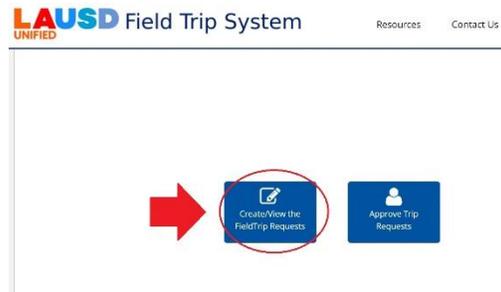


## iFieldtrip and Welligent Mass Screening

### Part 1: iFieldtrip (FOR SCHOOL NURSES ONLY)

The iFieldtrip roster can be downloaded as a CSV file for use in the Welligent **Mass Screening** to add participants all at once.

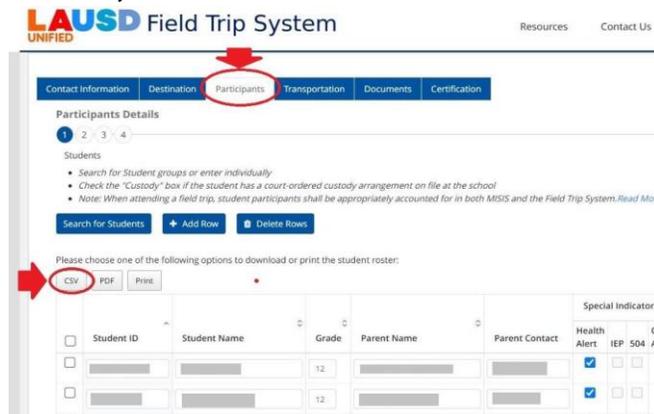
1. **School Nurses ONLY** > Sign in to <https://iFieldtrip.lausd.net>
2. Select **Create/View the Field Trip Requests**



3. Click on the Field Trip **RefNo.**

RefNo	School	Destination
24-23275	PLUMMER EL	ROYBAL LC

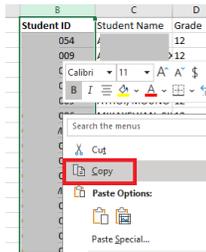
4. From the **Participants' Tab**, click on **CSV** to download the roster.



5. Open the CSV file and highlight the **Student ID** column to copy

	A	B	C	D	E	F	G	H	I	J	K
1		Student ID	Student Name	Grade	Parent Name	Parent Contact	Health Alert	IEP	504	Custody Alert	Nurse Apvl
2			A	12							
3			A	12							
4			B	11							
5			B	12							
6			A	12							

6. Right click on the highlighted column and click on **Copy**

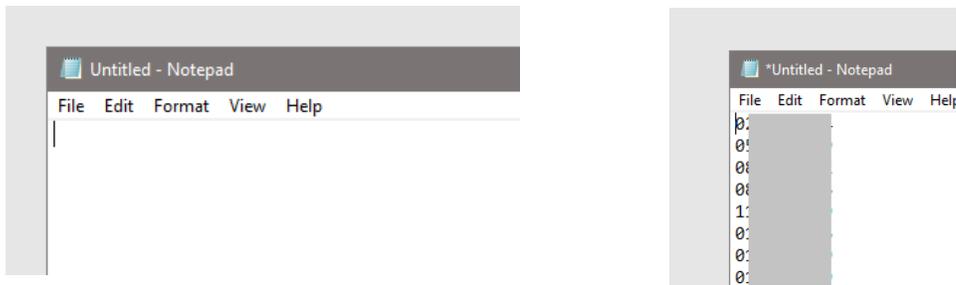


7. Use your device’s Search Bar (magnifying glass) to search for **Notepad** and click on the search result.

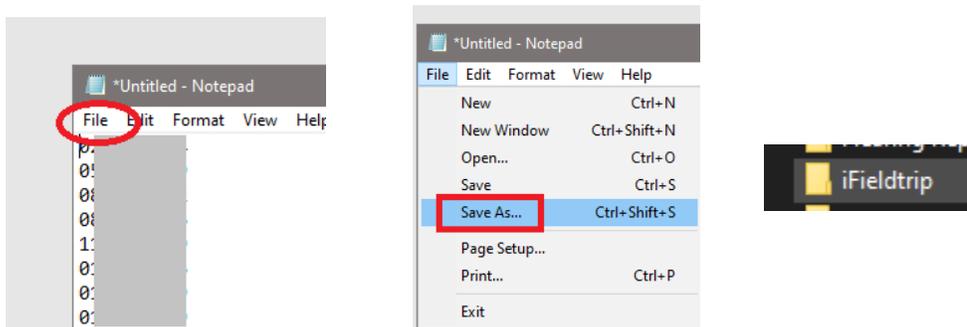


8. It opens a Notepad file. Right-Click and Paste the student IDs from the iFieldtrip CSV roster.

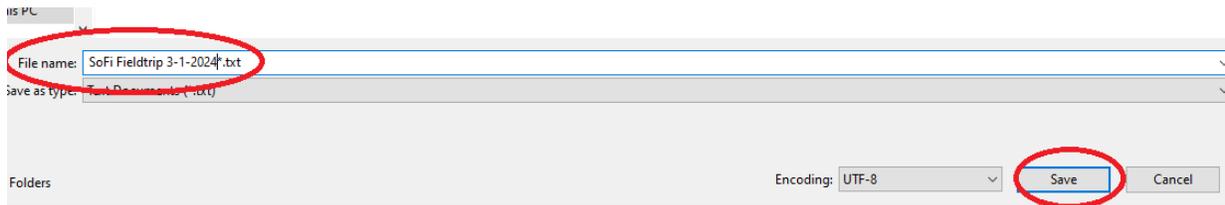
Remove/Delete the column title “**Student ID**”



Click on **File, Save As** to save the new roster for Welligent Upload. Double click on the **iFieldtrip** folder in your desktop if you created one (recommended).



Use the RefNo, Destination and Trip Start Date to name the file.



## Part 2: Welligent (LVNs or RNs)

Sign in to Welligent (<https://welligent.lausd.net>)

Click on the Welligent Tab



Click on **WellProvider**

Then **Mass Screening**



Select Field Trip Clearance

Click **New**

### Details:

**Location of Event:** student's school of attendance. If it's not, click the drop-down menu to select the appropriate school name. The default location is dependent on the user's default location under **My Preferences**.

**Prepared By:** defaults to the user signed in (School Nurse or LVN). With the new added field, the LVN's may create the Field Trip Clearance in Mass Screening and assist with uploading the roster downloaded by the School Nurse from the iFieldTrip.

**Approved By:** School Nurse only. Needs to be completed before changing the **Event Status** to **Completed**.

**Copy Over:** If the School Nurse name is on the **Prepared By**, **Copy Over** feature prepopulates the same name to the **Approved By** field.

**Type of Event:** Prepopulated when selected at the start before clicking New.

**Event Status:** Complete after the mass screening details and participants' screening notes and status have been completed

**Optional Name:** Enter Fieldtrip information (FT Number from iFieldTrip, date and place)

**Start Time:** Default to current time, specify time of screening/clearance

**End Time:** Default to current time, specify time of screening/clearance

**Room:** Place of Screening

**Minutes per Individual:** # of minutes spent per student record. It applies to all student records.

**Provider E-Signature:** Completed by

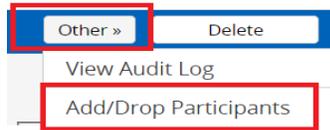
Mass Screening - Field Trip Clearance Screening	
Details	
Location of Event:	LAUSD CENTRAL OFFICE
Prepared by:	APOLONIA TOLENTINO
Role:	School - Nurse
Copy Over:	
Approved by:	
Role:	
Type of Event:	Field Trip Clearance Screening
Event Status:	
Optional Name:	2024 August 20_24-38705_SoFi Stadium
Associated Consent:	
Date:	29-JUL-2024
Start Time:	03:50pm (09:15am)
End Time:	03:50pm
Room:	
Other Room:	

School Nurse only after selecting **Completed** in the **Event Status**. The e-signature is visible in individual student **Field Trip Health Screening**

**Education Information and Participation Counts:** only completed when completing the Type of Event = Group Education.

**Participants Tab** – participant’s names.

To extract participant’s names, click on the **Other** drop-down menu. Click on **Add/Drop Participants**



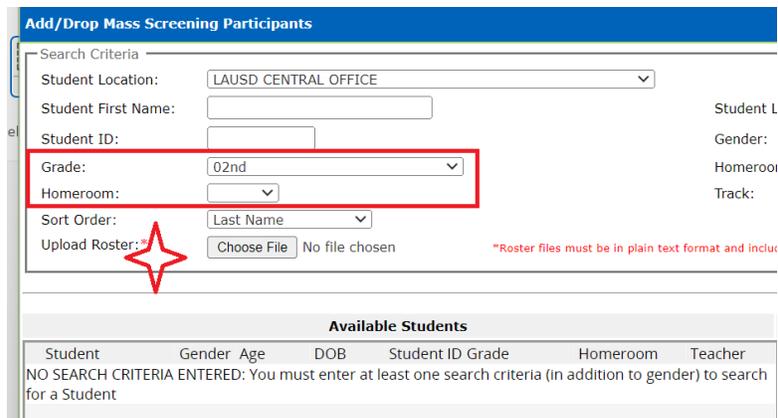
**Participants Tab:**

**Elementary School:** Homeroom may be selected. HR or Teacher’s name.

**Secondary:** Select Grade and/or Select All or Enroll Selected

**Multiple grades or HR (i.e. iFieldtrip roster):** Use the **Upload Roster option** – **MUST be in CSV** format

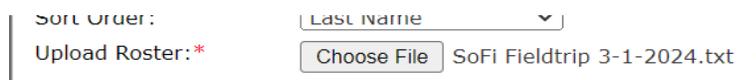
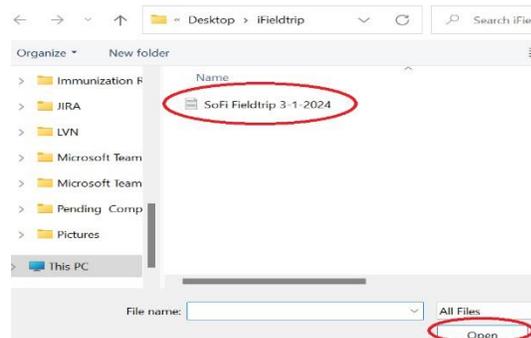
This option is applicable when processing a Field Trip Clearance screening or any Mass Screening with participants in different grade levels. The roster must only contain student IDs and saved as a txt document (Notepad).



Using the **Upload Roster** option, click on **Choose File**

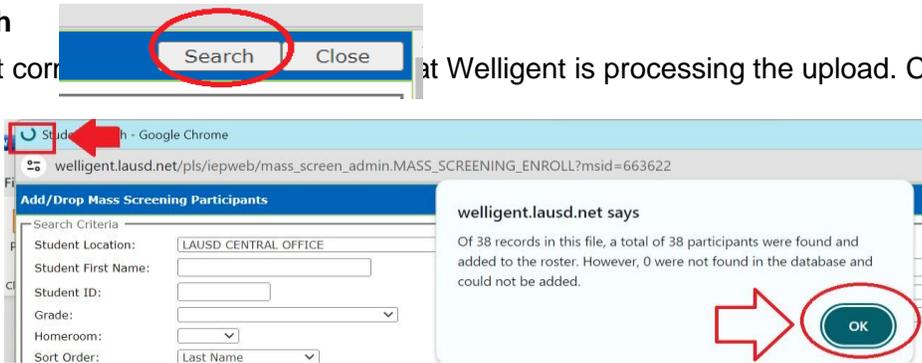


Select the Notepad file and then click **Open**

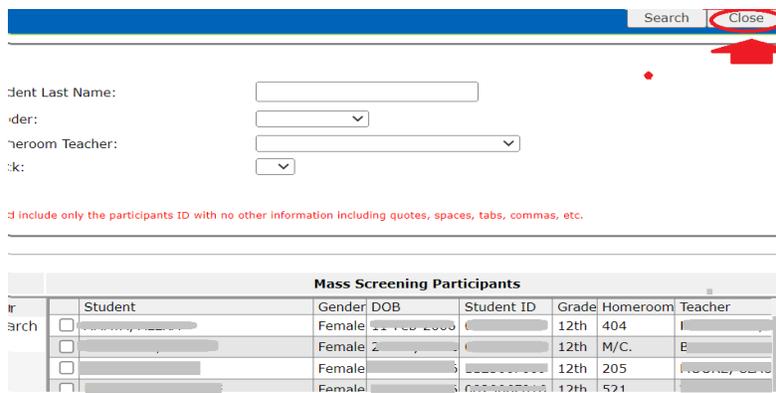


Click **Search**

Note the left corner of the modal. At Welligent is processing the upload. Click **OK**.



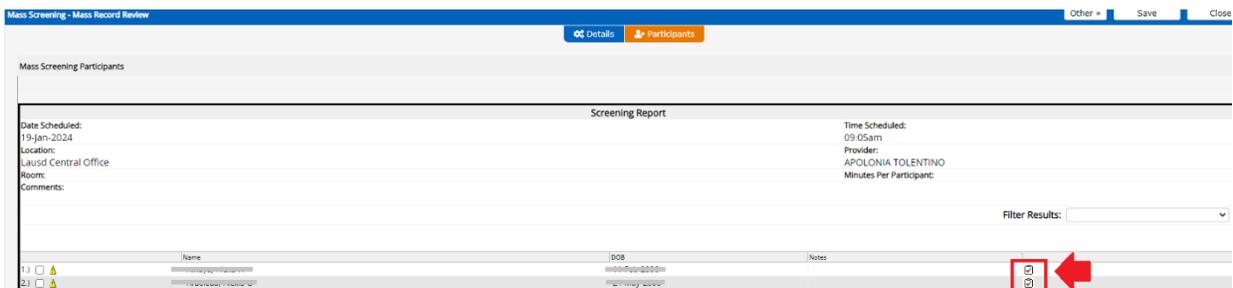
Click **Close**



Click **Save**. This will refresh the screen to display the participants' names.



Enter the findings or accommodation needed by opening each student record. Click on the clipboard icon



## Field Trip Personal Health History Form

**No Health Concerns:** parent's responses indicated no health concerns

**Health Concerns Noted/Follow Up:** parent's responses indicated health concerns

**Screening Notes:** Enter the appropriate accommodations in the **Screening Notes/Comments (Accommodations)** text box. Click **Save**

Screening Results

Date/Time: 29-JUL-2024 03:50PM Results: Pending Documentation

Field Trip Personal Health History Form

No Health Concerns  Health Concerns Noted/Follow Up

Screening Notes/Comments (4000 Characters)

Student needs special consideration because:  
 Health Alert:  
 Migraine symptoms include throbbing pain of gradual onset, lasting hours or days, may be precipitated by ingestion of aged cheese, coffee or chocolate, or by bright lights, with females more likely to occur in the premenstrum. Common treatment is analgesics, elimination of triggers, stress management techniques, and reassurance  
 Cerebral Palsy is a group of chronic disorders that affect a person's ability to move, and maintain balance and posture. The symptoms of cerebral palsy varies from very mild and subtle to very profound and usually do not get worse over time. Most common symptom is difficulty controlling and coordinating muscles (muscle stiffness, poor muscle tone, and uncontrolled movements), problems with ambulation, speech, feeding, bowel and bladder control and activities of daily living. Cerebral palsy can have other associated conditions such as seizure disorders, hearing and vision problems, learning disabilities and mental retardation.  
 Current Chronic Conditions :  
 Problem Description - Atopic Dermatitis\*  
 Problem Type - Chronic  
 Problem Description - Type 1 diabetes mellitus  
 Problem Type - Chronic

Screening Details

Mass Record Review - TESTER CANNOT USE

Screening Notes/Comments (4000 Characters)

test. Student needs to take Albuterol before participating in physical activities.

Other » Save

- View Audit Log
- Add/Drop Participants
- Cancel Event
- Canceled - Absent
- Canceled - No Show
- Canceled - Previously Tested This Year
- Canceled - Parent Waiver
- Failed Initial Screening
- Rescreened - Passed
- Document by Exception
- Color Vision - Pass

For Field Trip Screening: Change the Status to **Passed Screening**

Click **Other**

Click **Document by Exception**

Results	
Passed Screening	<input checked="" type="checkbox"/>
Passed Screening	<input checked="" type="checkbox"/>
Passed Screening	<input checked="" type="checkbox"/>

**Last Step...**

### Details Tab

- ✓ Approved By: to be completed by the School Nurse.
  - Use the **Copy Over** if the same name as **Prepared By**
- ✓ Event Status > Completed
- ✓ Provider's E-Signature>Enter SSO password
- ✓ Click **Save**

Mass Screening - Field Trip Clearance Screening

Details

Details:

Location of Event: LAUSD CENTRAL OFFICE \*

Prepared by: APOLONIA TOLENTINO Role: School - Nurse Copy Over

Approved by: APOLONIA TOLENTINO .. Role: School - Nurse

Type of Event: Field Trip Clearance Screening \*

Event Status: Completed

Optional Name: 2024 August 20\_24-38705\_SoFi Stadium

Associated Consent:

Date: 29-JUL-2024 \*

Start Time: 03:50pm (09:15am) \*

End Time: 03:50pm

Room:

Other Room:

Minutes Per Individual:

Provider E-signature: \*\*\*\*\* \* User account password required upon completion

Participant Location

**Mass Screening List:**  
Field Trip Clearance:

❖ No with no approval name looks like this. Provider Name and Role are blank.

Edit	Type of Event	Provider	Role
	2024 August 20_24-38705_SoFi Stadium(Field Trip Clearance Screening)		

❖ With name on the **Approved By**. Provider Name is prepopulated by the name of the School Nurse from the Approved By.

Edit	Type of Event	Provider	Role	Classroom	Teacher	Scheduled Date	Time
	2024 August 20_24-38705_SoFi Stadium(Field Trip Clearance Screening)	Tolentino, Apolonia	School - Nurse			29-Jul-2024	03:50PM

**Field Trip Screening Report: Field Trip Clearance, Rpt ID 3139**

**Summary:**

- The LVNs can now initiate/prepare the Mass Screening: Field Trip Clearance to assist the School Nurse.
- School Nurses must enter their name to approve all the Mass Screening: Field Trip Clearances. This is only available in Mass Screening.
- The School Nurses are the only ones who have access to download the roster from iFieldtrip
- Once the iFieldtrip roster has been downloaded, the LVNs can assist in transferring the student IDs into a plain text document (Notepad) and initiating the Field Trip Clearance Mass Screening, adding the participants and/or uploading the Field Trip Personal Health History form with a health alert indicator (Health Concerns Noted/Follow-Up) in the student’s Welligent Record.