

Screenings

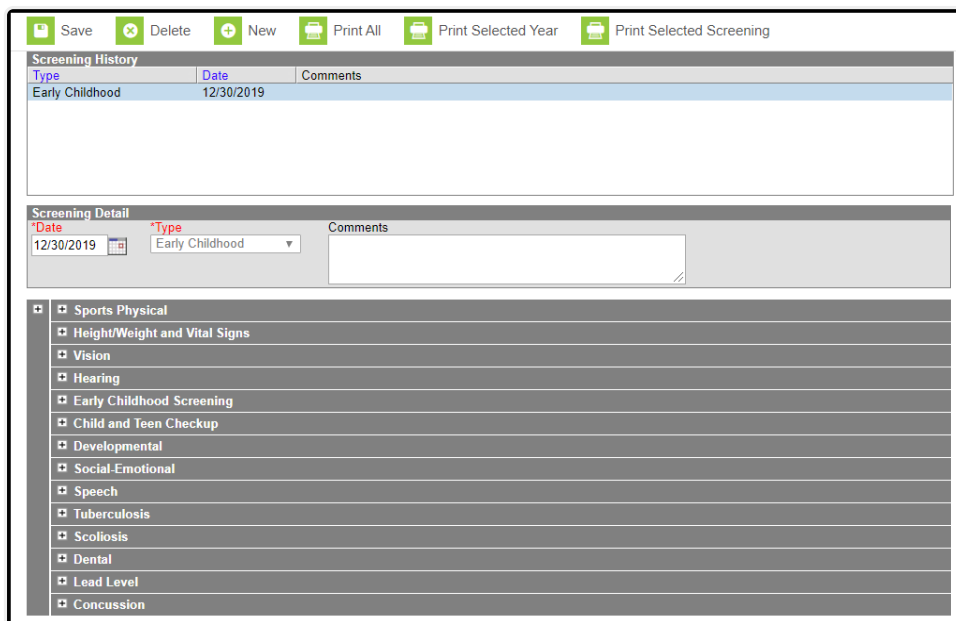
Last Modified on 10/22/2022 9:38 am CDT

[Enter Health Screening Results](#) | [Add a Health Screening](#) | [Add a Screening Follow-up](#) | [Required Field Logic](#) | [View Screenings and Follow-ups](#) | [Screenings and Sub-Screenings](#) | [Screening Type Fields and Description](#) | [Print Student Screening Records](#) | [Print All](#) | [Print Selected Year](#) | [Print Selected Screening](#) | [Use Letter Designer and Letter Builder to Report Screening Information](#) | [Missing Screenings](#) | [Report of Screenings](#)

Classic Path: [Student Information](#) > [Health](#) > [General](#) > [Screenings](#)

Search Terms: [Health Screenings](#)

The Health Screenings tool stores health screening information for a student. If a screening has been completed in the past, it will be shown within the Screening History window. When a **Type** of screening is selected, only the required sub-screens open.



Student Health Screenings Tool

Enter Health Screening Results

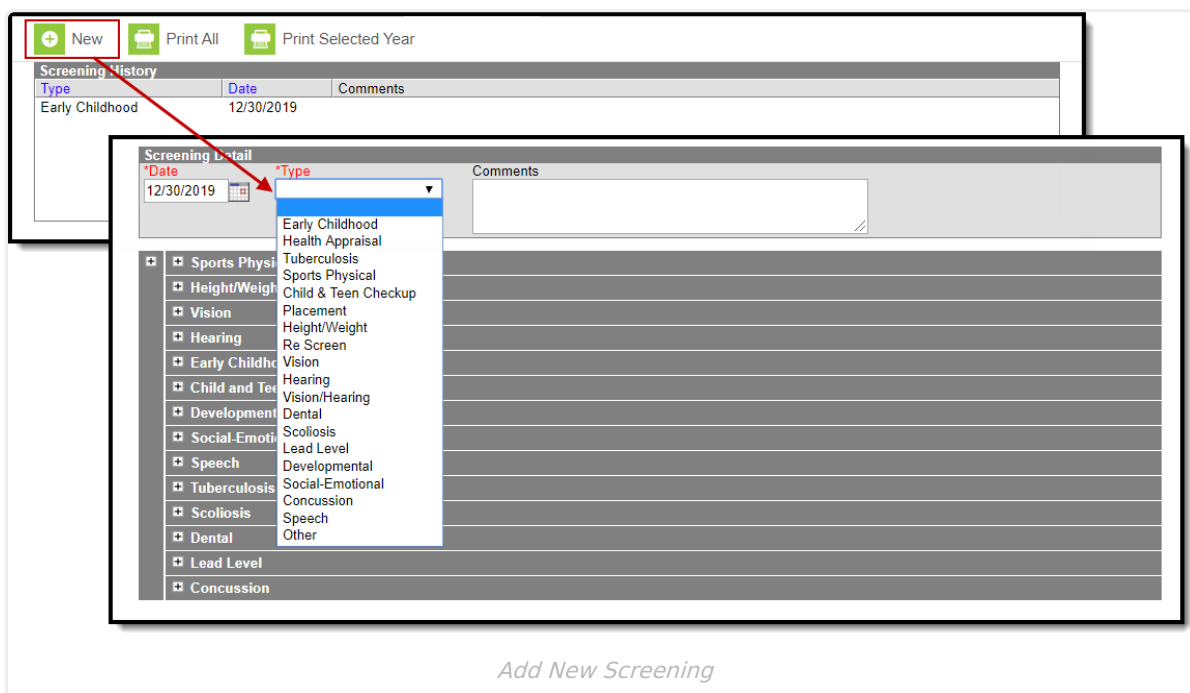
Health Screenings are entered as a record to track health and wellness screening data for students. The Screenings tool stores the results of the screening, and health office staff can add follow-up recommendations for students and parents if further testing or notifications are needed.

Multiple screenings can be added for a student. Screenings display in chronological order with the most recent screening listed first. When multiple different screenings are entered on the same day, the most recently entered one is listed first.

The Screening Type is locked from editing once the screening has been saved. Editing and expanding of sub-screenings may still occur after the initial save.

Add a Health Screening

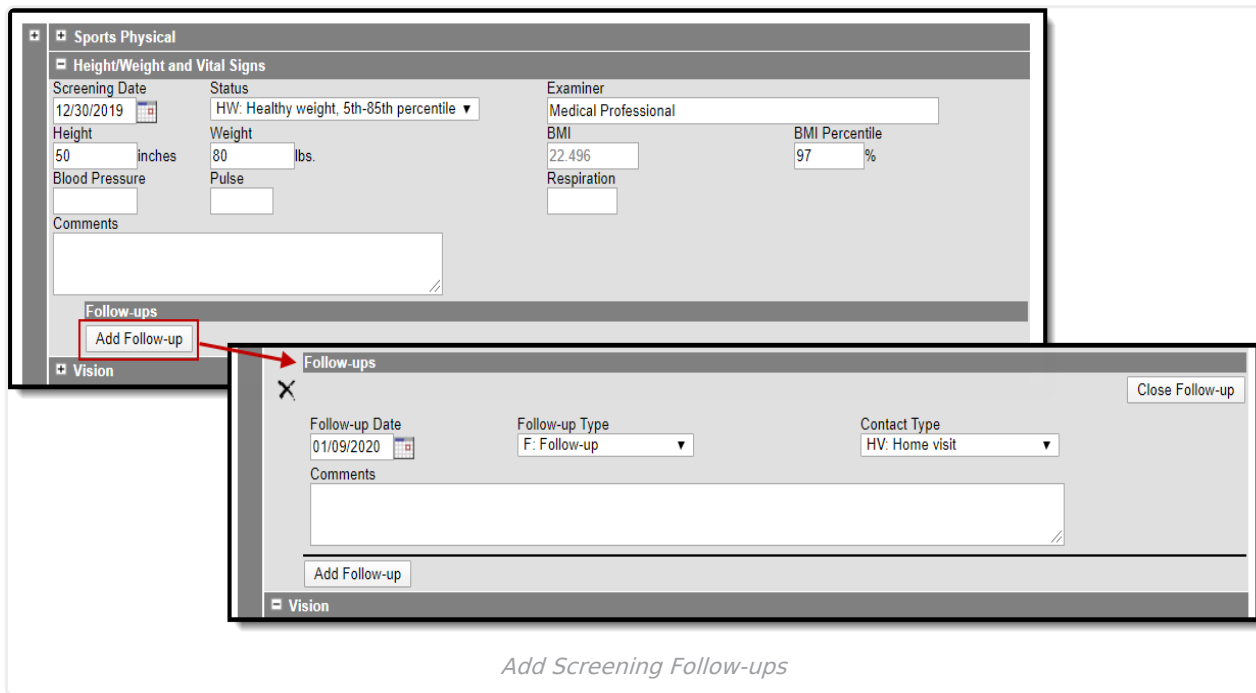
1. Click the **New** button.
2. The **Date** will auto-populate with the current date. If applicable, enter a different date in *mmdyy* format or by clicking the calendar icon and selecting the date.
3. Select the type of screening from the **Type** dropdown. This will open the appropriate sub-screening records to be filled in for this Type.
4. Enter information related to the student's screening within the appropriate fields. Follow-up data can also be added at this time.
5. When finished, click **Save**. This screening record will now displays within the Screening History editor.



Add a Screening Follow-up

1. In the Screening History list, select an existing screening. The related screening panels open.
2. Locate the **Follow-up** editor within that screening and click the **Add Follow-up** button.
3. Enter the **Follow-up Date** in *mmdyy* format or use the calendar icon to select a date.
4. Select the **Follow-up Type** from the dropdown.
5. Select the **Contact Type** from the dropdown.
6. Enter **Comments** about the Follow-up that describe the reason and any further actions needed by the health office staff or the student's guardians.
7. Click **Save** when finished.

Multiple follow-ups can be added to a screening.



Required Field Logic

If a Health Screening field is set in the Attribute/Dictionary as required, it will only be required when the Type of screening selected when creating a new screening record contains the sub-screening with the required field. For example, if the Status field in the Vision sub-screening is set as required, it will only be required if the screening Type includes the sub-screening (Early Childhood, Health Appraisal, Child & Teen Checkup, Placement, Vision, Hearing/Vision, Other). If a sub-screening with a required field that is not part of a Type is expanded and data is entered, the required field will be enforced.

If a screening record was originally created without any required fields, and the record is later edited, newly required fields will be enforced upon saving.

View Screenings and Follow-ups

To view an existing screening, select that screening from the Screening History list. The screening panels related to that screening expand to see the entered data.

To view a follow-up for an existing screening, select that screening from the Screening History list and navigate to the Follow-ups editor. Use the **Open/Edit Follow-up** button to expand the record. When finished viewing, use the **Close Follow-up** button to collapse the record. Click the **X** to the left of the follow-up record to delete the follow-up record.

Follow-ups			
Date	Follow-up	Type of Contact	Staff
06/03/2015	Observation	School conference	Administrator, System
Close Follow-up			
Follow-up Date	Follow-up Type	Contact Type	
06/03/2015	O: Observation	SC: School conference	
Comments			
discussed needed intervention			
Created: 06/03/2015 by Administrator, System			
			Open/Edit Follow-up
Add Follow-up			

View recorded follow-up records

Created and Modified information displays, indicating when the record was first entered and when it was last modified, and by whom. This data appears when creating or modifying any sub-screening and when adding follow-up data (Created by only).

Screenings created and saved prior to the .1525 Release will NOT display this information until the record is modified again. New or modified data on these historic records will be stored, causing the Created date to be the date it was re-saved, but it will NOT modify the original Screening Date.

Sports Physical			
Height/Weight and Vital Signs			
Screening Date	Status	Examiner	
12/30/2019	HW: Healthy weight, 5th-85th percentile	Medical Professional	
Height	Weight	BMI	BMI Percentile
50 inches	80 lbs.	22.496	97 %
Blood Pressure	Pulse	Respiration	
Comments			
Created: 12/30/2019 by Administrator, System			
Modified: 12/30/2019 by Administrator, System			
Follow-ups			
Date	Follow-up	Type of Contact	Staff
01/09/2020	Follow-up	Phone conversation	Administrator, System
Close Follow-up			
Follow-up Date	Follow-up Type	Contact Type	
01/09/2020	F: Follow-up	PC: Phone conversation	
Comments			
Created: 12/30/2019 by Administrator, System			
Add Follow-up			

Created and Modified Values on Sub-Screenings and Follow-up Records

Screenings and Sub-Screenings

When adding a new health screening, health staff can select a Screening Type from the Screening

Detail section and populate data for the opened screening editors. These editors that open are referred to as sub-screenings, and the following table lists which screening types open which screening editors. Sometimes the screening type has the same name as an editor.

Health staff are able to populate additional sub-screening editors by expanding the plus sign next to a collapsed editor.

Screening Type	Sub-Screenings
Early Childhood	Height/Weight and Vital Signs Vision Hearing Early Childhood Screening Developmental Social-Emotional Speech
Health Appraisal	Height/Weight and Vital Signs Vision Hearing
Tuberculosis	Tuberculosis
Sports Physical	Sports Physical
Child and Teen Checkup	Height/Weight and Vital Signs Vision Hearing Child and Teen Checkup Developmental Social-Emotional
Placement	Height/Weight and Vital Signs Vision Hearing Tuberculosis
Height/Weight and Vital Signs	Height/Weight and Vital Signs
Re Screen	N/A
Vision	Vision
Hearing	Hearing
Vision/Hearing	Vision Hearing
Dental	Dental
Scoliosis	Scoliosis
Lead Level	Lead Level

Screening Type	Sub-Screenings
Developmental	Developmental
Social-Emotional	Social-Emotional
Concussion	Concussion
Speech	Speech
Other	Height/Weight and Vital Signs Vision Hearing Developmental Social-Emotional Speech Scoliosis

Screening Type Fields and Description

The following table defines the fields needed for each type of screening. Options listed in the dropdowns can be modified (if proper tool rights are assigned) in the [Attribute Dictionary](#).

Screenings are localized to a specific state. The information here may not apply to all states.

Sub-Screening Editor	Fields	Description
Sports Physical		
	Status	Indicates the result of the student's sports physical. The default dictionary may be modified for localized district use.
	Comments	Provides a text field for entering details about the screening.
Height, Weight and Vital Signs		
	Screening Date	Date the student received the screening. This field populates based on the Screening Date entered when a Screening Type is selected, but it can be modified as needed.

Sub-Screening Editor	Fields	Description
	Status	<p>Indicates the student's growth assessment, based on the BMI percentile. Options are:</p> <ul style="list-style-type: none"> • UW: Underweight, 0-4th percentile • HW: Healthy Weight, 5th-85th percentile • OW: Overweight, 86th-95th percentile • O: Obese, >95th percentile <p>Enter the student's height and weight. These fields allow the BMI and BMI Percentile to calculate. Based on the BMI Percentile, the Status can be assigned.</p>
	Examiner	The personnel who performed the health screening.
	Height	<p>Defined as the distance from the student's feet to the top of his/her head. This data is entered in inches. If a student were 6 feet, 2 inches tall, the height would be entered at 74 inches. This field is limited to four characters - two places before the decimal point and two characters after (<i>e.g.</i> 74.22)</p>
	Weight	Indicates how much the student weighs in pounds. This field is limited to five characters - 3 places before the decimal point and 2 places after.
	BMI	<p>The Body Mass Index is a measure of a student's weight in relation to height. This field is auto-calculated based on the entered height and weight values, and cannot be modified. The calculation formula is: (weight in pounds/(height in inches)²) times 703.</p>
	BMI Percentile	<p>A value on the CDC BMI for age growth charts, determined after the calculation of the student's BMI. This value is auto-calculated based on the student's BMI, age and gender using data from a CDC-recommended chart that is built into the calculation. Students must be between 2 and 20 years of age on the date of the screening to have the BMI Percentile auto-calculated.</p> <p>While this field is auto-calculated, the value can be modified if the district is using a different chart for calculating percentile.</p>
	Blood Pressure	This is the force exerted by circulating blood on the walls of blood vessels. Enter values in XXX/XX format.
	Pulse	Value indicates the heartbeats per minute. Enter values in XXXX format.
	Respiration	Indicates the number of breaths per minute. Enter values in XXX format.

Sub-Screening Editor	Fields	Description
	Comments	Provides a text field for entering details about the screening.
Vision		
	Screening Date	Date the student received the screening. This field populates based on the Screening Date entered when a Screening Type is selected, but it can be modified as needed.
	Vision Check Type	Identifies the results as being from a vision screening (S) or vision exam (E).
	Test Type	<p>Indicate the name of the vision screening instrument being used to test the student's visual acuity. Tests are assumed to measure acuity at 20 feet, except for codes H, O1, SY10, SN10, and VT10 which measure acuity at 10 feet. The default dictionary is shown below:</p> <ul style="list-style-type: none"> • T: HOTV - 20 ft • H: HOTV - 10 ft • S: Snellen • L: LEA Symbols • O: Other - 20 ft • O1: Other - 10 ft • SY10: LEA Symbols - 10ft • SN10: Sloan - 10ft • VT10: Vision Test - 10ft
	Status	Indicates the result of the screening. The default dictionary may be modified for localized district use.
	Far Acuity R	Indicates the ability of the left eye to see at a distance. Entry is limited to five digits. The leading number (10 or 20) is determined by the Test Type code selected)
	Far Acuity L	Indicates the ability of the right eye to see at a distance. Entry is limited to five digits. The leading number (10 or 20) is determined by the Test Type code selected)
	Cor(rective) Lens	Indicates whether the student wears corrective lenses for proper vision. The default dictionary may be modified for localized district use.
	External Inspection	Indicates the result of an examination of the visual appearance of the eye. The default dictionary may be modified for localized district use.

Sub-Screening Editor	Fields	Description
	Near Acuity R	Indicates the ability of the left eye to see near. Entry is limited to five digits. The leading number (10 or 20) is determined by the Test Type code selected)
	Near Acuity L	Indicates the ability of the right eye to see near. Entry is limited to five digits. The leading number (10 or 20) is determined by the Test Type code selected)
	Plus Lens	Indicates the results of a test for far-sightedness (hyperopia). Also referred to as Convex Lens testing. The default dictionary may be modified for localized district use.
	Stereo Vision	Indicates the results of a test for depth perception. Also referred to as binocular vision or muscle balance. The default dictionary may be modified for localized district use.
	Cover Test	Indicates the results of a test for the presence and amount of ocular deviation. The default dictionary may be modified for localized district use.
	Color Vision	Indicates the results of a test for color blindness. The default dictionary may be modified for localized district use.
	Convergence	Indicates the results of a test for alignment of the eyes when focusing on nearby objects. The default dictionary may be modified for localized district use.
	Corneal Reflex	Indicates the results of a test for the reflex stimulated when the cornea is touched. The default dictionary may be modified for localized district use.
	Referral Date	Indicates the date the student was given a referral for a vision test. Use the Follow-up functionality to track referrals.
	Examiner	The personnel who performed the health screening.
Comments	Provides a text field for entering details about the screening.	
Hearing		
	Screening Date	Indicates the date the student received the hearing test. This field populates based on the Screening Date entered when a Screening Type is selected, but it can be modified as needed.
	Status	Displays the results of the hearing test. The default dictionary may be modified for localized district use.

Sub-Screening Editor	Fields	Description
	Type	Selection indicates the type of test given. The default dictionary may be modified for localized district use.
	Otoacoustic Emissions R	Results of the measurement of sounds given off by the inner ear when the cochlea is stimulated by a sound in the right ear. The default dictionary may be modified for localized district use.
	Otoacoustic Emissions L	Results of the measurement of sounds given off by the inner ear when the cochlea is stimulated by a sound in the left ear. The default dictionary may be modified for localized district use.
	Tympanometry R	Results of a test of the condition of the middle ear and the mobility of the eardrum in the right ear. The default dictionary may be modified for localized district use.
	Tympanometry L	Results of a test of the condition of the middle ear and the mobility of the eardrum in the left ear. The default dictionary may be modified for localized district use.
	Otoscopic R	Results of an examination of the auditory canal and eardrum in the right ear. The default dictionary may be modified for localized district use.
	Otoscopic L	Results of an examination of the auditory canal and eardrum in the left ear. The default dictionary may be modified for localized district use.
	250 L - 8000 R	Indicates the range, in Hz, at which the student can hear frequencies of sound for the right ear. These are values entered up to 3 characters.
	250 L - 8000 L	Indicates the range, in Hz, at which the student can hear frequencies of sound for the left ear. These are values entered up to 3 characters.
	Comments	Provides a text field for entering details about the screening.
Examiner	The personnel who performed the health screening.	
Early Childhood		
	Provider	Indicates where the screening took place. Not used in any core Health reports; the default dictionary may be modified for localized district use.

Sub-Screening Editor	Fields	Description
	Early Ed Experiences	Indicates where the student received education before attending school. Not used in any core Health reports; the default dictionary may be modified for localized district use.
	Readiness Referral	Indicates where the student has been referred for Early Childhood services. Not used in any core Health reports; the default dictionary may be modified for localized district use.
	Healthcare	Indicates the student's healthcare coverage. Not used in any core Health reports; the default dictionary may be modified for localized district use.
	Comments	Provides a text field for entering details about the screening.
Child and Teen Checkup Screening		
	Date of Exam	Indicates when the exam occurred. This field populates based on the Screening Date entered when a Screening Type is selected, but it can be modified as needed.
	Type	Indicates the reason for the test. The default dictionary may be modified for localized district use.
	Location	Indicates where the test was performed. The default dictionary may be modified for localized district use.
	Status	Displays the results of the screening. The default dictionary may be modified for localized district use.
	Early Childhood Expiration Date	Indicates the date the student's screening expires. This date must be AFTER the date entered in the Date of the Exam field.
	Healthcare	Indicates the student's healthcare coverage. The default dictionary may be modified for localized district use.
	Comments	Provides a text field for entering details about the screening.
Developmental		
	Screening Date	Indicates the date the screening occurred. This field populates based on the Screening Date entered when a Screening Type is selected, but it can be modified as needed.
	Score	Indicates the score the student received. This can be a whole number or a number with a decimal place (NN.N).
	Development Test	Indicates the type of test the student received. The default dictionary may be modified for localized district use.

Sub-Screening Editor	Fields	Description
	Development Status	Indicates the result of the test. The default dictionary may be modified for localized district use.
	Social/Emotional Status	Displays the student's status for social and emotional health. There is a separate Social-Emotional sub-screening and this field is no longer necessary. It can be hidden through the Attribute/Dictionary to preserve historical data while avoiding incorrect data entry in the future.
	Comments	Provides a text field for entering details about the screening.
Social-Emotional		
	Screening Date	Indicates the date the screening occurred. This field populates based on the Screening Date entered when a Screening Type is selected, but it can be modified as needed.
	Test Type	Indicates the test used in this screening. The default dictionary may be modified for localized district use.
	Score	Indicates the score the student received. Up to four characters can be entered.
	Status	Indicates the result of the test. The default dictionary may be modified for localized district use.
	Comments	Provides a text field for entering details about the screening.
Speech		
	Date	Indicates the date the screening occurred. This field populates based on the Screening Date entered when a Screening Type is selected, but it can be modified as needed.
	Test	Indicates the type of test given to the student. The default dictionary may be modified for localized district use.
	Status	Indicates the results of the screening. The default dictionary may be modified for localized district use.
	Comments	Provides a text field for entering details about the screening.
Tuberculosis		
	Skin Test Date	Date the student received the TB skin test. This field populates based on the Screening Date entered when a Screening Type is selected, but it can be modified as needed.

Sub-Screening Editor	Fields	Description
	Place Given	Indicates where the student received the test. The default dictionary may be modified for localized district use.
	Date Read	Date the results of the test were read.
	Results mm	Indicates the results of the skin test. Up to 5 characters can be entered
	X-Ray Date	Indicates the date the student received an X-Ray.
	Status	Indicates the results of the X-Ray. The default dictionary may be modified for localized district use.
	Med Start Date	If medication is given for treatment of TB, the entered date indicates when the medication was first taken.
	Med End Date	If medication is given for treatment of TB, the entered date indicates when the medication will last be taken.
	Refused Date	Date the student (or parents/guardians) refused treatment.
	Free from Communicable TB	When marked, indicates the student does not have TB.
	Comments	Provides a text field for entering details about the screening.
Scoliosis		
	Screening Date	Indicates the date the student received the scoliosis screening. This field populates based on the Screening Date entered when a Screening Type is selected, but it can be modified as needed.
	Character	Indicates the results of the test. The default dictionary may be modified for localized district use.
	Type	Indicates the type of scoliosis test given. The default dictionary may be modified for localized district use.
	Degree of Curve	The measurement, in degrees, of spinal curvature. Up to 3 characters can be entered.

Sub-Screening Editor	Fields	Description
	Curvature Location	Identification of the area of the student's back in which the degree of curve is measured. The default dictionary may be modified for localized district use. The default dictionary is shown below: <ul style="list-style-type: none"> • LT: Left thoracic • RT: Right thoracic • LL: Left lumbar • RL: Right lumbar
	Comments	Provides a text field for entering details about the screening.
	Examiner	The personnel who performed the health screening.
Dental		
	Date	Indicates the date the student received the dental screening. This field populates based on the Screening Date entered when a Screening Type is selected, but it can be modified as needed.
	Test Type	Indicates the type of dental screening performed was an exam (E) or screening (S). The default dictionary may be modified for localized district use.
	Status	Indicates the results of the dental screening or exam. The default dictionary may be modified for localized district use.
	Expiration Date	Indicates the date the dental screening expires. This date must be AFTER the date entered in the Date field.
	Dental Sealants Present	Indicates if sealants are present. The default dictionary may be modified for localized district use.
	Caries History	Indicates the student has any existing decay of teeth that has been treated. The default dictionary may be modified for localized district use.
	Untreated Caries	Indicates the student has existing decay of teeth that has not been treated. The default dictionary may be modified for localized district use.
	Soft Tissue Pathology	Indicates the student has existing dental soft tissue pathology. The default dictionary may be modified for localized district use.

Sub-Screening Editor	Fields	Description
	Malocclusion	Indicates the student has existing issues with the jaw sitting correctly when the mouth is closed. The default dictionary may be modified for localized district use.
	Urgent Treatment	Indicates the student needs care immediately. The default dictionary may be modified for localized district use.
	Restorative Care	Indicates the student has received care to restore teeth. The default dictionary may be modified for localized district use.
	Preventative Care	Indicates the student receives preventative dental care. The default dictionary may be modified for localized district use.
	Dental Erosion	Indicates the result of an examination of the student's dental enamel for areas of discoloration or erosion. The default dictionary may be modified for localized district use.
	Dental Waiver Date	Indicates the date of the student's dental waiver.
	Dental Waiver Reason	Indicates the reason for the dental waiver. The default dictionary may be modified for localized district use.
	Referral Date	Indicates the date the student was referred for dental care. Use the Follow-up functionality to track referrals.
	Examiner	The personnel who performed the health screening.
	Dental Other	Provides a text field for entering details about the screening.
Lead Level		
	Screening Date	Indicates the date the student took the screening. This field populates based on the Screening Date entered when a Screening Type is selected, but it can be modified as needed.
	Lead Level	Indicates the level of lead for the student, usually administered as a blood test. This is a five character alphanumeric field.
	Status	Indicates the result of the lead screening. The default dictionary may be modified for localized district use.
	Comments	Provides a text field for entering details about the screening.
Concussion		

Sub-Screening Editor	Fields	Description
	Screening Date	Indicates the date the student took the screening. This field populates based on the Screening Date entered when a Screening Type is selected, but it can be modified as needed.
	Test Type	Indicates the type of concussion test administered (e.g. baseline or post-injury). The default dictionary may be modified for localized district use.
	Score	Indicates the score the student received. This is an eight-character field.
	Status	Indicates the results of the screening. The default dictionary may be modified for localized district use.
	Expiration Date	Indicates the date the screening expires. This date must be AFTER the original screening date.
	Comments	Provides a text field for entering details about the screening.

Print Student Screening Records

Select one of the Print buttons at the top of the Screenings tab. The report can be generated as a PDF or DOCX format.

These print options print screening records for the selected student only. More health reports are available in the Health Reports folder.

Screens Summary Report ✕

The Screens Summary Report includes data collected during a Health Screening

Report Format: PDF DOCX

Screenings Summary Report Format Options

Print All

The **Print All** option prints all records of saved screenings for the student. Screenings print in chronological order (the earliest screening prints first).

Student, Kayla
 Grade: 05 # 123456 DOB: 12/07/2003 Gender: M Counselor:

Summary Conditions Immunizations **Screenings** Medications Health Office Visits Documents Contact Log

Save Delete New **Print All** Print Selected Year Print Selected Screening

Screening History
 Type Date Comments

Type	Date	Comments
Health App		
Early Child		
Vision/Hea		
Early Child		
Vision/Hea		

Student, Kayla **Screens Summary Report** 06/05/2015 03:08:55 PM
 ID: 123456 DISTRICT #123 Page 1
 Birthdate: 12/07/2003

SCREENING INFORMATION

Screening Type	Date	Comments
Vision/Hearing	10/04/2010	

VISION

Screening Date	Vision Check Type	Test Name	Status
10/04/2010		Snellen	Pass
Far Acuity L	Far Acuity R	Cor Lens	External Inspection
20 / 20	20 / 25	No	Pass
Near Acuity L	Near Acuity R	Plus Lens	Stereo Vision
20 /	20 /		
Cover Test	Color Vision	Convergence	Corneal Reflex
Pass			Limited in Sports
Comments			Referral Date

HEARING

Screening Date	Status	Type					
10/04/2010	Pass						
Otoacoustic Emissions L		Otoacoustic Emissions R					
Tympanometry L	Otoscope L	Tympanometry R					
250 L	500 L	1000 L	2000 L	250 R	500 R	1000 R	2000 R
3000 L	4000 L	6000 L	8000 L	3000 R	4000 R	6000 R	8000 R
Comments							

SCREENING INFORMATION

Screening Type	Date	Comments
Early Childhood	11/04/2012	

HEIGHT/WEIGHT AND VITAL SIGNS

Screening Date	Status	Height	Weight	BMI	BMI Percentile	Blood Pressure
06/04/2015						
Pulse	Respiration	Comments				

VISION

Screening Date	Vision Check Type	Test Name	Status
06/04/2015			
Far Acuity L	Far Acuity R	Cor Lens	External Inspection
20 /	20 /		
Near Acuity L	Near Acuity R	Plus Lens	Stereo Vision
20 /	20 /		
Cover Test	Color Vision	Convergence	Corneal Reflex
			Referral Date

HEARING

Screening Date	Status	Type					
06/04/2015							
Otoacoustic Emissions L		Otoacoustic Emissions R					
Tympanometry L	Otoscope L	Tympanometry R					
250 L	500 L	1000 L	2000 L	250 R	500 R	1000 R	2000 R
3000 L	4000 L	6000 L	8000 L	3000 R	4000 R	6000 R	8000 R
Comments							

DEVELOPMENTAL

Screening Date	Score	Development Status	Development Test
06/04/2015			

Print All Screenings PDF

Print Selected Year

The **Print Selected Year** option prints the entered screenings recorded during the year selected in the Campus toolbar. If a screening was recorded in December of 2013, and the year in the Campus toolbar was 2013-14, the screening prints. If the screening was recorded in December of 2013, and the year selected in the Campus toolbar was 2014-15, the screening does not print.

Year 2013-14 School Elementary Schedule All

Student, Kayla
Grade: 02 #123456 DOB: 09/30/2006 Gender: F

Summary Conditions Immunizations **Screenings** Medications Health Office Visits Documents Cont

New Print All **Print Selected Year**

Screening History

Type	Date	Comments
Vision	12/02/2013	Pass vision rescreen.

Student, Kayla ID: 123456 Birthdate: 09/30/2006

Screens Summary Report DISTRICT #123

06/08/2015 10:31:30 AM Page 1

SCREENING INFORMATION			
Screening Type	Date	Comments	
Vision/Hearing	11/01/2013	Pass hearing, need to rescreen vision.	

VISION			
Screening Date	Vision Check Type	Test Name	Status
11/01/2013		HOTV - 10ft	In Progress
Far Acuity L	Far Acuity R	Cor Lens	External Inspection
10 / 40	10 / 40	No	Pass
Near Acuity L	Near Acuity R	Plus Lens	Stereo Vision
10 /	10 /		
Cover Test	Color Vision	Convergence	Corneal Reflex
Pass			Pass
Comments			Referral Date

HEARING							
Screening Date	Status			Type			
11/01/2013	Pass						
Otoacoustic Emissions L	Otoacoustic Emissions R						
Tympanometry L	Tympanometry R						
250 L	500 L	1000 L	2000 L	250 R	500 R	1000 R	2000 R
3000 L	4000 L	6000 L	8000 L	3000 R	4000 R	6000 R	8000 R
Comments							

SCREENING INFORMATION			
Screening Type	Date	Comments	
Vision	12/02/2013	Pass vision rescreen.	

VISION			
Screening Date	Vision Check Type	Test Name	Status
12/02/2013		HOTV - 10ft	Pass
Far Acuity L	Far Acuity R	Cor Lens	External Inspection
10 / 25	10 / 30	No	Pass
Near Acuity L	Near Acuity R	Plus Lens	Stereo Vision
10 /	10 /		
Cover Test	Color Vision	Convergence	Corneal Reflex
			Pass
Comments			Referral Date

Print Selected Year Screenings PDF

Print Selected Screening

The Print Selected Screening option prints a summary of the selected screening from the Screening History list only. For this option, a screening must be selected.

The screenshot shows a software interface with a 'Screensings' tab selected. A 'Print Selected Screening' button is highlighted with a red box. Below this, a 'Screens Summary Report' is displayed for 'Student, Kayla' (ID: 123456, Birthdate: 09/30/2006) on 06/08/2015 at 10:44:29 AM. The report includes a table of screening information:

SCREENING INFORMATION			
Screening Type	Date	Comments	
Vision	12/02/2013	Pass vision rescreen.	

Below the table, there is a 'VISION' section with a grid of details:

Screening Date	Vision Check Type	Test Name	Status
12/02/2013		HOTV - 10ft	Pass
Far Acuity L	Far Acuity R	Cor Lens	External Inspection
10 / 25	10 / 30	No	Pass
Near Acuity L	Near Acuity R	Plus Lens	Stereo Vision
10 /	10 /		
Cover Test	Color Vision	Convergence	Corneal Reflex
Comments			Referral Date

At the bottom of the report area, there is a button labeled 'Print Selected Screening PDF'.

Use Letter Designer and Letter Builder to Report Screening Information

Classic Path: Ad hoc Reporting > Letter Builder, Letter Designer

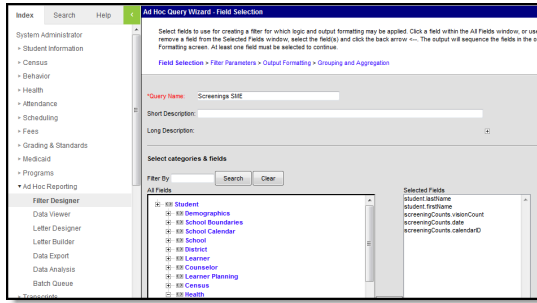
Search Terms: Letter Builder, Letter Designer

Use the following procedures to create letters that can be sent to parents/guardians for students who may be missing screenings or to report the results of a recent screening.

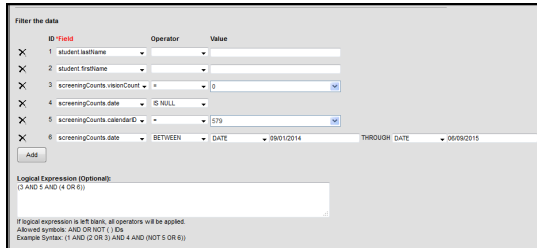
- These examples use the [Filter Designer](#), [Letter Builder](#) and [Letter Designer](#) tools.
- Students must be in a household with at least one address marked as mailing to receive a letter.
- Campus sub-reports are available in the Letter Designer for Dental, Vision, Hearing, Concussion and Scoliosis screenings.

Missing Screenings

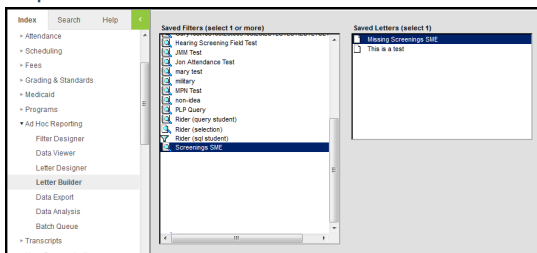
1. Create an Ad hoc Filter to find students who may be missing a specific screening during set time. Use these fields from Screening Counts:
 - screeningCounts.subformCounts (subform is the specific sub-screening; if the letter is for missing hearing screenings, this field would be screeningCounts.hearingCounts).
 - screeningCounts.date (this will be used twice)
 - screeningCounts.calendarID
 - additional fields like identity.lastName, identity.firstName, etc., can also be selected.



2. Click the Next button.
3. On the Parameters screen, add a second screeningCounts.date by clicking the Add button and select that field from the dropdown list.
4. Set the fields like so:
 - o screeningCounts.subformCount = 0
 - o screeningCounts.date IS NULL
 - o screeningCounts.calendarID = enter the calendar ID of your selected calendar (navigate to System Administration > Calendar > Calendar to locate this)
 - o screeningCounts.date BETWEEN DATE (enter desired date range in the appropriate fields).
5. Enter this text in the Logical Expression field. Instead of the field names, enter the ID numbers of the row in which that field is located. (subformCount AND calendarID AND (date #1 OR date #2))
 - o in this example, the expression would be (3 AND 5 AND (4 OR 6))



6. Save.
7. In the Letter Designer, create and save the letter.
8. In the Letter Builder, select the created ad hoc filter and the letter created in the previous steps.

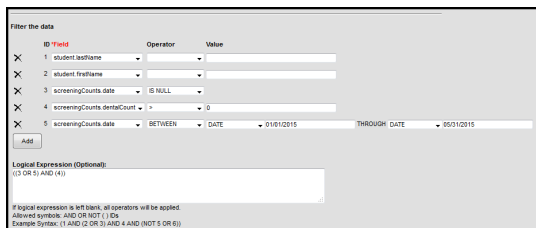


9. Click the **Build Letters** button.

Report of Screenings

1. Create an Ad hoc Filter to find students who may be missing a specific screening during set time. Use these fields from Screening Counts. The filter can contain multiple subform counts, but the only Sub-reports available are Dental, Hearing, Vision, Scoliosis, and Concussion.
 - o screeningCounts.subformCounts (subform is the specific sub-screening; if the letter is for missing hearing screenings, this field would be screeningCounts.hearingCounts).

- screeningCounts.date (this will be used twice)
 - additional fields like identity.lastName, identity.firstName, etc., can also be selected
2. On the Parameters screen, add a second screeningCounts.date by clicking the Add button and select that field from the dropdown list.
 3. Set the Parameters as follows:
 - screeningCounts.subformCount > 0
 - screeningCounts.date IS NULL
 - screeningCounts.date BETWEEN DATE (enter desired date range in the appropriate fields).
 4. Enter this text in the Logical Expression field. Instead of the field names, enter the ID numbers of the row in which that field is located. (screeningCounts.date #1 OR date #2) AND (subformCounts 1 OR subformCounts 2 OR subformCounts 3)
 - in this example, the expression would be ((3 OR 5) AND (4))
 - Only one subform.Count has been added, but if more than one were included, additional ID numbers would be added.



The screenshot shows a 'Filter the data' interface with a table of filter criteria and a logical expression field.

ID	Field	Operator	Value
1	student.lastName		
2	student.firstName		
3	screeningCounts.date	IS NULL	
4	screeningCounts.subformCount	>	0
5	screeningCounts.date	BETWEEN	DATE 01/01/2015 THROUGH DATE 06/31/2015

Logical Expression (Optional):
 ((3 OR 5) AND (4))

If logical expression is left blank, all operators will be applied.
 Allowed symbols: AND OR NOT () [] []
 Example Syntax: (1 AND (2 OR 3)) AND 4 AND (NOT 5 OR 6))

5. Save.
6. In Letter Designer, create and save your letter.
 1. Include the desired Health Sub-reports. The Screening Counts used in the Ad hoc filter and the Sub-reports in the letter should be for the same screenings.
7. In the Letter Builder, select the created ad hoc filter and the letter created in the previous steps.