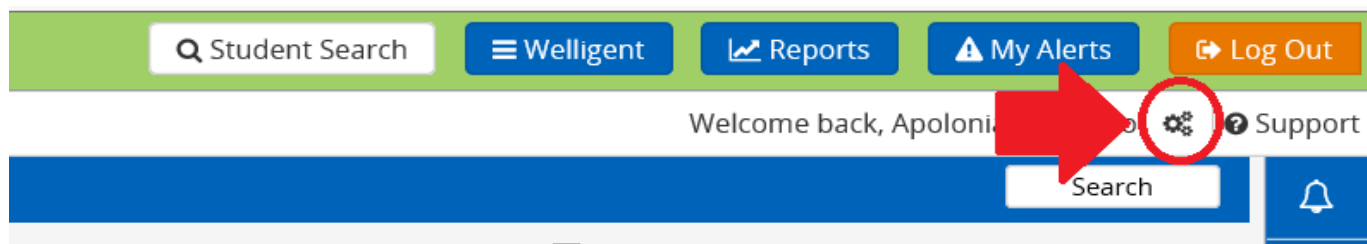


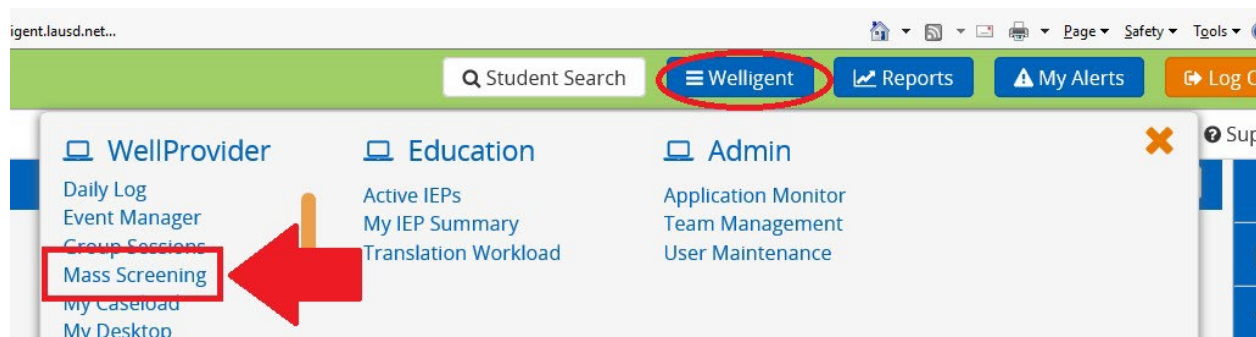
WELLIGENT QUICK REFERENCE GUIDE MASS SCREENINGS

HOW TO SET-UP AND DOCUMENT MASS SCREENINGS if you service multiple locations, it is best to change your default location in **My Preferences** to the school where the screening took place. To change your default location, **click** on the **My Preferences** icon at the top right of the Welligent toolbar.

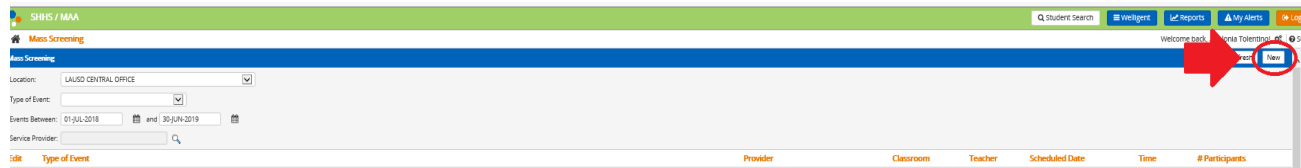


Mass Screenings

☑ **Click** on **Welligent**. From **WellProvider**, **click Mass Screening**

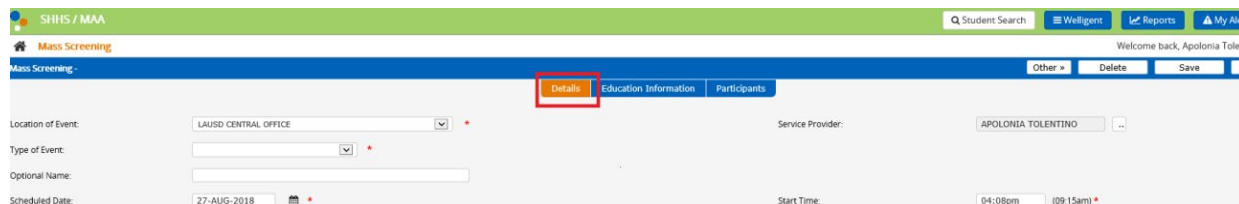


☑ The **Mass Screening** page appears. **Click** on the **New Event** button.



☑ **Locate** the (3) tabs. **Mass Screening Details**, **Education Information** and **Participants**.

☑ **Mass Screening Details** tab is your current view.

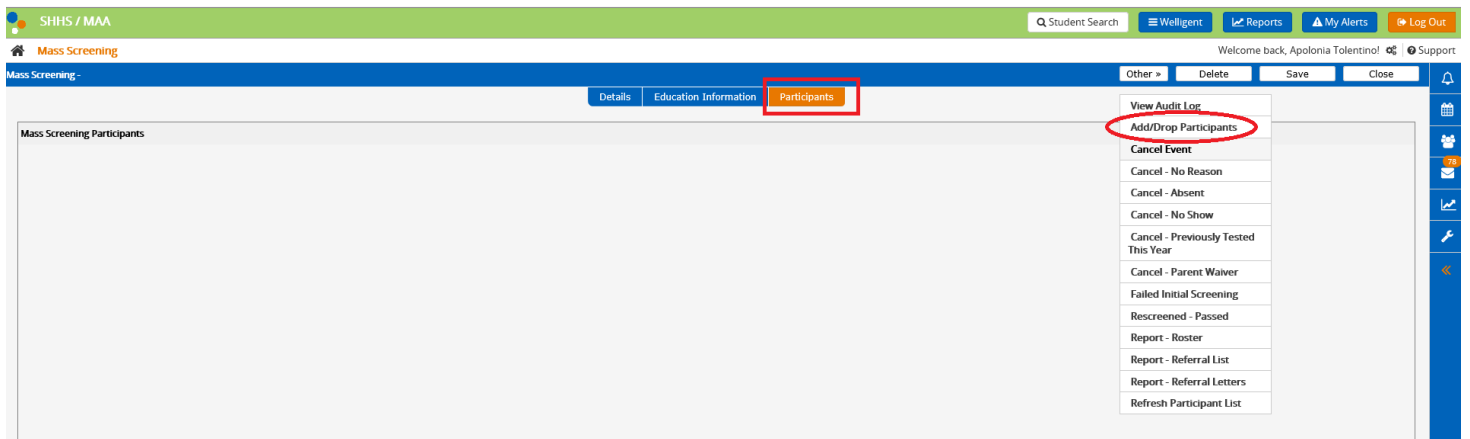


SETTING UP THE MASS SCREENING DETAILS TAB

- ☑ Fields with **Red Asterisk** are mandatory fields.
- ☑ **Select** the appropriate location using the drop-down menu for the **Location** field.
- ☑ Your name appears in the **Service Provider** field.
- ☑ **Click** in the **Type of Event** field and **select** the appropriate event.
- ☑ **Optional Name** can be used for grade level (with gender in case of scoliosis screening)
- ☑ **Click** in the **Scheduled Date** field (Current date appears). **Select** the date of the event using the **Welligent date picker**.
- ☑ **Click** in the **Start Time** field (start time defaults to current time). Type in the time of the event, (EX: 09:15am).
- ☑ **Click** in the **End Time** field. Type the time in the correct format (HH:MM:AM/PM). **MUST BE COMPLETED**. Otherwise, Welligent prepopulates the field with current time.
- ☑ **Click** in the **Room** field and **select** the appropriate location where the screening has occurred.
- ☑ If you selected **Other**, **Specify**, proceed and **click** in the **Other Room** field and **type** in specific location.
- ☑ **Type** in the number of **Minutes per Individual**.
 - **Elementary Schools only** Under the **Participant Location** area at the bottom of the screen, be sure the **Homeroom** and the **Homeroom Teacher** fields match. These must be correct in order to have the right student group.
 - **Secondary Schools –proceed to the next steps**
 - The Mass Screening Events Notes area is optional but you can add grade, track and other pertinent information.
- ☑ **Click SAVE then OK**

SETTING UP THE PARTICIPANTS TAB

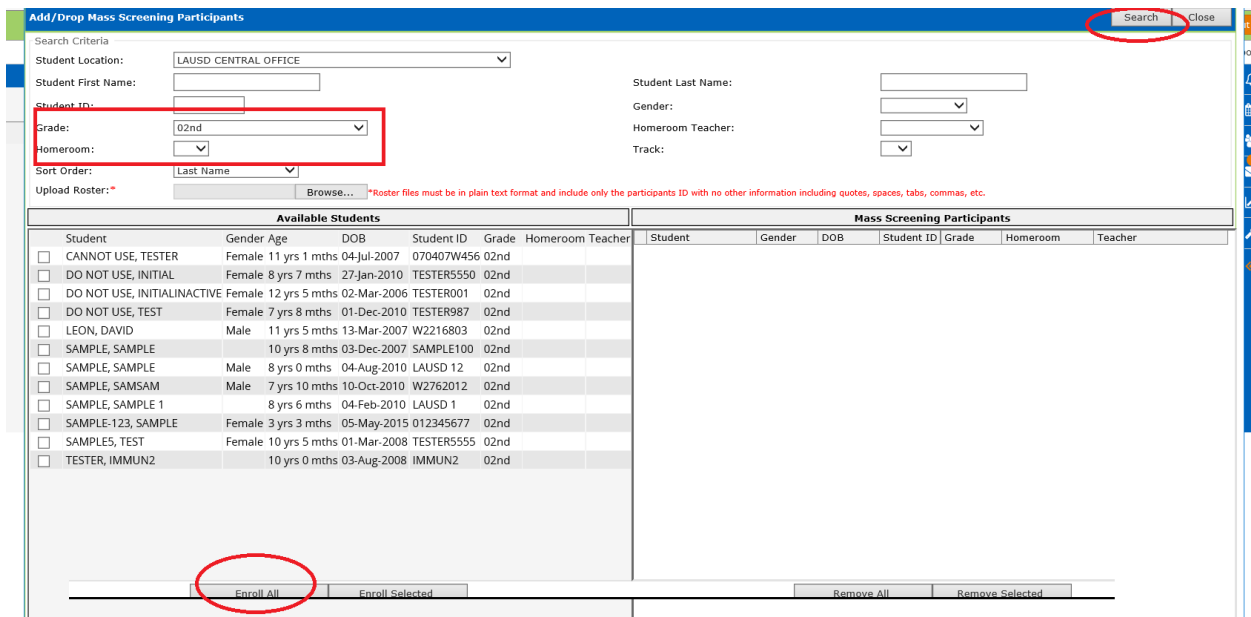
- ☑ **Click** on the **Participants** tab.
- ☑ The **Mass Screening** page appears.
- ☑ **Click** on the **Other Button** and select **Add/Drop Participants**.



- ☑ The **Add/Drop Mass Screening Participants** screen will appear.
- ☑ *** Secondary schools only - Click** in the **Grade** field and select the desired grade level and track if this is a multi-track school.
You may also sort by gender if needed.
- ☑ **Click** on the **Search** button.
- ☑ A list of student's names will appear in the **Available Students** area.
- ☑ **Click ONCE** on the **Enroll All** button at the bottom of the screen to enroll all of the students on the list. (Multiple clicks will duplicate students)

OR

- ☑ **Click** in the box next to the student's names to enroll selected students in the screening.
- ☑ The available student participant names will appear in the **Mass Screening participant's** side.
- ☑ **Click Close**



HOW TO DOCUMENT PASSED RESULTS

Mass Screening - Vision_Screening

Location of Event: LAUSD CENTRAL OFFICE

Type of Event: Vision Screening

Optional Name: Kindergarten

Scheduled Date: 27-AUG-2018

Room: [Dropdown]

Other Room: [Text]

Provider E-signature: [Text]

Participant Location: [Dropdown]

Homeroom: [Dropdown]

Homeroom Teacher: [Dropdown]

Service Provider: APOLONIA

Start Time: 01:00pm

End Time: 02:00pm

Minutes Per Individual: [Text]

Other > Delete

- View Audit Log
- Add/Drop Participants
- Cancel Event
- Cancel - No Reason
- Cancel - Absent
- Cancel - No Show
- Cancel - Previously Tested This Year
- Cancel - Parent Waiver
- Failed Initial Screening
- Rescreened - Passed
- Completed-Refer/Abnormal
- Document by Exception**
- Color Vision - Pass
- Report - Roster
- Report - Referral List
- Report - Referral Letters
- Refresh Participant List

- Click on **Other Tab** and select **Document by Exception** button. This will make all of the screenings Passed Screening.
- A dialogue box appears
- Read and **click OK** to accept and continue.
- Click OK** to the next dialogue box that appears to continue.
- The student's were all marked **Passed Screening** in the **Results** field

Mass Screening - Vision_Screening

Details Education Information Participants

Mass Screening Participants

Date Scheduled: 27-Aug-2018

Location: LaUSD Central Office

Room: [Text]

Comments: [Text]

Screening Report

Time Scheduled: 01:00pm

Provider: APOLONIA TOLENTINO

Minutes Per Participant: [Text]

Other > Delete Save Close

- View Audit Log
- Add/Drop Participants
- Cancel Event
- Cancel - No Reason
- Cancel - Absent**
- Cancel - No Show
- Cancel - Previously Tested This Year
- Cancel - Parent Waiver
- Failed Initial Screening
- Rescreened - Passed
- Completed-Refer/Abnormal
- Document by Exception
- Color Vision - Pass
- Report - Roster
- Report - Referral List
- Report - Referral Letters
- Refresh Participant List

	Name	Student ID	DOB	Uncorrected Vision			Corrected Vision			Near Vision		Far (Hyperopia)			Near (Myopia)			Muscle t	Results
				Right	Left	Both	Right	Left	Both	Right	Left	Right	Left	Both	Right	Left	Both		
<input checked="" type="checkbox"/>	Cannot Use, Tester A	070407W456	07/04/2007																Passed Screening
<input type="checkbox"/>	Do Not Use, Initial	TESTER5550	01/27/2010																Passed Screening
<input type="checkbox"/>	Do Not Use, InitialInactive	TESTER001	03/02/2006																Passed Screening
<input type="checkbox"/>	Do Not Use, Test M	TESTER987	12/01/2010																Passed Screening
<input type="checkbox"/>	Leon, David	W2216803	03/13/2007																Passed Screening
<input type="checkbox"/>	Sample, Sample	SAMPLE100	12/03/2007																Passed Screening
<input type="checkbox"/>	Sample, Sample	LAUSD 12	08/04/2010																Passed Screening

- To mark a student who turned in a Waiver from a screening, click in the box next to the student's name, click other button, select Cancel-Waiver.
- To mark a student if absent from a screening, click in the box next to the student's name, **click other button, select Cancel-Absent**.
- Click OK.**
- Click OK to message. Click CLOSE when completed**
 - ❖ **The Mass Screening Participants** screen record will appear on the list of screening events. If you need to edit the information for a particular event, **click** on the type of event or the edit icon to open the record.

HOW TO DOCUMENT FAILED INITIAL SCREENING

- The appropriate screening page will appear. (EX: Vision or Dental screening)
- Complete** all relevant fields.
 - For Vision Screening: 5yo** – enter the Visual Acuity
 - For Vision Screening: 6yo and above** – Enter R/L Pass or Fail
- The **Screening Notes/Comments** field is used for additional information, with a maximum of (2000 characters). Ex-Health note sent for follow-up with Private Medical Doctor.
- Click SAVE** then **OK**
- Click Close** to go back to the **Participant's** page

HOW TO DOCUMENT RE-SCREENINGS

If the Vision Screening was performed by a Credentialed School Nurse (RN), Re-Screening is not necessary. **Result = Failed Initial screening**, if done by a credentialed school nurse may be issued a vision referral note after the initial screening.

- Repeat steps**
 - **Mass Screening**
 - **Setting up the Mass Screening Details Tab**
 - **Setting up the Participants Tab**
- Click** on the **Red Check Mark** from the right side of the screen
- The appropriate screening page will appear. (EX: Scoliosis Screening, Vision or Dental Screening).
- Select **Re-screened-Failed-Referred from the Results** using the drop down list.
- Complete all relevant fields**
- The screening Notes/Comments field is used for additional information, with a maximum of (2000 characters). Ex-Health note sent for follow-up with Private medical doctor.
- Click Save then OK**
- The list of students will appear on the Mass Screening Participants list**
- Click **Refresh List** and the changes that were made will appear

HOW TO PRINT A REFERRAL LETTER

- ☑ Click the box to left of the **Student's name** who has a result of Failed Initial Screening. One student name at a time.

<input checked="" type="checkbox"/>	Sample #1, Virtual	DONOTUSECONNIE	04/14/2013	Fail	Fail	20/	20/	20/	Pass	Pass	Failed Initial Screening	
<input type="checkbox"/>	Sample 2, Sndm	CPDM?	04/01/2012						Pass	Pass	Passed	

- ☑ From the **Other** menu, click on the **Report – Referral**

Report - Referral Letters

OR

- ☑ Click on the **Referrals/Notes Tab**. Locate the “**NEW**” column and click on the first plus (+) button.
- ☑ The **E-Forms Editor** screen will appear in the main viewing area. Fields with a **Red Asterisk** are mandatory fields.
- ☑ Click in the **E-Form** field and select the appropriate form.
- ☑ Click in the **Forms Context** and select the appropriate notification or letter .
- ☑ Verify the date in the **Form Date** field or edit by clicking the **Welligent Date Picker**
- ☑ Click on **Form Status** and select from the drop down.
- ☑ Complete the form and Click **Save**
- ☑ Click on **Print** which gives you a preview of the form, and then **Click Print** a second time once previewed
- ☑ Click **Print** from the printer dialogue screen

HOW TO VIEW OR PRINT A SCREENING REPORT

- ☑ From the **Mass Screening** list, **click** on the **Type of Event** or the **Edit** icon to open up the event.
- ☑ **Click Other, select Report -Roster (this is the Mass Screening Report)**
- ☑ **Click** the **Printer Icon. Select File. Print**
- ☑ **Right-click** on the page and click on **Print**

OR use the Clinic Report > Completed Screenings (Rpt ID 2504)