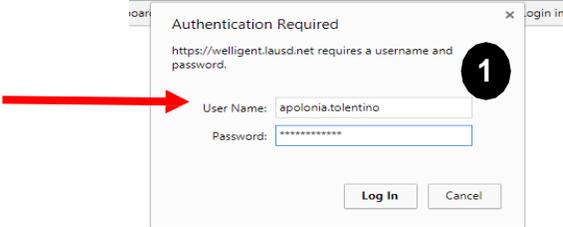


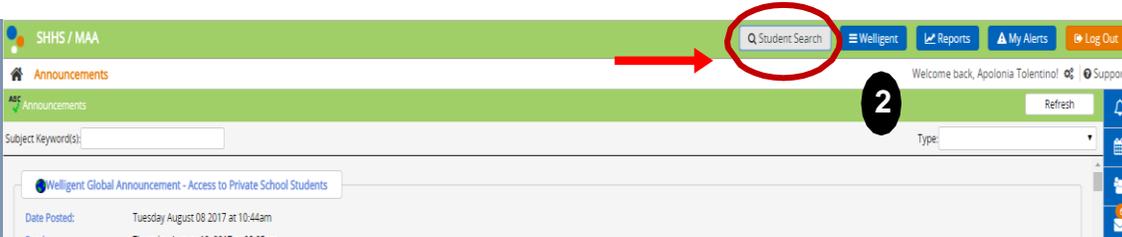
WELLIGENT QUICK REFERENCE GUIDE

Entering Allergies or Alerts or Chronic Conditions

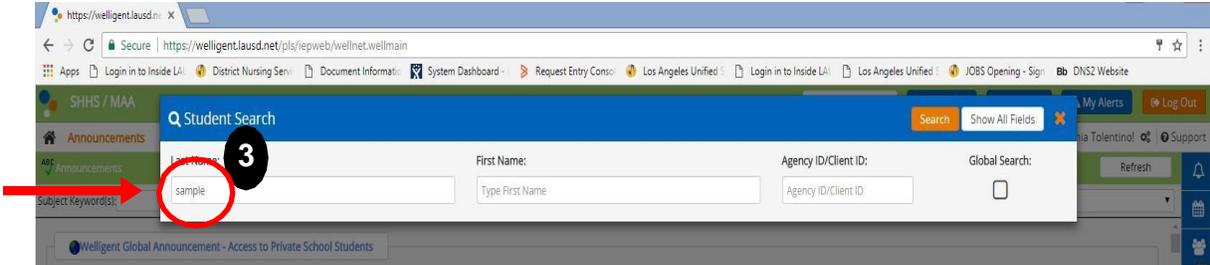
Step 1 Log into Welligent at <https://welligent.lausd.net>, using your single sign-on (SSO) account.



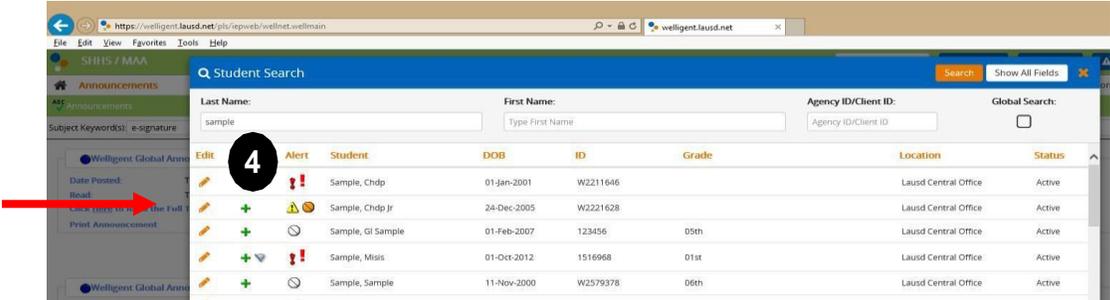
Step 2 Click **Student Search**



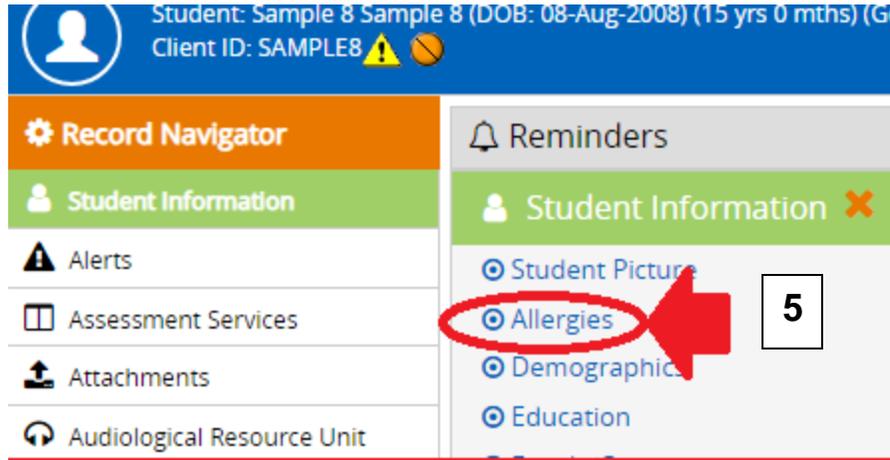
Step 3 Type the student's **Last Name** and/or **First Name**



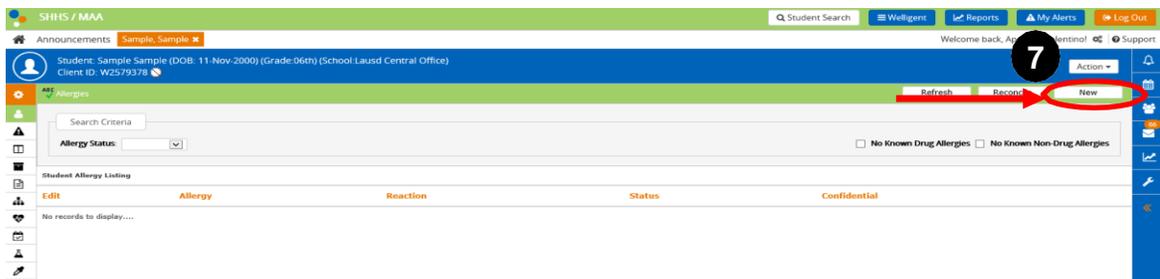
Step 4 Select the correct student. Click **Edit**  to open the student record



Step 5 Click **Student Information** under **Record Navigator**, click **Allergies**

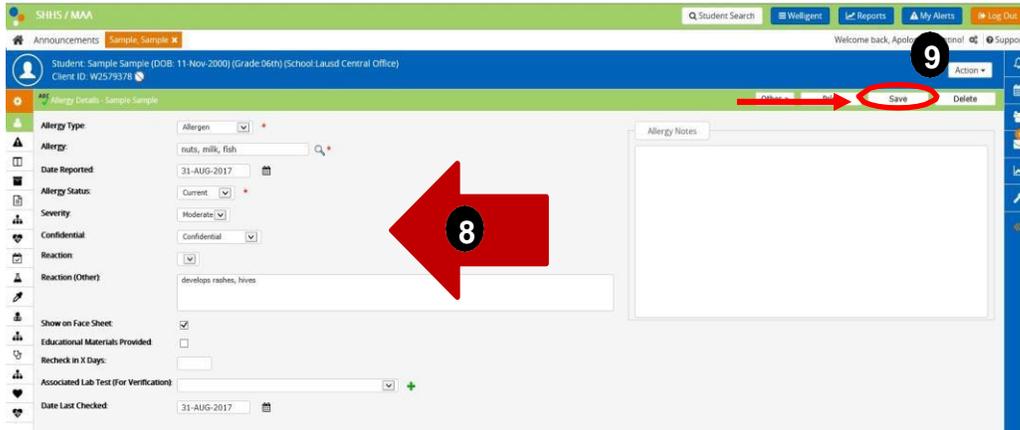


Steps 6-7 Click **New** and Complete the following:

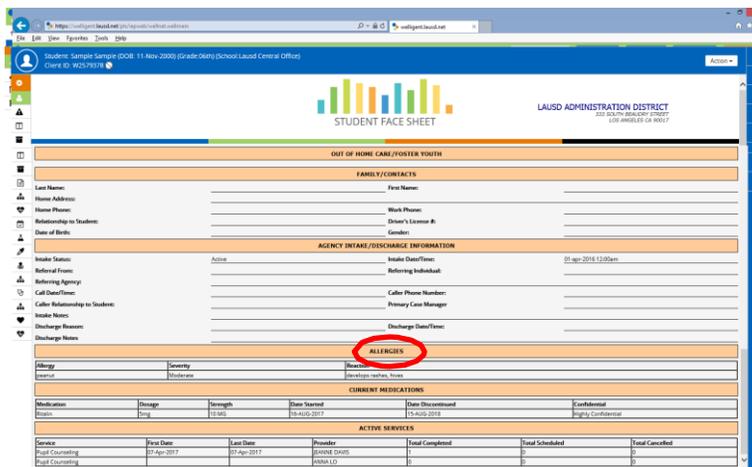


- ✓ **Allergy Type** – Allergen, Drug/Medication, Ingredient
- ✓ **Allergy** – type the allergies inside box or use the magnifying glass to search
- ✓ **Date Reported** – prefills with the current date
- ✓ **Allergy Status** – indicate if it's Current, At Risk for or Resolved
- ✓ **Severity** - indicate if it's Mild, Moderate, Severe
- ✓ **Confidential** – defaults to Confidential
- ✓ **Reaction** (text box) – enter the type of reaction to allergens indicated
- ✓ **Show on Face Sheet** – check for the information to display on StudentFace Sheet
- ✓ **Allergy Notes** – enter the information about student's medication at home or school

Steps 8-9 Click Save



Step 10 Face Sheet can be accessed two ways (a) link using the student name plate (b) Action drop down options

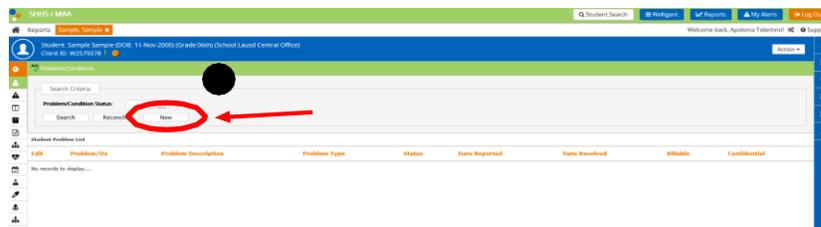


To enter **Problem/Conditions** (formerly **Chronic Conditions**), follow **Steps 1-4** above.

Step 5 Click on **Problems/Conditions**



Step 6 Click **New**



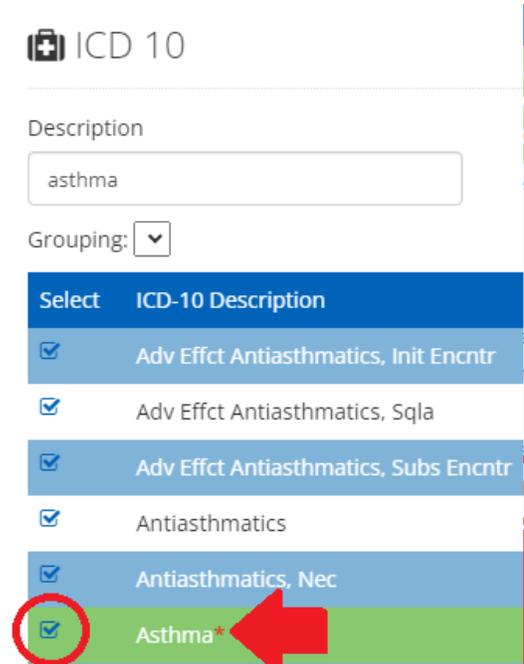
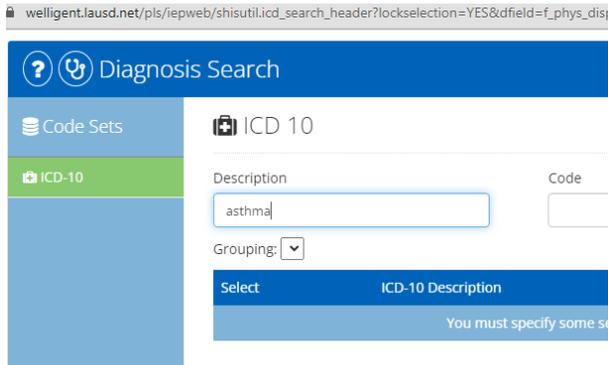
Step 7

Complete the following:

- (a) **Problem/Dx:** click inside the box to get the search screen for ICD 10 database (see below for instructions on ICD 10 search)
- (b) **Problem Status:** indicate if it's Current, At Risk for or Resolved (applicable if updating an existing **Chronic Condition** entry)
- (c) **Problem Type:** Chronic
- (d) **Show Alert:** check to show Alert icon next to student's name
- (e) **Education Materials Provided:** Check box if appropriate
- (f) **Completed Asthma Action Plan on File:** Applicable for students with Asthma
- (g) **Notes and Comments:** Enter if medication is being taken at home or school
- (h) Click **Save**

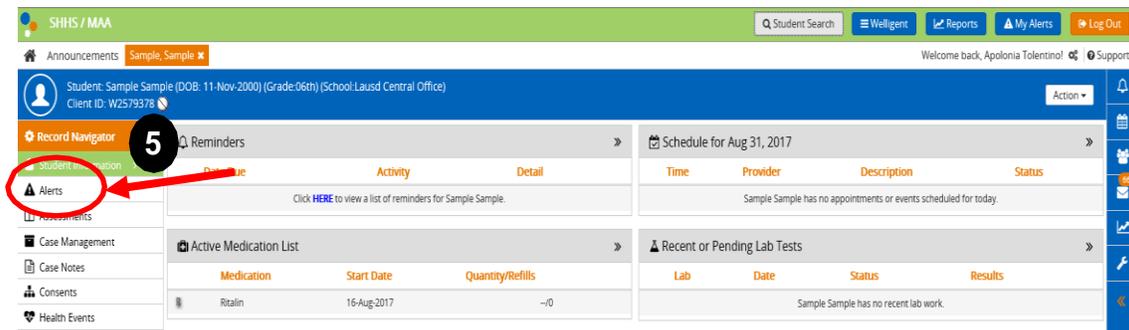
See screenshot below.

Click inside the **Description** box. Click **Search**. Click the check mark under the **Select** column



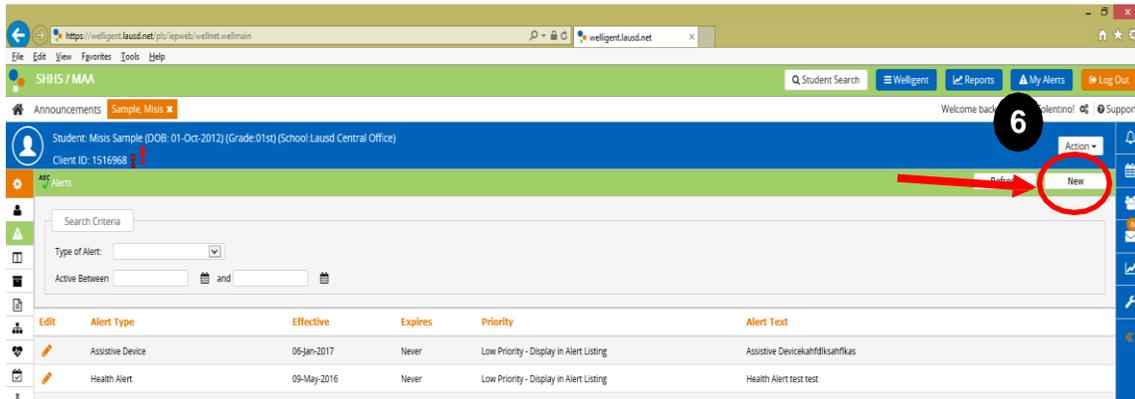
To enter **Alerts**, follow **Steps 1- 4** above.

Step 5 When entering **Alerts**, click Alerts from the **Record Navigator**



Step 6

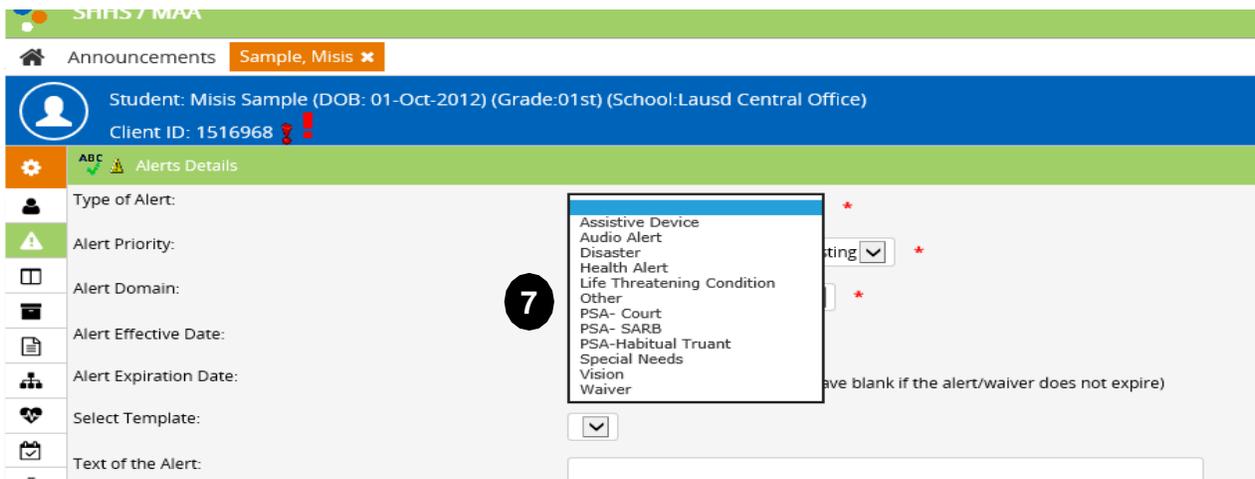
Click **New**



Step 7

Select the **Type of Alert**

- **Assistive Device** – use if student has a temporary (crutches or permanent assistive device (walker, wheelchair) for mobility
- **Audio Alert** – generally use by the School Audiometrist and School Nurse updates by entering an expiration date if there is a new information from the student's medical provider or audiologist's report
- **Health Alert** – any health alert that needs accommodation/s not covered by other types
- **Life Threatening Condition** – any condition that is not covered by information entered in Allergies
- **Other** – alerts not covered by the types previously classified
- **Special Needs** -
- **Vision** – accommodations regarding vision
- **Waiver** – if student has an immunization waiver to any type of immunization



- Step 8** Select **Alert Priority (1) High-Priority Force User to Read or (2) Low Priority-Display in Alert Setting**
- Step 9** Alert Domain: **All Service Delivey Modules**
- Step 10** **Alert Effective Date:** beginning date which is normally the date that alert is being entered into the system
The **Alert Expiration Date** can only be entered if it's known. Otherwise, it is completed when the alert is no longer needed
- Step 11** Enter **Text of the Alert** – special instructions or accommodations needed in relation to the type of the alert
- Step 12** Click **Save**. Click **OK**.

The screenshot shows the 'Alerts Details' form for a student named Miss Sample (DOB: 01-Oct-2012, Grade: 01st). The form is titled 'Alerts Details' and includes the following fields and options:

- Type of Alert:** Vision (dropdown menu)
- Alert Priority:** Low Priority - Display in Alert Listing (dropdown menu)
- Alert Domain:** All Service Delivery Modules (dropdown menu)
- Alert Effective Date:** 05-SEP-2017 (calendar icon)
- Alert Expiration Date:** (calendar icon) (Leave blank if the alert/waiver does not expire)
- Select Template:** (dropdown menu)
- Text of the Alert:** Vision Student failed vision screening on 8-31-201. Preferential seating until student receives glasses. (text area)
- Confidential:** Confidential (checkbox)

Numbered callouts (8-12) are placed over the form to indicate the steps: 8 points to the Alert Priority dropdown, 9 points to the Alert Domain dropdown, 10 points to the Alert Effective Date field, 11 points to the Text of the Alert text area, and 12 points to the Save button.

An alert entered by a different provider should not be modified or changed by another provider. If an alert no longer applies, enter the expiration date.

Reports located in the Clinic Reports Category:

- Allergy Listing, Report ID 2777
- Problems/Condition Listing, Report ID 2778, (formerly, Chronic Condition)
- Medical Alerts (Alert) Report ID 2709 (includes Alerts, Allergies, Problems/Conditions, Medication and Protocol or DMM Services information)