



EE Nursing Services Role

(Modified for District Nursing Services)

October 3, 2025

PURPOSE

The Early Ed. App is an integrated system within MiSiS and has migrated data over from the former application, CenterTrack (EESIS). New features include:

- Family search now includes **Enrollment Search**.

The job aid provides directions for the EE Nursing Services user role to complete the following tasks:

- Enrollment Search
- View Family Details and Child Details
- View/Edit Immunization Screen
- View/Edit Medical Screen

LOG IN

- Log in to MiSiS at <https://misis.lausd.net/start> using your single sign-on (SSO).
(If you are directed to the landing page, select your respective user role)

PROCEDURE – ENROLL SEARCH

Step 1 Select a **Search Type**.

- Enrollment Search-** Select "**Family**" > "**Search**" on the left bar to search for a new or existing student.

Step 2 Search with Student ID, Family ID or Child Last Name, First Name.

Step 3 Click **Search**.

The screenshot shows the 'My Integrated Student Information System' interface for 'Early Education'. On the left is a navigation menu with icons for Home, Family, Search, and others. The 'Family' section is active, showing 'Enrollment Search' and 'Pending Enrollments' options. The 'Search' section contains several input fields: 'Family Name' (with a 'Family Name Range' toggle), 'Family ID', 'Parent Last Name', 'Parent First Name', 'Child Last Name', 'Child First Name', 'Child Date of Birth' (with a calendar icon), and 'Centers' (a dropdown menu). At the bottom right of the search section, there are 'Clear' and 'Search' buttons. The 'Search' button is circled in red.



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Step 4 The entries will appear under the Search Results bar.
Click the Last Name under Family Name to edit the Family Summary Page.

If a family or student is *not* found, the message “**No Records Found**” will appear.



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View Family Details

Step 5 On this screen, you will be able to **view**:

- **Family Details**
- **Address**
- **Status**
- **Additional Information**
- **Family Notes**

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Family

Family Details

Family ID: [] Family Name: [] Effective Date: [] Home Phone: []

Address: []

Address Line: [] Apartment: [] City: [] State: [] Zip: []

Unverified Address

Status

Status: Active Initial Certification Date: [] Initial Subsidized Service Date: [] Recertification Date: []

Future Inactivation Date: [] On Appeal Expiration Date: [] Exit Reason: []

Additional Information

Eligibility Type: [] Family Type: [] Flags: [] General Notes: []

Center handling subsidized monthly invoices: []

Family Notes

Date	Category	Note	User
No records found.			



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View Child Details

Step 6 On this screen, you will be able to view:

- **Child Details**
- **Demographics**
- **Additional Information**
- **Assessments**
- **Family Language Instrument**

Family

Child

Immunization

Medical

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Child Details

Family Name -

+ Add Child

Select	Name T1	Student ID T1	Programmatic Age T1	Immunization Status T1	Medical T1	Enrollment Status T1
No records found						

Child Details

Effective Date *

First Name *

Middle Name

Last Name *

Date of Birth *

Birth City

Birth State

Birth Country

Age

Programmatic Age

Demographics

Legal Sex *

Gender

Language *

Ethnicity *

Race *

Additional Information

Grade

Enrollment Status *

Termination Date

Adjustment Factor Codes

Flags

General Notes

Assessments

DRDP Schedule Start Date

DRDP Due Date

Family Language Instrument

PLUS Instrument Date *

Language(s) Child Hears at Home *

Language(s) child hears in their neighborhood and community *

Language(s) Child Understands *

Language(s) Child Speaks *

Language(s) Child Speaks The Most at Home

Language(s) spoken with their family members

Teacher Designation of DLL Status

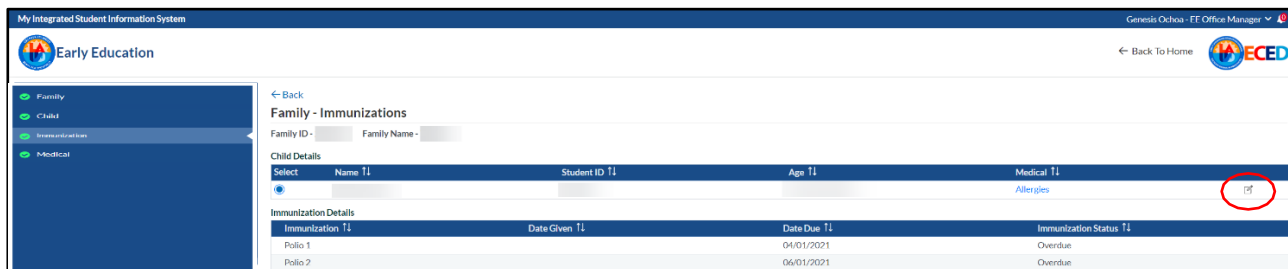
← Back

Next →

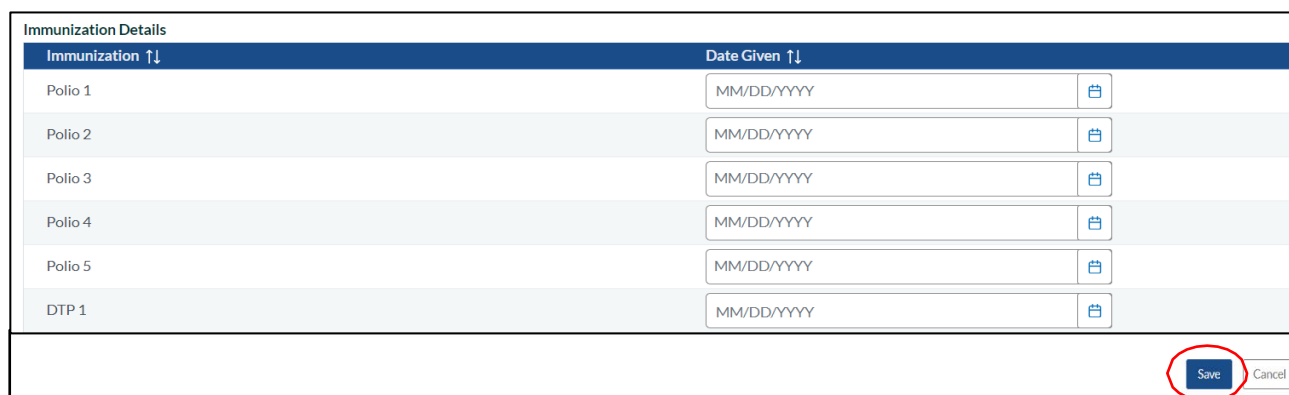


View/Edit Immunization Information

Step 7 Select the child you wish to enter **Immunization Information** for.
Use the  icon to enter data.



Step 8 Use the immunization record information to enter the data under Date Given for each of the respective fields. Click **Save** when all data has been entered.



Immunization	Date Given	Date Due
Polio 1	MM/DD/YYYY	
Polio 2	MM/DD/YYYY	
Polio 3	MM/DD/YYYY	
Polio 4	MM/DD/YYYY	
Polio 5	MM/DD/YYYY	
DTP 1	MM/DD/YYYY	

Step 9 Click **Next** to proceed to the next section.



Varicella 2	MM/DD/YYYY	
Hepatitis A 1	MM/DD/YYYY	
Hepatitis A 2	MM/DD/YYYY	

Note: If users are enrolling an At-Risk/Referral student and there are no immunizations records at the time of enrollment, parent/guardian must provide immunization record within 30 days of enrollment. Failure to do so may result in termination of services. The system will allow user to move forward without any entry by clicking **Next**, however, users must make a record in student's Case Notes that a follow-up with student's immunization record is necessary to continue services.



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Medical Information

Step 10 Select the child you wish to enter **Medical Information** for. Use the  icon to enter data such as *Allergies* and/or *Medical Exemptions*. Click **Save** when finished.

Select	Name ↑↓	Student ID ↑↓	Programmatic Age ↑↓
No records found			

Allergies

Allergies

Assessment Dates +Add New

Assessment Type	Date	Physician Name	Physician Phone Number
No records found.			

Tuberculosis Screening

☐ Risk factors not present, TB skin test not required

☐ Risk factors present, TB skin test performed

Step 11 While in edit mode, if the student has an Assessment (ex. Physician's Report), click **Add New** to enter data. Then, click **Save** when finished.

Assessment Type	Date	Physician Name	Physician Phone Number
No records found.			

Tuberculosis Screening

☐ Risk factors not present, TB skin test not required

☐ Risk factors present, TB skin test performed

+Add New

Save Cancel