WELLIGENT QUICK REFERENCE GUIDE Office Visits

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

ioan	Authentication https://welligent.la password.	Required usd.net requires a username and	Ň	.ogin in te
	User Name: Password:	apolonia.tolentino		
		Log In Cancel		

Step 2 Search for the student's name

SHHS / MAA	Q Student Search
Announcements	2 Welcome back, Apolonia Tolentino! 📽 🛛 Suppor
ABC Announcements	Refresh
Subject Keyword(s):	Туре:
Welligent Global Announcement - Access to Private School Students Date Posted: Tuesday August 08 2017 at 10-44am Date Posted: Tuesday August 08 2017 at 00-400 mm Date Posted: Tuesday	

Step 3 Search for the student's name. There is an option to Show All Fields when searching

 Apps D Login in to Inside LAI O District Nursing Servi D Document Informatio R System Deshboard - Request Entry Consol O Los Angeles Unified D Login in to Inside LAI D Los Angeles Unified O NOS Opening - Sign Bb DNS2 Website SHHS / MAA Announcements Ast Name: First Name: Agency ID/Client ID: Global Search: Request Entry Consol O Los Angeles Unified D Login in to Inside LAI D Los Angeles Unified O NOS Opening - Sign Bb DNS2 Website 	🕀 Log Out	
SHIS / MAA Announcements Agency ID/Client ID: Search 3 w All Fields # My Alers Jast Name: First Name: Agency ID/Client ID: Global Search: Refres	🕒 Log Out	t:
A Announcements Last Name: First Name: Agency ID/Client ID: Global Search: Refres	Suppor	DIT
		\wedge
ubject Keyword(s).	•	

Step 4 Select the correct student by click the Edit icon (pencil)

QS	Student	Searc	h				Search	Show All Fie	elds 🔀
Last	Name:			First Name:			Agency ID/Client ID:	Global S	earch:
san	nple			Type First	Name		Agency ID/Client ID]
4	Info	Alert	Student	DOB	ID	Grade	Location	1	Status
	+	¥ !	Sample, Chdp	01-Jan-2001	W2211646		Lausd C	entral Office	Active
da t	+		Sample, Chdp Jr	24-Dec-2005	W2221628		Lausd C	entral Office	Active
	+	\otimes	Sample, Gl Sample	01-Feb-2007	123456	05th	Lausd C	entral Office	Active
-	+ 📎	1	Sample, Misis	01-Oct-2012	1516968	01st	Lausd C	entral Office	Active

Step 5 The *Record Navigator* screen appears. Note: Record Navigator closes and open depending on where the cursor is positioned.

Assessments	∧ △ Reminders				
Case Management	Date Due		Activity	Detail	
Case Notes	Date Due		Activity	Detail	
📥 Consents		Click HE	RE to view a list of reminders for Misis Sa	mple.	
👽 Health Events					
🔁 IEP Event Listing	Schedule for <i>i</i>	Aug 13, 2017			
👗 Lab Tests	Time	Provider	Description	Status	
@ Medications		Misis Sample h	nas no appointments or events schedule	d for today.	
💩 Office Visits					
A Program History	Active Medica	tion List			
	Active Medica				

Step 6 (a) Select Type of Office Visit (b) Click New

	SHHS / MAA					Q Student Sea	arch 🛛 🗮 Welligent 🔛 Reports 🗖 My Alerts 🕞 Log
*	PRN Registry	Sample, Sample S 🗙					Welcome back, Apolonia Tolentino! 📽 🛛 🛛 Su
	Student: Si Client ID: S	ample S Sample (DC SAMPIESAM 🏌 🚫	DB: 07-Jul-2010) (Grade:Kindergarter	n) (School:Lausd Central Office)			6b Action -
۰	Primary Care	e Visits 62	a				sh New
▲ ▲	Search C	Criteria					
	Type of Prin	mary Care Visit: *	Illness				
	Primary He	alth Problem:		-			
₽	Complaint T	Text (Keyword Search):		(Use a comma to separate multiple se	earch terms)		
ch.	Visit Locatio	on:	All Locations	V			
	Visit Betwee	en	🛍 and	m			
-	Edit	Print	Type Of Visit	Prim Health Problem	Date Completed	Status	Provider
	1	Ð	Illness	Headache	21-Aug-2017	Pending Completion	Apolonia Tolentino
-00 -01-	1	Ð	Exclusion	Not Specified	23-Mar-2017	Pending Completion	Irene Kratz
v v	1	Ð	Illness	Not Specified	08-Mar-2017	Pending Completion	Armen Balayan
ch	1	Ð	Home Visit	Asthma	20-Dec-2016	Completed	Armen Balayan

Step 7 (a) Verify date and time (b) Enter Referral Source (c) Primary Health Reason (d) Complaints/Reason (e) <u>Click Save</u>. Notice that the Status is Pending Completion do not mark it completed at this point.

SHHS / MAA			Q. Student Search 🛛 🗮 Welligent 🖉 Reports
RN Registry Sample, Sample S 🗙			Welcome back, Apolo
Student: Sample 5 Sample (DOB: 07-Ju Client ID: SAMPIESAM 💈 📎	I-2010) (Grade:Kindergarten) (School:Lausd Central Office)		
🔅 🐴 Office Visit Details	\frown		7e Other Save
4	Details Vysical Exam	Assessment Diagnosis Activities Outcomes Ref	errals/Notes
A			
Encounter Administration			
Date Event Scheduled :	21-AUG-2017		Time Event Scheduled: 02:00PM
Time In : 78	02:00PM 😌		Time Out : O
Event Status:	Pending Completion		Other Status:
Staff Person:	APOLONIA TOLENTINO		Followup Office Visit:
Draft:			
Provider E-signature:	User account passward required upon completion		
A Total State			
Cy Type of Office Visit:	Illness 💌 *		С
Referral Source:	7 5 Family/Parent	Primary Health Problem:	Headache 💌 *
Secondary Health Problem:		Tertiary Health Problem:	V
Complaint/Reason:	c/o bearlarba	History:	
	7		
		Educational Materials Provided:	
Confidentiality Status:	Highly Confidential		
Treatment Plan:	¥ @	Included in the IEP?	Oyes ONo
Summary Record Requested:			

Step 8 Complete the following tabs (after completing the Details tab):

(1) Assessment/Observations (2) Activities (3) Outcomes

Examples from the DNS Professional Development, February 15, 2022 (T. Nguyen's presentation)

Bloody Nose

D:Student sent to health office by teacher due to nosebleed. AS: Student denies injury. She reports "it just started in class." Small amount bleeding noted in both nares. No swelling or discoloration observed. AC: Student instructed to lean forward and apply pressure with tissue. O:Bleeding resolved after 10 minutes. Mother advised of findings and student returned to class.

Headache

D: Student presented to the health office alone with complaint of headache. AS: Student states that she has a "bad headache since first period." Denies injury. No acute distress. Student alert and responsive. PEARRL. Denies visual disturbance, tinnitus, or nausea. Temp 98.1. AC: Student given water and rest O: reported feeling "better" after 15 minutes. Mother contacted and advised of findings. Returned to class.

Jammed Finger

Step 9 Referrals/Notes -

D:Student presented from PE accompanied by another student with report of an injured finger. AS: Student states that he "jammed" his finger playing basketball. Student tearful but responsive. Calmed after several minutes. Right pointer finger swollen with light purple bruising. No deformity noted. Limited ROM due to pain. AC: Ice applied. O: No improvement after 10 minutes. Mother advised of findings by nurse and spoke to student. Student picked up and mother advised to seek medical evaluation. She verbalized understanding.

Immunizations

• Spoke to mother regarding delinquent Varicella vaccine. She reports that student had "chickenpox in the past and the doctor says she does not need it." Explained that laws in California have changed and a doctor's note will no longer suffice. Student needs a medical exemption completed via the CAIR system by doctor. Mother verbalized understanding. Exemption instructions and link from Shots for School emailed to mother.

Referrals/Notes

Generate the First Aid Notice and/or Cautions Regarding Head Injury as appropriate. See second line **Form**



Click the circle to the right of the appropriate form.

orms Collar - SAMPLET7 S	MPLE17			Upload Send Fore	m Print	Print Referri		Save	Close
E-Form Details									
E-Form:	Notice of First Ai	d	~	Form Context	Notification Of Injury		•		
Form Status:	Sent			Form Date:	21-MAR-2022	m •			
Send/Effective Date:	21-MAR-2022			Referral/Notification:					
1.13 E/5 Rev. 8/02			LOS ANG Stude	ELES UNIFIED SCHOOL DISTRICT					
13 ES Rev 8/02			LOS ANGI Stude	ELES UNIFIED SCHOOL DISTRICT Int Health and Human Services NOTICE OF FIRST AID LAUSD CENTRAL OFFICE				Date: 21-	MAR-2022
13 E15 Rev &102			LOS ANG Stude	ELES UNIFIED SCHOOL DISTRICT nf Heath and Human Services NOTICE OF FIRST AID LAUSD CENTRAL OFFICE School				Date: 21-	MAR-2022

	Form Name
0	33.80 CHDP Compliance Worksheet
0	Dental Observation Report
0	Ear, Nose, and Throat Observation Rep
0	Head Injury Cautions
0	Notice of First Aid
0	Pediculosis Exclusion
0	Pupil Health Exclusion
0	School Readmittance
0	Scoliosis Screening Notice
0	Vision Screening Report

Click Save and then Print

After issuing a note in the Referrals/Notes, to complete the Office Visit, click Details to mark the status Completed and enter the E-Signature password (SSO password) Click **Save**

Unlocking a signed Office Visit if needed.

To unlock a locked office visit, click on Other tab. Click Sign

	Student: Sample S Sample (DOB: 07-jul-201 Client ID: SAMPIESAM 🚦 😒	10) (Grade:Kindergarten) (School:Lausd Centr	al Office)				A
•	崎 Office Visit Details						Other »
4			Details Physical Exam	Assessment Diagnosis	Activities Outcomes	Referrals/Notes	New Appointment
A	Encounter Administration						Online Education/Resources
•	Date Event Scheduled:	21-Aug-2017				Time Event Scheduled:	02:00PM * C
: 🗈	Time In :	02:00pm				Time Out :	04:56pm
, A M	Event Status:	Completed	✓ ≤			Other Status:	
¥ _	Staff Person:	APOLONIA TOLENTINO				Followup Office Visit:	
	Draft:						
A	Provider E-signature:	Signed					
0							
\$	Office Visit Details						
- dh	Type of Office Visit:	Illness	*				
4	Referral Source:	Family/Parent		Primary H	ealth Problem:	Headache	•
-							internal interna

The E-signature screen should appear but if it pops up and then disappear, check the screen shot. Hover your mouse over the Task Bar of your device to see that the screen has opened but might be hidden another screen. To delete your own e-signature, click the trash can icon on the E-Signature screen.

It's District policy to not change or alter your initial documentation. The Office Visit which was entered in error - update the Status to **Nursing/PSA Only Deleted-Error** and enter in Complaints/Reason box that the documentation was entered in Error. Re-sign the note

		https://welligent/ausd.net/?wtitle=E-Sign Session	Note&wurl=esign.main?p_context=DA	C102	Online
Encounter Administration		And Electronic Summering			Education/Resource Schedule Endowern
ate Event Scheduled	21-Aug 2017	Signature Type	Separate	uled.	0200PM Sign
irre in ;	02.00pm 0	* t-Signature O Topic Signature			0456pm
versi Sontais	Completed	Legent in As 🛞 Signest O Other Heiligent Usert			
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Office Has Details		Notes			
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	🚺 Medi Cal Programs - 1314 MRS.	htps://wiligert.laust.out/plc1.	ed/Tell.		
	Meth Cal Program - LIN MRS.	htp://wilget.laud.nd/ph/L	net/hetz		
	C Medi-Cal Programs - 1376 MRS.	Mps://wilgert.laut.nt/pl/L	ostrietz.		
	C Mail Col Program - 1311 MS.	Mpc/veliget.locd.nt/pit.			
	Meth Caf Regions - LIN MEL	Mp://wilger.bustout/pic.			
ę	Mail Col Program. L1NARS.				10% ()

after updating the record. Click Save.

Enter the correct Office Visit after updating the status of the Office Visit entered in Error.