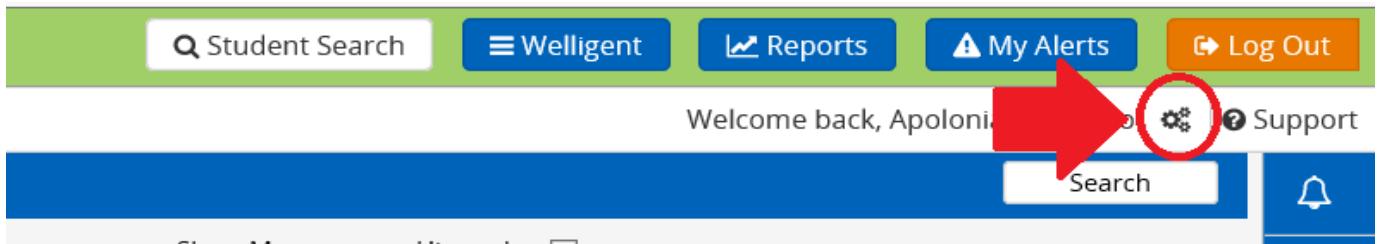**WELLIGENT QUICK REFERENCE GUIDE**
MASS SCREENINGS (General Instructions)

HOW TO SET-UP AND DOCUMENT MASS SCREENINGS if you service multiple locations, it is best to change your default location in *My Preferences* to the school where the screening took place. To change your default location, **click** on the **My Preferences** icon at the top right of the Welligent toolbar.

Mass Screenings

☑ *Click* on **Welligent**. From *WellProvider, click Mass Screening*
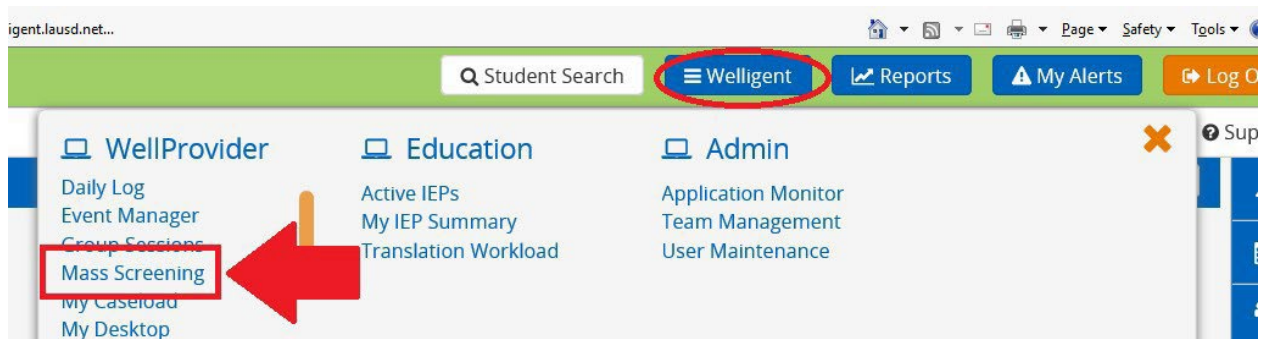
The **Mass Screening** page appears.

Select the **Type of Event** <u>first</u> before clicking on the **New Event** button.

Per California Vision Guidelines, Licensed Vocational Nurses (LVNs), Classified employees, are not permitted to perform vision screening in Schools. The restriction also applies to Hearing, Immunization, Field Trip, Sports Screenings

LVN Mass Screening includes: Blood Pressure, Height & Weight, Mass Record Review, Lice (Pest/Pediculosis),
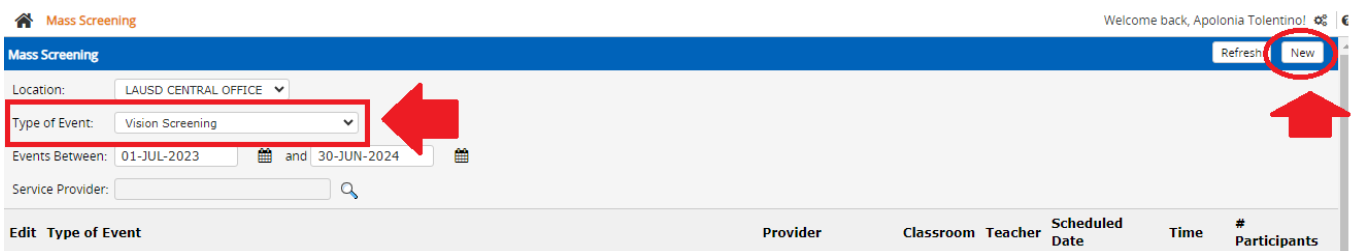
Locate the (2) tabs, **Details,** and **Participants.**
Mass Screening Details tab is your current view.

**SETTING UP THE MASS SCREENING
DETAILS TAB**

Fields with *Red Asterisk* are mandatory fields.
Select the appropriate location using the drop-down menu for the **Location** field.
Your name appears in the **Service Provider** field.
Optional Name can be used for any information that describes the screening
Click in the **Scheduled Date** field (Current date appears). *Select* the date of the event using the **Welligent date picker**.
Click in the **Start Time** field (start time defaults to current time). Type in the time of the event, (EX: 09:15am).
Click in the **End Time** field. Type the time in the correct format (HH:MM:AM/PM). MUST BE COMPLETED. Otherwise, Welligent prepopulates the field with current time.
*Click* in the **Room** field and *select* the appropriate location where the screening has occurred.
If you selected **Other, Specify,** proceed and *click* in the **Other Room** field and *type* in specific location.
Type in the number of **Minutes per Individual.**

➢ **Elementary Schools only** Under the **Participant Location** area at the bottom of the screen, be sure the **Homeroom** and the
   Homeroom Teacher fields match. These must be correct in order to have the right student group.
➢ **Secondary Schools** –**proceed to the next steps**
➢ The Mass Screening Events Notes area is optional but you can add grade, track and other pertinent information.
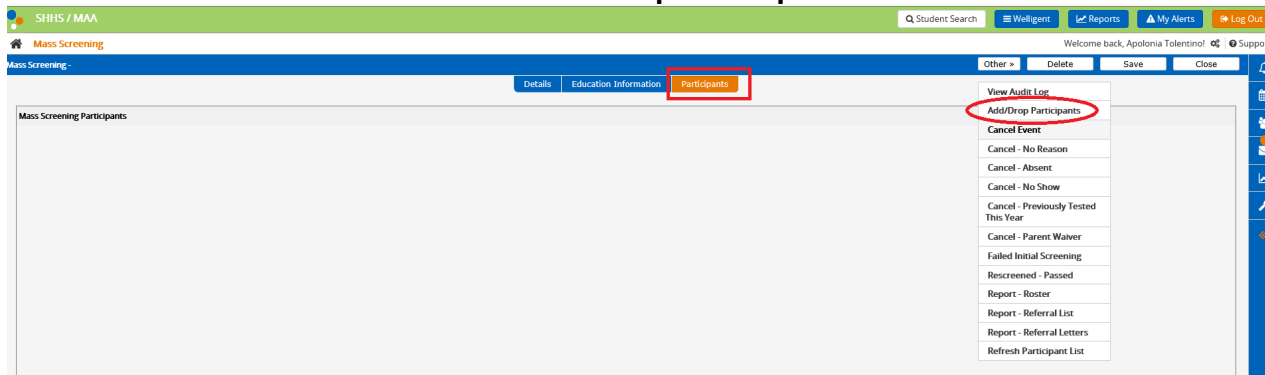
Click SAVE then OK
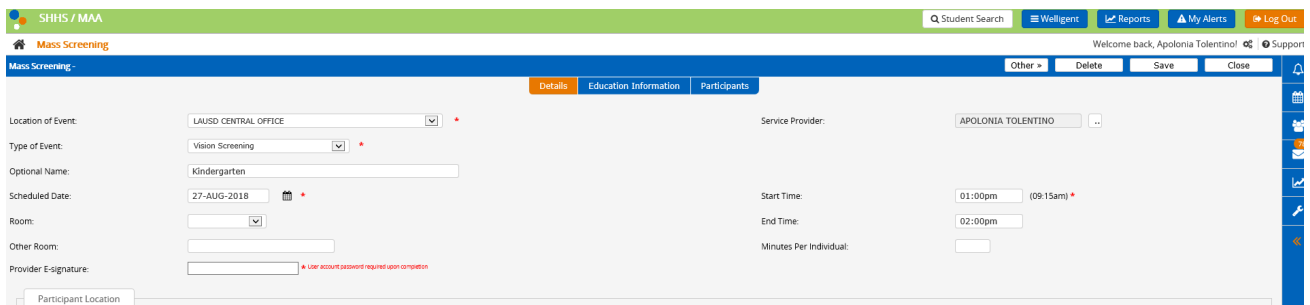
SETTING UP THE PARTICIPANTS TAB

Click on the **Participants** tab.
The **Mass Screening** page appears.
Click on the **Other Button** and select **Add/Drop Participants**

The **Add/Drop Mass Screening Participants** screen will appear.
Secondary schools only- Click in the **Grade** field and select the desired grade level and track if this is a multi-track school.
   You may also sort by gender if needed.
Click on the **Search** button.
A list of student's names will appear in the **Available Students** area.
Click *ONCE* on the **Enroll All** button at the bottom of the screen to enroll all of the students on the list.(Multiple clicks will duplicate students)
                    OR
Click in the box next to the student's names to enroll selected students in the screening.
The available student participant names will appear in the **Mass Screening participant's** side.
Click Close

HOW TO DOCUMENT PASSED RESULTS

Click on **Other Tab** and select **Document by Exception** button. This will make all of the screenings Passed Screening.
A dialogue box appears
Read and *click* **OK** to accept and continue.
Click **OK** to the next dialogue box that appears to continue.
The student names were all marked **Passed Screening** in the **Results** field

To mark a student who turned in a Waiver from a screening, click in the box next to the student's name, click other button, select **Cancel-Waiver**.
To mark a student if absent from a screening, click in the box next to the student's name, *click other button, select* **Cancel-Absent.**
Click **OK.**
Click OK to message. Click **CLOSE** when completed
   ❖ **The Mass Screening Participants** screen record will appear on the list of screening events. If you need to edit the information for a particular event, *click* on the type of event or the edit icon to open the record.

HOW TO DOCUMENT FAILED INITIAL SCREENING

The appropriate screening page will appear. (EX: Vision or Dental screening)

Complete all relevant fields.
For Vision Screening: 5yo – enter the Visual Acuity
For Vision Screening: 6yo and above – Enter R/L Pass or Fail

The **Screening Notes/Comments** field is used for additional information, with a maximum of 2000 characters). Ex-Health note sent for follow-up with Private Medical Doctor.
Click SAVE then OK
Click Close to go back to the *Participant's* page

HOW TO DOCUMENT RE-SCREENINGS

Vision Screening in LAUSD is done by a credentialed school nurse. Failed Initial Screening will meet the requirement to generate follow-up letters. No re-screening for vision needed per California guidelines.

Repeat steps
- o **Mass Screening**
- o **Setting up the Mass Screening Details Tab**
- o **Setting up the Participants Tab**

Click on the **Red Check Mark** from the right side of the screen
Complete all relevant fields
The screening Notes/Comments field is used for additional information, with a maximum of (2000 characters). Ex-Health note sent
   for follow-up with Private medical doctor.
Click Save then OK
The list of students will appear on the Mass Screening Participants list
Click **Refresh List** and the changes that were made will appear

HOW TO PRINT A REFERRAL LETTER

Click the box to left of the **Student's name** who has a result of Failed Initial Screening. One student name at a time.

	Sample #1, Virtual	DONOTUSECONNIE 04/14/2013	Fail	Fail	20/	20/	20/			Pass		Pass	Failed Initial Screening
	Sample 2, Sndm	SPDM2	04/01/2012					Pass				Pass	Passed

From the **Other** menu**,** click on the **Report – Referral**

Report - Referral Letters

OR

Click on the **Referrals/Notes Tab.** Locate the **"NEW"** column and click on the first plus (+) button.
 The **E-Forms Editor** screen will appear in the main viewing area. Fields with a **Red Asterisk** are mandatory fields.
Click in **the E-Form** field and select the appropriate form.
Click in the **Forms Context** and select the appropriate notification or letter .

Verify the date in the **Form Date** field or edit by clicking the **Welligent Date Picker**
Click on **Form Status** and select from the drop down.
Complete the form and Click **Save**
Click on **Print** which gives you a preview of the form, and then **Click Print** a second time once previewed
Click **Print** from the printer dialogue screen

HOW TO VIEW OR PRINT A SCREENING REPORT

From the **Mass Screening** list, *click* on the **Type of Event** or the **Edit icon** to open up the event.
Click Other, select Report -Roster (this is the Mass Screening Report)
Click the **Printer Icon**. *Select File.* Print
Right-click on the page and click on Print

   OR use the Completed Screenings (Rpt ID 2504) = Health/Medical Reports