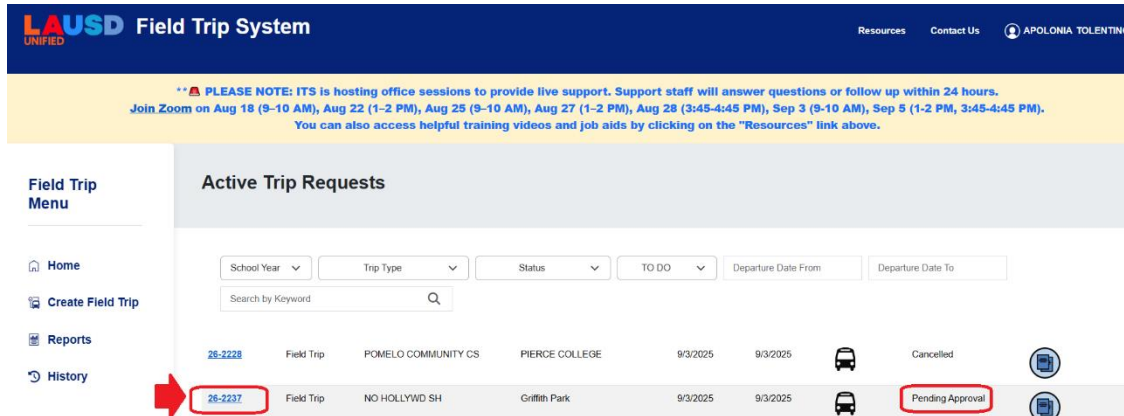


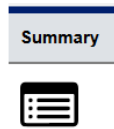
Fieldtrip Roster Download and Welligent Mass Screening

Part 1: Fieldtrip (FOR SCHOOL NURSES ONLY)

1. **School Nurses ONLY** > Sign in to <https://fieldtrip.lausd.net>
2. Click on the **Reference Number**, verify the **Status**



3. Click on the button



Student Roster ▼

[CLICK HERE](#)

to update student roster information.

4. to download the CSV format roster



5. Click on

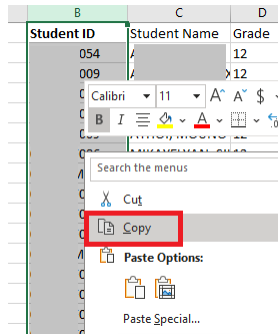


6. Click on

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

	A	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											
3											
4											
5											
6											
7											

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

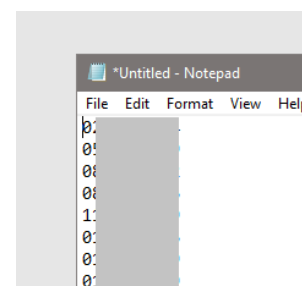
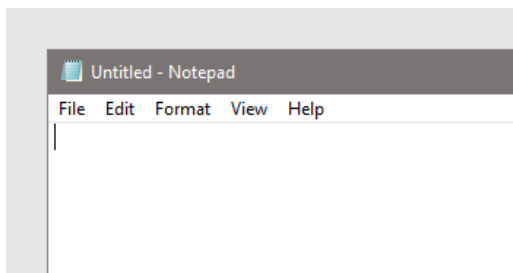


9. Use your device's Search Bar (magnifying glass) to search for **Notepad** and click on the search result.

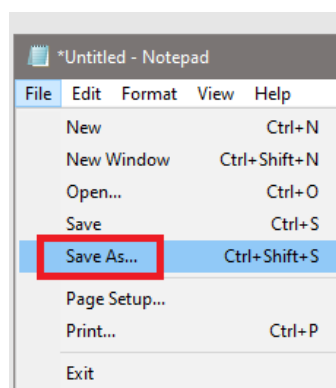
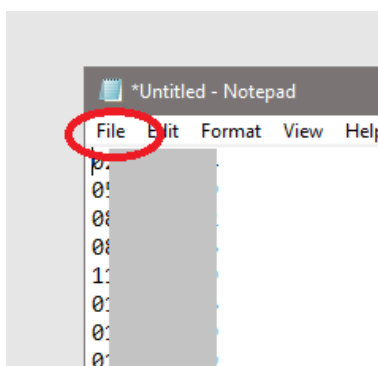


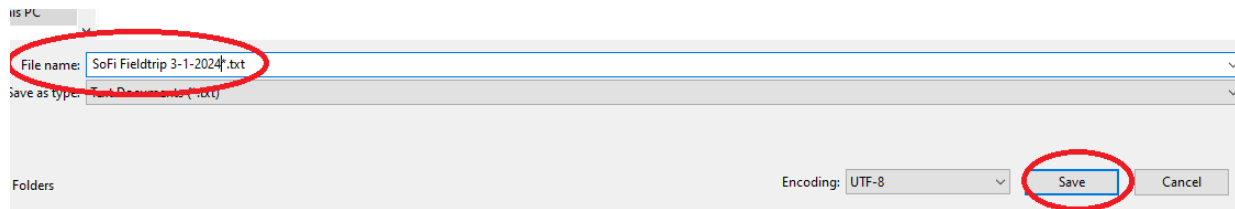
10. It opens a Notepad file. Right-Click and Paste the student IDs that were copied from the iFieldtrip CSV roster.

Remove/Delete the column title "Student ID"



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





Part 2: Welligent (LVNs or RNs)

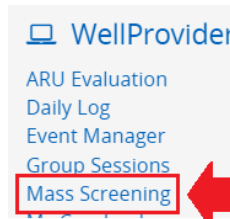
Sign in to Welligent (<https://welligent.lausd.net>)

Click on the Welligent Tab



Click on **WellProvider**

Then **Mass Screening**



Select:

For **School – Nurses (RN)**: Field Trip Screening

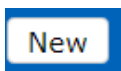
Type of Event:

For **Licensed Vocational Nurses (LVN)**: Field Trip Clearance Screening (subject to School Nurse's Approval)

NOTE:

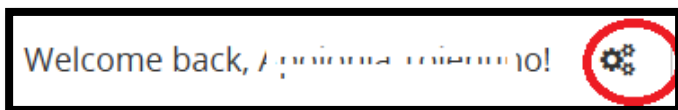
- LVNs may select Field Trip Clearance Screening when assisting School Nurses with Field Trip Clearance
- School Nurse **MUST** review and approve the Field Trip Clearance Screening entered by the LVN.

Click **New**



Details:

Location of Event: Default School. This can be updated/modified using **My Preference**

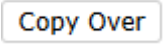


Prepared by: name of the provider signed in to Welligent

Role: **Welligent Role** of the provider signed in to Welligent

Approved by: defaults to BLANK

Approved by:		..	Role:	
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- If the **Field Trip Clearance** mass screening was initiated by a Licensed Vocational Nurse, the **Approved By** field needs to be completed by the School Nurse
- If Prepared by the School Nurse, click **Copy Over**  to prepopulate the name of the School Nurse on the **Approved by** field.

Type of Event: Name of the event selected (Field Trip Clearance Screening)

Event Status: Defaults to **Pending Completion**. It's updated to **Completed** after the Mass Screening Participants' details have been completed. DO NOT mark any **Mass Screening** Completed before completing the **Participants'** details.

Optional Name: Use this to enter Grade, Fieldtrip information (Reference Number, Date and Place)

Associated Consent: Not in use

Date: Date of the Field Trip Clearance Screening (**NOT** the Field Trip scheduled date)

Start Time: Default to current time, specify

End Time: Default to current time, specify

Room: Location where the Mass Screening is being done

Other Room: If selected Other above, specify room

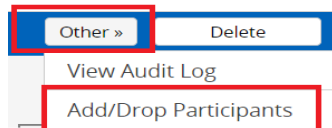
Minutes Per Individual: Average time spent on each student record. Applies to all records.

Provider E-Signature Check Box: The LAST field to completed.

Participant Location: This field is helpful when entering elementary school mass screening entries.

Participants Tab – Contains the name of the participants

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



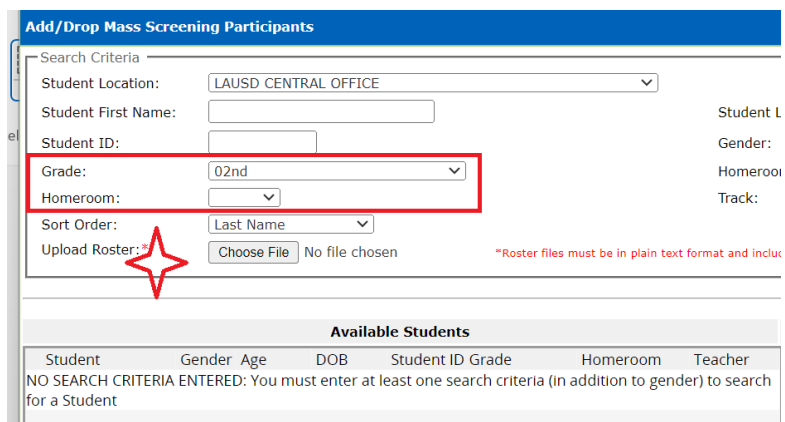
Participants Tab:

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: Upload Roster option - CSV roster may be uploaded

This option is applicable when processing a Field Trip Clearance screening or Mass Record Review provided that the roster with only student IDs has been saved as a txt document (Notepad). See page 2.



Available Students							
Student	Gender	Age	DOB	Student ID	Grade	Homeroom	Teacher
NO SEARCH CRITERIA ENTERED: You must enter at least one search criteria (in addition to gender) to search for a Student							

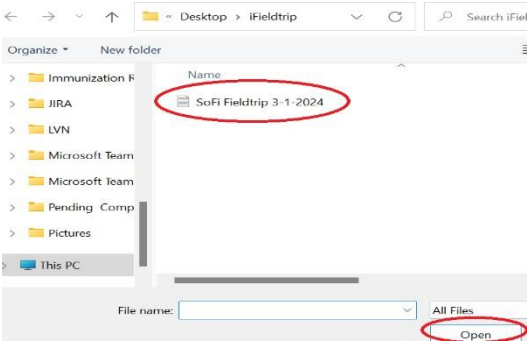
If searching using the **Upload Roster** option, click on Choose File

Sort Order: Last Name

Upload Roster:*

Choose File

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



Sort Order: Last Name

Upload Roster:*

Choose File

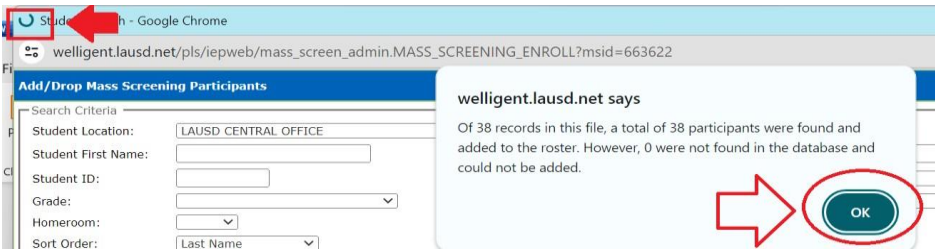
SoFi Fieldtrip 3-1-2024.txt *

Click **Search**

Search

Close

Note the left corner of the screen to verify that Welligent is processing the upload. Click **OK**.



Search

Close

Student Last Name: [text box]

Gender: [dropdown]

Homeroom Teacher: [dropdown]

Grade: [dropdown]

Include only the participants ID with no other information including quotes, spaces, tabs, commas, etc.

Mass Screening Participants							
	Student	Gender	DOB	Student ID	Grade	Homeroom	Teacher
☐	[redacted]	Female	11-18-2000	[redacted]	12th	404	[redacted]
☐	[redacted]	Female	2-1-2000	[redacted]	12th	M/C.	[redacted]
☐	[redacted]	Female	[redacted]	[redacted]	12th	205	[redacted]
☐	[redacted]	Female	[redacted]	[redacted]	12th	521	[redacted]

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

Mass Screening - Mass Record Review

Other »

Save

Close

Details

Participants

Mass Screening Participants

RESULTS:

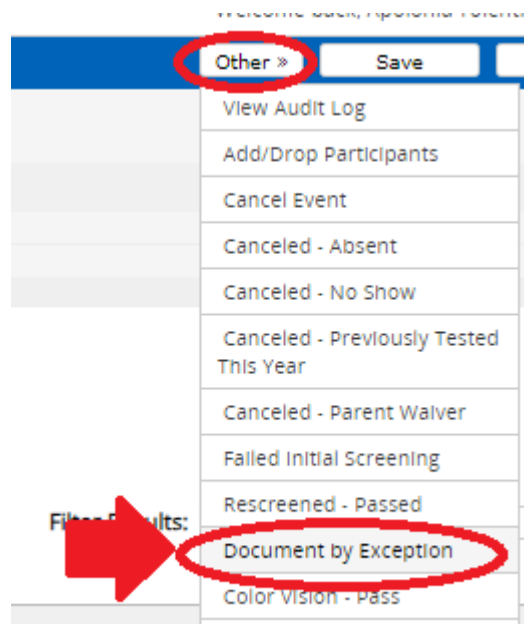
Click **Other**

- For Field Trip Personal Health History Form=
No Health Concerns, click **Document by Exception**

All participants' Results will change to **Passed Screening**
and the Field Trip Personal Health History Form radio button

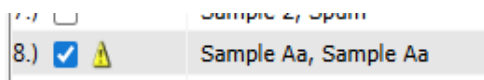
marked No Health Concerns

Results	
Passed Screening	☒
Passed Screening	☒
Passed Screening	☒

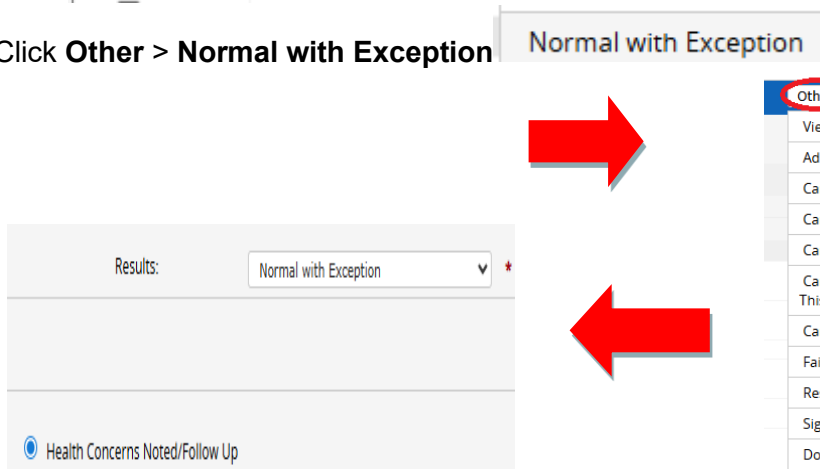


- For Field Trip Personal Health History Form
= **Health Concerns Noted/Follow Up**

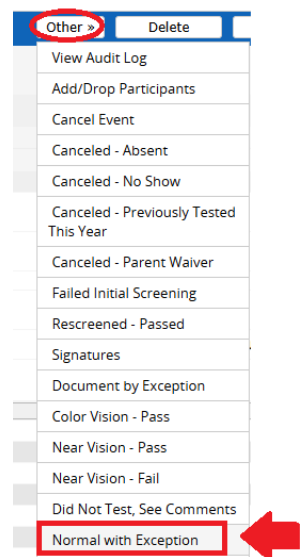
After clicking on the box to the left of the student's name



Click **Other > Normal with Exception**



The Health Concerns Noted/Follow Up is marked



The participants' alerts are prepopulated on the Screening Notes and may be modified as needed.

Field Trip Screening: Enter the findings or accommodation needed by opening each student record. Click on the clipboard

Enter the appropriate accommodations in the **Screening Notes/Comments** text box. Click **Save**

Last Step... Details Tab

- ✓ **For LVN's**, notify the School Nurse to review and approve the Field Trip Clearance Mass Screening entry
- ✓ **For School Nurses** initiated Field Trip clearance, click **Copy Over**
 - For LVN initiated Field Trip Clearance, **School Nurse** clicks  to search own name to approve the entry

- ✓ Change **Event Status** > Completed
- ✓ **Provider's E-Signature**> School Nurse click the radio button to the right of the Provider E-Signature
- ✓ Click **Save**

School Nurses, sign in to <https://fieldtrip.lausd.net>
Click the **Reference Number** of the Field Trip

✓ Approve / Reject

Click **Approve/Reject**

Click the **Nurse Certification** Down Menu. Complete the appropriate fields

Nurse Certification ▼

Check each box where the statement is true:

- ☐ I have performed a review of students identified with health/medical needs, as identified on the Field Trip Personal Health History form or their electronic student health record.
- ☐ I have completed training for the designated employee(s) to administer and maintain medications (including inhalers, Epi-pens, etc.) and for any students with special medical conditions (e.g. Diabetes, asthma, seizure disorder, severe allergies, cardiac conditions, etc.), as needed.
- ☐ N/A - Training is not needed.
- ☐ I have conferred with the School Nurse Administrator in matters of supervision, assignment, and training of Licensed Vocational Nurses (LVNs) and/ or Unlicensed Assistive Personnel (UAPs) for students requiring specialized procedures (e.g. Catheterization, tube feedings, insulin administration, etc.)
- ☐ N/A - Confering with School Nurse Administrator is not needed.
- ☐ I have added Licensed Nursing Providers and/or Trained Unlicensed Assistive Personnel to the list of field trip participants.
- ☐ N/A - Licensed Nursing Providers and/or Trained Unlicensed Assistive Personnel are not needed for this field trip.

Enter Comments as needed

Comments

Click on the **Nurse Certification** Status: (1) Need more information (2) Approve or (3) Reject

? Need more information ✓ Approve ✕ Reject

Field Trip Screening Report: **Field Trip Clearance, Rpt ID 3139**. This report captures the **Screening Notes entered**.

Summary:

The School Nurses are the only ones who have access to download the roster from <https://fieldtrip.lausd.net>

Once the field trip roster has been downloaded, the LVNs can assist transferring the student IDs into a plain text document (Notepad).

The LVNs may initiate creating the Field Trip Clearance Mass Screening to assist the School-Nurses clear field trips. The LVN's name will appear on the **Prepared By** field.

Any field trip that the LVN creates, the School Nurse needs to review and then approve by entering their name under **Approved By** field, changing the **Event Status** to **Completed** and then **E-Signing** the entry.

- ❖ Link to print the roster of the Field Trip Clearance Mass Screening
- ❖ **Report 3139** generates the Field Trip Screening with date ranges and the Screening Notes.

