DISCOVERY HEALTH



By:

Education Solutions Development, Inc.

User Manual

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II. Introduction to System

Welcome to the DISCOVERY Health student health administration system. Through years of learning experience and client support, ESD in collaboration with DB Soft Inc., designed and created this highly efficient system to help school districts track the student health records, as well as the counselors, psychologists, social workers and health office logs. Just like the earlier Discovery systems, the system's very flexible and user-friendly functions provide the school administrators, teachers, counselors, deans and other school personnel a means to better serve the students.

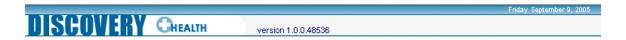
The functions of the **DISCOVERY Health** system is grouped into two modules as follows:

- **Health**: This provides links to different submodules in the system that creates and maintains all student health-related information. The system allows you to:
 - Add, modify, or search for counselor, psychologists, social workers and health office logs.
 - Maintain individual student health records like early childhood screening, health concern, health exam, growth, immunization, vision/hearing/scoliosis, student treatment, asthma, diabetes, among others.
- Admin: This provides the link to Code Tables, the only submodule for Admin as of now.
 The Code Tables submodule contains a list of all the dictionary tables used in the table which define and maintain codes and records necessary in providing the student health information.

III. Getting Started

To start DISCOVERY Health System:

- In your Internet Browser, type the following URL address: http://develop.dbsoft.com/health/
- A logon page appears where you must type a valid User Name and Password and select the District to gain access to DISCOVERY Health system.





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Figure 1.1 Login Page

1 Login Information

The Login Information page allows you to log into the system. But before you can log into the system, you need to supply first a valid value for User ID and Password. District by default is populated with the district school where the logon user resides.



2 Change Password

The Change Password page allows you to specify a new login password. The entries for Enter New Password and Verify New Password must match.



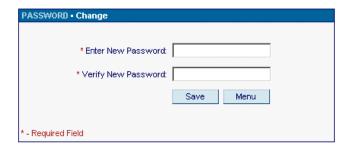


Figure 2.1 Change Password Page

IV. The Environment

An understanding of the environment and the controls used is invaluable to every user of the system. Very often this comes by experience and becomes intuition, but for the record it's here for your reference.

1 Controls

1.1 Buttons

Buttons are used to execute commands and are referenced in the documentation by using square brackets (eg. [SAVE]). (All key codes in the documentation are in UPPERCASE).



1.2 Labels

Labels describe field or selection. A red asterisk on the label's left side indicates that the user must input or specify a value into the field it describes before he can proceed with processing or saving.



1.3 Fields

Fields hold information, such as text, numbers, or dates. They are displayed as rectangles on the screen. You can move forward through the fields by using the TAB key or move backwards by using the SHIFT + TAB keys. A red asterisk (*) on the left side of the field indicates that the user is required to enter data onto that field in able to proceed with any processing.



1.4 Check Boxes

Small square box preceded/followed by a description. Allows you to toggle the option on or off. ('Select a checkbox' refers to marking or tagging a checkbox while 'Clear a checkbox' refers to unmarking or untagging a checkbox.)



1.5 Option Groups

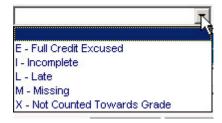
Set of options, from which the user can choose only one.





1.6 Dropdown List Box

A field that has a button associated with it. Click button to display the list of choices. The field displays the available choices.



1.7 Multi-select list boxes

This has two list boxes for the Available and Selected groups. The Available group lists all the available options while the Selected group lists all the options that have already been selected. You may move the options to and from the Available or Selected groups by clicking the Left or Right Arrow buttons.



1.8 Edit box

Allows the user to enter non-formatted text and numbers in paragraph style.



1.9 Grid

Displays information in table format.

1.10 **Rows**

Indicates the number of rows displayed in a grid.

Rows 1 - 19 of 19



1.11 Pagination

Group of links that allows the user to navigate through the pages in a grid.

Top | Previous | 1 2 | Next | Bottom

Selection	Description
Тор	Displays the first page.
Previous	Displays the previous set of pages.
12345	Displays the page number depending on the number link clicked. If '3' is clicked then Page 3 is displayed.
Next	Displays the next set of pages.
Bottom	Displays the last page.

1.12 Date Picker

Opens a pop-up calendar wherein the user may select a specific date.

To use the Date Picker:

1. Click the Date Picker icon to display pop-up calendar.



Selection	Description
[≥]	Jump ahead one month.
[≤]	Jump back one month.
[>>]	Jump ahead one year.
[<<]	Jump back one year.
[Print]	Generates a hard copy of the calendar displayed on screen.
4 5 6 7 8 9 10	Select a date link to select a date.

1.13 Links

Links are underlined text in this application. When the mouse pointer is put over a link, the mouse pointer changes to a hand pointer to indicate that an action will be done when it is clicked.

Two things may happen when this is clicked. Basically, when the link clicked is a column header in a grid, records are sorted by the column header link clicked. Otherwise, it opens connections to other pages or sites in the application.



1.14 Lookup window

A separate page opened in another window that displays a list of choices. It displays information such as code, name, and description, etc. You can make your choice by moving the cursor Up or Down and pressing the ENTER key or by simply clicking the left mouse button over the selected record.

1.15 Menus

A list of available commands in an application window. Menu names appear on the left portion of the page. Clicking the menu name reveals the menu options.

1.16 Mouse

The mouse (if available) allows the user the freedom of moving around the screen and 'clicking' choice options. ('Clicking' refers to pressing the buttons on the mouse, while the arrow/cursor is over an option)

1.17 Window

A rectangular area on your screen that displays the page.

1.18 Page

An area on your screen in which you view an application.

1.19 Scroll Bar

Horizontal or vertical bars are used to scroll the display in order to show sections of the screen that are not visible.

1.20 Required Field Indicator

This is a red asterisk displayed at the bottom-left of the page to indicate that there are required fields in the module.

* - Required Field



1.21 Project Header

A rectangular area located at the upper portion of all pages within the application. The Project Header includes name of the project, log on user and login date, and related links such as Help and Logout. Help link displays on-line help while Logout link reverts to Login page.



1.22 Page Title

A rectangular area on your screen located below the Project Header, The Page Title displays the Project Title and School information such as the name of the District School, Year and Term. The Page Title changes depending on the current page.

When in the Main Menu page, School and Year are both displayed as a dropdown list box.



When the modules of the application are accessed, the School and Year Term become static texts only.



1.23 School Parameter

A dropdown list box located at the right portion of a page title. This list displays different schools in a district. You may change the school without logging out by simply selecting school form the list.



1.24 Parameters

A dropdown list box located at the right portion of a page title. This list displays different Year, Track, and Term of the selected school. You may change the selected Year, Track and Term anytime in the application.





2 Commands

The process done by the following buttons is executed by using the mouse, or you can press TAB to access the button then press ENTER or SPACEBAR. However, only buttons at the bottom of the page (footer buttons) can be accessed by pressing TAB. Other buttons in the page are only executed by clicking the mouse.

2.1 Help

Displays on-line help.

2.2 Logout

Reverts to Login page.

2.3 Menu

Reverts to Main Menu page. If modifications are made on an entry page and you click [MENU], the page displays "Discard changes?" with [OK] and [CANCEL] options. Click [OK] to revert to Main Menu page. Click [CANCEL] to remain on current page.

2.4 Close

Closes the current page and return to the previous page. This is usually available for Lookup windows in which case focus returns to the main page/window.

2.5 Back

Reverts to previous page. If modifications are made on an entry page and you click [BACK], the page displays "Discard changes?" with [OK] and [CANCEL] options. Click [OK] to revert to the previous page. Click [CANCEL] to remain on current page.

2.6 Cancel

Disregards modifications made. Leaves the current page/window and return to the previous page/window.

2.7 Clear

Clears the entries that have been made on the current page and restores the display to its original state. If modifications are made on an entry page and you click [CLEAR], the page displays "Discard changes?" with [OK] and [CANCEL] options. Click [OK] to proceed with clearing the entries. Click [CANCEL] to cancel clearing of entries.

2.8 Save

Posts your modifications on the record into the database. The page displays 'Save successful." upon successful saving of your modifications.



2.9 Delete

Removes selected record(s) from the database. There must be records retrieved for the module before deleting records. Otherwise, the page displays "No records to delete." From the retrieved records, you must select record(s) to delete. Otherwise, the page displays "Please select a record to delete." Upon clicking [DELETE] and record(s) have already been selected, the page displays a delete confirmation message. When the button clicked is located at the bottom of the page (footer button), the page displays "Are you sure you want to delete?" Otherwise, the page displays "Are you sure you want to delete the selected record(s)?" Both messages have [OK] and [CANCEL] options. Selecting [OK] proceeds with deleting the record(s). Selecting [CANCEL] returns to the current page and cancels deletion. The page displays 'Delete successful." upon successful deletion of the record(s).

2.10 Delete Rows

Temporarily removes the selected record(s) from the grid. You must select a record to delete before clicking [DELETE ROWS]. Otherwise the page displays "Please select a record to delete."

2.11 Add Rows

Inserts the specified number of rows in the grid. You must specify a value in the Add Rows field before clicking [ADD ROWS]. Also, a maximum of 10 rows may be added at once. Otherwise, the page displays "Add rows cannot be less than 1 and greater than 10."

3. Search Criteria

Search criteria contains the information that the application uses during a search to locate the data you want.

Your search criteria can be designed to be as general or specific as you like. A general search usually produces a long list of items while a specific search may only find one or two items. The Search Criteria screens allow you to create a search that best suits your needs. Each criterion field refers to a field from the source data. By entering a value in a criterion field, you are instructing the application to search for only those records in the source data with a corresponding field that matches what you have inputted.

The following example demonstrates how the same criteria can produce a variety of results:

Criteria	Results	
roy	roy	
,	royal	
	royal royce	
r	ray	
	rey	
	reyes	



Exact * roy

3.1 Delete

You must click [SEARCH] to locate matching records. In most of the search screens, you must specify at least one criterion before searching. Otherwise, the page displays "At least one criterion should be entered." Using the criteria that you have entered, the program searches the source data to locate any records that meet the criteria. The application then displays a list of matching entries. If there are no records located from the database for the criteria specified, the page displays "There were no matching records found for the criteria specified."

There are screens in the application which have default values set for the search criteria. In this case, the matching records are already displayed on screen upon access of the page. Whenever the search criteria are changed, you must always search for its matching records before making changes of the displayed records. Otherwise, the page displays "Please click [SEARCH] before making any modifications.

4. Search Results

The Search Results are displayed after a search is conducted. The following items are generally displayed together with the record. Items displayed are those found by the search.

4.1 Rows

The number of items found upon search.

4.2 Detail

In most cases you can access detailed information about each of the items in the list. The user may click a specific link in any of the records retrieved in order to view or edit details of a specific record.

4.3 Pagination

Displayed depending on the number of records retrieved. This allows you to view all records on the list.

4.4 Add

[ADD] displays a page where the user may enter information in adding a new record.

5. Maintenance Search

The Maintenance Search (footer search) is usually found at the bottom of the page together with the footer buttons.



^{*} Available in most cases.



5.1 Field

A dropdown list box that indicates the detail of the record to be located. Options usually are 'Code' and 'Description'. However, other screens may have different options depending on the details of the record.

5.2 Options

A dropdown list box that indicates the manner of search to be performed. Options are 'Starts With' and 'Contains'. Selecting 'Starts with' indicates that records must start with the criteria specified. Selecting 'Contains' indicates that records must contain the criteria specified.

5.3 Detail

Indicates value/text of the detail to be located.



V. Main Menu

The Main Menu page displays as tab options the two modules in the system. The page initially displays the Health tab wherein you can add, modify or view the student health information. Under the Health tab are the following submodules:

- Name Search
- Counselor
- Psychologist
- Social Worker
- Health Office Logs
- Student Health Record

The Admin tab when selected displays the Code Tables submodule which contains a list of all the dictionary tables used in the application. These dictionary tables define and maintain codes and records necessary in providing the student health information.

1 Health

The Health tab allows you to add, modify or view the student health information. It has several submodules classifying the health information according to the source. The Counselor submodule, for instance, contains the student counseling information logged by a counselor. It also has the Student Health Record tab which contains the individual student health records.

1.1 Name Search

The Name Search page allows you to find a student that matches the specified criteria. You may specify any of the following search criteria: Last Name, First Name, Student ID and Birth Date. You may also select the Name Type, YIS, Gender and Pattern to narrow down the search results.

Search results displays the immediate student information such as student ID, name, gender, YIS, birth date, phone number, counselor ID, homeroom and school ID.

Click [SEARCH] to retrieve student records that correspond to the specified criteria. To select a student, click the Student ID link.

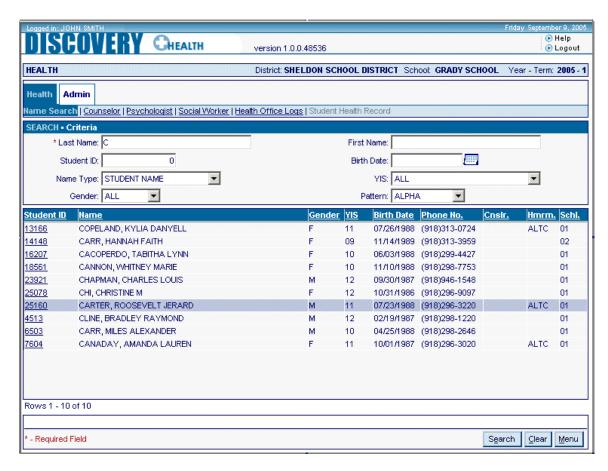


Figure 1.1.1 Name Search Page

1.2 Counselor

The Counselor submodule allows you to add, view, modify, or void counseling records which is presented by date or by student.

This submodule consists of two pages: the Daily Log and Student Log.

1.2.1 Daily Log

The Daily Log page allows you to add, view, modify, or void counseling records. This page lists daily counseling records that fall under the specified search criteria. It is divided into two sections: the Search and the List sections. In the Search section, you may select the Counseling Domain and Counseling Setting and specify any of the following search criteria to narrow down the search results: Show Void, Start Date, and End Date. Click [SEARCH] to retrieve counseling records that correspond to the specified criteria.

The List section displays the immediate counseling information such as the Student ID, Name, YIS, Date, Counseling Domain, Counseling Setting, and Minutes. Each row added also contains a Void checkbox which when selected allows you to void a certain counseling record.



To add new records, use the Add Rows feature to add blank lines to the screen.

Click the [NOTES] button to add additional notes on each record. To void a record, click the Void checkbox.

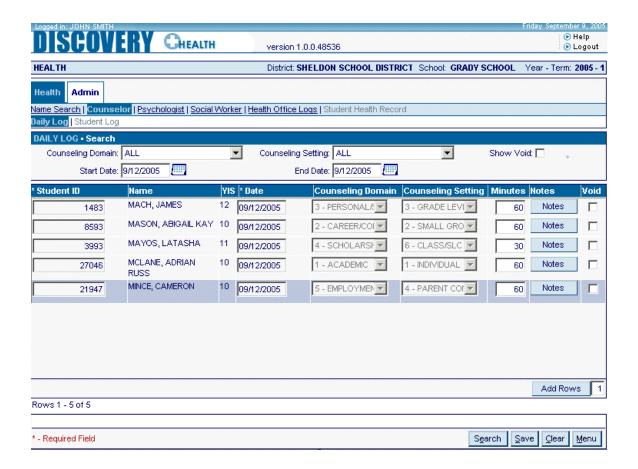


Figure 1.2.1.1 Daily Log Page

1.2.2 Student Log

The Student Log page allows you to search for counseling records by student. In order for you to access this page, you must first select a student record from the Name Search page. The page lists the student counseling records that fall under the specified search criteria. It is divided into two sections: the Search and the List sections. In the Search section, you may select the Counseling Domain and specify any of the following search criteria to narrow down the search results: Start Date, End Date, and Show Void. Click [SEARCH] to retrieve counseling records that correspond to the specified criteria.



The List section displays the immediate counseling information such as the Counselor Name, Counseling Domain, Date, Minutes, Counseling Setting, Notes, and Void. Click the [NOTES] button to view the record's corresponding notes.

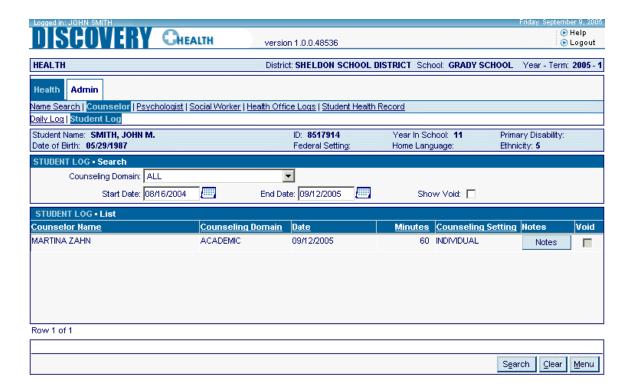


Figure 1.2.2.1 Student Log Page

1.3 Psychologists

The Psychologists submodule allows you to view, add, modify, or void psychologists' logs for students which are presented by date or by student.

This Psychologist submodule consists of two pages: the Daily Log and Student Log.

1.3.1 Daily Log

The Daily Log page allows you to view, add, edit or void logs of a particular psychologist for a student for a specified date. This page lists daily psychologist's logs that fall under the specified search criteria. You may select Activity Type and specify any of the following search criteria to narrow down the search results: Show Void, Start Date, and End Date.

Click [NOTES] to view, add or modify the additional information on psychologist's log.

The Daily Log submodule consists of two pages: List and Details.



1.3.1.1 List

The List page allows you to locate and display a list of all the students handled by a psychologist within the specified date range. This page details the Student information such as Student ID, Name, YIS, activity Type, Date, Minutes, Status and whether the record is voided or not. You may also view any additional information of the record by clicking [NOTES].

Clicking the Student ID link or double-clicking on the record opens the details page of the record. You may also add a new psychologist's log by clicking [ADD].



Figure 1.3.1.1.1 Daily Log - List page

1.3.1.2 Details

The Details page allows you to view, add, modify the details of the psychologist's log or void the psychologist's log for a particular student. The psychologist's log details include activity type, status and the activities of the student.

You may manually specify the student ID or click the search icon beside the field to open the Student Search window where you may select a student.

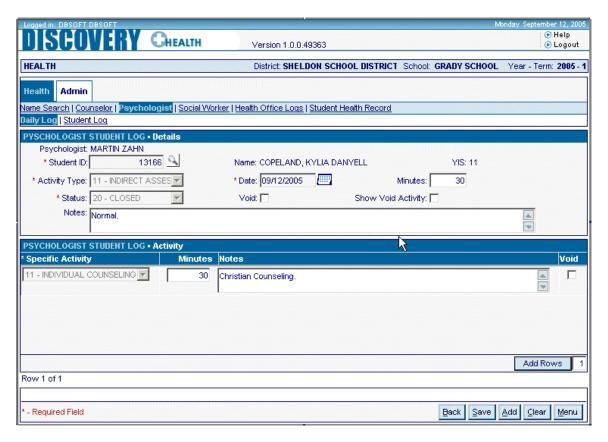


Figure 1.3.1.2.1 Daily Log - Details page

1.3.2 Student Log

The Student Log page allows you to view, add, edit or void all the psychologist logs for the selected student. This page also looks at student and all the psychologists that worked on him on a specified date range as well as the corresponding activity type, status and specific activity.

Clicking on the Psychologist link opens the Details page to allow editing of the record.

Click [NOTES] to view, add or modify the additional information on psychologist's logs.

This sub module consists of two pages: List and Details.

1.3.2.1 List

The List page allows you to locate and display the list of all psychologists' log for the student.



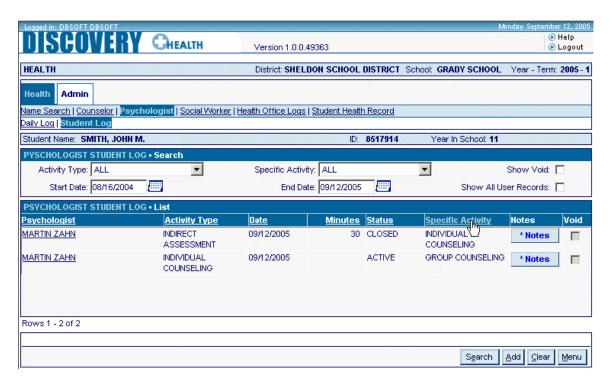


Figure 1.3.2.1.1 Student Log - List page

1.3.2.2 Details

The Details page allows you to view, add, modify or void the details of the psychologists' log. for the student under a particular social worker.

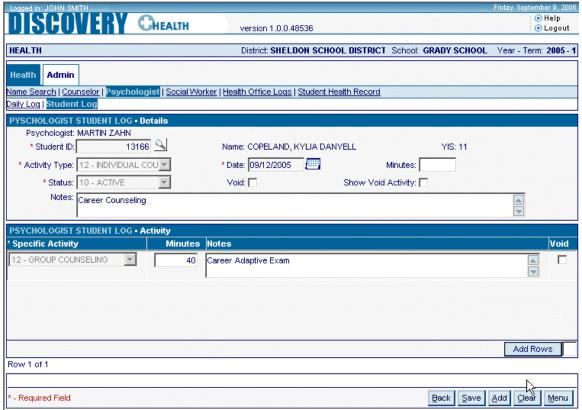


Figure 1.3.2.2.1 Student Log - Details page

1.4 Social Worker

The Social Worker sub module allows you to view, add, modify, or void for social work records which is presented by date or by student.

The Social Worker submodule consists of two pages: the Daily Log and Student Log.

1.4.1 Daily Log

The Daily Log page allows you to view, add, modify or void social work records of students handled by a particular social worker within a specified date range. This page lists daily social work records that corresponds to the specified search criteria. You may select Referral Source, Activity, and Case Plan and specify any of the following search criteria to narrow down the search results: Show Void, Start Date, and End Date.

Click [NOTES] to view, add or modify the additional information on social work records.

The Daily Log submodule consists of two pages: List and Details.



1.4.1.1 List

The List page allows you to locate and display a list of all students handled by a social worker within the specified date range. This page details the Student information such as, Student ID, Name, YIS. The Date, Referral Source, Activity, Case Plan, Minutes and whether the record is voided or not. You may also view any additional information of the record by clicking [NOTES].

Clicking the Student ID link or double-clicking on the record opens the details page of the record. You may also add a new health record by clicking [ADD].

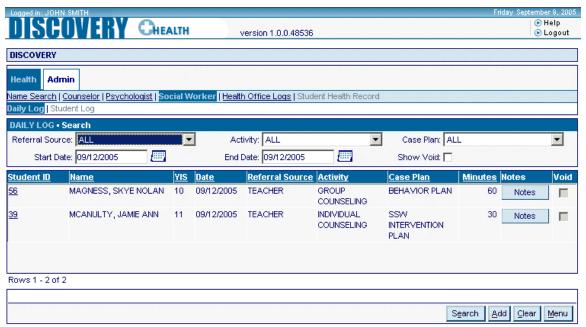


Figure 1.4.1.1 Daily Log - List page

1.4.1.2 Details

The Details page allows you to view, add, modify the details of the social work record or void the social work record for a particular student . The social work record details include social worker referral sources, case plans and the activities of the student.

You may manually specify the student ID or click the search icon beside the field to open the Student Search window, where you may select a student.



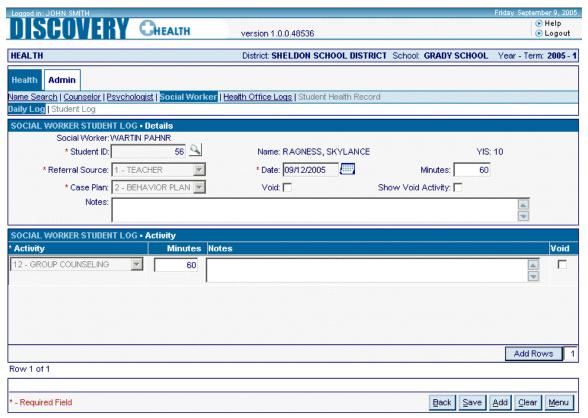


Figure 1.4.1.2 Daily Log - Details page

1.4.2 Student Log

The Student Log page allows you to view, add, modify or void all the social work information of the selected student. This page also looks at student and all the social worker that worked on him on a specified date range as well as the corresponding referral source, activity, and case plan.

Clicking on the Social Worker link opens the Details page to allow editing of the record.

Click [NOTES] to view, add or modify the additional information on social work records.

This sub module consists of two pages: List and Details.

1.4.2.1 List

The List page allows you to locate and display the list of all social work records for the student.



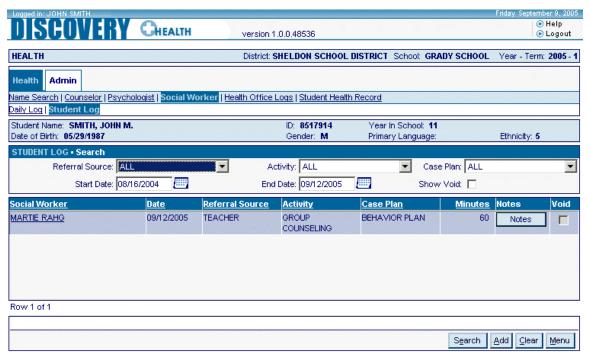


Figure 1.4.2.1 Student Log - List page

1.4.2.2 Details

The Details page allows you to view, add, modify or void the details of the social work record for the student under a particular social worker.

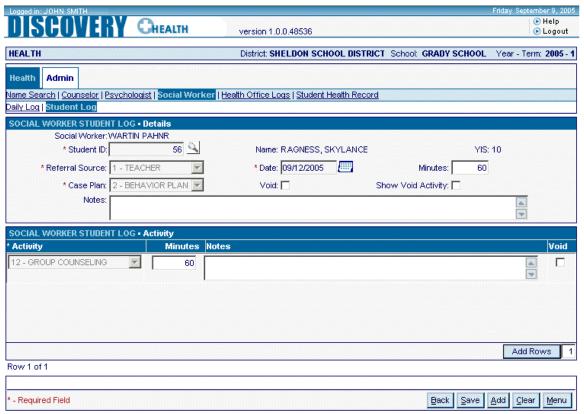


Figure 1.4.2.2 Student Log - Details page

1.5 Health Office Logs

The Health Office Logs module allows you to add, view, modify or void health office log records that includes daily logs, medication logs and treatment logs.

The Health Office Logs module consists of the following pages:

- Daily Logs
- Medication Logs
- Treatment Logs

1.5.1 Daily Log

The Daily Log page allows you to view, add, modify or void a daily log of students' concerns, actions, and outcomes. This page lists daily log records. You may select Visit Type, Action Type, Concern and specify any of the following search criteria to narrow down the search results: Show Void, Start Date, and End Date.

The page consists of two pages namely: List and Details.



1.5.1.1 List

The List page allows you to locate and display the health log records of a student. This page details Student ID, YIS, Date, Visit Type, Action Type, Concern, Status, and Notes. It also indicates if a record is void.

Clicking the Student ID link or double-clicking the record opens the corresponding details page. While, clicking [NEW HEALTH LOG] opens a blank details page where you may create a new health record for the selected student.

You may also view any additional information by clicking [NOTES]



Figure 1.5.1.1.1 Daily Log Page

1.5.1.2 Details

The Details page allows you add, modify or void a student's individual log record.

The page consists of two sections: Individual Log Essential Information and Individual Log Details. In Essential Information, you may specify the Student ID, Status, Referred by, Time-in, Time-out and Staff initials. You may also indicate if the record is voided or not. In Details section, you may specify details such as Temperature, Blood Pressure, Pulse, Respiration, Peak flow, Blood glucose, Concern, Action, Communication, Outcome and Additional information.



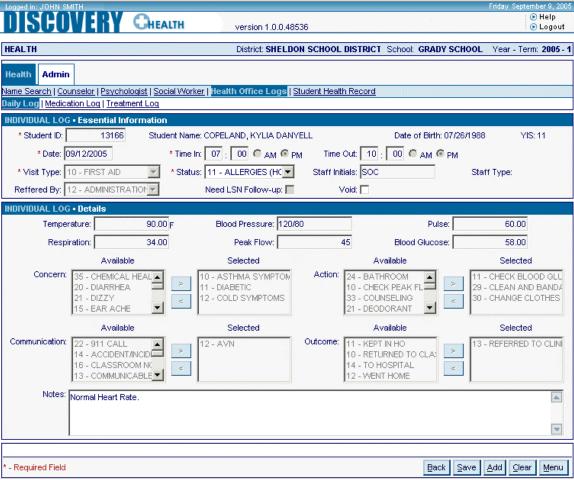


Figure 1.5.1.2.1 Individual Log Essential Information and Details

1.5.2 Medication Log

The Medication Log Page allows you to view, add, modify or void medication log record. The page lists students with medication record. You may select a medication type and specify any of the following search criteria to narrow down the search results: Show Void, Start Date, and End Date. The page details the Student ID, Name, medication details such as Reason for Medication, Dosage, Route, Scheduled Time, Time Given, and Reason Late/Missed. It also includes the Parent Guardian, Staff Initials, and Staff Type. LSN Obs/Sup, Logged Easy IEP, Med Error and Med Error.



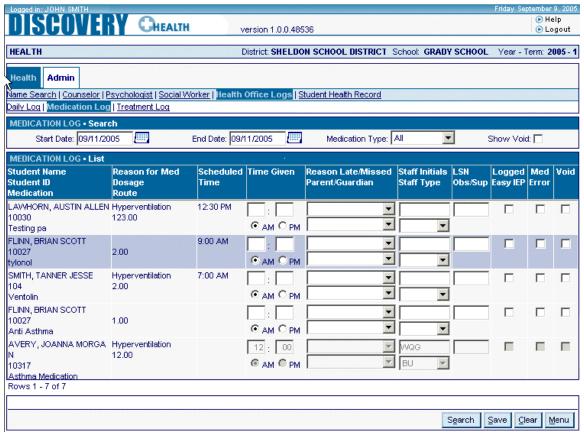


Figure 1.5.2.1 Medication Log Page

1.5.3 Treatment Log

The Treatment Log Page allows you to view, add, modify or void Treatment log record. The page lists students with treatment record. You may select a treatment type and specify any of the following search criteria to narrow down the search results: Show Void, Start Date, and End Date. The page details the Student ID, Name, medication details such as Reason for Medication, Dosage, Route, Scheduled Time, Time Given, and Reason Late/Missed. It also includes the Parent Guardian, Staff Initials, and Staff Type. LSN Obs/Sup, Logged Easy IEP and Tx Error.



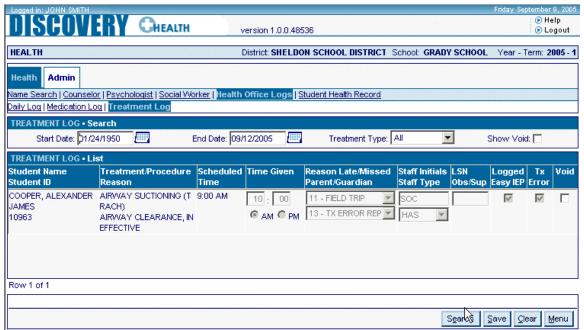


Figure 1.5.3.1 Treatment Log Page

1.6 Student Health Record

The Student Health Record sub-module allows you to view, add, edit or void records regarding the student's health such as: early childhood screening, health concerns, health logs, health exams, growth, immunization, vision, hearing, scoliosis, student medication, medication count, medical treatment, asthma, diabetes, nurse notes, and healthcare providers. This gives vital details of all health-related records of the selected student.

The Student Health Record consists of the following pages:

- ECS
- Health Concern
- Individual Log
- Health Exam
- Growth
- Immunization
- Vision/Hearing/Scoliosis
- Student Medication
- Medication Count
- Student Treatment Record
- Asthma Record



- Diabetes Record
- Nurse Notes
- Healthcare Providers

1.6.1 ECS

The ECS page allows you to view, add or modify early childhood records of the selected student. The page consists of seven sections namely: Details, Growth, Vision Screening, Hearing Screening, Immunization Review, Healthcare Access; Developmental, Social, Emotional; and Resources and Referral. The page details the date and location of screening. The screener details are also included in page. You may specify information about the student's growth, vision and hearing screening, immunization and healthcare review, social and emotional development, and student's referral.

You may not delete saved records. You may only void saved records. Click [NOTES] to view, add or modify the additional information on growth, vision, and hearing screening records.

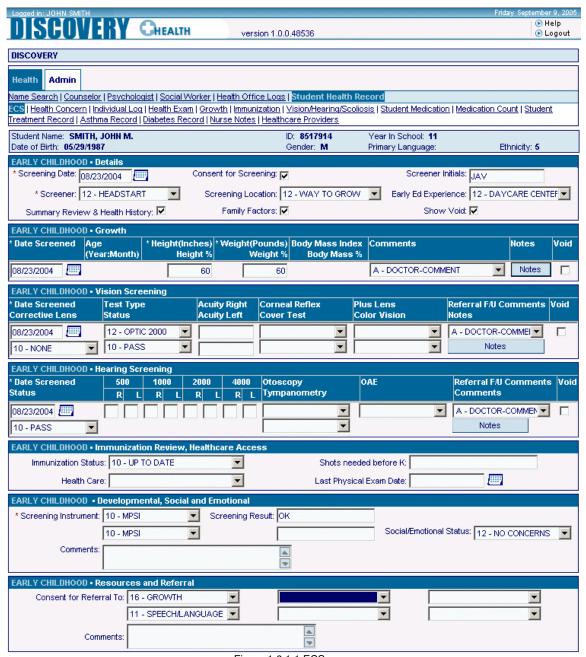


Figure 1.6.1.1 ECS page

1.6.2 Health Concern

The Health Concern page allows you to view, add or modify student health concerns. This page displays and tracks student health and allergy concerns. You may opt to display all records including voided and private records.

You may not delete a record once saved. You may only void the saved record and create a new record.



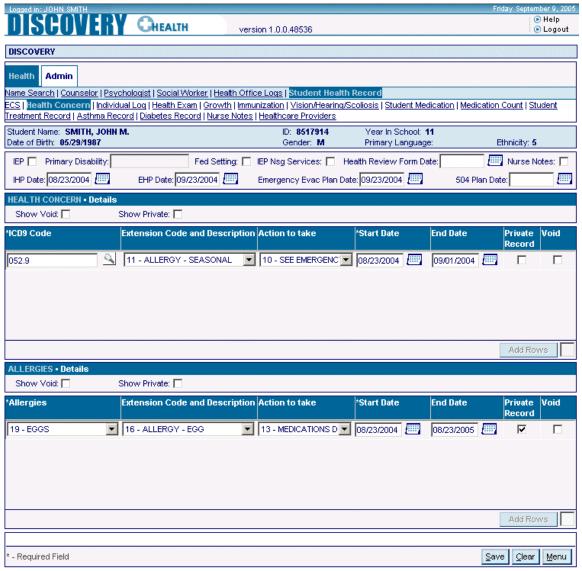


Figure 1.6.2.1 Health Concern page

1.6.3 Individual Log

The Individual Log submodule allows you to locate, view, add or modify the selected student's concerns, actions, and outcomes. This page displays daily student's individual health log for a given date and sequence number.

Click [NOTES] to view, add or modify the additional information on individual health log records.

The Individual Log submodule consists of two pages: List and Details.



1.6.3.1 List

The List page allows you to locate and display a list of all individual logs for the selected student. This page displays the immediate details of the records such as Date, Visit Type, Action Type, Concern, Status and additional information of the record. You may also determine whether the record is voided or not.

Clicking the Date link or double-clicking on the record opens the details page of the record. You may also add a new health record by clicking [NEW HEALTH LOG].



Figure 1.6.3.1.1 Individual Log - List page

1.6.3.2 **Details**

The Details page allows you to add and modify a student individual log records. You may specify the essential information like student and visit particulars such as student health vitals, concern, action, communication, outcome and additional information.



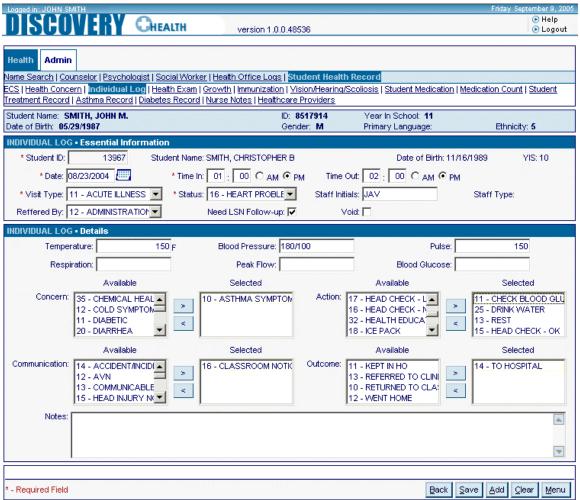


Figure 1.6.3.2.1 Individual Log - Details page

1.6.4 Health Exam

The Health Exam submodule allows you to view, add, modify or void student annual health and physical exam information records of the selected student. You may not delete a record once saved. You may only void the saved record and create a new record.

The Health Exam Log submodule consists of three pages: List, Annual Health Details, and Physical Exam Details.

1.6.4.1 List

The List page displays a list all the annual health and physical exam records of the selected student.

This page details the immediate details of each annual health ans physical record.



For annual health records the Received Date, Health Status, Vision Status and Hearing Status. Clicking the Received Date link or double-clicking the record opens the corresponding details page. While, clicking [NEW ANNUAL HEALTH] opens a blank details page where you may create a new annual health record for the selected student.

For physical exam records the Exam Date, Exam Status, Referral, Restrictions, Sports Clearance, as well as Test and Labs. Clicking the Received Date link or double-clicking the record opens the corresponding details page. While, clicking [NEW PHYSICAL EXAM] opens a blank details page where you may create a new physical examination record for the selected student.

You may also view any additional information by clicking [NOTES]. You may also determine whether the record is voided or not.

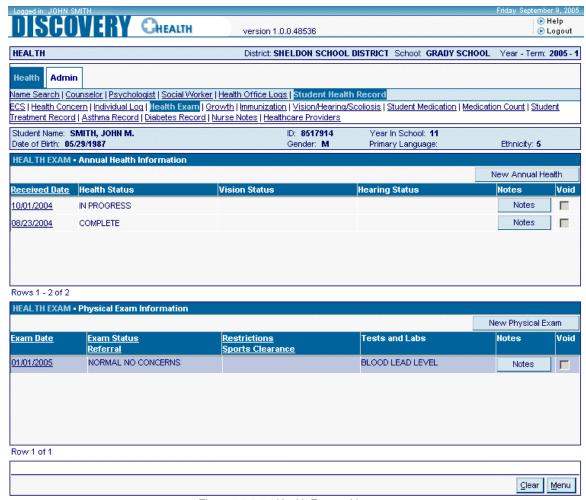


Figure 1.6.4.1.1 Health Exam – List page



1.6.4.2 Annual Health Details

The Annual Health Details page allows you to view, add or modify annual health records of the selected student. You must specify Received Date and Health Status. You may also specify Vision Status, Hearing Status and additional information.

You may void a record by selecting Void and saving the record. Click [ADD] to create a new annual health record.

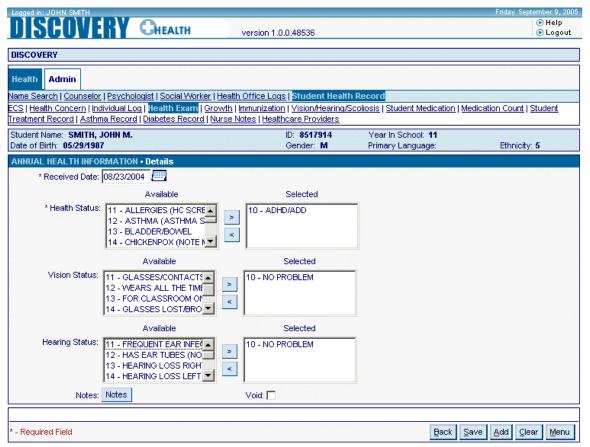


Figure 1.6.4.2.1 Health Exam - Annual Health page

1.6.4.3 Physical Exam Details

The Physical Exam Details page allows you to view, add and modify physical exam records of the selected student. You must specify Exam Date and Exam Status. You may also specify Referral, Restrictions, Sports Clearance and Test and Lab details as well as additional information.

You may void a record by selecting Void and saving the record. Click [ADD] to create a new physical exam record.



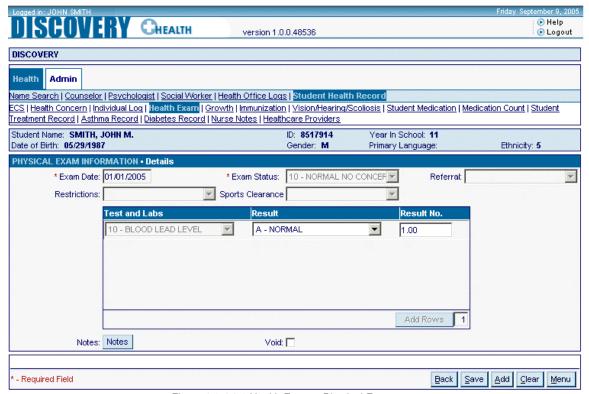


Figure 1.6.4.3.1 Health Exam - Physical Exam page

1.6.5 Growth

The Growth page allows you to view, add or void student growth records of the selected student. You must specify the date of screening and student details such as age, height and weight. You may also specify any additional information by clicking [NOTES].

Most of the fields on this page are calculated. Percentile values calculated according to the specified height, weight and the body mass index of the student.

You may not delete a record once saved. You may only void the saved record and create a new record.

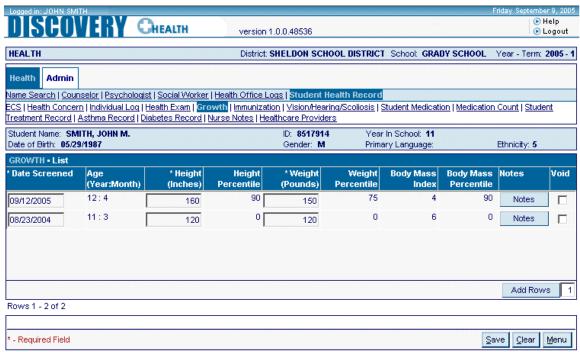


Figure 1.6.5.1 Growth page

1.6.6 Immunization

The Immunization page allows you to locate, view, add, modify or void immunization information of the selected student. You may opt to display all the records including voided records.

You must specify Immunization Series and Status. You may also specify the dates of immunization or whether the student is exempted from immunization as well as its reason.

You may not delete a record once saved. You may only void the saved record and create a new record.

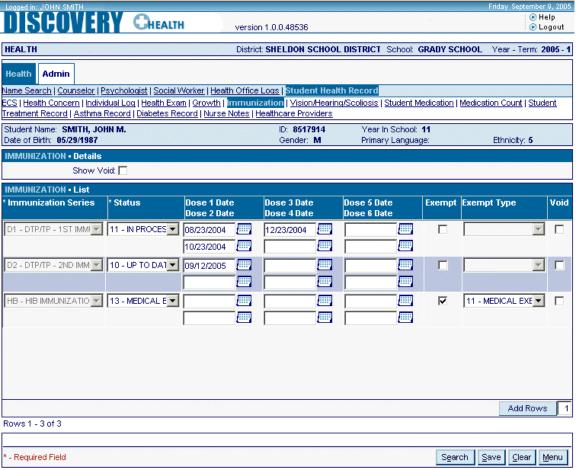


Figure 1.6.6.1 Immunization page

1.6.7 Vision/Hearing/Scoliosis

The Vision/Hearing/Scoliosis submodule allows you to view and track vision, hearing, and scoliosis screening records of the selected student. You may opt to access vision, hearing, or scoliosis records by selecting a value from the Screening dropdown list box. For example, selecting 'Hearing' from the dropdown list box will display all hearing records for the selected student. Records are displayed by the Date Screened from the newest to the oldest records.

You may not delete a record once saved. You may only void the saved record and create a new record.

1.6.7.1 Vision

The Vision page allows you to view, add, modify or void vision screening information of the selected student. You must specify date of screening and status. You may also specify Test Type, Acuity Right and Left, Corneal Reflex, Plus Lens, Referral F/U Comments, Corrective Lens, Cover Test, Color Vision and any additional information by clicking [NOTES].

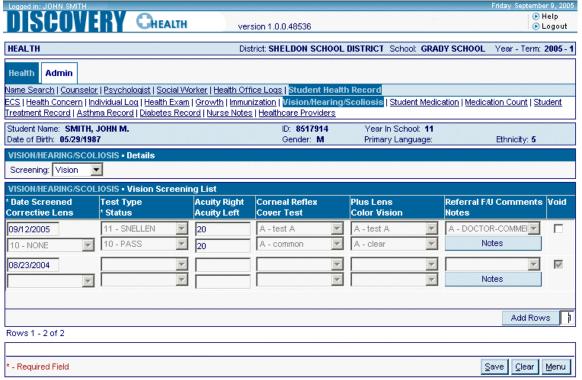


Figure 1.6.7.1.1 Vision/Hearing/Scoliosis - Vision page

1.6.7.2 Hearing

The Hearing page allows you to view, add, modify or void student hearing screening information of the selected student. The Hearing page allows you to view, add, modify or void vision screening information of the selected student. You must specify date of screening and status. You may also specify hearing information for each ear, Otoscopy, OAE, Referral F/U Comments, Tympanometry and any additional information by clicking [NOTES].



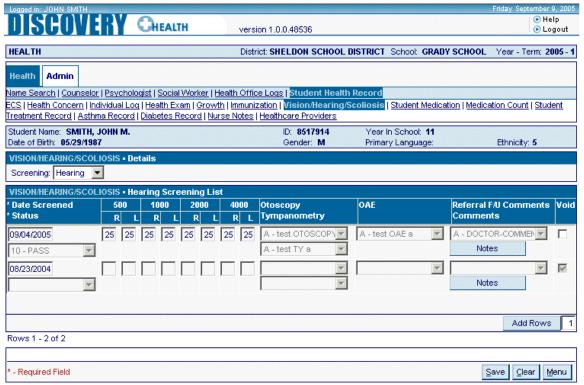


Figure 1.6.7.2.1 Vision/Hearing/Scoliosis - Hearing page

1.6.7.3 Scoliosis

The Scoliosis page allows you to view, add, modify or void student scoliosis screening information of the selected student. You must specify date of screening and status. You may also specify Follow-up Date, Diagnosis, Treatement and any additional information by clicking [NOTES].

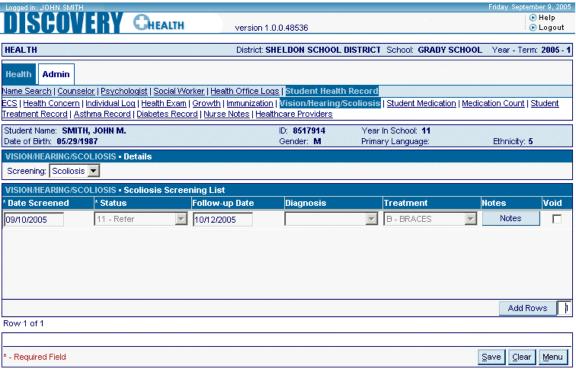


Figure 1.6.7.3.1 Vision/Hearing/Scoliosis - Scoliosis page

1.6.8 Student Medication

The Student Medication page allows you to locate, view, add, modify or void student medication information of the selected student. You may opt to view all records including voided records.

Click [NOTES] to view, add or modify the additional information on student medication record.

The Student Medication sub module consists of two pages: List and Details.

1.6.8.1 List

The List page allows you to locate and display a list of all the medication records of the selected student within a specified date range. Retrieved records are displayed according to Daily Schedule in descending order such that all PRN records are at the end.

This page details the immediate information of the record such as Medication, whether it is controlled or not, Dose, Daily Schedule, Route, Reason for Medication, Location of Medication, Potential Side Effects, Start and End Date, Provider Order, Parent Consent, LSN Approval and Review, Med Log, Count and whether the record is voided or not. You may also view any additional information by clicking [NOTES].



Clicking on the Medication link or double-clicking the record opens the details of the selected record and allows you to modify the student medication information. Click on [NEW STUDENT MEDICATION] to create a new record.

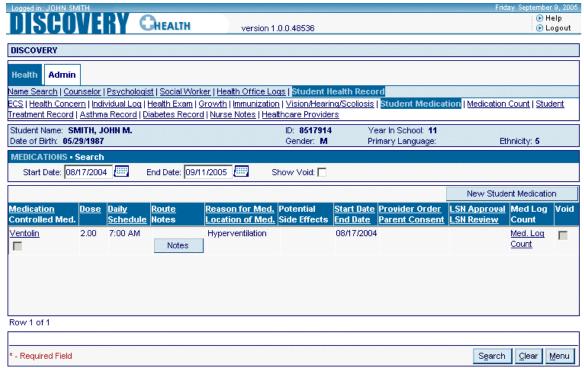


Figure 1.6.8.1.1 Student Medication - List page

1.6.8.2 Details

The Details page allows you to view, add, modify the details of the medication record or void the medication record. You must specify Medication, Prescribed Dose and Start Date. You may also specify other medication details such as Daily Schedule, PRN Schedule, Reason of Medication, Location of Medication, Potential Side Effects, End Date, Provide Order, Parent Consent, LSN Approval and Review. You may also specify any additional information by clicking [NOTES].

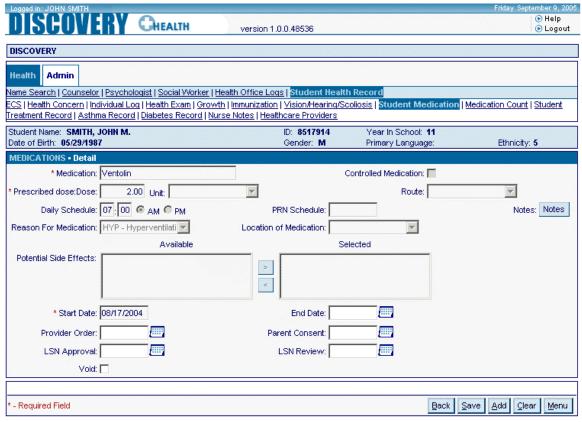


Figure 1.6.8.2.1 Student Medication – Details page

1.6.9 Medication Count

Medication Count page allows you to add, modify, view or void Medication Count records of a student. The page lists the Medication Count records. You may select Visit Type, Action Type, Concern and specify any of the following search criteria to narrow down the search results: Show Void, Start Date, and End Date.

The page consists of two pages namely: List and Details.

1.6.9.1 List

The List page allows you to locate and display the Medication Count records of a student. This page details Unit Strength, Received/Dispensed Date, Expiration Date, Received/Dispensed, # of Units Currently on Hand, Plus/Minus, # of Units Received/Dispensed, Total # Remaining Units, Staff Initials, Additional Information, Staff Type and if it is a controlled med. It also determines if the Medication Count record is void or not.

Clicking the Student ID link or double-clicking the record opens the corresponding details page. While, clicking [NEW HEALTH LOG] opens a blank details page where you may create a new health record for the selected student.



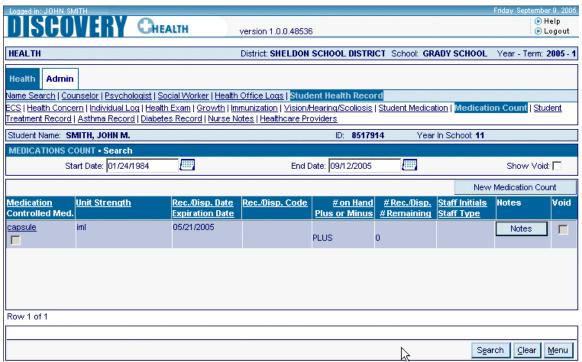


Figure 1.6.9.1.1 Medication Count - List page

1.6.9.2 Details

The Details page allows you add, modify or void a student's Medication Count record.

This page allows you to specify Medication Count details such as Unit Strength, Received/Dispensed Date, Expiration Date, Received/Dispensed, # of Units Currently on Hand, Plus/Minus, # of Units Received/Dispensed, Total # Remaining Units, Staff Initials, Additional Information, Staff Type and if it is a controlled med. You may also specify if the Medication Count record is voided or not.

Clicking [ADD] allows you to add a new Medication Count record.

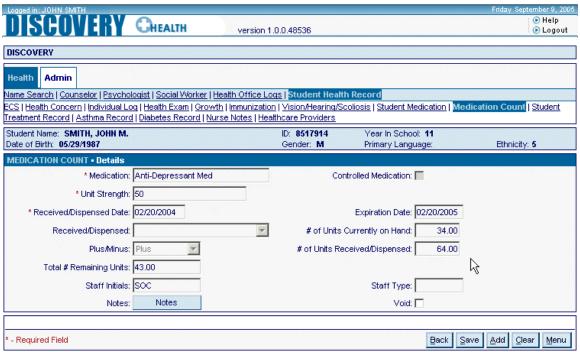


Figure 1.6.9.2.1 Medication Count - Details page

1.6.10 Student Treatment Record

The Student Treatment submodule allows you to view, add, modify or void treatment records of the selected student. You may not delete a record once saved. You may only void the saved record and create a new record.

The Student Treatment submodule consists of two pages: List and Details.

1.6.10.1 List

The List page allows you to locate and display student treatment records according to the specified date range. Clicking [SEARCH] displays all the treatment records of the student within the specified dates. You may also display voided records by selecting Show Void checkbox. The page includes treatment details such as Treatment/Procedure, Location of Tx, Daily Schedule Duration, Reason for Treatment, Instructions, Start Date, End Date, Provider Order Date, Parent Consent Date, LSN Approval Date and LSN Review Date.

Clicking the Treatment Procedure link or double-clicking the record opens the corresponding details page. While, clicking [NEW STUDENT TREATMENT] opens a blank details page where you may create a new student treatment record for the selected student.



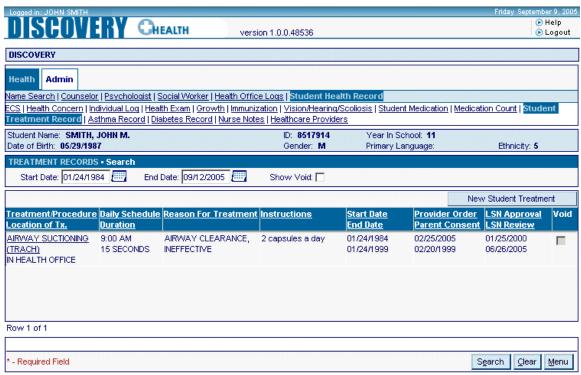


Figure 1.6.10.1.1 Student Treatment Record - List page

1.6.10.2 Details

The Details page allows you to view, add, modify, or void student treatment records. This page allows you to specify treatment details such as Treatment/Procedure, Location of Tx, Daily Schedule Duration, Reason for Treatment, Instructions, Start Date, End Date, Provider Order Date, Parent Consent Date, LSN Approval Date and LSN Review Date.

Clicking [ADD] clears all fields to allow you to create a new treatment record for the selected student.

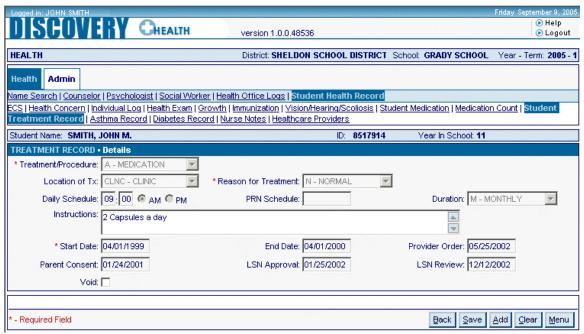


Figure 1.6.10.2.1 Student Treatment Record - Details page

1.6.11 Asthma Record

The Asthma Record submodule allows you to view, add, modify, or void asthma records and visit records of the selected student. Details of the asthma record include AAP Date, Asthma Severity, and the calculated Peak Flow Rates for each Zone according to the specified Height of the student. The page also displays asthma medication details and the visit records of students due to asthma attack.

Click [NOTES] to view, add or modify the additional information about the asthma medications.

The Student Medication submodule consists of three pages: Asthma Details, Medication Details, and Visit No Medication Details.

1.6.11.1 Asthma Details

The Asthma Details page displays the primary details of the student asthma record. It also allows you to locate and display a list all asthma medications and visit records of the student.



The List page consists of four sections namely: Details, Search, Medication, and Visit No Medication. The Details section allows you to add or modify the primary details of the student's asthma record. Peak Flow (PF) rates are calculated based on the specified height and calculation option, which may either be 'Predicted' or 'Personal Best'. The Search section allows you to specify the date range to locate for asthma medication records and visit records of the student. The Medication section retrieves all asthma medication records of the student. The Visit No Medication section lists all visit records of the student due to asthma attack.

You may opt display all asthma medications and visit records including the voided record or only the valid records.

Clicking the Asthma Medication link or double-clicking the medication record opens the corresponding details page. While, clicking [NEW MEDICATION] opens a blank details page where you may create a new asthma medication record for the selected student.

Moreover, clicking the Visit Date link or double-clicking the visit record opens the corresponding details page. While, clicking [NEW VISIT NO MEDICATION] opens a blank details page where you may create a new visit record for the selected student.

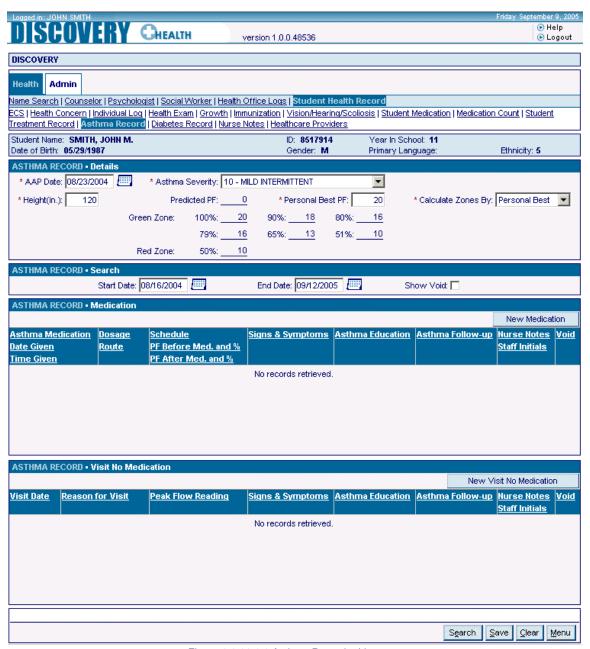


Figure 1.6.11.1.1 Asthma Record – List page

1.6.11.2 Medication Details

The Medication Details page allows you to view, add, modify, and void asthma medication records of the student. The page details essential information about the medication such as Asthma Medication, Date and Time Given, Dosage, Schedule, Route, and Peak Flow Reading before and after medication. Staff Initials is also included in the page. You may also indicate if the medication has nurse notes and if the record is void or not.



You may also specify other information about the medication such as signs and symptoms, asthma education, and asthma follow-up.

Clicking [ADD] clears all fields to allow you to create a new asthma medication record for the selected student.

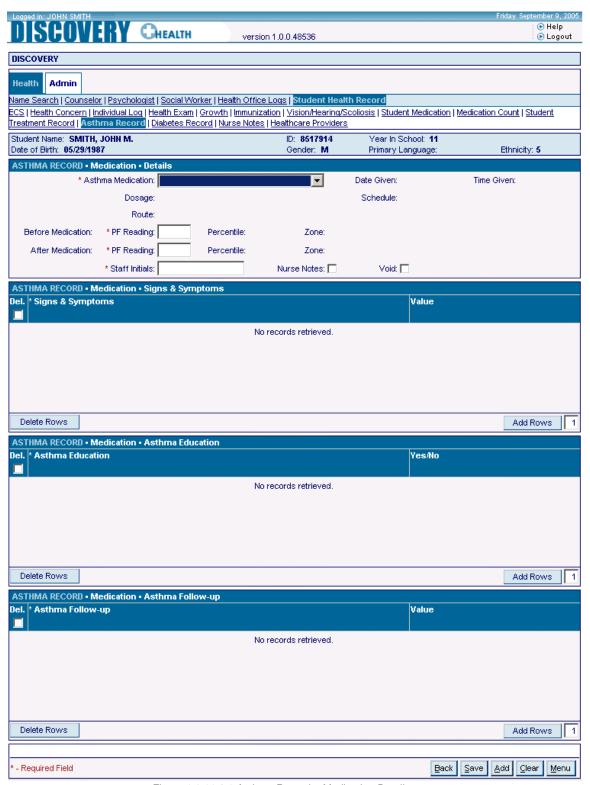


Figure 1.6.11.2.1 Asthma Record – Medication Details page



1.6.11.3 Visit No Medication Details

The Visit No Medication Details page allows you to view, add, modify, and void visit records of the student due to asthma attack. The page details essential information about the student visit such as Visit Date, Visit Reason, and Peak Flow Reading. Staff Initials is also included in the page. You may also indicate if the medication has nurse notes and if the record is void or not.

You may also specify other information about the visit such as signs and symptoms, asthma education, and asthma follow-up.

Clicking [ADD] clears all fields to allow you to create a new visit no medication record for the selected student.

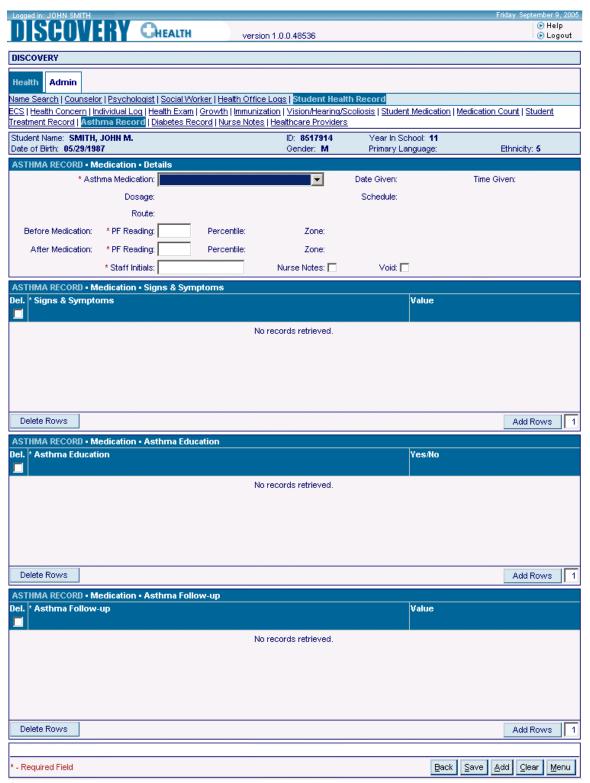


Figure 1.6.12.3.1 Asthma Record – Medication Details page





Figure 1.6.12.3 Asthma Record - Visit No Medication Details page

1.6.13 Diabetes Record

Diabetes Record allows you to view, add or modify Diabetes record. This page details the Diabetes details, Blood Glucose Correction Scale, Family Contacts and Diabetes Visits of a student.



You may search for Diabetes Visit records. You may specify any of the following search criteria to narrow down the search results: Show Void, Start Date, and End Date.

Clicking the Visit Date/Time link or double-clicking the record opens the corresponding details page. While, clicking [NEW DIABETES VISIT] opens a blank details page where you may create a new Diabetes Visit record.



Figure 1.6.13.1 Diabetes Record page



1.6.13.1 Carbohydrates

Diabetes Carbohydrate Page allows you to add a visit by specifying the Visit Date, Visit Time, Blood Glucose, Signs and Symptoms, Carbohydrate Intake, Interventions, Diabetes Education, Diabetes Follow-up and Staff Initial. It also allows you to specify if there is additional information and determine whether the visit record is void.

Click [ADD] to add another Diabetes Carbohydrate visit record.

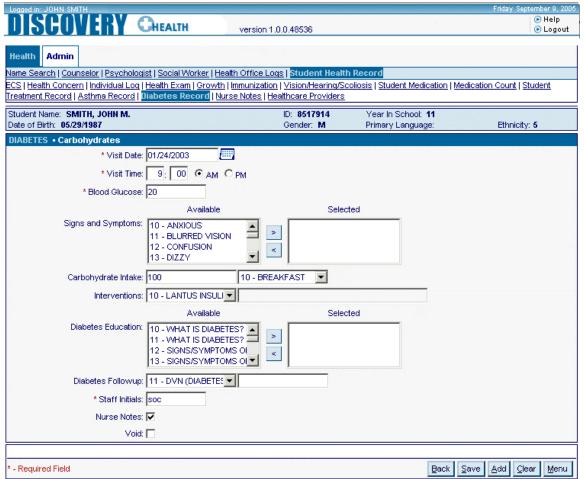


Figure 1.6.13.1.1 Diabetes Record - Carbohydrates

1.6.14 Nurse Notes

Nurse Notes allows you to search, view, add, modify or void Nurse Note records. This page lists Nurse Notes records. The page also details the Date, Notes and Staff Initials of the Nurse Note record. You may specify any of the following search criteria to narrow down the search results: Show Void, Start Date, and End Date.



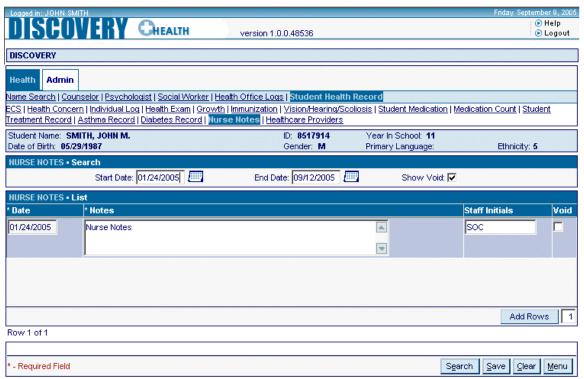


Figure 1.6.14.1 Nurse Notes page

1.6.15 Healthcare Providers

The Healthcare Providers submodule allows you to view, add, modify, or delete healthcare provider records of the selected student.

The Healthcare Provider submodule consists of two pages: List and Details.

1.6.15.1 List

The List page allows you to display a list of all healthcare providers and their details. You may also specify Health Insurance details of the records such as Insurance Type, Insurance Referral, and Referral Date. The page also displays the healthcare provider details such as Healthcare Provider Type, Name, Clinic/Hospital, Phone, Fax, the complete address information, Consent Date, Requested Date, and Received Date.

Clicking the Type link or double-clicking the record opens the corresponding details page. While, clicking [NEW HEALTHCARE PROVIDER] opens a blank details page where you may create a new healthcare record for the selected student.

To delete a record, you may select a record and click [DELETE].





Figure 1.6.15.1.1 Health Care Providers - List page

1.6.15.2 Details

The Details page allows you to view, add, or modify the details of healthcare provider records of the student.

Clicking [ADD] clears all fields to allow you to create a new healthcare provider record for the selected student.

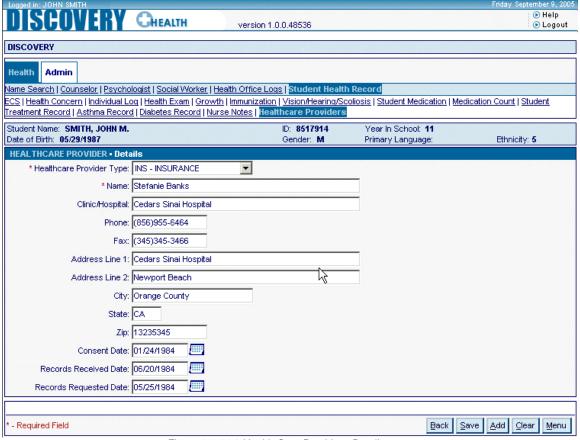


Figure 1.6.14.2 Health Care Provider - Details page

2 Admin

The Admin module allows you to modify maintenance tables that are included in the system.

2.1 Maintenance Tables

The Maintenance Table page allows a user to modify a code table by selecting a maintenance table from Maintenance Table drop-down list box.

Maintenance Tables include that following modules:

- BMI Percentile
- Height Percentile
- Weight Percentile





Figure 6.1.1 Admin Page

2.1.1 BMI Percentile

BMI Percentile Maintenance Table allows the user to Add or Modify a BMI Percentile record that comprises Gender, Weight, Height and BMI Percentile. The BMI Percentile record may be set to active or inactive by selecting a status from Inactive dropdown list box.

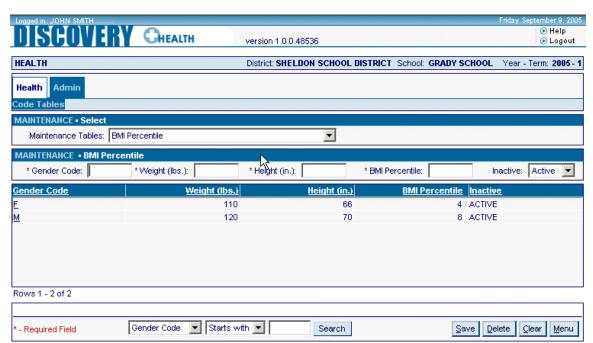


Figure 6.1.1.1 BMI Percentile Page

2.1.2 Height Percentile

Height Percentile Maintenance Table allows the user to Add or Modify a Height Percentile record that comprises Gender, Age in years, Age in months, Height and Height Percentile. The Height Percentile record may be set to active or inactive by selecting a status from Inactive dropdown list box.



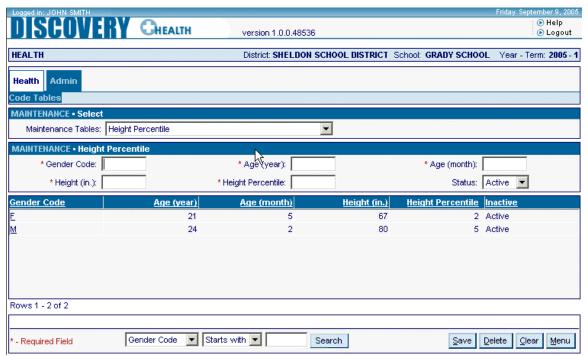


Figure 6.1.2.1 Height Percentile

2.1.3 Weight Percentile

Weight Percentile Maintenance Table allows the user to Add or Modify a Weight Percentile record that comprises Gender, Age in years, Age in months, Weight and Weight Percentile. The Weight Percentile record may be set to active or inactive by selecting a status from Inactive dropdown list box.

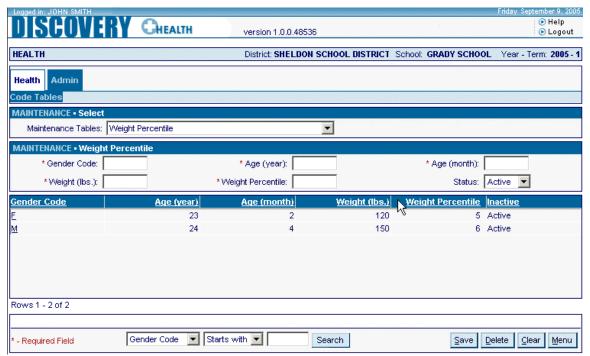


Figure 6.1.3.1 Weight Percentile

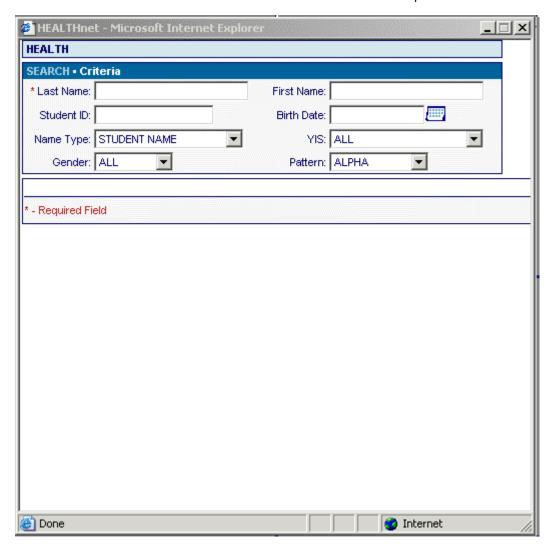
VI. Lookup Window

Most of the modules in the application make use of a Lookup window. This window displays a list of options and its general information available for a field in a module. It has a search capability to limit the options you may select from.

The Lookup windows consist of two sections: Search Criteria and Search Result sections. Most of the criteria and details displayed are similar for most of the windows.

1 Student ID Search

The Student ID Search window lists the available academic plans.



1.1 Search Criteria

The Search Criteria section allows you to specify the criteria of the academic plan records to be located. Click [SEARCH] to locate academic plan records.

1.1.1 Code

Indicates the code of the academic plan record to be located.

1.1.2 Description

Indicates the description of the academic plan record to be located.

1.2 Search Result

The Search Result section details the Code and Description of the Academic Plan records that match the specified criteria. Clicking the column header link sorts displayed records by the name of the link clicked. For example, clicking Description column header link sorts displayed records by description. You may select an academic plan record and display it on the field in the module by doing any of the following:

- By clicking the Code link on the first column of the academic plan record you have selected.
- By double-clicking the academic plan record you have selected.

