

Los Angeles Unified School District Information Technology Division Welligent



Documentation for school Nurse's evaluation for Welligent new section 504 program

Nurses assist in various parts of a student's 504. You will be required to update pages:

- Page 7 Section 504 Evaluation
- Page 8 Section 504 Plan

The following will walk you through the process of updating a student's 504 pages using the new Welligent Section 504 module. Please note the Case Manager will have already created a 504 page for the student. You will only be responsible to update the page 7 and page 8.

Instructions:

- 1. Login to the Welligent Production <u>https://welligent.lausd.net</u>
- 2. Search for a Student using the Student Search text box on the top right corner.

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| \longrightarrow | Q Student Search | ■Welligent | Reports | A My Alerts | 🕞 Log Ou |
|-------------------|------------------|------------|---------|-------------|----------|
| | | | | | |

3. The Student Search Pop will appear.

| Q Student Search | | | Search New Student Show All Fields |
|-------------------------|-----------------|--|------------------------------------|
| Last Name: | First Name: | Agency ID/Student ID/Welligent ID/ALT IDs: | Global Search: |
| Type Last Name | Type First Name | Agency ID/Student ID/Welligent ID/ALT IDs | |

- 4. Search by using either the Students ID or the student's name. Click Search
- 5. Once you find the student, click on the Edit icon, and the student's home page will open.

| Edit | Info | Alert | Student | DOB | ID | Grade | Location | Status |
|------|------|---------|-------------------|-------------|-------------|-------|----------------------|--------|
| | + | \odot | Sample, Francisco | 14-Nov-2015 | 111415X8168 | 03rd | Sp Ed Inf/Pre (1989) | Active |

- 6. Click on the cog wheel on the left side, under the student's picture. This will open the students Record Navigator.
- 7. Scroll down the Navigator to the Program 504 listing button. This will open the 504 Program home page.

| Student: Chdp Jr Sampl Client ID: W2221628 | e (|
|---|-----|
| Record Navigator | |
| Student Information | |
| Alerts | |
| 🖉 Medications | |
| 💩 Office Visits | |
| Program 504 Listing | |
| 📥 Program History | |

8. Click on the action hyperlink to open the 504. Please note if more than one 504 is listed, you will choose the current 504. This is normally denoted by a status of Pending.

| | Student: Chdp. Jr. Sample (DOB: 24-Dec-2005) (16 yrs 10 mths) (Grade:Ungraded) (School:Lausd Central Office) Client ID: W2221628 🔥 📎 | | | | | | | Action 🗸 | |
|----------|--|-----------------|--------------|-----------------------|---------|----------------|--------------|----------|--------------|
| ٠ | 504 | 4 Program | | | | | | | |
| 4 | 9 | Search Criteria | | | | | | | |
| A | Me | eting Type | | | ~ | + Add 504 | Program | | |
| <u>۳</u> | Pro | gram 504 Status | | | • | | | | |
| | | ius Detucer. | | · · | • •• | | | | |
| ନ | Act | ive Between: | | and | | | | | |
| | Q Search | | | | | | | | |
| • | Sea | arch Results | | | | | | | |
| | | Action | Case Manager | Initial Referral Date | | Discharge Date | Meeting Date | Status | Print |
| | 0 | Initial | Mario Munoz | 28-Aug-2022 | | NA | 28-Aug-0022 | Pending | 0 |

- 9. Above the 504 Details, there are 4 tabs (Management, Evaluation, Meeting, and Follow up). Click on the Meeting Tab.
- 10. Click on the View button on the line referring to Section 504 Evaluation (Page 7). If you do not see a view button, please contact the Case Manager and request to have the page added.

| 504 Program | | | | 🔒 Print English | 🔒 Print Spanish | 🖺 Save |
|--|--------------|--------------|----------------|------------------------|-----------------|-------------------|
| 🛔 Management | 🝃 Evaluation | | 👗 Meeting | | 🖨 Follow | w-Up |
| ▶ 504 Details | | | Last Modifie | d: 02/28/2023 09:08 ar | n | |
| Description | Entered By | Completed By | Completed Date | Status | | |
| Notice of Section 504 Evaluation Meeting (Page 6) | | | | Pending | | Add 💿 |
| Section 504 Evaluation (Page 7) | | | | Draft | | View 👁 Print 🖨 |
| Section 504 Plan (Page 8) | | | | Draft | | View 👁 Print 🖨 |
| Notice of Section 504 Eligibility Determination (Page 9) | | | | Pending | | Add 💿 |
| Pandemic Learning Loss Consideration of Compensatory and/or Recoupment Services | | | | Pending | | Add 💿 |

11. Go to the Team Members section. Look for the row with your name and Relationship/Title. If your information is not present, Enter your information on an empty row. If no row is available, click on the Add Row button.

| Section 504 Evaluation (Page 7) | | | Collapse All 🛇 🗙 C |
|---|---|--|--|
| Status: O | Completed 🔵 Draft | | 🖶 Print 🛛 🖺 Sav |
| Student ID: W2396758 | Date Of Birth: 17-Jan-2007 | Meeting Date: 01-Mar-2023 | c |
| By signing below, the following Section : Please indicate if an interpreter is used. | 504 team members acknowledge their participat | ion in this Section 504 evaluation meeting | and indicate their area of knowledge with regard to this stude |
| Name and Signature (Below) | Relationship/Title | | Knowledge (Check all that apply) |
| Enter name here Enter signature here | | | Student Evaluation Data Educational Placement Interpreter |
| Enter name here | | | Student |
| Enter signature here | | | Evaluation Data Educational Placement Interpreter |
| Enter name here Enter signature here | | | Student Evaluation Data Educational Placement |

- 12. Under the Section 504 Evaluation (Page 7) you will fill out the following sections:
 - a. Team Member
 - i. Name
 - ii. Signature
 - iii. Relationship/Title
 - iv. Knowledge column check the Evaluation Data check box
 - b. Health/Medical Information
 - i. Vision Screening Date Results Notes
 - ii. Hearing Screening Date Results Notes
 - c. Health Information
 - i. Does the student have any health conditions
 - ii. Is student currently receiving medical care
 - iii. Is student taking any medication at home or school
 - iv. Does the student have difficulty accessing physical environments or need physical supports around the campus
 - v. Summary of additional health information provided by
 - vi. If additional health information was provided, summarize below

Health / Medical Information (Provide most current information) \odot Results: Notes: Vision Screening Date: Hearing Screening Date: Results: Notes Health Information 0 O No O Yes (If yes, explain): Does the student have any health conditions? O No O Yes (If yes, explain): Is student currently receiving medical care? O No O Yes (If yes, explain): Is student currently taking any medications at home or school? O No Does student have difficulty accessing physical O Yes (If yes, explain): environments or need physical supports around the campus? m Summary of additional health information provided by: Dated: (If additional health information was provided, summarize below.):

- 13. Please refer to the documentation under the Health Assessment or Record Review in the Office Visits in Activities Tab to help you fill out this information.
- 14. Press the save button when done. Please ensure the Draft radio button next to Status is clicked. Only the Case Manager is allowed to choose the Completed radio button.

| | | | _ | _ |
|---------------------------------|-------------------|----------------|---------|---|
| Section 504 Evaluation (Page 7) | | Collapse All 🛇 | × Close | |
| Status: | Completed O Draft | 🔒 Print 🛛 | 🖹 Save | [|

15. Under the Section 504 Plan (Page 8) you will fill out the following sections:

- a. Student has the following physical or mental impairments
- b. Identified Need
- c. Related Accommodation
- d. Responsible Individual

| Identified Need | Related Accommodation | Responsible Individual(s) |
|-----------------|-----------------------|---------------------------|
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| | | |
| | | Add Row |

16. Press the save button when done. Please ensure the Draft radio button next to Status is clicked. Only the Case Manager is allowed to choose the Completed radio button.