### Mass Screenings-Sports Screening (Sports Physical Clearance) WELLIGENT NURSING QUICK REFERENCE GUIDE

### HOW TO SET-UP AND DOCUMENT SPORTS SCREENINGS (Sport Physical Clearance)

If you have multiple locations, it is best to change your Welligent default location (school). Click on **My Preferences** icon to the right of your user name.



# Step 1

Click on Welligent and then Mass Screening under Wellprovider (right of the screen)

shihs/maa		Q Student Search	≡Welligent	Reports 🔒 My Alerts	€ Lo	gOut
Announcements      Announcements      Subject Keyword(s)      Wildigent Global Announcement - SERVICE TRACKING FOR SCHOOLS AFFECTED BY WILDFRES - UPDATE      Date Posted:     Thursday December 12 2017 at 12:33pm      Road:     Folday December 22, 2017 at 50:12am      Click Harge to Read the Full Test of this Announcement      Print Announcement      (Welligent Global Announcement - Service Tracking for Destruct Schools Affected by Wildfres	WellProvide Event Manager Gran Season Mass Screenin My Deskop PRN Registry Immediate WillSuppervisor Manage Careloads Management Herarchy	Education Active EPs My EPS mmany Translation Workload	Applo	\$	6 0 3 h	

Step 2 The Mass Screening page appears. Verify the school location for the screening. *Click* on the *New* button

shhs / 1	MAA		Q Student Search 🗮 Well	gent 🛃 Reports 🛕 My Alerts 🕒 Log Out
Mass Scre	eening			Welcome back, Apolor Tolentino! 📽 🛛 Support
Mass Screenin	g			New 🔥 🗘
Location:	LAUSD CENTRAL OFFICE	V		
Type of Event:	V			<b>9</b>
Events Between:	01-jUL-2017	m		
Service Provider:	Q			
Edit Type of	fEvent		Provider Classroom Teacher Schedule	d Date Time # Participants

# SETTING UP THE MASS SCREENING DETAILS TAB

Step 3

Mass Screening Details tab is your current view.

- Locate the (3) tabs. Mass Screening Details, Group Education and Participants. Fields with Red Asterisk are mandatory fields.
- ✓ **Verify** the appropriate location.
- ✓ Your name appears in the **Service Provider** field.
- ✓ Select the Type of Event from the drop down options, Sports Screening
- Optional Name Type additional information about the screening example- 9<sup>th</sup> Grade Girls' Sports Physical Clearance.
- Verify Scheduled Date and use the date picker to select the appropriate date the Sports Screening was done if different
- ✓ Click in the Scheduled Time field and type in the time of the event, (EX: 09:15am)
- ✓ Enter the End Time. If this field is left blank, it will be prepopulated with the time 12:00am
- ✓ Select the appropriate **Room**. Click **SAVE** then **OK**

SHHS / MAA					Q Student Search	≡ Welligent	Reports	A My Alerts	🕞 Log	g Out
Mass Screening							Welcome back, A	polonia Tolentino	o! 🕫 😡 S	upport
Mass Screening - SPORTS_SC	REENING					Other » De	lete Si	ive C	lose	۵
		Details	Education Information	Participants						1
Location of Event:	LAUSD CENTRAL OFFICE	× *		Service Provider:	APO	LONIA TOLENTINO				*
Type of Event:	SPORTS SCREENING *									<b>78</b>
Optional Name:	9th Grade Girls' Sports Physical Clearances									2
Scheduled Date:	03-JAN-2018			Start Time:	09:0	00am (09:15	am) *			p
Other Room:				Minutes Per Individual:	10:0	Joam				«
Participant Location										
Homeroom:	V	Homeroom Teacher:			V					
Event Notes										

### Step 4

### SETTING UP THE PARTICIPANTS TAB

- ✓ Click on the **Participants** tab
- ✓ Click on the button labeled "Other"
- ✓ Click on the Add/Drop Participants link

Ye SHHS / MAA			Q Student Sea	arch 🗏 Welligent 🛃 Re	ports 🔺 My Alerts	Log Out
Mass Screening				Welcom	e back, Apolonia Tolentino! 📽	O Support
Mass Screening - SPORTS_SCREENING				Other » Delete	Save Close	Δ
	Detail	s Education Information Participa	ants	Add/Drop Participants		66
Mass Screening Particinants				Cancel Event		
nass second, ratelpanes				Cancel - No Reason		
		Constant Provent		Cancel - Absent		
Date Scheduled: 03-lan-2018		Time Scheduled: 09:00am		Cancel - Previously Tested This Year		<b></b>
Location: Lausd Central Office		Provider: APOLONIA TOLENTINO		Cancel - Waiver		¥
Room:		Minutes Per Participant:		Mark as Attended		
Comments:				Report - Roster		*
				Report - Referral List		
				Report - Referral Letters		
Name	DOB	Sports Clearance	Clearance Date	Resu Refresh Participant List		

- ✓ Add/Drop Mass Screening Participants screen will appear
- Click in the Grade field and select the desired grade level. If working on a batch of Sports Physical Clearances that have mixed grade levels, the search can be done using the field Gender or Student Last Name using the first letter. In this case, leave the grade field blank
- ✓ Click on the **Search** button

# \*\*\*DO NOT DOUBLE CLICK-RESULTS IN DUPLICATE NAMES IN THE PARTICIPANT ROSTER

- ✓ A list of student's names will appear in the Available Students area
- ✓ Click in the box next to the student's names to enroll selected students in the screening

ABC Add/Dr	rop Mass Screening Pa	rticipants													Search	Close
Search Crit	eria															
Student Lo	cation:	LAUSD CENTRAL	FFICE			~										
Student Fir	rst Name:								Student Last Name:			c		]		
Student ID	. [								Gender:				×			
Grade:	[			~					Homeroom Teacher:				~			
Homeroom	: [	$\checkmark$							Track:			$\checkmark$				
Sort Order:	: [	Last Name	~													
Upload Ros	ster:*		Brows	e *Roster files r	nust be in plain te	xt format and includ	le only the participants	s ID with no other	information including quotes,	, spaces, tabs, commas	, etc.					
			Ava	ilable Students								Mass Screenin	) Participants	6		
	Student	Gend	r Age	DOB	Student ID	Grade	Homeroom	Teacher	Student	Gender	DOB	Student ID	Grade	Homeroom	Teacher	
	CANNOT USE, SAMPL	E Male	8 yrs 11 n	nths 13-Jan-2009	011309W654	01st										
	CANNOT USE, TESTER	Femal	e 10 yrs 5 n	nths 04-Jul-2007	070407W456	02nd										
	CASTANON HERNAND	DEZ, SAIDA Femal	e 21 yrs 9 n	nths 15-Mar-1996	W2215061											

 Click ONCE on the Enroll Selected button at the bottom of the screen to enroll all of the students on the list. (Multiple clicks will duplicate students)

	Enroll All	Enroll Selected		Remove All	Remove Selected	
and click Search						

- ✓ The available student participant names will appear in the Mass Screening Participant's side
- ✓ Click Close

Add/Drop Mass Screenin	ing Participants											Sear	h C	Close
Search Criteria														_
Student Location:	LAUSD CENTRAL (	DFFICE		~										
Student First Name:							Student Last Name:		c					
Student ID:							Gender:			~				
Grade:		~					Homeroom Teacher:			~				
Homeroom:	~						Track:		~					
Sort Order:	Last Name	~												
Upload Roster:*		Browse	oster files	must be in plain text f	ormat and include only the	participants ID with no oth	r information including quotes, spaces	tabs, commas, etc.						
		Available S	udents						Mass Screening	Participants				
Student	Gender Age	Available S	udents lent ID	Grade	Homeroom	Teacher	Student	Gender	Mass Screening	Participants Student ID	Grade	Homer	om T	Teacher
Student Your search has returned (0) p	Gender Age possible matches.	Available S DOB Stu	udents lent ID	Grade	Homeroom	Teacher	Student	Gender Male	Mass Screening DOB 13-Jan	Participants Student ID 2009 011309W65	Grade 4 01st	Homer	om T	Teacher
Student Your search has returned (0) p	Gender Age possible matches.	Available S DOB Stu	udents lent ID	Grade	Homeroom	Teacher	Student CANNOT USE, SAMPLE CANNOT USE, TESTER	Gender Male Female	Mass Screening DOB 13-Jan 04-Jul-	Participants Student ID 2009 011309W65 2007 070407W45	Grade 4 01st 6 02nd	Homer	om T	eacher
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### HOW TO DOCUMENT SPORTS SCREENING RESULTS

- ✓ Click on the button labeled "Other"
- ✓ Click on "Refresh Participants List" link
- ✓ The Mass Screening Participants screen record will appear on the list of screening events
- ✓ Click on the clipboard icon <sup>I</sup> on the last column on the right side to open the screening details page

Mass Screening Other Detail Concer	🗣 SHHS / MAA			Q	Student Search 🛛 🗮 Welligent 🔛 Repo	rts 🔺 My Alerts 💽	Log Out
Mass Screening-SRORTS_SCREENING       Other >       Delete       Save       Close       A         Letails       Education Information       Participants       Add/Drop Participants       Image: Cancel Fvent       Image: Cancel - No Reason       Image	Mass Screening				Welcome b	ack, Apolonia Tolentino! 🕫	O Support
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Kars Screening Participants       Cancel Fvent       Cancel - No Reason       Image: Concel - No Reaso			Details Education Information	Participants	Add/Drop Participants		6
Cancel - No Reason     Cancel - No Reason       Screening Report     Cancel - Absent       Oate Scheduled:     Time Scheduled:       03-jan-2018     09:00am       Location:     Provider:       Location:     Provider:       Lausd Central Office     APOLONIA TOLENTINO       Room:     Mark as Attended       Comments:     Report - Roster       Report - Referral List     Report - Referral List       Report - Baforanal Letters     Report - Baforanal Letters	Mass Screening Participants				Cancel Event		205
Screening Report     Cancel - Absent       Date Scheduled:     Time Scheduled:       03-Jan 2018     09:00am       Uscheduled:     Oancel - Previously Tested       10-2018     09:00am       10-2018     Cancel - Neviously Tested       10-2018     09:00am       10-2018     Cancel - Neviously Tested       10-2018     APOLONIA TOLENTINO       10-2018     Mark as Attended       10-2018     Report - Roster       10-2018     Report - Referral List       10-2018     Report - Basteral Letters					Cancel - No Reason		
Screening Report         Cancel - Previously Tested           03-gan-2018         09:00am         This Year           03-gan-2018         09:00am         Cancel - Waiver           Location:         Provider:         Cancel - Waiver           Lausd Central Office         ArAk as Attended         Image Cancel - Maiver           Room:         Minutes Per Participant:         Mark as Attended           Comments:         Report - Roster         Report - Roster           Root:         Report - Referral List         Report - Referral List					Cancel - Absent	í í	
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Report - Roster     Report - Roster       Comments:     Report - Roster       Report - Referral List     Report - Referral List	Lausd Central Office		APOLONIA TOLENTINO		Mark as Attended		
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Report - Referral Letters					Report - Referral List		
					Report - Referral Letters		
Name DDB Sports Clearance Clearance Date Refresh Participant List	Name	DOB	Sports Clearance	Clearance Date	Refresh Participant List		
Cannot Use, Sample A 13-Jan-2009 Pending Securentiation	Cannot Use, Sample A	13-Jan-2009			Pending Decumentation	(0)	
Cannot Use, Tester A 04-Jul-2007 Pending Documentation	Cannot Use, Tester A	04-Jul-2007			Pending Documentation		
Castanon Hernandez, Saida 15-Mar-1996 Pending Documentation	Castanon Hernandez, Saida	15-Mar-1996			Pending Documentation	2	

- The field Date/Time (under screening results) is read-only and this is the date of the Nurse/Screening of Sports Physical Clearance
- ✓ Screen shot of the School Nurse Clearance: Results options



Nurse's Clearance	PPE Clearance
Passed Screening	Clearance for all sports without restrictions
Cleared with recommendations-sports	Cleared for all sports without restriction with recommendations for further evaluation or treatment <b>Example</b> : periodic or regular blood pressure check. This recommendation MUST be documented in the Screening Notes and schedule the events using Vitals Monitoring
Not cleared for-certain sports	Not cleared for certain sports
Not Cleared for-all sports	Not cleared for any sports
Pending Completion	<ol> <li>Not Cleared Pending Further Evaluation</li> <li>needs to have vision screening done but did not have his eye glasses at the time but able to bring it the next day</li> <li>needs to take medication before sports. The completed <i>Authorization to Take Medication</i> <i>During School Hours</i> is at home and will bring it the next day</li> </ol>

- Select from the Clearance dropdown that corresponds with the Physician's Clearance on Pre Participation Exam (PPE)
- ✓ The Clearance Date from the PPE must be entered. If left blank, the information will not transfer over to MiSiS.

ance for all sports without restriction	Clearance
learance for all sports without restriction leared for all sports without restriction with recommendations of Cleared - Pending Further Evaluation of Cleared for any sports ot Cleared for certain sport	Cleared for all sports without restriction Cleared for all sports without restriction with recommendations for further evaluation or treatment for: Not cleared Not cleared Pending further evaluation Pending further evaluation Por certain sports Reason Recommendations:

- ✓ Screening Notes: Reason/Recommendations. *Limit to sports related information.* Example:
- ✓ Click the SAVE button
- ✓ Click OK. Click OK to message then Click on the Close button

\*\*\*\*\*Screening Results will appear in the Student Record Navigator in each student's record under Screening. The information interface with MiSiS nightly to display the exact information in the *Athletic screen* (read-only) under *Miscellaneous* tab.

Student	Action	1	Instituent - Attendance -	Academica v	Support v	Services - Census -	Macelanaous ~
			Sybility failes				Group Participation
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10 Acculture county	^		R-M	Value	Finite	8.4	Health Screening
	Screening Navigator	1	Age < 19 as of 06/15/2017	15	Eighte	No records to display.	Innew220ors
Screening Results	<ul> <li>Appointment Details</li> </ul>	8	All Documents = Complete	Complete	Eighte		
School Numer's Classics	O Blood Pressure (NA)	4	Eligibility GRA >= 2.0 as of 01,03/2018	2.5	Digble		
Daterrinte: 16-0CT-2017 11:12AM Kesuts: Pased Screening 🕑 * School Nurse's Clearance	O Dental (NA)		Permit Type	Continuing Enrollment	Dipble		
Dearance Deared for all sports without restriction	O Fitness (NA)	2 I I	Severes <= 8	6	Eighte		
	O Hearing (NA)						
	O Height/Weight (NA)	5	udent enrolled at a different school	during the last 12 month	w No		
	O Immunization (N4)						
Unserved Use III Common State	Pests/Parasites (NA)		isorts Physical Screening				
forbal, deared by	Sceliosis (NA)		parts Physical Screening				
history of eastma with inhaler for school use Provider Clearance (PPE)	Stalls (NA)		Nurse's Clearance: 10/16/2017				
	O Speech (NA)		Passed Scree	ning			
	Sports Physical (Passed Screening)		ND-202				
	C Internation (NA)		Physical Every: 10/16/2017 Cleared for all	I south without water	100		
	O Vision (Na)		Clearance.	appendict of the second			
	Nass Bernel Deview (NA)		feetball, clear	ed by			
	C Pass Rever Person (MP)		Screening Notes: Filatory or astr	ina vite innater for sci	NOOF LENE		

### Welligent Sports Physical Screening

### MiSiS Sports Physical Screening

- Proceed to the other participants in the roster in the same manner
- Click Refresh List and your results will appear. Continue as needed.

#### HOW TO VIEW OR PRINT A SPORTS SCREENING ROSTER REPORT

Note: Printing of the Sports Physical Screening Roster is no longer necessary except for charter high schools not using MiSiS,

#### From Mass Screening (allow printing of one Mass Screening Entry at a time)

- Click on the **Other** button
- Click Reports-Roster
- The Welligent **Reports** screen will appear.
- o Select File OR Right-click on the screen.
- o Click Print

#### From Wellreports

	ישייער איז דמער איז	
✓ Click Reports	Q Student Search	Out
	Welcome back, Apolonia Tolentino! 📽 🛛 🚱 Si	upport
		<u> </u>

✓ Select the Clinic Reports from the Report Category drop down options. Sports Physical Screening Roster, Wellreport ID 2813
 by clicking the check box icon
 ✓ to the left of the report name

						My Report Hotiist	l
П	Search Criteria				1	My Recent Reports	f
8	leport Category: Clinic Re	iports V				My Report Tools	
R	leport ID:	(Note: To search for multiple keywords, separate entries by a commo (e.g., Active, Code).)				Jan Run Stock Reports Jan Caseload Analyzer Jan MAA MCO Reports	
F	ind Dashboards:					MAA Management Reports	~
3	Oral Health Assessment Summary by Distict		2882	Clinic Reports	^	MAA Trainer Reports	,
3	PLPs created/modified by Nurses	Create means the nurse was the first to save a PLP document. Modified means the nurse saved a PLP document after the first time. Created/Modified does indicate any stage of completeness.	2396	Clinic Reports		STS Management Reports Sreening Report Card	
3	PRN Medication Listing	A roster of students with active PRN medications, beginning and end dates.	368	Clinic Reports			
R	Scoliosis Screenings By Location		250	Clinic Reports			
R	Sports Physical Screening Roster	List of Sports Physical Screening results including Location, Last Name, First Name, Client ID, Age, Grade, Screening Date, Results, Clearance, Clearance Date. This report includes incomplete (Pending) results.	2813	Clinic Reports			
2	Student Immunization Details Report	This report two despites to sease showed was a generate minimization relation up tests in some thread with the control of a minimization of the second secon	2672	Clinic Reports			
8	Tdap Information - All Students	Display all active students and whether they need TDAP or not. Does not include students with temporary IDs and enrollees whose data were entered the last two days in MSIS. Students being served by Carlson Home/Hospital School are included in their school of attendance.	2403	Clinic Reports			
æ	Tdap Information - Immunized Students	Display students that are immunized only. Students must have a Tdap or substitute shot to be included in this report. Students with waivers and students 18 and over but not their immunizations are excluded. Does not include students with temporary TDs and errollees whose data were entered the last two days in MISG. Students being served by Carlson Homerikosplat Students on lericided in the school of attendance. Modified 992:115.	2420	Clinic Reports			
8	Tdap Information - Missing	Display all active students that do not have a Tdap immunization. This will now include students with waivers though whether they have waivers or not is not shown on this report. Does not include students with temoorary IDs and enrollees whose data were entered the last two davis in MISS. Students being served by Carlson Home/Hospital School are	2417	Clinic			[

The Sports Physical Screening roster is not printed routinely for the Athletic Director or Coach but generating one is useful for following up on expiring PPEs.

Use the report filters **Clearance Date** (the next two months from system date). For example, January 2, 2017 to February 28, 2017

Click **Excel** on the right hand side. Click **View** and then **Page Break Review** before printing. Make necessary adjustments. *NOTE: The report lists the student's names alphabetically by last name. Use excel filter feature to sort the report by Clearance Date.* 

Cinic Reports	g Roster(\$813) Stredule Enci      HotList Reset Cose	hd 51-01-1 Re <mark>Nove</mark> Ione Agelaged Renals Data Rober New ACKNO ≬hd newbergeworksda.
port Engine: port Description:	PISQL Procedure List of Sports Physical Screening results including Location, Lato Name, First Name, Cliert D, Age, Grade, Screening Date, Results, Clearance, Clearance, Date. This report includes incomplete Pending/results.	A Cot         Coto         Coto         Figure 3         Coto         Figure 3         Coto         Figure 3         Coto         Figure 3         Coto         Coto         Figure 3         Coto         Coto <th< th=""></th<>
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