Unit 3 – Entering and Editing Screenings

The following must be entered into the **Screenings tab**

- Physical Exam: Initial & 6th Grade Physical
- Vision Exam
- Dental Screening or Exam

> **At this time Health Services staff enter:**
> Vision and hearing screening results. A letter is sent to the parents/ guardians of students who fail the vision and hearing screenings. Each designated screening coordinator receives a report listing each student's screening results. Student screenings are mandated by state regulation for vision and hearing. Screenings are conducted each year by Health Services Nursing staff.

JCPS Health Compliance Reports Run Monthly

Please run the JCPS Health Compliance Reports (at least monthly) to find students with missing/incomplete Dental Screening/Exam, Vision Exams and required Physicals. Details are in Unit 4 Health Reports. Children who have untreated dental needs, having difficulty seeing or hearing or unidentified/untreated health conditions will not be at their best which may hurt their ability to learn. Follow up must be done with students that appear on the report. Requests may be made to the Health Services Department for students that you have vision/dental concerns about.

Recording a Physical Exam: Initial and 6th Grade Physical

Enter data from the **Initial physical** and **6th grade physical** according to KDE requirements under Child and Teen check-up. Students are required to have a physical within a year of starting K, 6th grade or when enrolling in a Kentucky public school for the first time.

Be sure that physicals that are turned in when a student is in 5th grade get entered into Infinite Campus as a 6th grade physical **IF** the student already has an Initial Entry Physical entered into Infinite Campus.

Important:
1. There is a delete option. Please use it with utmost caution. This is available for use if you add a screening record to the wrong student or make a mistake and need to delete it. Please be careful to not accidentally delete student data that should remain.
2. Physicals should be on a KY Preventive Health Examination form.
3. All 6th graders MUST be entered as 6th Grade, NEVER as Initial Entry, even when it is their 1st enrollment in a public school.

Recording a 6th Grade Physical/Initial Entry Physical
1. Select student and navigate to **Index > Student Information > Health > General > Screenings tab**.
2. Click **New**.

Screening Detail
3. *Date:* Enter the **Date** the physical occurred (not the date the physical was entered into Infinite Campus).
4. *Type:* For **Initial Entry** and **6th Grade Physical**, select **Child & Teen Checkup**. When the **Type** is selected, the appropriate tabs coordinating with the type selected opens. If you are not sure

what to fill in, contact Health Services Staff for assistance. If no **Type** is selected, the student is counted as "out of compliance" on state reports.

5. *Comments:* Enter either **Initial Entry Physical** or **6th Grade Physical**.

Height/Weight Vital Signs

6. *Screening Date:* Enter the **Date** the physical occurred (not the date entered into Infinite Campus).
7. *Height/Weight and Vital Signs:* Height and weight must be entered or the student will still appear out of compliance on state reports
   a. *Height:* Enter the student's height in inches.
   b. *Weight:* Enter the student's weight in pounds.
   c. The BMI calculates automatically.

Vision and Hearing

8. The date auto-populates; leave the rest of the data blank. Enter vision exams as separate entries. Please do <u>NOT</u> record the Kindergarten vision exam information under **Child and Teen Checkups** as it will not show under vision exam.

Child and Teen Checkup

9. *Date of Exam:* This field does not auto-populate like the others so be sure to enter the date of the exam.
10. *Type:* Select either **I: Initial Entry** or **6: 6th Grader**, if not the student will show as "out of compliance."
11. *Location:* Select either **D: Doctor** or **S: School**.
12. *Status:* Select either **N: Normal** (no concern), **R: Referred** (if the physical shows a health concern that needs to be addressed by the parent) or **K: Known Condition**.

13. Click **Save**.
14. Scan the document into Infinite Campus and place in student's cumulative record.