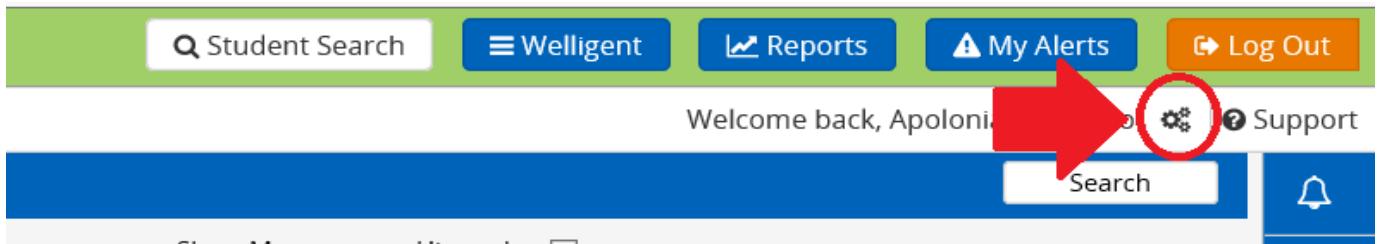


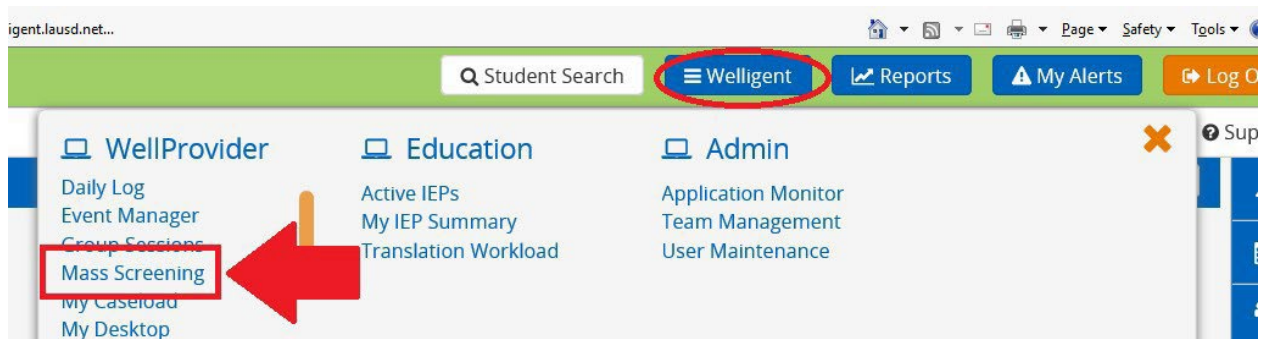
WELLIGENT QUICK REFERENCE GUIDE MASS SCREENINGS (General Instructions)

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**

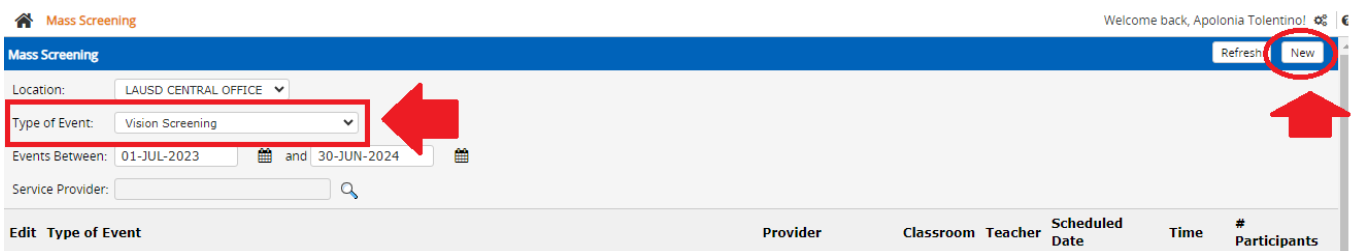


The **Mass Screening** page appears.

Select the **Type of Event** first 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.

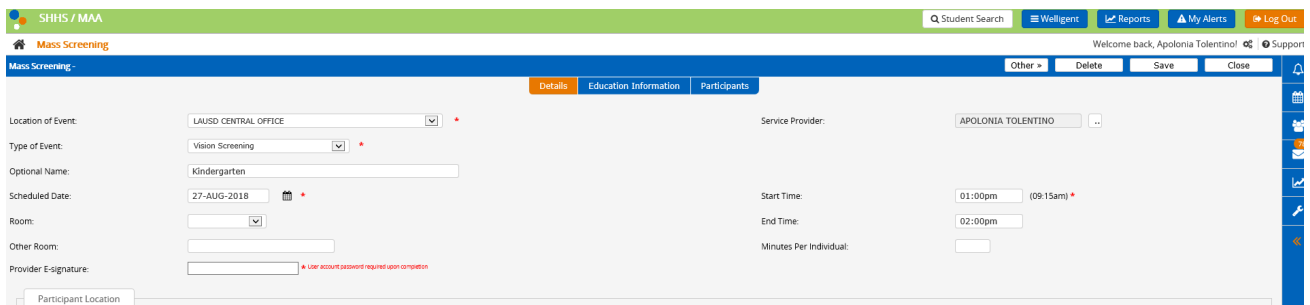
Click in the **Room** field and **select** the appropriate location where the screening has occurred.

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

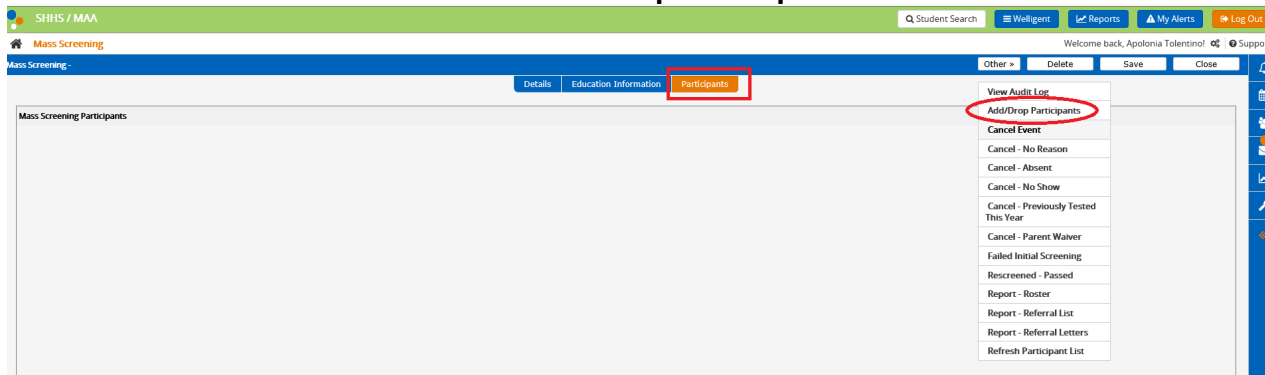


SETTING UP THE PARTICIPANTS TAB

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

The screenshot shows the 'Add/Drop Mass Screening Participants' interface. At the top, there is a 'Search' button circled in red. Below it are search criteria fields: Student Location (LAUSD CENTRAL OFFICE), Student First Name, Student ID, Grade (02nd), Homeroom, Student Last Name, Gender, Homeroom Teacher, and Track. A 'Sort Order' dropdown is set to 'Last Name'. An 'Upload Roster' section with a 'Browse...' button is also present. The main area is divided into two tables: 'Available Students' and 'Mass Screening Participants'. The 'Available Students' table lists various student records with checkboxes for selection. At the bottom, the 'Enroll All' button is circled in red, along with other buttons like 'Enroll Selected', 'Remove All', and 'Remove Selected'.

Available Students							Mass Screening Participants						
Student	Gender	Age	DOB	Student ID	Grade	Homeroom Teacher	Student	Gender	DOB	Student ID	Grade	Homeroom	Teacher
<input type="checkbox"/> CANNOT USE, TESTER	Female	11 yrs 1 mths	04-Jul-2007	070407W456	02nd								
<input type="checkbox"/> DO NOT USE, INITIAL	Female	8 yrs 7 mths	27-Jan-2010	TESTER5550	02nd								
<input type="checkbox"/> DO NOT USE, INITIALINACTIVE	Female	12 yrs 5 mths	02-Mar-2006	TESTER001	02nd								
<input type="checkbox"/> DO NOT USE, TEST	Female	7 yrs 8 mths	01-Dec-2010	TESTER987	02nd								
<input type="checkbox"/> LEON, DAVID	Male	11 yrs 5 mths	13-Mar-2007	W2216803	02nd								
<input type="checkbox"/> SAMPLE, SAMPLE		10 yrs 8 mths	03-Dec-2007	SAMPLE100	02nd								
<input type="checkbox"/> SAMPLE, SAMPLE	Male	8 yrs 0 mths	04-Aug-2010	LAUSD 12	02nd								
<input type="checkbox"/> SAMPLE, SAMSAM	Male	7 yrs 10 mths	10-Oct-2010	W2762012	02nd								
<input type="checkbox"/> SAMPLE, SAMPLE 1		8 yrs 6 mths	04-Feb-2010	LAUSD 1	02nd								
<input type="checkbox"/> SAMPLE-123, SAMPLE	Female	3 yrs 3 mths	05-May-2015	012345677	02nd								
<input type="checkbox"/> SAMPLE5, TEST	Female	10 yrs 5 mths	01-Mar-2008	TESTER5555	02nd								
<input type="checkbox"/> TESTER, IMMUN2		10 yrs 0 mths	03-Aug-2008	IMMUN2	02nd								

HOW TO DOCUMENT PASSED RESULTS

SHHS / MAA | Student Search | Welligent | Reports | Welcome

Mass Screening - Vision_Screening

Details | Education Information | Participants

Location of Event: LAUSD CENTRAL OFFICE | Service Provider: APOLONIA

Type of Event: Vision Screening | Start Time: 01:00pm

Optional Name: Kindergarten | End Time: 02:00pm

Scheduled Date: 27-AUG-2018 | Minutes Per Individual: []

Room: [] | Homeroom: [] | Homeroom Teacher: []

Provider E-signature: []

Participant Location: []

Event Notes: []

Other > | Delete

- View Audit Log
- Add/Drop Participants
- Cancel Event
- Cancel - No Reason
- Cancel - Absent
- Cancel - No Show
- Cancel - Previously Tested This Year
- Cancel - Parent Waiver
- Failed Initial Screening
- Rescreened - Passed
- Completed-Refer/Abnormal
- Document by Exception**
- Color Vision - Pass
- Report - Roster
- Report - Referral List
- Report - Referral Letters
- Refresh Participant List

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

SHHS / MAA | Student Search | Welligent | Reports | My Alerts | Log Out

Mass Screening - Vision_Screening

Details | Education Information | Participants

Mass Screening Participants

Screening Report

Date Scheduled: 27-Aug-2018 | Time Scheduled: 01:00pm

Location: Lausd Central Office | Provider: APOLONIA TOLENTINO

Room: [] | Minutes Per Participant: []

Comments: []

Name	Student ID	DOB	Uncorrected Vision			Corrected Vision			Near Vision		Far (Hyperopia)			Near (Myopia)			Muscle F		Results
			Right	Left	Both	Right	Left	Both	Right	Left	Right	Left	Both	Right	Left	Both	Right	Left	
<input checked="" type="checkbox"/> Cannot Use, Tester A	070407W456	07/04/2007																	Passed Screening
<input type="checkbox"/> Do Not Use, Initial	TESTER5550	01/27/2010																	Passed Screening
<input type="checkbox"/> Do Not Use, Initialinactive	TESTER001	03/02/2006																	Passed Screening
<input type="checkbox"/> Do Not Use, Test M	TESTER987	12/01/2010																	Passed Screening
<input type="checkbox"/> Leon, David	W2216803	03/13/2007																	Passed Screening
<input type="checkbox"/> Sample, Sample	SAMPLE100	12/03/2007																	Passed Screening
<input type="checkbox"/> Sample, Sample	LAUSD 12	08/04/2010																	Passed Screening

Other > | Delete | Save | Close

- View Audit Log
- Add/Drop Participants
- Cancel Event
- Cancel - No Reason
- Cancel - Absent**
- Cancel - No Show
- Cancel - Previously Tested This Year
- Cancel - Parent Waiver
- Failed Initial Screening
- Rescreened - Passed
- Completed-Refer/Abnormal
- Document by Exception
- Color Vision - Pass
- Report - Roster
- Report - Referral List
- Report - Referral Letters
- Refresh Participant List

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

- **Mass Screening**
- **Setting up the Mass Screening Details Tab**
- **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.

<input checked="" type="checkbox"/>	Sample #1, Virtual	DONOTUSECONNIE	04/14/2013	Fail	Fail	20/	20/	20/	Pass										Pass	Failed Initial Screening		
<input type="checkbox"/>	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