

Synergy SIS[©] Health Administrator Guide



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ABOUT THIS MANUAL

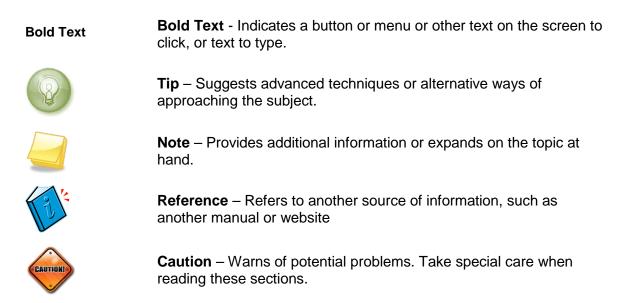
Edupoint Educational Systems develops software with multiple release dates for the software and related documentation. The documentation is being released in multiple volumes to meet this commitment.

The table below lists the release date, software version, documentation volume number, and the content included in each volume of documentation to date.

Date	Volume	Edition	Revision	Content
August 2009	1	1	1	Initial release of this document
March 2010	1	1	2	Updated to include changes from the November 2009 release and the February and March 2010 patches
June 2011	1	1	3	Update to include changes from the June 2011 release
February 2013	1	1	4	Updated to include changes from the February 2013 release
June 2013	1	1	5	Updated to the 8.0.1.1 release

Software and Document History

CONVENTIONS USED IN THIS MANUAL



BEFORE YOU BEGIN

Before installing any of the Edupoint family of software products, please be sure to rescreen the system requirements and make sure the district's computer hardware and software meet the minimum requirements. If there are any questions about the system requirements, please contact an Edupoint representative at (877) 899-9111.

Caution: The Edupoint family of software does not support the use of pop-up blockers or third-party toolbars in the browser used to access Synergy SIS. Please disable any pop-up blockers (also known as pop-up ad blockers) and extra toolbars in the browser before logging into any Edupoint product.

At any point, if there are any technical difficulties, please contact the Edupoint technical support team at support@edupoint.com or by phone at 1-877-899-9111 option 1.

Chapter One: OVERVIEW

In this chapter, the following topics are covered:

- Overview of the features of the Health screens
- Implementation considerations

OVERVIEW

The **Health** folder has screens that track where student immunizations records are entered and student health screening results are recorded. The Health folder can also record any health-related incidents and track student medications that need to be administered by school personnel. Alerts can be configured to warn staff in any screen in Synergy SIS when the student has a medical condition such as a food-related allergy or diabetes.

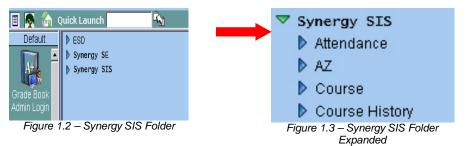
This manual illustrates how to setup and configure the Health-related screens contained in the Health folder. The security options available for the Health screens are also outlined. The companion manual to the Administrator Guide, *Synergy SIS – Health User Guide,* illustrates how to enter and modify the health information and print related reports.

To access the Health screen:

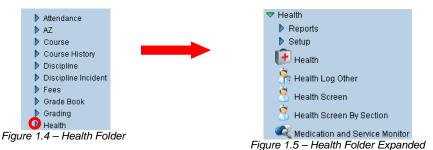
1. Open the **Synergy SIS Navigation Tree** by clicking on the Tree button.



 Expand the Synergy SIS folder by clicking on the blue triangle pointing right, next to the word Synergy SIS. Once clicked, the triangle will turn green and point downward.



3. Under the Synergy SIS folder, open the **Health** folder by clicking on the blue triangle pointing right, next to the words Health. Once clicked, the triangle will turn green and point downward.



4. Click on the **Health** icon. The health screen will appear in the content pane on the right side of the screen.



Note: In the rest of the manual, the location of a screen or report in the Navigation Tree (also referred to as the PAD tree) is indicated using ">". The example above is indicated as Synergy SIS > Health. This means go to the Navigation Tree, click on the Synergy SIS folder, and then click on the Health folder.

The screens that are configured in this guide are:

The **Health** screen logs any visits to the nurse, records any health conditions the student may have, and tracks the student's immunizations. It can also track any medications or procedures that school personnel need to administer to the student.

∀Health					(«								
tudent Name: Abbott, Billy C. School: Hope High School Status: Active Homercom: 403 Age: 18 yrs 8 mths													
Nurse's Log Health Conditions Immunizations Medications Health History Private													
Last Name	First Name	Middle Name F	Perm ID Grade	Gender Birth Date	e Allow Ibuprofen								
Abbott	Billy		305483 12	Male 🔽 05/12/199	з 📴 🗖								
Entries				Add Wizard	Add Show Detail 🔕								
X Line Date	: 🔶 Time In 🔶 Ti	me Out 🔶 Referred B	у 🔶	Health Code	Staff Name 🔶								
1 04/28/201	1 📝 8:15 AM 8:	45 AM self	001 Nursing Asses	sment/Treatment/Illness	👻 🗸 Vesta, Cindy 🛛 👻								
		Fiqu	ure 1.7 – Health Sc	reen									

The **Health Log Other** screen records health-related incidents that involve non-students.

Health L	og Other	1					
Organization Name	Hope High S	chool School Yest: 2010-2011					
Health Log							
11/30/2010	Go Ta D	ste					
	Go To D	ete			Add Wizard	Add	Show Detail
11/30/2010	Go To D	ele	Curren	i Log Dalie: 10:1:2010	Add Wizard	Add	Show Detail
11/30/2010	Ge To D	Paliet Rame	Curren	t Log Date: 10/1/2010 Bladth Code	Add Wizard	Add	

Figure 1.8 – Health Log Other Screen

The **Health Log Student** screen records health-related incidents for a single day.

VHealth Log S	Health Log Student												
Organization Name: Hop	ganization Name: Hope High School School Year: 2012-2013												
Health Log													
Display Preferences		٨											
Sort Column	Asc	ending											
Student Name	~												
Accidents							Add	Show Detail					
			S	uper Title									
Line Student Name	Gender	Perm ID	Time In	Time Out	Healt	h Code	Staff Name	Totals					
1 Abbott, Billy C.	M	905483	2:45 PM	3:00 PM	350 Dia	betes	User, Admin	2					

Figure 1.9 – Health Log Other Screen

The **Health Screen** screen records the results of screening tests for tuberculosis, vision, hearing, scoliosis, a general physical, and dental.

∀Health Screen	(«
Student Name: Abbott, Billy C. School: Hope High School Status: Active Room Name: 403	
Tubercutosis Vision Hearing Scoliosis General Health Dental Last Name First Name Middle Name Suffix Perm ID Grade Gender Abbott Billy C 905483 12 Male	
Tuberculosis Skin Test	(
Type Date Given 1 Date Read 1 mm inducation 1 impression 1 PPD-Mantoux ▼ 07/31/2008	
Type Date Given 2 Date Read 2 mm Induration 2 Impression 2 PPD-Mantoux ▼ 07/30/2010 📴 08/04/2010 📴 8 Positive ▼	
Waiver Waiver Date	
Tuberculosis Chest X-Ray	٥
Xray Film Date Xray Impression 02/10/2011 📴 Abnormal 💌	
Tuberculosis Medication	٥
Medication Prescribed Medication	
Medication Start Date	
Free of communicable Tuberculosis Yes, Person is free of communicable Tuberculosis 🛛 👻	

Figure 1.10 – Health Screen Screen

The **Health Screen By Section** screen allows the screening results for tuberculosis, vision, hearing, scoliosis, a general physical, and dental to be screened and entered by section.

∇	✓Health Screen By Section													
	Section ID: 1077 Course Title: Am Gover School Year: 2010-2011													
F	Tuberculosis Vision Hearing Scoliosis General Health Dental													
1077	Section ID Course ID Course Title Staff Name Room Name 1077 SS51 Am Govt Jackson, Kathy 216													
pon	r		330											
Filt	Filter 🔷													
	Hide Students With Tuberculosis Records													
Tuk	Tuberculosis Exam													
Line	Student Name	Perm ID	Grade	Gender	Type 1	Date Given 1	Date Read 1	mm Induration 1	Impression 1	Waiver	Waiver Date			
1	<u>Abbott,</u> Billy C.	905483	12	м	PPD-Mantoux 💌	07/31/2008 📝	08/03/2008 📴	0	Negative 👻	~				
2	Addington, Paula M.	871686	12	F	~	P			~	~				
3	<u>Coleman,</u> Jose L.	874305	12	м	*	P			*	*	P			
4	<u>Cooley,</u> Carolyn A.	922759	12	F	*	P			~	~	P			
5	Crum. Richard J.	872047	12	м	~	P			~	~				
					Figure 1	11 – Health	Screen By Se	ection S	creen					

Figure 1.11 – Health Screen By Section Screen

The **Individual Healthcare Plan** screen lists all the Healthcare Plans that have been created to manage a student's chronic or long-term health issues.

Menu▼	enu 🔍 🛞 🛞 🖾 🗴 Save Undo Status: Ready 🗟 🖓 🖏													
VIndividual He	Individual Healthcare Plan 🛛 🔊 🔊 🖉 👘 🛸													
Student Name: Abel Jon	udent Name: Abel Jones Holbrook, Albert Joseph R. School: Hope High School: Status: Active Room Name: 128													
Student														
Last Name	First Name	Middle Name	Suffix	Perm ID	Grade		Gender							
Abel Jones Holbrook	Albert Joseph	Ryan		132683	12	~	Male Y							
Healthcare Plan									Add 🔇					
🗙 Line Plan Name	Plan Start Date	😂 🛛 Plan End Dat		/ritten By 🔶	Medical Diagnosis			Nursing Diagnosis	₽lan Details					
1 Manage chemo	side 02/18/2013	06/07/2013	🔐 User	r, Admin 💌	Safety	м н	ealth maintnance, altered	1	Show Details					

Figure 1.12 – Individual Healthcare Plan Screen

The **Medication and Service Monitor** screen lists all medications and procedures that need to be administered to students on a given date, based on the medications and procedures recorded in the Health screen for each student.



Figure 1.13 – Medication and Service Monitor Screen

IMPLEMENTATION CONSIDERATIONS

Most states require that schools track and verify student immunizations. To setup and configure the **Student Immunization** data, collect the state immunization guidelines to get a list of required immunizations. The CDC also provides a guide on recommended vaccination schedules.

Synergy SIS can also track other **Health** information, such as screening data for scoliosis, vision, dental, and tuberculosis. It can also track any student or staff health-related incidents and generate an Accident Report that can be sent home to the student's parents. To setup this section, gather a list of health screenings administered by the school and the tests used. The district will also need to create the format for the Accident Report. A sample report is provided in Chapter Four.

BEFORE STARTING

Throughout the Health screens, there are several drop-down lists with pre-selected values. These values are stored in a lookup table, with a separate table for each list. Some lookup tables may be modified to match the needs of the district. The lookup tables that can be modified by the school district are listed below. The values used by these tables need to be gathered before setting up the Health screens as outlined in this guide.

Lookup Table Name	Description
Accident Activity	a list of possible activities the person was engaged in when the accident occurred
Accident Location	a list of possible locations where the accident occurred
Action Taken	a list of possible actions
Administered	the status of the scheduled administration of medication
Audio Aid	a list of possible devices used to aid the student's hearing
Audio Folder	a list of possible folders used to store the audio screen results
Audio Screen Reason	a list of the reasons an audio screen is conducted
Clinical Code	the code indicating the treatment administered
Color Deficiency	this list could be setup as a list of the three possible color blindness conditions , or
	as a pass/fail list to indicate if the student passed the color deficiency test
Condition Code	
Dental Assessment	possible reasons that a dental exam requirement is waived
Equipment	· · · · ·
Exam Results	
Exemptions	the list of reasons why a student may be exempted from the vaccination
-	requirements
Eye Exam	the list of possible vision acuity measures
Frequency Type	
Health Code	the code indicating the type of health incident
Health Conditions	the list of possible serious health conditions
Health Type of Record	
Hearing Exam	
Immittance Class	a list of the overall results of the hearing exam
Incident Code	
Incident Notification	A list of
List	
Individual Test	
Injury	
Interval Type	
Intervention Codes	
Med Procedure	
Medical Diagnosis	
Medication or Service	a list of medication or that are administered to students by school personnel
Medication Prescribed	a list of the medications prescribed as the result of a positive tuberculosis test, or
	a list of the status of a prescription
Medication Type	the type of medication administered
Otoscopic	
Observation	
Overall Status	
Procedure	a list of medical procedures administered by school personnel
Referral (Hearing)	the referral list could indicate the external agency to where the student was
	referred, or the source of a referral for a hearing screening
Referral (Vision)	typically setup up as either Yes or No, the referral list could also indicate the
Dente of Alleria	external agency to where the student was referred, or the source of a referral
Route of Admin	the method by which the medication is administered
TB Disease Status	the overall tuberculosis status of the student
TB Result	
TB Waiver	

Treatment Urgency	a list of the follow-up treatments based on the results of the dental exam
Tympanagram Type	a list of the possible types of hearing tests used
Vaccination Code	
Vaccination SIS Code	
Vaccination State	
Code	
Vision Aid	the list of possible corrective lenses used by the student to correct their vision
Vision Screen Reason	
Waiver	the reasons a tuberculosis test is waived
X-ray Result	

Chapter Two: HEALTH SCREEN SETUP

In this chapter, the following topics are covered:

- ► How to setup the Immunization Definition
- ► What lookup tables need to be setup for the Health screen

LOOKUP TABLES FOR IMMUNIZATION DEFINITION

Prior to setting up the immunization requirements, there are a number of lookup tables that need to be defined. These tables are used during the setup process. The lookup tables may be modified by using the **Lookup Table Definition** screen. To modify a lookup table's values:

- Go to the Lookup Table Definition screen, found under Synergy SIS > System > Setup.
- 2. **Find the table** that needs to be changed by clicking on the triangles next to each node. Most of the lookup tables for the Immunization Definition screen are found under the node K12.Setup.
- 3. Once the table is located, click the **Add** button to add a new code.

Lookup Values										1
×	Line ListOrder (Description	e oner e	Statu Code	All Code 1	Alt Code SE	Year Start	- Yes	
	10	01	Palia	01					~	~
	20	02	Dipth	02					v.	v
	3.0	03	OTTO	03					¥	~
	4 0	04	MMR	04				1	~	~
	50	05	HIB	05					~	~
	6.0	06	HEP 8	06				1	~	~
	70	07	HEP A	07					~	~
-1	8.0	08	Varicella	08		1			~	v

Figure 2.1 – Vaccination SIS Code Lookup Table

- 4. A defined order can be set by entering the order number in the **ListOrder** column. Otherwise, the values are sorted in alphanumeric order by the Description field. If the numbers in the ListOrder field are the same, the Description is used for sorting.
- 5. Enter a code for the item in the **Code** column. This value must be unique since it is used to link the tables in the database and it is displayed in the drop-down list.
- 6. Enter the description of the code in the **Description** column.
- 7. The **Other SIS** column is used to import data during the conversion process from another student records system. Enter the code used in the old system in this column.
- 8. If appropriate, a start date and end date may be entered for the code in the **Status** column to activate or deactivate the code for a particular year. If a code is inactive, it shows in data already entered but it is not available for selection for new records. For example, if a code is no longer valid for records beginning FY2011, select 2011 for the end year.
- 9. The State Code, Alt Code 3, and Alt Code SIF are not needed since this information is not uploaded to the state. The checkbox at the top of the table Use Code as the State Code is not used as well.
- 10. Click the **Save** button at the top of the screen to save the changes.

To delete a code, click the box under the X column, and click the **Save** button at the top of the screen.

On the Immunization Definition screen, the detailed screen for each immunization uses the following lookup tables:

Immunizatio	Definition	6
School Year: 2010-2011		
Validation Type	Immunization Report Settings Options .	
Immunizations	Add	Hide Detail
Line	Name: Polio	
1 Polio Td		Gender
5 OTP/DTaP/DT	Total Required Years Interval	Gender.
MMR		×
6 HBV 2 DOSE	Minimum Age For Last Dosage Max Age Age Interval Superceding Dosage Max Age Interval	0
7 HBV	4 Year(s) V 4	
S Varicella	Dusages Grade Requirement on Other	
9 Varicella 13 +	State & SIS Code	۵
10 HEP A	State Code State Code 01	j
	Show Label Label	

Figure 2.2 – Immunization Definition Screen, Detailed Figure 2.3 – Vaccination Dosage Interval Lookup Table

SIS Code – a list of all of the immunizations required and the code used by the previous student information system (SIS) for the immunization. This table is used only during the Generic Conversion process. The lookup table is located under K12.Setup, and the table name is Vaccination Sis Code. For this table, the code used by the previous system must be entered into the Other SIS column.

Lo	okup	Values			and the					Add	6
					omer	Sam		Alt		Status	
×	Los			Description	815	Code	Code 1	Code SE	Year	-	eter ad
Ē		0	01	Polio	01					~	~
C	2	0	02	Dipth	02		-			v	~
2	3	0	03	DTTO	03		1			¥	~
		0	()4	MMR	04				-	v	~
1		0	05	HB	05					~	~
-		0	06	HEP 8	06				-	~	~
C		0	07	HEP A	07					¥	~
		0	08	Varicella	08					~	~

Figure 2.4 – Vaccination SIS Code Lookup Table

• State Code – a list of all of the immunizations required by the state and the code used by the state for uploading information. The lookup table is located under K12.Setup, and the table name is Vaccination State Cod.

Loc	kup \	/alues							Ad	d
×	Line	ListOrder 😂	Code 😂	Description 🔶	Other SIS ≑	State Code ≑	Alt Code 3 🖨	Alt Code ≑ SIF	Sta Year Start ≑	tus Year End
	1	0	01	Polio		01			*	
	2	0	02	Dipth		02			*	
	3	0	03	DTTD		03			*	
	4	0	04	MMR		04			*	
	5	0	05	HIB		05			*	
	6	0	06	HEP B		06			~	
	7	0	07	HEP A		07			~	
	8	0	08	Varicella		08			~	
	9	0	09	PCV7		09			~	
	10	0	10	TDAP		10			*	
	11	0	11	MCV		11			*	
	12	0	12	TB Skin Test		12			*	
-	13	0	13	HPV		13			*	

Figure 2.5 – Vaccination State Code Lookup Table



Caution: The **Vaccination State Cod** table is also used by the **HLT204 – California School Immunization Report** and the **HLT212 – Arizona Immunization Report**, among others. For the reports to work correctly for Arizona and California, this table must be setup with the appropriate values. Once the lookup table is setup, the codes must be mapped to each vaccination definition as outlined in the next section of this guide.

Oregon users, please refer to the State of Oregon User and Administrator Guide for OR vaccination codes.

Arizona Vaccination Codes

Code	Description	State Code
01	Polio	01
02	Dipth	02
03	DTTD	03
04	MMR	04
05	HIB	05
06	HEP B	06
07	HEP A	07
08	Varicella	08
09	PCV7	09
10	TDAP	10
11	MCV	11
12	TB Skin Test	12
13	HPV	13

California Vaccination Codes

Code	Description	State Code
01	Polio	01
02	DT/Td	02
02A	DTP/DtaP/Tdap	02A
03	MMR	03
04	HIB	04
08	HEP B	08
09	Hep A	09
10	Varicella (Chicken Pox)	10

IMMUNIZATION DEFINITION SETUP

Once all of the lookup tables have been setup, the immunization requirements can be defined. To setup the immunization requirements:

1. Go to the **Immunization Definition** screen, found under Synergy SIS > Health > Setup.

VImmunization Definition					
School Year: 2010-2011					
Immunization Definition Immunization Report Settings Validation Type	Options				
Dosage interval validation on a sliding date scale 🛛 💌					
Immunizations				Add	Show Detail
X Une Name		Dosages Total Required			Gender
Immunization Groups				Add	Show Detail
X Line Group Name			Group Type	Merge I	lata Type

Figure 2.6 – Immunization Definition Screen

- Select how immunizations will be checked to see if they meet the requirement from the Validation Type drop-down. To check the number of doses and the dates on which the doses were given, select **Dosage Interval Validation on a Sliding Date** Scale. To only check the number of doses, select No Interval Validation.
- 3. Click on the **Add** button to add a required immunization, and a new blank line appears in the Immunizations section.

✓Immunization Definition									(<
School Year: 2010-2011									
Immunization Definition Immunization Report Setting	gs Options								
Validation Type									
Dosage interval validation on a sliding date scale 🛛 👻									
Immunizations								Add	Show Detail 🔕
× 1.500 Hours	C	Dos	ages			D	Continuity Door		C
X Line Name	Sequence	Total	Required	Minimum	TAGE FOR L'ASU	Dosage	Continuing Boo	ster interval	Gender
🗖 1 Polio	1	5	3	4	Year(s)	~		*	~

Figure 2.7 – Immunization Definition Screen, Adding an Immunization

- 4. Enter the name of the immunization in the Name column.
- 5. The **Sequence** number controls the order in which the immunizations are displayed on the screen, from lowest to highest number.
- 6. Enter the number of possible dosages in the **Total** column, and the minimum number of dosages that are required in the **Required** column. For example, the Polio vaccine required 3 doses, but if the last dose was not given to the student when they were 4 years old or older they require 4 doses. For polio, the total dosages would be 4 and the required dosages would be 3.
- 7. If the last dosage of a vaccine must be given at a certain age or older, enter the number and time unit in the **Minimum Age for Last Dosage** column. The number is entered in the first box, and the time unit (Day, Week, Month, Year) is selected from the drop-down list. For example, the last dose of polio must be given to the student when the student is 4 years or older. For polio, enter 4 in the first box and select Year(s) from the drop-down list.
- 8. If the vaccine requires a booster every so many years, enter the number and time unit in the **Continuing Booster Interval** column. For example, some states require a Tdap booster every 5 years. For Tdap, enter 5 in the first box and select Year(s) from the time unit drop-down list.

- 9. To add another immunization, click the **Add** button to add another line and fill in the needed information. Continue adding lines until all immunizations have been entered. To delete an immunization, check the box in the **X** column.
- 10. Click the **Save** button at the top of the screen to save the immunization definitions.

Some immunizations have more complicated requirements. To enter more information about the immunization requirement:

1. Click the **Show Detail** button, and select the immunization to modify on the left hand side of the screen by clicking on it.

VImmunization Definition									
School Year: 2010-2011									
Immunization Definition Immunization Report	Settings	options							
Validation Type									
Dosage interval validation on a sliding date scale	*								
Immunizations							Add	Hide De	tail 🔕
Line Name	Name:	Polio							
1 Polio	Dosa	nes		6	Cont	inuing Booster Interv	al	🔕 Gender	
2 Td	Total	Required			Year			Restricti	on 🍳
3 DTP/DTaP/DT	5	3				· · · · · · · · · · · · · · · · · · ·		Gender	
4 MMR	<u> </u>				r			_	~
5 HIB	Minin	num Age For L	.ast Dosage	;		🔕 Max Age			
6 HBV 2 DOSE	Age	Interval	v	eding Dosag	je	Max Age Interval			
7 HBV	4	Year(s)	4				~		
8 Varicella	Dosa	nes Grade R	equirements	Other					
9 Varicella 13 +	Dosa	3							٩
10 HEP A		Sequence 🔶					Gra	ice Period	
	Line	Sequence \equiv		Dosa	ige Pei	100	Duration 👙	Туре	\Leftrightarrow
	1	1	6	Week(s)	*	after birth	4	Day(s)	~
	2	2	4	Week(s)	*	after prior dosage	4	Day(s)	~
	3	3	4	Week(s)	~	after prior dosage	4	Day(s)	~
	4	4	4	Week(s)	~	after prior dosage	4	Day(s)	~
	5	5			*	after prior dosage			~

Figure 2.8 – Immunization Definition Screen, Detailed Screen

- 2. The **Dosages** and **Continuing Booster Interval** sections are the same information as shown in the main part of the screen.
- 3. The age and interval of the **Minimum Age for Last Dosage** is also the same information from the main part of the screen.
- 4. If the student did not meet the minimum age for last dosage requirement, but the requirement can be met by taking a different number of dosages, enter the number of dosages that overrides the minimum age requirement in the box labeled **Superseding Dosage**. For example, if a student was younger than 4 years when they received their last polio dose, they can still meet the requirement if they have 4 doses instead of 3.
- 5. If the student has to complete the final dose of the immunization requirement by a certain age, enter that age in the **Max Age** section. Enter the number in Max Age box and select the time unit from the Interval drop-down list. For example, some states require students to receive a varicella vaccination before they turn 13. For the varicella vaccination, enter 13 in the Max Age box and select Year(s) from the Interval drop-down list. **Note that Max Age does not work unless a minimum age has also been entered.**

6. The **Dosages** grid outlines the recommended schedule of dosages needed for the immunization. If all other requirements are met, the student will still be listed as compliant if their dosages do not match this schedule. However, it does display a schedule for the student based on their birth date so that their dosage schedule can be manually checked, as shown below.

Dosa	iges				۵
Line	Date	Due By	Override Compliance	Status	Comment (Source)
1	02/02/2004	06/23/1993			
2	01/28/2006	03/01/2004			
3	03/03/2007	02/25/2006			
4	04/04/2008	03/31/2007			
5	05/06/2009				

Figure 2.9 – Student Dosage Schedule

7. A blank line is already displayed for each possible dose entered in the Total field. To enter the dosages schedule, enter the number and select the time unit from the drop-down list in the **Dosage Period** column. All dosage periods are based on the student's birth date as entered in the Student screen. For example, according to the CDC schedule, all students should receive the first dose of the MMR vaccine at age 12 to 15 months. Therefore, the first sequence number would be set to 1 year (or 12 months) after birth, and the Grade Period would be set to 3 months (12 months + 3 months equals 15 months). The second dose should be given at 4 to 6 years old, but at a minimum of 4 weeks after the first dose. The second sequence would then be set to 4 weeks after prior dosage, with a grace period of 5 years. The **Grace Period** is the permissible time after the scheduled dosage when the vaccine can still be administered.

Dosa	ges							
Line	Comucinos 🛆		Door	age Peric		Gr	ace Period	
Line	Sequence 👄		DUS	Duration 🔶	Type			
1	1	6	Week(s)	~	after birth	4	Day(s)	*
2	2	4	Week(s)	~	after prior dosage	4	Day(s)	*
3	3	4	Week(s)	~	after prior dosage	4	Day(s)	*
4	4	4	Week(s)	~	after prior dosage	4	Day(s)	*
5	5			~	after prior dosage			*

Figure 2.10 – Dosages Schedule

8. Click the **Save** button at the top of the screen to save the changes.

Sometimes, as new immunization requirements are phased in, some vaccines are only required for certain grade levels. For example, in some states the meningococcal vaccine is only required for 6th and 7th grade students. To setup a grade level-specific immunization requirement:

- 1. Click the **Show Detail** button, and select the immunization to modify on the left hand side of the screen by clicking on it.
- 2. Click on the Grade Requirements tab in the detailed screen.

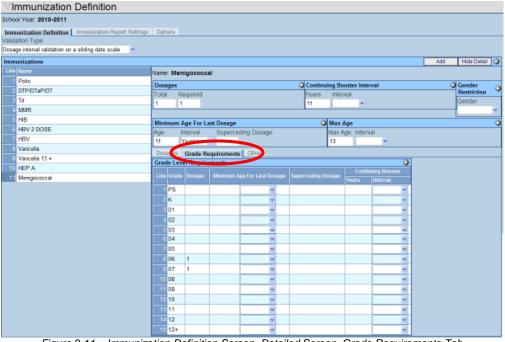


Figure 2.11 – Immunization Definition Screen, Detailed Screen, Grade Requirements Tab

- 3. In the **Grade Level Requirements** section, enter the required number of doses for each grade in the **Dosage** column.
- 4. If the last dosage of a vaccine must be given at a certain age or older, enter the number and time unit in the **Minimum Age for Last Dosage** column for each grade. The number is entered in the first box, and the time unit (Day, Week, Month, Year) is selected from the drop-down list.
- 5. If the student did not meet the minimum age for last dosage requirement, but the requirement can be met by taking a different number of dosages, enter the number of dosages that overrides the minimum age requirement in the **Superseding Dosage** column for each grade.
- 6. If the vaccine requires a booster every so many years, enter the number and time unit in the **Continuing Booster Interval** column for each grade.
- 7. Click the **Save** button at the top of the screen to save the changes.

For immunizations that have varying requirements across ages and grades, it may be necessary to separate the requirements into two immunization definitions to capture all of the requirements needed. These definitions can then be grouped together to capture the overall compliance with the requirements. For example, the requirement for the varicella vaccine in some state is 1 dose if it is given to the student before they are 13, or 2 doses if the first dose was given at 13 years of age or later. To create an immunization grouping:

1. Enter the vaccination requirement in the Immunizations grid in two or more separate requirements. For example, the Varicella requirements would be entered as one requirement for students younger than 13, and one requirement for students 13 years or older.

School Year: 2010-2011								
Immunization Definition I Immunization Report S Validation Type	ettings Options							
Dosage interval validation on a sliding date scale								
Immunizations							h	dd Show Detail
Immunizations	C	inget	Matter	um Ann For Law	Desease	Continuing Roos		2
Immunizations	Sequence	ngre Required	Ministra	um Age For Las	Dosage	Continuing Boos		dd Show Detail Geoder
Immunizations	C		Mairo	um Age For Las	Dosage	Continuing Boos		2
Immunizations	C		Ministra 4 12	1000	Desege V	Continuing Boos		2

Figure 2.12 – Immunization Definition Screen

2. Once the requirements are entered, a grouping can be created to make sure the student met one of the requirements. To create a grouping, click the **Add** button in the Immunization Groups section at the bottom of the screen.

VImmunization Definition							 		
School Year: 2010-2011									
Immunization Definition Immunization Report Settings Options									
Dosage interval validation on a sliding date scale 🛛 👻									
Immunizations								Add	Show Detail
× Une Name							Deceder Intern	-1	
X Line Name		Total	Required				ng Booster Interv		
I Polio	1	5	3	4	Year(s)	*	~		*
2 Varicella	2	1	0	12	Year(s)	~	~		*
Varicella 13 +	3	2	0			*	*		*
Immunization Groups								Add	Show Detail
X Line Group Name									
🔲 1 ОТРЛА				Combined	~				
2 HBV				Individually	~				
3 Varicella				Individually	100				

Figure 2.13 – Immunization Definition Screen, Groups

- 3. In the blank line that is added, enter the overall name for the requirement in the **Group Name** column.
- 4. Select the type of grouping to be used from the **Group Type** drop-down. If the student can meet one of the individual requirements in the group to be considered compliant, select **Individually**. For example, with the Varicella requirement, the student can meet either the requirement for students who received the vaccine prior to age 13 or the requirement for students who took the vaccine at age 13 or older.
- 5. If the dosages taken for each requirement can be substituted for each other in the grouping, select the **Group Type** of **Combined**. For example, a student is required to take 4 dosages of either the DTaP, DTP, or DT vaccine. Each vaccine could be listed separately, and if the student takes a combined total of 4 of the 3 types of vaccines, they are considered compliant.
- 6. To merge the definitions on the Immunizations tab of the Health screen so that only 1 line appears for all of the definitions in the group, check the box labeled Merge Data Type. If data has already been entered for the definitions, they cannot be merged. The individual definitions will still be monitored for compliance and will still

appear separately on the Immunization Definition. This works best for vaccines such as the Varicella vaccine where each definition references the same vaccine, but the requirements are different either by age or by grade.

- 7. Click the **Save** button at the top of the screen to save the new grouping.
- 8. To select which definitions are parts of the group, click the **Show Detail** button and click on the group on the left-hand side of the screen.

VImmunization Definition										
School Year: 2010-2011										
Immunization Definition Immunization Report Settings /alidation Type Dosage interval validation on a sliding date scale 🛛 💌	Options									
Immunizations									Ac	ld Show Detail 🧯
X Une Name		Sequence Dosages Minimum Age For Last Dose								
T 1 Polio	1 5 3			4	Year(s)	~		¥	×	
Z Varicella		2	1	0	12	Year(s)	~		~	*
Varicella 13 +		3	2	0			~		*	×
1 DTP/Td	Group Ty Individual		ge Data Ty	pe						
2 HBV		zation Defin								
S Varicella Immunization Choices										
L		gococcal R		13+						

Figure 2.14 – Immunization Definition Screen, Group Detail

- 9. Check the box in front of each definition to include in the group.
- 10. Click the **Save** button at the top of the screen to save the changes.

If vaccination information must be uploaded to the state or if the district plans to a state immunization record state immunization record report, each definition must be mapped to a state vaccination code. Each definition must also be mapped to a SIS code to be used to convert data from a previous student information system. To define these codes:

1. Click on the **Show Detail** button in the Immunizations section, and click on the **Other** tab in the detailed screen of each immunization.

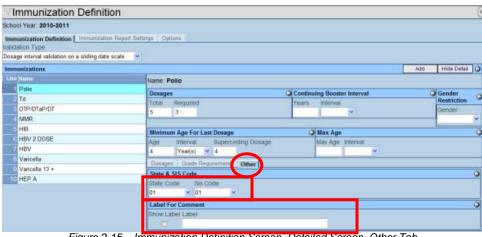


Figure 2.15 – Immunization Definition Screen, Detailed Screen, Other Tab

- 2. Select the **State Code** from the drop-down list for the immunization definition selected on the left. This code will be used to upload the data to the state.
- 3. Select the **SIS Code** from the drop-down list for the immunization definition selected on the left. This code will be used to convert the data from another student information system software package.
- 4. To change the name of the Comment column displayed in the detailed screen of the definition selected on the Immunizations tab of the Health screen, check the box **Show Label**, and enter the new text to be displayed in the **Label** box.
- 5. Click the **Save** button at the top of the screen to save the changes.
- 6. Click on a different definition on the left-hand side of the screen to select the codes and repeat steps 2 through 5 for each definition.

Some school districts may require that their immunizations have customized definitions to capture all of the requirements needed. The **Immunization Definition** screen enables users to create custom rules to validate that students are compliant with their immunizations. To create custom immunization definitions:

1. Navigate to Synergy SIS > Health > Setup > Immunization Definition.

Menu V Save Undo									5	Status: Ready	8	R. /
VImmunization Definition								(» (5 🔜 🕅		Page 🛃
School Year: 2012-2013												
Immunization Definition Immunization Report Setting	js Option	15										
Validation Type	6 - Harris (1988) - H											
Dosage interval validation on a sliding date scal ≚												
Immunizations										Add	Show D	etail 🔕
X Line Name	Sequence	Dos Total	ages Required		n Age For La Josage	ist		uing Boos nterval		Gender		Booster
Polio	1	5	3	4	Year(s)	*			*		*	
DTP/DTaP/DT	2	6	4	4	Year(s)	*	10	Year(s)	*		*	
🔲 3 Td	2	4	3			*	10	Year(s)	~		~	
A MMR	4	4	2			*			~		~	
E 5 HIB	5	4	1			*			~		~	
6 HBV 2 DOSE	6	2	2			*			~		~	
T 7 HBV	7	4	3			*			*		*	
E 8 Varicella	9	1	0	12	Year(s)	*			*		*	
9 Varicella 13 +	10	2	0		1.	*			*		*	
10 HEP A	11	2	0	2	Year(s)	*			*		*	
Immunization Groups										Add	Show D	etail 🔕
X Line Group Name				Group Ty						Merge Dat	a Type	
DTP/Td				Combine	A COLORED TO A COL							
E 2 HBV				Individua	ally 🔽							
3 Varicella				Individua	ally 🔽							

Figure 2.16 Immunization Definition screen - Immunizations Definition tab

2. In the Validation Type field, select the Custom validation rules option.

NOTE: When you select **Custom validation rules**, previously defined immunizations, sequences, and total dosages appear.

Menu V Save Undo Status: Read								
VImmunization Definition 🛛 🖉 😹 🔜 🍓 🙀 🖏								
School Year: 2012-2013								
Immunization Definition Immunization Report Settings Options								
Validation Type								
Custom validation rules								
Immunizations			Add 🕥					
X Line Name	Sequence	Total Dosages	Vaccination Definitions					
Polio 1 Polio	1	5	Show Definition					
2 DTP/DTaP/DT	2	6	Show Definition					
🔟 3 Td	2	4	Show Definition					
4 Measles	4	4	Show Definition					
5 HIB	5	4	Show Definition					
6 HBV 2 DOSE	6	2	Show Definition					
T HBV	7	4	Show Definition					
8 Varicella	9	1	Show Definition					
9 Varicella 13 +	10	2	Show Definition					
10 HEP A	11	2	Show Definition					

Figure 2.17 Immunization Definition screen - Show Definition

3. Select an immunization from the **Immunization** grid and click on the **Show Definition** link. The **Immunization Rule Definition** screen displays.

Chapter Two

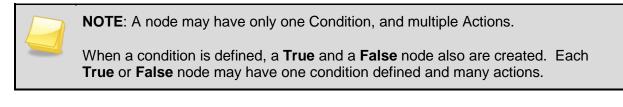
Menu Save Undo		Status: Ready 🗟 🎽
VImmunization Rule De	finition	> 🔏 🚽 🖏 🐼 🎫
Name: Measles		
Definition Other		
RuleTree		Action 👻 🔇
Measles	VaccinationName: Measles	Action Add Condition to Measles
	Description	Disable Validation
	Disable Message	

Figure 2.18 Immunization Rule Definition - Add Condition

- 4. Select the primary node under the Rule Tree.
- 5. Select the Add Condition to (primary node) option from the Action menu. The Vaccination Condition Definition screen opens.

Save Close				
Vaccinatio	n Con	dition D	efiniti	on 🛛 🔊 💰 🛄 🖏 🐼 🚎 駴
Details				
Туре			Descr	iption
Student Age Tim	e of Dose	~	The S	Student's age must be greater than or equal to r
Student's Age M	ust Be			0
Condition	Age	Qualifier		
Greater Tha 💌	1	Year(s)	~	
When Dosage # 1	is receiv	ved		

Figure 2.19 Vaccination Condition Definition



- 6. Select the condition type in the Type field. The Types available are:
 - All Dosage Dates Condition sets a specific message if a dosage date for the immunization equals the value entered.
 - All Dosage On Or After Birthday sets a specific message if not all dosages have been entered on or after the student's date of birth.
 - At Least 1 Dose After Age sets that a student must have at least one dosage in any immunization after the time frame entered.
 - **Dosage Date** –allows a dosage interval to be set based upon the date of evaluation. The date of evaluation is the current date.
 - **Dosage Exists** –states the dose exists.

- Interval Between Dosages sets an interval of time between two doses.
- Other Vaccination Compliance Allows one series of immunizations to force compliance for another. For example, if DTAP and TDAP are listed separately, this condition could be used to show the TDAP is compliant if DTAP is compliant and no dates are present for TDAP.
- Student Age Time of Dose states an age interval for a given dose.
- **Student Age Today** defines the age interval used in evaluation. The date of evaluation is the current date.
- Student Grade Level defines the Grade condition a student must meet.
- X Number of Dosages In Separate Month sets a message if more than the specified number of doses are entered in the same month for the same immunization
- 7. Enter the condition details in the appropriate fields. (The fields displayed vary based on the condition type selected.)
 - **Description** text in this field overrides the system-generated description.
 - **Dosage #** the specific dosage within a series of doses.
 - **Vaccination** the specific vaccination.
 - **Condition** This determines how to calculate the Interval.
 - o Equal
 - o Greater
 - o Greater than or Equal
 - o In (Include)
 - o Less
 - o Less than or Equal
 - **Amount** the value used with the Qualifier and Condition.
 - Age the specified age of a student used in calculations.
 - **Value** the specific grade value used with the Student Grade Level condition.
 - Qualifier
 - o Day(s)
 - o Month(s)
 - o Year(s)
 - **Date –** The specified date a condition must meet.
 - **Message** text entered display on the Student dosage status and the Vaccine status.
 - Compliance
 - \circ Compliant

- o Exempt
- o Not Compliant
- Not Required
- o Up to Date
- 8. Click **Save**. The condition and the **True** and **False** nodes appear under the main node on the **Rule Tree**.

Menu	o Status: Ready 🥺 🎽
VImmunizatio	on Rule Definition 🛛 🔊 💰 🗔 🐝 🖾 🕷
Name: Measles	
Definition Other	
RuleTree Action	- Q
Measles Condition - The Student's age must be greater than or equal to 1 year when dose #1 is recieved False	Details Type Description Student Age Time of Dose The Student's age must be greater than or equal to ' Student's Age Must Be Image: Student's Age Must Be
≂ ≩i True	Condition Age Qualifier Greater Tha 1 Year(s) When Dosage # is received 1 Image: Second se

Figure 2.20 Immunization Rule Definition screen

9. Select the False node.

Menu VIII Save Undo		Status: Ready 😡 📥
VImmunization Rule Definition	(» 💰 🗔 🖏 🐼 🔜 😽
Name: Measles		
Definition Other		
RuleTree	Action 🔽 🕥	
▼ Measles ▼ © Condition - The Student's age must be greater than or equal to	Action Add Action to False Add Condition to False	
Figure 2.21 Immunization Rule D	Definition screen - Add Actio	n

10. Select the **Add Condition to False** option from the **Action** menu. The **Vaccination Condition Definition** screen opens. Follow steps five through eight outlined above to add a condition.

OR

Select **Add Action to False**. The **Vaccination Action Definition** screen opens. Follow the steps below to add an action.

Save Close	
Vaccination Action Definition	(> 🔏 🚽 🚯 🐼 🔤 😽
Details	
Type Description	
Set Dosage Status	
Set	S
Dosage # Status To Result	
1 Insufficient	
Message to set for the Dosage	
Incomplete - Dose #1 Due.	
Eisense 0.00 Maasinstian Astis	

Figure 2.22 Vaccination Action Definition

- 11. Select the action type in the **Type** field. The Types available are:
 - Set Dosage Due Date defines the interval between dosages. As an example dose #2 due 2 months after dose #1 is received.
 - Set Dosage Status sets a specific dosage with a specific result and message. As an example dose #2 set to Not Compliant and the message set to Incomplete.
 - Set Other Vaccination Compliance Sets the series of immunizations to force compliance for another. For example, if DTAP and TDAP are listed separately, this condition could be used to show the TDAP is compliant if DTAP is compliant and no dates are present for TDAP.
 - Set Vaccination Compliance This will set a specific vaccination to a specific result and message.
- 12. Enter the condition details in the appropriate fields. (The fields displayed vary based on the condition type selected.)
 - **Description** text in this field overrides the system-generated description.
 - **Dosage #** the specific dosage within a series of doses.
 - Vaccination the specific vaccination.
 - Amount the value used with the Qualifier and Condition.
 - Qualifier
 - o Day(s)
 - Month(s)
 - o Year(s)
 - Result
 - o Compliant
 - o Exempt
 - o Insufficient
 - o No Record

- o Not Compliant
- o Not Required
- o Up to Date
- **Message** text entered display on the Student dosage status and the Vaccine status.
- 13. Click **Save**. The action appears under the **False** node.
- 14. Continue to add conditions and actions under the appropriate nodes as needed to complete the immunization compliance definition.

Save Undo Status: Ready 🖓
VImmunization Rule Definition
Name: Measles
Definition Other
RuleTree Action Q
▼ Measies
♥ ① Condition - The student's age must be Less 15 Month when evaluated ♥ #False
▼
₩False
Condition - The dosage #2 must be exist
▼ [™] False
▼C Condition - The dosage #1 must be exist ▼I alse
Condition - The student's age must be Less 15 Month when evaluated
▼ Sonator in a statistic up in this be case is work when evaluated
Faction - Set dosage #1 compliance to NotCompliant and set dosage #1 message to 'Dose 1 Due'
👎 Action - Set the immunization compliance to NotCompliant and set the immunization message to 'Incomplete'
v state sta
E Action - Set the immunization compliance to UpToDate and set the immunization message to 'Up To Date'
Action - Set dosage #1 compliance to Compliant and set dosage #1 message to 'Up to Date'
▼∰True ▼①Condition - The student's age must be GreaterThanOrEqual 12 Month when dosage #1 is received
▼① Condition - The dosage #1 must be 2 Month Less the date of evaluation
▼ ² / ₂ False
🏴 Action - Set the immunization compliance to NotCompliant and set the immunization message to 'Incomplete'
F Action - Set dosage #1 compliance to NotCompliant and set dosage #1 message to 'Incomplete - Dose 2 due'
▼ Martine
F Action - Set the immunization compliance to UpToDate and set the immunization message to 'Up to Date' Action - Set dosage #1 compliance to UpToDate and set dosage #1 message to 'Up to Date'
Action - Set dosage #1 compliance to up to Date and set dosage #1 message to up to Date
▼ Condition - The student's grade must be Less KG when evaluated
▼ ₩False
▼ O Condition - The student's age must be Less 15 Month when dosage #1 is received
₩False

Figure 2.23 Immunization Rule Definition screen - defined immunization

Some health reports can include custom text in the footer of the report. At the bottom of the Student Immunization Report (HLT202), the district can add custom instructions or information.

Student Name Abbott, Billy C.		Perm ID 905483			Brade 12	Gender Male	Birth Date 05/12/1993	
2. Immunizations	1st Date	2nd Date	3rd Date	4th Date	5th Date	6th Date	Compliance	
Polio	02/02/2004	01/28/2006	03/03/2007	04/04/200	8 05/06/2009			
DTP/DTaP/DT	02/02/2004	01/28/2006	03/03/2007	04/04/200	8 05/06/2009			
Td	09/10/2010							
MMR	05/06/2009							
HIB	02/02/2004	01/28/2006	04/04/2008	05/06/200	9			
HBV 2 DOSE	11/27/2008	02/28/2009						
HBV								
Varicella (History of Disease)	02/26/2011							
Varicella 13 + (History of Disease)								
HEP A	07/28/1997	07/29/1997						
3. Documentation		4. Sta	atus of req	uirement	s			
l certify that I reviewed this student's immuni and it has been transcribed accurately. Date:	zation record	D E	are due later	up-to-date;	ete Date: — more doses of immunity t	0:	emption for: D. Medical Reasons - I Date: E. Medical Reasons - 7 Date: F. Personal Beliefs Date:	
Tuberculosis								

Figure 2.24 – Student Immunization Profile Report

To add this custom text:

1. Click on the **Immunization Report Settings tab** of the Immunization Definition screen.

Immunization Definition	
ichool Year: 2010-2011	
and the second	lions
nmunization Profile Text	

Figure 2.25 – Immunization Definition Screen, Immunization Report Settings Screen

- 2. Enter the text in the box labeled **Immunization Profile Text**. The text in this box may be checked for spelling by clicking the Spell Check 🕎 button.
- 3. Click the **Save** button at the top of the screen to save the text.

An exclusion date is the day by which a student must be compliant in all their immunizations or have an exemption reason on file.

- 1. Navigate to Synergy SIS > Health > Setup > Immunization Definition.
- 2. On the **Immunization Report Settings** tab, enter a value in the **Exclusion Days** (from mailing date) field.

NOTE: The **Exclusion Days** is set to the current date plus the number specified. The default value is 14. For example, if the current date is 1/10/2013 and the field is set to 14, the Exclusion Date is 1/24/2013. The **Exclusion Days** can be overridden by the **Exclusion Date** field on the HLT215 and HLT216 report interfaces.

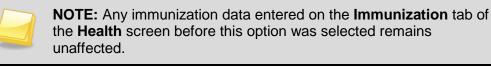
Menu V Save Undo	
VImmunization Definition	
School Year: 2012-2013	
Immunization Definition Immunization Report Settings Options Health Department	
Immunization Profile Text 🕎 📀	
Exclusion Days (from mailing date)	
20	
Figure 2.26: Immunization Definition screen	

3. Click Save.

The system can be set to indicate that a parent or guardian's signature is on file every time a new immunization record is created.

Menu 🕶 🔍 🛞 🛛	Save Un	do					🕽 🕹 📔 🖲 _{Status: Ready} 😥 🖓
∀Health							> 💰 🚽 🔥 🐼 🔤
Student Name: Abbott, B	illy C. School: Hill \	alley High School	Status: Active	Homeroom: 231	Age: 18 yrs	0 mths	
Nurse's Log Health Con	ditions Immuniza	tions Medication	ns Health His	story Private			
	First Name	Middle Name	Perm ID	Grade	Gend		Allow Tylenol
Abbott	Billy	C	905483	12	Male Male	≥ 05/10/1995	
Immunization Record Da	ata						
I. Documentation							
Staff Signature	Date						
Mary Smith (Health Clerk	08/27/2012 📑						
Type of Record		Record Presente	ed				
Out-Of-State Record	*						
Parent Signature on File	P	Date					
II. Status of Requireme	ents						
Status Of Requirements		Statu	s Date				

Figure 2.27 - Health screen, Immunization tab



1. Navigate to Synergy SIS > Health > Setup > Immunization Definition.

Menu Save Undo	Status: Ready 😂 🖓 🍂
VImmunization Definition	› 💰 🗔 🚯 🐼 🔤 😸
School Year: 2012-2013	
Immunization Definition Immunization Report Settings Options Health Department	
READ FOR FIRST TIME USE	٥
Insert Default Values for the Focus Year	
If this is the very first time Immunizations Definition is being setup in Synergy (for any year), use this button to insert default data.	
New Year Rollover Preparation	(
Delete the Immunization Definition for the Focus Year	
Use this Delete button only in the case where New Year Rollover cannot create records in the New Year. Before clicking this butto the New Year first.	n, be sure to be focused to
Vaccination Rule Engine Settings	0
The Number of Days In a Month 2.0	
Default Parent Signature to True	
Disable Dosage Validation	
If the validation is disabled then users will be able to enter vaccination dates in any order on the vaccination grid. You will not be n sequentially and you will be able to enter dosage dates before the students birthday. When checking this value you must run the For All Student Dosages" from the menu item to number all dosages. This process only needs to be run once and will run for the	"Update Dosage Number
Invalid Dates Message Insufficient: Dates Missing, Invalid, or Out of Sequence	

Figure 2.28: Immunization screen, Options tab

- 2. On the **Options** tab, select the **Default Parent Signature to True** checkbox.
- 3. Click Save.

The message that displays when immunization records has invalid dates is customizable on the **Options** tab of the **Immunization Definition** screen. The message can be as general or specific as desired.

1. Navigate to **Synergy SIS > Health > Setup > Immunization Definition**.

Menu V Save Undo	Status: Ready 🕺 🖓 🌶
Immunization Definition	> 🔏 🗔 🚯 🐼 🔤 😸
School Year: 2012-2013	
Immunization Definition Immunization Report Settings Options Health Department	
READ FOR FIRST TIME USE	6
Insert Default Values for the Focus Year	
If this is the very first time Immunizations Definition is being setup in Synergy (for any year), use this button to insert default de	ata.
New Year Rollover Preparation	6
Delete the Immunization Definition for the Focus Year	
Use this Delete button only in the case where New Year Rollover cannot create records in the New Year. Before clicking this by the New Year first.	outton, be sure to be focused to
Vaccination Rule Engine Settings	6
The Number of Days In a Month 2.0	
Default Parent Signature to True	
Disable Dosage Validation	
If the validation is disabled then users will be able to enter vaccination dates in any order on the vaccination grid. You will not sequentially and you will be able to enter dosage dates before the students birthday. When checking this value you must run For All Student Dosages" from the menu item to number all dosages. This process only needs to be run once and will run for	the "Update Dosage Number
Invalid Dates Message Insufficient: Dates Missing, Invalid, or Out of Sequence	

Figure 2.29: Immunization screen, Options tab

- 2. On the **Options** tab, enter the appropriate message in the **Invalid Dates Message** field.
- 3. Click Save.

The system can create letters informing parents and guardians that student's immunization records must be compliant by a specified date. These letters contain the local health authority's contact information and contain a local health authority representative or officer's signature.

Contact your local health authority for the correct information and signature, and enter it on the **Health Department** tab of the **Immunization Definition** screen.

1. Navigate to Synergy SIS > Health > Setup > Immunization Definition.

Menu Vindo		Status: Ready 🗟 🖓 🍂
✓Immunization Definition	> 🐼 🛃 🚽 🚺	
School Year: 2012-2013		
Immunization Definition Immunization Report Settings Options	Health Department	
Regional Health Department	(Signature Image File
Department Name		
Local County Health Authority		This is my signature
Department Officer Name		into to my orginator q
Jane Smith		
Department Address 🕎 🛇		Upload Signature File Clear Signature File
132 Main St		
Mesa, AZ 85204		
Department Phone Number		
480-555-1212		

Figure 2.30: Immunization screen - Regional Health Department group box

2. On the **Health Department** tab, enter the required information in the **Regional Health Department** group box.

- Department Name
- Department Officer Name
- Department Address
- Department Phone Number
- 3. In the **Signature Image File** group box, upload a file containing the (authorized) signature of the Regional Health Department Officer.
- 4. Click Save.

LOOKUP TABLES FOR HEALTH SCREEN

On each tab of the Health screen, found under Synergy SIS > Health, there are several drop-down lists, where pre-populated values may be selected from these lists. The values in each drop-down list are stored in a lookup table, with a separate table for each list. The lookup tables may be modified by using the **Lookup Table Definition** screen, found under Synergy SIS > System > Setup. Some lookup tables may be modified to match the needs of the school district. To modify a lookup table's values:

- 1. Go to the **Lookup Table Definition** screen, found under Synergy SIS > System > Setup.
- 2. **Find the table** that needs to be changed by clicking on the triangles next to each node. Most of the lookup tables for the Health screen are found under the nodes K12. HealthIncident, K12.HealthImmunization, and K12.HealthMedication.
- 3. Once the table is located, click the **Add** button to add a new code.

Nan	ie: Coi	ndition Code	Namespace: K12	2.HealthImmunization Locked: N						
— I	lse Co	de as the State	Code - all valu	es reported to state will be used from the lo	ookup code and	not evaluate to th	e State Code uni	ess the State Code	e is non-blank for	r a given value
Lo	kup V	alues								Add
×				Description 🔶					Star	
	1	n	01	Heart					Year Start 🔶	Year End 👄
	2	0		Asthma					*	~
	3	-		Diabetes					~	~
	4	0	04	Hearing					~	~
	5	0	05	Vision					*	*
	6	0	06	Medical Alert					~	~
	7	0	07	From HLT					~	~

Figure 2.31 – Condition Code Lookup Table

- 4. The order in which the values are displayed can be set by entering the order number in the **ListOrder** column. If the numbers in the ListOrder field are the same or are all-blank, the Code is used to sort the list and then the Description.
- 5. Enter a code for the item in the **Code** column. This value must be unique since it is used internally to link the tables in the database and it is displayed in the drop-down list.
- 6. Enter the description of the code in the **Description** column.
- 7. The **Other SIS** column is used to import data during the conversion process from another student records system. Enter the code used in the old system here.
- 8. If appropriate, a start date and end date may be entered for the code in the **Status** column to activate or deactivate the code for a particular year. If a code is inactive, it shows in data already entered but it is not available for selection for new records. For example, if a code is no longer valid for records beginning FY2011, select 2011 for the end year.
- 9. The State Code, Alt Code 3, and Alt Code SIF are not needed since this information is not uploaded to the state. The checkbox at the top of the table Use Code as the State Code is not used as well.
- 10. Click the **Save** button at the top of the screen to save the changes.

To delete a code:

1. Click the box under the X column, and click the **Save** button at the top of the screen.

Nurse's Log Tab

The Nurse's Log tab of the Health screen has the following lookup tables:

∀Health									K
Student Name:	Abbott, Billy C.	School: Hope High S	ichool Status: Activ	e Homeroom: 403	Age: 18 yrs 0 mths				
Nurse's Log	Health Conditions	Immunizations	Medications H	lealth History 🛛 P	rivate				
Last Name	First Na	ime Mid	dle Name – Perr	n ID Grad	e Gend	ler 🛛 Birth D	ate	Allow Tylenol	
Abbott	Billy		905	483 12	😽 Male	05/12/	1993 📴		
Entries						Add Wizard	Add	Show Detail	
X Line	Date 🔶 Time	e In 🍦 Time Out 🛛	🔶 Referred By 🌲		Health Code			Staff Name	\Rightarrow
1 04/2	8/2011 🛛 🔛 8:15	AM 8:45 AM	self	001 Nursing As	sessment/Treatme	ent/Illness	👻 Vest	a, Cindy	~

Figure 2.32 – Health Screen, Nurse's Log Tab

• Health Code – the code indicating the type of incident. The lookup table is located under K12.HealthIncident, and the table name is Incident Code.

				K12.HealthIncident Locked: N all values reported to state will be	used from	the lookup	code and	not evalua	te to th	ie S	itate C) DD
_		Values								Ad		
×	Line	ListOrder 🔶	Code 🔶	Description 🔶	Other SIS ≑	State Code 🔶	Alt Code 3 🖨	Alt Code SIF	Year Start	Sta ⊜	tus Year End	♦
	1	0	001	Nursing Assessment/Treatment/Illne	001.00					~		~
	2	0	005	Nursing Assessment/Treatment/Injur	005.00					~		~
	3	0	010	Health Conference/ Counseling	010.00					~		~
	4	0	015	Medication #Doses given	015.00					~		*
	5	0	017	Personal Feminine Needs	017.00					~		~
	6	0	018	Medication : TYL.	018.00					~		~
	7	0	020	Nursing Procedures	020.00					*		~
	8	0	030	Parent Contact	030.00					~		*
	9	0	035	Home Visits	035.00					~		*
	10	0	040	Student Health Record [Enrollment]	040.00					*		~

Figure 2.33 – Incident Code Lookup Table

In the **detailed screen** of the Nurse's Log tab, there is the following lookup table:

∀Health		
Student Name: Abbott,	Billy C. School Hope I	School Status Active Homeroom 231 Age: 17 yrs 8 miths
Nurse's Log Health C	onditions Immunization	Medications Health History Private
.ast Name	First Name	Idle Name Perm ID Grade Gender Birth Date Allow Tylenol
Abbott	Billy	905483 12 V Male V 05/12/1993
Entries		Add Wizard Add Hide Detail
Line	Date	Log Date: 10/01/2010
1 10/01/2010		Log Accident Detail Contact Log
		Health Code Time In Time Out
		Nursing Assessment/Treatment/Ilness 👻 B:15 AM B:45 AM
		Staff Name Referred By Follow Up
		Vesta, Cindy 💌 self 11/01/2010 📴
		Parent Contact Attempted Parent Contact Made
		Cables the Objective IIII (2
		Subjective/Objective To av dram: after 20 minutes
		Student complained of stomach pains. Provided place for student to lay down; after 20 minutes, student fok better and returned to class.
		Clinical Code Add Chooser
		X Line Code 🔅 Description
		1 001.00 Nursing Assessment/Treatment/Ilness

Figure 2.34 – Health Screen, Nurse's Log Tab, Detailed

• Clinical Code – the code indicating the treatment administered. The lookup table is located under K12.HealthIncident, and the table name is Clinical Codes.

.00	kup 1	/alues							Add
×					omer 95 2	All Code 1	All Code SE		
^				Consciencial and a second seco	Comersia .		ARCOGRAFT C	Year Start	Your End
		0	001.00	Nursing Assessment/Treatment/Tine					4
		0	005.00	Nursing Assessment/Treatment/Injur				~	4
		0	010.00	Health Conference/ Counseling	-			~	¥ .
		0	010.50	IN H.O. FOR DISCI.				~	4
1		0	015.00	Medication # Doses given				~	
1		0	017.00	Personal Feminine Needs				*	Y
1		0	018.00	Medication : TYL		 · · · · · · · · · · · · · · · · · · ·		~	4
1		٥	020.00	Nursing Procedures				*	~
1		0	030.00	Parent Contact				~	~
7		0	035.00	Home Visits				-	

Figure 2.35 – Clinical Codes Lookup Table

On the **Accident Detail tab** of the detailed screen of the Nurse's Log, there is the following lookup table:

∀Health		
Student Name: Abb	ott, Billy C. School: Hop	e High School Status: Active Homeroom: 234 Age: 10 yrs 6 mths
Nurse's Log Healt	th Conditions Immunizat	tions Medications Health History Private
Last Name	First Name	Middle Name Perm ID Grade Gender Birth Date Allow Tylenol
Abbott	Billy	C 905483 12 Male V 07/31/2002
Line	Date	
1 02/14/2013		Log Date: 02/13/2013
2 02/13/2013	P	Log Accident Detail Contact Log
3 02/12/2013		Print Health Accident Report
		Print Report Merge Document Merge Language
		Accident Date Accident Time Initial Care Given/By Whom
		Accident Location End Date
		Supervising Staff Member Medical Care Recommended
		Student covered by School Accident Insurance
		u Taken Where After Accident (Specify Home, Hospital, etc.)
		Taken where Alter Activent (Specify Home, hospital, etc.)
		Picked Up By Time Taken
		The fater
		Reason Injured Person was on the Premises (lunch, P.E., etc.) 🕎 🔾
		h.
		Witnesses 🕎 🔇
		Follow Up 🕎 🔇
		h.
		Preventative Measures Taken 🕎 🛇
		di .
		Other Persons Notified
		Regional R.N. Notified
		Superintendent Notified

Figure 2.36 – Health Screen, Nurse's Log Tab, Detailed

• Other Persons Notified – a list of people notified of an incident in addition to emergency contacts.. The lookup table is located under K12.HealthIncident, and the table name is Incident Notification List.

Nan	e: In	cident N	otificat	ion List Nan	nespace: K12.HealthIncident Locked: N							
	lse C	ode as th	e State	Code - all val	ues reported to state will be used from t	he lo	okup code and	not evaluate to the	e State Code uni	ess the State Cod	e is non-blank fo	r a given value
Lo	kup	Values										Add 🔇
×	Line		der 🖨				Other SIS 🚔	State Code 🚔	Alt Code 3 🚔	Alt Code SIF	Stat	
~						~			HIL COULD Q		Year Start 🍣	Year End 🄤
		0		10	Superintendent Notified						~	~
	2	0		20	Regional R.N. Notified						~	~
		0		30	Parent/Guardian Notified						~	~

Figure 2.37 – Incident Notification List Lookup Table

On the **Contact Log tab** of the detailed screen of the Nurse's Log, there are the following lookup tables:

∀Health											0
Student Name: Abbott,	Billy C. School Hope H	figh School Status	Active Homeroon	r: 231 Age: 17 yrs	8 mths						
Nurse's Log Health Ci	onditions Immunization	ons Medication	s Health Histor	y Private							
Last Name	First Name	Middle Name	Perm ID	Grade	Gender	Birth Date		r Tylenol			
Abbott	Billy	С	905483	12 👻	Male 💌	06/12/1993	57				
Entries									Add Wizard Add	Hide Detail	٢
	Log Date: 10/01/2010)									
1 10/01/2010	Log Accident Detai	Contact Log									
	Contact Log								_	Add	0
	X Line Date		Contact Typ	e 🛢 🛛 Person (C Outcome 1	Comment		
		127	Phone	*					🐨 🗘 sent child back to class		*
	1 10/01/2010	📴 8:45 AM		parent		nurse					-
		= -									

Figure 2.38 - Contact Log Tab, Detailed Screen, Nurse's Log

 Contact Type – a list of the methods a teacher might use to contact the parent or student. The lookup table is located under K12, and the table name is Contact Type.

Loo	kup \	/alues							Add 🕻
~						marine a	AFCINE SE	Stat	115
~					uther stat.		ne colle se	Year-Start 🔅	Vessions E
		1	1	Phone					4
		2	2	Office				4	
1		3	3	Letter				4	~
		4	4	Hame				~	~

Figure 2.39 – Contact Type Lookup Table

 Outcome – a list of the possible types of outcomes from contact with the student or parent. The lookup table is located under **Revelation**, and the table name is Contact Outcome.

	· · · · ·					- 63			10	
Los	ikup V	/alues								Add
						Siste		All Code	Sure State	Aatua
×		ListOrder 3	Code 🖯	Description E	Other SIS C	State Code	Alt Code 3 😑	SIF -	Year Start	Tear End
		1	s	Scheduled In-Person Meeting					¥.	*
		2	F	Scheduled Follow-up Meeting					~	~
-		3	M	On-going Monitoring					4.	

Figure 2.40 - Contact Outcome Lookup Table



Caution: The lookup tables for the Contact Log are also used for the Student Contact Log tab on the Student screen, and the values in the lookup tables should reflect the needs of both screens.

Health Conditions Tab

The Health Conditions tab of the Health screen has the following lookup table:

\mathbb{V}	He	alth														«
Stuc	lent	Name: 4	Abbott, E	Billy C. School: Ho	ope High Scho	ool Status: Ac	ive Hon	neroom: 403 A	ge: 18 ;	yrs0mths						
Nu	rse's	Log	lealth Co	nditions Immur	nizations 1	vledications	Health	History Pri	vate							
Last	: Nan	ne		First Name	Middle		rm ID	Grade		Gender	Birt	h Date		ow Tyl	lenol	
Abb	ott			Billy	C	90	5483	12		Male 🖌	2 05/	/12/1993	P			
Cor	nditio	ons											ŀ	\dd	Show Deta	ii 🔕
×	Line	Order By	⇔	Health Conditio	ns	Date Enter	ed 🌲	Start Date	Ş	End Date	⊜c	omment				
			06	Medical Alert	~						AL .	🖉 📀 ASTI	HMA			A
							P	08/20/2007	P		P					
																-
			06	Medical Alert	~						AL N	500 🛇 🛐			IMA,	-
							P		P		P	SCO	LIOSIS, /	ADHD		
																-
			06	Medical Alert	~						AE	🖉 🛇 ADH	D			
							7	08/15/2007	P		P					
																-

Figure 2.41 – Health Screen, Health Conditions Tab

• Health Conditions – the list of possible serious health conditions of which school personnel need to be aware. The lookup table is located under K12.HealthImmunization, and the table name is Condition Code.

Nam	ne: Co	ndition Code	Namespace: K12	2.HealthImmunization Locked: N						
	lse Co	de as the State	Code - all valu	es reported to state will be used from the lo	okup code and	not evaluate to th	e State Code un	ess the State Code	e is non-blank fo	r a given value
Loc	okup V	alues							[Add 🔇
×	Line	ListOrder 🚖	Code 👙	Description 👙	Other SIS 👙	State Code 👙	Alt Code 3 👙			tus
\sim	Line								Year Start 👙	Year End 🌲
	1	0	01	Heart					*	~
	2	0	02	Asthma					~	~
	3	0	03	Diabetes					*	~
	4	0	04	Hearing					~	~
	5	0	05	Vision					~	~
	6	0	06	Medical Alert					*	~
	7	0	07	From HLT					~	~

Figure 2.42 – Condition Code Lookup Table

Immunizations Tab

The Immunizations tab of the Health screen has the following lookup tables:

Tealth										
Student Name: Abbott	, Billy C. S	chool: Hope I	High Schoo	ol Status: Activ	e Hom	eroom: 234 /	Age: 10 y	yrs 6 mths		
Nurse's Log Health C	Conditions I	mmunizatio	ons Med	dications He	alth Hist	orv Private				
Last Name	First Nam		Middle N			Grade		Gender	Birth Date	
Abbott	Billy		С	9054	83	12	~	Male	• 07/31/2002	2 🗗
									Allow Tylen	ol
Immunizations									S	how Detail
Dosage Data										
Set Exemption And C	ompliance									
In order to set exempt	tions or com	pliance to a	all vaccina	tions, Confirm	Set mu	ust be checke	ed befo	ore hitting	Save.	
Confirm Set										
Exempt		Complian	nce							
	•									
Comment 🕎 📀										
						-				
					Al					
Immunization Record	Data				. 4	10				
I. Documentation					1					
I. Documentation Staff Signature	Date									
I. Documentation Staff Signature Mary Smith (Health C	Date				. d	:				
I. Documentation Staff Signature Mary Smith (Health C Type of Record	Date		Record Pre	esented	a	:				
I. Documentation Staff Signature Mary Smith (Health C	Date		Record Pre	esented		:				
I. Documentation Staff Signature Mary Smith (Health C Type of Record	Date Ierl 08/27/2	v ■ ignature Da		esented				_		
I. Documentation Staff Signature Mary Smith (Health C Type of Record Out-Of-State Record Parent Signature on F	Date leri 08/27/2	R		esented	. a			-		
I. Documentation Staff Signature Mary Smith (Health C Type of Record Out-Of-State Record Parent Signature on F	Date leri 08/27/2 file Parent S ments	v ■ ignature Da				;		-		
I. Documentation Staff Signature Mary Smith (Health C Type of Record Out-Of-State Record Parent Signature on F II. Status of Requirement Status Of Requirement	Date leri 08/27/2 file Parent S ements tts	v ■ ignature Da	ate	Status Date				-		
I. Documentation Staff Signature Mary Smith (Health C Type of Record Out-Of-State Record Parent Signature on F II. Status of Requirement Status Of Requirement All Requirements Are	Date leri 08/27/2 file Parent S ements tts	ignature Da	ate V	Status Date				-		
I. Documentation Staff Signature Mary Smith (Health C Type of Record Out-Of-State Record Parent Signature on F II. Status of Requiremer All Requirements Are Exemption Granted	Date leri 08/27/2 ille Parent S ements nts Met	v ■ ignature Da	ate v 1 Date_	Status Date						
I. Documentation Staff Signature Mary Smith (Health C Type of Record Out-Of-State Record Parent Signature on F II. Status of Requirement Status Of Requirement All Requirements Are	Date leri 08/27/2 ille Parent S ements nts Met	ignature Da	ate V	Status Date						
I. Documentation Staff Signature Mary Smith (Health C Type of Record Out-Of-State Record Parent Signature on F II. Status of Requiremer All Requirements Are Exemption Granted	Date leri 08/27/2 ille Parent S ements nts Met	ignature Da	ate v 1 Date_	Status Date						
I. Documentation Staff Signature Mary Smith (Health C Type of Record Out-Of-State Record Parent Signature on F II. Status of Require Status Of Requirement All Requirements Are Exemption Granted Medical Reasons - Pe III. 7th Grade Entry 7th Grade Entry	Date leri 08/27/2 ille Parent S ements nts Met	ignature Da	ate ► Date	Status Date						
I. Documentation Staff Signature Mary Smith (Health C Type of Record Out-Of-State Record Parent Signature on F II. Status of Require Status Of Requirement All Requirements Are Exemption Granted Medical Reasons - Per III. 7th Grade Entry	Date leri 08/27/2 ille Parent S ements nts Met	ignature Da	ate v 1 Date_	Status Date						
I. Documentation Staff Signature Mary Smith (Health C Type of Record Out-Of-State Record Parent Signature on F II. Status of Requirement Status Of Requirement All Requirements Are Exemption Granted Medical Reasons - Per III. 7th Grade Entry 7th Grade Entry	Date leri 08/27/2 ille Parent S ements nts Met	ignature Da	ate ► Date	Status Date						

Figure 2.43 – Health Screen, Immunizations Tab

 Exempt – the list of reasons why a student may be exempted from the vaccination requirements. The lookup table is located under K12.VaccinationInfo, and the table name is Exemptions. This is the same table used for the Exempt drop-down list in the detailed screen of each vaccination.

				ationinfo Locket: N es reported to state will be used from the ic	okup code and	not evaluate to th	e State Code un	iess the State Cod	e is non-blank for	r a given value
Lo	okup 1	/alues								Add
×					Other SIS	State Code 😂		Alt Code SIF	Stat	us
\cap					Other sis 👳			ARCODE SIF 🤤	Year Start 🔶	Year End 🔅
Г		1	MRP	Medical Reasons					*	*
Г		2	MRT	Medical Reasons Temporary					*	*
Γ		3	P	Personal Beliefs					*	*
Г		4	IU	Immunity to Mumps					*	*
Г		5	IR	Immunity to Rubella					*	~
Г		6	IM	Immunity to Measles					*	*

Figure 2.44 – Exemptions Lookup Table

• **Type of Record** – the types of records that students present to show their immunization record. The lookup table is located under **K12.HealthInfo.Setup**, and the table name is **Health Type of Record**.

					ocke						
-			State Code -	all values reported to state will	be ı	used from t	the lookup	code and	not evaluat		
Loc	экир	Values								Ad	
×	Line	ListOrder 🔶	Code 🔶	Description		Other SIS ⊜	State Code ≑	Alt Code 3 👄	Alt Code 🔶 SIF	Sta Year Start ⊖	tus Year End ≑
	1	1	0	Arizona Lifetime Record				0		~	~
	2	2	1	Out-Of-State Record				1		~	~
	3	3	2	Other Immunization Record				2		*	~
	4	4	3	Foreign Country				3		*	~

Figure 2.45 – Health Type of Record Lookup Table



Caution: The **Health Type of Record** table is also used by the **HLT212** – **Arizona Immunization Report**. For the HLT212 report to work correctly, this table must be setup with the following values.

Code	Description	Alt Code 3	
0	Arizona Lifetime Record	0	
1	Out-of-State Record	1	
2	Other Immunization Record	2	
3	Foreign Country	3	

Medications Tab

The detailed screen of the Medications tab has all of the lookup tables, which are:

	Conditions Immuniza								
.ast Name	First Name	Middle Name		Grade	Gender Birth Dal	te Allow	Tylenol		
Abbott	Billy	C	905483	12	🛩 Male 😁 05/12/19	193 🗗			
Show/Hide Medication	Columna								
Current Medications								Add	Hide Detail
Ine Medication								<i>w</i>	S
🔄 Insulin Test 🛛 👻	Conduct Medication								
E Advair 😽	Medication			sute Of Admin					
	Advair	Control		outh 💌					
	Remaining Units Ref	IE Threshold Do	sage Schi	ool Provided IEP					
	Contraction of the local division of the loc								
	Start Date Er 09/01/2010	td Date							
	Time 1	Unit 1							
	11:00 AM	1.0	0						
	Time 2	Unit 2							
	1.1110-00								
	Time 3	Unit 3							
		1.1	10						
	Mon Tue Wed Thu F	n Frequency							
	12 12 12 12 1								
	Prescribing Physicia	n							
	Note 🗐 🤉								
				+					
				-					
	Side Effects 700								
				*					
	A DECIMAL DECI			-					
	Administer in								
	Student Health Cond								
	Medical Alert [1]	Vedical Alert T	ledical Alert	÷.					
	Student Medications	s Detail							
	History							4	Add
			Lints A	dministered	Administered By	Unit 1 Adjustment	otal Admin Nurse Time Log		
	× Line Outs				a la contra a serie	And a bound and		10 O Initial	Dosages
	Cannot be State of the			Administered	Vesta, Cindy 💌				
	Cannot be State of the	11:00 AM	1.00	Administered	👌 Vesta, Cindy 🛩				
	× Line Dane		1.00			-	_	100	
	× Line Dane		1.00	Administered Dosage Adjustment	 Vesta, Cindy Vesta, Cindy 			5	
	X Line Date	🗊 11:00 AM	1.00					8 0	
Current Procedures	X Line Date	🗊 11:00 AM	1.00			Add	Show Detail	5 3	
Current Procedures	X Line Date	🗊 11:00 AM	1.00 1.00	Josäge Adjustment	s Vesta, Cindy ⊻	Add [: bcedurk Days	Show Detail	8 0	

Figure 2.46 - Medications Tab, Health Screen, Detailed

 Medication – a list of medications that are administered to students by school personnel. The lookup table is located under K12.HealthMedication, and the table name is Medication or Service.

Loo	kup \	/alues							Add	90
~	100			Description =	-	State Code 🛛 🕀	AND ADDRESS OF		ulusi	
	1.100					some close -		Year Start	Year End	
		0	00	Insulin Test				*	~	
1		D	01	Advair				*	~	
1		0	02	Ritalin				~	~	
7		D	03	Tylanol				~	~	
٦		99	99	Other				~		_

Figure 2.47 – Medication or Service Lookup Table

 Medication Type – the type of medication administered. The lookup table is located under K12.HealthMedication, and the table name is Medication Type.

		10000		ex K12.HealthMedication Locket II If values reported to state will be us	ied from the	lookup coo	ie and not e	valuate to the	state	Code	: unles	95 B
Loo	kup \	alues				11.000000000 11.00000000000000000000000				Ac	fd	0
×					Other a	State Code		All Code	Year	Siles	un Year End	
		1	1	Over the Counter					Start	-	End	*
		2	2	Controlled						~		*

Figure 2.48 – Medication Type Lookup Table

• Route of Admin – the method by which the medication is administered. The lookup table is located under K12.HealthMedication, and the table name is Route of Administration.

				Namespace: K12.HealthMedication Loci II values reported to state will be u		he look	up coc	le and not e	valuate to the	e State Code	e unless th
		/alues									dd 🕥
					Other	Sta		All Code	All Code	Stat	_
×	Line			Description 🕀		- Co	őa ÷		Alt Code SIF	Year 🕀 Start 🕀	Find 🕀
		0	0	Mouth						~	4
		0	1	Intravenous						~	*
	3	0	2	Topical						*	*

Figure 2.49 – Route of Administration Lookup Table

• Administered – the status of the scheduled administration of medication. The status used to indicate the medication was given must have an Alt Code 3 of 0, and the status used to indicate an adjustment in the amount of medication kept by the school must have an Alt Code 3 of 3. The lookup table is located under K12.HealthMedication, and the table name is Administered.

				12.HealthMedication Locked: N If values reported to state will be us	sed from the	lookup cod	e and not e	valuate to the	State Cod	e unless th
Loo	kup V	alues							A	dd 🔇
					Other e	State	Alt Code	All Code	Sta	
×	Line	ListOrder 🕀		Description 🕀		State 0 Code		Alt Code SIF 0	Year 🕀	Year End €
		0	0	Administered			0		*	4
		0	1	No Show					~	~
		0	2	Absent					~	~
		0	3	Dosege Adjustment			3		*	*

Figure 2.50 – Administered Lookup Table

 Procedure – a list of medical procedures administered by school personnel. The lookup table is located under K12.HealthMedication, and the table name is Med Procedure.

U	ise Co	ide as the St	ate Code - a	Il values reported to state will	be used from th	e tookup ci	ode and not e	evaluate to th	e State Cod	e unless
Loo	kup \	/alues							1	dt (
					Other .		Alt Code	At Code	\$10	tun
×	Line			Description	SUS 1	Colle			Year G	Year End
		0	00	Test Procedure 1					~	4
		1	01	Test Procedure 2					~	~

Health History Tab and Private Tab

Since the Health History tab displays a historical list of all nurse's logs, medications, and procedures, the tab does not have any unique lookup tables. The Private tab does not have any lookup tables.

Chapter Three: OTHER SCREENS SETUP

In this chapter, the following topics are covered:

- What lookup tables need to be setup for the Health Screen screen
- What lookup tables need to be setup for the Health Screen By Section screen
- What lookup tables need to be setup for the Health Log Other screen
- What lookup tables need to be setup for the Medication and Service Monitor screen

LOOKUP TABLES FOR HEALTH SCREEN SCREEN

On each tab of the Health Screen screen, found under Synergy SIS > Health, there are several drop-down lists, where pre-populated values may be selected from these lists. The values in each drop-down list are stored in a lookup table, with a separate table for each list. The lookup tables may be modified by using the **Lookup Table Definition** screen, found under Synergy SIS > System > Setup. Some lookup tables may be modified to match the needs of the school district. To modify a lookup table's values:

- Go to the Lookup Table Definition screen, found under Synergy SIS > System > Setup.
- 2. **Find the table** that needs to be changed by clicking on the triangles next to each node. Most of the lookup tables for the Health screen are found under the nodes K12. HealthIncident, K12.HealthImmunization, and K12.HealthMedication.
- 3. Once the table is located, click the Add button to add a new code.

		2/20/20/010		Il values reported to state will t	000000000000000000000000000000000000000	s noonop ci	Ane and not i	carding page 10- 016	F		5
Loo	kup V	alues		(Transmission)		-	-			A,00	
×		Listbreer 🕄	Cada 🔅	Description	Bis 0	Statu Gode	All Code	All Code	Year	Yea	
		0	1	Religious Reasons					Scall V		~
		0	2	Health Reasons					~		-

Figure 3.1 – Tb Waiver Lookup Table

- 4. The order in which the values are displayed can be set by entering the order number in the **ListOrder** column. If the numbers in the ListOrder field are the same or are all-blank, the Code is used to sort the list and then the Description.
- 5. Enter a code for the item in the **Code** column. This value must be unique since it is used internally to link the tables in the database and it is displayed in the drop-down.
- 6. Enter the description of the code in the **Description** column.
- 7. The **Other SIS** column is used to import data during the conversion process from another student records system. Enter the code used in the old system in this column.
- 8. If appropriate, a start date and end date may be entered for the code in the **Status** column to activate or deactivate the code for a particular year. If a code is inactive, it shows in data already entered but it is not available for selection for new records. For example, if a code is no longer valid for records beginning FY2011, select 2011 for the end year.
- 9. The State Code, Alt Code 3, and Alt Code SIF are not needed since this information is not uploaded to the state. The checkbox at the top of the table Use Code as the State Code is not used as well.
- 10. Click the **Save** button at the top of the screen to save the changes.

To delete a code:

1. Click the box under the X column, and click the Save button at the top of the screen.

Tuberculosis Tab

The Tuberculosis tab of the Health Screen screen has the following lookup tables:

Health Scre	een							6
Student Name: Abbott	t, Billy C. Screet Hope	High School Statu	s: Active	Room Name: 231				
Tuberculosis Vision	Hearing Scolidsis	General Health	Derital					
Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gende		
Abbott	Billy	C		905483	12	Maie	v	
Tuberculosis Skin Tes	st							G
Type Da	de Given 1 Date P		Induration	1 1 Impression	1			
PPD-Mantoux 🐱 07	/31/2008 📴 08/03/	2008 🔛 10		Negative	*			
Type Da	ite Given 2 Date F	Read 2 mm	Induration	12 Impression	2			
PPD-Mantoux y 07	/30/2010 📴 08/04/	2010 📴 8		Positive	*			
Waiver Waiv	er Date							
*	CP.							
Tuberculosis Chest X								0
	y Impression							10
02/10/2011 📅 Abr								
Tuberculosis Medicati	ion							6
Medication Prescribed								
Medication Start Date	Medication End Date							
12	17							
Free of communicable	Description							
	ommunicable Tuberculo	sis 🛩						
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Contraction of the second		22 L	Joalth Sar	roon Saroor	Tubo	erculosis Tab	

Figure 3.2 – Health Screen Screen, Tuberculosis Tab

• Waiver – the reasons a tuberculosis test is waived. The lookup table is located under K12.HealthScreen, and the table name is TB Result.

120	00.00	de as ale ou	ne code - a	il values reported to state will	be used from the	e iooitup co	ode and not e	waruate to th	e prate CO	De Unit	898	
Loo	kup V.	alues								A,01	G	
×	11000	ustorer C	harmon a			other	Statu	AttCode	All Code		atus	
×		ListDriter	Cole 😳	Description	515	Code	3	SIE -	Year Start	Tea Enc		
	1	0	1	Religious Reasons					~		¥	
	2	0	2	Health Reasons					~		*	

Figure 3.3 – TB Waiver Lookup Table

• **Medication Prescribed** – a list of the medications prescribed as the result of a positive tuberculosis test, or a list of the status of a prescription. The lookup table is located under **K12.HealthScreen**, and the table name is **TB Result**.

20	96 C0	ode as me st	ate Code - a	il values reported to state will b	e used from th	e lookup c	ode and not e	evaluate to th	ie State Col	pe univess		
Loo	kup \	/alues								A.02 (
×	100	Was I		ListDrawn E Code			- Other	Sali	At Code	All Code	50	atus -
×		ListDriter	CON	Description	815	Gade		58	Year Start C	Year End		
		0	N	No Medications Prescribed					~	4		
	2	0	Y	Medications Prescribed					~	4		

Figure 3.4 – Medication Prescribed Lookup Table

• Free of Communicable Tuberculosis – the overall tuberculosis status of the student. The lookup table is located under K12.HealthScreen, and the table name is TB Result.

	Tame: To Disease Status Itemespace K12/HealthScreen: Lacket N Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code										
Loo	kup \	/alues		24 37		04 - XI			A	dd 🥥	
×			stOrder a Code a	Description 8	Other STS	Sizte -			Status Year Year		
									Start -	Year =	
		0	N	No. Person is not free of communicat					Y	*	
		0	Y	Yes, Person is free of communicable					×	~	

Figure 3.5 – TB Disease Status Lookup Table

Vision Tab

WHealth Sci	reen								(
Student Name: Abbo	tt, Billy C. School: Hope	High School Statu	s: Active	Room Name: 403					
Tuberculosis Vision	n Hearing Scoliosis	General Health	Dental						
Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Geni	der		
Abbott	Billy	C		905483	12	Male	*		
Vision						A	dd Wizard	Add Hide Deta	iil 🔇
Line Screen Date	Without Glasses	Screen Date: 01	1/14/2011						
	Left Eye	Vision Detail							
1 01/14/2011	🗊 20/30 🔽	Screen Date	Grade	Staff N	ame				
			12		ers, Julia		~		
		Vision Aid		ficiency Occular	Alignmen				
		Eyeglasses 🔽	Pass	Pass	~				
	la de la companya de	Referral	Referral	Date Referra	al Result	•			
		Yes 💌		🕝 Fail	~				
		Reason							
		Referred by teac	her	*					
		Near Left Eye	Near Rig	ht Eye Near Bol	h Eyes				
		Pass 💌	Pass	Pass	*				
		Without Glasse	s		0	With Glasse			õ
		Left Eye	Right Ey			Left Eye	Right Eye		
		20/30 🗸	20/40	✓ 20/30	~	20/20	✓ 20/20	✓ 20/20	*
		Comment 🕎 🔇							
						<u>^</u>			
						-			

The main and detailed screens of the Vision tab use the following lookup tables:

Figure 3.6 – Health Screen Screen, Vision Tab, Detailed

- Grade a list of possible grade levels. This is the same list of grade levels that is
 used through Synergy SIS, and the setup of the list is outlined in the Synergy SIS –
 State Data Reporting Guide.
- **Staff Name** a list of all staff entered in Synergy SIS that has the Health role checked in the Staff Role section. For more information, please see the chapter on Staff in the *Synergy SIS System Administrator Guide*.
- Vision Aid the list of possible corrective lenses used by the student to correct their vision. The lookup table is located under K12.HealthScreen, and the table name is Vision Aid.

U	se Co	ide as the State	e Code - all v	alues reported to state will be used	from the lookup code and	not evaluate to th	e State Code un	less the State Cod	e is non-blank fo	a given val
.00	kup V	alues								A01
×				() Description	(i) Other sits (ii)	State Code ()		At Code SE		tus
		12							Year Start 🔅	Year End
		0	1	Eyeglasses	E				4	~
		Û	2	Contacts	c				v	~

Figure 3.7 – Vision Aid Lookup Table

• **Color Deficiency** – this list could be setup as a list of the three possible color blindness conditions (total, red-green, or blue-yellow), or as a pass/fail list to indicate if the student passed the color deficiency test. The lookup table is located under **K12.HealthScreen**, and the table name is **Color Deficiency**.

U	se Co	de as the St	lale Code - a	I values reported to state will be	used from th	ne tookup c	ode and not	evaluate to the	state Code	e unless	
Loo	kup \	/alues		74	11	114			A	dd 🧯	
×		UsiOner -	Order 🗄 Cede 🕀	Description	coner -	State	At Code		Status Year Year		
								201	Start C	End	
		1	P	Pass		12			~	~	
-1	2	2	N	Fail					~	v	

Figure 3.8 – Color Deficiency Lookup Table

• **Referral** – typically setup up as either Yes or No, the referral list could also indicate the external agency to where the student was referred, or the source of a referral. The lookup table is located under **K12.HealthScreen**, and the table name is **Referral**.

00	okup Values				100			bbA			
		ing ListDroor O	à	1 × 02 1	other	SIRN	ALCORE	AllCode	Statun		
×		ListOrder C	Cone D	Description	Other (Code	1	SE O	Year =	Year End	
7		0	N	No					~	~	
-1		0	Y	Yes					~		

Figure 3.9 – Referral Lookup Table

• **Reason** – the reason for the referral. The lookup table is located under **K12.HealthScreen**, and the table name is **Vision Screen Reason**.

N	ame	e: Vi	ision Scree	n Reason	Namespace: K12.HealthScreen Locked: N						
Γ	U	se C	ode as the S	itate Code -	all values reported to state will be (used from t	the lookup	code and	not evalual	te to the S	tate Code
L	00	kup	Values							Ad	a 📀
						Other 。	State	Alt o	Alt	Sta	tus
2	K	Line	ListOrder 🖨	Code 🔶	Description 🔶	SIS 🗢	Code 🗢	Alt Code 3 🔤	Alt Code ≑ SIF	Year Start €	Year End €
ſ	1	1	1	1	Referred by parent					~	~
I		2	2	2	Referred by teacher					*	*

Figure 3.10 – Vision Screen Reason Lookup Table

• Left Eye, Right Eye, & Both Eyes (Without Glasses & With Glasses) – the list of possible vision acuity measures. All six fields share the same lookup table. The lookup table is located under K12.HealthScreen, and the table name is Eye Exam.

Loo	kup V	falues		w.							Add	0
×	Line			Description	8	Other =	State =	All Code e	All Code =	Year Stert	ILES Yea Enc	
		D	1	20/10						~		*
П	2	D	2	20/20						*		*
		D	3	20/30						~	1	*
5		D	4	20/40						~	1	*
-		D	5	20/50+						~		-

Figure 3.11 – Eye Exam Lookup Table

Hearing Tab

The main and detailed screens of the Hearing tab, as well as the screen used to add a Hearing record, use the following lookup tables:

Student Name: Abbott, Billy C, Scheet Hope High School Statis: Active Room Hane: 211 Tuberculssis Vision Hearing School Statis: Active Room Hane: 211 Last Name First Name Middle Hame Suffix Perm ID Grade Gender Abbott Billy C 905483 12 Male Male Medical Documentation Received Permission Stip Re-Evaluation Letter Preferential Scating Parent Refuses Clinic Ok for Educational Evaluation Evaluated by Audologist Comment ∰O	
Last Name First Name Midde Name Suffix Perm ID Grade Gender Abbatt Billy C 955483 12 Male Medical Documentation Received Permission Stp Re-Evaluation Letter Preferential Seating Parent Refuses Clinic Ok for Educational Evaluation Evaluated by Audiologist Comment To Ox	
Last Name First Name Midde Name Suffix Perm ID Grade Gender Abbatt Bity C 955483 12 Male Medical Documentation Received Permission Stip Re-Evaluation Letter Preferential Seating Parent Refuses Clinic Ok for Educational Evaluation Evaluated by Audiologist Comment To O	
Medical Documentation Received Permission Stip Re-Evaluation Letter Preferential Seating Parent Refuses Clinic Ok for Educational Evaluation Evaluated by Audiologist Comment To O	
Re-Evaluation Letter Preferential Seating Parent Refuses Clinic Ox for Educational Evaluation Evaluated by Audiologist Comment To Ox	
Lesissee by Neduce Provider Int Add Woord Add Add Add Hord Add Hord Ymp Type Add Add Hord Tymp Type Add Add Hord Add Tymp Type Add Tymp	Hide Detail

Figure 3.12 – Health Screen Screen, Hearing Tab, Detailed

- **Grade** a list of possible grade levels. This is the same list of grade levels that is used through Synergy SIS, and the setup of the list is outlined in the Synergy SIS State Data Reporting Guide.
- **Staff Name** a list of all staff entered in Synergy SIS that has the Health role checked in the Staff Role section. For more information, please see the chapter on Staff in the Synergy SIS System Administrator Guide.

• **Referral** – the referral list could indicate the external agency to where the student was referred, or the source of a referral. The lookup table is located under **K12.HealthScreenAud**, and the table name is **Referral**.

.00	kup \	/alues							Add G
				A Description (A)	Other 505 - 1		ALCORESE :		
								Year Start 😑	Your End
		0	1	Referred to doctor/new case				~	~
		0	2	Referred to doctor					~
1		0	3	Failed/Not referred					~
		0	4	No change since previous test					~
		0	5	Improved by prescription				~	~
		D	6	Screening inconclusive				*	~
1		0	7	Permanent disability					
-		0	8	Referred - non-acuity problem				~	

Figure 3.13 – Referral Lookup Table

• **Reason** – a list of the reasons an audio screen is conducted. The lookup table is located under **K12.HealthScreen**, and the table name is **Audio Screen Reason**.

Loo	kup V	alues								vdd 🔾
1				Description	Other _	State _	All Code	AlCole	510	
×	Line			Description (E)	93	Code -		58 U	Year Start	Find -
		1	1	1					*	+
		2	2	2					~	
	3	3	8A	Do not Screen this year per Audiolog					*	4
	. 4	4	8P	Do not screen this year per parent re					~	
		5	9A	Do not ever screen per Audiologist re	-				~	*
Π		6	9P	Do not ever screen per parent reques					v	
		7	A	A				-	~	*
		8	N	N					~	
		9	P	P					~	
		10	C1	C1					~	~
		11	C2	C2					~	~
F		12	PH	PH					v	~

Figure 3.14 – Audio Screen Reason Lookup Table

• Folder – a list of possible folders used to store the audio screen results. The lookup table is located under K12.HealthScreen, and the table name is Audio Folder.

Loo	kup \	/alues						A	6d 🕻
					Celline	Ginte	All Code		
×	Line	Littlener 3			SIS 3	State Code	SIF	Year F	Yoar -
		1	A	Active			 	~	~
		2	8	Blue					*
		3	Y	Yellow				~	· · · ·
		4	1	Inactive				~	*
		5	н	Hearing Impaired				~	
		6	s	Shred				~	*

Figure 3.15 – Audio Folder Lookup Table

 Left Aid & Right Aid (Left Ear & Right Ear) – a list of possible devices used to aid the student's hearing. The lookup table is located under K12.HealthScreen, and the table name is Audio Aid.

			atthSoreen Looked II								
	kap Values	state Code - a	I values reported to state will	be used from th	e iookup c	ode and not	evaluate to th	e state		dd dd	16
			3 St 1	Other	State	ATCode	AECode	1. 10	518	111	
×	Line ListOrder		Description	515	Code	3	SIF	Yest Start		Fear	
-	10		Hearing Aid					-	3		-

Figure 3.16 Audio Aid Lookup Table

• Tymp Type (Left Ear & Right Ear) – a list of the possible types of test used. The lookup table is located under K12.HealthScreen, and the table name is Tympanagram Type.

Loo	kup V	/alues		200				N 6		dd 🔇
100					Other	State	All Code	All Code	51.07	
×				Description E	SIS 0	Code		1	Year Start	Yeast End
		0	A-	A-+100 to -200 daPa, 15cc to 1.60c	8				~	~
		0	Ad-	Ad-+100 to -200 daPa, >1 60cc					*	
		0	Ap-	Ap-> 100 daPa, +100 to -200 daPa.	-				~	*
		0	As-	As-+100 to -200 daPa, 16cc to 19cc					*	4
		0	8-	B-+100 to -400 daPa. 15cc or less (*	Ŷ
		0	8*-	8*-Perforation, (-399 pressure)					1	Ŷ
		0	8+-	B+-Tube reading, (-399 pressure)					~	¥
		0	C-	C205 to -400 daPa. 16cc or higher					~	v
	6	0	U-	U-(Could not test or unknown)					¥	v

 Result (Left Ear & Right Ear) – a list of the overall results of the hearing exam. The lookup table is located under K12.HealthScreen, and the table name is Immittance Class.

Loo	kup V	alues								dd 🚨
6					Other .		State	ARCINE	Sta	lun.
×				Description	SIL	2	State = Cisibil	AR Code =	Year Start	Teat End
		1	P	Pass				 	~	
		2	F	Fail					~	~
		3	RA	Risk Audio					~	* *
		4	RM	Risk Medical					~	~
		5	RB	Risk Both Audio and Medical					4	3 3
Π		6	FA	Fail Audio					Y	~
		7	FM	Fail Medical					~	v
-		8	FB	Fail Both					v	

Figure 3.18 – Immittance Class Lookup Table

Scoliosis Tab

The Scoliosis tab of the Health Screen screen has the following lookup tables:

and a market in the second	Abb	ott, Billy C	. School Hope I	high School Statu	s: Active	Room Name: 231				
Tuberculosis	Vit	ion Hearing	Scoliosis	General Health	Dental					
Last Name		First	lame	Middle Name	Suffix	Perm ID	Grade		Gende	-
Abbatt		Billy		C		906483	12	. 4	Male	4
Physical Exan	1									
Physical Exam	Dat	e Physical E	sam Result D	ate Referred	Grade					
01/06/2011	7	Pass	× 1	2/14/2010	12	*				
X-Ray										
Film Date 1		mpression 1	8							
01/04/2011	7	Normal	*							
Film Date 2		mpression 2	ń.							
01/05/2011	7	Normal	×							
Comment 🕅 G	1									
				(a)						

Figure 3.19 – Health Screen Screen, Scoliosis Tab

• **Grade** – a list of possible grade levels. This is the same list of grade levels that is used through Synergy SIS, and the setup of the list is outlined in the Synergy SIS – State Data Reporting Guide.

General Health Tab

The General Health Tab has the following lookup tables:

VHealth Scre	en					(«
Student Name: Abbott,	Billy C. School: Hope Hi	gh School Status: i	Active Room Name:	403		
Tuberculosis Vision	Hearing Scoliosis	General Health 🛛	Dental			
Last Name	First Name	Middle Name S	Suffix Perm ID	Grade	Gender	
Abbott	Billy	c [905483	12	Male 💌	
Health					Add	Show Detail 📀
X Line Screen Date		Height	Weight Ibs ⊜ Perce	ntile BMI 🛛 Hea		Referral Date
1 01/10/2011	🗊 12 🔽 68	54	185 58	28.13		P
Activity Screening						Add 🔇
X Line Sci	reen Date 🛛 🔶	Screen	n Type 🛛 🍦	Resu	ilt 🔶 Sta	aff Name
1 03/14/2011	P	Drug 🔽	*	Pass 💙	+	

Figure 3.20 – Health Screen Screen, General Health Tab

• Screen Type – a list of the health screening types (Health and Drug). The values in this drop-down list are hard-coded into the programming code and there is no associated lookup table.



Caution: The information in the Activity Screening grid is also shown in the Student Groups screen, and both screens share the same fields. Any changes to these lookup tables affect both screens.

Dental Tab

The Dental tab of the Health Screen screen has the following lookup tables:

Health Scree	en												
Student Name: Abbott, I	Billy C. School Hope I	High School Statu	e Active i	Room Name: 2	34								
Tuberculosis Vision	Hearing Scollosis	General Health	Dental										
Last Name	First Name	Middle Name	Suffic	Perm ID	Grade		Gende	ir -					
Abbott	Billy	C		905483	12	×	Male	×					
Dental													Add Q
X Line Screen Date	E Grade	PassFat :	Visible Fill	ings = V	isible Cavity		Treat	DINIFE .	- E	(Walver		Follow Up Date
11/16/2010	12 -	Pass -	¥.		E .	No obvi	sus prot	meld	~			~	Ø
		Fiaur	e 3.21	– Heal	Ith Screer	Scre	en. L	Denta	al Tab				

- Grade a list of possible grade levels. This is the same list of grade levels that is
 used through Synergy SIS, and the setup of the list is outlined in the Synergy SIS –
 State Data Reporting Guide.
- Treatment a list of the recommended follow-up treatments based on the results of the dental exam. The lookup table is located under K12.HealthScreen, and the table name is Treatment Urgency.

	ame: Treatment Urgency Namespace: K12.HealthScreen Locked: N Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code													
Lo	okup	Values							Ad	ld 🔇				
					Other .	State	0#	Alt Code 😂	Status					
×	Line	ListOrder 🔶	Code 🄤	Description 🔶	SIS 🕀	Code 🕀	Alt Code 3 😂	Code SIF	Year Start ≑	Year End ≑				
		1	0	No obvious problem	N		1		~	~				
	2	2	1	Early dental care recommended	E		2		~	~				
	3	3	2	Urgent care needed	U		3		~	~				

Figure 3.22 – Treatment Urgency Lookup Table

• Waiver – possible reasons that a dental exam requirement is waived. The lookup table is located under K12.HealthScreen, and the table name is Dental Assessment.

Nar	ne: D	ental Asses	sment Nam	espace: K12.HealthScreen Locked: N						
	Use (Code as the S	State Code -	all values reported to state will be	used from	the lookup	code and	not evalua	te to the S	State Codi
Lo	okup	Values							Ad	d 🔇
					Other 🔺	State	Alt	Alt		tus
	Line	ListOrder 🔶	Code 🔶	Description 🖨	SIS 🔤	Code 🗟	Alt Code 3 🔤	Code SIF	Year Start ≑	Year End ⊜
		1	0	Lack of access to insurance	0		2		~	~
	2	2	1	Financial burden	1		1		~	~
	3	3	2	Parental consent	2		3		~	~
	4	4	3	Form not returned	3		4		~	~
_			Fi	gure 3.23 – Dental Asse	ssment	Lookup	Table			



Caution: The **Treatment Urgency** and **Dental Assessment** tables are also used by the **HLT618 – Oral Health Assessment and Waiver Report**. For the HLT618 report to work correctly, these tables must be setup with the following values.

Treatment Urgency

Code	Description	Alt Code 3
0	No obvious problem	1
1	Early dental care recommended	2
2	Urgent care needed	3

	sessment	
Code	Description	Alt Code 3
0	Lack of access to insurance	2
1	Financial burden	1
2	Parental consent	3
3	Form not returned	4

LOOKUP TABLES FOR THE HEALTH SCREEN BY SECTION SCREEN

The Health Screen By Section screen, found under Synergy SIS > Health, uses all of the same lookup tables used by the Health Screen screen.

∀Healt	h Scre	en E	By Se	ection										
Section ID: 1	077 Course	Title: Ar	n Govt	School Year: 2010-201	1									
Tuberculos	s Vision	Heari	ng Sc	oliosis General H	Health Dental									
Section ID														
1077														
Filter										٨				
🗖 Hide Stu	Hide Students With Tuberculosis Records													
Tuberculosis Exam														
Line Student Name	Perm ID	Grade	Gender	Type 1	Date Given 1	Date Read 1	mm Induration 1	Impression 1	Waiver	Waiver Date				
1 Abbott Billy C.	905483	12	м	PPD-Mantoux 💌	07/31/2008 📝	08/03/2008 📝	0	Negative 💙	~	P				
2 Adding Paula M		5 12	F	~		P		~	*	P				
3 Colema Jose L.	n. 874306	i 12	м	~		P		*	*	P				
4 Cooley Carolyr		12	F	~		P		~	~	P				
5 Crum, Richard	J. 872047	12	М	~	₽ 24 – Health	P		*	~	P				

Figure 3.24 – Health Screen By Section Screen

LOOKUP TABLES FOR THE HEALTH LOG OTHER SCREEN

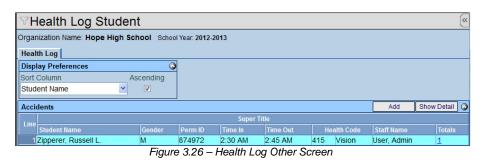
The Health Log Other screen, found under Synergy SIS > Health, uses all of the same lookup tables used by the Nurse's Log Tab of the Health screen.

✓Health Log Other			
Organization Name: Hope High School School Year: 2010-2011			
Health Log			
Log Date 5/15/2011 Go To Date			
Accidents		Add Wizard	Add Show Detail 🧯
X Line Cu	rrent Log Date: 5/15/2011		
Time In Time Out Patient Name	Health Code		Staff Name
12:13 PM 1:11 PM Sandra Abbott	310 Allergy	~	Vesta, Cindy 🗸 🗸
			roota, onlaj

Figure 3.25 – Health Log Other Screen

LOOKUP TABLES FOR THE HEALTH LOG STUDENT SCREEN

The Health Log Student screen, found under Synergy SIS > Health, uses all of the same lookup tables used by the Nurse's Log Tab of the Health screen.



LOOKUP TABLES FOR THE MEDICATION AND SERVICE MONITOR SCREEN

The Medication and Service Monitor Screen, found under Synergy SIS > Health, uses all of the same lookup tables as the Medications Tab of the Health Screen.

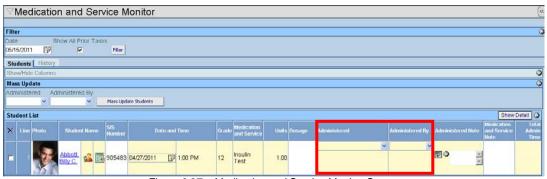


Figure 3.27 – Medication and Service Monitor Screen

LOOKUP TABLES FOR THE INDIVIDUAL HEALTHCARE PLAN SCREEN

The Healthcare Plan Details Screen, found under Synergy SIS > Health > Individual Healthcare Plan screen > Show Details, uses the following lookup tables:

∀Healthcare Plan Details		(«
Healthcare Plan		
Print Healthcare Plan Report		0
Print Report Merge Document Merge Language	¥	
Plan Name Plan Start Date Plan End		
Equilibrium Management 01/02/2013 📅 05/24/20	13 📴 Atwood S., Shar 💌	
Medical Diagnosis Nursing Diagnosis		
Safety V Inner ear abnormaility		
Intervention		Add 🔇
X Line Intervention Code	Intervention De	
	h school day in early afternoon	
Wheel with student once eac	an school day in early alternoon	
Details		
X Line Nursing Assesment	Nursing Plan	Medications/Side Effects
	1 C	V
a 1		

Figure 3.28 – Healthcare Plan Details Screen

• **Medical Diagnosis** – a list of medical diagnosis based on NANDA nursing diagnosis Definition and Classification codes. The lookup table is located under **K12.HealthInfo.NursePlan**, and the table name is **Medical Diagnosis**.

Nam	e: Me	dical Diagnosi	is Namespac	e: K12.Healthinfo.NursePlan Locked: N								
00	Ise Co	de as the State	Code - all va	lues reported to state will be used from the	lookup code an	d not evaluate to the	ne State Code unle	ess the State Code	e is non-blank fo	r a given value		
Loc	ookup Values											
×	Line				Other SIS	State Code 😂	Alt Code 3 🚖		Sta			
				×					Year Start 🤤	Year End 🌲		
			1	Circulation					*	~		
			2	Ego Integrity					~	×		
	3		3	Elimination					~	Y		
	4		4	Food/Fluid					~	¥		
	5		5	Neurosensory					~	*		
	6		6	Safety					~	*		
			7	Sexuality (component of integrity and					~	4		
	8	0	0	Activity/Rest					~	~		

Figure 3.29 – Medical	Diagnosis	Lookup	Table
-----------------------	-----------	--------	-------

• Intervention Code – a list of intervention codes based on the Nursing Intervention Classification (NIC) codes. The lookup table is located under K12.HealthInfo.NursePlan, and the table name is Intervention Code.

2			Code - all valu	es reported to state will be used from the ic	ookup code and	not evaluate to the	e State Code uni	ess the State Code	e is non-blank fo	
Loc	kup V	alues		(1					Add
×	Line						Alt Code 3 🛛 🖨		Stat Year Start 🖨	
	1		AIRMG	Airway Management					¥	~
	2		BLEED	Bleeding Reduction, Wound					~	~
	3		CAST	Cast Care: Maintenance					~	*
	4		ERILL	Emergency Care (Illness)					~	~
1	5		ERINJ	Emergency Care (injury)					~	~
1	6		NAUSE	Nausea Management					~	4
1	7		NOSEB	Bleeding Reduction, Nasal					~	~
	8		REST	Rest					~	~
1	9		VS	Vital Signs Monitoring					Y	~
1	10		WOUND	First Aid for minor injury					*	~
	11	0	ADMIN	Admission Care					~	~

Figure 3.30 – Intervention Code Lookup Table

Chapter Four: ACCIDENT REPORT & TASK SETUP

In this chapter, the following topics are covered:

- ► How to customize the Health Accident Report
- ► Setting up the Health Tasks

SETTING UP THE HEALTH ACCIDENT REPORT

The Health Accident Report can be printed from the Accident Detail tab in the detailed screen of the Nurse's Log tab in the Health screen. It is designed to give educators an easy way to print a letter to send to the student's parents when an accident occurs. Different types of forms can be created depending on the nature of the accident, such as a simple report or a more detailed report. The report may also be created in any language, and the appropriate language will be selected at the time of printing based on either the student's home language or primary language.

∀Health											
Student Name: Abbot	t, Billy C. School: Hope	High School S	atus Active Homen	com: 231 Age: 17 y	rs 8 mths						
Nurse's Log Health	Conditions Immuniza	tions Medicat	tions Health His	tory Private							
Last Name	First Name	Middle Name	e Perm ID	Grade	Gende	er i	Birth Date	AI	llow Tylenol		
Abbott	Billy	c	905483	12	 Male 	٣	05/12/1993	7			
Entries									Add Wizard	Add	Hide Detail
Line	Date	Log I	Date: 10/01/2010								
1 10/01/2010	P	Log	Accident Detai	Contact Log							
		Prin	t Health Accident	Report							٩
	PrixReport Merge Document Merge Language										
					*		~				
		Accid	ient Date Acc	ident Time Initia	il Care Giv	en/B	y Whom				
			P								

Figure 4.1 – Health Screen, Nurse's Log Tab, Detailed Screen, Accident Detail Tab

The form is a letter composed in Word that is merged with information from the accident detail record such as the student's name and address and the nature of the accident. The information pulled from the accident detail can be customized as well.

March 25, 2008
To the parents of: Billy Abbott 1954 S Val Vista Dr
Mesa, AZ 85234
RE: Accident that occurred on 07/06/2011
Dear Parent:
This letter is to inform you that Billy was involved in an accident on school grounds. Please inform us when your child will return to school. Upon return, if there are any special accommodations necessary due to the injury please let us know.
Sincerely,
Rob Wilson School Nurse
Edupoint Educational Systems, LLC. – Demo Merge Letter - English

Figure 4.2 – Health Accident Report

Setting up a health accident report consists of two steps. The first step is creating the letter in Microsoft Word, and the second step is adding the letter to Synergy SIS and defining it as a health accident report.

To create the letter, start a new document in any version of Microsoft Word. Write the letter, and then add the fields to be used when merging the letter with the information from the discipline record. The field names need to be entered in the following format as Word merge fields:

<<FieldName >>

Common field names to use are FirstName, LastName, Address, CityStateZipCode, IncidentLocation, IncidentDate, and IncidentTime.

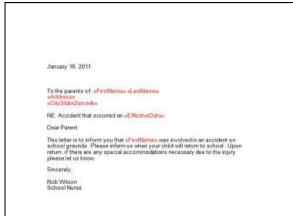


Figure 4.3 – Health Accident Report Word Document

For more information about creating a mail merge document, please refer to the chapter on Mail Merges in the *Synergy SIS – System Administrator Guide*.

The letter can be standardized either at the district level or at the school level. To set the letter as standard across the district, use the **Mail Merge District Definition** screen. To create a letter specific to the school, use the **Mail Merge Definition** screen. Other than the screen, the instructions below are the same for each screen. While the instructions below specify the Mail Merge Definition, they can also be used in the Mail Merge District Definition screen.

To add the letter to Synergy SIS and define it as a health accident report:

1. Go to the **Mail Merge Definition** screen, found under Synergy SIS > System > Setup.

Mail M	erge Definiti	on					1
Name: Type Documents	Detault Language						
Name	Туре	Detault Lan	guage Report Name +				
		× 1					
Mail Merge Do	cuments					Add	0
× Une	Language	Revision	Ocument	Date Added	Use: Who Added		
		F ¹ 4 4	The Addit Address				

Figure 4.4 – The Mail Merge Definition Screen

2. Click the **Add** button at the top of the screen. A new Mail Merge Definition screen pops-up. Required fields have an aqua color instead of white.

Save Close			
Mail Merge	e Definition		*
Name	Type	Default Language Report Name	
	Туре		

Figure 4.5 – Adding a Mail Merge Definition

- 3. Enter a **Name** for the health accident report, such as Accident Report or Detailed Accident Report.
- 4. Select the **Type** of definition from the drop down list. The options are General or Labels. For the Health Accident Report, select General.
- 5. Choose the **Default Language** to be used for the form from the drop-down list. It can be set to any language defined within Synergy SIS.
- 6. To set this letter as the Health Accident Report, the report must be defined as the report name. To select the health accident report as the report name, click on the gray arrow next to the Report Name field.
- 7. The Find Foreign Key screen appears. To find the health accident report, enter "**HLT203**" in the Number field and click the **Find** button.

Find Close Select Clear Selection	
Find: ReportDef	
Find Criteria	٥
Namespace	
Name Number	
HLT203	
Search Results	
Find Result	٨
Line Namespace Name Nu	mber

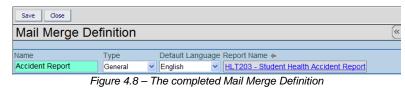
Figure 4.6 – Searching for a Report

8. A list of health-related reports appears. Select the **Student Health Accident Report (HLT203)** by clicking on it in the list, and click the **Select** button at the top of the screen.

Find Close Select Clear Selection]	
Find: ReportDef		
Find Criteria		۵
Namespace		
Name	Number	
	HLT203	
Search Results		
Find Result		٥
Line Namespace	Name	Number
1 K12.HealthInfo.Reports	Student Health Accident Report	HLT203

Figure 4.7 – Find Report Def Screen, Selecting

9. The name of the report now appears in the Report Name field. To save the definition, click the **Save** button at the top of the screen.



Once the definition has been created, the letter created in the first step needs to be attached to the definition. To attach the letter:

1. Click the Add button in the Mail Merge Documents section

Mail Merg			eteut Language I	Englis	h		
Documents							
Name	Type		Default Lang	,uage	Report Name +		
Accident Report	General	. 9	English	4	HLT203 - Student Health Accid	ent Report	
Mail Merge Docum	ents						Add
				in l			

Figure 4.9 – Mail Merge Definition screen

2. Select the document created by click the Browse button and clicking on it.

Attach document							
Steps To Upload Image:							
 Click Browse and select the file you wish to upload 							
2) Click Upload							
Browse							
Upload							
Figure 4.10 – Uploading a Document							

3. Once the document name appears in the box, click the **Upload** button.

Name: Accident Report	Type General	D	etaut Language: Englist	1				
Name Type			Default Language Report Name +					
Accident Report General			English 💘	HLT203 - Student Health Accident Report				
Mail Merge Documents							Add	
X Line Lingung						Date Added	E User Who Added	
and the second se					1.00	03/25/2008 10 30 00	Wison, Rob+	

Figure 4.11 – Uploaded Document, Mail Merge Definition screen

- 4. A new line is added to the Mail Merge Documents grid, with an icon for the attached document and the date and user name of the staff who added the document.
- 5. Select the language of the document from the Language drop-down list.
- 6. To track which version of the letter is currently in use, enter the **Revision** name or number.
- 7. Click the Save button at the top of the screen.

Multiple documents can be attached to one definition, each in a different language. To view the existing attached document, click on the **Word icon** in the Document column.

To delete a document, click the box in the **X** column and click the **Save** button. To delete the entire definition, first delete all attached documents and then click the **Delete** button at the top of the screen.

SETTING UP THE HEALTHCARE PLAN REPORT

The Healthcare Plan Report can be printed from the Healthcare Plan Detail screen of the Individual Healthcare Plan screen. It is designed to give health staff an easy way to print a letter to send to the student's parents when a plan needs to be put in place to deal with a student's long-term or chronic medical issue. The report may be created in any language, and the appropriate language will be selected at the time of printing based on either the student's home language or primary language.

Menu V Save Undo			Status: Ready 😂 🗟 😧						
VHealthcare Plan Details									
Healthcare Plan									
Int Health are Plan Report									
Print Report Verge Document Merge Language									
× ×									
Pan Name Pan Start Date Pan End Date Witten By Manage chemo setter 00/192013 10/1906/07103 10/1044 Anni *									
Medical Diagnosis Nursing Diagnosis Safety V leadth maintrance, atered									
Intervention 000 000 000 000 000 000 000 000 000 0									
	I signs as immunie system is compromised by chemo treatments								
🔲 🔰 Nausea Manz 🛩 manage possible nau	usea as a result of ongoing chemo treatments	K12-HealthInfo-NursePlanInt-InterventionDesc							
Details Add									
X Line Nursing Assesment			Expected Student Outcomes						
1 S	型 ③	Image: A start of the start	1 S						
The student is at risk for nausea, infection, and fatigue	Check student's vital signs on a bi-weekly basis. Alert	Anti-nausea medication - causes drowsiness.	vess. We will attempt to make the student as comfortable as possible during their chemo treatments. Attempt to keep						
due to the fact the student's immune system will be compromised by chemo treatments.	parents/doctor to any change in student's vital signs.		the student in school and their routine as normal as						
a compromote by energy from the first to			possible during their treatment.						

Figure 4.12 – Healthcare Plan Details Screen,

The form is a letter composed in Word that is merged with information from the Healthcare Plan detail record such as the student's name and address and the plan name.

February 12, 2013
To the parents of Billy Abbott
1954 S. Val Vista Drive
Mesa, AZ 85234
RE: Individual Healthcare Plan
Dear Parent:
This letter is to inform you that an Individual Healthcare Plan has been created to manage your child's on going health issues. If you consent to the plan, please sign and return the attached form. If you would like to have the plan modified or discuss the plan for any reason, please feel free to contact us and we will meet with you at your earliest convenience.
Thank You,
Jane Doe School Nurse

Figure 4.13 – Healthcare Plan Report letter

Setting up a health accident report consists of two steps. The first step is creating the letter in Microsoft Word, and the second step is adding the letter to Synergy SIS and defining it as a health accident report.

To create the letter, start a new document in any version of Microsoft Word. Write the letter, and then add the fields to be used when merging the letter with the information from the discipline record. The field names need to be entered in the following format as Word merge fields:

<<FieldName >>

Common field names to use are FirstName, LastName, Address, CityStateZipCode, PlanName, PlanStartDate, and PlanEndDate.

February	12, 2013
To the pa	arents of < <firstname>> <<lastname>></lastname></firstname>
< <addres< td=""><td>SS>></td></addres<>	SS>>
< <cityst< td=""><td>ateZipCode>></td></cityst<>	ateZipCode>>
RE: Indiv	idual Healthcare Plan
Dear Par	ent:
going her like to ha	r is to inform you that an Individual Healthcare Plan has been created to manage your child's on alth issues. If you consent to the plan, please sign and return the attached form. If you would ve the plan modified or discuss the plan for any reason, please feel free to contact us and we wi n you at your earliest convenience.
Thank Yo	bu,
Jane Doe	2
School N	urse

Figure 4.14 – Healthcare Plan Report Word Document

For more information about creating a mail merge document, please refer to the chapter on Mail Merges in the *Synergy SIS – System Administrator Guide*.

The letter can be standardized either at the district level or at the school level. To set the letter as standard across the district, use the **Mail Merge District Definition** screen. To create a letter specific to the school, use the **Mail Merge Definition** screen. Other than the screen, the instructions below are the same for each screen. While the instructions below specify the Mail Merge Definition, they can also be used in the Mail Merge District Definition screen.

To add the letter to Synergy SIS and define it as a health accident report:

1. Go to the **Mail Merge Definition** screen, found under Synergy SIS > System > Setup.

VMail Merge Definition								
Name: Type: De Documenta	etsuit Languager							
Name	Туре	Detault Lang	uage Report Name +					
Mail Merge Docu	uments			1.5			Add	0
× um	Language	Revision	ODocument		Date Added	User Who Added		

Figure 4.15 – The Mail Merge Definition Screen

2. Click the **Add** button at the top of the screen. A new Mail Merge Definition screen pops-up. Required fields have an aqua color instead of white.

Save Close			
Mail Merg	e Definition		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
Name	Туре	Default Language Report Name	

Figure 4.16 – Adding a Mail Merge Definition

- 3. Enter a **Name** for the health accident report, such as Individual Healthcare Plan or Healthcare Plan Report.
- 4. Select the **Type** of definition from the drop down list. The options are General or Labels. For the Healthcare Detail Plan Report, select General.
- 5. Choose the **Default Language** to be used for the form from the drop-down list. It can be set to any language defined within Synergy SIS.
- 6. To set this letter as the Healthcare Detail Plan Report, the report must be defined as the report name. To select the health accident report as the report name, click on the gray arrow next to the Report Name field.
- 7. The Find Foreign Key screen appears. To find the healthcare detail plan report, enter "**HLT213**" in the Number field and click the **Find** button.

Find Close Select Clear Selection			
Find: ReportDef			
Find Criteria			٥
Namespace			
Name	Number		
	HLT213		
Search Results			
Find Result	100		۵
Line Namespace	Name	Number	
Figure	4.17 – Searching for a Re	port	

8. A list of health-related reports appears. Select the **Student Nurse Plan Report** (HLT213) by clicking on it in the list, and click the **Select** button at the top of the screen.

Find Close Select Clear Selection		
Find: ReportDef		
Find Criteria		۵
Namespace		
Name	Number	
	HLT213	
Search Results		
Find Result		Q
Line Namespace	Name	Number
1K12.HealthInfo.Reports	Student Nurse Plan	HLT213

Figure 4.18 – Find Report Def Screen, Selecting

9. The name of the report now appears in the Report Name field. To save the definition, click the **Save** button at the top of the screen.

Save Close				
Mail Merge Det	finition			×
Namo	Tupo	Dofault Lar	augas Boport Namo	Mail Morgo Version
Name	Туре		nguage Report Name 🔶	Mail Merge Version
Healthcare Plan Report	General	English	HLT213 - Student Nur	se Plan 1.0
	Figure	4.19 – The com	pleted Mail Merge Definition	

Once the definition has been created, the letter created in the first step needs to be attached to the definition. To attach the letter:

1. Click the Add button in the Mail Merge Documents section

VMail Merge E	Definitio	n					(
Name: Healthcare Plan	Report Typ	e: General Defau	ult Language: English				
Documents							
Name	Туре	Default La	nguage Report Name 🐗	Mail Me	erge Version		
Healthcare Plan Report	General	English	HLT213 - Stude	ent Nurse Plan 1.0	~		
Mail Merge Documents						Add	(
🗙 Line Languag	e 🝦	Revision	⊜Document	Date Added	😂 User Who Added		14
Merge 2.0 Advanced Setti	ngs						2

Figure 4.20 – Mail Merge Definition screen

2. Select the document created by click the Browse button and clicking on it.

Attach document
Steps To Upload Image: 1) Click Browse and select the file you wish to upload 2) Click Upload
Browse
Upload
Figure 121 - Unloading a Document

Figure 4.21 – Uploading a Document

3. Once the document name appears in the box, click the **Upload** button.

Name: Individual Healt	ncare Plan	Type: General D	efault Lar	nguage: English				
Documents								
Name	Туре	Default La	nguage	Report Name 🔶	Mail Merge	Version		
Individual Healthcare Pla	General	English	~	HLT213 - Student	Nurse Plan 1.0	~		
Mail Merge Documents							Add	
🗙 Line 🛛 Language	♦	Revision	n.	Document	Date Added	Ş	User Who Added	
English				W	02/20/2013 10:07:00		User, Admin +	

Figure 4.22 – Uploaded Document, Mail Merge Definition screen

- 4. A new line is added to the Mail Merge Documents grid, with an icon for the attached document and the date and user name of the staff who added the document.
- 5. Select the language of the document from the Language drop-down list.
- 6. To track which version of the letter is currently in use, enter the **Revision** name or number.
- 7. Click the Save button at the top of the screen.

Multiple documents can be attached to one definition, each in a different language. To view the existing attached document, click on the **Word icon** in the Document column.

To delete a document, click the box in the X column and click the **Save** button. To delete the entire definition, first delete all attached documents and then click the **Delete** button at the top of the screen.

HEALTH TASK INFORMATION

To create the list of medications and procedures that need to be administered each day in the Medication and Service Monitor screen, scheduled tasks have been created in the Task Definition screen that run each day to create the tasks based on the information entered on the Medications tab of the Health screen. To turn on these tasks or run the tasks ahead of schedule:

1. Go to the **Task Definition** screen, found under Synergy SIS > System > Setup.

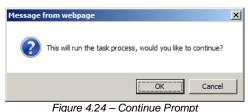
		Definiti	•					
Task	Proces	S						
Task	Executi	ion Time						
2:00	AM		Run Task Process	Immediately				
			Options					
			🗖 Generate Task F	For Entire Day				
If Generate Task For Entire Day is selected then the task list will be built for the entire day. This is applicable only if the user clicks Run Task Process Immediately.								
Tasl	c Definit	tion						
Task	: Definiti	ion					(
Line	Enabled	Description		Module	View	Associated BO	Task Update Type	
		🕎 🔇 Healt	h 🧖	Health	K12.Healthinfo.Health	K12.HealthInfo.Taskinfo.HealthIncidentTaskinfo	Manual	
	M	🕎 🏈 Confe	rence	Student	K12.ConferenceInfo.Student Conference	K12.ConferenceInfo.Taskinfo.StudentConferenceTaskinfo	Manual	
	M	🕎 🏈 Disci	oline	Incident Discipline	K12.DisciplineInfo.StudentIncidentDiscipline	K12.DisciplineInfo.Taskinfo.StudentDisciplineIncidentTaskinfo	Manual	
	1	🕎 🏈 Medir	ation	Health	K12.HealthInfo.Medication Monitor	K12.HealthInfo.Taskinfo.StudentMedicationTaskinfo	Automatic	
	I.							

Figure 4.23 – Task Definition Screen

- 2. The tasks for the Medication and Service Monitor screen are called **Procedures** and **Medications**. To turn on these tasks, check the box labeled **Enabled** in front of each task. To turn them off for school breaks, uncheck the box.
- 3. To adjust the time at which the tasks are run, enter the time in the **Task Execution Time** box.
- 4. Click the **Save** button at the top of the screen.

To run the tasks out of schedule:

- 1. Click the Run Task Process Immediately button.
- 2. A box pops-up to confirm if the task process should be run. Click **OK** to run all of the enabled tasks.



3. The Medications and Service Monitor screen lists all of the tasks due today.



Caution: If the tasks already ran on schedule, running the processes immediately may create duplicate tasks. Don't check the box **Generate Task for Entire Day** to only add the new tasks.

Chapter Five: SECURITY

In this chapter, the following topics are covered:

► The location of the security nodes for the health-related screens

Security for each of the screens discussed throughout this manual is defined by two options: the **PAD Security** screen and the **Security Definition** screen. Both of these screens are found under Synergy SIS > System > Security. How each of these screens work and how security is defined is covered in detail in the *Synergy SIS* - *Security Administrator Guide*. This chapter outlines where the security for each part of each health-related screen may be defined in the Security Definition screen.

IMMUNIZATION DEFINITION SECURITY

The **Immunization Definition** screen, found under Synergy SIS > Health > Setup, is controlled by multiple security nodes. The entire **Immunizations grid** is controlled by the node:

K12.HealthInfo.Setup.School Vaccination Setup

The data on the main screen of the grid, such as **Name, Sequence & Dosages**, is controlled by this security node:

\mathbb{Y}	mn	nunization Definition										
Scho	ol Ye	ear: 2010-2011										
Inn	uniz	ation Definition Immunization Report Settings	Options									
Valid	ation	Type										
_	-	terval validation on a sliding date scale 🛛 👻										
Imm	uniz	ations									Add	Show Detail
×				Doe Total	ages Required			osage				Gender
-		Polio	1	6	3	4	Year(s)	~			~	~
F		Varicella	2	1	0	12	Year(s)	~			~	~
		Varicella 13 +	3	2	0			~			~	~
		DTP/DTaP/DT	4	6	4	4	Year(s)	~	10	Year(s)	¥	~
		MMR	4	4	2			~			~	~
		Td	4	4	3			~	10	Year(s)	~	~
		HB	6	4	1			~			~	~
	8	HBV 2 DOSE	6	2	2			~			~	>
	9	HBV	7	4	3			~			~	>
		HEP A	11	2	0	2	Year(s)	~			~	~
	11	Menigococcal	12	1	1	11	Year(s)	~	11		~	~
lmm	uniz	ation Groups				_					Add	Show Detail 🗯
×	Une	Group Name				Group Type						Data Type
		DTP/Td				Combined	_					
		HBV				Individually	_					
	3	Varicella				Individually						

K12.HealthInfo.Setup.SchoolVaccinationCode

Figure 5.1 – Immunization Definition Screen

The **Validation Type** field at the top of the screen is controlled by this security node:

K12.HealthInfo.Setup.SchoolVaccinationScreen

The above security node also controls the Immunization Report Settings tab.

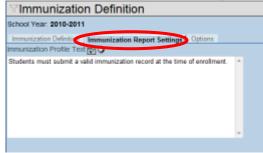


Figure 5.2 – Immunization Definition Screen, Immunization Report Settings Tab

In the detailed screen of each immunization definition, the **Dosages tab** is controlled by this security node:

VImmunization Definition										
School Year: 2010-2011										
Immunization Definition Immunization Report Validation Type Dosage interval validation on a sliding date scale	Setting:	s Options								
Immunizations								Add	Hide Detai	
Line Name	Name	Polio								
1 Polio	Dosa	085			Con	tinuing Booster	Interval		Gender	_
2 Varicella	Total	Required			Year	*			Restriction	G
3 Varicella 13 +	6	3					*		Gender	
4 DTP/DTaP/DT					-				11	¥
6 MMR	Minir	num Age For L	ast Dosage			Max Age				6
6 Td	Age	Interval	Superce	ding Dosag	e	Max Age 1	nterval			
7 HB	4	Year(s)	✓ 4				*			
6 HBV 2 DOSE	Dosa	Grade R	equirements	Other						
9 HBV	Dosa									٥
10 HEP A	Une	Sequence 🖨			sage Per			Grace I		
11 Menigococcal	Line	sequence -	·		sage Pel	noa	Dura	ition 🔶	Туре	÷
	1	1	6	Week(s)	*	after birth	4	Day	/(5) 👻	
	2	2	4	Week(s)	*	after prior do	sage 4	Day	/(5) 👻	
	3	3	4	Week(s)	*	after prior do	sage 4	Day	/(s) 👻	
	4	4	4	Week(s)	*	after prior do	sage 4	Day	/(s) 👻	
	5	5			*	after prior do	sage		~	

K12.HealthInfo.Setup.SchoolVaccinationDosage

Figure 5.3 – Immunization Definition Screen, Detailed, Dosages Tab

In the detailed screen of each immunization definition, the entire **Grade Requirements tab** is controlled by this security node:

K12.HealthInfo.Setup.SchoolGrdReqGrid

The individual dosage requirements for each grade level are controlled by this security node:

School Year: 2010-2011									
Immunization Definition [Immunization Report	t Settings	Options							
Validation Type	100500 (Stand	C CAL							
Dosage interval validation on a sliding date scale	25								
Immunizations							Add	Hide Detail	10
Line Marrie	Name: Po	olio							
Pala	Dosages			Continui	se Booste	Interval	0	Gender	-
2 Varicella	Total	Required		Years	Interval			Restriction	- 9
3 Varicella 13 +	6	3		California and	1	*		Gender	
DTP/DTaP/DT		-		1					4
MMR	Minimum	n Age For I	ast Dosage	0	Max Age				a
t Td	Age	Interval	Superceding Dosage		Max Age	Interval			
7 HB	4	Yearist		8		~			
HBV 2 DOSE	Docan	Erada I	tequirements Other						
9 HBV		evel Requir					0		
10 HEP A				Superceding	Carri	raing Booster			
11 Menigococcal	Line Gra	de Dosage	Donage	kosage		Internal			
	1 PS		~		-		1		
	2 K		~						
	3 01		~				1		
	4 02		~						
	5 03								

K12.HealthInfo.Setup.SchoolVaccinationGrdReq

Figure 5.4 – Immunization Definition Screen, Detailed, Grade Requirements Tab

In the detailed screen of each immunization definition, the entire **Other tab** is controlled by this security node:

K12.HealthInfo.Setup.SchoolVaccinationSchYr

The above security node also controls the top part of the detailed screen, including the **Dosages, Continuing Booster Interval, Minimum Age for Last Dosage and Max Age sections.**

VImmunization Definition	
School Year: 2010-2011	
Immunization Definition Immunization Report Validation Type Dosage interval validation on a sliding date scale	Settings Options
Immunizations	Add Hide Detail
Line Hame	Name: Polio
1 Polio 2 Varicella	Dosages Continuing Booster Interval Gender Restriction
3 Varicella 13 +	Total Required Years Interval Neanction 6 3 ✓ Gender
4 DTP/DTaP/DT 5 MMR	Minimum Age For Last Dosage 🕥 Max Age
6 Td	Age Interval Superceding Dosage Max Age Interval
7 HB 8 HBV 2 DOSE	4 Year(s) ¥ 4 ¥ Oosages Grade Requirements Other
9 HBV 10 HEP A	State & SIS Code
11 Menigococcal	State Code Sis Code
	Label For Comment

Figure 5.5 – Immunization Definition Screen, Detailed, Other Tab

The entire **Immunization Groups grid** at the bottom of the screen is controlled by this security node:

		nunization Definition													
		ear. 2010-2011													
		ation Definition Immunization Report Settings	Options												
	(alidation Type Josaga interval validation on a sliding date scale 🛛 👻														
	×	· · · · · ·													
Imm	uniz	ations								Add	Show Detail				
×				Total	ages Required										
- 1		Polio	1	6	3	4	Year(s)	~		~					
F		Varicella	2	1	0	12	Year(s)	~		¥					
F		Varicela 13 +	3	2	0			~		¥					
F		OTP/DTaP/DT	4	6	4	4	Year(s)	~	10	Year(s) 👻					
E I		MMR	4	4	2			~		v					
		Td	4	4	3			~	10	Year(s) 👻					
		нв	6	4	1			~		¥					
		HBV 2 DOSE	6	2	2			~		~					
	9	HBV	7	4	3			~		~					
	10	HEP A	11	2	0	2	Year(s)	~		~					
		Menigococcal	12	1	1	11	Year(s)	~	11	4					
lmm	uniz	ation Groups								Add	Show Detail				
×	Line	Group Name				Group Type				Herge	Data Type				
		DTP/Td				Combined	*								
		HBV				Individually	· ·								
		Varicella				Individually	· ·								

K12.HealthInfo.Setup.SchoolVaccGroupGrid

In the detailed screen of each immunization group, the **Immunization Choices** checkboxes are controlled by this security node:

K12.HealthInfo.Setup.SchoolVaccinationGroup

chool Year: 2010-2011										
Immunization Definition Limmunization Re /alidation Type Dosage interval validation on a sliding date scal	2-11 CA.	Options								
Immunizations									Add	Show Detail
X Une Name			Don Total	ages Required	Manma			Continuing Bo	oster Internal	Gender
Polia		1.	5	3	4	Year(s)	*		*	
2 Varicella		2	1	0	12	Year(s)	*		*	
Varicella 13 +		3	2	0		-	w.		*	
		4	6	4	4	Year(s)	*	10 Ye	ar(s) 🛩	
6 MMR 6 Td 7 HB		4	4	2			w.	-	*	
E Td		4	4	3			*	10 Ye	an(s) 👻	
		5	4	1			*	-	*	
HBV 2 DOSE		6	2	2			*		*	4
9 HBV		1	4	3			*	-	*	
10 HEP A		11	2	0	2	Year(s)	*		*	
11 Menigococcal		12	1	1	11	Year(s)	*	11	*	
mmunization Groups									Add	Hide Detail
Libe Group Name DTP/Td	Group Typ Combined	and the second se	erge Dat	a Type						
HBV	Immuniza	ation Def	initions							
2 Varicella	T MMR	da ococcal	F HBV	DOSE						

Figure 5.7 – Immunization Definition Screen, Detailed Screen of Immunization Groups

Figure 5.6 – Immunization Definition Screen

The following security nodes do not provide a visible change in security on the screens:

- K12.Setup.VaccinationDefinition
- K12.Setup.VaccinationDosageDefinition
- K12.HealthInfo.Setup.SchoolStudentDosage
- K12.HealthInfo.Setup.SchoolVaccination
- K12.HealthInfo.Setup.SchoolVaccinationGroupDef

HEALTH SECURITY

(

Each of the tabs in the **Health screen**, found under Synergy SIS > Health, is controlled by their own security nodes, and no one security node controls the entire screen.

The Nurse's Log tab is controlled by this security node:

K12.HealthInfo.HealthIncident

Health										
Student Name: Abb	att, Billy C. Scheet H	ope High School	Status Active Home	room 231 Age	17 yrs 8 mths					
Nurse's Log	Conditions Immun	izations Medica	tions Health Hi	itory Private	1					
JELL PROVIDE	First Name	Middle Nar	ie Perm ID	Grade	Gende	É T	Birth Date	Allow Tyl	enol	
Abbott	Billy	C	906483	12	Male	*	05/12/1993	DP D		
Entries								Add Wizard	Add	Show Detail
🗙 Line 😥 Dai	e Tane In	Time Out	Referred By			alth	Code			tell Name 3
10/01/2010	B-15 AM	8:45 AM	self	001 Nursi	ng Assessment	Trea	tment/liness	~	Vesta, C	indy 👻

Figure 5.8 – Health Screen, Nurse's Log Tab

The **Clinical Code section** of the detailed screen of the Nurse's Log tab is controlled by this security node:

∀Health																			
Student Name:	Abbott, Bill	ly C. s	ichoot Hope Hi	gh Schoo	Status:	Active H		n: 231 A	ре 17 уп	e 8 m	tha								
Nurse's Log							Histor	y Priv	ste										
Last Name		irst Nan	ne	Middle N		Perm ID		Grade			lender		Birth Date			Tylen	ol		
Abbott	JB	illy		С		905483		12	1	- 1	/lale	*	05/12/199	3 🗄	2				
Entries														Add	Wittard	A	dd	Hide	Detail 🙆
Line	Date	9		Log D	ate: 10/	01/2010													
1 10/01/201	10 🐨			Log	Accide	nt Detail	Cont	tact Log											
				Health						Tin	ne in	Т	me Out						
				Nursin	g Asses	sment/Tre	atmen	Miness	v	B	15 AM	B	45 AM						
				Staff	lame			Referre	d By			Fold	w Up						
				Vesta	Cindy		*	self				11/0	1/2010	7					
				Paren	t Contac	t Attempt	ted		Paren	t C	ontact	Made	э						
				Subje	tive/Ob	jective 🕎	0												
				Stude	nt compl	ained of st	tomacl	h pains.				1							
				Asses	sment/P	lan 📆 😋													
						for studer			after 20	minu	tes,								
				studer	rt feit bei	tter and re	turned	to class.											
				Clinic	al Code											Ad	d	Choos	ar 🗯
				-	Line	Code		ê					D	escript	lon		-		6
						.00		N	ursing	Ass	essme	nt/Tr	eatment/						

K12.HealthInfo.StudentClinicalCodes

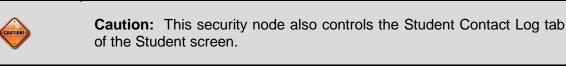
Figure 5.9 – Health Screen, Nurse's Log Tab, Detailed Screen, Clinical Code Section

The Contact Log tab of the detailed screen of the Nurse's Log tab is controlled by this security node:

Revelation.RevPersonContact

Student Name: Abl	bott, Billy C. School H	ope High School Stat	us Active Homer	nom 231 Age 17 yrs	a mithe								
Nurse's Log Her	th Conditions Immun	izations Medicatio	ns Health His	itory Private									
Last Name	First Name	Middle Name	Perm ID	Grade	Gender	Birth Date		Allow Tyle	enpl				
Abbatt	Billy	C	905483	12 .	Male	· 05/12/1993	P						
Line Data	(FT)		1										
Line Data	Log Accident 0		1									 Add	
Line Data	Contact Log	ietal _ Contact Log	20.	Type = Person	Contacted	E Conta	kit By	el	Outcome	e Comme	at	Add	

Figure 5.10 – Contact Log Tab, Detailed Screen, Nurse's Log



The Health Conditions tab is controlled by this security node:

K12.HealthInfo.HealthConditions

Add Show Detail 🔾
THMA -
2
CASIONAL ASTHMA,
OLIOSIS, ADHD
HD -

Figure 5.11 – Health Screen, Health Conditions Tab

The **Immunizations tab** is controlled by eight different security nodes. The **Immunizations** grid at the top of the screen is controlled by this security node:

K12.HealthInfo.StudentVaccinationGrid

The **Dosage Data grid** in the middle of the screen is controlled by this security node:

K12.HealthInfo.StudentVaccinationQuickDataEntryGrid

student Name:	Abbott, Bill	y C.	School: N	tope High S	chool Stat	us Active Hor	seroom: 2	234 Age: 17 yrs	s 8 mth	•		
Nurse's Log												
ast Name		rst Na	me		tle Name	Perm ID		irade			1 Date	Allow Tyle
Abbott	J8	illy		C		905483	1	2	 Mai 	e 📉 05/1	2/1993	
Immunization	5			,								Show Detail
Line Name								Status as of 01	1/18/20	11		
1 Polio						nt (5 valid dos						
2 Varicella				E.		uired (0 valid	_					
3 Varioella						uired (0 valid	~	1.00				
4 DTP/DTe	IP/DT			E.		nt (5 valid dos						
6 Td						nt (5 valid dos		· ·				
6 MMR				1		ipliant (1 va						
7 HIB						nt (4 valid dos						
8 HBV 2 D	OSE					ipliant (1 va						
HBV				1		ipliant (0 va		ar 1 37				
10 HEP A						uired (0 valid						
11 Menigoo	occar				Compilar	nt (O valid dos	age(s)	"				
Dosage Data				-								
Line Name	1			2		3		4		5	_	6
1 Polio	02/02		2	01/28/200	6 🝞	03/03/2007	7	04/04/2008	7	05/06/2009	P	
2 Varicella	02/26	2011	2									
3 Varicella			7	ļ	7							
4 DTP/DTa			7	01/28/200	- 0/	03/03/2007	7	04/04/2008	7	05/06/2009	7	6
5 Td	09/10		7		7		7		7			
6 MMR	05/06	2009	7		7		57		67			
7 HB	02/02		7	01/28/200	- 0	04/04/2008	7	05/06/2009	67			
8 HBV 2 DX	DSE 11/27/	2008	17	02/28/200	- 0							
9 HBV			P		67		7		7			
10 HEP A	07/28	1997	P	07/29/199	1 🗊							
11 Menigoco	ocal		P									

Figure 5.12 – Immunizations Tab, Health Screen

The Set Exemption and Compliance section is controlled by this security node:

∀Health						(
Student Name: Abbot	t, Billy C. School Ho	e High School Stat	us Active Honer	oom: 231 Age: 17	yra 8 mtha	
Nurse's Log Health	Conditions Immuni	ations Medicati	ons Health His	story Private		
Last Name	First Name	Middle Name	Perm ID	Grade	Gender Birth Date	Allow Tylenol
Abbott	Billy	C	905483	12	Male 🕙 05/12/1993	
Immunizations						Show Detail 🔇
Deseas Pate						٩
Set Exemption And C	Compliance					9
in order to set exemp	tions of compliance	o all vaccinations	, Confirm Set m	ust be checke	d before hitting Save.	
Confirm Set						
Exempt	Comp	iance				
	× [
Comment 🕎 🥥						
			•			
Immunization Record D	lata					0

K12.HealthInfo.StudentVaccinationUnbound

Figure 5.13 – Immunizations Tab, Health Screen, Set Exemption and Compliance

The **Immunization Record Data section** at the bottom of the screen is controlled by this security node:

K12.HealthInfo.HealthImmunizationData

ƳHealth							
Student Name: Abbott, Bi Nurse's Log Health Cond	illy C. Schoot Hope H ditions Immunizati				yrs 8 mths		
Last Name	First Name Billy	Middle Name	Perm ID 905483	Grade 12	Gender	Birth Date 05/12/1993	Allow Tylenol
Immunizations							Show Detail 🥥
Dosage Data							٩
Set Examplian And Comple	ance						6
Immunization Record Dat	ta						Ģ
L Documentation							
	Date						
Mary Smith (Health Clerk)	08/30/2010						
Record Presented							
Out-Of-State Record	*						
II. Status of Requireme	ints						
Status Of Requirements		Statu	s Date				
All Requirements Are Met		··· 05/06	/2009 📝				
Exemption Granted							
Medical Reasons - Perman	ent 💌						
III. 7th Grade Entry							
7th Grade Entry							
All requirements are met		×					
Name		Date					
Donna Jones (registr)		09/13/	2010 😨				

Figure 5.14 – Immunizations Tab, Health Screen, Immunization Record Data

The **detailed screen** of each immunization is controlled by two security nodes. The top part of the detailed screen, the **Student Dosage section**, is controlled by:

K12.HealthInfo.StudentDosageGrid

The security node **K12.HealthInfo.StudentDosage** also provides control over the data in the Student Dosage section.

The bottom part of the detailed screen, the **Exemption, Compliance Override and Comments section**, is controlled by this security node:

K12.HealthInfo.StudentDosageDetail

The security node **K12.HealthInfo.StudentVaccination** also provides control over the data in the Exemption, Compliance Override and Comments section.

∀Health									
Student Name: Abbott, E	Billy C. Schoot	Hope High Sci	hool Status	Active Home	room: 231 Age: 17 y	yrs 8 mt	hs		
Nurse's Log Health Cor	ditions. Recent	alastes (Madication	us - Hooleh H	steer Briveto				
Last Name	First Name		le Name	Perm ID	Grade	00	ender	Birth Date	Allow Tylenc
			e Name	905483	12				
Abbott	Billy	c		905483	12	~ M	ale	✓ 05/12/1993	17
Immunizations									Hide Detail
Line Name		Immuniza	tion Name:	Polio Statu	: Compliant (5 valie	t dosage	e(s))		
1 Polio							-1-10		
2 Varioella		Student	Dosage 🗋						
3 Varicella 13 +		Dosages							٩
4 DTP/DTaP/DT		Line Date	e	Due By	Override Compli	ance 1	Status	Comment (Source	i)
5 Td		1 02/	02/2004	06/23/1993					
6 MMR		2 01/	28/2006	03/01/2004					
7 HIB		3.094	09/2007	02/25/2006		-	_		
8 HBV 2 DOSE							_		
9 HBV				03/31/2007					
10 HEP A		5 05/	06/2009						
11 Menigococca/		Exempti	on, Compl	iance Overri	de and Comment	t			G
		Exempt			Exempt Expir		Complia	ant	
					~	1	m		
		Commen	(B) 🔾						
							-		

Figure 5.15 – Immunizations Tab, Health Screen, Detailed Screen

The **Medications tab** of the Health screen is controlled by eight different security nodes. The **Current Medications grid** is controlled by this security node:

K12.HealthInfo.StudentMedicationGrid

The Current Procedures grid is controlled by this security node:

K12.HealthInfo.StudentMedicationProcedureGrid

	He	ealth																										C
stuc	tent	Name: Abbott	t, Bi	illy C. So	noot Hope	High Schol	stat	us: Active	Hee	neroom	231 A	ge: 17 yr	s 8 mth	15														
Nu	rse's	Log Health 0	Cond	átions In	nmunizati	ons Me	dicatio	ons Hea	lth H	History	Priv	ate																
88	t Na	me	f	First Name		Middle	Vame	Perm ID)		Grade		Ger	nder	Bir	th D	ate		AJ	ow	Tylenol							
Abb	ott		- 1	Billy		C		905483			12		 Ma 	le	✓ 05	/12/1	993	E	7									
She	mH	ide Medication (Calu	mns																								4
Cur	ren	t Medications	5																					Add		Sho	w Detail	6
						Date	Range						Dos	age T	ines						Dosage		Adr					
×	Lins			Remaining Units	Start Dat		Endl	inter.			Dosage	1	0	losage	12		D	isap	e 3		(e.g. 50			Inter			Days Between	E
								sance		Time		Units	Time		Unit	ts Tir	ne		Ur	its	mg)							
	1	Insulin Test	÷	100	10/11/20	10 📴	1		7	8:30/	AM	1.00	1:00 P	M	1.0	0						2		R	R	R	1	Г
		Advair	۷	-1	09/01/20	10 🕃			D	11:00	MA	1.00										¥	R	R	R	$\overline{\mathbf{v}}$	1	Г
Cui	Ten	t Procedures															Г	A	dd	Т	Show Detai	10						
							Date F	ianos	_			Proced	lure Tin	nes		P	rece	dure	Days		Day							
×					Sta	rt Date		End Date			Time 1	Tim	e 2	Time		Mon	Tue	Wed	Thu		Betwee Procedure	n IEI s	1					
-		Test Procedur	n 1		~ 01/	14/2011	æ			圜						R	R	R	R			1 [1					

Figure 5.16 – Health Screen, Medications Tab

The **detailed screen of the Current Medications grid** is divided into three sections, each with its own security node. The **Student Medication section** is controlled by this security node:

K12.HealthInfo.StudentMedication

The Student Health Conditions section is controlled by this security node:

K12.HealthInfo.StudentMedicationHealthConditions

The Student Medications Detail section is controlled by this security node:

K12.HealthInfo.StudentMedicationTrackingGrid

Health													
Student Name: Abbot	t, Billy C. School Hop	pe High School	Status: A	ctive flomeraom	231 Age	17 yrs 8 mth							
Nurse's Log Health	Conditions Immuniz	ations Medica	ations	Health History	Private	1							
Last Name	First Name	Middle Nan			Grade				Tylenol				
Abbott	Billy	C	9	16483	12	👻 Mal	6 4	05/12/1993					
Show/Hide Medication	Columns												0
Current Medications			_									Add	Hide Detail 🔾
Line Medication		7											222 - C.
Insulin Test 👻	1		Stude	nt Medication	_		-						0
Advair 💌			Advair	ation		Controlled		Route Of Admin Mouth 🛩					
			10000		Contraction of the	COLUMN TWO IS NOT		A CONTRACTOR OF					
			-1	ning units ries	nii i niresn	icid Dosag	e so	hool Provided IEP					
			and the second	-	and Plants								
			Start i		nd Date	67							
			Time		Unit								
			11:00			1.00							
			Time:	2	Unit								
			-	2		· · · ·							
			Time	3	Unit	3							
						6 m							
			Mon 1	ue Wed Thu F	Fin Frequ	ency							
			2	2 2 2 1	1	1							
			Presc	nbing Physicia	in.								
			-										
			Note P	50									
								14					
								+					
			Side 8	iffects 🗒 🔾									
								*					
			Admir	ister In									
				nt Health Con									
3			IT Me	edical Alert 🗆 I	Medical A	lert T Med	ical Ale	rt					
			Stude	ent Medication	is Detail L	>							
		3	Histor	y					44	1			Add 🥥
			×u					Administered		Unit Adjustment	Total Admin Time	Log Hote	
					_			Dosage Adjustment	Vesta, Cindy 👻			聞ぐ	
				01/14/2011	9.0	D1 AM	1.00	Star 26					-
							and -	Administered	v Vesta, Cindy v	1		(C) Initia	
				2 09/01/2010	图 11	MA 00	1,00			-1			

Figure 5.17 – Detailed Screen of Current Medications grid, Health Screen

The **detailed screen of the Current Procedures grid** is divided into three sections, each with its own security node. The **Student Medication Procedure section** is controlled by this security node:

K12.HealthInfo.StudentMedicationProcedure

The Student Health Conditions section is controlled by this security node:

K12.HealthInfo.StudentMedProcedureHealthConditions

The Student Medication Procedure Detail section is controlled by this security node:

K12. Health Info. Student Medication Procedure Tracking Grid

<u> </u>																			_
\mathbb{V}	lealth																		
Stud	ent Name: Abbot	t, Billy C. s	chool: Hope	High Scho	ol Status: A	Active Horr	eroom: 231	Age: 24 yr	s 2 mths										
Nur	se's Log Health	Conditions	Immunizati	ons Me	dications	Health H	listory P	rivate											
	Name	First Nan		Middle	Name P	erm ID	Grad		Gende	r Birt	n Date		v Tylenol						
Abbi	tt	Billy		C	9	05483	11		 Male 	05/	13/1985								
Sho	v/Hide Medication	Columns																	G
Curi	ent Medications															Add	Sh	now Detail	6
		Remainir		Date	Range				Dosage				Dosage		Adn	nin Day	/s	Days	
X	ine Medication.		s Start Dat		End Date		Dosa: Time	ge 1 Units	Dosa		Dos Time	age 3 Units	(e.g. 50 ma)	Mon		Wed	Thu Fri	Between	IEF
	1 Advair	2	0 03/11/20	09 🗊	1		11:00 AM	1.00	rime	Units	Time	Units	10 mg	V	V	☑	<u> </u>	1	
		· 2	0 03/11/20	00 EJ		EP	11.00 AM	1.00					10 mg					1	-
	ent Procedures														Ad	d	Hide	Detail 🔇	1
Line	Procedure		Stude	t Madia	tion Proc	adura												Ğ	
	Blood Sugar Test		Proced			Start	Date	End D:	ate								-	4	1
				Sugar Tes	t	03/11		2		9									
			Time 1			Time 2		Tim	ne 3										
			11:00 /	٩M							_								
			Monda	y Tuesda	v Wednes	aday Thur	sday Frida	ay Freque	ency										
						Ē	ম হ		1										
			Locatio	n															
			Note 🖪	9 📀															
									-										
									-										
			Studer	nt Health	Condition	s Related	to this Me	dication	l⇔©										
			🗆 Ме	dical Aler	t														
			Stude	nt Medica	ation Proc	edure De	tail												1
			History			-											Ad	d 🔇	1
			× Lin	e Date		Time	Administ	ered		Administ	ered By	Total Proc	edure Nurs		ote				
							Adminis		~	Wilson,			Time Lo		0			^	
				1 07/12/2	009 📑	9:37 AM	Continus	leieu		****5011,	NUD Y								
																		*	

Figure 5.18 – Detailed Screen of Current Procedures grid, Health Screen

The **Private tab** is controlled by this security node:

K12.HealthInfo.HealthPrivateComment

Health												
Student Name: Abb	ott, Billy C. School Ho	pe High School Stat	Active Hore	room 224 Apr 17	yrs I	Imthe						
Nurse's Log Healt	h Conditiona Immuniz	ations Medication	na Health His	tory Private								
Last Name	First Name	Middle Name	Perm ID	Grade		Gende	r	Birth Date		Allow Tylenol		
Abbott	Billy	C	905483	12	×	Male	4	05/12/1993	P			
Comments			1997	1.1						Add Wigard	Add	Show Detail
X Line									_	\$187		1
11/30/201	0 172				We	athers, J	lu	-				

Figure 5.19 – Health Screen, Private Tab

The following security nodes do not provide a visible change in security on the screens:

- K12.HealthInfo.UIVaccination
- K12.HealthInfo.StudentMedicationUI
- K12.HealthInfo.MedicationMonitorDetailUI •
- K12.HealthInfo.MedicationMonitorUI •
- K12.HealthInfo.ProcedureMonitorDetailUI •
- K12.HealthInfo.ProcedureMonitorUI •
- K12.HealthInfo.HealthCodeSetup •
- K12.HealthInfo.HealthClinicalCodes •
- K12.HealthInfo.HealthDefinitionCodeSetup •
- K12.HealthInfo.HealthIncidentFollowUp •
- K12.HealthInfo.HealthIncidentNotificationList •
- K12.HealthInfo.StudentImmunization •
- K12.HealthInfo.StudentVaccinationQuickDataEntry •
- K12.HealthInfo.StudentVaccinationTotals •
- K12.HealthInfo.MedicationMonitorGrid •
- K12.HealthInfo.MedicationMonitorHistoryGrid •
- K12.HealthInfo.ProcedureMonitorGrid •
- K12.HealthInfo.ProcedureMonitorHistory •
- K12.HealthInfo.StudentMedicationTracking •
- K12.HealthInfo.StudentMedicationProcedureTracking

HEALTH LOG OTHER SECURITY

The Health Log Other screen, found under Synergy SIS > Health, is controlled by three security nodes. The grid on the main screen is controlled by this security node:

K12.HealthInfo.HealthLogOtherGrid

VHealth Log	Other				
Organization Name: Ho	pe High School School Year: 2010-2011				
Health Log					
Log Date					
10/01/2010	Go To Date				
Accidents			Add Wizard	Add	Show Detail
× Line		Current Log Date: 10/1/2010			
	Time Out Patient Name	Health Code		Staff Name	
Time in 1					

The **detailed screen** of the accidents, as well as the Add Wizard and Add buttons, is controlled by this security node:

K12.HealthInfo.HealthLogOtherDetail

The **Clinical Codes grid** at the bottom of the detailed screen is controlled by this security node:

K12.HealthInfo.OtherClinicalCodes

∀Health Log Other		
Organization Name: Hope High School Sch	ool Year: 2010-2011	
Log Date		
10/01/2010 📴 Go To Date		
Accidents		Add Wizard Add Hide Detail
Line Current Log Date: 10/1/2010	Effective Date: 10/01/2010	
Time In	Log Accident Detail	
8:15 AM	Lifective Date - Health Code	
	10/01/2010 📴 Nursing Assessment/Treatment/Injury 👻	
	Patient Name Patient Description	
	Abbott, Billy	
	Time In Time Out Staff Name	
	8:15 AM 9:45 AM Vesta, Cindy V	
	Subjective/Objective 🕎 🥥	
		^
	Assessment/Plan 🗑 🧿	-
	A STATISTIC A C	
		-
	Clinical Codes	Add Chooser 🔇
	X Line Clinical Code	Description G
	1 006.00 Nursing Assessment/Treat	

Figure 5.21 – Health Log Other, Detailed Screen

The following security nodes do not provide a visible change in security on the screens:

• K12.HealthInfo.HealthLogOtherEntry

HEALTH SCREEN SECURITY

Each of the tabs of the Health Screen screen, found under Synergy SIS > Health, is controlled by a different security node. The entire Tuberculosis tab is controlled by this security node:

K12.HealthInfo.HealthScreenTB

∀Health Screen	0
Student Name: Abbott, Billy C. School Hope High School Status Active Room Name: 231	
Tubercutosis Fision Hearing Scoliosis General Health Dental	
Lastree First Name Middle Name Suffix Perm ID Grade Gender	
Abbott Billy C 905483 12 V Male V	
Tuberculosis Skin Test	۵
Type Date Given 1 Date Read 1 mm Induration 1 Impression 1 PPD-Mantoux ▼ 07/31/2008 1 08/03/2008 1 0 Negative ▼	
Type Date Given 2 Date Read 2 mm Induration 2 Impression 2 PPD-Mantoux v 07/30/2010 IP 8 Positive v	
Waiver Waiver Date	
Tuberculosis Chest X-Ray	Q
Xray Film Date Xray Impression 02/10/2011 P Abnormal	
Tuberculosis Medication	0
Medication Prescribed Medication	
×	
Medication Start Date Medication End Date	
Free of communicable Tuberculosis	
Yes, Person is free of communicable Tuberculosis 🛛 👻	

Figure 5.22 – Health Screen Screen, Tuberculosis Tab

The entire Vision tab is controlled by this security node:

K12.HealthInfo.HealthScreenVision

Rudent N	ame Abbott.	Billy C.	School Hope I	high School S	USUK ACOVE	Reentian	e: 231										
Tuberculi	Vision	Hearing	Scolosis	General Heat	th Dental												
ast Name	e	First Nar	ne .	Middle Nam	e Suffir	Permi	0	Gr	adė.		Ger	der					
Abbott		Billy		jc		90548	3	12			Mal	e 🧭					
Vision													Add V	Vicard	Add	Show	Defail 6
× Line	Screen D		Gri			W	thout Gi	151/21						Vin	h Glasse	1	
· · · · ·	Screen c		10.1		LaftEye	8 8	gint Eye	B	Buth	Eyels	B	Latti	14	Righ	TEPN I	- Both E	gan i
1	01/14/2011	9	12	~	20/30 💌	20/4	D 🛩	1	20/30	4	1.1.1	20/20	~	20/20	~	20/20	4

Figure 5.23 – Health Screen Screen, Vision Tab

(

The Hearing tab is controlled by three different security nodes. The Hard of Hearing and **Comment boxes** are controlled by the node:

Souces Halle Abbott,	Billy C. School Hope I	High School Statu	a Active	Room Name: 231						
Tuberculosis Vision	Hearing Scoliosis	General Health	Dental							
Last Name	First Name	Middle Name	Suffa	Perm ID	Grade		Gender			
Abbott	Billy	C		905483	12	×	Male	*		
Medical Documentati	on Received		Permis	sion Slip						
Re-Evaluation Letter			Prefere	Initial Seating						
Parent Refuses Clinic	2		Die tor	Educational E	valuation					
Evaluated by Audiolo	airt		Comment	BIO						
L torunica by Maaloro	Glet .									
Evaluated by Medica	Sector States and Sec							14		
	Sector States and Sec									
Evaluated by Medica	Sector States and Sec									
Evaluated by Medica Hard Of Hearing Date	Sector States and Sec							Add Wizard	Add Show	Detail
Evaluated by Medica Hard Of Hearing Date	Sector States and Sec	Reason	Lan	Right	Chuic De	6 4 (Add Wizard Referral	Add Show	Detail

K12.HealthInfo.HealthAudio

The Evaluated by Audiologist or Medical Provider, Permission Slip and Preferential Seating checkboxes are controlled by this security node:



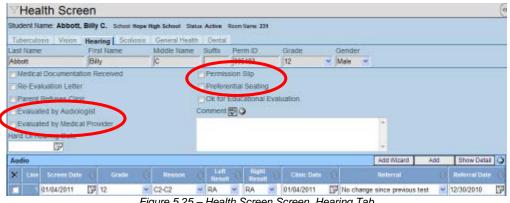
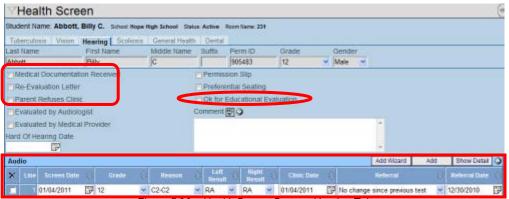


Figure 5.25 - Health Screen Screen, Hearing Tab

The bottom grid and the rest of the checkboxes are controlled by this security node:



K12.HealthInfo.HealthScreenAudio

Figure 5.26 – Health Screen Screen, Hearing Tab

The entire **Scoliosis tab** is controlled by this security node:

K12.HealthInfo.HeathScreenScol

THealth											_
Student Name	Abbo	ott, Billy C. s	chool: Hope	High School	Statu	E Active	Room Name: 231				
Tuberculosis	Visio	n Hearing	Scollosis	General He	alth	Dental					
Last Name		First Nan	The state	Middle Na	me	Suffix	Perm ID	Grade		Gender	r
Abbott		Billy		C			905483	12	*	Male	¥
Physical Exa	m										
Physical Exar	n Date	Physical Exan	Result I	Date Referre	d	Grade					
01/06/2011	7	Pass	~	12/14/2010	7	12	~				
X-Ray											
Film Date 1	in	pression 1									
01/04/2011	17 N	ormal 🛛 👻									
Film Date 2	in	pression 2									
01/05/2011	17 N	ormal 👻									
Comment 📆 i	٥										
					-						

Figure 5.27 – Health Screen Screen, Scoliosis Tab

The General Health tab is controlled by the security nodes:

- K12.HealthInfo.HealthScreenGen controls the Health section
- K12.HealthInfo.HealthScreenActivity controls the Activity Screening section

			-											
Student Name:	Abb	ott, Billy	C. Sch	ool: Hope	High Sch	innl St	atus: Active	Room Na	ame: 403					
Tuberculosis	Visi	on Hear	ing So	olio	Genera	l Healt	h Dental							
Last Name		Firs	st Name		Midule	warme	Suffix	Perm ID)	Grad	le	Ge	ender	
Abbott		Bill	у		С			905483	3	12		✓ Ma	ale 🔽	
Health												S	how Detail	I
Line Screen	4	Grade 🚖		Height			Weight	ВМІ	Heart		Blood		Referral	
Line Date		Graue 🚔	Inches	🔶 Perc	entile 🌲	lbs 🔶	Percentile	BMI	Rate				Date	
1 01/10/20	111	12	68	54		185	58	28.13						
Activity Scree	ening													
	- 201	een Date		⊜		reen Ty	pe	≙	Result			Name		
Line														

Figure 5.28 – Health Screen Screen, General Health Tab

The entire **Dental tab** is controlled by this security node:

K12.HealthInfo.HealthScreenDental

Health Sc	reen	<u> </u>							_					
Student Name: Abbo	tt, Billy	C. School	Hope	High Scho	ol Stat	is Active	Room Name	234						
Tuberculosis Visio	h Her	ing Sce	losis	General	Healt	Dental								
Last Name	Fir	st Name		Middle	Name	States	Permit	Grade		Gende	line -			
Abbott	8	ly .		C			905483	12	۰.	Male	*			
Dental														Add G
X Line Screen D		Grade		Passfal		strik :=	Visitie Cavity	Treatment			vn	aleet		Follow Up Date:
11/16/2010	間	12	*	Pass v		F	0	No obvious problem	1	~			~	6

Figure 5.29 – Health Screen Screen, Dental Tab

The following security nodes do not provide a visible change in security on the screens:

- K12.HealthInfo.HealthScreenUI
- K12.HealthInfo.HealthYearAudio
- K12.HealthInfo.HealthScreenActivity
- K12.HealthInfo.HealthScreenCurrent

HEALTH SCREEN BY SECTION SECURITY

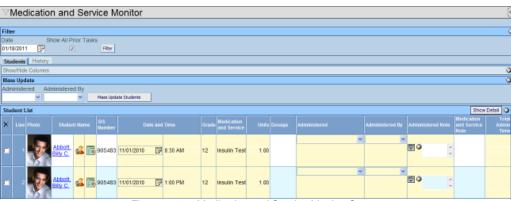
The Health Screen By Section screen is controlled by the same security nodes as the Health Screen screen.

\mathbb{Y}	-lealth :	Scree	en E	By Se	ection						
Sect	ion ID: 1077	Course	Title: An	n Govt 🗄	School Year: 2010-201	1					
Tuk	oerculosis	Vision	Heari	ng Sc	oliosis General H	lealth Dental					
Sect	ion ID		Cour	se ID C	ourse Title Staff N	lame Room N	lame				
1077	7		SS5	1 A	m Govt Jacks	on, Kathy 216					
Filte	er										۵
۳۲	lide Student	s With T	uberc	ulosis R	ecords						
Tub	erculosis Ex	am									0
Line	Student Name	Perm ID	Grade	Gender	Type 1	Date Given 1	Date Read 1	mm Induration 1	Impression 1	Waiver	Waiver Date
1	<u>Abbott.</u> Billy C.	905483	12	м	PPD-Mantoux 💌	07/31/2008 🗊	08/03/2008 🗊	0	Negative 🔽	~	
2	Addington, Paula M.	871686	12	F	*	P	P		~	~	P
3	<u>Coleman.</u> Jose L.	874305	12	М	*	P	P		~	~	P
4	<u>Cooley,</u> Carolyn A,	922759	12	F	*	P	P		~	~	P
5	Crum, Richard J.	872047	12	м	~	P	P		~	~	P

Figure 5.30 – Health Screen By Section Screen

MEDICATION AND SERVICE MONITOR SECURITY

The **Medication and Service Monitor** screen, found under Synergy SIS > Health, is controlled by this security node:



K12.HealthInfo.CombinedMedicationMonitorGrid

Figure 5.31 – Medication and Service Monitor Screen

TASK DEFINITION SECURITY

The **Task Definition** screen, found under Synergy SIS > System > Setup, does not have any associated security nodes.

Task	Proces	5					
Task	Execut	ion Time					
2 00	AM	Ru	1 Task Process	Inmediately			
		Options					
		IT Gene	rate Task F	or Entire Day	(
				or Entire Day	is selected then the task list will be built for th	e entire day. This is applicable only if the user clicks Run Task	Process
		Immedia	cery.				
	k Defini						
Task	Definit	ion					
							Tasik Updi Type
	R	間 @ Health	a la	Heath	K12 Healthinfo Health	K12 Healthinfo Taskinfo HealthincidentTaskinfo	Manual
	R	Conference	1	Student	K12.ConferenceInfo.Student Conference	K12.ConferenceInfo TaskInfo StudentConferenceTaskInfo	Manual
	R	Discipline @	a la	Discipline	K12 Disciplineinfo StudentIncidentDisciplin	e K12 DisciplineInfo. Taskinfo. StudentDisciplineIncidentTaskinfo	Mariual
	R	Medication	a la	Heath	K12 Healthinfo Medication Monitor	K12 Healthinfo Taskinfo StudentMedicationTaskinfo	Automati
		PV/JE	54		te K12 PXP Review PVUE Updates	K12.PXP. Taskinfo.Parent/VUEChangeTaskinfo	Automati

The following security nodes do not provide a visible change in security on the screens:

- K12.HealthInfo.TaskInfo.HealthIncidentTaskInfo
- K12.HealthInfo.TaskInfo.StudentMedicationProcedureTaskInfo
- K12.HealthInfo.TaskInfo.StudentMedicationTaskInfo

HEALTH REPORTS SECURITY

While report security options are available under the Security Definition screen, it is recommended to only use the PAD tree security to control access to reports.

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