student or group of students can be selected by filtering on the **Last Name**, **First Name**, **Perm ID**, **Gender**, or **Grade**. For example, if grade 12 is selected the report prints an individual report for each student in grade 12.
- The screening results included on the report can be filtered to include only results with a specific date range by entering the **Start** and **End** dates. Dates must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar button.
- Check the box in front of each screening type to be included on the report in the **Include the Following** section.



Hope High School
**Health Screening Profile**
From 08/30/2010 to 04/29/2011

Year: 2010-2011
Report: HLT211

**Student Information**

| Student Name | Perm ID | Gender | Grade | | Address |
|---|---|---|---|---|---|
| **Abbott, Billy C.** | **905483** | **M** | **12** | | |
| Last Name Goes By | Nick Name | Birth Date | | | **1954 S Val Vista Dr** |
| | | **05/12/1993** | | | **Mesa, AZ 85234** |
| Phone | Home Language | Resolved Race/Ethnicity | Enter Date | Leave Date | |
| **480-555-1214** | **Spanish** | **White** | **08/31/2010** | | |

Abbott, Billy C.

**Hearing**

- ☐ Medical Documentation Received
- ☐ Re-Evaluation Letter
- ☐ Parent Refuses Clinic
- ☐ Evaluated by Audiologist
- ☐ Permission Slip
- ☐ Preferential Seating
- ☐ Ok for Educational Evaluation
- ☐ Evaluated by Medical Provider

Comment

| Screen Date | Clinic Date | Grade | Staff Name | Referral Date | Referral |
|---|---|---|---|---|---|
| **01/04/2011** | **01/04/2011** | **12** | | **12/30/2010** | **No change since previous tes** |

| Reason | Folder | Doctor Letter | Reevaluation Letter | Parent Refuses Clinic |
|---|---|---|---|---|
| **C2** | | **No** | **No** | **No** |

| Left Ear | | | | | | Right Ear | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Left Aid | Left Tymp Type | | | | | Right Aid | Right Tymp Type | | | | |
| | **B*-Perforation, (-399 pressure)** | | | | | | **Ad-+100 to -200 daPa, >1.60cc** | | | | |
| 500hz | 1000hz | 2000hz | 4000hz | Volume | Static Compl | 500hz | 1000hz | 2000hz | 4000hz | Volume | Static Compl |
| Middle Ear Pressure | Left Result | | | | | Middle Ear Pressure | Right Result | | | | |
| | **Risk Audio** | | | | | | **Risk Audio** | | | | |

Doctor Comment

Screener Comment

**Vision**

| Screen Date | Grade | Staff Name | Vision Aid | Color Deficiency | Occular Alignment |
|---|---|---|---|---|---|
| **04/22/2011** | 12 | | | | |

| Referral | Referral Date | Referral Result | Left Eye Near | Right Eye Near |
|---|---|---|---|---|
| | | | | |

| Without Glasses | | | With Glasses | | |
|---|---|---|---|---|---|
| Left Eye | Right Eye | Both Eyes | Left Eye Glasses | Right Eye Glasses | Both Eyes Glasses |
| **20/20** | **20/20** | **20/20** | | | |

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*Figure 5.29 – Health Screening Profile Report*

## HLT212 – Arizona Immunization Record Report

The Arizona Immunization Record report prints each student's immunization record on the official state of Arizona immunization record format.

This report can be customized using the following options:

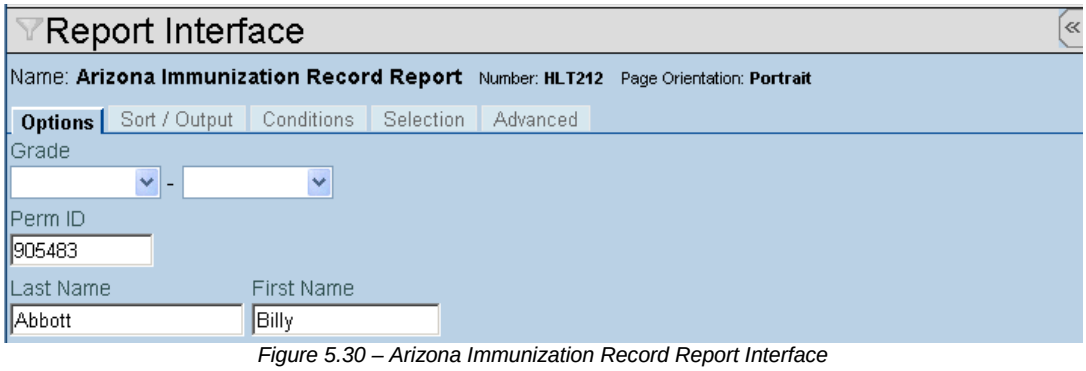


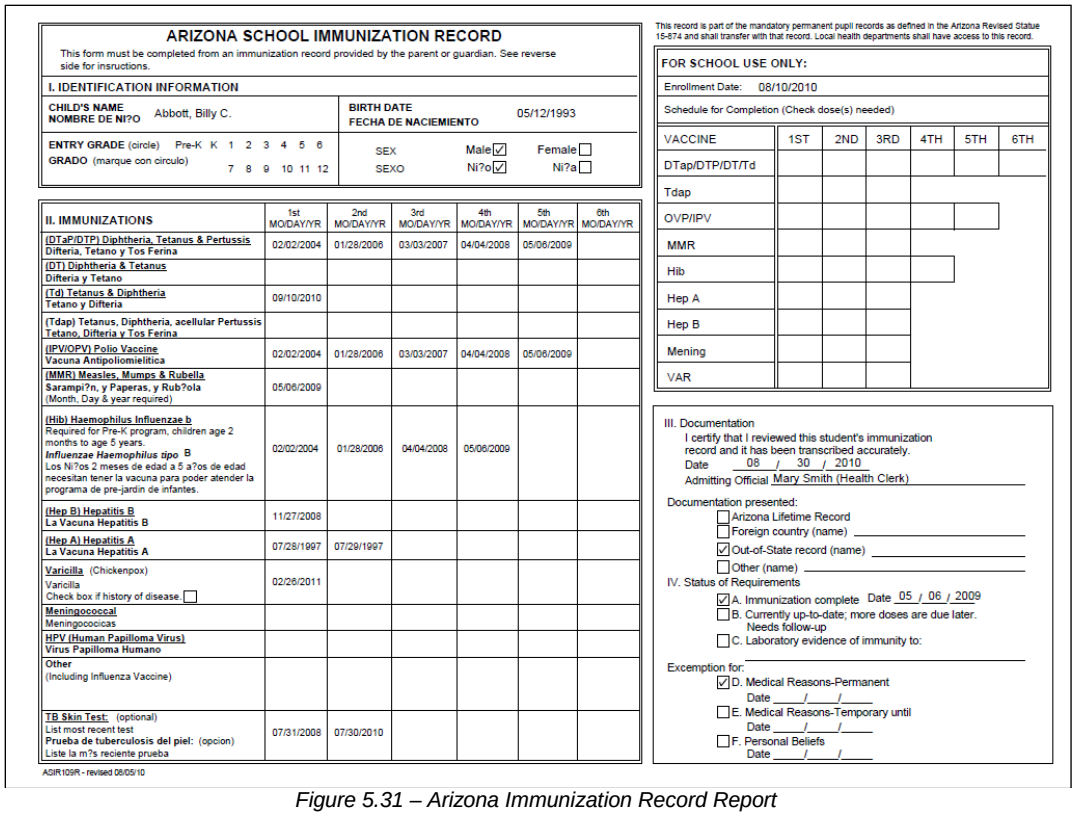

*Figure 5.30 – Arizona Immunization Record Report Interface*

- An individual student or group of students can be selected by filtering on the **Last Name**, **First Name**, **Perm ID**, or **Grade**. For example, if grade 12 is selected the report prints an individual report for each student in grade 12.


**Caution:** For the HLT212 report to work correctly, the **Vaccination State Cod** table must be setup with the following values. Once the lookup table is setup, the codes must be mapped to each vaccination definition as outlined in the *Synergy SIS – Health Administrator Guide* in the section on Immunization Definition Setup.

| 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 |



## ARIZONA SCHOOL IMMUNIZATION RECORD

This form must be completed from an immunization record provided by the parent or guardian. See reverse side for insructions.

This record is part of the mandatory permanent pupil records as defined in the Arizona Revised Statue 15-874 and shall transfer with that record. Local health departments shall have access to this record.

**I. IDENTIFICATION INFORMATION**

**CHILD'S NAME**
**NOMBRE DE NI?O** Abbott, Billy C.

**BIRTH DATE**
**FECHA DE NACIEMIENTO** 05/12/1993

**ENTRY GRADE** (circle) Pre-K K 1 2 3 4 5 6 7 8 9 10 11 12
**GRADO** (marque con circulo)

SEX / SEXO: Male ☑ Ni?o ☑ Female ☐ Ni?a ☐

| II. IMMUNIZATIONS | 1st MO/DAY/YR | 2nd MO/DAY/YR | 3rd MO/DAY/YR | 4th MO/DAY/YR | 5th MO/DAY/YR | 6th MO/DAY/YR |
|---|---|---|---|---|---|---|
| (DTaP/DTP) Diphtheria, Tetanus & Pertussis<br>Difteria, Tetano y Tos Ferina | 02/02/2004 | 01/28/2006 | 03/03/2007 | 04/04/2008 | 05/06/2009 | |
| (DT) Diphtheria & Tetanus<br>Difteria y Tetano | | | | | | |
| (Td) Tetanus & Diphtheria<br>Tetano y Difteria | 09/10/2010 | | | | | |
| (Tdap) Tetanus, Diphtheria, acellular Pertussis<br>Tetano, Difteria y Tos Ferina | | | | | | |
| (IPV/OPV) Polio Vaccine<br>Vacuna Antipoliomielitica | 02/02/2004 | 01/28/2006 | 03/03/2007 | 04/04/2008 | 05/06/2009 | |
| (MMR) Measles, Mumps & Rubella<br>Sarampi?n, y Paperas, y Rub?ola<br>(Month, Day & year required) | 05/06/2009 | | | | | |
| (Hib) Haemophilus Influenzae b<br>Required for Pre-K program, children age 2 months to age 5 years.<br>*Influenzae Haemophilus tipo* B<br>Los Ni?os 2 meses de edad a 5 a?os de edad necesitan tener la vacuna para poder atender la programa de pre-jardin de infantes. | 02/02/2004 | 01/28/2006 | 04/04/2008 | 05/06/2009 | | |
| (Hep B) Hepatitis B<br>La Vacuna Hepatitis B | 11/27/2008 | | | | | |
| (Hep A) Hepatitis A<br>La Vacuna Hepatitis A | 07/28/1997 | 07/29/1997 | | | | |
| Varicilla (Chickenpox)<br>Varicilla<br>Check box if history of disease. ☐ | 02/26/2011 | | | | | |
| Meningococcal<br>Meningococicas | | | | | | |
| HPV (Human Papilloma Virus)<br>Virus Papilloma Humano | | | | | | |
| Other<br>(Including Influenza Vaccine) | | | | | | |
| TB Skin Test: (optional)<br>List most recent test<br>Prueba de tuberculosis del piel: (opcion)<br>Liste la m?s reciente prueba | 07/31/2008 | 07/30/2010 | | | | |

AGIR109R - revised 08/05/10

**FOR SCHOOL USE ONLY:**

Enrollment Date: 08/10/2010

Schedule for Completion (Check dose(s) needed)

| VACCINE | 1ST | 2ND | 3RD | 4TH | 5TH | 6TH |
|---|---|---|---|---|---|---|
| DTap/DTP/DT/Td | | | | | | |
| Tdap | | | | | | |
| OVP/IPV | | | | | | |
| MMR | | | | | | |
| Hib | | | | | | |
| Hep A | | | | | | |
| Hep B | | | | | | |
| Mening | | | | | | |
| VAR | | | | | | |

III. Documentation

I certify that I reviewed this student's immunization record and it has been transcribed accurately.
Date 08 / 30 / 2010
Admitting Official Mary Smith (Health Clerk)

Documentation presented:
- ☐ Arizona Lifetime Record
- ☐ Foreign country (name) _____
- ☑ Out-of-State record (name) _____
- ☐ Other (name) _____

IV. Status of Requirements
- ☑ A. Immunization complete Date 05 / 06 / 2009
- ☐ B. Currently up-to-date; more doses are due later. Needs follow-up
- ☐ C. Laboratory evidence of immunity to: _____

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

*Figure 5.31 – Arizona Immunization Record Report*

## HLT213 – Healthcare Detail Plan

The Healthcare Detail Plan lists the individual healthcare plans on file for a student.

This report can be customized using the following options:

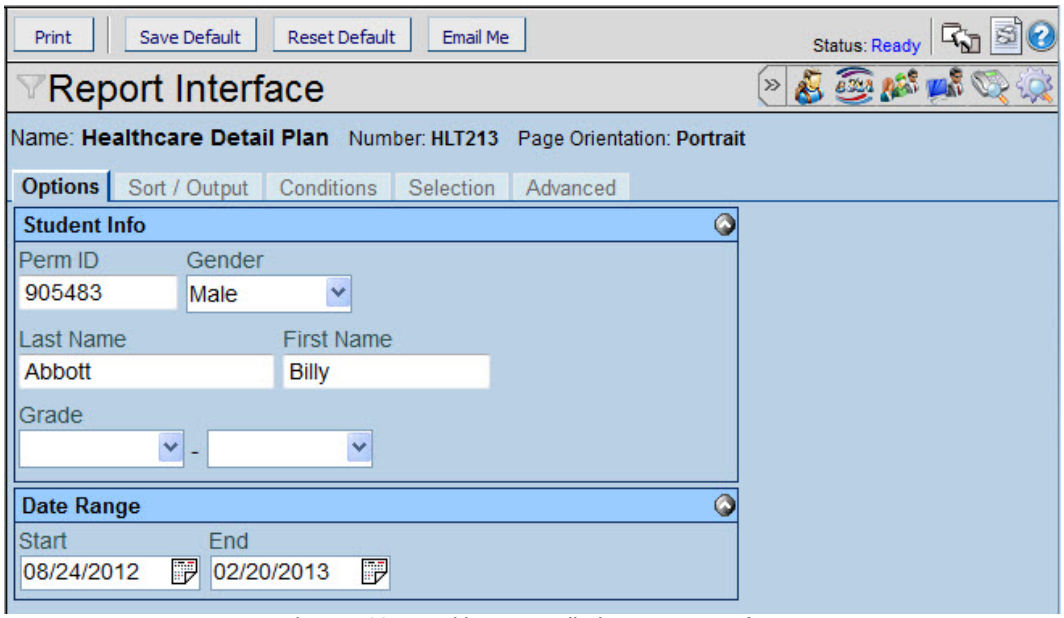
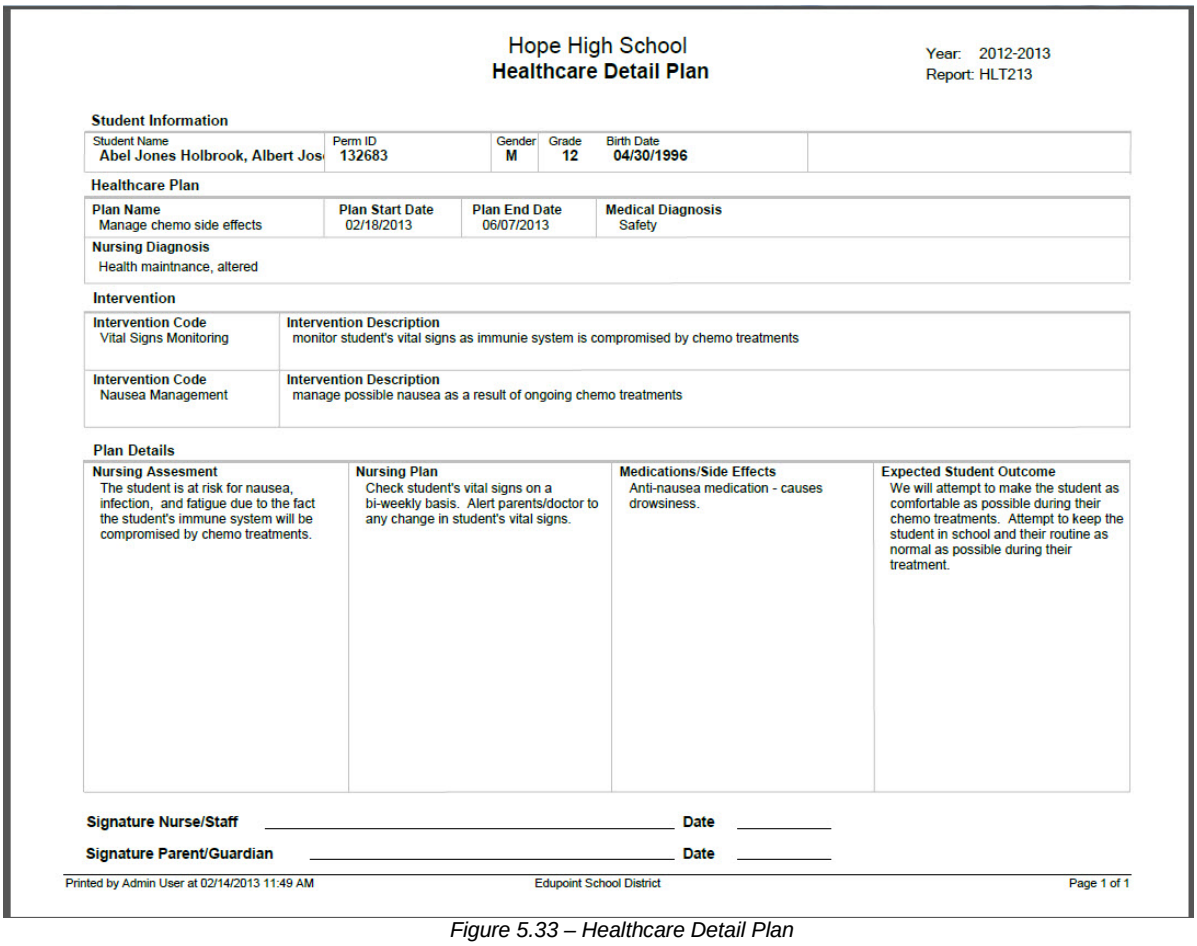



*Figure 5.32 – Healthcare Detail Plan Report Interface*

- An individual student or group of students can be selected by filtering on the **Last Name**, **First Name**, **Perm ID**, or **Grade**. For example, if grade 12 is selected the report prints an individual report for each student in grade 12.
- The screening results included on the report can be filtered to include only results with a specific date range by entering the **Start** and **End** dates. Dates must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar button.



Hope High School
**Healthcare Detail Plan**

Year: 2012-2013
Report: HLT213

**Student Information**

| Student Name | Perm ID | Gender | Grade | Birth Date |
|---|---|---|---|---|
| Abel Jones Holbrook, Albert Jos | 132683 | M | 12 | 04/30/1996 |

**Healthcare Plan**

| Plan Name | Plan Start Date | Plan End Date | Medical Diagnosis |
|---|---|---|---|
| Manage chemo side effects | 02/18/2013 | 06/07/2013 | Safety |

**Nursing Diagnosis**
Health maintnance, altered

**Intervention**

| Intervention Code | Intervention Description |
|---|---|
| Vital Signs Monitoring | monitor student's vital signs as immunie system is compromised by chemo treatments |
| Nausea Management | manage possible nausea as a result of ongoing chemo treatments |

**Plan Details**

| Nursing Assesment | Nursing Plan | Medications/Side Effects | Expected Student Outcome |
|---|---|---|---|
| The student is at risk for nausea, infection, and fatigue due to the fact the student's immune system will be compromised by chemo treatments. | Check student's vital signs on a bi-weekly basis. Alert parents/doctor to any change in student's vital signs. | Anti-nausea medication - causes drowsiness. | We will attempt to make the student as comfortable as possible during their chemo treatments. Attempt to keep the student in school and their routine as normal as possible during their treatment. |

**Signature Nurse/Staff** _____ **Date** _____

**Signature Parent/Guardian** _____ **Date** _____

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*Figure 5.33 – Healthcare Detail Plan*

## HLT209 – Student Health Incident List

The Student Health Incident List report lists all of the incidents in which a student was involved in a shortened format. For each incident, it lists the time in, time out, the date and time of the incident, the staff involved, the health code, a brief description of the incident, and the assessment plan.

This report can be customized using the following options:

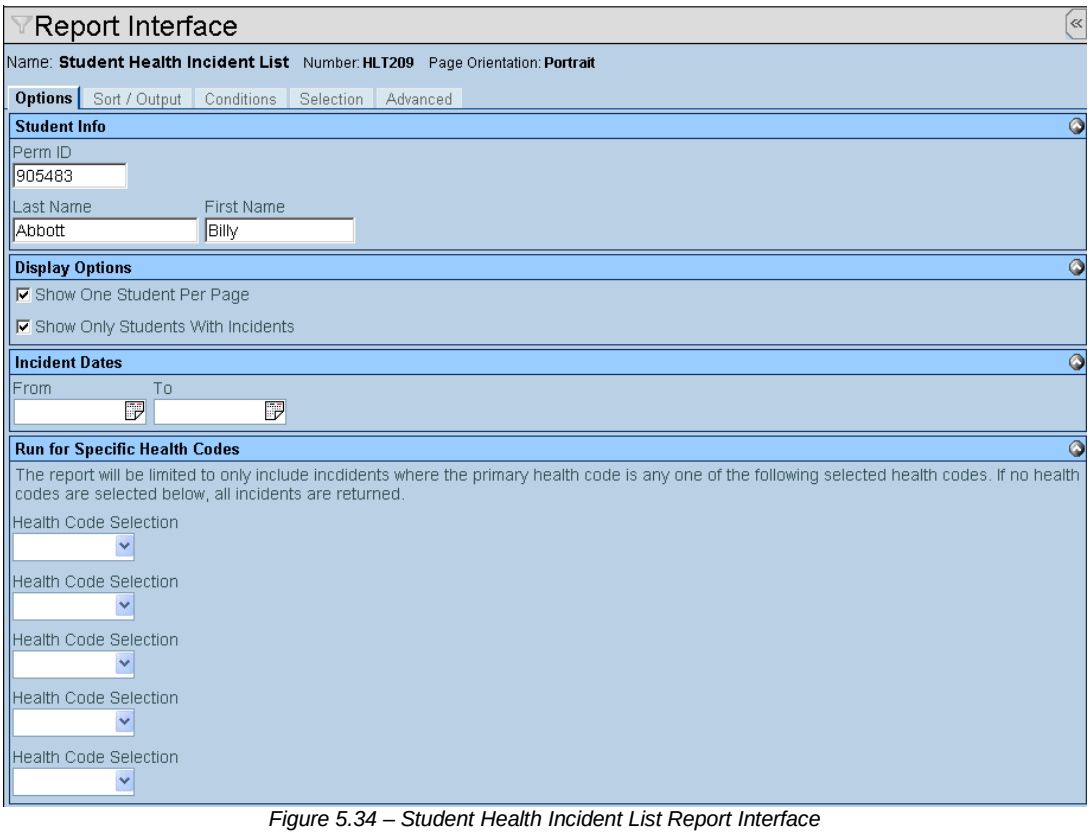
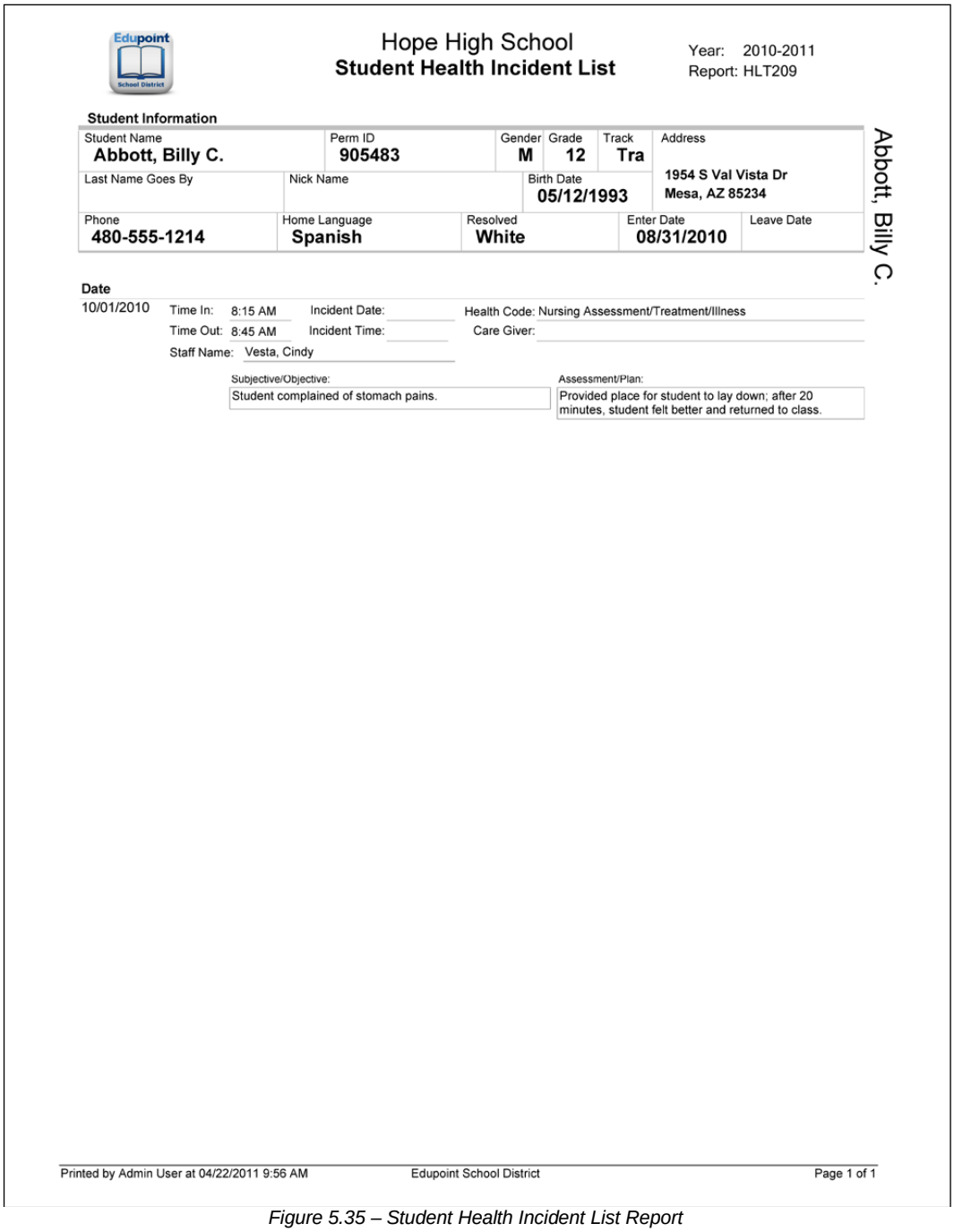



*Figure 5.34 – Student Health Incident List Report Interface*

- An individual student or group of students can be selected by filtering on the **Last Name**, **First Name**, or **Perm ID**. For example, if a last name of Smith is entered, the report prints an individual report for each student with a last name of Smith.
- To list only one student's records on a page, check the box **Show One Student Per Page**.
- To list only students that have been involved in a health-related incident, check the box **Show Only Students with Incidents**.
- To only print the incidents that occurred during a specific period, enter the range of **Incident Dates** in the **From** and **To** boxes. Dates must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar button.
- To list only incidents with **Specific Health Codes**, select the codes from the **Health Code Selection** drop-down lists.



Hope High School
**Student Health Incident List**

Year: 2010-2011
Report: HLT209

**Student Information**

| Student Name | Perm ID | Gender | Grade | Track | Address |
|---|---|---|---|---|---|
| **Abbott, Billy C.** | **905483** | **M** | **12** | **Tra** | **1954 S Val Vista Dr Mesa, AZ 85234** |

| Last Name Goes By | Nick Name | Birth Date |
|---|---|---|
| | | **05/12/1993** |

| Phone | Home Language | Resolved | Enter Date | Leave Date |
|---|---|---|---|---|
| **480-555-1214** | **Spanish** | **White** | **08/31/2010** | |

Abbott, Billy C.

**Date**

10/01/2010

Time In: 8:15 AM
Time Out: 8:45 AM
Staff Name: Vesta, Cindy

Incident Date:
Incident Time:

Health Code: Nursing Assessment/Treatment/Illness
Care Giver:

Subjective/Objective:
Student complained of stomach pains.

Assessment/Plan:
Provided place for student to lay down; after 20 minutes, student felt better and returned to class.

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*Figure 5.35 – Student Health Incident List Report*

## HLT401 – Student Health Conditions List

The Student Health Conditions List report lists all the students at the school in focus and shows if they have a health condition recorded.

This report can be customized using the following options:

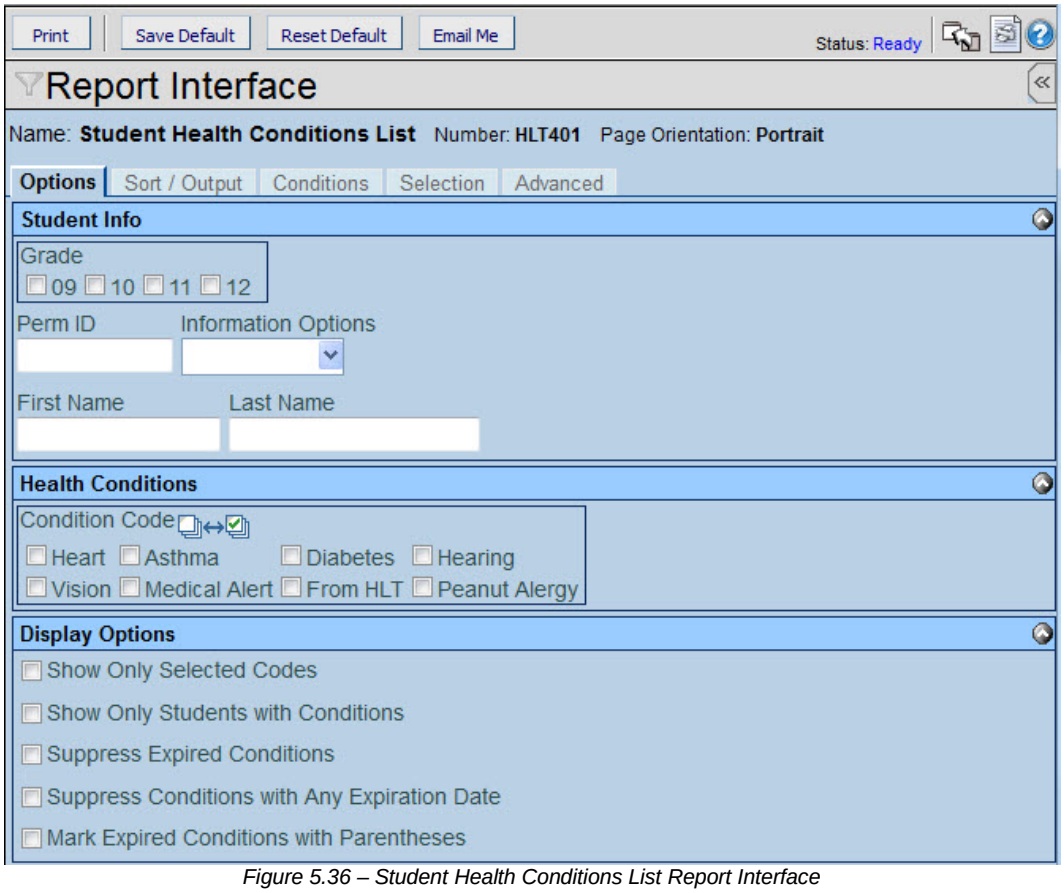
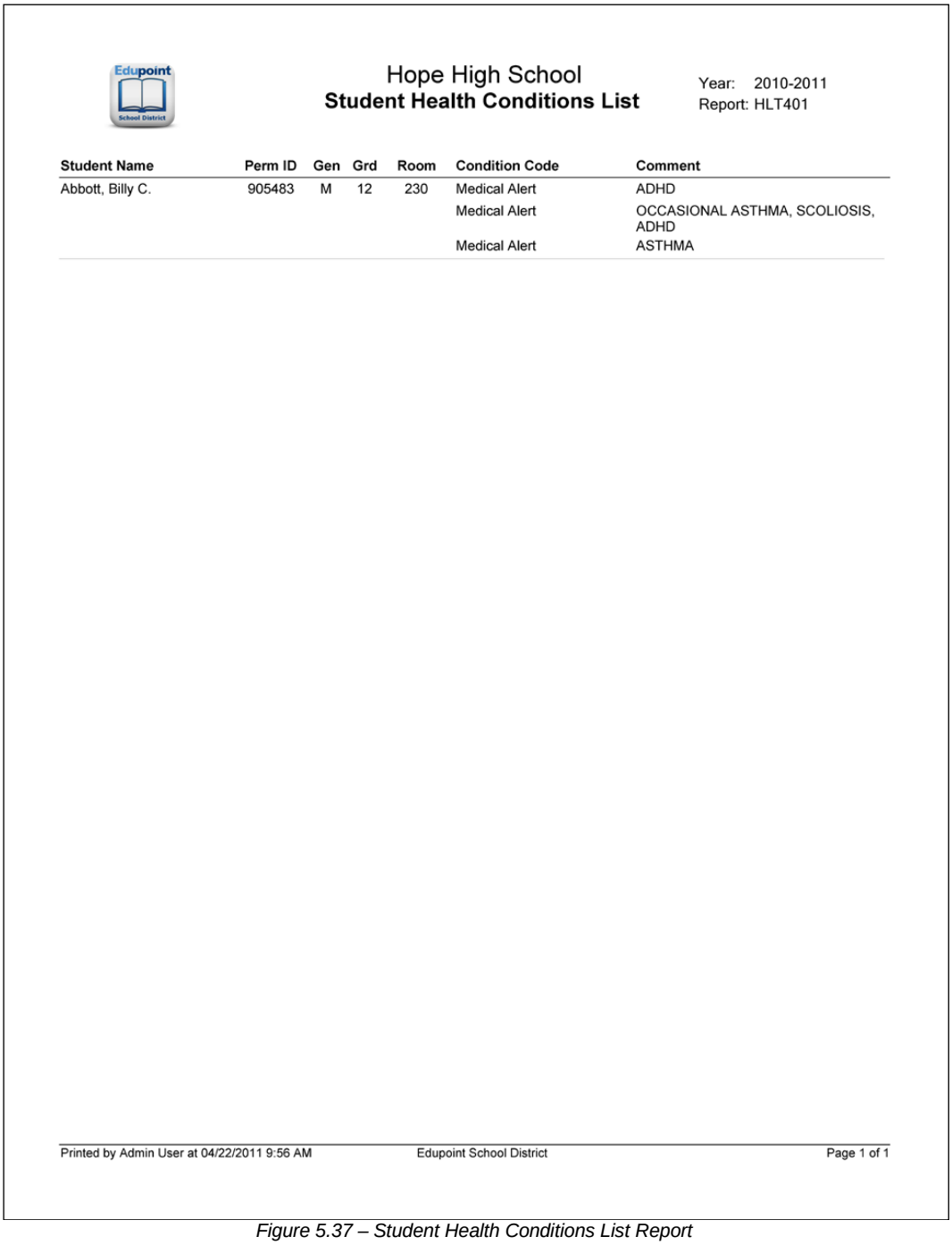



*Figure 5.36 – Student Health Conditions List Report Interface*

- An individual student or group of students can be selected by filtering on the **Last Name**, **First Name**, **Perm ID**, or **Grade**. For example, if grade 12 is selected the report prints an individual report for each student in grade 12.
- To select what information to show about the health condition, select **Code**, **Comments** or **Both** from the **Information Options** drop-down list.
- To list only students with specific conditions, check the conditions to be listed in the **Condition Code** section. To check or uncheck all of the condition codes, click on the Uncheck/Check All buttons. The **Show Only Selected Codes** box must also be checked.
- To list only students with a health condition, check the **Show Only Students with Conditions** box.
- To hide health conditions that have expired, click the **Suppress Expired Conditions** box.

- To hide any health conditions that have an expiration date, click the **Suppress Conditions with Any Expiration Date** box.
- To have health conditions that have expired appear in the report with parentheses around them, click the **Mark Expired Conditions with Parentheses** box.



Hope High School
**Student Health Conditions List**

Year: 2010-2011
Report: HLT401

| Student Name | Perm ID | Gen | Grd | Room | Condition Code | Comment |
|---|---|---|---|---|---|---|
| Abbott, Billy C. | 905483 | M | 12 | 230 | Medical Alert | ADHD |
| | | | | | Medical Alert | OCCASIONAL ASTHMA, SCOLIOSIS, ADHD |
| | | | | | Medical Alert | ASTHMA |

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*Figure 5.37 – Student Health Conditions List Report*

## HLT403 – Student Immunization Compliance List

The Student Immunization Compliance List report lists all of the students at the school in focus, and shows the number of doses (in parenthesis) of each vaccination the student has received. Students that are not compliant show an N in the column for the vaccine. If an exemption has been recorded for the student, an E is shown in the column.

This report requires that at least one of the vaccination boxes to be checked before the report will run. This report can be further customized with the following options:

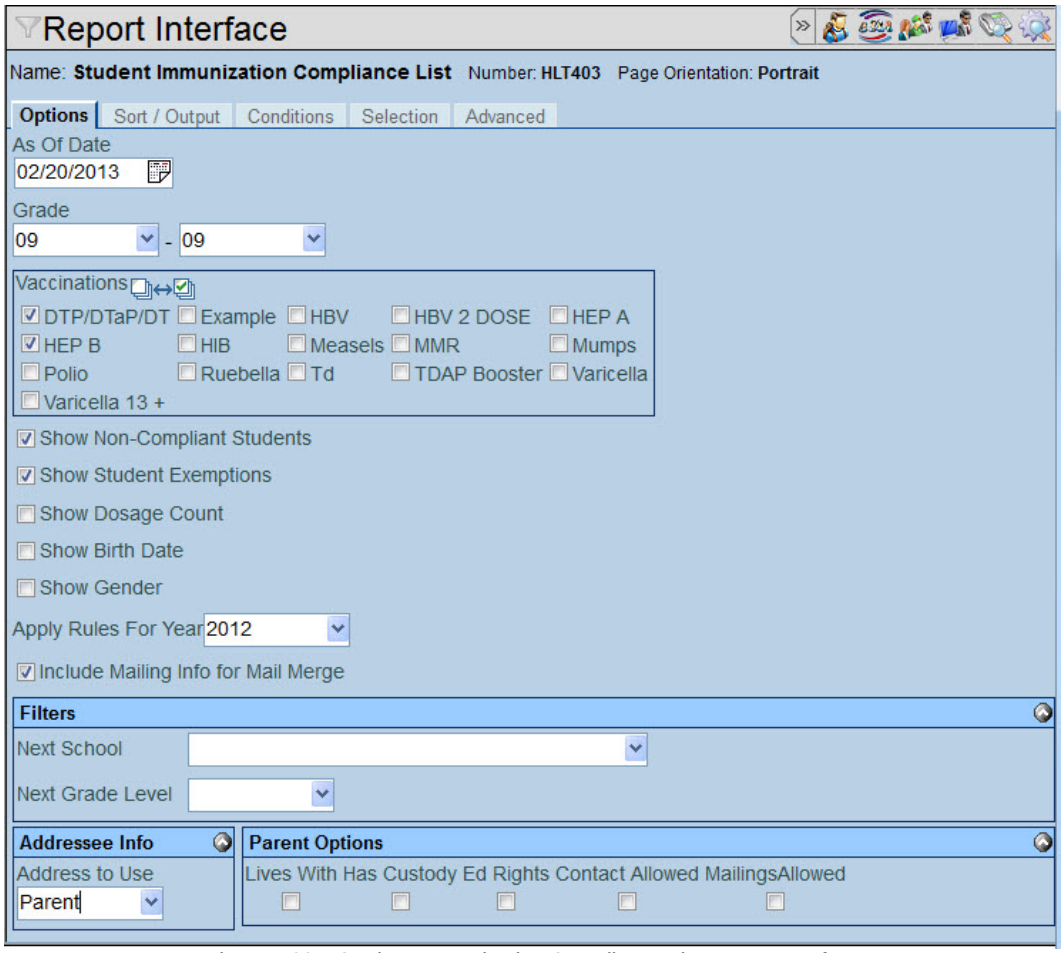
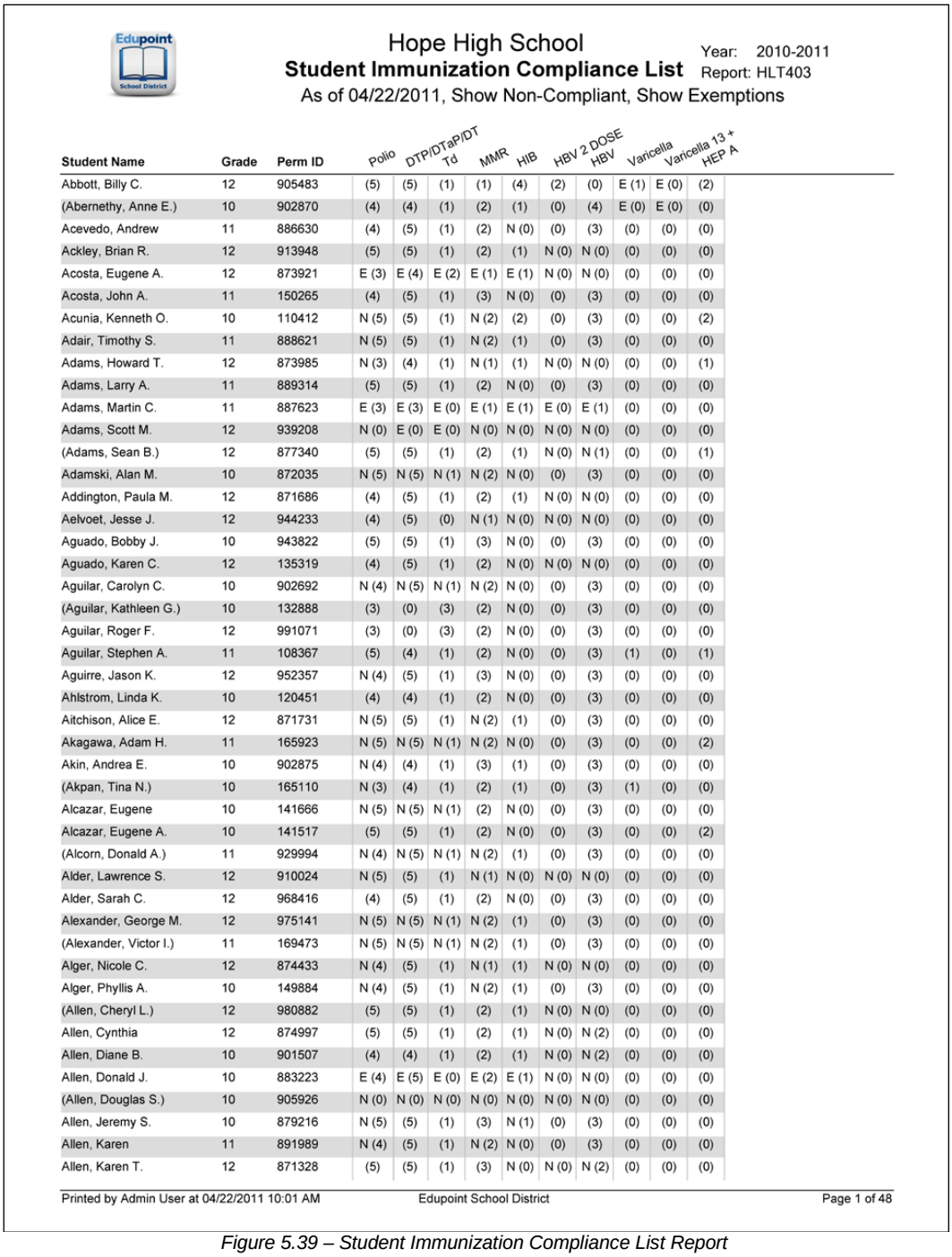



*Figure 5.38 – Student Immunization Compliance List Report Interface*

- Select the date in the **As Of Date** field to show all vaccinations received on or before that date. The date must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar button.
- To filter by a range of grades, select the **Grade** from the drop-down list.
- Select which **Vaccinations** should be included on the report by checking the boxes next to each vaccination. To check or uncheck all of the vaccinations, click on the Uncheck/Check All buttons.

- To display an N in the box for vaccinations that have not been completed, check the box **Show Non-Compliant Students**.
- To display in an E in the box for students that have an exemption, check the **Show Student Exemptions** box.
- To show the number of dosages completed by each student for each vaccination (the number in parentheses), check the **Show Dosage Count** box.
- To list the student's birth date, check the **Show Birth Date** box.
- Select the vaccination requirements to apply from the **Apply Rules For Year** drop-down list.
- To include mailing information in order to do a Mail Merge, click the **Include for Mail Merge** box.
- To list only students that will be in a specific school or grade level in the following school year, select the **Next School** and **Next Grade Level** from the drop-down lists.
- To either use the student's or parent's address when creating a mail merge, select from the **Address to Use** drop down. For parents, the **Parent Options** identifies the parent or guardian to whom the mail merge letter will be sent. The options are based on the flags set on the **Parent/Guardian** tab of the **Student** screen. Options include:
    - **Lives With,**
    - **Contact Allowed,**
    - **Ed. Rights,**
    - **Has Custody, or**
    - **Mailings Allowed.**



Hope High School
**Student Immunization Compliance List**
As of 04/22/2011, Show Non-Compliant, Show Exemptions

Year: 2010-2011
Report: HLT403

| Student Name | Grade | Perm ID | Polio | DTP/DTaP/DT Td | | MMR | HIB | HBV 2 DOSE HBV | | Varicella | Varicella 13 + HEP A | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Abbott, Billy C. | 12 | 905483 | (5) | (5) | (1) | (1) | (4) | (2) | (0) | E (1) | E (0) | (2) |
| (Abernethy, Anne E.) | 10 | 902870 | (4) | (4) | (1) | (2) | (1) | (0) | (4) | E (0) | E (0) | (0) |
| Acevedo, Andrew | 11 | 886630 | (4) | (5) | (1) | (2) | N (0) | (0) | (3) | (0) | (0) | (0) |
| Ackley, Brian R. | 12 | 913948 | (5) | (5) | (1) | (2) | (1) | N (0) | N (0) | (0) | (0) | (0) |
| Acosta, Eugene A. | 12 | 873921 | E (3) | E (4) | E (2) | E (1) | E (1) | N (0) | N (0) | (0) | (0) | (0) |
| Acosta, John A. | 11 | 150265 | (4) | (5) | (1) | (3) | N (0) | (0) | (3) | (0) | (0) | (0) |
| Acunia, Kenneth O. | 10 | 110412 | N (5) | (5) | (1) | N (2) | (2) | (0) | (3) | (0) | (0) | (2) |
| Adair, Timothy S. | 11 | 888621 | N (5) | (5) | (1) | N (2) | (1) | (0) | (3) | (0) | (0) | (0) |
| Adams, Howard T. | 12 | 873985 | N (3) | (4) | (1) | N (1) | (1) | N (0) | N (0) | (0) | (0) | (1) |
| Adams, Larry A. | 11 | 889314 | (5) | (5) | (1) | (2) | N (0) | (0) | (3) | (0) | (0) | (0) |
| Adams, Martin C. | 11 | 887623 | E (3) | E (3) | E (0) | E (1) | E (1) | E (0) | E (1) | (0) | (0) | (0) |
| Adams, Scott M. | 12 | 939208 | N (0) | E (0) | E (0) | N (0) | N (0) | N (0) | N (0) | (0) | (0) | (0) |
| (Adams, Sean B.) | 12 | 877340 | (5) | (5) | (1) | (2) | (1) | N (0) | N (1) | (0) | (0) | (1) |
| Adamski, Alan M. | 10 | 872035 | N (5) | N (5) | N (1) | N (2) | N (0) | (0) | (3) | (0) | (0) | (0) |
| Addington, Paula M. | 12 | 871686 | (4) | (5) | (1) | (2) | (1) | N (0) | N (0) | (0) | (0) | (0) |
| Aelvoet, Jesse J. | 12 | 944233 | (4) | (5) | (0) | N (1) | N (0) | N (0) | N (0) | (0) | (0) | (0) |
| Aguado, Bobby J. | 10 | 943822 | (5) | (5) | (1) | (3) | N (0) | (0) | (3) | (0) | (0) | (0) |
| Aguado, Karen C. | 12 | 135319 | (4) | (5) | (1) | (2) | N (0) | N (0) | N (0) | (0) | (0) | (0) |
| Aguilar, Carolyn C. | 10 | 902692 | N (4) | N (5) | N (1) | N (2) | N (0) | (0) | (3) | (0) | (0) | (0) |
| (Aguilar, Kathleen G.) | 10 | 132888 | (3) | (0) | (3) | (2) | N (0) | (0) | (3) | (0) | (0) | (0) |
| Aguilar, Roger F. | 12 | 991071 | (3) | (0) | (3) | (2) | N (0) | (0) | (3) | (0) | (0) | (0) |
| Aguilar, Stephen A. | 11 | 108367 | (5) | (4) | (1) | (2) | N (0) | (0) | (3) | (1) | (0) | (1) |
| Aguirre, Jason K. | 12 | 952357 | N (4) | (5) | (1) | (3) | N (0) | (0) | (3) | (0) | (0) | (0) |
| Ahlstrom, Linda K. | 10 | 120451 | (4) | (4) | (1) | (2) | N (0) | (0) | (3) | (0) | (0) | (0) |
| Aitchison, Alice E. | 12 | 871731 | N (5) | (5) | (1) | N (2) | (1) | (0) | (3) | (0) | (0) | (0) |
| Akagawa, Adam H. | 11 | 165923 | N (5) | N (5) | N (1) | N (2) | N (0) | (0) | (3) | (0) | (0) | (2) |
| Akin, Andrea E. | 10 | 902875 | N (4) | (4) | (1) | (3) | (1) | (0) | (3) | (0) | (0) | (0) |
| (Akpan, Tina N.) | 10 | 165110 | N (3) | (4) | (1) | (2) | (1) | (0) | (3) | (1) | (0) | (0) |
| Alcazar, Eugene | 10 | 141666 | N (5) | N (5) | N (1) | (2) | N (0) | (0) | (3) | (0) | (0) | (0) |
| Alcazar, Eugene A. | 10 | 141517 | (5) | (5) | (1) | (2) | N (0) | (0) | (3) | (0) | (0) | (2) |
| (Alcorn, Donald A.) | 11 | 929994 | N (4) | N (5) | N (1) | N (2) | (1) | (0) | (3) | (0) | (0) | (0) |
| Alder, Lawrence S. | 12 | 910024 | N (5) | (5) | (1) | N (1) | N (0) | N (0) | N (0) | (0) | (0) | (0) |
| Alder, Sarah C. | 12 | 968416 | (4) | (5) | (1) | (2) | N (0) | (0) | (3) | (0) | (0) | (0) |
| Alexander, George M. | 12 | 975141 | N (5) | N (5) | N (1) | N (2) | (1) | (0) | (3) | (0) | (0) | (0) |
| (Alexander, Victor I.) | 11 | 169473 | N (5) | N (5) | N (1) | N (2) | (1) | (0) | (3) | (0) | (0) | (0) |
| Alger, Nicole C. | 12 | 874433 | N (4) | (5) | (1) | N (1) | (1) | N (0) | N (0) | (0) | (0) | (0) |
| Alger, Phyllis A. | 10 | 149884 | N (4) | (5) | (1) | N (2) | (1) | (0) | (3) | (0) | (0) | (0) |
| (Allen, Cheryl L.) | 12 | 980882 | (5) | (5) | (1) | (2) | (1) | N (0) | N (0) | (0) | (0) | (0) |
| Allen, Cynthia | 12 | 874997 | (5) | (5) | (1) | (2) | (1) | N (0) | N (2) | (0) | (0) | (0) |
| Allen, Diane B. | 10 | 901507 | (4) | (4) | (1) | (2) | (1) | N (0) | N (2) | (0) | (0) | (0) |
| Allen, Donald J. | 10 | 883223 | E (4) | E (5) | E (0) | E (2) | E (1) | N (0) | N (0) | (0) | (0) | (0) |
| (Allen, Douglas S.) | 10 | 905926 | N (0) | N (0) | N (0) | N (0) | N (0) | N (0) | N (0) | (0) | (0) | (0) |
| Allen, Jeremy S. | 10 | 879216 | N (5) | (5) | (1) | (3) | N (1) | (0) | (3) | (0) | (0) | (0) |
| Allen, Karen | 11 | 891989 | N (4) | (5) | (1) | N (2) | N (0) | (0) | (3) | (0) | (0) | (0) |
| Allen, Karen T. | 12 | 871328 | (5) | (5) | (1) | (3) | N (0) | N (0) | N (2) | (0) | (0) | (0) |

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*Figure 5.39 – Student Immunization Compliance List Report*

## HLT404 – Class Health Conditions List

The Class Health Conditions List report provides a list of all students by class and displays any health conditions they may have.

This report can be customized using the following options:

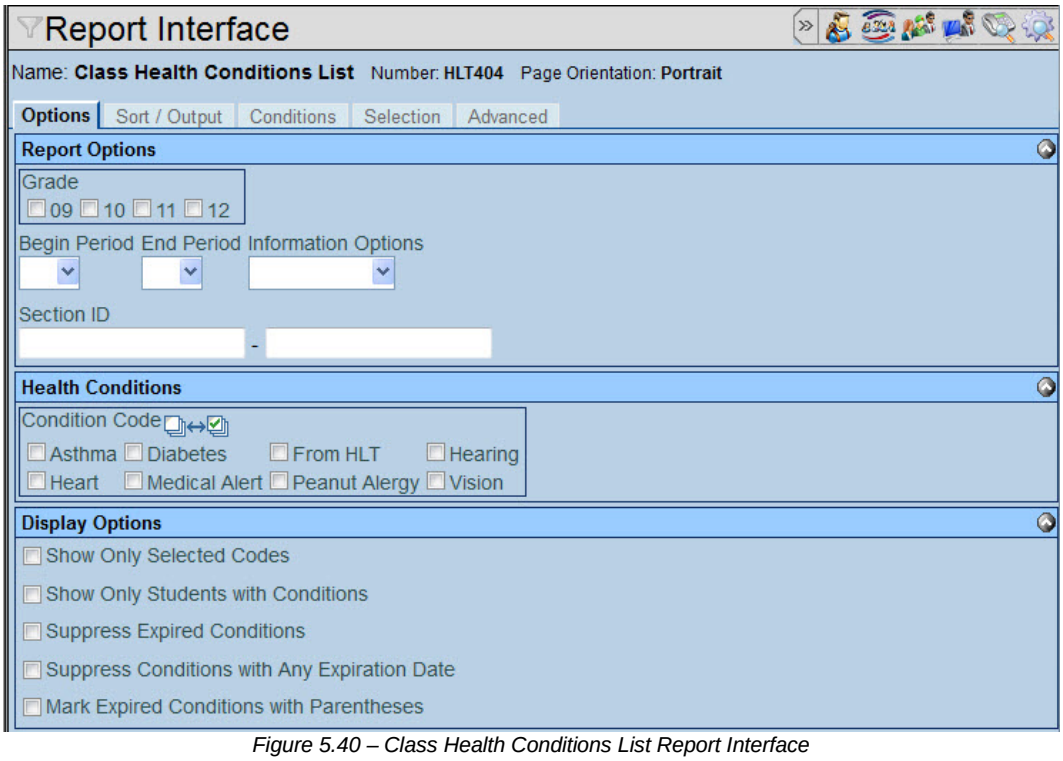
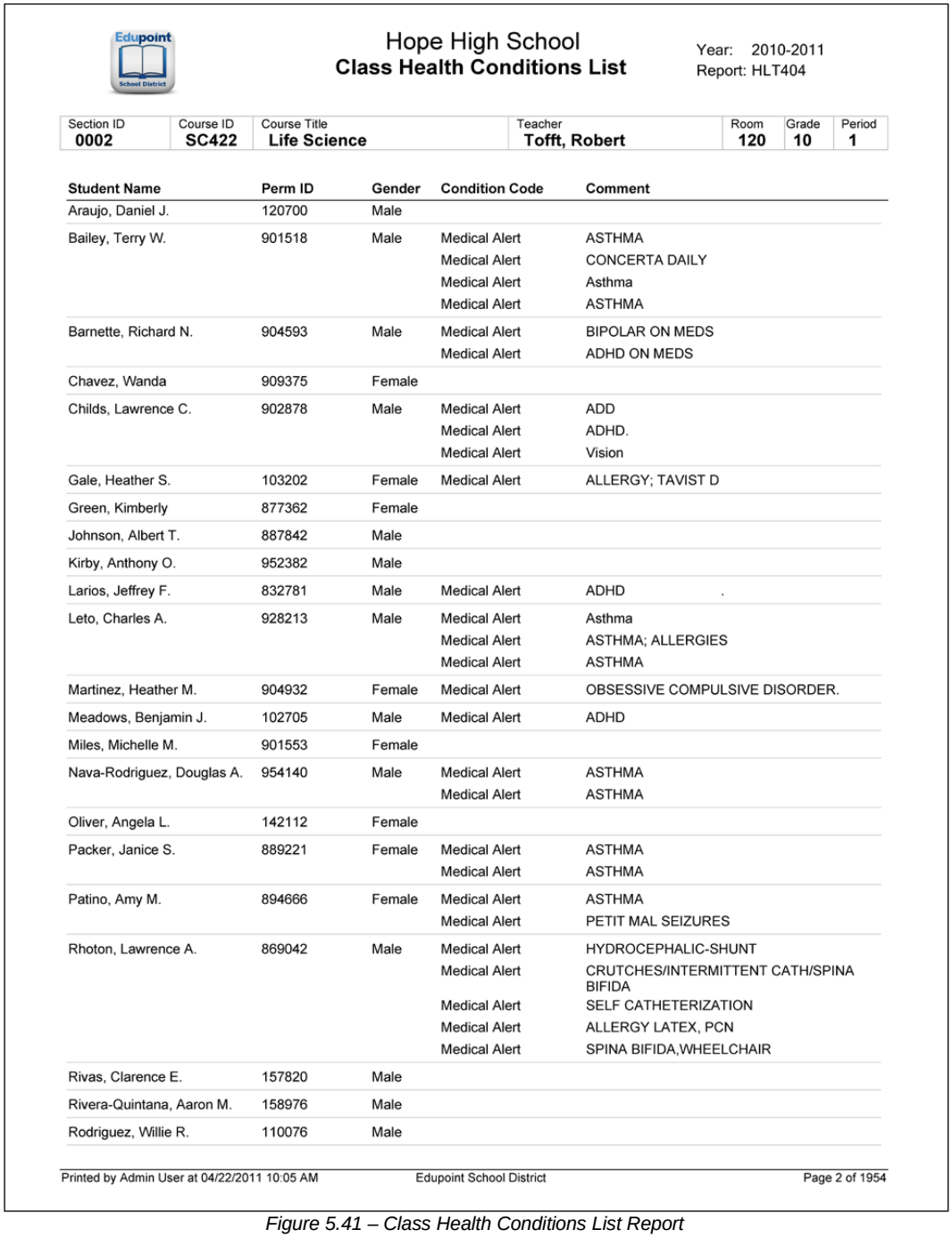



*Figure 5.40 – Class Health Conditions List Report Interface*

- To filter by a range of grades, select the **Grade** from the drop-down list.
- To filter by the period of the class, select the **Begin Period** and **End Period** from the drop-down list.
- To select what information to show about the health condition, select **Code**, **Comments** or **Both** from the **Information Options** drop-down list.
- Select the sections to print by entering the beginning and ending **Section ID.**
- To list only students with specific conditions, check the conditions to be listed in the **Condition Code** section. To check or uncheck all of the condition codes, click on the Uncheck/Check All buttons. The **Show Only Selected Codes** box must also be checked.
- To list only students with a health condition, check the **Show Only Students with Conditions box**.
- To hide health conditions that have expired, click the **Suppress Expired Conditions** box.
- To hide any health conditions that have an expiration date, click the **Suppress Conditions with Any Expiration Date** box.

- To have health conditions that have expired appear in the report with parentheses around them, click the **Mark Expired Conditions with Parentheses** box.



Hope High School
**Class Health Conditions List**

Year: 2010-2011
Report: HLT404

| Section ID | Course ID | Course Title | Teacher | Room | Grade | Period |
|---|---|---|---|---|---|---|
| 0002 | SC422 | Life Science | Tofft, Robert | 120 | 10 | 1 |

| Student Name | Perm ID | Gender | Condition Code | Comment |
|---|---|---|---|---|
| Araujo, Daniel J. | 120700 | Male | | |
| Bailey, Terry W. | 901518 | Male | Medical Alert | ASTHMA |
| | | | Medical Alert | CONCERTA DAILY |
| | | | Medical Alert | Asthma |
| | | | Medical Alert | ASTHMA |
| Barnette, Richard N. | 904593 | Male | Medical Alert | BIPOLAR ON MEDS |
| | | | Medical Alert | ADHD ON MEDS |
| Chavez, Wanda | 909375 | Female | | |
| Childs, Lawrence C. | 902878 | Male | Medical Alert | ADD |
| | | | Medical Alert | ADHD. |
| | | | Medical Alert | Vision |
| Gale, Heather S. | 103202 | Female | Medical Alert | ALLERGY; TAVIST D |
| Green, Kimberly | 877362 | Female | | |
| Johnson, Albert T. | 887842 | Male | | |
| Kirby, Anthony O. | 952382 | Male | | |
| Larios, Jeffrey F. | 832781 | Male | Medical Alert | ADHD . |
| Leto, Charles A. | 928213 | Male | Medical Alert | Asthma |
| | | | Medical Alert | ASTHMA; ALLERGIES |
| | | | Medical Alert | ASTHMA |
| Martinez, Heather M. | 904932 | Female | Medical Alert | OBSESSIVE COMPULSIVE DISORDER. |
| Meadows, Benjamin J. | 102705 | Male | Medical Alert | ADHD |
| Miles, Michelle M. | 901553 | Female | | |
| Nava-Rodriguez, Douglas A. | 954140 | Male | Medical Alert | ASTHMA |
| | | | Medical Alert | ASTHMA |
| Oliver, Angela L. | 142112 | Female | | |
| Packer, Janice S. | 889221 | Female | Medical Alert | ASTHMA |
| | | | Medical Alert | ASTHMA |
| Patino, Amy M. | 894666 | Female | Medical Alert | ASTHMA |
| | | | Medical Alert | PETIT MAL SEIZURES |
| Rhoton, Lawrence A. | 869042 | Male | Medical Alert | HYDROCEPHALIC-SHUNT |
| | | | Medical Alert | CRUTCHES/INTERMITTENT CATH/SPINA BIFIDA |
| | | | Medical Alert | SELF CATHETERIZATION |
| | | | Medical Alert | ALLERGY LATEX, PCN |
| | | | Medical Alert | SPINA BIFIDA,WHEELCHAIR |
| Rivas, Clarence E. | 157820 | Male | | |
| Rivera-Quintana, Aaron M. | 158976 | Male | | |
| Rodriguez, Willie R. | 110076 | Male | | |

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*Figure 5.41 – Class Health Conditions List Report*

## HLT405 – Student Immunization Assessment

The Student Immunization Assessment report is designed for pre-schools and kindergartens to assess the immunization status of their students or their incoming students.

This report requires the age group and birth date range to be filled in before the report will run. This report can be further customized with the following options:

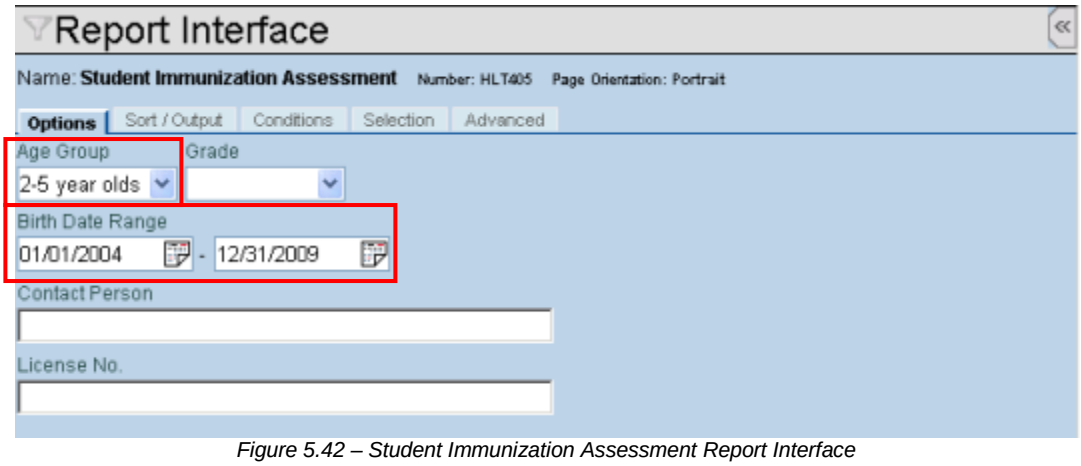
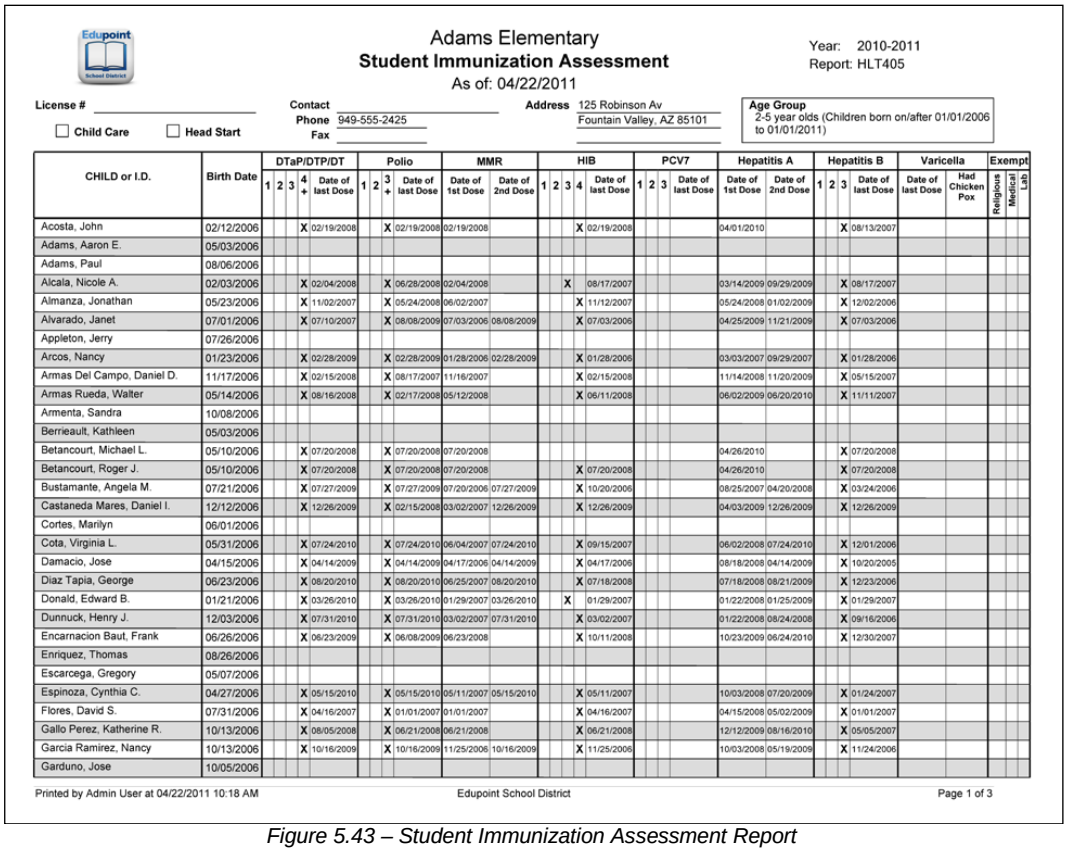



*Figure 5.42 – Student Immunization Assessment Report Interface*

- Select either **0-2 year olds** or **2-5 years olds** for the **Age Group** to be listed on the report.
- The report can be generated for a specific grade by selecting it from the **Grade** drop-down list.
- Enter the **Birth Date Range** by entering the dates in MM/DD/YY format, or they can be selected by clicking on the Calendar button.
- To display the person who should be contacted and their license number, enter their information in the **Contact Person** and **License No.** fields. This information will display on the report.



Adams Elementary
**Student Immunization Assessment**
As of: 04/22/2011

Year: 2010-2011
Report: HLT405

License # _____
☐ Child Care ☐ Head Start

Contact _____
Phone 949-555-2425
Fax _____

Address 125 Robinson Av
Fountain Valley, AZ 85101

**Age Group**
2-5 year olds (Children born on/after 01/01/2006 to 01/01/2011)

| CHILD or I.D. | Birth Date | DTaP/DTP/DT | | | | | Polio | | | | MMR | | HIB | | | | | PCV7 | | | | Hepatitis A | | Hepatitis B | | | | Varicella | | Exempt | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4+ | Date of last Dose | 1 | 2 | 3+ | Date of last Dose | Date of 1st Dose | Date of 2nd Dose | 1 | 2 | 3 | 4 | Date of last Dose | 1 | 2 | 3 | Date of last Dose | Date of 1st Dose | Date of 2nd Dose | 1 | 2 | 3 | Date of last Dose | Date of last Dose | Had Chicken Pox | Religious | Medical | Lab |
| Acosta, John | 02/12/2006 | | | | X | 02/19/2008 | | | X | 02/19/2008 | 02/19/2008 | | | | | X | 02/19/2008 | | | | | 04/01/2010 | | | | X | 08/13/2007 | | | | |
| Adams, Aaron E. | 05/03/2006 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Adams, Paul | 08/06/2006 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Alcala, Nicole A. | 02/03/2006 | | | | X | 02/04/2008 | | | X | 06/28/2008 | 02/04/2008 | | | X | | | 08/17/2007 | | | | | 03/14/2009 | 09/29/2009 | | | X | 08/17/2007 | | | | |
| Almanza, Jonathan | 05/23/2006 | | | | X | 11/02/2007 | | | X | 05/24/2008 | 06/02/2007 | | | | | X | 11/12/2007 | | | | | 05/24/2008 | 01/02/2009 | | | X | 12/02/2006 | | | | |
| Alvarado, Janet | 07/01/2006 | | | | X | 07/10/2007 | | | X | 08/08/2009 | 07/03/2006 | 08/08/2009 | | | | X | 07/03/2006 | | | | | 04/25/2009 | 11/21/2009 | | | X | 07/03/2006 | | | | |
| Appleton, Jerry | 07/26/2006 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Arcos, Nancy | 01/23/2006 | | | | X | 02/28/2009 | | | X | 02/28/2009 | 01/28/2006 | 02/28/2009 | | | | X | 01/28/2006 | | | | | 03/03/2007 | 09/29/2007 | | | X | 01/28/2006 | | | | |
| Armas Del Campo, Daniel D. | 11/17/2006 | | | | X | 02/15/2008 | | | X | 08/17/2007 | 11/16/2007 | | | | | X | 02/15/2008 | | | | | 11/14/2008 | 11/20/2009 | | | X | 05/15/2007 | | | | |
| Armas Rueda, Walter | 05/14/2006 | | | | X | 08/16/2008 | | | X | 02/17/2008 | 05/12/2008 | | | | | X | 06/11/2008 | | | | | 06/02/2009 | 06/20/2010 | | | X | 11/11/2007 | | | | |
| Armenta, Sandra | 10/08/2006 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Berrieault, Kathleen | 05/03/2006 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Betancourt, Michael L. | 05/10/2006 | | | | X | 07/20/2008 | | | X | 07/20/2008 | 07/20/2008 | | | | | | | | | | | 04/26/2010 | | | | X | 07/20/2008 | | | | |
| Betancourt, Roger J. | 05/10/2006 | | | | X | 07/20/2008 | | | X | 07/20/2008 | 07/20/2008 | | | | | X | 07/20/2008 | | | | | 04/26/2010 | | | | X | 07/20/2008 | | | | |
| Bustamante, Angela M. | 07/21/2006 | | | | X | 07/27/2009 | | | X | 07/27/2009 | 07/20/2006 | 07/27/2009 | | | | X | 10/20/2006 | | | | | 08/25/2007 | 04/20/2008 | | | X | 03/24/2006 | | | | |
| Castaneda Mares, Daniel I. | 12/12/2006 | | | | X | 12/26/2009 | | | X | 02/15/2008 | 03/02/2007 | 12/26/2009 | | | | X | 12/26/2009 | | | | | 04/03/2009 | 12/26/2009 | | | X | 12/26/2009 | | | | |
| Cortes, Marilyn | 06/01/2006 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cota, Virginia L. | 05/31/2006 | | | | X | 07/24/2010 | | | X | 07/24/2010 | 06/04/2007 | 07/24/2010 | | | | X | 09/15/2007 | | | | | 06/02/2008 | 07/24/2010 | | | X | 12/01/2006 | | | | |
| Damacio, Jose | 04/15/2006 | | | | X | 04/14/2009 | | | X | 04/14/2009 | 04/17/2006 | 04/14/2009 | | | | X | 04/17/2006 | | | | | 08/18/2008 | 04/14/2009 | | | X | 10/20/2005 | | | | |
| Diaz Tapia, George | 06/23/2006 | | | | X | 08/20/2010 | | | X | 08/20/2010 | 06/25/2007 | 08/20/2010 | | | | X | 07/18/2008 | | | | | 07/18/2008 | 08/21/2009 | | | X | 12/23/2006 | | | | |
| Donald, Edward B. | 01/21/2006 | | | | X | 03/26/2010 | | | X | 03/26/2010 | 01/29/2007 | 03/26/2010 | | X | | | 01/29/2007 | | | | | 01/22/2008 | 01/25/2009 | | | X | 01/29/2007 | | | | |
| Dunnuck, Henry J. | 12/03/2006 | | | | X | 07/31/2010 | | | X | 07/31/2010 | 03/02/2007 | 07/31/2010 | | | | X | 03/02/2007 | | | | | 01/22/2008 | 08/24/2008 | | | X | 09/16/2006 | | | | |
| Encarnacion Baut, Frank | 06/26/2006 | | | | X | 06/23/2009 | | | X | 06/08/2009 | 06/23/2008 | | | | | X | 10/11/2008 | | | | | 10/23/2009 | 06/24/2010 | | | X | 12/30/2007 | | | | |
| Enriquez, Thomas | 08/26/2006 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Escarcega, Gregory | 05/07/2006 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Espinoza, Cynthia C. | 04/27/2006 | | | | X | 05/15/2010 | | | X | 05/15/2010 | 05/11/2007 | 05/15/2010 | | | | X | 05/11/2007 | | | | | 10/03/2008 | 07/20/2009 | | | X | 01/24/2007 | | | | |
| Flores, David S. | 07/31/2006 | | | | X | 04/16/2007 | | | X | 01/01/2007 | 01/01/2007 | | | | | X | 04/16/2007 | | | | | 04/15/2008 | 05/02/2009 | | | X | 01/01/2007 | | | | |
| Gallo Perez, Katherine R. | 10/13/2006 | | | | X | 08/05/2008 | | | X | 06/21/2008 | 06/21/2008 | | | | | X | 06/21/2008 | | | | | 12/12/2009 | 08/16/2010 | | | X | 05/05/2007 | | | | |
| Garcia Ramirez, Nancy | 10/13/2006 | | | | X | 10/16/2009 | | | X | 10/16/2009 | 11/25/2006 | 10/16/2009 | | | | X | 11/25/2006 | | | | | 10/03/2008 | 05/19/2009 | | | X | 11/24/2006 | | | | |
| Garduno, Jose | 10/05/2006 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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*Figure 5.43 – Student Immunization Assessment Report*

## HLT406 – Health Incident List

The Health Incident List report provides a list of students with a health incident.

This report can be customized using the following options:

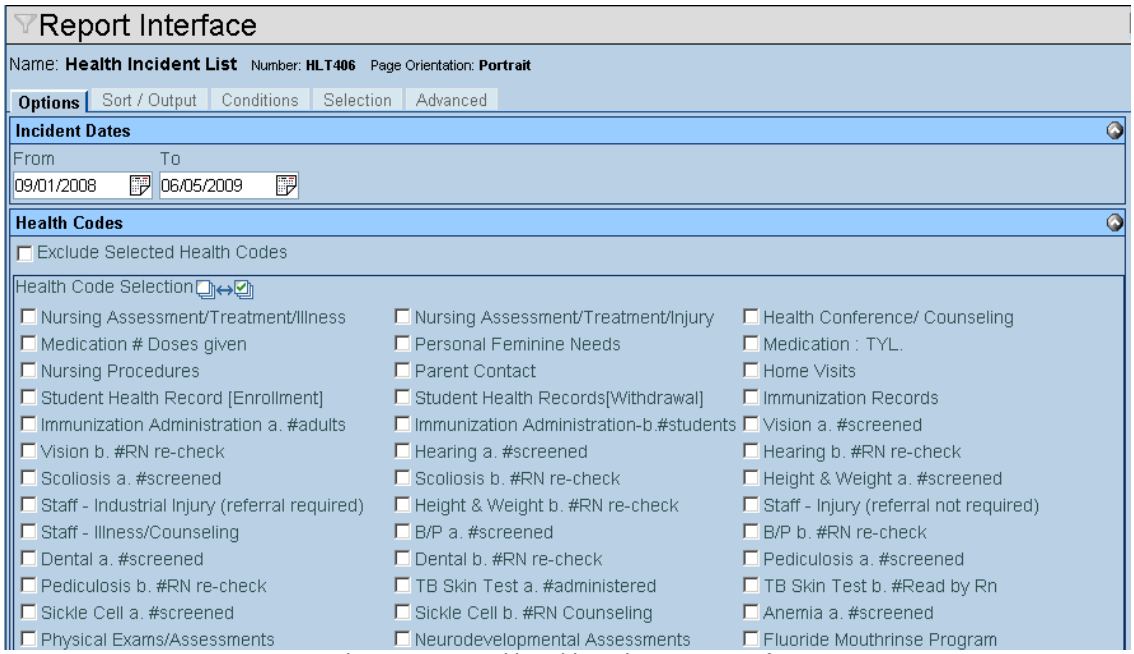
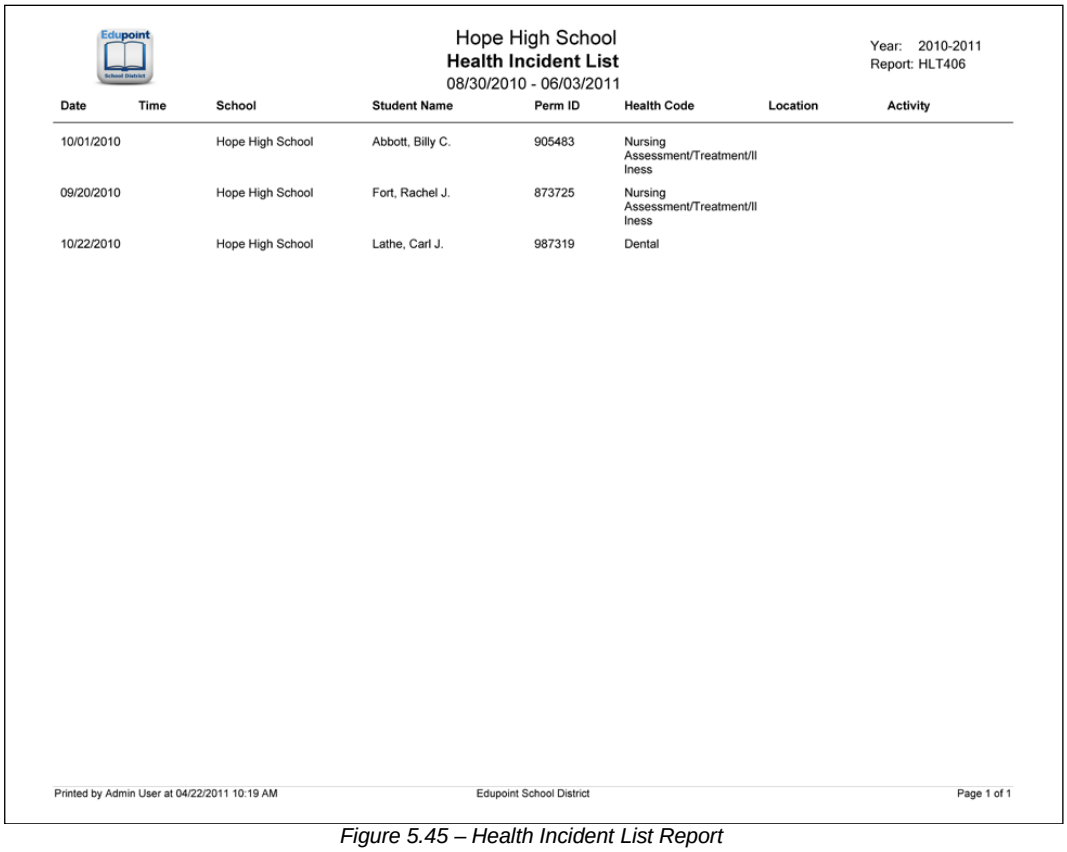



*Figure 5.44 – Health Incident List Report Interface*

- Select the date range of the incidents to be included in the lists from the **Incident Dates**. Dates must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar button.
- Select the **Health Codes** to be included in the report by checking the boxes. To check or uncheck all of the health codes, click on the Uncheck/Check All buttons. To exclude these codes instead of including them, check the **Exclude Selected Health Codes** box.



Hope High School
**Health Incident List**
08/30/2010 - 06/03/2011

Year: 2010-2011
Report: HLT406

| Date | Time | School | Student Name | Perm ID | Health Code | Location | Activity |
|---|---|---|---|---|---|---|---|
| 10/01/2010 | | Hope High School | Abbott, Billy C. | 905483 | Nursing Assessment/Treatment/Illness | | |
| 09/20/2010 | | Hope High School | Fort, Rachel J. | 873725 | Nursing Assessment/Treatment/Illness | | |
| 10/22/2010 | | Hope High School | Lathe, Carl J. | 987319 | Dental | | |

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*Figure 5.45 – Health Incident List Report*

## HLT407 – Medication Task List

The Medication Task Lists shows all medications and procedures that must be completed for a specific date or range of dates.

This report can be customized using the following options:

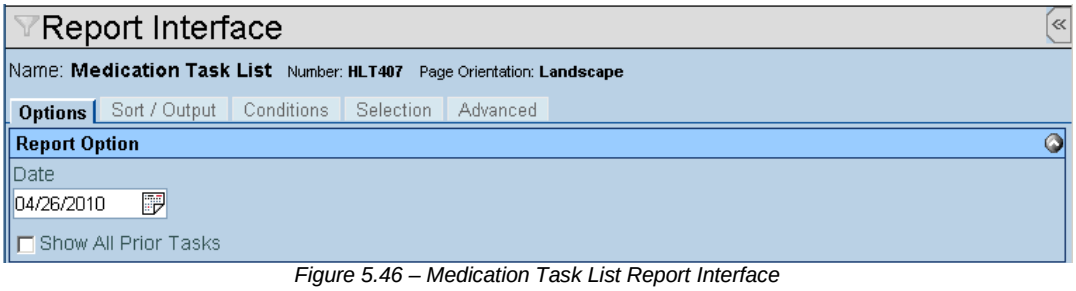



*Figure 5.46 – Medication Task List Report Interface*

- To show all tasks for a specific date, enter the **Date** in MM/DD/YY format or it can be selected by clicking on the Calendar button.
- To show all tasks on or before that date, click on the **Show All Prior Tasks** box.

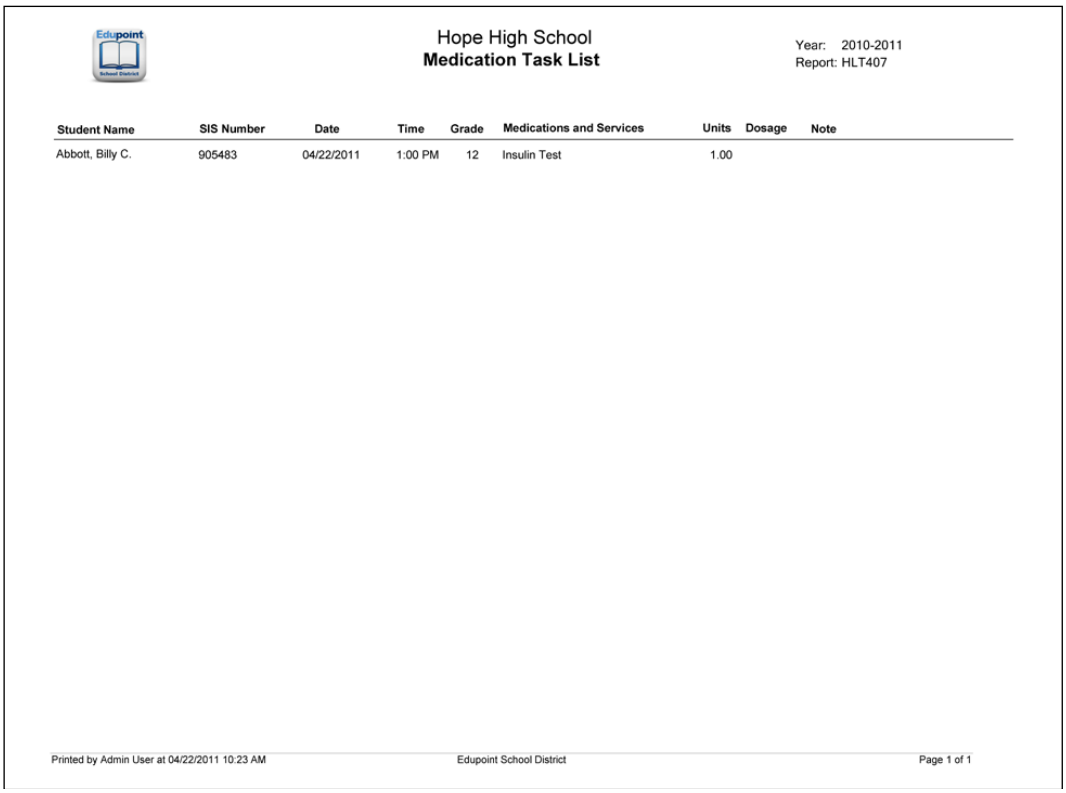



*Figure 5.47 – Medication Task List Report*

## HLT408 – Tuberculosis Section List Report

The Tuberculosis Section List report prints a page for each class listing all of the students in the class, with spaces to record their screening results. If the student has been screened, their results will display on the report.

This report can be customized using the following options:

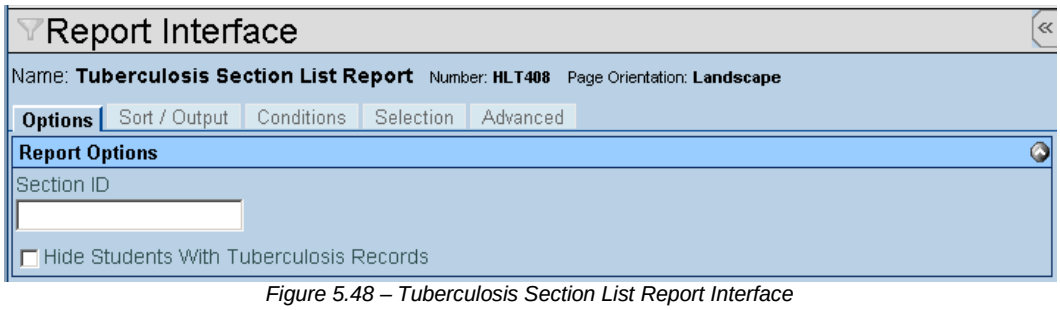
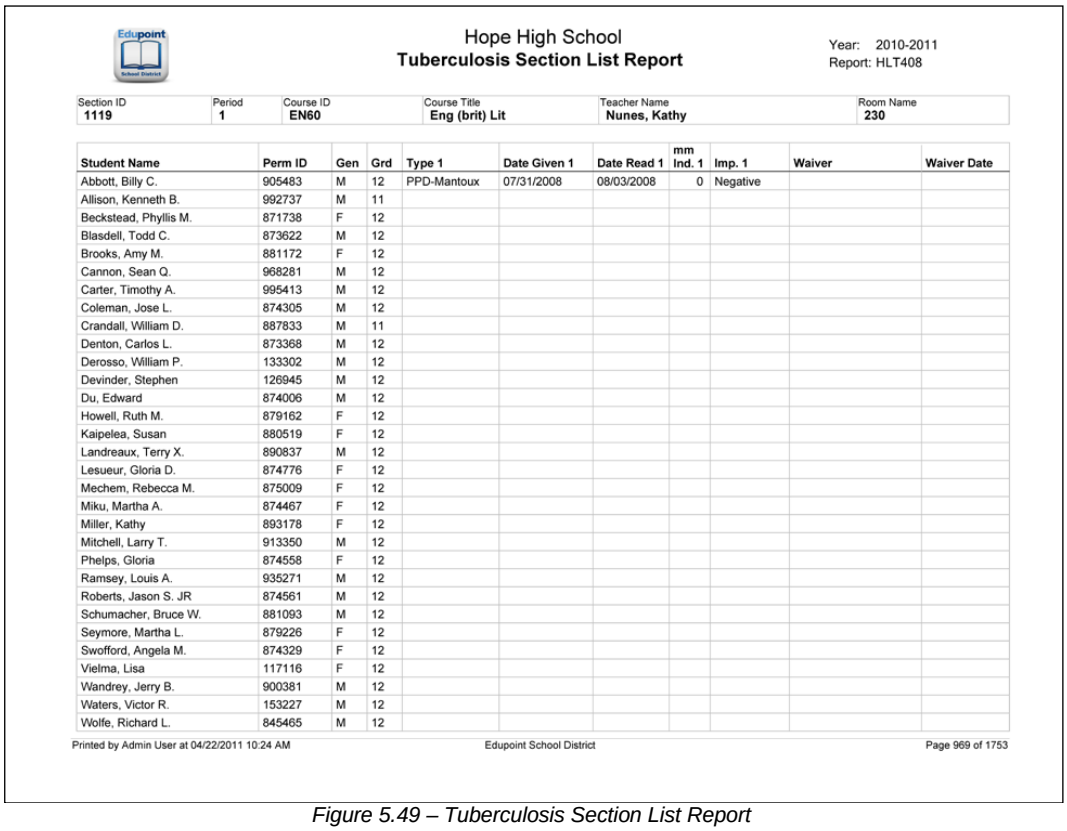



*Figure 5.48 – Tuberculosis Section List Report Interface*

- To print the report for just one class, enter the **Section ID** for the class.
- To print only the records for students that have not been screened, check the box **Hide Students with Tuberculosis Records**.



Hope High School
**Tuberculosis Section List Report**

Year: 2010-2011
Report: HLT408

| Section ID | Period | Course ID | Course Title | Teacher Name | Room Name |
|---|---|---|---|---|---|
| 1119 | 1 | EN60 | Eng (brit) Lit | Nunes, Kathy | 230 |

| Student Name | Perm ID | Gen | Grd | Type 1 | Date Given 1 | Date Read 1 | mm Ind. 1 | Imp. 1 | Waiver | Waiver Date |
|---|---|---|---|---|---|---|---|---|---|---|
| Abbott, Billy C. | 905483 | M | 12 | PPD-Mantoux | 07/31/2008 | 08/03/2008 | 0 | Negative | | |
| Allison, Kenneth B. | 992737 | M | 11 | | | | | | | |
| Beckstead, Phyllis M. | 871738 | F | 12 | | | | | | | |
| Blasdell, Todd C. | 873622 | M | 12 | | | | | | | |
| Brooks, Amy M. | 881172 | F | 12 | | | | | | | |
| Cannon, Sean Q. | 968281 | M | 12 | | | | | | | |
| Carter, Timothy A. | 995413 | M | 12 | | | | | | | |
| Coleman, Jose L. | 874305 | M | 12 | | | | | | | |
| Crandall, William D. | 887833 | M | 11 | | | | | | | |
| Denton, Carlos L. | 873368 | M | 12 | | | | | | | |
| Derosso, William P. | 133302 | M | 12 | | | | | | | |
| Devinder, Stephen | 126945 | M | 12 | | | | | | | |
| Du, Edward | 874006 | M | 12 | | | | | | | |
| Howell, Ruth M. | 879162 | F | 12 | | | | | | | |
| Kaipelea, Susan | 880519 | F | 12 | | | | | | | |
| Landreaux, Terry X. | 890837 | M | 12 | | | | | | | |
| Lesueur, Gloria D. | 874776 | F | 12 | | | | | | | |
| Mechem, Rebecca M. | 875009 | F | 12 | | | | | | | |
| Miku, Martha A. | 874467 | F | 12 | | | | | | | |
| Miller, Kathy | 893178 | F | 12 | | | | | | | |
| Mitchell, Larry T. | 913350 | M | 12 | | | | | | | |
| Phelps, Gloria | 874558 | F | 12 | | | | | | | |
| Ramsey, Louis A. | 935271 | M | 12 | | | | | | | |
| Roberts, Jason S. JR | 874561 | M | 12 | | | | | | | |
| Schumacher, Bruce W. | 881093 | M | 12 | | | | | | | |
| Seymore, Martha L. | 879226 | F | 12 | | | | | | | |
| Swofford, Angela M. | 874329 | F | 12 | | | | | | | |
| Vielma, Lisa | 117116 | F | 12 | | | | | | | |
| Wandrey, Jerry B. | 900381 | M | 12 | | | | | | | |
| Waters, Victor R. | 153227 | M | 12 | | | | | | | |
| Wolfe, Richard L. | 845465 | M | 12 | | | | | | | |

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*Figure 5.49 – Tuberculosis Section List Report*

# HLT409 – Vision Section List Report

The Vision Section List report prints a page for each class listing all of the students in the class, with spaces to record their screening results. If the student has been screened, their results will display on the report.

This report can be customized using the following options:

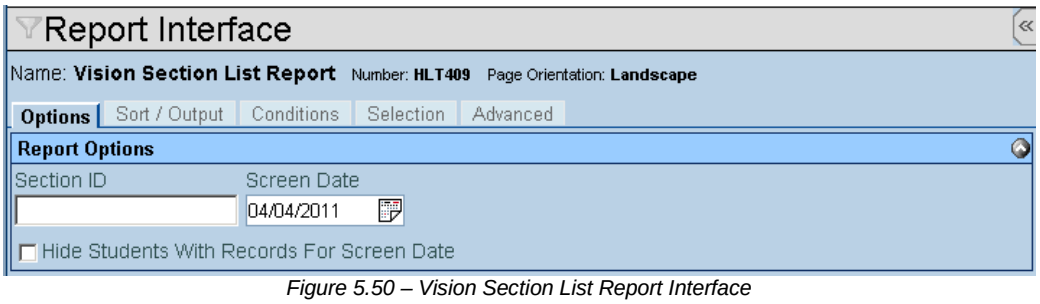
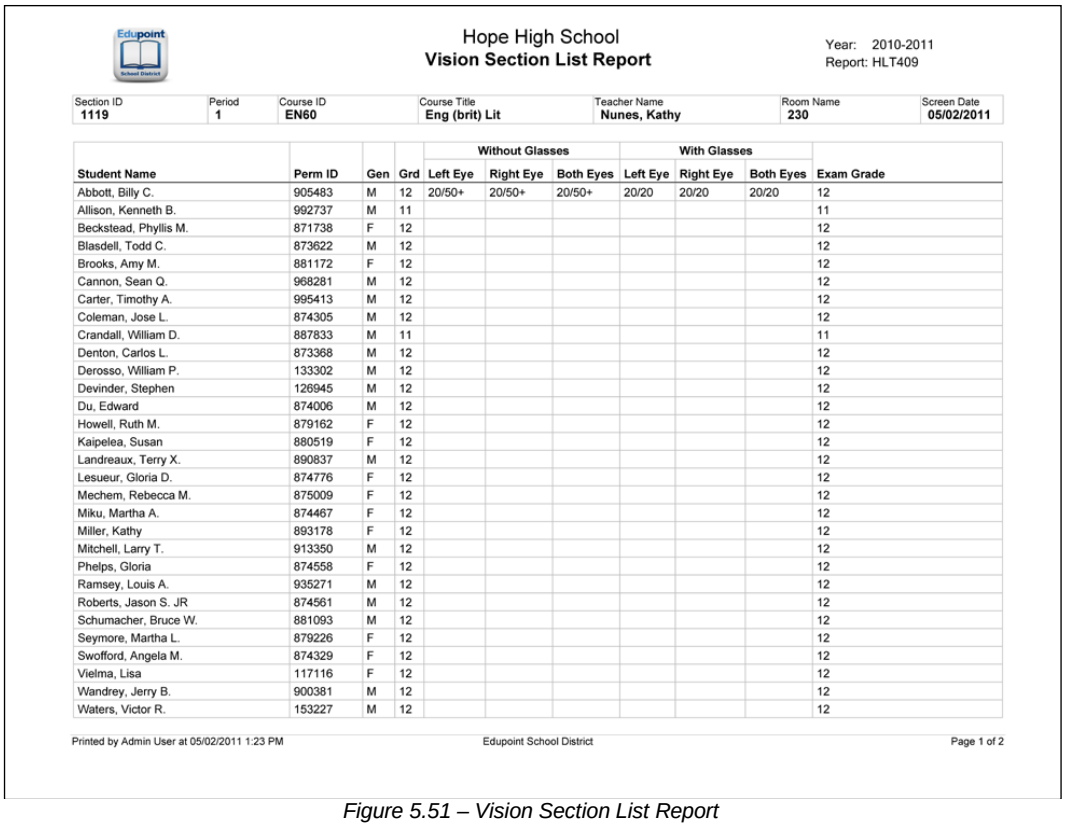



*Figure 5.50 – Vision Section List Report Interface*

- To print the report for just one class, enter the **Section ID** for the class.
- Enter the date on which the screening was (or will be) conducted in the **Screen Date** box. Dates must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar button.



Hope High School
**Vision Section List Report**

Year: 2010-2011
Report: HLT409

| Section ID | Period | Course ID | Course Title | Teacher Name | Room Name | Screen Date |
|---|---|---|---|---|---|---|
| 1119 | 1 | EN60 | Eng (brit) Lit | Nunes, Kathy | 230 | 05/02/2011 |

| | | | | Without Glasses | | | With Glasses | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Student Name | Perm ID | Gen | Grd | Left Eye | Right Eye | Both Eyes | Left Eye | Right Eye | Both Eyes | Exam Grade |
| Abbott, Billy C. | 905483 | M | 12 | 20/50+ | 20/50+ | 20/50+ | 20/20 | 20/20 | 20/20 | 12 |
| Allison, Kenneth B. | 992737 | M | 11 | | | | | | | 11 |
| Beckstead, Phyllis M. | 871738 | F | 12 | | | | | | | 12 |
| Blasdell, Todd C. | 873622 | M | 12 | | | | | | | 12 |
| Brooks, Amy M. | 881172 | F | 12 | | | | | | | 12 |
| Cannon, Sean Q. | 968281 | M | 12 | | | | | | | 12 |
| Carter, Timothy A. | 995413 | M | 12 | | | | | | | 12 |
| Coleman, Jose L. | 874305 | M | 12 | | | | | | | 12 |
| Crandall, William D. | 887833 | M | 11 | | | | | | | 11 |
| Denton, Carlos L. | 873368 | M | 12 | | | | | | | 12 |
| Derosso, William P. | 133302 | M | 12 | | | | | | | 12 |
| Devinder, Stephen | 126945 | M | 12 | | | | | | | 12 |
| Du, Edward | 874006 | M | 12 | | | | | | | 12 |
| Howell, Ruth M. | 879162 | F | 12 | | | | | | | 12 |
| Kaipelea, Susan | 880519 | F | 12 | | | | | | | 12 |
| Landreaux, Terry X. | 890837 | M | 12 | | | | | | | 12 |
| Lesueur, Gloria D. | 874776 | F | 12 | | | | | | | 12 |
| Mechem, Rebecca M. | 875009 | F | 12 | | | | | | | 12 |
| Miku, Martha A. | 874467 | F | 12 | | | | | | | 12 |
| Miller, Kathy | 893178 | F | 12 | | | | | | | 12 |
| Mitchell, Larry T. | 913350 | M | 12 | | | | | | | 12 |
| Phelps, Gloria | 874558 | F | 12 | | | | | | | 12 |
| Ramsey, Louis A. | 935271 | M | 12 | | | | | | | 12 |
| Roberts, Jason S. JR | 874561 | M | 12 | | | | | | | 12 |
| Schumacher, Bruce W. | 881093 | M | 12 | | | | | | | 12 |
| Seymore, Martha L. | 879226 | F | 12 | | | | | | | 12 |
| Swofford, Angela M. | 874329 | F | 12 | | | | | | | 12 |
| Vielma, Lisa | 117116 | F | 12 | | | | | | | 12 |
| Wandrey, Jerry B. | 900381 | M | 12 | | | | | | | 12 |
| Waters, Victor R. | 153227 | M | 12 | | | | | | | 12 |

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*Figure 5.51 – Vision Section List Report*

## HLT410 – Audio Section List Report

The Audio Section List report prints a page for each class listing all of the students in the class, with spaces to record their screening results. If the student has been screened, their results will display on the report.

This report can be customized using the following options:

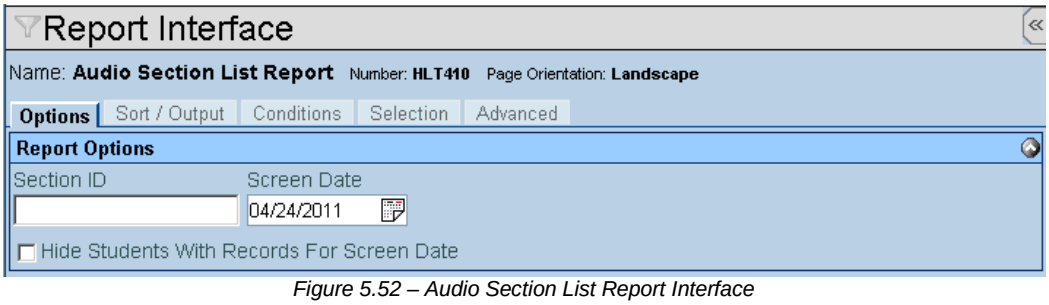
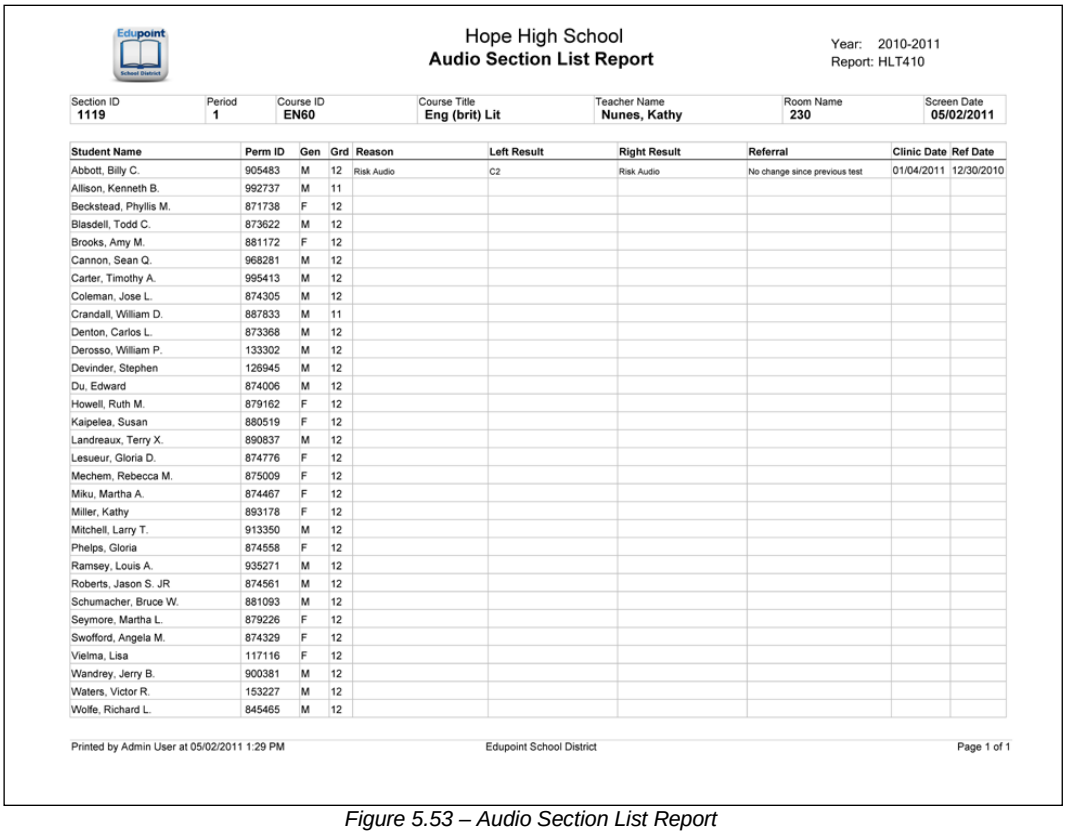



*Figure 5.52 – Audio Section List Report Interface*

- To print the report for just one class, enter the **Section ID** for the class.
- Enter the date on which the screening was (or will be) conducted in the **Screen Date** box. Dates must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar button.
- To print only the records for students that were not screened on that date, check the box **Hide Students with Records For Screen Date**.



Hope High School
**Audio Section List Report**

Year: 2010-2011
Report: HLT410

| Section ID | Period | Course ID | Course Title | Teacher Name | Room Name | Screen Date |
|---|---|---|---|---|---|---|
| 1119 | 1 | EN60 | Eng (brit) Lit | Nunes, Kathy | 230 | 05/02/2011 |

| Student Name | Perm ID | Gen | Grd | Reason | Left Result | Right Result | Referral | Clinic Date | Ref Date |
|---|---|---|---|---|---|---|---|---|---|
| Abbott, Billy C. | 905483 | M | 12 | Risk Audio | C2 | Risk Audio | No change since previous test | 01/04/2011 | 12/30/2010 |
| Allison, Kenneth B. | 992737 | M | 11 | | | | | | |
| Beckstead, Phyllis M. | 871738 | F | 12 | | | | | | |
| Blasdell, Todd C. | 873622 | M | 12 | | | | | | |
| Brooks, Amy M. | 881172 | F | 12 | | | | | | |
| Cannon, Sean Q. | 968281 | M | 12 | | | | | | |
| Carter, Timothy A. | 995413 | M | 12 | | | | | | |
| Coleman, Jose L. | 874305 | M | 12 | | | | | | |
| Crandall, William D. | 887833 | M | 11 | | | | | | |
| Denton, Carlos L. | 873368 | M | 12 | | | | | | |
| Derosso, William P. | 133302 | M | 12 | | | | | | |
| Devinder, Stephen | 126945 | M | 12 | | | | | | |
| Du, Edward | 874006 | M | 12 | | | | | | |
| Howell, Ruth M. | 879162 | F | 12 | | | | | | |
| Kaipelea, Susan | 880519 | F | 12 | | | | | | |
| Landreaux, Terry X. | 890837 | M | 12 | | | | | | |
| Lesueur, Gloria D. | 874776 | F | 12 | | | | | | |
| Mechem, Rebecca M. | 875009 | F | 12 | | | | | | |
| Miku, Martha A. | 874467 | F | 12 | | | | | | |
| Miller, Kathy | 893178 | F | 12 | | | | | | |
| Mitchell, Larry T. | 913350 | M | 12 | | | | | | |
| Phelps, Gloria | 874558 | F | 12 | | | | | | |
| Ramsey, Louis A. | 935271 | M | 12 | | | | | | |
| Roberts, Jason S. JR | 874561 | M | 12 | | | | | | |
| Schumacher, Bruce W. | 881093 | M | 12 | | | | | | |
| Seymore, Martha L. | 879226 | F | 12 | | | | | | |
| Swofford, Angela M. | 874329 | F | 12 | | | | | | |
| Vielma, Lisa | 117116 | F | 12 | | | | | | |
| Wandrey, Jerry B. | 900381 | M | 12 | | | | | | |
| Waters, Victor R. | 153227 | M | 12 | | | | | | |
| Wolfe, Richard L. | 845465 | M | 12 | | | | | | |

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*Figure 5.53 – Audio Section List Report*

## HLT411 – Scoliosis Section List Report

The Scoliosis Section List report prints a page for each class listing all of the students in the class, with spaces to record their screening results. If the student has been screened, their results will display on the report.

This report can be customized using the following options:

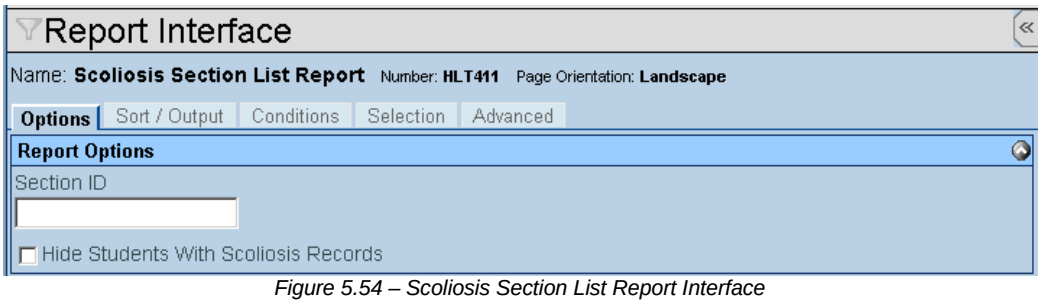
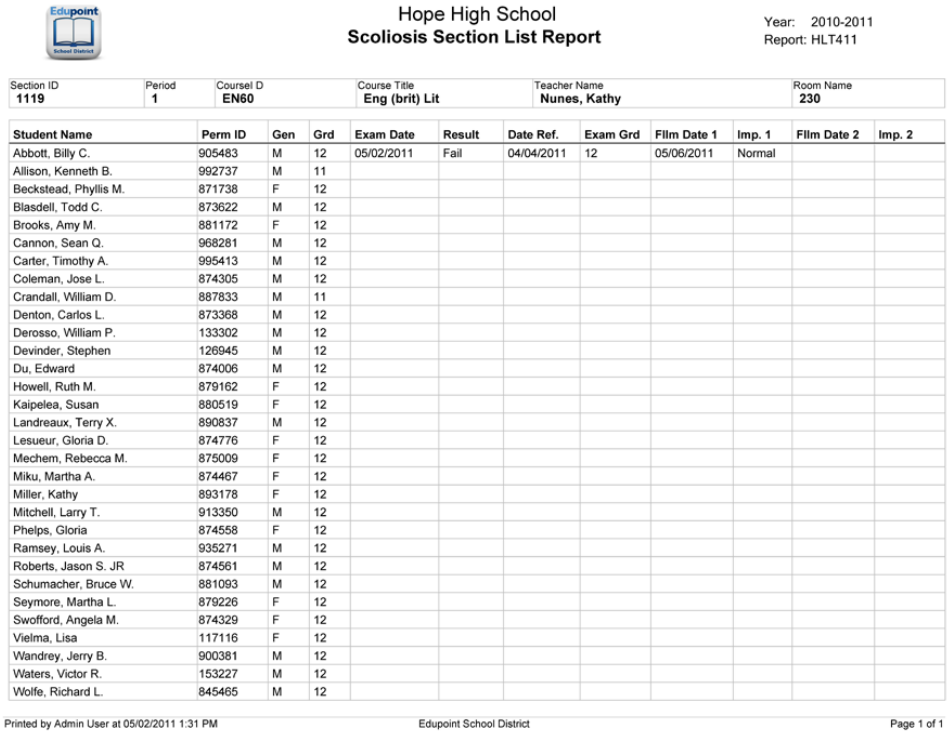



*Figure 5.54 – Scoliosis Section List Report Interface*

- To print the report for just one class, enter the **Section ID** for the class.
- To print only the records for students that have not been screened, check the box **Hide Students with Scoliosis Records**.



Hope High School
**Scoliosis Section List Report**

Year: 2010-2011
Report: HLT411

| Section ID | Period | Coursel D | Course Title | Teacher Name | Room Name |
|---|---|---|---|---|---|
| 1119 | 1 | EN60 | Eng (brit) Lit | Nunes, Kathy | 230 |

| Student Name | Perm ID | Gen | Grd | Exam Date | Result | Date Ref. | Exam Grd | Film Date 1 | Imp. 1 | Film Date 2 | Imp. 2 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Abbott, Billy C. | 905483 | M | 12 | 05/02/2011 | Fail | 04/04/2011 | 12 | 05/06/2011 | Normal | | |
| Allison, Kenneth B. | 992737 | M | 11 | | | | | | | | |
| Beckstead, Phyllis M. | 871738 | F | 12 | | | | | | | | |
| Blasdell, Todd C. | 873622 | M | 12 | | | | | | | | |
| Brooks, Amy M. | 881172 | F | 12 | | | | | | | | |
| Cannon, Sean Q. | 968281 | M | 12 | | | | | | | | |
| Carter, Timothy A. | 995413 | M | 12 | | | | | | | | |
| Coleman, Jose L. | 874305 | M | 12 | | | | | | | | |
| Crandall, William D. | 887833 | M | 11 | | | | | | | | |
| Denton, Carlos L. | 873368 | M | 12 | | | | | | | | |
| Derosso, William P. | 133302 | M | 12 | | | | | | | | |
| Devinder, Stephen | 126945 | M | 12 | | | | | | | | |
| Du, Edward | 874006 | M | 12 | | | | | | | | |
| Howell, Ruth M. | 879162 | F | 12 | | | | | | | | |
| Kaipelea, Susan | 880519 | F | 12 | | | | | | | | |
| Landreaux, Terry X. | 890837 | M | 12 | | | | | | | | |
| Lesueur, Gloria D. | 874776 | F | 12 | | | | | | | | |
| Mechem, Rebecca M. | 875009 | F | 12 | | | | | | | | |
| Miku, Martha A. | 874467 | F | 12 | | | | | | | | |
| Miller, Kathy | 893178 | F | 12 | | | | | | | | |
| Mitchell, Larry T. | 913350 | M | 12 | | | | | | | | |
| Phelps, Gloria | 874558 | F | 12 | | | | | | | | |
| Ramsey, Louis A. | 935271 | M | 12 | | | | | | | | |
| Roberts, Jason S. JR | 874561 | M | 12 | | | | | | | | |
| Schumacher, Bruce W. | 881093 | M | 12 | | | | | | | | |
| Seymore, Martha L. | 879226 | F | 12 | | | | | | | | |
| Swofford, Angela M. | 874329 | F | 12 | | | | | | | | |
| Vielma, Lisa | 117116 | F | 12 | | | | | | | | |
| Wandrey, Jerry B. | 900381 | M | 12 | | | | | | | | |
| Waters, Victor R. | 153227 | M | 12 | | | | | | | | |
| Wolfe, Richard L. | 845465 | M | 12 | | | | | | | | |

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*Figure 5.55 – Scoliosis Section List Report*

## HLT412 – General Health Section List Report

The General Health Section List report prints a page for each class listing all of the students in the class, with spaces to record their screening results. If the student has been screened, their results will display on the report.

This report can be customized using the following options:

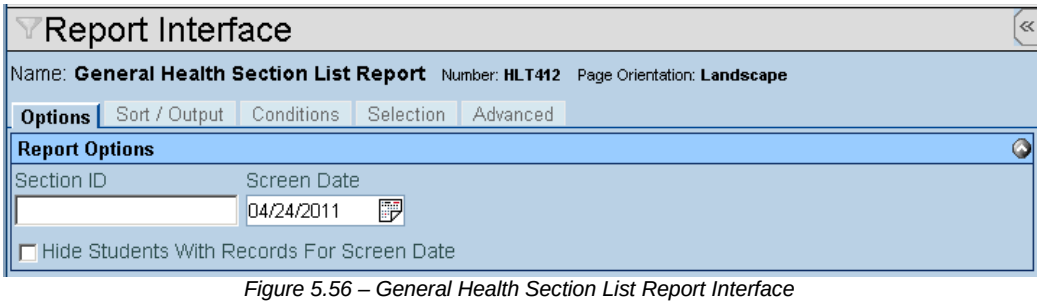
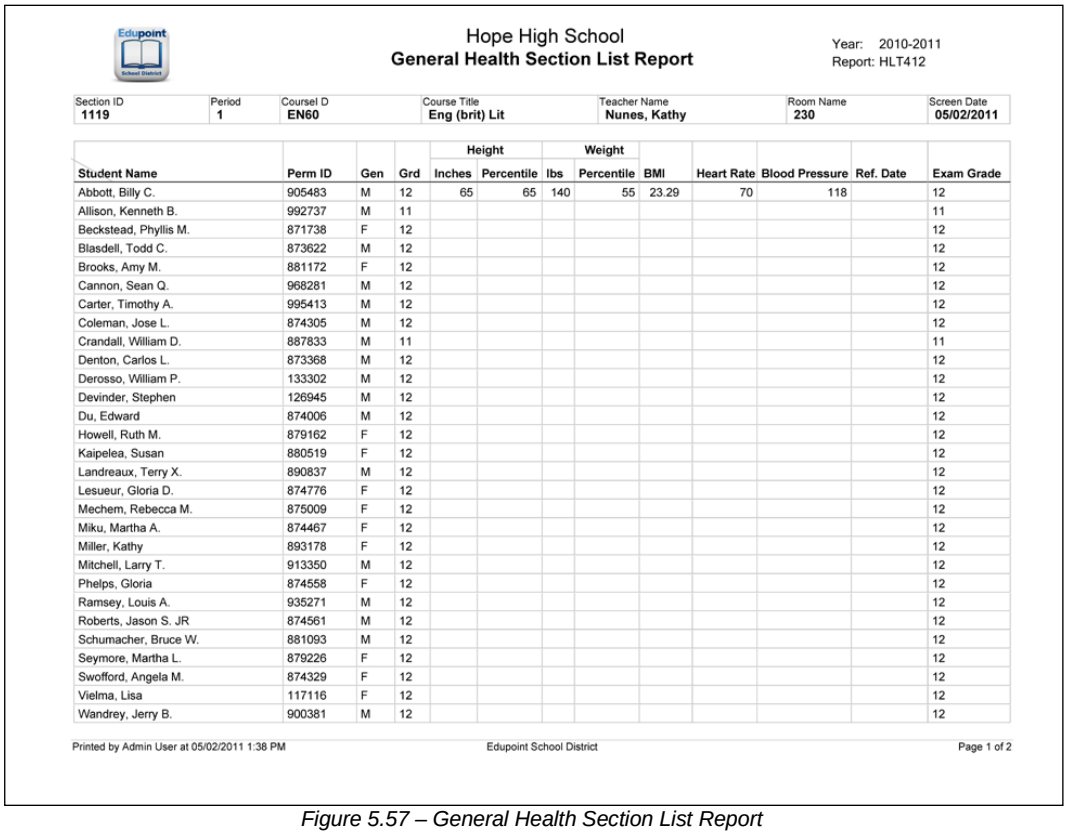



*Figure 5.56 – General Health Section List Report Interface*

- To print the report for just one class, enter the **Section ID** for the class.
- Enter the date on which the screening was (or will be) conducted in the **Screen Date** box. Dates must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar button.
- To print only the records for students that were not screened on that date, check the box **Hide Students with Records For Screen Date**.



Hope High School
**General Health Section List Report**

Year: 2010-2011
Report: HLT412

| Section ID | Period | Coursel D | Course Title | Teacher Name | Room Name | Screen Date |
|---|---|---|---|---|---|---|
| 1119 | 1 | EN60 | Eng (brit) Lit | Nunes, Kathy | 230 | 05/02/2011 |

| | | | | Height | | Weight | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Student Name | Perm ID | Gen | Grd | Inches | Percentile | lbs | Percentile | BMI | Heart Rate | Blood Pressure | Ref. Date | Exam Grade |
| Abbott, Billy C. | 905483 | M | 12 | 65 | 65 | 140 | 55 | 23.29 | 70 | 118 | | 12 |
| Allison, Kenneth B. | 992737 | M | 11 | | | | | | | | | 11 |
| Beckstead, Phyllis M. | 871738 | F | 12 | | | | | | | | | 12 |
| Blasdell, Todd C. | 873622 | M | 12 | | | | | | | | | 12 |
| Brooks, Amy M. | 881172 | F | 12 | | | | | | | | | 12 |
| Cannon, Sean Q. | 968281 | M | 12 | | | | | | | | | 12 |
| Carter, Timothy A. | 995413 | M | 12 | | | | | | | | | 12 |
| Coleman, Jose L. | 874305 | M | 12 | | | | | | | | | 12 |
| Crandall, William D. | 887833 | M | 11 | | | | | | | | | 11 |
| Denton, Carlos L. | 873368 | M | 12 | | | | | | | | | 12 |
| Derosso, William P. | 133302 | M | 12 | | | | | | | | | 12 |
| Devinder, Stephen | 126945 | M | 12 | | | | | | | | | 12 |
| Du, Edward | 874006 | M | 12 | | | | | | | | | 12 |
| Howell, Ruth M. | 879162 | F | 12 | | | | | | | | | 12 |
| Kaipelea, Susan | 880519 | F | 12 | | | | | | | | | 12 |
| Landreaux, Terry X. | 890837 | M | 12 | | | | | | | | | 12 |
| Lesueur, Gloria D. | 874776 | F | 12 | | | | | | | | | 12 |
| Mechem, Rebecca M. | 875009 | F | 12 | | | | | | | | | 12 |
| Miku, Martha A. | 874467 | F | 12 | | | | | | | | | 12 |
| Miller, Kathy | 893178 | F | 12 | | | | | | | | | 12 |
| Mitchell, Larry T. | 913350 | M | 12 | | | | | | | | | 12 |
| Phelps, Gloria | 874558 | F | 12 | | | | | | | | | 12 |
| Ramsey, Louis A. | 935271 | M | 12 | | | | | | | | | 12 |
| Roberts, Jason S. JR | 874561 | M | 12 | | | | | | | | | 12 |
| Schumacher, Bruce W. | 881093 | M | 12 | | | | | | | | | 12 |
| Seymore, Martha L. | 879226 | F | 12 | | | | | | | | | 12 |
| Swofford, Angela M. | 874329 | F | 12 | | | | | | | | | 12 |
| Vielma, Lisa | 117116 | F | 12 | | | | | | | | | 12 |
| Wandrey, Jerry B. | 900381 | M | 12 | | | | | | | | | 12 |

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*Figure 5.57 – General Health Section List Report*

## HLT413 – Dental Section List Report

The Dental Section List report prints a page for each class listing all of the students in the class, with spaces to record their screening results. If the student has been screened, their results will display on the report.

This report can be customized using the following options:

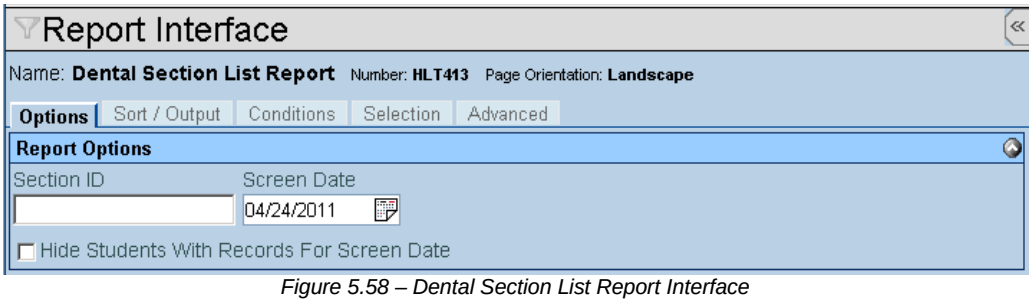
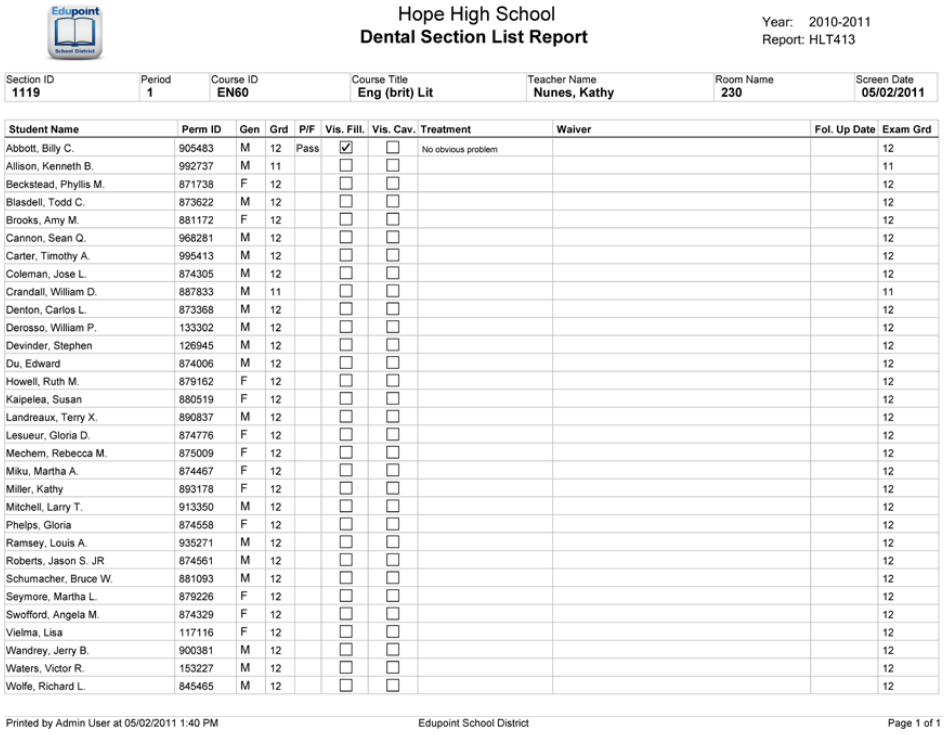



*Figure 5.58 – Dental Section List Report Interface*

- To print the report for just one class, enter the **Section ID** for the class.
- Enter the date on which the screening was (or will be) conducted in the **Screen Date** box. Dates must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar button.
- To print only the records for students that were not screened on that date, check the box **Hide Students with Records For Screen Date**.



Hope High School
**Dental Section List Report**

Year: 2010-2011
Report: HLT413

| Section ID | Period | Course ID | Course Title | Teacher Name | Room Name | Screen Date |
|---|---|---|---|---|---|---|
| 1119 | 1 | EN60 | Eng (brit) Lit | Nunes, Kathy | 230 | 05/02/2011 |

| Student Name | Perm ID | Gen | Grd | P/F | Vis. Fill. | Vis. Cav. | Treatment | Waiver | Fol. Up Date | Exam Grd |
|---|---|---|---|---|---|---|---|---|---|---|
| Abbott, Billy C. | 905483 | M | 12 | Pass | ☑ | ☐ | No obvious problem | | | 12 |
| Allison, Kenneth B. | 992737 | M | 11 | | ☐ | ☐ | | | | 11 |
| Beckstead, Phyllis M. | 871738 | F | 12 | | ☐ | ☐ | | | | 12 |
| Blasdell, Todd C. | 873622 | M | 12 | | ☐ | ☐ | | | | 12 |
| Brooks, Amy M. | 881172 | F | 12 | | ☐ | ☐ | | | | 12 |
| Cannon, Sean Q. | 968281 | M | 12 | | ☐ | ☐ | | | | 12 |
| Carter, Timothy A. | 995413 | M | 12 | | ☐ | ☐ | | | | 12 |
| Coleman, Jose L. | 874305 | M | 12 | | ☐ | ☐ | | | | 12 |
| Crandall, William D. | 887833 | M | 11 | | ☐ | ☐ | | | | 11 |
| Denton, Carlos L. | 873368 | M | 12 | | ☐ | ☐ | | | | 12 |
| Derosso, William P. | 133302 | M | 12 | | ☐ | ☐ | | | | 12 |
| Devinder, Stephen | 126945 | M | 12 | | ☐ | ☐ | | | | 12 |
| Du, Edward | 874006 | M | 12 | | ☐ | ☐ | | | | 12 |
| Howell, Ruth M. | 879162 | F | 12 | | ☐ | ☐ | | | | 12 |
| Kaipelea, Susan | 880519 | F | 12 | | ☐ | ☐ | | | | 12 |
| Landreaux, Terry X. | 890837 | M | 12 | | ☐ | ☐ | | | | 12 |
| Lesueur, Gloria D. | 874776 | F | 12 | | ☐ | ☐ | | | | 12 |
| Mechem, Rebecca M. | 875009 | F | 12 | | ☐ | ☐ | | | | 12 |
| Miku, Martha A. | 874467 | F | 12 | | ☐ | ☐ | | | | 12 |
| Miller, Kathy | 893178 | F | 12 | | ☐ | ☐ | | | | 12 |
| Mitchell, Larry T. | 913350 | M | 12 | | ☐ | ☐ | | | | 12 |
| Phelps, Gloria | 874558 | F | 12 | | ☐ | ☐ | | | | 12 |
| Ramsey, Louis A. | 935271 | M | 12 | | ☐ | ☐ | | | | 12 |
| Roberts, Jason S. JR | 874561 | M | 12 | | ☐ | ☐ | | | | 12 |
| Schumacher, Bruce W. | 881093 | M | 12 | | ☐ | ☐ | | | | 12 |
| Seymore, Martha L. | 879226 | F | 12 | | ☐ | ☐ | | | | 12 |
| Swofford, Angela M. | 874329 | F | 12 | | ☐ | ☐ | | | | 12 |
| Vielma, Lisa | 117116 | F | 12 | | ☐ | ☐ | | | | 12 |
| Wandrey, Jerry B. | 900381 | M | 12 | | ☐ | ☐ | | | | 12 |
| Waters, Victor R. | 153227 | M | 12 | | ☐ | ☐ | | | | 12 |
| Wolfe, Richard L. | 845465 | M | 12 | | ☐ | ☐ | | | | 12 |

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*Figure 5.59 – Dental Section List Report*

## HLT801 – Daily Health Log

The Daily Health Log report lists all health-related incidents for a given day.

This report can be further customized with the following options:

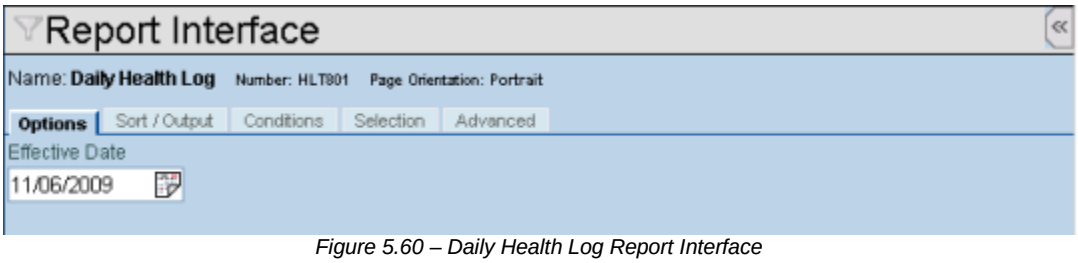
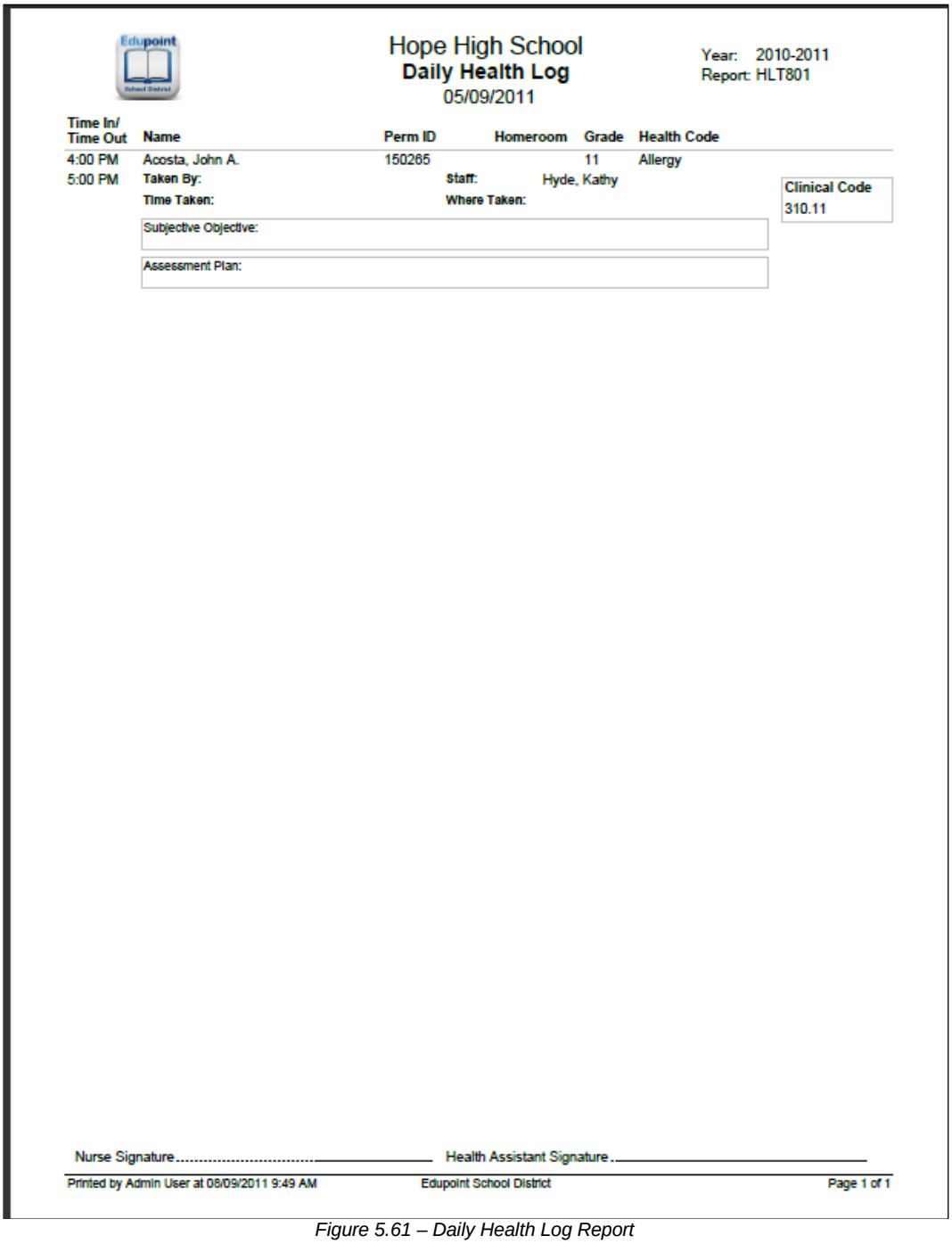



*Figure 5.60 – Daily Health Log Report Interface*

- Select the date to be displayed in the report from the **Effective Date** field. The date must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar button. This date must be selected for this report to run.



Hope High School
**Daily Health Log**
05/09/2011

Year: 2010-2011
Report: HLT801

| Time In/ Time Out | Name | Perm ID | Homeroom | Grade | Health Code |
|---|---|---|---|---|---|
| 4:00 PM | Acosta, John A. | 150265 | | 11 | Allergy |
| 5:00 PM | **Taken By:** | | **Staff:** Hyde, Kathy | | |
| | **Time Taken:** | | **Where Taken:** | | |

**Clinical Code**
310.11

Subjective Objective:

Assessment Plan:

Nurse Signature..... Health Assistant Signature.....

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*Figure 5.61 – Daily Health Log Report*

## HLT601 – Health Condition Totals

The Health Condition Totals summary report provides a list of health conditions and how many females or males have the condition as well as a total count.

This report can be customized using the following options:

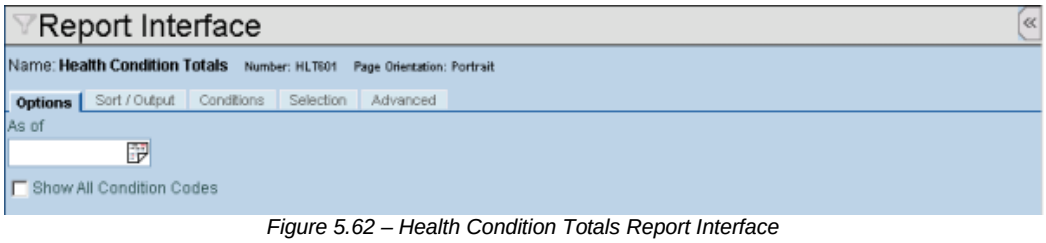
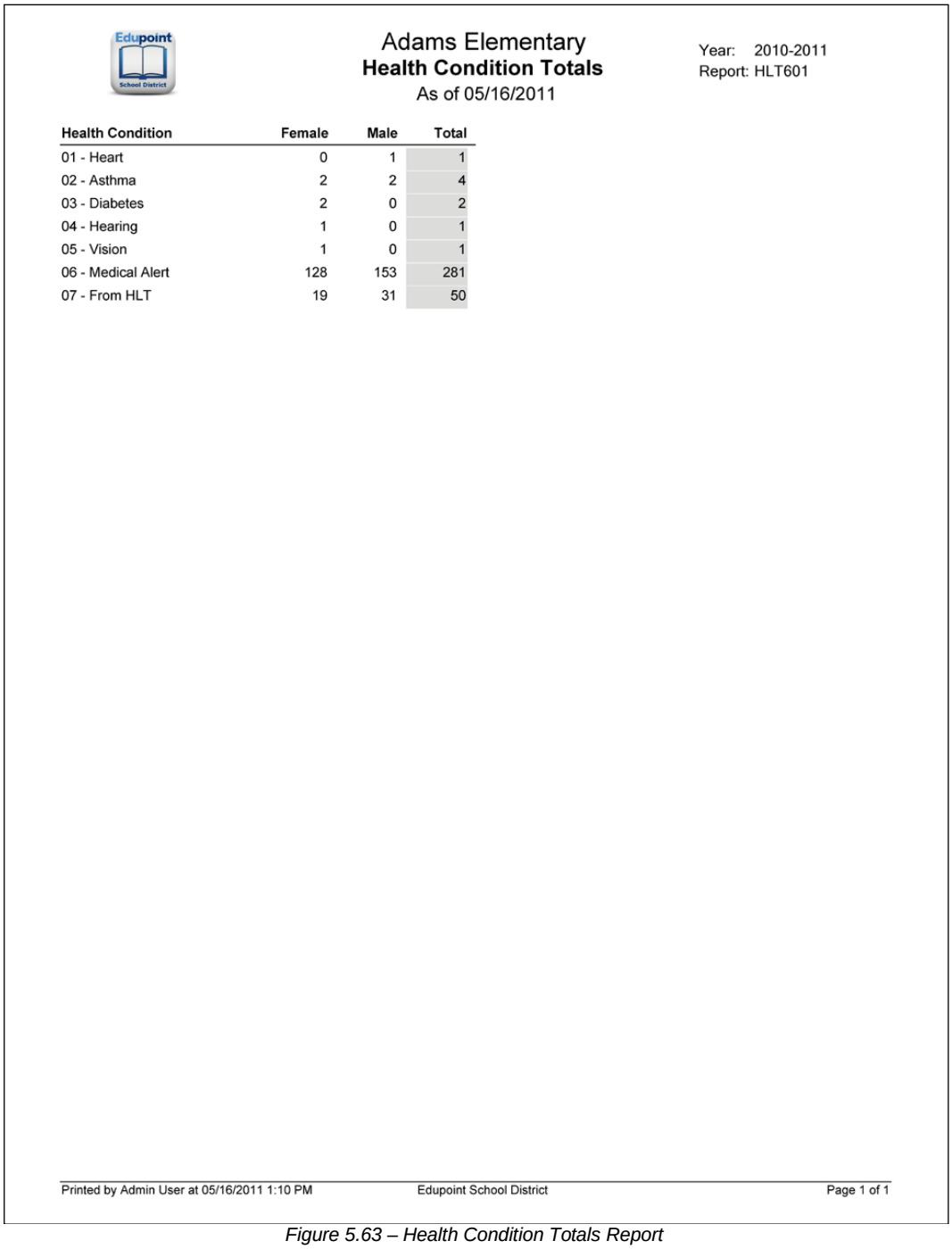



*Figure 5.62 – Health Condition Totals Report Interface*

- Select the date in the **As Of** box to show the conditions that were active as of that date. The date must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar button.
- To list the codes as well as the comments for the health conditions, check the **Show All Condition Codes** box.



Adams Elementary
**Health Condition Totals**
As of 05/16/2011

Year: 2010-2011
Report: HLT601

| Health Condition | Female | Male | Total |
|---|---|---|---|
| 01 - Heart | 0 | 1 | 1 |
| 02 - Asthma | 2 | 2 | 4 |
| 03 - Diabetes | 2 | 0 | 2 |
| 04 - Hearing | 1 | 0 | 1 |
| 05 - Vision | 1 | 0 | 1 |
| 06 - Medical Alert | 128 | 153 | 281 |
| 07 - From HLT | 19 | 31 | 50 |

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*Figure 5.63 – Health Condition Totals Report*

## HLT602 – Class Incident Summary Report

The Class Incident Summary report provides a list of students by class and show the total number of health-related incidents in which the student has been involved.

This report can be customized using the following options:

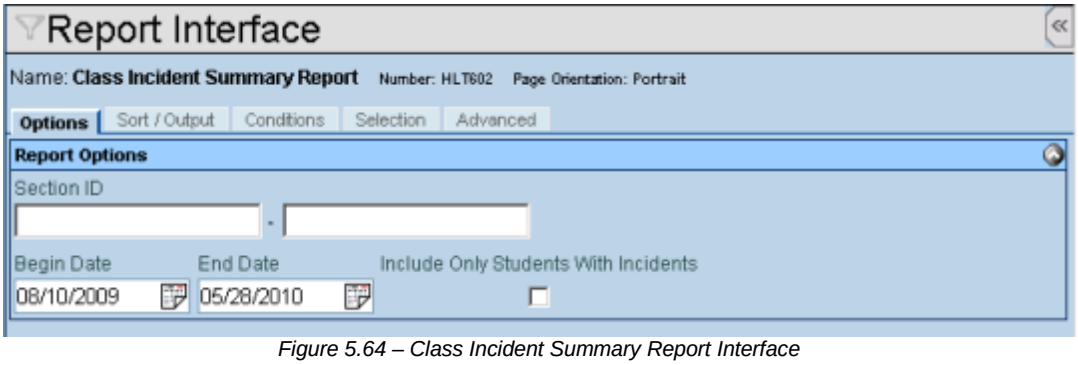
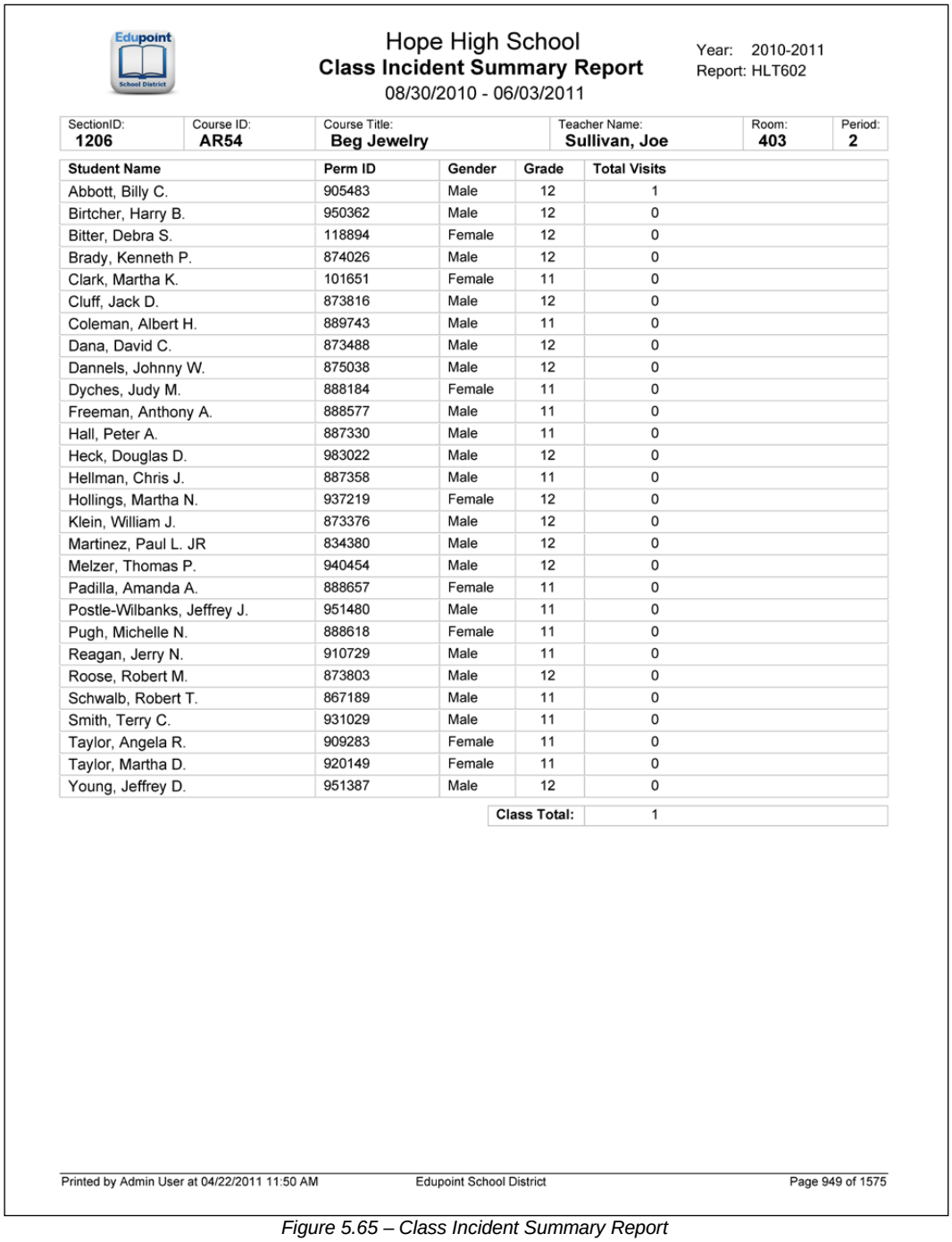



*Figure 5.64 – Class Incident Summary Report Interface*

- An individual section or range of sections can be included in the report by entering the **Section ID** in the boxes provided.
- Select the data range for the incidents to be summarized in the **Begin Date** and **End Date** boxes. The dates must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar button.
- To list only students that have been involved in a health-related incident, check the box **Include Only Students With Incidents**.



Hope High School
**Class Incident Summary Report**
08/30/2010 - 06/03/2011

Year: 2010-2011
Report: HLT602

| SectionID: | Course ID: | Course Title: | Teacher Name: | Room: | Period: |
|---|---|---|---|---|---|
| **1206** | **AR54** | **Beg Jewelry** | **Sullivan, Joe** | **403** | **2** |

| Student Name | Perm ID | Gender | Grade | Total Visits |
|---|---|---|---|---|
| Abbott, Billy C. | 905483 | Male | 12 | 1 |
| Birtcher, Harry B. | 950362 | Male | 12 | 0 |
| Bitter, Debra S. | 118894 | Female | 12 | 0 |
| Brady, Kenneth P. | 874026 | Male | 12 | 0 |
| Clark, Martha K. | 101651 | Female | 11 | 0 |
| Cluff, Jack D. | 873816 | Male | 12 | 0 |
| Coleman, Albert H. | 889743 | Male | 11 | 0 |
| Dana, David C. | 873488 | Male | 12 | 0 |
| Dannels, Johnny W. | 875038 | Male | 12 | 0 |
| Dyches, Judy M. | 888184 | Female | 11 | 0 |
| Freeman, Anthony A. | 888577 | Male | 11 | 0 |
| Hall, Peter A. | 887330 | Male | 11 | 0 |
| Heck, Douglas D. | 983022 | Male | 12 | 0 |
| Hellman, Chris J. | 887358 | Male | 11 | 0 |
| Hollings, Martha N. | 937219 | Female | 12 | 0 |
| Klein, William J. | 873376 | Male | 12 | 0 |
| Martinez, Paul L. JR | 834380 | Male | 12 | 0 |
| Melzer, Thomas P. | 940454 | Male | 12 | 0 |
| Padilla, Amanda A. | 888657 | Female | 11 | 0 |
| Postle-Wilbanks, Jeffrey J. | 951480 | Male | 11 | 0 |
| Pugh, Michelle N. | 888618 | Female | 11 | 0 |
| Reagan, Jerry N. | 910729 | Male | 11 | 0 |
| Roose, Robert M. | 873803 | Male | 12 | 0 |
| Schwalb, Robert T. | 867189 | Male | 11 | 0 |
| Smith, Terry C. | 931029 | Male | 11 | 0 |
| Taylor, Angela R. | 909283 | Female | 11 | 0 |
| Taylor, Martha D. | 920149 | Female | 11 | 0 |
| Young, Jeffrey D. | 951387 | Male | 12 | 0 |
| | | | **Class Total:** | 1 |

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*Figure 5.65 – Class Incident Summary Report*

## HLT603 – Clinical Code Totals

The Clinical Code Totals report lists the number of incidents by clinical code. The report can summarize both the incidents recorded in the Nurse's Log tab of the Health screen and the incidents recorded in the Health Log Other screen.

This report can be customized using the following options:

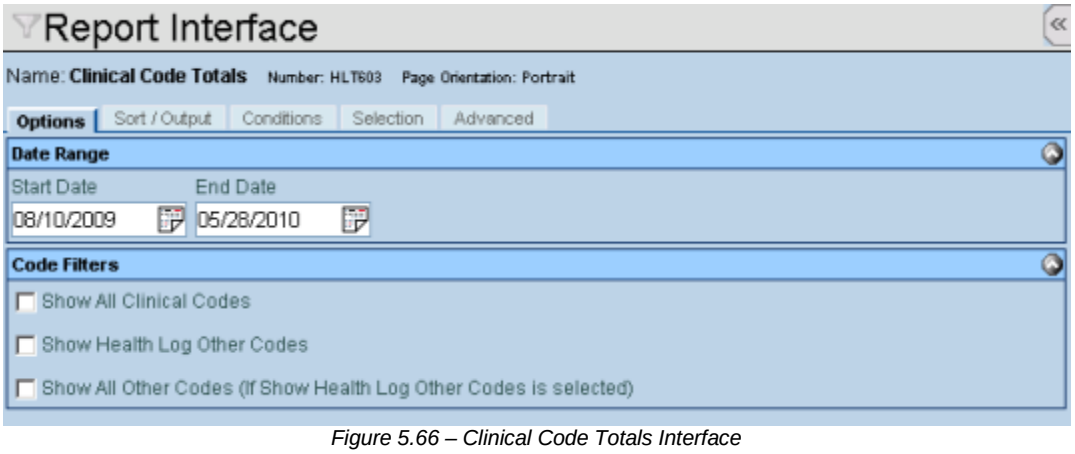
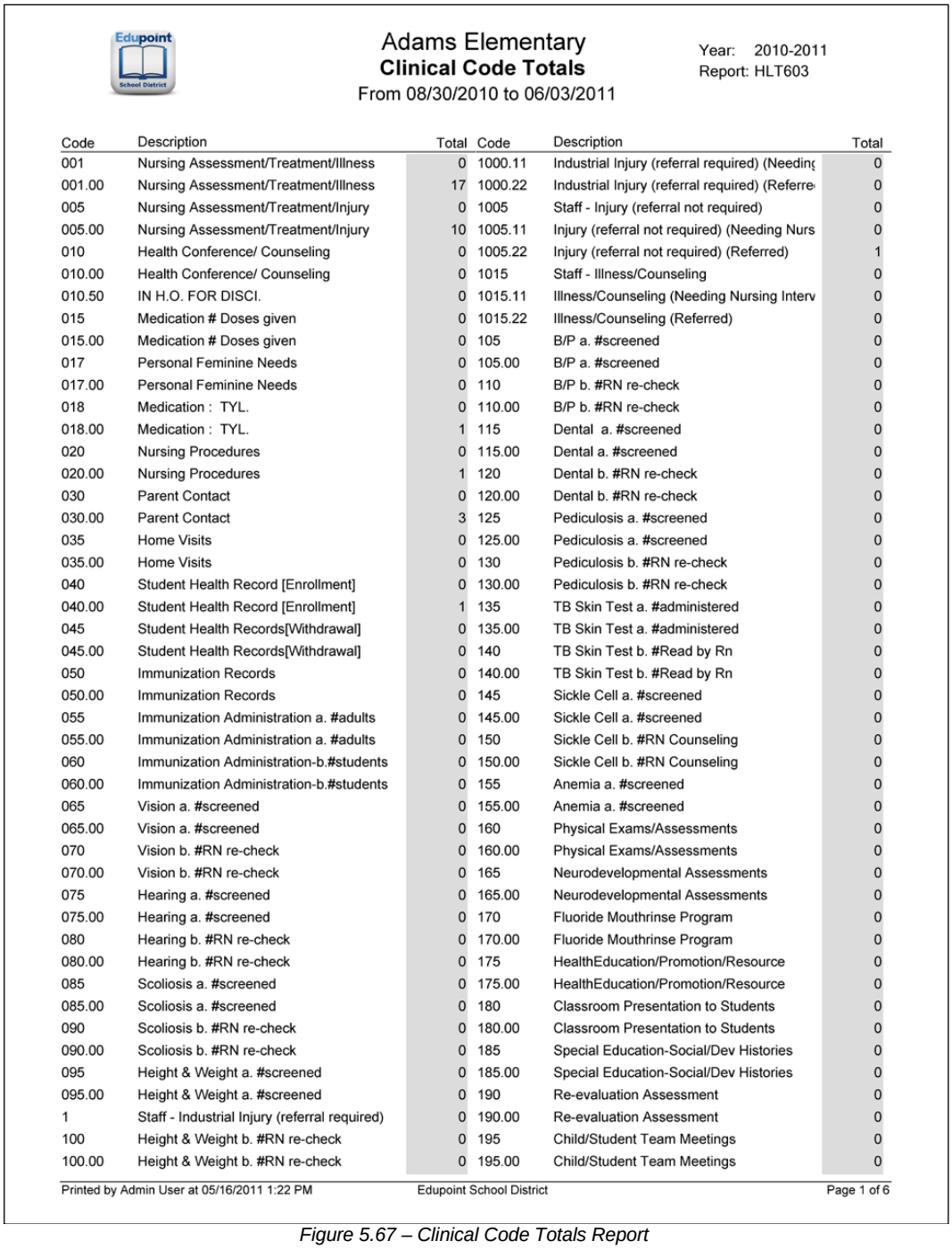



*Figure 5.66 – Clinical Code Totals Interface*

- Select the **Date Range** of the incidents to be included in the totals. The dates must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar button.
- To show all the Clinical Codes used on the Nurse's Log (for students) even if no incidents were reported, check the **Show All Clinical Codes** box.
- To show the codes used in the Health Log Other screen for non-students, check the box **Show Health Log Other Codes**.
- If the codes in the Health Log Other are selected, the **Show All Other Codes** box can be checked to show all of these codes even if they were not used.



Adams Elementary
**Clinical Code Totals**
From 08/30/2010 to 06/03/2011

Year: 2010-2011
Report: HLT603

| Code | Description | Total | Code | Description | Total |
|---|---|---|---|---|---|
| 001 | Nursing Assessment/Treatment/Illness | 0 | 1000.11 | Industrial Injury (referral required) (Needing | 0 |
| 001.00 | Nursing Assessment/Treatment/Illness | 17 | 1000.22 | Industrial Injury (referral required) (Referre | 0 |
| 005 | Nursing Assessment/Treatment/Injury | 0 | 1005 | Staff - Injury (referral not required) | 0 |
| 005.00 | Nursing Assessment/Treatment/Injury | 10 | 1005.11 | Injury (referral not required) (Needing Nurs | 0 |
| 010 | Health Conference/ Counseling | 0 | 1005.22 | Injury (referral not required) (Referred) | 1 |
| 010.00 | Health Conference/ Counseling | 0 | 1015 | Staff - Illness/Counseling | 0 |
| 010.50 | IN H.O. FOR DISCI. | 0 | 1015.11 | Illness/Counseling (Needing Nursing Interv | 0 |
| 015 | Medication # Doses given | 0 | 1015.22 | Illness/Counseling (Referred) | 0 |
| 015.00 | Medication # Doses given | 0 | 105 | B/P a. #screened | 0 |
| 017 | Personal Feminine Needs | 0 | 105.00 | B/P a. #screened | 0 |
| 017.00 | Personal Feminine Needs | 0 | 110 | B/P b. #RN re-check | 0 |
| 018 | Medication : TYL. | 0 | 110.00 | B/P b. #RN re-check | 0 |
| 018.00 | Medication : TYL. | 1 | 115 | Dental a. #screened | 0 |
| 020 | Nursing Procedures | 0 | 115.00 | Dental a. #screened | 0 |
| 020.00 | Nursing Procedures | 1 | 120 | Dental b. #RN re-check | 0 |
| 030 | Parent Contact | 0 | 120.00 | Dental b. #RN re-check | 0 |
| 030.00 | Parent Contact | 3 | 125 | Pediculosis a. #screened | 0 |
| 035 | Home Visits | 0 | 125.00 | Pediculosis a. #screened | 0 |
| 035.00 | Home Visits | 0 | 130 | Pediculosis b. #RN re-check | 0 |
| 040 | Student Health Record [Enrollment] | 0 | 130.00 | Pediculosis b. #RN re-check | 0 |
| 040.00 | Student Health Record [Enrollment] | 1 | 135 | TB Skin Test a. #administered | 0 |
| 045 | Student Health Records[Withdrawal] | 0 | 135.00 | TB Skin Test a. #administered | 0 |
| 045.00 | Student Health Records[Withdrawal] | 0 | 140 | TB Skin Test b. #Read by Rn | 0 |
| 050 | Immunization Records | 0 | 140.00 | TB Skin Test b. #Read by Rn | 0 |
| 050.00 | Immunization Records | 0 | 145 | Sickle Cell a. #screened | 0 |
| 055 | Immunization Administration a. #adults | 0 | 145.00 | Sickle Cell a. #screened | 0 |
| 055.00 | Immunization Administration a. #adults | 0 | 150 | Sickle Cell b. #RN Counseling | 0 |
| 060 | Immunization Administration-b.#students | 0 | 150.00 | Sickle Cell b. #RN Counseling | 0 |
| 060.00 | Immunization Administration-b.#students | 0 | 155 | Anemia a. #screened | 0 |
| 065 | Vision a. #screened | 0 | 155.00 | Anemia a. #screened | 0 |
| 065.00 | Vision a. #screened | 0 | 160 | Physical Exams/Assessments | 0 |
| 070 | Vision b. #RN re-check | 0 | 160.00 | Physical Exams/Assessments | 0 |
| 070.00 | Vision b. #RN re-check | 0 | 165 | Neurodevelopmental Assessments | 0 |
| 075 | Hearing a. #screened | 0 | 165.00 | Neurodevelopmental Assessments | 0 |
| 075.00 | Hearing a. #screened | 0 | 170 | Fluoride Mouthrinse Program | 0 |
| 080 | Hearing b. #RN re-check | 0 | 170.00 | Fluoride Mouthrinse Program | 0 |
| 080.00 | Hearing b. #RN re-check | 0 | 175 | HealthEducation/Promotion/Resource | 0 |
| 085 | Scoliosis a. #screened | 0 | 175.00 | HealthEducation/Promotion/Resource | 0 |
| 085.00 | Scoliosis a. #screened | 0 | 180 | Classroom Presentation to Students | 0 |
| 090 | Scoliosis b. #RN re-check | 0 | 180.00 | Classroom Presentation to Students | 0 |
| 090.00 | Scoliosis b. #RN re-check | 0 | 185 | Special Education-Social/Dev Histories | 0 |
| 095 | Height & Weight a. #screened | 0 | 185.00 | Special Education-Social/Dev Histories | 0 |
| 095.00 | Height & Weight a. #screened | 0 | 190 | Re-evaluation Assessment | 0 |
| 1 | Staff - Industrial Injury (referral required) | 0 | 190.00 | Re-evaluation Assessment | 0 |
| 100 | Height & Weight b. #RN re-check | 0 | 195 | Child/Student Team Meetings | 0 |
| 100.00 | Height & Weight b. #RN re-check | 0 | 195.00 | Child/Student Team Meetings | 0 |

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*Figure 5.67 – Clinical Code Totals Report*

 

## HLT604 – Kindergarten Immunization Report

The Kindergarten Immunization Report summarizes the totals for the immunizations of the students in kindergarten at the school.

This report requires the Elementary Grade field to be filled in before the report will run. This report can be further customized with the following options:

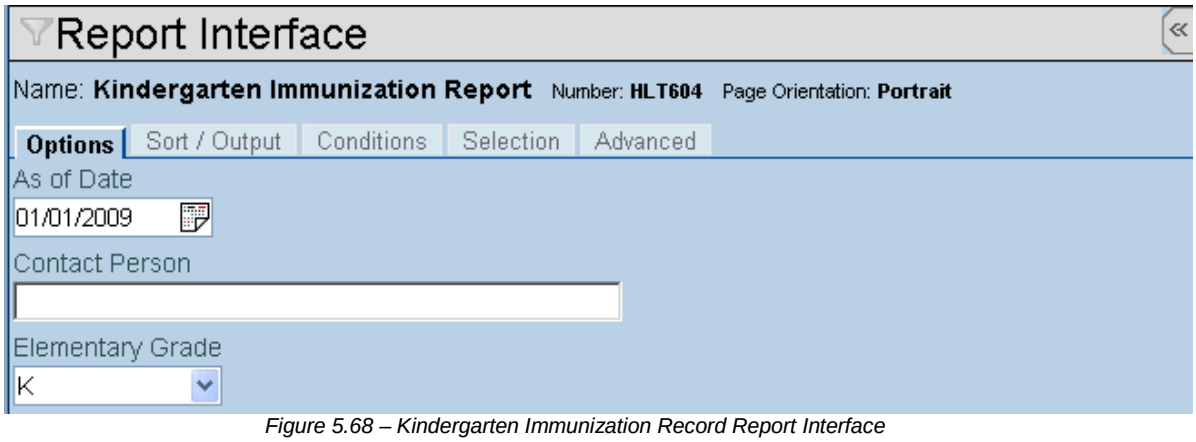


*Figure 5.68 – Kindergarten Immunization Record Report Interface*

- Select the date in the **As Of** box to show the state of the immunizations as of that date. The date must be entered in MM/DD/YY format or it can be selected by clicking on the Calendar button.
- To display the person who should be contacted, enter their information in the **Contact Person** field. This information will display on the report.
- Select the grade of the students to summarize from the **Elementary Grade** drop-down list.

# Adams Elementary
## Kindergarten Immunization Report
As of: 04/22/2011

Year: 2010-2011
Report: HLT604

| School Name | School Type | Address |
|---|---|---|
| **Adams Elementary** | **Public** | **125 Robinson Av** |

| Contact Person | District Name | District No. | City, State Zip |
|---|---|---|---|
| | **Edupoint School District** | **123456000** | **Fountain Valley, AZ 85101** |

| Principal Name | Phone | Fax | Included Grades | County |
|---|---|---|---|---|
| | **949-555-2425** | | **K** | **19** |

| Kindergarten Only | # | Action Required |
|---|---|---|
| 1. How many students are enrolled? | 72 | |
| 2. How many students have an immunization record or a valid exemption on file? | 66 | Require proof of immunization or an exemption for school entry. |
| **3. DTaP/DTP/DT** | | |
| How many students have received either 4-5 doses with one dose at 4 years of age or older, OR a total of 6 doses? | 61 | Meets the requirements. |
| How many students have not received either 4-5 doses with one dose at 4 years of age or older, OR a total of 6 doses? | 11 | Does not meet the requirements. |
| **TOTAL (must equal number enrolled. see #1)** | **72** | |
| **4. Polio** | | |
| How many students have received either a total of 4 doses OR a total of 3 doses with the 3rd dose given at 4 years of age or older? | 63 | Meets the requirements. |
| How many students have not received the doses described above? | 9 | Does not meet requirements. Polio #4 is required. |
| **TOTAL (must equal number enrolled. see #1)** | **72** | |
| **5. MMR** | | |
| How many students have received 2 doses, both given at 12 months of age or older? | 63 | Meets the requirements. |
| How many students have not received 2 doses, both given at 12 months of age or older? | 9 | Does not meet requirements. 2 doses are required. |
| **TOTAL (must equal number enrolled. see #1)** | **72** | |
| **6. Hepatitis B** | | |
| How many students meet the requirement have 3 or more doses? | 65 | Meets the requirements. |
| How many students do not meet the requirement have 3 or more doses? | 7 | Does not meet requirements. 3 doses are required. |
| **TOTAL (must equal number enrolled. see #1)** | **72** | |
| **7. Varicella (chicken pox)** | | |
| How many students have received 2 doses of Varicella vaccine? (Include those who have had chicken pox disease in addition to the immunizations.) | 0 | Meets the requirements. |
| How many students have received one dose of Varicella vaccine, OR have history of chicken pox disease, OR have both the vaccine and history of disease? | 0 | Meets the requirements. |
| How many students have no history of chicken pox and no Varicella vaccine doses? | 72 | Does not meet requirements. Varicella vaccination is required. |
| **TOTAL (must equal number enrolled. see #1)** | **72** | |

| 8. Exemptions | # of Permanent Exemptions | # of Temporary Exemptions |
|---|---|---|
| How many have a personal beliefs exemption? (Indicate if exemption is limited to specific vaccines) | 0 | 0 |
| How many have a medical exemption? (Indicate if exemption is limited to specific vaccines) | 0 | 0 |
| How many have laboratory evidence of immunity? (Indicate specific vaccine(s) not needed) | 0 | 0 |

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*Figure 5.69 – Kindergarten Immunization Record Report*

## HLT605 – School Grade Immunization Data Report

The School Grade Immunization Data Report provides a summary of the number of students at the school and the number of students with each immunization.

This report requires the Secondary Grade field and the High School Grade field be filled in before the report will run. This report can be further customized with the following options:

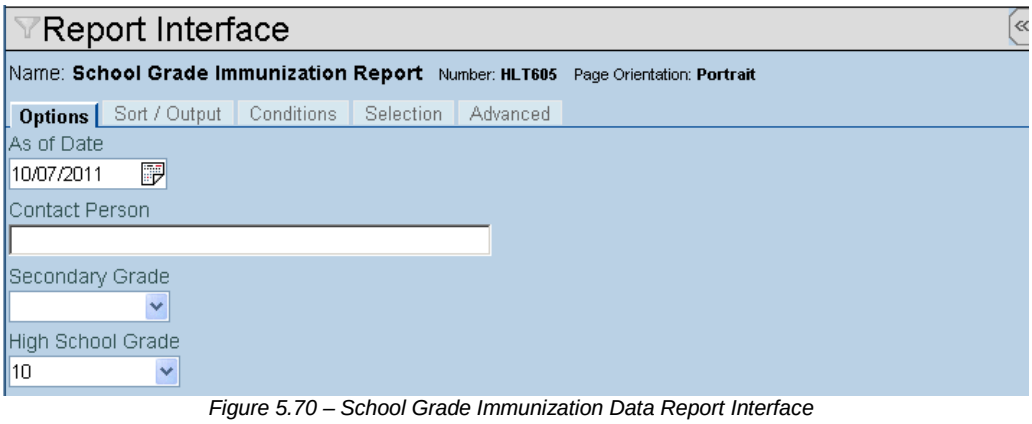



*Figure 5.70 – School Grade Immunization Data Report Interface*

- To display the person who should be contacted, enter their information in the **Contact Person** field. This information will display on the report.
- Select the **Secondary Grade** and **High School Grade** to be displayed. Each grade selected will be summarized in a separate column.

# Hope High School
## School Grade Immunization Report
As of: 04/22/2011

Year: 2010-2011
Report: HLT605

| School Name | School Type | Address |
|---|---|---|
| **Hope High School** | **Public** | **123 Main St** |

| Contact Person | District Name | District No. | City, State Zip |
|---|---|---|---|
| | **Edupoint School District** | **123456000** | **Phoenix, AZ 85694** |

| Phone | Fax | School Grades | County |
|---|---|---|---|
| **949-555-1212** | **949-555-1213** | **09, 10, 11, 12** | **19** |

| | Grades | | Action Required |
|---|---|---|---|
| | 09 | 10 | |
| **1. How many students are enrolled?** | 2 | 1044 | |
| 2. How many students have an immunization record or a valid exemption on file? | 0 | 1023 | Require proof of immunization or an exemption for school entry. |
| **3. DTaP/DTP/DT/Td** | | | |
| How many students have 3 or more doses? | 0 | 1001 | Require a dose of Td if student's last dose was before the 4th birthday. |
| How many students have less than 3 doses? | 2 | 43 | Require students to obtain first 2 doses spaced 1 month apart, and the 3rd dose 6 months after the 2nd dose. |
| **TOTAL(must equal number enrolled. see #1)** | **2** | **1044** | |
| **4. How many students have a Tdap or Td booster?** | 0 | 947 | Require if 10+ years have passed since last dose of DTaP/DT/Td |
| **5. Polio** | | | |
| How many students have 4 doses? | 0 | 937 | |
| How many students have 3 doses? | 0 | 75 | Require 1 more dose if last dose was prior to 4th birthday. |
| How many students have fewer than 3 doses? | 2 | 32 | Require 1 more dose after 1 month since the last dose. |
| **TOTAL(must equal number enrolled. see #1)** | **2** | **1044** | |
| **6. MMR** | | | |
| How many students have 2 doses? | 0 | 1003 | Require 1 more dose if MMR #1 was given before the 1st birthday. |
| How many students have 1 dose? | 0 | 11 | Require MMR #2 when 1 month has passed since MMR #1. |
| How many students have 0 doses? | 2 | 30 | Require students with no MMR to obtain MMR #1. |
| **TOTAL(must equal number enrolled. see #1)** | **2** | **1044** | |
| **7. Hepatitis B** | | | |
| How many students have completed the Hep B series? | 0 | 958 | |
| How many students have 2 doses? | 0 | 25 | Require Hep B #3 when 5 months have passed since Hep B #2. |
| How many students have less than 2 doses? | 2 | 61 | Require Hep B #1 for school entry. Require Hep B #2 when 1 month has passed since Hep B #1. |
| **TOTAL(must equal number enrolled. see #1)** | **2** | **1044** | |
| **8. Varicella** | | | |
| How many students have 1 dose? | 0 | 23 | Varicella vaccine at 13+ years requires 2 doses, 1 month apart |
| How many students have a history of Chicken Pox? | 0 | 0 | Varicella vaccine not required if child has had chicken pox. |
| How many students have no history of chicken pox and no varicella vaccine doses? | 2 | 1021 | Require varicella vaccination immediately. |
| **9. Exemptions** | | | |
| How many have a personal belief exemption? | 0 | 44 | Require a signed exemption form. |
| How many have a medical exemption? | 0 | 20 | Require doctor's signature and statement of the medical condition. |
| How many have laboratory evidence of immunity? | 0 | 0 | Require a copy of the lab results and doctor's signed statement. |



*Figure 5.71 – School Grade Immunization Data Report*

## HLT606 – Health Incident Summary

The Health Incident Summary report summarizes the number of health-related incidents at a school overall and by gender, time of day, age, location, type of injury, activity, and type of equipment involved.

This report can be customized using the following options:

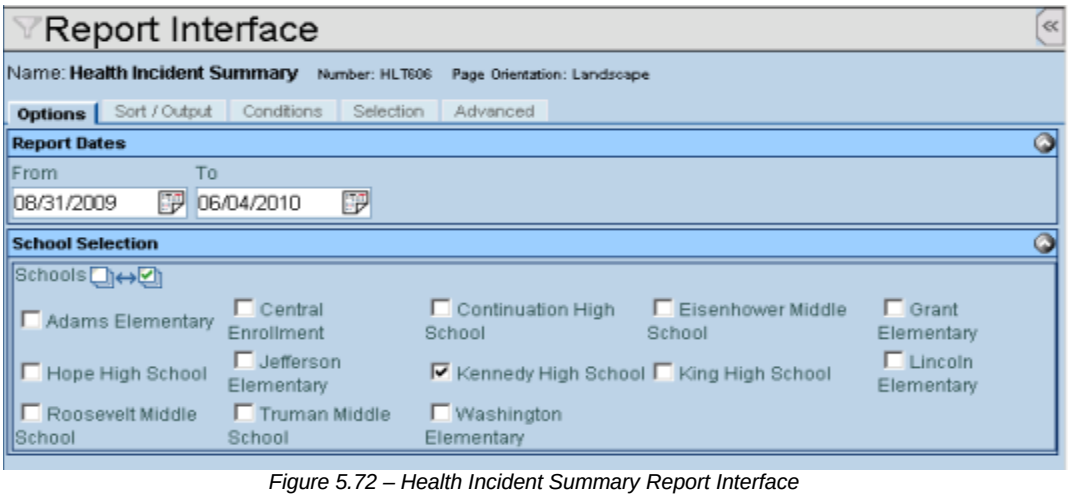
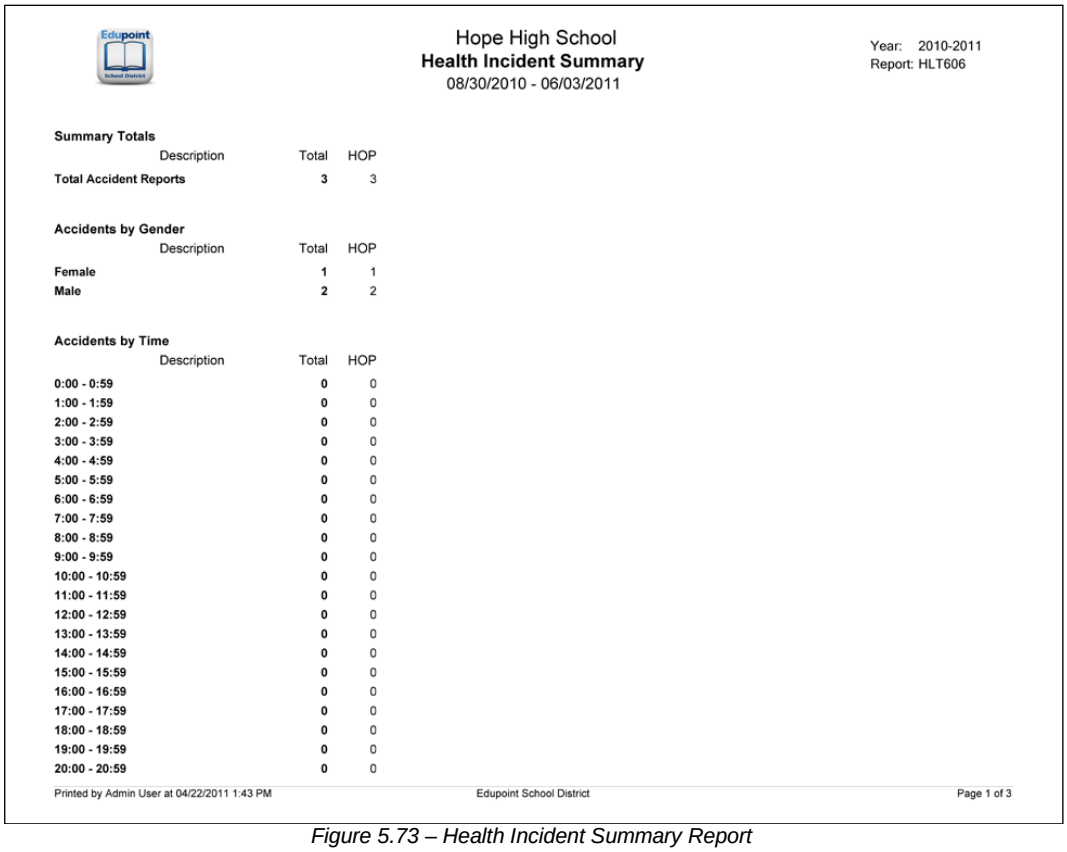



*Figure 5.72 – Health Incident Summary Report Interface*

- Select the range of dates for the incidents to be included from the **Report Dates From** and **To** boxes. The dates must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar button.
- Select the schools to be included in the report by checking the boxes in the **School Selection** section. To check or uncheck all of the schools, click on the Uncheck/Check All buttons.



Hope High School
**Health Incident Summary**
08/30/2010 - 06/03/2011

Year: 2010-2011
Report: HLT606

**Summary Totals**

| Description | Total | HOP |
|---|---|---|
| **Total Accident Reports** | **3** | 3 |

**Accidents by Gender**

| Description | Total | HOP |
|---|---|---|
| **Female** | **1** | 1 |
| **Male** | **2** | 2 |

**Accidents by Time**

| Description | Total | HOP |
|---|---|---|
| **0:00 - 0:59** | **0** | 0 |
| **1:00 - 1:59** | **0** | 0 |
| **2:00 - 2:59** | **0** | 0 |
| **3:00 - 3:59** | **0** | 0 |
| **4:00 - 4:59** | **0** | 0 |
| **5:00 - 5:59** | **0** | 0 |
| **6:00 - 6:59** | **0** | 0 |
| **7:00 - 7:59** | **0** | 0 |
| **8:00 - 8:59** | **0** | 0 |
| **9:00 - 9:59** | **0** | 0 |
| **10:00 - 10:59** | **0** | 0 |
| **11:00 - 11:59** | **0** | 0 |
| **12:00 - 12:59** | **0** | 0 |
| **13:00 - 13:59** | **0** | 0 |
| **14:00 - 14:59** | **0** | 0 |
| **15:00 - 15:59** | **0** | 0 |
| **16:00 - 16:59** | **0** | 0 |
| **17:00 - 17:59** | **0** | 0 |
| **18:00 - 18:59** | **0** | 0 |
| **19:00 - 19:59** | **0** | 0 |
| **20:00 - 20:59** | **0** | 0 |

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*Figure 5.73 – Health Incident Summary Report*

## HLT607 – Health Incident Comparison Report

The Health Incident Comparison Report summary report provides a bar graph comparison of the number of incidents at the schools checked in the Options section.

This report can be customized using the following options:

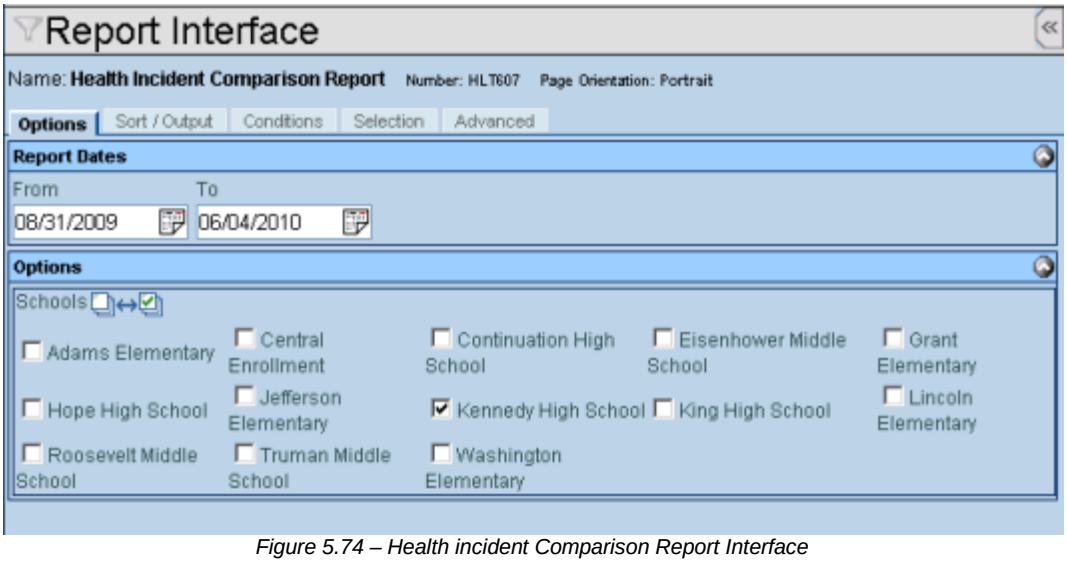
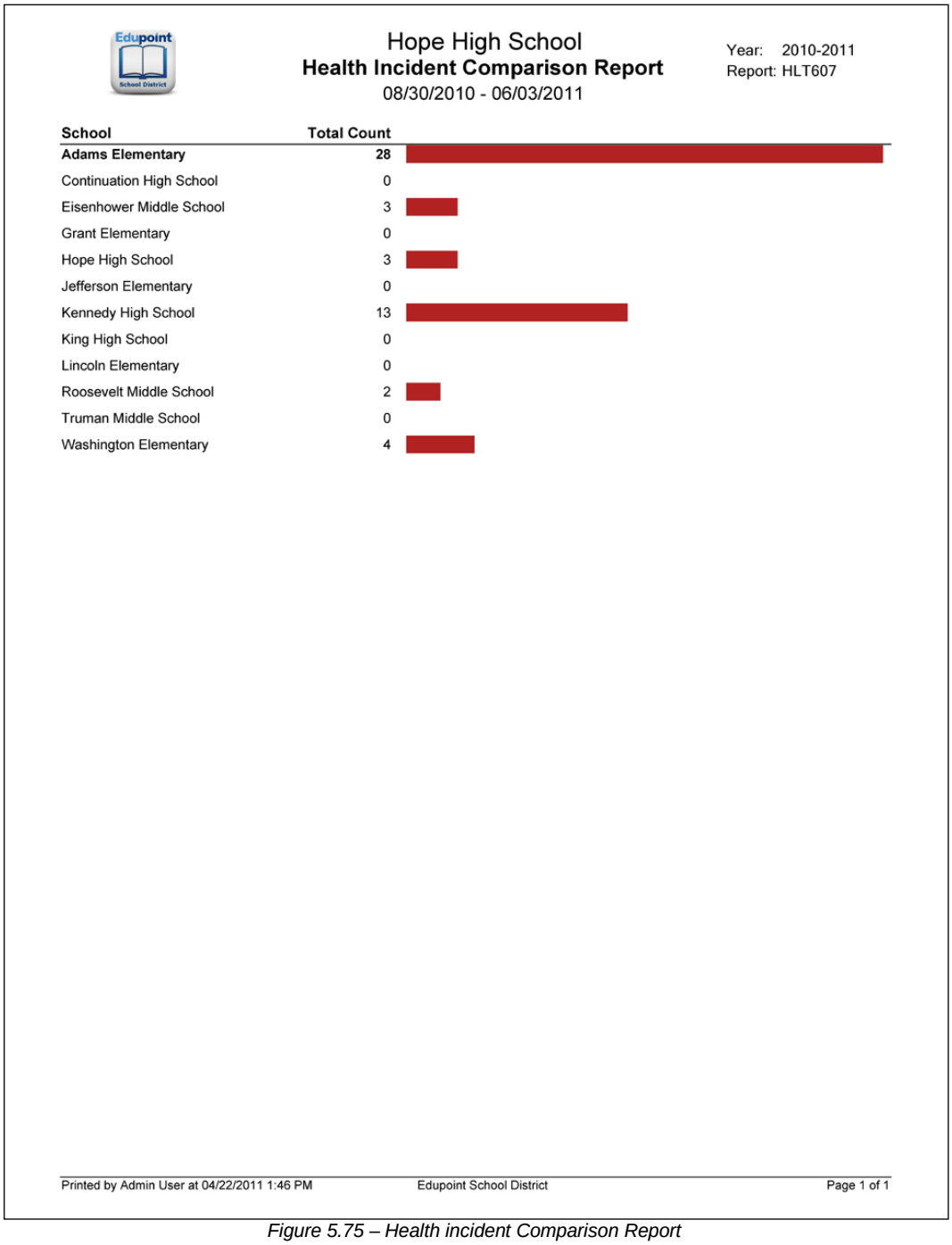



*Figure 5.74 – Health incident Comparison Report Interface*

- Select the range of dates for the incidents to be included from the **Report Dates From** and **To** boxes. The dates must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar button.
- Select the schools to be included in the report by checking the boxes in the **Options** section. To check or uncheck all of the schools, click on the Uncheck/Check All buttons.



Hope High School
**Health Incident Comparison Report**
08/30/2010 - 06/03/2011

Year: 2010-2011
Report: HLT607

| School | Total Count |
|---|---|
| **Adams Elementary** | **28** |
| Continuation High School | 0 |
| Eisenhower Middle School | 3 |
| Grant Elementary | 0 |
| Hope High School | 3 |
| Jefferson Elementary | 0 |
| Kennedy High School | 13 |
| King High School | 0 |
| Lincoln Elementary | 0 |
| Roosevelt Middle School | 2 |
| Truman Middle School | 0 |
| Washington Elementary | 4 |



*Figure 5.75 – Health incident Comparison Report*

## HLT609 – 6th Grade Immunization Report

The 6th Grade Immunization Report provides a summary of the immunization information for 6th graders at the school(s) selected.

This report requires the Grade field be filled in before the report will run. This report can be further customized with the following options:

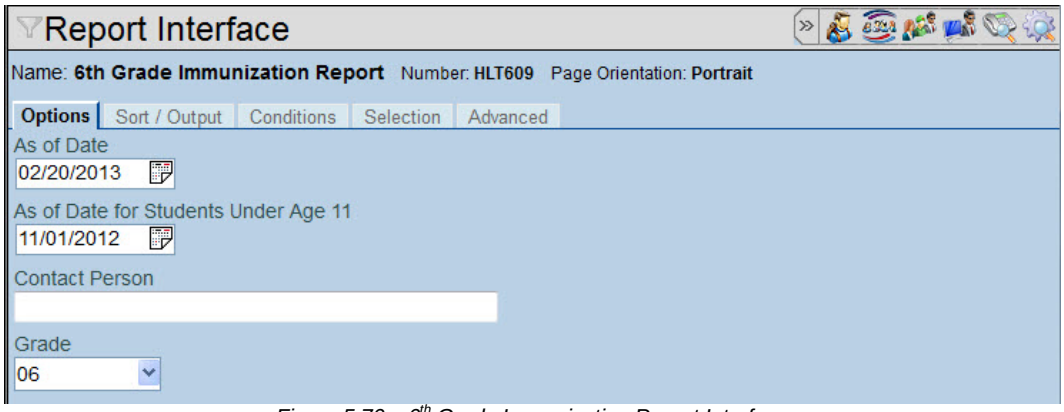
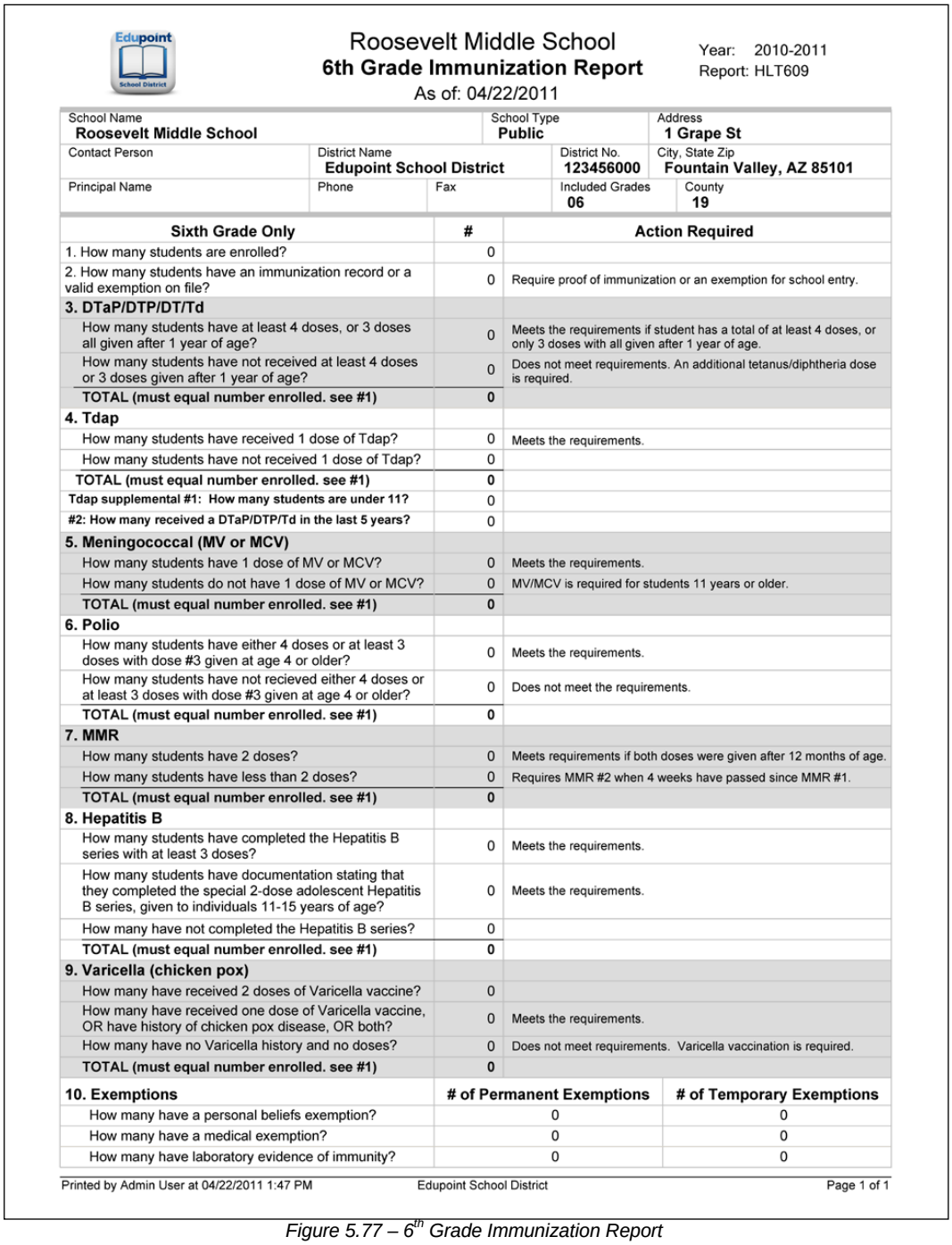



*Figure 5.76 – 6th Grade Immunization Report Interface*

- Select the date in the **As Of Date** field to show the status of the immunizations as of that date. The date must be entered in MM/DD/YY format or it can be selected by clicking on the Calendar button.
- Select the date in the **As Of Date for Students Under Age 11** field to show the status of the immunizations for students who are younger than 11 as of that date. The date must be entered in MM/DD/YY format or it can be selected by clicking on the Calendar button.
- To display the person who should be contacted, enter their information in the **Contact Person** field. This information will display on the report.
- Select the grade of the students to summarize from the **Grade** drop-down list.



Roosevelt Middle School
**6th Grade Immunization Report**
As of: 04/22/2011

Year: 2010-2011
Report: HLT609

| School Name | School Type | Address |
|---|---|---|
| **Roosevelt Middle School** | **Public** | **1 Grape St** |

| Contact Person | District Name | District No. | City, State Zip |
|---|---|---|---|
| | **Edupoint School District** | **123456000** | **Fountain Valley, AZ 85101** |

| Principal Name | Phone | Fax | Included Grades | County |
|---|---|---|---|---|
| | | | **06** | **19** |

| Sixth Grade Only | # | Action Required |
|---|---|---|
| 1. How many students are enrolled? | 0 | |
| 2. How many students have an immunization record or a valid exemption on file? | 0 | Require proof of immunization or an exemption for school entry. |
| **3. DTaP/DTP/DT/Td** | | |
| How many students have at least 4 doses, or 3 doses all given after 1 year of age? | 0 | Meets the requirements if student has a total of at least 4 doses, or only 3 doses with all given after 1 year of age. |
| How many students have not received at least 4 doses or 3 doses given after 1 year of age? | 0 | Does not meet requirements. An additional tetanus/diphtheria dose is required. |
| **TOTAL (must equal number enrolled. see #1)** | **0** | |
| **4. Tdap** | | |
| How many students have received 1 dose of Tdap? | 0 | Meets the requirements. |
| How many students have not received 1 dose of Tdap? | 0 | |
| **TOTAL (must equal number enrolled. see #1)** | **0** | |
| **Tdap supplemental #1: How many students are under 11?** | 0 | |
| **#2: How many received a DTaP/DTP/Td in the last 5 years?** | 0 | |
| **5. Meningococcal (MV or MCV)** | | |
| How many students have 1 dose of MV or MCV? | 0 | Meets the requirements. |
| How many students do not have 1 dose of MV or MCV? | 0 | MV/MCV is required for students 11 years or older. |
| **TOTAL (must equal number enrolled. see #1)** | **0** | |
| **6. Polio** | | |
| How many students have either 4 doses or at least 3 doses with dose #3 given at age 4 or older? | 0 | Meets the requirements. |
| How many students have not recieved either 4 doses or at least 3 doses with dose #3 given at age 4 or older? | 0 | Does not meet the requirements. |
| **TOTAL (must equal number enrolled. see #1)** | **0** | |
| **7. MMR** | | |
| How many students have 2 doses? | 0 | Meets requirements if both doses were given after 12 months of age. |
| How many students have less than 2 doses? | 0 | Requires MMR #2 when 4 weeks have passed since MMR #1. |
| **TOTAL (must equal number enrolled. see #1)** | **0** | |
| **8. Hepatitis B** | | |
| How many students have completed the Hepatitis B series with at least 3 doses? | 0 | Meets the requirements. |
| How many students have documentation stating that they completed the special 2-dose adolescent Hepatitis B series, given to individuals 11-15 years of age? | 0 | Meets the requirements. |
| How many have not completed the Hepatitis B series? | 0 | |
| **TOTAL (must equal number enrolled. see #1)** | **0** | |
| **9. Varicella (chicken pox)** | | |
| How many have received 2 doses of Varicella vaccine? | 0 | |
| How many have received one dose of Varicella vaccine, OR have history of chicken pox disease, OR both? | 0 | Meets the requirements. |
| How many have no Varicella history and no doses? | 0 | Does not meet requirements. Varicella vaccination is required. |
| **TOTAL (must equal number enrolled. see #1)** | **0** | |

| 10. Exemptions | # of Permanent Exemptions | # of Temporary Exemptions |
|---|---|---|
| How many have a personal beliefs exemption? | 0 | 0 |
| How many have a medical exemption? | 0 | 0 |
| How many have laboratory evidence of immunity? | 0 | 0 |

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*Figure 5.77 – 6th Grade Immunization Report*

## HLT610 – 10th Grade Immunization Report

The 10th Grade Immunization Report provides a summary of the immunization information for 10th graders at the school(s) selected.

This report can be customized using the following options:

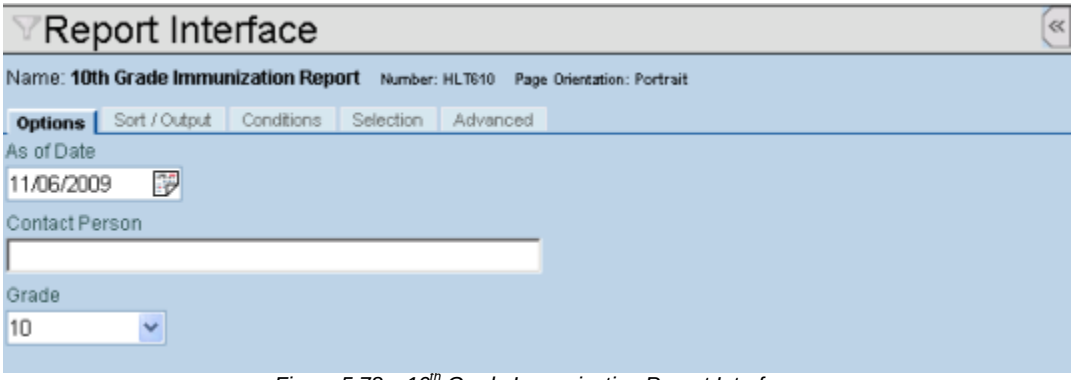
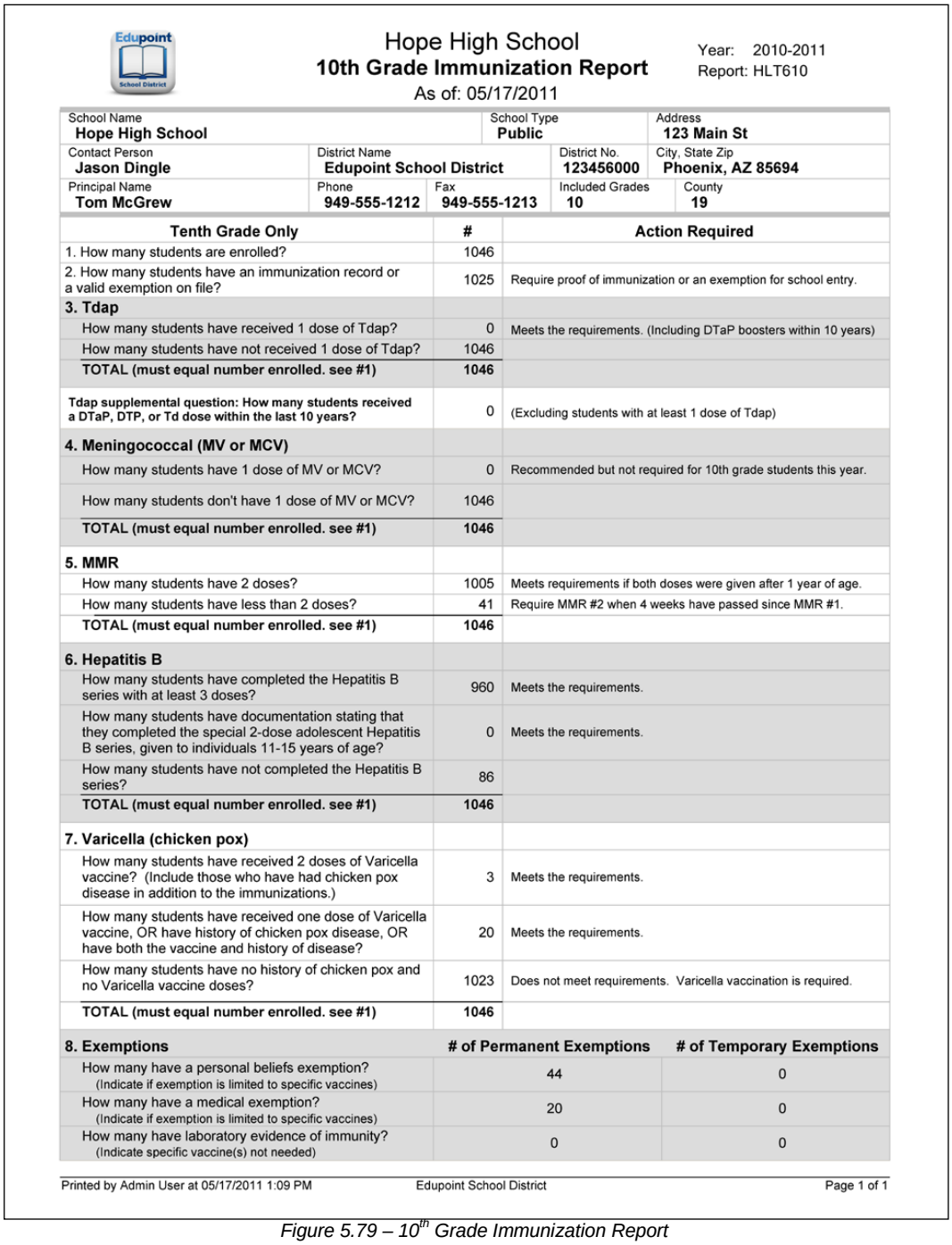



*Figure 5.78 – 10th Grade Immunization Report Interface*

- Select the date in the **As Of** box to show the state of the immunizations as of that date. The date must be entered in MM/DD/YY format or it can be selected by clicking on the Calendar button.
- To display the person who should be contacted, enter their information in the **Contact Person** field. This information will display on the report.
- Select the grade of the students to summarize from the **Grade** drop-down list.



Hope High School
**10th Grade Immunization Report**
As of: 05/17/2011

Year: 2010-2011
Report: HLT610

| School Name | School Type | Address |
|---|---|---|
| **Hope High School** | **Public** | **123 Main St** |

| Contact Person | District Name | District No. | City, State Zip |
|---|---|---|---|
| **Jason Dingle** | **Edupoint School District** | **123456000** | **Phoenix, AZ 85694** |

| Principal Name | Phone | Fax | Included Grades | County |
|---|---|---|---|---|
| **Tom McGrew** | **949-555-1212** | **949-555-1213** | **10** | **19** |

| Tenth Grade Only | # | Action Required |
|---|---|---|
| 1. How many students are enrolled? | 1046 | |
| 2. How many students have an immunization record or a valid exemption on file? | 1025 | Require proof of immunization or an exemption for school entry. |
| **3. Tdap** | | |
| How many students have received 1 dose of Tdap? | 0 | Meets the requirements. (Including DTaP boosters within 10 years) |
| How many students have not received 1 dose of Tdap? | 1046 | |
| **TOTAL (must equal number enrolled. see #1)** | **1046** | |
| **Tdap supplemental question: How many students received a DTaP, DTP, or Td dose within the last 10 years?** | 0 | (Excluding students with at least 1 dose of Tdap) |
| **4. Meningococcal (MV or MCV)** | | |
| How many students have 1 dose of MV or MCV? | 0 | Recommended but not required for 10th grade students this year. |
| How many students don't have 1 dose of MV or MCV? | 1046 | |
| **TOTAL (must equal number enrolled. see #1)** | **1046** | |
| **5. MMR** | | |
| How many students have 2 doses? | 1005 | Meets requirements if both doses were given after 1 year of age. |
| How many students have less than 2 doses? | 41 | Require MMR #2 when 4 weeks have passed since MMR #1. |
| **TOTAL (must equal number enrolled. see #1)** | **1046** | |
| **6. Hepatitis B** | | |
| How many students have completed the Hepatitis B series with at least 3 doses? | 960 | Meets the requirements. |
| How many students have documentation stating that they completed the special 2-dose adolescent Hepatitis B series, given to individuals 11-15 years of age? | 0 | Meets the requirements. |
| How many students have not completed the Hepatitis B series? | 86 | |
| **TOTAL (must equal number enrolled. see #1)** | **1046** | |
| **7. Varicella (chicken pox)** | | |
| How many students have received 2 doses of Varicella vaccine? (Include those who have had chicken pox disease in addition to the immunizations.) | 3 | Meets the requirements. |
| How many students have received one dose of Varicella vaccine, OR have history of chicken pox disease, OR have both the vaccine and history of disease? | 20 | Meets the requirements. |
| How many students have no history of chicken pox and no Varicella vaccine doses? | 1023 | Does not meet requirements. Varicella vaccination is required. |
| **TOTAL (must equal number enrolled. see #1)** | **1046** | |

| 8. Exemptions | # of Permanent Exemptions | # of Temporary Exemptions |
|---|---|---|
| How many have a personal beliefs exemption? (Indicate if exemption is limited to specific vaccines) | 44 | 0 |
| How many have a medical exemption? (Indicate if exemption is limited to specific vaccines) | 20 | 0 |
| How many have laboratory evidence of immunity? (Indicate specific vaccine(s) not needed) | 0 | 0 |

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*Figure 5.79 – 10th Grade Immunization Report*

## HLT611 – Student Medication Refill

The Student Medication Refill lists the students that will need a refill of their medication shortly. The report includes the student's name, Perm ID and the date of last dosage.

This report can be customized using the following options:

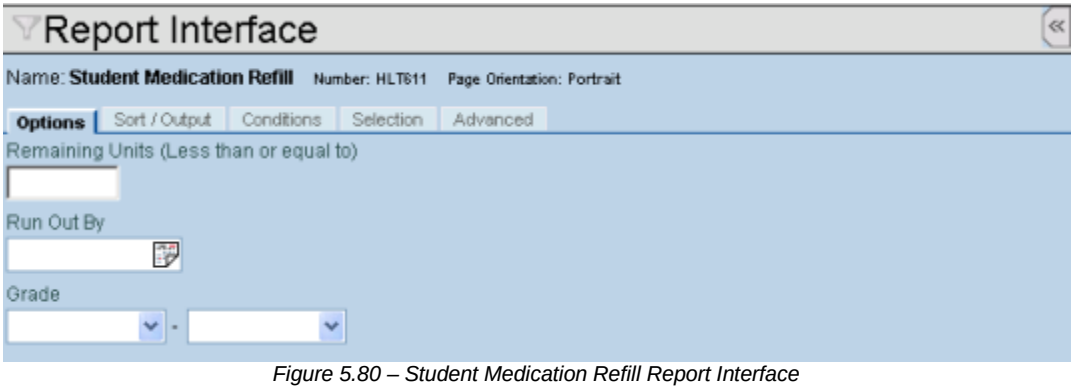
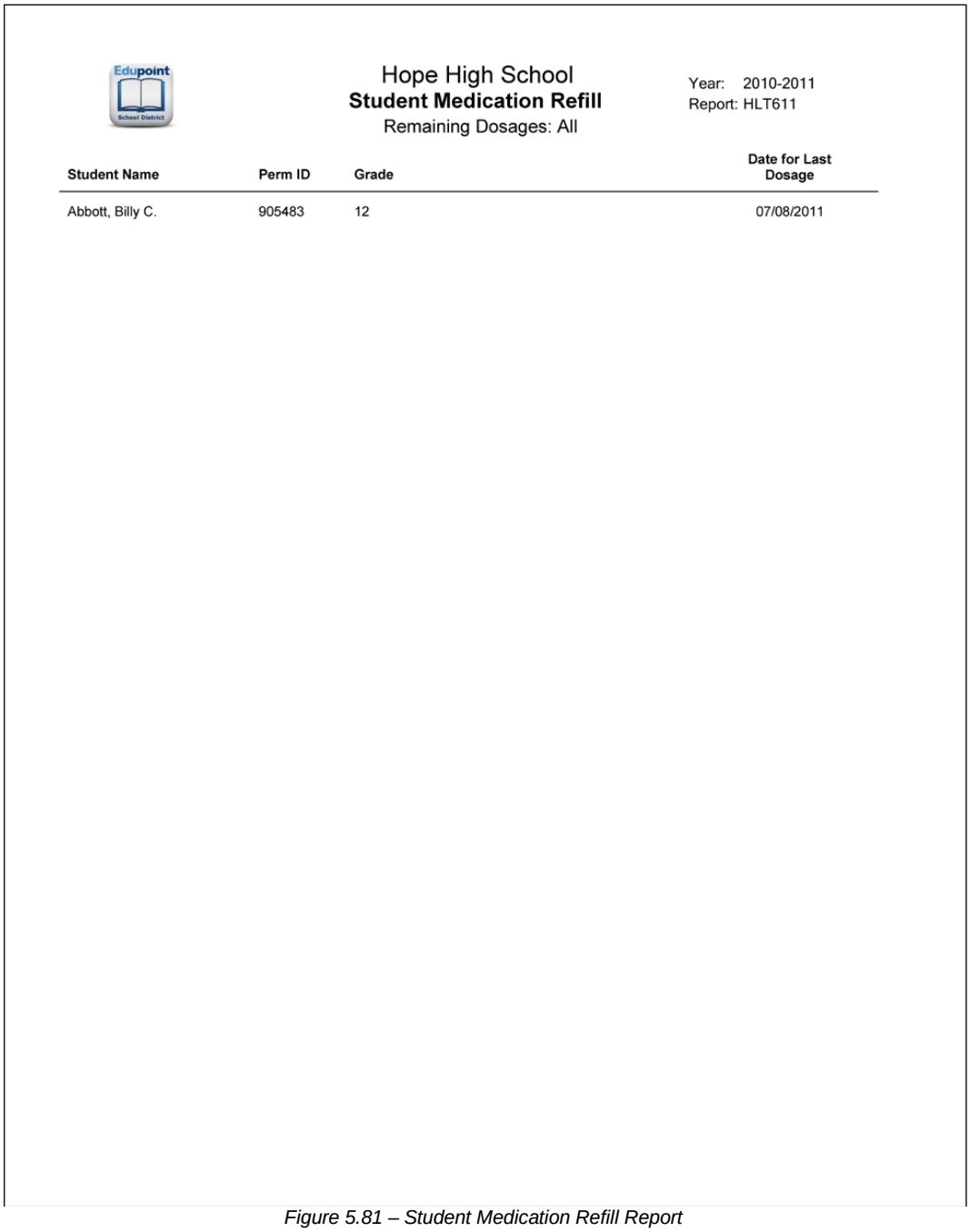



*Figure 5.80 – Student Medication Refill Report Interface*

- Enter the minimum number of **Remaining Units** to include on the report to filter by this number.
- To filter by the date on which the student will run out of their medication, enter the date in the **Run Out By** box. The date must be entered in MM/DD/YY format or it can be selected by clicking on the Calendar button.
- The students to be included in the report can be selected by filtering on the **Grade**. For example, if grade 10-12 is selected the report prints an individual report for each student in grades 10-12.



Hope High School
**Student Medication Refill**
Remaining Dosages: All

Year: 2010-2011
Report: HLT611

| Student Name | Perm ID | Grade | Date for Last Dosage |
|---|---|---|---|
| Abbott, Billy C. | 905483 | 12 | 07/08/2011 |

*Figure 5.81 – Student Medication Refill Report*

## HLT612 – Medication Disbursement Summary by Grade

The Medication Disbursement Summary by Grade report summarizes the number of medications given to students by type of medication, gender, grade and overall.

This report can be customized using the following options:

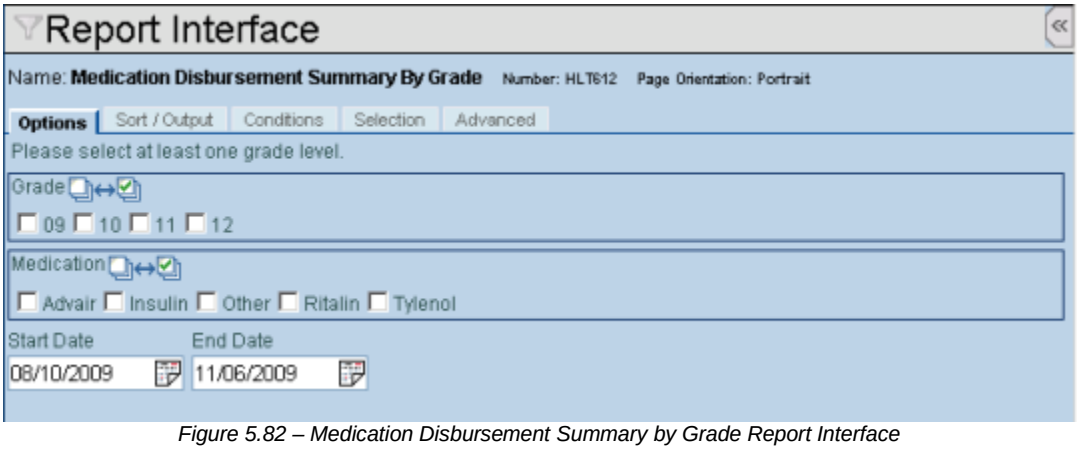
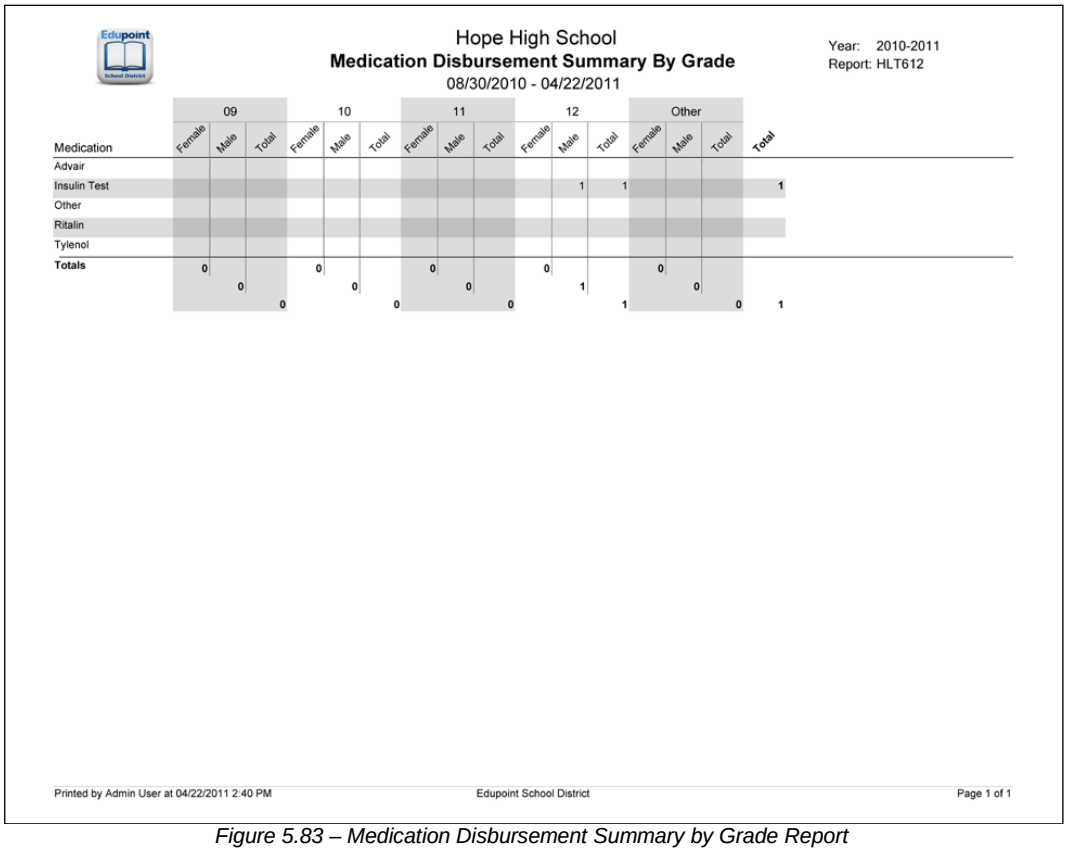



*Figure 5.82 – Medication Disbursement Summary by Grade Report Interface*

- The students to be included in the report can be selected by filtering on the **Grade**. For example, if grade 10 & 12 is selected the report includes each student in grades 10 & 12.
- The types of medications included on the report can be selected by checking the boxes in the **Medication** section. To check or uncheck all of the medications, click on the Uncheck/Check All buttons.
- Select the date range for the summary by entering the **Start Date** and **End Date**. The dates must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar button.



Hope High School
**Medication Disbursement Summary By Grade**
08/30/2010 - 04/22/2011

Year: 2010-2011
Report: HLT612

| Medication | 09 | | | 10 | | | 11 | | | 12 | | | Other | | | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Female | Male | Total | Female | Male | Total | Female | Male | Total | Female | Male | Total | Female | Male | Total | |
| Advair | | | | | | | | | | | | | | | | |
| Insulin Test | | | | | | | | | | | 1 | 1 | | | | 1 |
| Other | | | | | | | | | | | | | | | | |
| Ritalin | | | | | | | | | | | | | | | | |
| Tylenol | | | | | | | | | | | | | | | | |
| **Totals** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 1 |

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*Figure 5.83 – Medication Disbursement Summary by Grade Report*

## HLT613 – Medication Disbursement Summary by Ethnic Code

The Medication Disbursement Summary by Ethnic Code report summarizes the number of medications given to students by type of medication, ethnic code, gender, and overall.

This report can be customized using the following options:

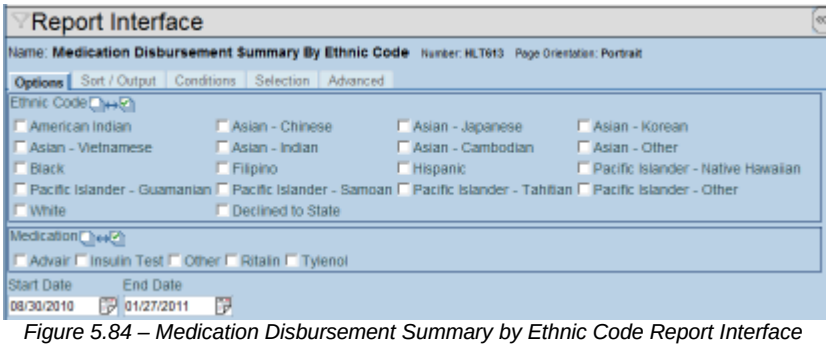
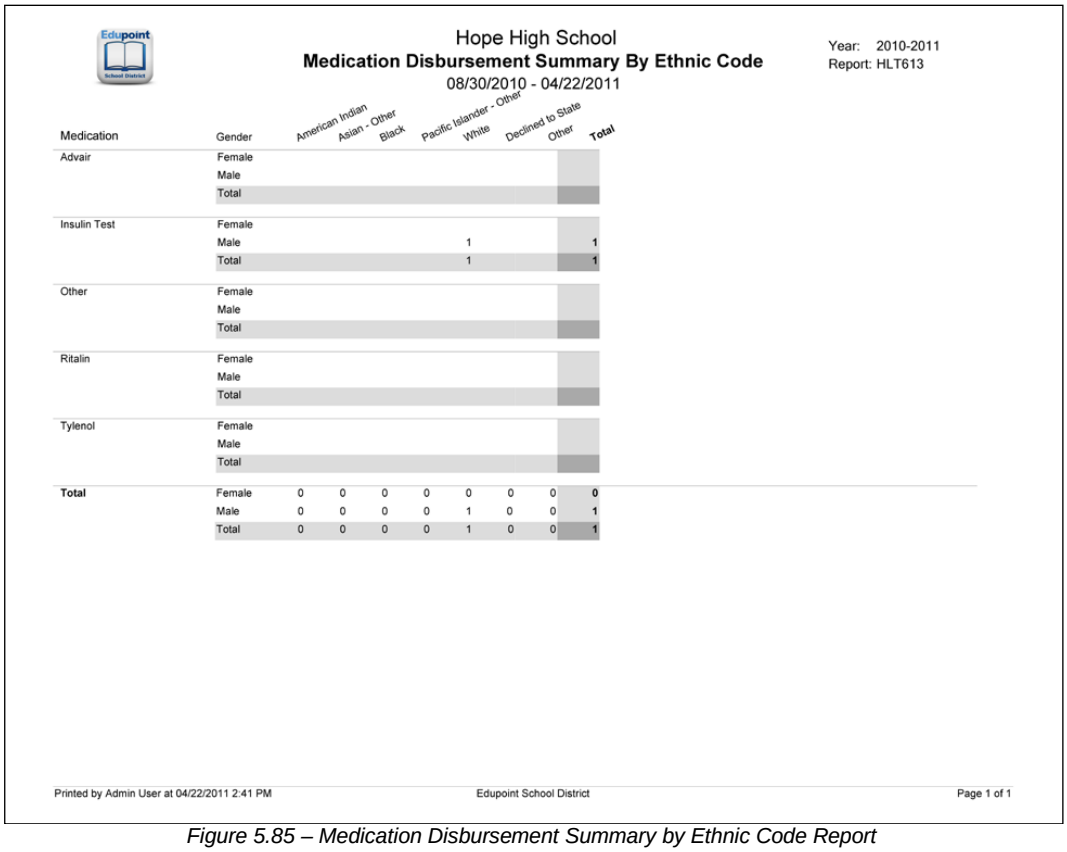



*Figure 5.84 – Medication Disbursement Summary by Ethnic Code Report Interface*

- Select the ethnic codes to be included in the report by checking the boxes in the **Ethnic Code** section. To check or uncheck all of the ethnicities, click on the Uncheck/Check All buttons.
- The types of medications included on the report can be selected by checking the boxes in the **Medication** section. To check or uncheck all of the medications, click on the Uncheck/Check All buttons.
- Select the date range for the summary by entering the **Start Date** and **End Date**. The dates must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar button.



Hope High School
**Medication Disbursement Summary By Ethnic Code**
08/30/2010 - 04/22/2011

Year: 2010-2011
Report: HLT613

| Medication | Gender | American Indian | Asian - Other | Black | Pacific Islander - Other | White | Declined to State | Other | Total |
|---|---|---|---|---|---|---|---|---|---|
| Advair | Female | | | | | | | | |
| | Male | | | | | | | | |
| | Total | | | | | | | | |
| Insulin Test | Female | | | | | | | | |
| | Male | | | | | 1 | | | 1 |
| | Total | | | | | 1 | | | 1 |
| Other | Female | | | | | | | | |
| | Male | | | | | | | | |
| | Total | | | | | | | | |
| Ritalin | Female | | | | | | | | |
| | Male | | | | | | | | |
| | Total | | | | | | | | |
| Tylenol | Female | | | | | | | | |
| | Male | | | | | | | | |
| | Total | | | | | | | | |
| **Total** | Female | 0 | 0 | 0 | 0 | 0 | 0 | 0 | **0** |
| | Male | 0 | 0 | 0 | 0 | 1 | 0 | 0 | **1** |
| | Total | 0 | 0 | 0 | 0 | 1 | 0 | 0 | **1** |

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*Figure 5.85 – Medication Disbursement Summary by Ethnic Code Report*

## HLT614 – Hearing Screening Program Report

The Hearing and Screening Program Report provides a summary count of the students by grade and the status of their screening.

This report can be customized using the following options:

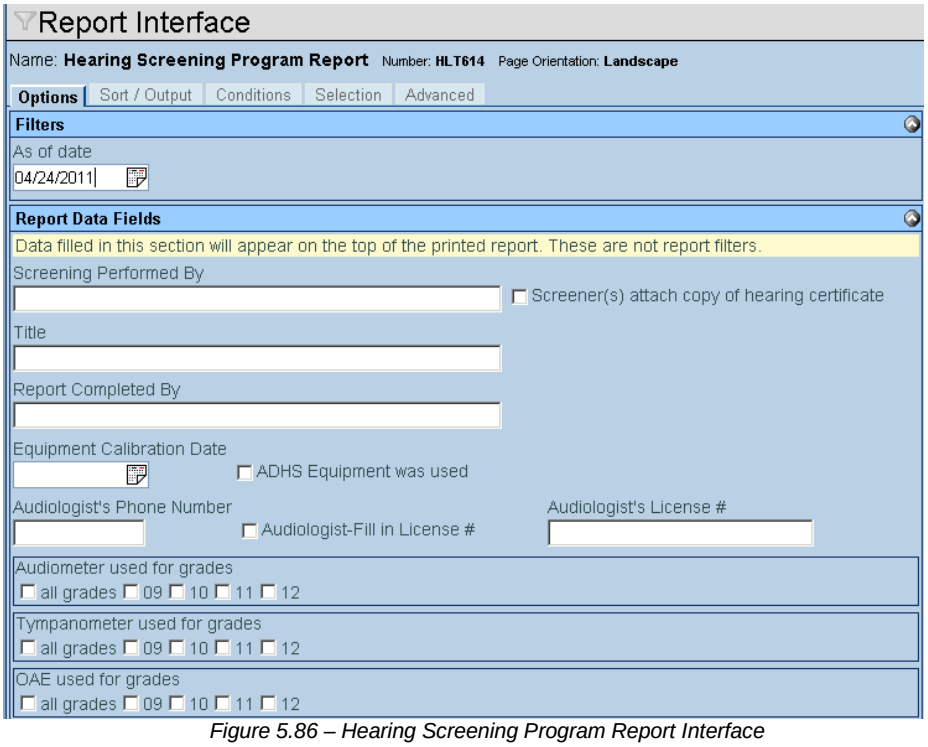



*Figure 5.86 – Hearing Screening Program Report Interface*

- Select the date in the **As Of** box to show the status of the screenings as of that date. The date must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar button.
- Enter the **Screening Performed By**, **Report Completed By**, and **Title** to fill-in this information on the report.
- Check the **Screener(s) Attach Copy of Hearing Certificate** box if the screener(s) will be attaching a copy of the hearing certificate to the report.
- Enter the **Equipment Calibration Date** in MM/DD/YY format or it can be selected by clicking on the Calendar button. If **ADHS Equipment Was Used**, check the box.
- Enter the **Audiologist's Phone Number** to show on the report. Check the **Audiologist-Fill In License #** box if the license number is not available, or enter the number in the **Audiologist's License #** box.
- Select the grades where the **Audiometer**, **Tympanometer**, and **OAE** were used from the boxes provided.
- Choose the **Reason Codes** that do not count as **screened**. To check or uncheck all of the reason codes, click on the Uncheck/Check All buttons.

- Choose the **Reason Codes** that count as **failed**. To check or uncheck all of the reason codes, click on the Uncheck/Check All buttons.

To view a description of the totals shown on the report:

1. Click on the **Maximize** button in the Summary Totals Description section at the bottom of the report interface.

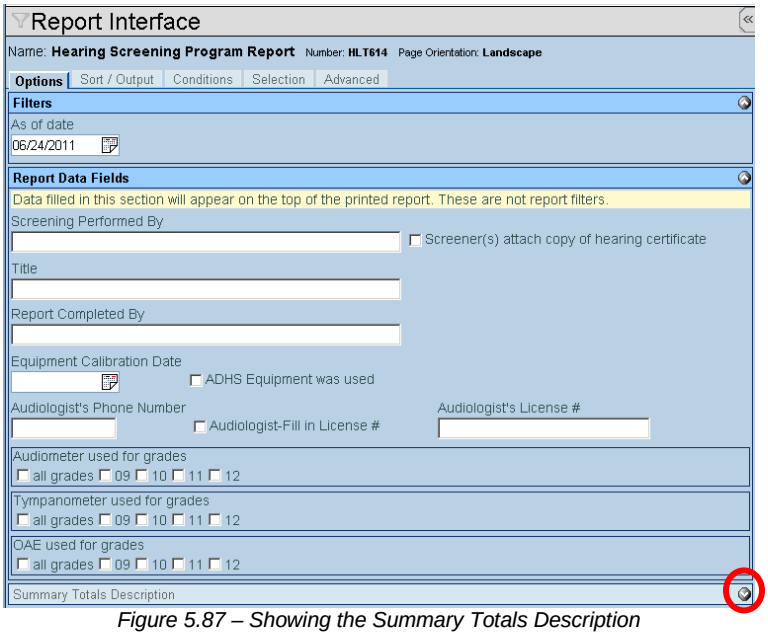



*Figure 5.87 – Showing the Summary Totals Description*

2. A description of each total in the report is listed

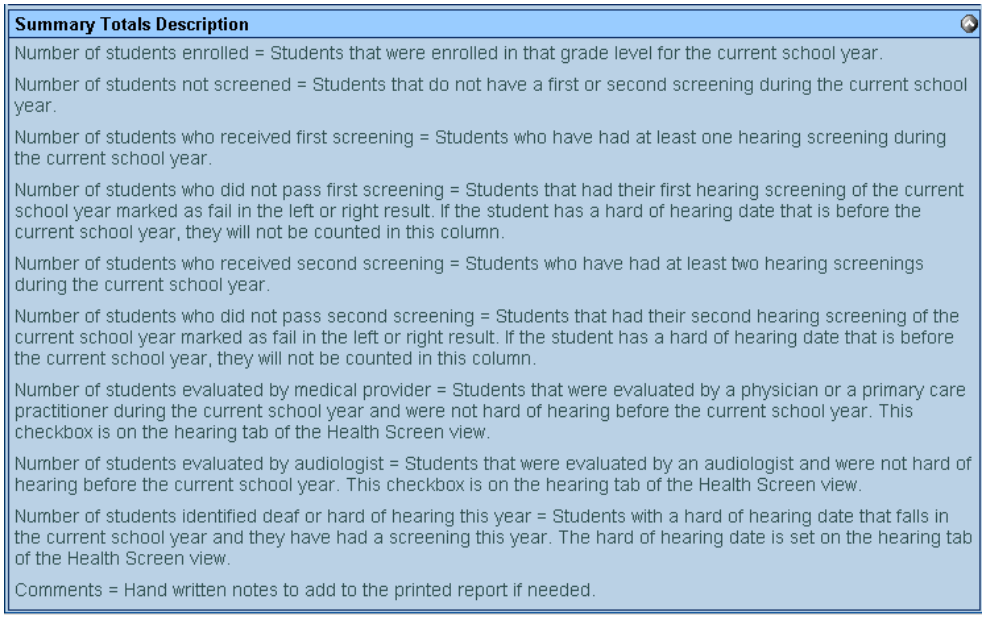
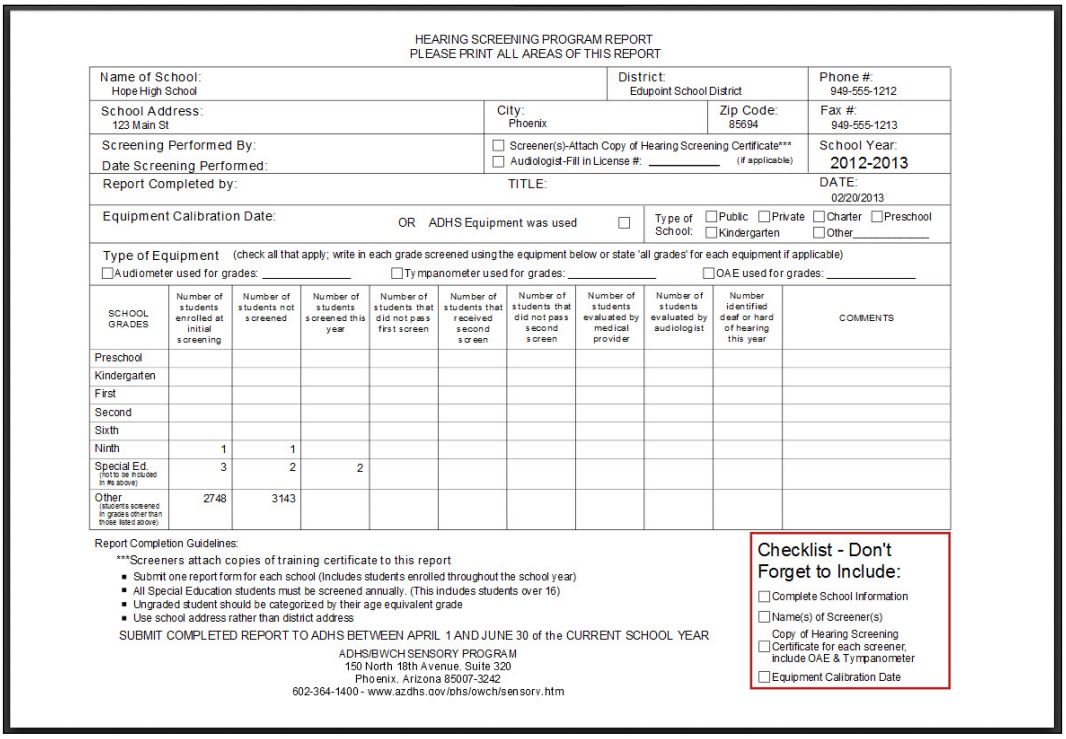



*Figure 5.88 – Summary Totals Description*



HEARING SCREENING PROGRAM REPORT
PLEASE PRINT ALL AREAS OF THIS REPORT

| | | |
|---|---|---|
| Name of School: Hope High School | District: Edupoint School District | Phone #: 949-555-1212 |
| School Address: 123 Main St | City: Phoenix / Zip Code: 85694 | Fax #: 949-555-1213 |
| Screening Performed By: / Date Screening Performed: | ☐ Screener(s)-Attach Copy of Hearing Screening Certificate*** ☐ Audiologist-Fill in License #: _____ (if applicable) | School Year: 2012-2013 |
| Report Completed by: | TITLE: | DATE: 02/20/2013 |
| Equipment Calibration Date: | OR ADHS Equipment was used ☐ | Type of School: ☐Public ☐Private ☐Charter ☐Preschool ☐Kindergarten ☐Other_____ |

Type of Equipment (check all that apply; write in each grade screened using the equipment below or state 'all grades' for each equipment if applicable)
☐Audiometer used for grades: _____ ☐Tympanometer used for grades: _____ ☐OAE used for grades: _____

| SCHOOL GRADES | Number of students enrolled at initial screening | Number of students not screened | Number of students screened this year | Number of students that did not pass first screen | Number of students that received second screen | Number of students that did not pass second screen | Number of students evaluated by medical provider | Number of students evaluated by audiologist | Number identified deaf or hard of hearing this year | COMMENTS |
|---|---|---|---|---|---|---|---|---|---|---|
| Preschool | | | | | | | | | | |
| Kindergarten | | | | | | | | | | |
| First | | | | | | | | | | |
| Second | | | | | | | | | | |
| Sixth | | | | | | | | | | |
| Ninth | 1 | 1 | | | | | | | | |
| Special Ed. (not to be included in #s above) | 3 | 2 | 2 | | | | | | | |
| Other (students screened in grades other than those listed above) | 2748 | 3143 | | | | | | | | |

Report Completion Guidelines:

***Screeners attach copies of training certificate to this report

- Submit one report form for each school (Includes students enrolled throughout the school year)
- All Special Education students must be screened annually. (This includes students over 16)
- Ungraded student should be categorized by their age equivalent grade
- Use school address rather than district address

SUBMIT COMPLETED REPORT TO ADHS BETWEEN APRIL 1 AND JUNE 30 of the CURRENT SCHOOL YEAR

ADHS/BWCH SENSORY PROGRAM
150 North 18th Avenue, Suite 320
Phoenix, Arizona 85007-3242
602-364-1400 - www.azdhs.gov/phs/owch/sensory.htm

Checklist - Don't Forget to Include:

- ☐ Complete School Information
- ☐ Name(s) of Screener(s)
- ☐ Copy of Hearing Screening Certificate for each screener, include OAE & Tympanometer
- ☐ Equipment Calibration Date

*Figure 5.89 – Hearing Screening Program Report*

## HLT615 – Vision Screening

The Vision Screening Program Report provides a count of the students who have either passed or failed all vision tests given and what is left to be completed in the comments section.

This report can be customized using the following options:

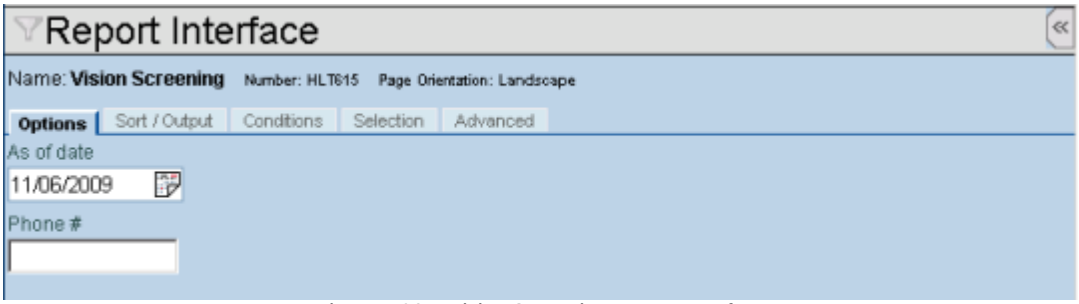



*Figure 5.90 – Vision Screening Report Interface*

- Select the date in the **As Of** box to show the status of the vision screenings as of that date. The date must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar button.
- Enter the **Phone #** to be contacted regarding the vision screening, as it should be printed on the report.

**Vision Screening**

| School Hope High School | | | Phone # | | | School Year 2010-11 | | | |
|---|---|---|---|---|---|---|---|---|---|
| | Distance Acuity | | Near Acuity | | Ocular Alignment | | Color Deficiency | | Outcomes |
| Grades | Students Screened | Students referred for evaluation | Students Screened | Students referred for evaluation | Students Screened | Students referred for evaluation | Students Screened | Students referred for evaluation | Students that received care from eye care professional |
| Pre K | | | | | | | | | |
| K | | | | | | | | | |
| 1 | | | | | | | | | |
| 2 | | | | | | | | | |
| 3 | | | | | | | | | |
| 4 | | | | | | | | | |
| 5 | | | | | | | | | |
| 6 | | | | | | | | | |
| 7 | | | | | | | | | |
| 8 | | | | | | | | | |
| 9 | | | | | | | | | |
| 10 | | | | | | | | | |
| 11 | | | | | | | | | |
| 12 | | | | | | | | | |
| Spec. Ed. | | | | | | | | | |
| Others | | | | | | | | | |
| Totals | | | | | | | | | |

skb/vision screening.xls 3/2007

*Figure 5.91 – Vision Screening Report*

## HLT618 – Oral Health Assessment and Waiver Report

The Oral Health Assessment and Waiver Report provides a count of the students who have either passed or failed all dental tests given and what is left to be completed in the comments section. It produces both a PDF report with the totals, and a log that list each student and their status.

This report can be customized using the following options:

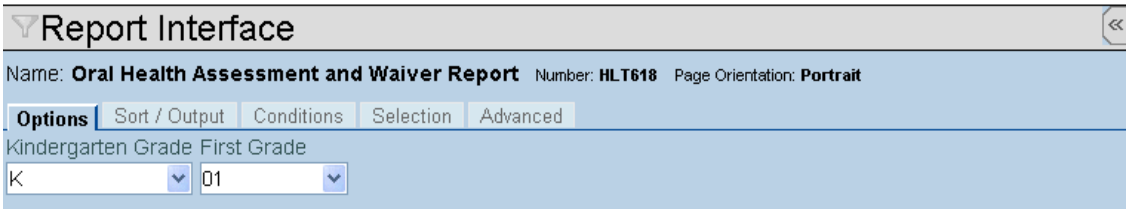



*Figure 5.92 – Oral Health Assessment and Waiver Report Interface*

- The **Kindergarten Grade** and the **First Grade** must be selected for the report to be printed.


**Caution:** For the HLT618 report to work correctly, the **Treatment Urgency** and **Dental Assessment** tables must be setup with the following values, as outlined in the *Synergy SIS – Health Administrator Guide* on page 48-49.

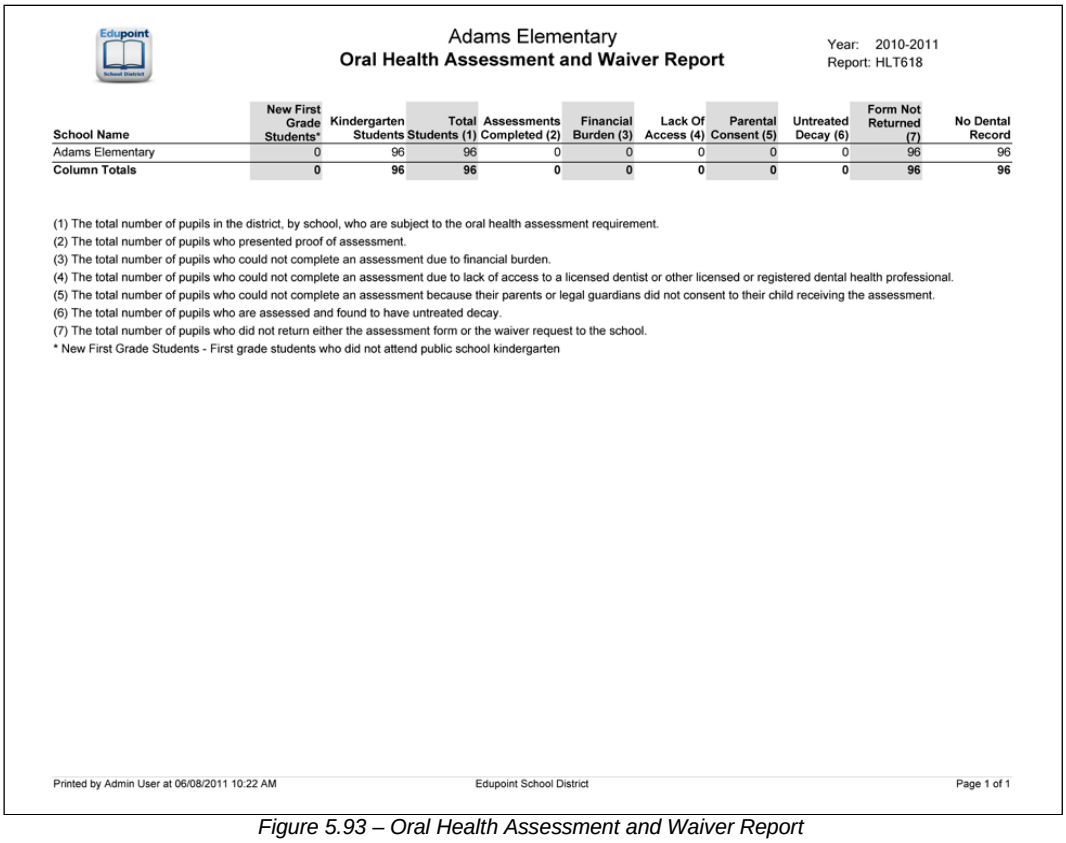
*Treatment Urgency*

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

*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 |



Adams Elementary
**Oral Health Assessment and Waiver Report**

Year: 2010-2011
Report: HLT618

| School Name | New First Grade Students* | Kindergarten Students | Total Students (1) | Assessments Completed (2) | Financial Burden (3) | Lack Of Access (4) | Parental Consent (5) | Untreated Decay (6) | Form Not Returned (7) | No Dental Record |
|---|---|---|---|---|---|---|---|---|---|---|
| Adams Elementary | 0 | 96 | 96 | 0 | 0 | 0 | 0 | 0 | 96 | 96 |
| **Column Totals** | **0** | **96** | **96** | **0** | **0** | **0** | **0** | **0** | **96** | **96** |

(1) The total number of pupils in the district, by school, who are subject to the oral health assessment requirement.
(2) The total number of pupils who presented proof of assessment.
(3) The total number of pupils who could not complete an assessment due to financial burden.
(4) The total number of pupils who could not complete an assessment due to lack of access to a licensed dentist or other licensed or registered dental health professional.
(5) The total number of pupils who could not complete an assessment because their parents or legal guardians did not consent to their child receiving the assessment.
(6) The total number of pupils who are assessed and found to have untreated decay.
(7) The total number of pupils who did not return either the assessment form or the waiver request to the school.
* New First Grade Students - First grade students who did not attend public school kindergarten

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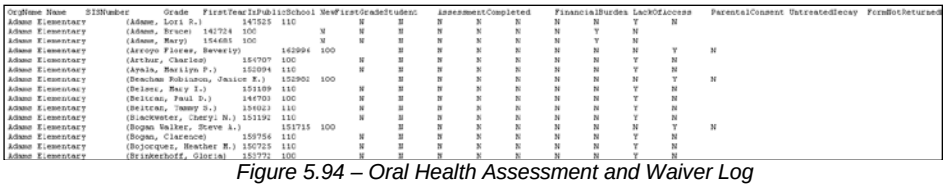
*Figure 5.93 – Oral Health Assessment and Waiver Report*



| OrgName | Name | SISNumber | Grade | FirstYearInPublicSchool | NewFirstGradeStudent | AssessmentCompleted | FinancialBurden | LackOfAccess | ParentalConsent | UntreatedDecay | FormNotReturned |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Adams Elementary | (Adams, Lori R.) | 147525 | 11C | | N | N | N | N | N | Y | N |
| Adams Elementary | (Adams, Bruce) | 142724 | 10C | | N | N | N | N | N | Y | N |
| Adams Elementary | (Adams, Mary) | 154681 | 10C | | N | N | N | N | N | Y | N |
| Adams Elementary | (Arroyo Flores, Beverly) | 162994 | 10D | | N | N | N | N | N | N | Y | N |
| Adams Elementary | (Arthur, Charles) | 154707 | 10C | | N | N | N | N | N | Y | N | |
| Adams Elementary | (Ayala, Marilyn P.) | 152094 | 11C | | N | N | N | N | N | Y | N | |
| Adams Elementary | (Beachem Robinson, Janice K.) | 152902 | 10D | | | N | N | N | N | N | Y | N |
| Adams Elementary | (Belser, Mary I.) | 151109 | 11C | | N | N | N | N | N | Y | N | |
| Adams Elementary | (Beltran, Paul D.) | 144703 | 10C | | N | N | N | N | N | Y | N | |
| Adams Elementary | (Beltran, Tammy S.) | 154923 | 11C | | N | N | N | N | N | Y | N | |
| Adams Elementary | (Blackwater, Cheryl N.) | 151192 | 11C | | N | N | N | N | N | Y | N | |
| Adams Elementary | (Bogan Walker, Steve A.) | 151715 | 10D | | | N | N | N | N | N | Y | N |
| Adams Elementary | (Bogan, Clarence) | 159756 | 11C | | N | N | N | N | N | Y | N | |
| Adams Elementary | (Bojocquez, Heather M.) | 150725 | 11C | | N | N | N | N | N | Y | N | |
| Adams Elementary | (Brinkerhoff, Gloria) | 153771 | 10C | | N | N | N | N | N | Y | N | |

*Figure 5.94 – Oral Health Assessment and Waiver Log*

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# INDEX OF SCREENS



 

 

 

 

 