### WELLIGENT QUICK REFERENCE GUIDE Entering Allergies or Alerts or Chronic Conditions

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



#### Step 2 Click Student Search

SHHS / MAA	Q Student Search	≡ Welligent	Reports	A My Alerts	C Log	Out
Announcements			Welcome back,	Apolonia Tolentino!	<b>¢; 0</b> Su	uppor
Announcements		2		Refr	esh	4
Subject Keyword(s):			Туре:		•	6
Veligent Global Announcement - Access to Private School Students      Date Posted: Tuesday August 08 2017 at 10:44am						

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

👖 Apps 📋 Login in to Inside LA. 🚷 District Nursing Servi 🗋 Do	cument Informatic 📓 System Dashboard - 👂 Request Entry Consol 🚷 Los A	ingeles Unified 🗧 📋 Login in to Inside LAL 🕒 Los Angeles Uni	fied 🗧 🌒 JOBS Opening - Sign 🛛 🛚 Bb	DNS2 Website
SHHS / MAA Q Student Search			Search Show All Fields	My Alerts 🛛 🕒 Log Out
Announcements	First Name:	Agency ID/Client ID:	Global Search:	nia Tolentino! 📽   🛛 Suppo
sample	Type First Name	Agency ID/Client ID		Kerresn 1

**Step 4** Select the correct student. Click Edit

#### to open the student record

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Announcements     First Name:     Agency ID/Client ID:       Subject Keywords]: esignature     sample     Type First Name     Agency ID/Client ID:       Weiligent Global Annie     Fdit     Alert     Student     DDB     Grade     Location	Concession of the local division of the loca
Object Keyword(a): e-signature         Sample         Type Frist Name         Agency IDxClient ID           • Weiligent Global Anno         Edit         A         Alert         Student         DOB         ID         Grade         Location	Global Search:
Wieligent Global Anne Edit Z. Alert Student DOB ID Grade Location	
	Status
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Lines and the Full 1 🥖 🕂 🔝 Sample, Chidp Jr 24-Dec-2005 W2221628 Lausd Cent	ral Office Active
Print Ausouncement 🧪 🖡 🚫 Sample, Gl Sample 01.Feb-2007 123456 OSth Lausd Cent	ral Office Active
	ral Office Active
🕐 Welligent Global Anne 🥓 🕂 🛇 Sample, Sample 11-Nov-2000 W2579378 Offith Lausd Cent	ral Office Active

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



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

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ñ	Announcements Sample, Sample 🗙				Welcome back, Ap	lentino!	📽 🛛 Ø Support
	Student: Sample Sample (DOB: 11-Nov-2000) (Grade:06th) (School:Laus Client ID: W2579378 💊	d Central Office)				Acti	on 🗸
	Allergies			Refr	esh Reconc	Net	~
	Search Criteria						
	Auergy status:				Nergies 📋 No Know	n Non-Drug Aller	ges 🗠
	Student Allergy Listing						×
ф	Edit Allergy	Reaction	Status	Confidential			
÷	No records to display						
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ø							

- ✓ 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 indictate 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

SHHS/MAA			Q Student Search	≡Welligent	Reports	My Alerts	🕸 Log Out
Announcements Sample, Sample	*				Welcome back, A	pologentino	a; ⊖Support
Student: Sample Sample (DOE Client ID: W2579378 📎	: 11-Nov-2000) (Grade 06th) (School Lausd Central Office)					9	tion •
MS Allergy Details - Sample Sample			-	Other a Dr		ive Di	lete
Allergy Type	Allergen 💌 *	Allergy N	otes				
Allergy.	nuts, milk, fish						
Date Reported	31-AUG-2017						10
Allergy Status	Current 🐨 *						F
Severity:	Moderate 🔍						
Confidential	Confidential						*
Reaction							
Reaction (Other)	develops rashes, hives						
Show on Face Sheet:	2						
Educational Materials Provided							
Recheck in X Days:							
Associated Lab Test (For Verification)							
Data Last Checked							
bate Last checked	31-A0G-2017						

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

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	🖌 Wel	ligent-California State	Sample, S	ample 🗙								Welcome back,	Apolonia Tolentino! 🗱	O Support
	1	Student: Sample Sa Client ID: W257937 School: Lausd Cent Date of Birth: 11-N- Home Phone: Grade: 06th	ample 18 Q ral Office ov-2000 (16 yrs 9 mth	<b>x</b>	bol:Lausd Central Office)	STUE	DENT FACE SH	HEET		LAUSD	ADMINISTRAT	ION DISTRIC TH BEALDRY STREI S ANGELES CA 900.	Action 10	
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					OUT OF HOME CARE/FOSTER YOUT	н								
	■ ▲ ♥ ₽	Last Name: Home Address: Home Phone: Bristicrohip to Student: Date of Birth:			FAMILY/CONTACTS First Name: Work Phone: Driver's License #1 GENCY INTAKE /DISCMAREE FINFORMAN	ITION								
	8 4 0 4 4	Inside Status: Referral From: Beferring Agency: Calle Dato/Tene: Caller Rolationship to Student: Inside Notes Discherge Bienson:	Active		Intake Dato/Time: Referring Indvidua Caller Phone Narrh Primary Case Manu Ducharge Dato/Tim	er: er: w:	01-apr-2016 12:00a	an						
	\$	Discharge Notes			ALLERGIES									
		Allengy prenut Medication Da Region to	Severity Moderate asage Strength ng 10 MG	Date Starte 16-AUG-201	Reaction develops rashes, hives CURRENT MEDICATIONS 6 Date Discor 7 15-AUG-201	ntinued 8	Centidential Highly Confider	nsel						
		Service Pupi Counseling Pupi Counseling	First Date Last 07-4pr-2017 07-4p	Nate         Pe           e-2017         JEA           AN	ACTIVE SERVICES avider Total Comp NNE DAWS 1 NALO 0	leted	Total Scheduled D D	Total Cancelled 0 0						

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

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					Asthma*

To enter Alerts, follow Steps 1-4 above.

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

SHHS / MAA						Q Student S	earch 🛛 🗮 Welligent	Reports A My Alerts	€ Log	Out		
Announcements Sample,	mple 🗙 Welcome back, Apolonia Tolentinol. 📽 🙆 Suppo											
Student: Sample Samp Client ID: W2579378	ole (DOB: 11-Nov-2000) (Grade:06	h) (School:Lausd Central Of	fice)						Action 🕶	۵		
Record Navigator	Q Reminders		»	🛱 Schedule f	or Aug 31, 2017			»	) ()			
Student Internation	Datable	Activity	Detail		Time	Provider	Description	Status				
Alerts	Clid	HERE to view a list of reminder	s for Sample Sample.			Sample Sample ha	s no appointments or events sch	eduled for today.				
Inconcentients										~		
Case Management	Active Medication List			>	A Recent or F	Pending Lab Tests			>	_		
Case Notes	Medication	Start Date	Quantity/Refills		Lab	Date	Status	Results		8		
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😍 Health Events	n ruailtí	10-Aug-2017	/0			Sam	pre sampre nas no recent lao wol	ΓK.				

#### Step 6 Click New

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4	Edit	Alert Type		Effective	Expires	Priority		Alert Text		
۵	1	Assistive Device		06-Jan-2017	Never	Low Priority - Display in Alert Listing		Assistive Devicekahfdlksahflkas		
Ï	1	Health Alert		09-May-2016	Never	Low Priority - Display in Alert Listing		Health Alert test test		
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#### 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
- o 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 10Alert Effective Date: beginning date which is normally the date that alert is being<br/>entered into the system<br/>The Alert Expiration Date can only be entered if it's known. Otherwise, it is completed<br/>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.



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)