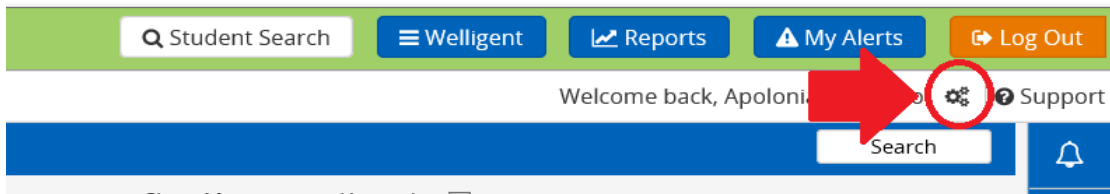
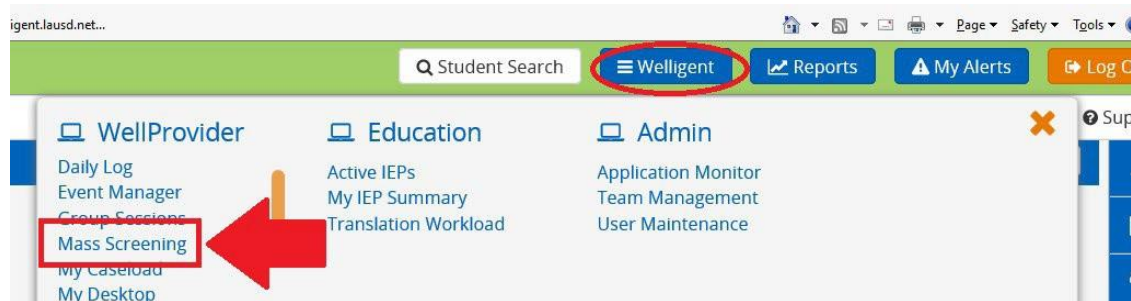


Vision Screening Results Documentation

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.

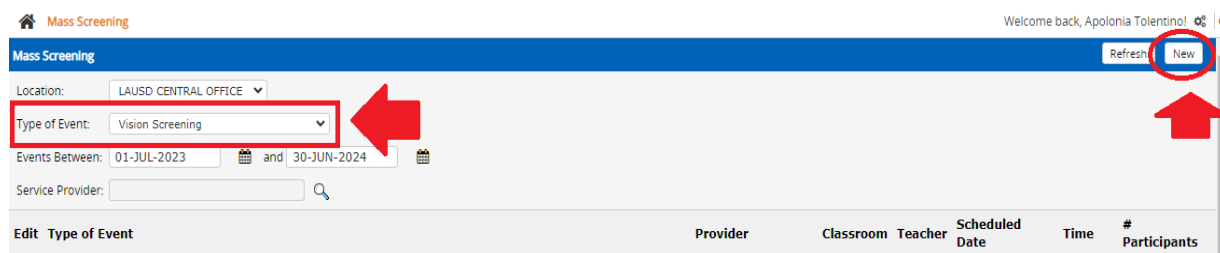


Click on Welligent. From **WellProvider**, click **Mass Screening**



The **Mass Screening** page appears.

Select the **Type of Event** first before clicking on the **New Event** button.



Locate the (2) tabs, **Details**, and **Participants**.

Mass Screening Details tab is your current view.

SETTING UP THE MASS SCREENING DETAILS TAB

Locate the (2) tabs, **Details**, and **Participants**.
Mass Screening Details tab is your current view.

Fields with **Red Asterisk** are mandatory fields.

Location of Event: prepopulates the Location default in the user's **My Preference** (account)

Service Provider: prepopulates with the name of the Provider who is signed in to Welligent

Optional Name can be used for any information that describes the screening information, i.e Review of Records for Field Trip

Click in the **Scheduled Date** field (Current date appears). **Select** the date of the event using the **Welligent datepicker**.

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. Select either the Homeroom or Teacher's name especially if having issues with the Participant's names search

- **Secondary Schools** – only HR is available to search for all grades. Do not select HR if the screening was done in periods or class other than HR. **Proceed to the next steps**
- The Mass Screening Events Notes area is optional but you can add grade and other pertinent information.

Click SAVE then OK

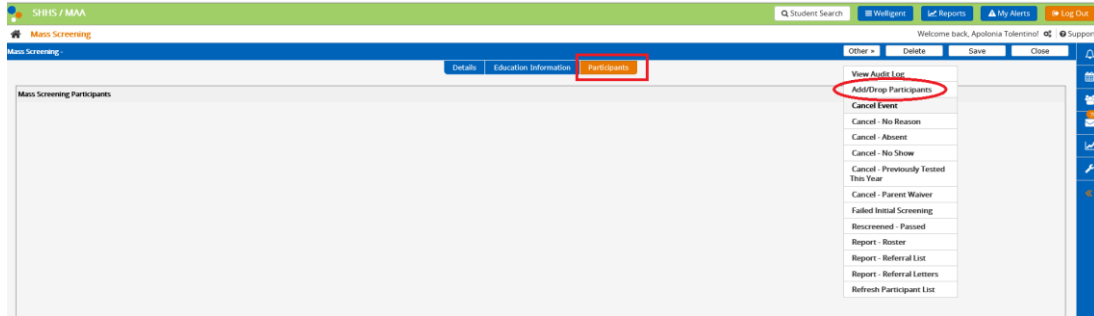
Secondary Schools – only HR is available to search for all grades. If the screening was done using a different period or class, search Participant's names using the Grade filter.

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.

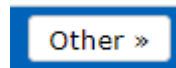
The available student participant names will appear on the **Mass Screening participant's** side.

Click Close

Click the Participant's Tab. The names will appear on that screen.

Available Students							Mass Screening Participants						
Student	Gender	Age	DOB	Student ID	Grade	Homeroom Teacher	Student	Gender	DOB	Student ID	Grade	Homeroom	Teacher
☐ CANNOT USE, TESTER	Female	11 yrs 1 mths	04-Jul-2007	070407W456	02nd								
☐ DO NOT USE, INITIAL	Female	8 yrs 7 mths	27-Jan-2010	TESTER5550	02nd								
☐ DO NOT USE, INITIAL/INACTIVE	Female	12 yrs 5 mths	02-Mar-2006	TESTER001	02nd								
☐ DO NOT USE, TEST	Female	7 yrs 8 mths	01-Dec-2010	TESTER987	02nd								
☐ LEON, DAVID	Male	11 yrs 5 mths	13-Mar-2007	W2216803	02nd								
☐ SAMPLE, SAMPLE		10 yrs 8 mths	03-Dec-2007	SAMPLE100	02nd								
☐ SAMPLE, SAMPLE	Male	8 yrs 0 mths	04-Aug-2010	LAUSD 12	02nd								
☐ SAMPLE, SAMSAM	Male	7 yrs 10 mths	10-Oct-2010	W2762012	02nd								
☐ SAMPLE, SAMPLE 1		8 yrs 6 mths	04-Feb-2010	LAUSD 1	02nd								
☐ SAMPLE-123, SAMPLE	Female	3 yrs 3 mths	05-May-2015	012345677	02nd								
☐ SAMPLES, TEST	Female	10 yrs 5 mths	01-Mar-2008	TESTER5555	02nd								
☐ TESTER, IMMUN2		10 yrs 0 mths	03-Aug-2008	IMMUN2	02nd								

If the participants' names are not visible, click **Other**



and



Documentation of “Distance Vision Screening”

1. Students who were absent during the screening – use **Cancel – Absent**

Select the student's name/s by clicking the box to the left of the student's name, click the **Other** drop down menu button, **select Cancel-Absent**.

Click **OK**.

Click **OK** to message. Click **CLOSE** when completed.

SHHS / MAA

Mass Screening - Vision_Screening

Details Education Information Participants

Mass Screening Participants

Date Scheduled: 27-Aug-2018
Location: LaUSD Central Office
Room:
Comments:
Screening Report: Time Scheduled: 01:00pm
Provider: APOLONIA TOLENTINO
Minutes Per Participant:
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	Results
			Right Left Both	Right Left Both	Right Left	Right Left Both	Right Left Both	Right Left	
☒ Cannot Use, Tester A	070407W456	07/04/2007							Passed Screening
☐ Do Not Use, Initial	TESTER5550	01/27/2010							Passed Screening
☐ Do Not Use, Initialinactive	TESTER001	03/02/2006							Passed Screening
☐ Do Not Use, Test M	TESTER987	12/01/2010							Passed Screening
☐ Leon, David	W2216803	03/13/2007							Passed Screening
☐ Sample, Sample	SAMPLE100	12/03/2007							Passed Screening
☐ Sample, Sample	LAUSD 12	08/04/2010							Passed Screening

2. Distance Vision Screening: Documentation of overall results/status

Click on **Other Tab** and select **Document by Exception** button.

A dialogue box appear.

Read and **click OK** to accept and continue.

Click OK to the next dialogue box that appears to continue.

The student names updated with **Passed Screening** in the **Results** field.

SHHS / MAA

Mass Screening - Vision_Screening

Details Education Information Participants

Location of Event: LAUSD CENTRAL OFFICE
Type of Event: Vision Screening
Optional Name: Kindergarten
Scheduled Date: 27-AUG-2018
Room:
Other Room:
Provider E-signature:
Participant Location:
Homeroom:
Homeroom Teacher:
Event Notes:
Service Provider: APOLONIA
Start Time: 01:00pm
End Time: 02:00pm
Minutes Per Individual:
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

3. Open each student record by clicking the clipboard with the red check mark and document **Pass** or **Fail Complete** all relevant fields.

Screening Details

Vision Screening - DAVID LEON

Results **Case Management**

Results: Passed Screening *
 Screening Device: *
 Student's Device: None *
 Type of Vision Screening: Distance/Near Vision Only *

Date/Time: 12-JAN-2024 12:30PM
 Vision Test: Snellen *
 Grade when tested: 02nd

	Uncorrected Vision	Corrected Vision	Uncorrected Near Vision	Corrected Near Vision	Far (Hyperopia)	Near (Myopia)
Right Eye:	Pass	20/				
Left Eye:	Pass	20/				
Both Eyes:			Pass			

☐ Unable to Condition ☐ Unable to Condition

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

If a student failed Distance vision screening, select **Failed Initial Screening** from the **Results** dropdown.

NOTE: Distance and Near Vision Screenings are always done on the same visit.

Near Vision Screening (Both Eyes) is documented under the column **Uncorrected Near Vision** or **Corrected Near Vision** for Both Eyes only (no Right Eye or Left Eye)

- 4. Unable to Condition** – If student was unable to follow directions and the nurse is not able to obtain a valid result of the screening, this is the appropriate value that needs to be selected from the Results drop down menu.

5. Documentation of the Color Vision Only

Type of Vision Screening: Color Vision Only

Color Vision Results: Use the last column titled **Color Vision**

Results: If screening was done only for Color Vision, the Results will automatically select the **Did Not Test, See Comments**. This indicates that the “Distance” was not screened.

Vision Screening - SPDM SAMPLE 2

Results **Case Management**

Results: Did Not Test, See Comments *
 Screening Device: *
 Student's Device: None *
 Type of Vision Screening: Color Vision Only *

Date/Time: 12-JAN-2024 12:30PM
 Vision Test: N/A *
 Grade when tested: 02nd
 Lunch Program: Not Indicated

	Uncorrected Vision	Corrected Vision	Uncorrected Near Vision	Corrected Near Vision	Far (Hyperopia)	Near (Myopia)	Muscle Balance	Depth Perception	Color Vision
Right Eye:	20/	20/							
Left Eye:	20/	20/							
Both Eyes:									Pass

☐ Unable to Condition ☐ Unable to Condition ☐ Unable to Condition

NOTE: 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 does not require a re-screening. A vision referral note after the initial screening may be issued. If a re-screening is necessary, a new entry must be made.

Rescreening should have one of the following **Results**:

- (1) **Re-screened-Failed-Referred**
- (2) **Re-screened Passed**

Printing a Failed Vision 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.

☒	Sample #1, Virtual	DONOTUSECONNIE	04/14/2013	Fail	Fail	20/	20/	20/	Pass											Pass	Failed Initial Screening	☒	^
☐	Sample 2, Snellen	SPDM2	04/01/2013						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