

# Screenings

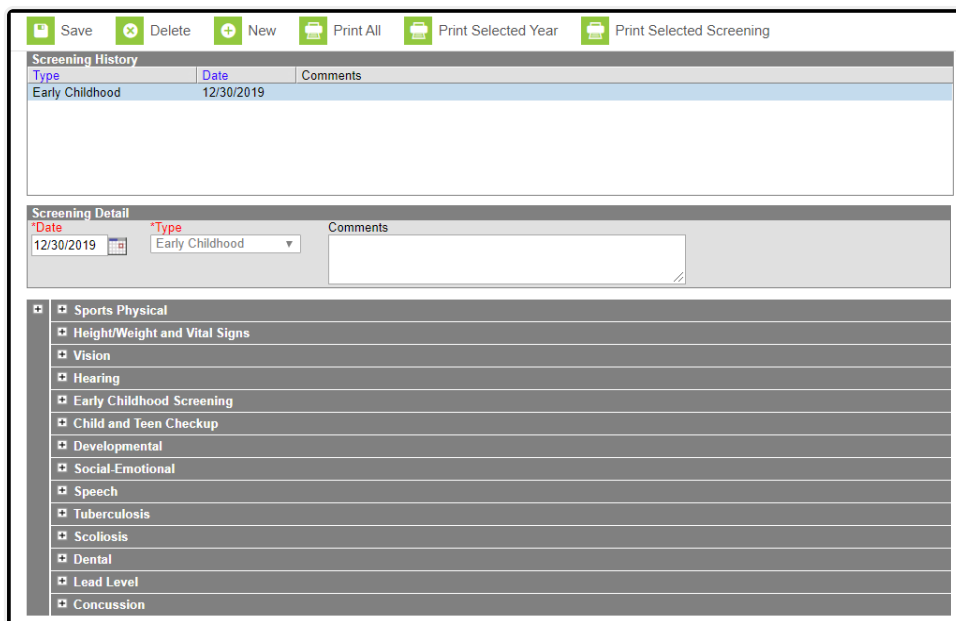
Last Modified on 10/22/2022 9:56 am CDT

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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

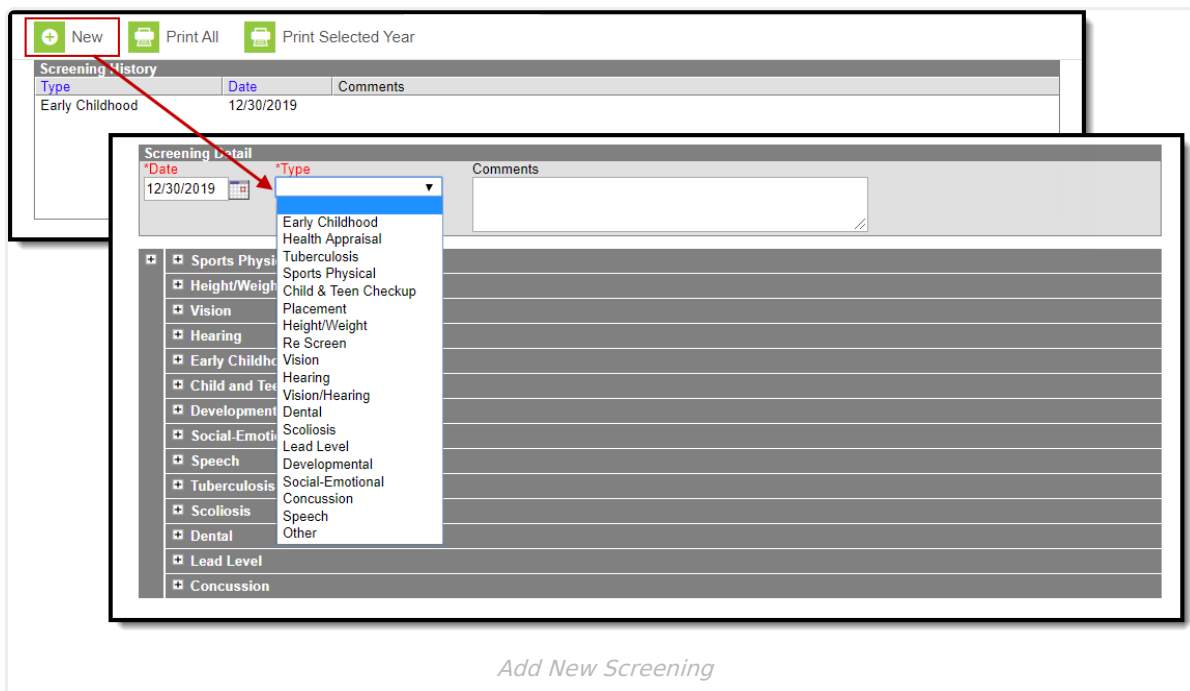
Health Screenings are entered as a record to track health and wellness screening data for students. The Screenings tool stores the results of the screening, and health office staff can add follow-up recommendations for students and parents if further testing or notifications are needed.

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

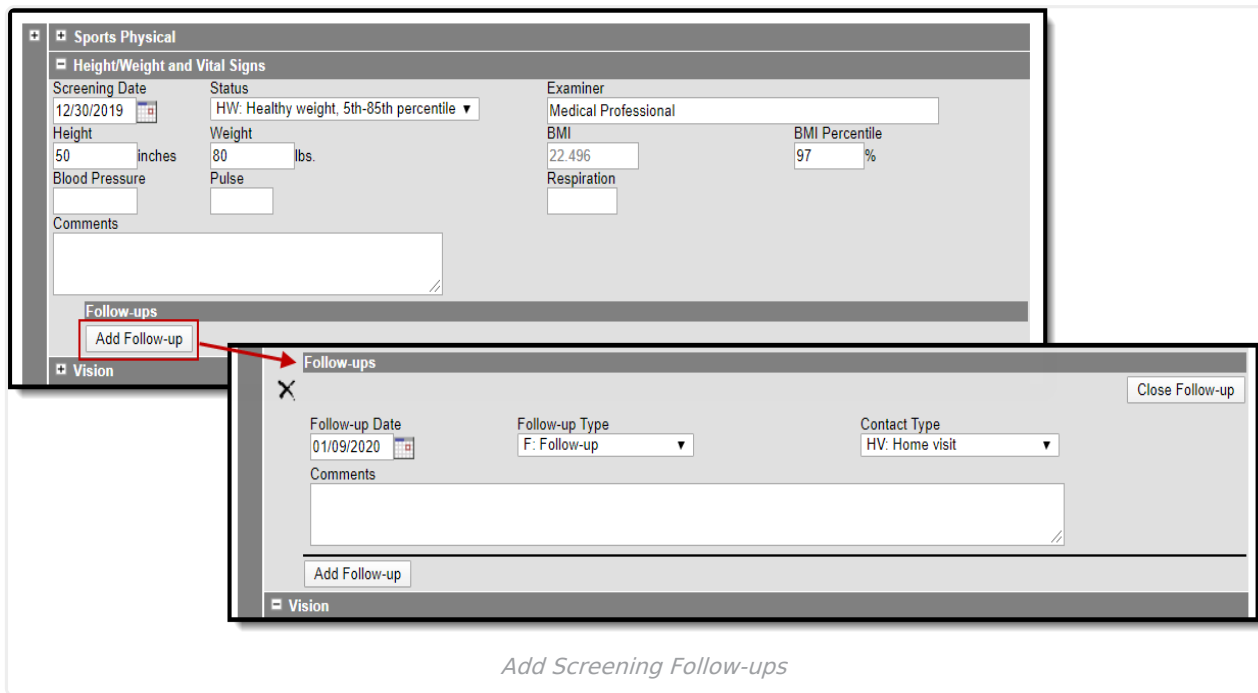
1. Click the **New** button.
2. The **Date** will auto-populate with the current date. If applicable, enter a different date in *mmdyy* format or by clicking the calendar icon and selecting the date.
3. Select the type of screening from the **Type** dropdown. This will open the appropriate sub-screening 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

Follow-up Date: 06/03/2015  
 Follow-up Type: O: Observation  
 Contact Type: SC: School conference  
 Comments: discussed needed intervention  
 Created: 06/03/2015 by Administrator, System

Administrator, System  
 Add Follow-up  
 Close Follow-up  
 Open/Edit 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: 12/30/2019	Status: HW: Healthy weight, 5th-85th percentile	Examiner: Medical Professional	
Height: 50 inches	Weight: 80 lbs.	BMI: 22.496	BMI Percentile: 97%
Blood Pressure:	Pulse:	Respiration:	
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

Follow-up Date: 01/09/2020  
 Follow-up Type: F: Follow-up  
 Contact Type: PC: Phone conversation  
 Comments:  
 Created: 12/30/2019 by Administrator, System  
 Add Follow-up  
 Close 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
<b>Early Childhood</b>	Height/Weight and Vital Signs Vision Hearing Early Childhood Screening Developmental Social-Emotional Speech
<b>Health Appraisal</b>	Height/Weight and Vital Signs Vision Hearing
<b>Tuberculosis</b>	Tuberculosis
<b>Sports Physical</b>	Sports Physical
<b>Child and Teen Checkup</b>	Height/Weight and Vital Signs Vision Hearing Child and Teen Checkup Developmental Social-Emotional
<b>Placement</b>	Height/Weight and Vital Signs Vision Hearing Tuberculosis
<b>Height/Weight and Vital Signs</b>	Height/Weight and Vital Signs
<b>Re Screen</b>	N/A
<b>Vision</b>	Vision
<b>Hearing</b>	Hearing
<b>Vision/Hearing</b>	Vision Hearing
<b>Dental</b>	Dental
<b>Scoliosis</b>	Scoliosis
<b>Lead Level</b>	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
<b>Sports Physical</b>		
	<b>Status</b>	Indicates the result of the student's sports physical. The default dictionary may be modified for localized district use.
	<b>Comments</b>	Provides a text field for entering details about the screening.
<b>Height, Weight and Vital Signs</b>		
	<b>Screening Date</b>	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
	<b>Status</b>	<p>Indicates the student's growth assessment, based on the BMI percentile. Options are:</p> <ul style="list-style-type: none"> <li>• UW: Underweight, 0-4th percentile</li> <li>• HW: Healthy Weight, 5th-85th percentile</li> <li>• OW: Overweight, 86th-95th percentile</li> <li>• O: Obese, &gt;95th percentile</li> </ul> <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>
	<b>Examiner</b>	The personnel who performed the health screening.
	<b>Height</b>	<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>
	<b>Weight</b>	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.
	<b>BMI</b>	<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)<sup>2</sup>) times 703.</p>
	<b>BMI Percentile</b>	<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 <a href="#">CDC-recommended chart</a> 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>
	<b>Blood Pressure</b>	This is the force exerted by circulating blood on the walls of blood vessels. Enter values in XXX/XX format.
	<b>Pulse</b>	Value indicates the heartbeats per minute. Enter values in XXXX format.
	<b>Respiration</b>	Indicates the number of breaths per minute. Enter values in XXX format.

Sub-Screening Editor	Fields	Description
	<b>Comments</b>	Provides a text field for entering details about the screening.
<b>Vision</b>		
	<b>Screening Date</b>	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.
	<b>Vision Check Type</b>	Identifies the results as being from a vision screening (S) or vision exam (E).
	<b>Test Type</b>	<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"> <li>• T: HOTV - 20 ft</li> <li>• H: HOTV - 10 ft</li> <li>• S: Snellen</li> <li>• L: LEA Symbols</li> <li>• O: Other - 20 ft</li> <li>• O1: Other - 10 ft</li> <li>• SY10: LEA Symbols - 10ft</li> <li>• SN10: Sloan - 10ft</li> <li>• VT10: Vision Test - 10ft</li> </ul>
	<b>Status</b>	Indicates the result of the screening. The default dictionary may be modified for localized district use.
	<b>Far Acuity R</b>	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)
	<b>Far Acuity L</b>	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)
	<b>Cor(rective) Lens</b>	Indicates whether the student wears corrective lenses for proper vision. The default dictionary may be modified for localized district use.
	<b>External Inspection</b>	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
	<b>Near Acuity R</b>	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)
	<b>Near Acuity L</b>	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)
	<b>Plus Lens</b>	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.
	<b>Stereo Vision</b>	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.
	<b>Cover Test</b>	Indicates the results of a test for the presence and amount of ocular deviation. The default dictionary may be modified for localized district use.
	<b>Color Vision</b>	Indicates the results of a test for color blindness. The default dictionary may be modified for localized district use.
	<b>Convergence</b>	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.
	<b>Corneal Reflex</b>	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.
	<b>Referral Date</b>	Indicates the date the student was given a referral for a vision test.  Use the Follow-up functionality to track referrals.
	<b>Examiner</b>	The personnel who performed the health screening.
<b>Comments</b>	Provides a text field for entering details about the screening.	
<b>Hearing</b>		
	<b>Screening Date</b>	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.
	<b>Status</b>	Displays the results of the hearing test. The default dictionary may be modified for localized district use.

Sub-Screening Editor	Fields	Description
	<b>Type</b>	Selection indicates the type of test given. The default dictionary may be modified for localized district use.
	<b>Otoacoustic Emissions R</b>	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.
	<b>Otoacoustic Emissions L</b>	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.
	<b>Tympanometry R</b>	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.
	<b>Tympanometry L</b>	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.
	<b>Otosopic R</b>	Results of an examination of the auditory canal and eardrum in the right ear. The default dictionary may be modified for localized district use.
	<b>Otosopic L</b>	Results of an examination of the auditory canal and eardrum in the left ear. The default dictionary may be modified for localized district use.
	<b>250 L - 8000 R</b>	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.
	<b>250 L - 8000 L</b>	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.
	<b>Comments</b>	Provides a text field for entering details about the screening.
<b>Examiner</b>	The personnel who performed the health screening.	
<b>Early Childhood</b>		
	<b>Provider</b>	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
	<b>Early Ed Experiences</b>	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.
	<b>Readiness Referral</b>	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.
	<b>Healthcare</b>	Indicates the student's healthcare coverage. Not used in any core Health reports; the default dictionary may be modified for localized district use.
	<b>Comments</b>	Provides a text field for entering details about the screening.
<b>Child and Teen Checkup Screening</b>		
	<b>Date of Exam</b>	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.
	<b>Type</b>	Indicates the reason for the test. The default dictionary may be modified for localized district use.
	<b>Location</b>	Indicates where the test was performed. The default dictionary may be modified for localized district use.
	<b>Status</b>	Displays the results of the screening. The default dictionary may be modified for localized district use.
	<b>Early Childhood Expiration Date</b>	Indicates the date the student's screening expires. This date must be AFTER the date entered in the Date of the Exam field.
	<b>Healthcare</b>	Indicates the student's healthcare coverage. The default dictionary may be modified for localized district use.
	<b>Comments</b>	Provides a text field for entering details about the screening.
<b>Developmental</b>		
	<b>Screening Date</b>	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.
	<b>Score</b>	Indicates the score the student received. This can be a whole number or a number with a decimal place (NN.N).
	<b>Development Test</b>	Indicates the type of test the student received. The default dictionary may be modified for localized district use.

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

Sub-Screening Editor	Fields	Description
	<b>Curvature Location</b>	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"> <li>• LT: Left thoracic</li> <li>• RT: Right thoracic</li> <li>• LL: Left lumbar</li> <li>• RL: Right lumbar</li> </ul>
	<b>Comments</b>	Provides a text field for entering details about the screening.
	<b>Examiner</b>	The personnel who performed the health screening.
<b>Dental</b>		
	<b>Date</b>	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.
	<b>Test Type</b>	Indicates the type of dental screening performed was an exam (E) or screening (S). The default dictionary may be modified for localized district use.
	<b>Status</b>	Indicates the results of the dental screening or exam. The default dictionary may be modified for localized district use.
	<b>Expiration Date</b>	Indicates the date the dental screening expires. This date must be AFTER the date entered in the Date field.
	<b>Dental Sealants Present</b>	Indicates if sealants are present. The default dictionary may be modified for localized district use.
	<b>Caries History</b>	Indicates the student has any existing decay of teeth that has been treated. The default dictionary may be modified for localized district use.
	<b>Untreated Caries</b>	Indicates the student has existing decay of teeth that has not been treated. The default dictionary may be modified for localized district use.
	<b>Soft Tissue Pathology</b>	Indicates the student has existing dental soft tissue pathology. The default dictionary may be modified for localized district use.

Sub-Screening Editor	Fields	Description
	<b>Malocclusion</b>	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.
	<b>Urgent Treatment</b>	Indicates the student needs care immediately. The default dictionary may be modified for localized district use.
	<b>Restorative Care</b>	Indicates the student has received care to restore teeth. The default dictionary may be modified for localized district use.
	<b>Preventative Care</b>	Indicates the student receives preventative dental care. The default dictionary may be modified for localized district use.
	<b>Dental Erosion</b>	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.
	<b>Dental Waiver Date</b>	Indicates the date of the student's dental waiver.
	<b>Dental Waiver Reason</b>	Indicates the reason for the dental waiver. The default dictionary may be modified for localized district use.
	<b>Referral Date</b>	Indicates the date the student was referred for dental care.  Use the Follow-up functionality to track referrals.
	<b>Examiner</b>	The personnel who performed the health screening.
	<b>Dental Other</b>	Provides a text field for entering details about the screening.
<b>Lead Level</b>		
	<b>Screening Date</b>	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.
	<b>Lead Level</b>	Indicates the level of lead for the student, usually administered as a blood test. This is a five character alphanumeric field.
	<b>Status</b>	Indicates the result of the lead screening. The default dictionary may be modified for localized district use.
	<b>Comments</b>	Provides a text field for entering details about the screening.
<b>Concussion</b>		

Sub-Screening Editor	Fields	Description
	<b>Screening Date</b>	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.
	<b>Test Type</b>	Indicates the type of concussion test administered (e.g. baseline or post-injury). The default dictionary may be modified for localized district use.
	<b>Score</b>	Indicates the score the student received. This is an eight-character field.
	<b>Status</b>	Indicates the results of the screening. The default dictionary may be modified for localized district use.
	<b>Expiration Date</b>	Indicates the date the screening expires. This date must be AFTER the original screening date.
	<b>Comments</b>	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

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Report Format:  PDF  DOCX

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*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
Health App		
Early Child		
Vision/Hea		
Early Child		
Vision/Hea		
Screening		
*Date		
06/04/2015		
Sp		
Hei		
Screen		
06/04/2015		
Height		

**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					
		Otoscope 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					
		Otoscope 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			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 it, 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 this is a 'VISION' section with a detailed table:

Screening Date	Vision Check Type	Test Name	Status
12/02/2013		HOTV - 10ft	Pass
Far Acuity L 10 / 25	Far Acuity R 10 / 30	Cor Lens	External Inspection Pass
Near Acuity L 10 /	Near Acuity R 10 /	Plus Lens	Stereo Vision
Cover Test	Color Vision	Convergence	Corneal Reflex Referral Date
Comments			

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

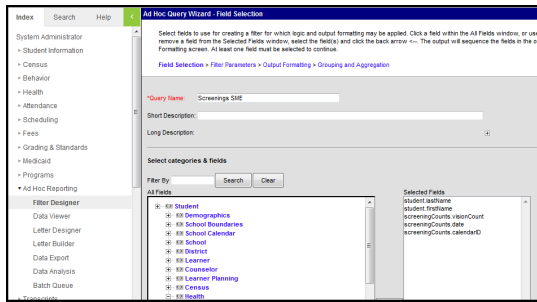
**Search Terms:** Letter Builder, Letter Designer

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.

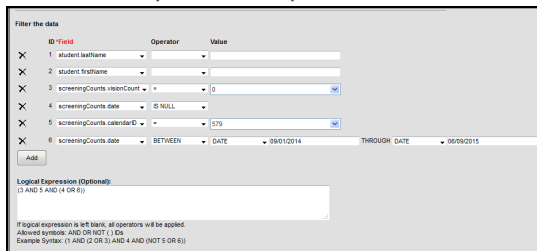
- These examples use the [Filter Designer](#), [Letter Builder](#) and [Letter Designer](#) tools.
- Students must be in a household with at least one address marked as mailing to receive a letter.
- Campus sub-reports are available in the Letter Designer for Dental, Vision, Hearing, Concussion and Scoliosis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

## Missing Screenings

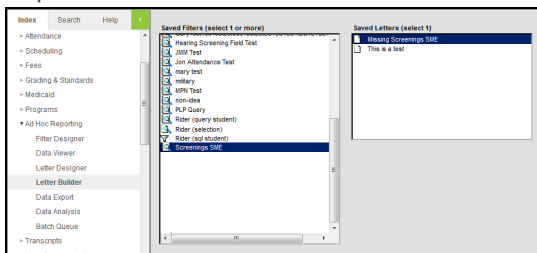
1. Create an Ad hoc Filter to find students who may be missing a specific screening during set time. Use these fields from Screening Counts:
  - screeningCounts.subformCounts (subform is the specific sub-screening; if the letter is for missing hearing screenings, this field would be screeningCounts.hearingCounts).
  - 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.

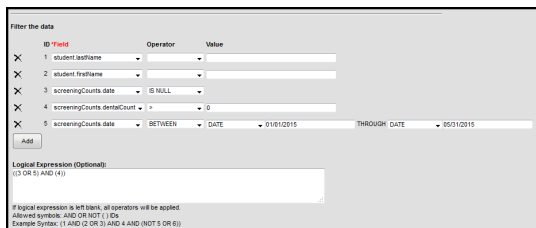


9. Click the **Build Letters** button.

## 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.



ID	Field	Operator	Value
X	1 student.lastName		
X	2 student.firstName		
X	3 screeningCounts.date	IS NULL	
X	4 screeningCounts.subformCount	>	0
X	5 screeningCounts.date	BETWEEN	DATE 01/01/2015 THROUGH DATE 06/30/2015

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.