Health Management User Guide

PowerSchool 7.x
Student Information System

ALWAYS LEARNING PEARSON

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This edition applies to Release 7.11.1 of the PowerSchool software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

Contents

Preface

Use this guide to assist you while navigating PowerSchool. This guide is based on the PowerSchool online help, which you can also use to learn the PowerSchool Student Information System (SIS) and to serve as a reference.

The PowerSchool online help is updated as PowerSchool is updated. Not all versions of the PowerSchool online help are available in a printable guide. For the most up-to-date information, click **Help** on any page in PowerSchool.

Referenced Sections

This guide is based on the PowerSchool online help, and may include references to sections that are not contained within the guide. See the PowerSchool online help for the referenced section.

Security Permissions

Depending on your security permissions, only certain procedures may be available to you.

Navigation

This guide uses the > symbol to move down a menu path. If instructed to "Click **File > New > Window**," begin by clicking **File** on the menu bar. Then, click **New** and **Window**. The option noted after the > symbol will always be on the menu that results from your previous selection.

Notes

It is easy to identify notes because they are prefaced by the text "**Note:**."

Introduction

With the introduction of Health Management, PowerSchool now provides a tool to assist your school district with capturing, managing, and reporting student health-related information. Using Heath Management, you can set up immunizations, screenings, and grade level entry certifications based on your district's needs. Once set up, you can then record student immunization information, screening information, and grade level entry certifications.

State Reporting

For state-specific information, see PowerSchool's recommended state-specific setup of Health Management settings available on **PowerSource** in your state reporting setup guide. If there is no state-specific setup specified in your state reporting setup guide, you do not have PowerSchool state-required Immunization reports that are supported at this time. Therefore, no state-specific setup considerations need to be taken into account. You may set up Health Management as needed by your district.

Setup

Set Page-Level Permissions

Security for the Health Management setup pages is controlled through page-level permissions. Permissions for the Certifications, Immunizations, Office Visits, and Screenings tabs are controlled independently of one another. For each page, enable page permissions access, set page-level permissions, and then disable page permissions access:

- Start Page > Special Functions > Importing & Exporting > Quick Import
- Start Page > Special Functions > Importing & Exporting > Quick Import > Submit
- Start Page > District Setup > Health > Immunizations
- Start Page > District Setup > Health > Office Visits
- Start Page > District Setup > Health > Screenings
- Start Page > District Setup > Health > Grade Level Entry Certifications

Note: Page-level permissions should not be used to control access for the student Health Management pages. Security for the student Health Management pages is controlled through group security permissions. For more information, see *Set Group Security Permissions*.

Note: For detailed information, see *Page-Level Permissions* in the *Security Permissions* section.

Set Group Security Permissions

Security for the Health Management student pages is controlled through group security permissions. Permissions for the Certifications, Immunizations, Office Visits, and Screenings tabs are controlled independently of one another. When setting up group security permissions using the Edit Group page, at a minimum, you need to define the following for users in a selected group:

- Use the **Default Access** pop-up menu to indicate the level of permission used as the default permissions.
- Use the **Health Certification** pop-up menu to indicate the level of permission for the Grade Level Entry Certifications tab.
- Use the **Health Immunization** pop-up menu to indicate the level of permission for the Immunizations tab.
- Use the **Health Office Visits** pop-up menu to indicate the level of permission for the Office Visits tab.
- Use the **Health Screening** pop-up menu to indicate the level of permission for the Certifications tab.
- Select the **Accessible Student Screens Health** checkbox to provide access to the student Health Management pages.

Note: For detailed information, see *How to Edit Security Groups* in the *Group Security Permissions* section.

Import Immunization Data

During the initial setup of Health Management, use the Quick Import function to transfer immunization data into PowerSchool. When importing immunization data, you need to create an ASCII text file. The field delimiter must be tab and the row delimiter must be carriage return. Other delimiters are not supported. The import file must include the following required fields:

Student_Number
WhenInput
WhoInput
(VaccineCode)_(DoseNumber)_Date
(VaccineCode)_(DoseNumber)_CertificateType

The import spreadsheet may also include the following optional fields:

(VaccineCode)_ExemptionType
(VaccineCode)_CompliancyStatus

The (DoseNumber) must start at 1. If there is more than one dose, the (DoseNumber) that follows must be sequential. For example:

Student_Number
WhenInput
WhoInput
Polio_ExemptionType
Polio_CompliancyStatus
Polio_1_Date
Polio_2_Date
Polio_3_Date
Polio_4_Date
Polio_1_CertificateType
Polio_2_CertificateType
Polio_3_CertificateType
Polio_4_CertificateType

When using the Quick Import function, you must choose **Immunization** from the **Table** pop-up menu. For detailed information about using the Quick Import function, see *Quick Import*. For state-specific information, see PowerSchool's recommended state-specific setup of Health Management settings available on **PowerSource** in your state reporting setup guide.

Set Up Immunizations

Using the Health Immunization tab, you can set up **vaccines**, **exemption types**, and **certificate types** for Health Management.

Set Up Vaccines

Use the following procedures to define vaccines for which you want to record immunization information. For state-specific information, see PowerSchool's recommended state-specific setup of Health Management settings available on **PowerSource** in your state reporting setup guide. Defined values appear on the student Health page's Immunization tab. For more information, see *Enter Student Immunization Information*.

How to Add a Vaccine

Use this procedure to add as many vaccines as needed.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General Functions, click **Health**. The Health page appears.
3. Click the **Immunizations** tab, if needed.
4. On the Immunizations tab, click **Vaccines**. The Vaccines page appears.
5. Click **+ Add**. The Add New Vaccine dialog appears.
6. Use the following table to enter information in the fields:

Field	**Description**
Vaccine Name	Enter the vaccine name.
Vaccine Code	Enter the vaccine code.
State Report Name	Do one of the following: • Enter the name specified by your state; see your PowerSchool state reporting setup guide. • Enter a district-defined name. • Leave this field blank.
State Report Code	Do one of the following: • Enter the code specified by your state; see your PowerSchool state reporting setup guide. • Enter a district-defined code. • Leave this field blank.
Number of Doses	Enter the number of required doses.
Description	Enter any additional comments pertaining to the vaccine.
This vaccine is optional	By default the checkbox is not selected indicating the vaccine is mandatory. Select the checkbox to indicate the vaccine is optional.
Rules Engine	The option to use the Rules Engine varies by state. If your state guidelines indicate that a visual notification of compliance and status is required, then this section is visible. By binding a vaccine to a rule, the Rules Engine can compare student immunization data against state-specific guidelines in order to identify students' vaccine and/or dose compliancy. 1. To bind a vaccine, choose a rule from the **Bind vaccine to a rule** pop-up menu. A vaccine may be bound to only one rule. Once the rule is bound to a

Field	Description
	vaccine, it no longer appears in the **Bind vaccine to a rule** pop-up menu. **Note:** To unbind a vaccine, select the **Unbind rule** checkbox. By selecting this option, all existing compliancy values for the vaccine are reset to the default value of compliant and rules assessment is reset to manually assess compliance at vaccine level. 2. If you bind a vaccine to a rule, indicate the method by which you want the vaccine assessed by selecting one of the following: • To automatically assess the vaccine, select the **Use Rules Engine to assess compliance** option. By selecting this option, vaccine compliance is automatically assessed at the dose level. • To manually assess the vaccine, select the **Manually assess compliance at vaccine level** option. By selecting this option, vaccine compliance can be manually assessed at the vaccine level. **Note:** If a vaccine that is set to use Rules Engine to assess compliance is then set to manually assess compliance, all existing compliancy values for the vaccine are reset to the default value of compliant. **Note:** For state-specific information, see PowerSchool's recommended state-specific setup of Health Management settings available on **PowerSource** in your state reporting setup guide.

7. Click **Update**.
8. Repeat Step 5 through Step 7 for each vaccine you want to add.
9. To require users to certify that the immunization data entered is accurate, select the **Require users to certify transcription accuracy** checkbox. Otherwise, leave it blank.
10. Click **Submit**.

How to Edit a Vaccine

Use this procedure to edit vaccine details.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General Functions, click **Health**. The Health page appears.
3. Click the **Immunizations** tab, if needed.

4. On the Immunizations tab, click **Vaccines**. The Vaccines page appears.
5. Click the vaccine you want to edit. The Edit Vaccine dialog appears.
6. Edit the information as needed. For field descriptions, see *How to Add a Vaccine*.
7. Click **Update**.
8. Repeat Step 5 through Step 7 for each vaccine you want to edit.
9. To require users to certify that the immunization data entered is accurate, select the **Require users to certify transcription accuracy** checkbox. Otherwise, leave it blank.
10. Click **Submit**.

How to Delete a Vaccine

Use this procedure to delete a vaccine that may have been created in error or that is no longer in use.

Note: If a vaccine is associated to a student, it cannot be deleted. First remove the dose dates for the vaccine from all students and then the vaccine may be deleted.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General Functions, click **Health**. The Health page appears.
3. Click the **Immunizations** tab, if needed.
4. On the Immunizations tab, click **Vaccines**. The Vaccines page appears.
5. Click the **Minus (-)** button next to the vaccine you want to remove. The vaccine appears shaded.

   Note: Click the **Revert** icon (counterclockwise arrow) to undo the deletion.

6. Repeat Step 5 for each vaccine you want to delete.
7. Click **Submit**.

How to Change the Display Order of Vaccines

Use this procedure to change the order in which the vaccines you created appear on the Immunizations tab of the student Health page.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General Functions, click **Health**. The Health page appears.
3. Click the **Immunizations** tab, if needed.
4. On the Immunizations tab, click **Vaccines**. The Vaccines page appears.
5. Click and hold the **Horizontal Three-Line** icon and drag up or down to change the display order of the vaccines.
6. Click **Submit**. The new display order is saved, and the updated order appears on the student Health page's Immunizations tab.

Set Up Exemption Types

Use the following procedures to define exemption types, which may be used to indicate the reason an individual is exempt from vaccination. For state-specific information, see

PowerSchool's recommended state-specific setup of health and immunizations settings available on **PowerSource** in your state reporting setup guide. Defined values appear in the **Exemption Type** pop-up menu on the student Health page's Immunization tab. For more information, see *Enter Student Immunization Information*.

How to Add an Exemption Type

Use this procedure to add as many exemption types as needed.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General Functions, click **Health**. The Health page appears.
3. Click the **Immunizations** tab, if needed.
4. On the Immunizations tab, click **Exemption Types**. The Exemption Types page appears.

   Note: Click the **Name** or **Code** column to sort by that column.

5. Click **+ Add**. The Add New Exemption Type dialog appears.
6. Use the following table to enter information in the fields:

Field	**Description**
Exemption Name	Enter the exemption type name.
Exemption Code	Enter the exemption type code.
State Report Name	Do one of the following: • Enter the name specified by your state; see your PowerSchool state reporting setup guide. • Enter a district-defined name. • Leave this field blank.
State Report Code	Do one of the following: • Enter the code specified by your state; see your PowerSchool state reporting setup guide. • Enter a district-defined code. • Leave this field blank.

7. Click **Update**.
8. Repeat Step 5 through Step 7 for each exemption type you want to add.
9. Click **Submit**.

How to Edit an Exemption Type

Use this procedure to edit an exemption type.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General Functions, click **Health**. The Health page appears.
3. Click the **Immunizations** tab, if needed.
4. On the Immunizations tab, click **Exemption Types**. The Exemption Types page appears.

   Note: Click the **Name** or **Code** column to sort by that column.

5. Click the **Pencil** icon next to the exemption type you want to edit. The Edit Exemption Type dialog appears.

   Note: If an Eye icon appears instead of the Pencil icon, you have view only access to this page.

6. Edit the information as needed. For field descriptions, see *How to Add an Exemption Type*.
7. Click **Update**.
8. Repeat Step 5 through Step 7 for each exemption type you want to edit.
9. Click **Submit**.

How to Delete an Exemption Type

Use this procedure to delete an exemption type that may have been created in error or that is no longer in use.

Note: If an exemption type is associated to a student, it cannot be deleted. First remove the exemption type from all students and then it may be deleted.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General Functions, click **Health**. The Health page appears.
3. Click the **Immunizations** tab, if needed.
4. On the Immunizations tab, click **Exemption Types**. The Exemption Types page appears.
5. Click the **Minus (-)** button next to the exemption type you want to remove. The exemption type appears shaded.

   Note: Click the **Revert** icon (counterclockwise arrow) to undo the deletion.

6. Repeat Step 5 for each exemption type you want to delete.
7. Click **Submit**.

Set Up Certificate Types

Use the following procedures to define certificates types, which may be used to indicate the source of information from which immunization information was obtained. For state-specific information, see PowerSchool's recommended state-specific setup of Health Management settings available on **PowerSource** in your state reporting setup guide. Defined values appear in the **Certificate Type** pop-up menu on the student Health page's Immunization tab. For more information, see *Enter Student Immunization Information*.

How to Add a Certificate Type

Use this procedure to add as many immunization certificate types as needed.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General Functions, click **Health**. The Health page appears.
3. Click the **Immunizations** tab, if needed.
4. On the Immunizations tab, click **Certificate Types**. The Certificate Types page appears.

   Note: Click the **Name**, **Code**, or **Default** column to sort by that column.

5. Click **+ Add**. The Add New Certificate Type dialog appears.
6. Use the following table to enter information in the fields:

Field	**Description**
Certificate Name	Enter the certificate type name.
Certificate Code	Enter the certificate type code.
State Report Name	Do one of the following: • Enter the name specified by your state; see your PowerSchool state reporting setup guide. • Enter a district-defined name. • Leave this field blank.
State Report Code	Do one of the following: • Enter the code specified by your state; see your PowerSchool state reporting setup guide. • Enter a district-defined code. • Leave this field blank.
Default Certificate	Select the checkbox to specify this certificate type as the default certificate type.

7. Click **Update**.
8. Repeat Step 5 through Step 7 for each certificate type you want to add.
9. Click **Submit**.

How to Edit a Certificate Type

Use this procedure to edit a certificate type.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General Functions, click **Health**. The Health page appears.
3. Click the **Immunizations** tab, if needed.
4. On the Immunizations tab, click **Certificate Types**. The Certificate Types page appears.

   Note: Click the **Name**, **Code**, or **Default** column to sort by that column.

5. Click the **Pencil** icon next to the certificate type you want to edit. The Edit Certificate Type dialog appears.

   Note: If an Eye icon appears instead of the Pencil icon, you have view only access to this page.

6. Edit the information as needed. For field descriptions, see *How to Add a Certificate Type*.
7. Click **Update**.
8. Repeat Step 5 through Step 7 for each certificate type you want to edit.
9. Click **Submit**.

How to Delete a Certificate Type

Use this procedure to delete a certificate type that may have been created in error or that is no longer in use.

Note: If a certificate type is associated to a student, it cannot be deleted. First remove the certificate type from all students and then it may be deleted.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General Functions, click **Health**. The Health page appears.
3. Click the **Immunizations** tab, if needed.
4. On the Immunizations tab, click **Certificate Types**. The Certificate Types page appears.
5. Click the **Minus (-)** button next to the certificate type you want to remove. The certificate type appears shaded.

   Note: Click the **Revert** icon (counterclockwise arrow) to undo the deletion.

6. Repeat Step 5 for each certificate type you want to delete.
7. Click **Submit**.

Set Up Screenings

There are six screenings for which you can set up student entry field display values: Hearing, Oral Health, Scoliosis, Tuberculosis, Vision and Color, and Vital Signs/Biometrics. Each screening includes a number of student entry fields for which the following display values may be defined: Display Value, State Report Name, and State Report Code. For state-specific information, see PowerSchool's recommended state-specific setup of Health

Management settings available on **PowerSource** in your state reporting setup guide. Defined values appear on the Add Screening and Edit Screening dialogs on the student Health page's Screenings tab. For more information, see *Enter Student Screening Records*.

How to Add a Screening Student Entry Field Display Value

Use this procedure to add as many display values to each screening student entry field as needed.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General Functions, click **Health**. The Health page appears.
3. Click the **Screenings** tab.
4. On the Screenings tab, click the screening type for which you want to add a display value. Student entry fields for the selected screening appear.

   Note: Click the **Display Value**, **State Code**, or **State Name** column to sort by that column.

5. Click **+ Add** next to the student entry field for which you want to add a display value:

Field	Description
Hearing	• Screening Provider Type • Left Ear Test Result • Right Ear Test Result • Test Type • Screening Outcome • Hearing Waiver Reason
Oral Health	• Screening Provider Type • Treatment Urgency • Screening Outcome • Oral Health Waiver Reason
Scoliosis	• Screening Provider Type • X-Ray Film Impression • Screening Outcome • Scoliosis Waiver Reason
Tuberculosis	• Screening Provider Type • Chest X-Ray Impression • Skin Test Result • Skin Test Type • Screening Outcome • Tuberculosis Waiver Reason
Vision and Color	• Screening Provider Type • Color Blind Test Result

Field	Description
	• Left Eye Test Result • Right Eye Test Result • Screening Outcome • Vision Waiver Reason
Vital Signs/Biometrics	• Screening Provider Type • Weight Status • Screening Outcome • Vital Signs/Biometrics Waiver Reason

6. On the Add dialog for the selected student entry field, enter information in the fields:

Field	Description
Display Value	Enter the name of the display value.
State Report Name	• Do one of the following: • Enter the name specified by your state; see your PowerSchool state reporting setup guide. • Enter a district-defined name. • Leave this field blank.
State Report Code	• Do one of the following: • Enter the code specified by your state; see your PowerSchool state reporting setup guide. • Enter a district-defined code. • Leave this field blank.

7. Click **Add**.
8. Repeat Step 5 through Step 7 for each student entry field display value you want to add.
9. Click **Submit**.

How to Edit a Screening Student Entry Field Display Value

Use this procedure to edit a screening student entry field display value.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General Functions, click **Health**. The Health page appears.
3. Click the **Screenings** tab.
4. On the Screenings tab, click the screening type for which you want to edit a display value. Student entry fields for the selected screening appear.

   Note: Click the **Display Value**, **State Code**, or **State Name** column to sort by that column.

5. Click the **Pencil** icon next to the student entry field display value you want to edit. The Edit dialog for the selected student entry field appears.

   Note: If an Eye icon appears instead of the Pencil icon, you have view only access to this page.

6. Edit the information as needed. For field descriptions, see *How to Add a Screening Student Entry Field Display Value.*
7. Click **Update**.
8. Repeat Step 5 through Step 7 for each student entry field display value you want to edit.
9. Click **Submit**.

How to Delete a Screening Student Entry Field Display Value

Use this procedure to delete a display value for a screening student entry field that may have been created in error or that is no longer in use.

Note: If a screening display value is associated to a student, it cannot be deleted. First remove the screening display value from all students and then it may be deleted.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General Functions, click **Health**. The Health page appears.
3. Click the **Screenings** tab.
4. On the Screenings tab, click the screening type for which you want to delete a display value. Student entry fields for the selected screening appear.

   Note: Click the **Display Value**, **State Code**, or **State Name** column to sort by that column.

5. Click the **Minus (-)** button next to the student entry field display you want to remove. The student entry field display appears shaded.

   Note: Click the **Revert** icon (counterclockwise arrow) to undo the deletion.

6. Repeat Step 5 for each student entry field display value you want to delete.
7. Click **Submit**.

Set Up Office Visits

When setting up offices visits, you can define display values for the following three student entry fields: Office Visit Type, Office Visit Provider Type, and Office Visit Outcome. For each student entry field, the following values may be defined: Display Value, State Report Name, and State Report Code. For state-specific information, see PowerSchool's recommended state-specific setup of Health Management settings available on **PowerSource** in your state reporting setup guide. Defined values appear on the Add Office Visit and Edit Office Visit dialogs on the student Health page's Office Visits tab. For more information, see *Enter Student Office Visits*.

How to Add an Office Visit Student Entry Field Display Value

Use this procedure to add as many display values to each office visit student entry field as needed.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General Functions, click **Health**. The Health page appears.
3. Click the **Office Visits** tab.

   Note: Click the **Display Value**, **State Code**, or **State Name** column to sort by that column.

4. On the Office Visits tab, click **+ Add** next to the student entry field for which you want to add a display value**:**
   - **Office Visit Type**
   - **Office Visit Type Provider**
   - **Office Visit Outcome**
5. On the Add dialog for the selected student entry field, enter information in the fields:

Field	Description
Display Value	Enter the name of the office visit type, office visit provider type, or office visit outcome.
State Report Name	Do one of the following: • Enter the name specified by your state; see your PowerSchool state reporting setup guide. • Enter a district-defined name. • Leave this field blank.
State Report Code	Do one of the following: • Enter the code specified by your state; see your PowerSchool state reporting setup guide. • Enter a district-defined code. • Leave this field blank.

6. Click **Add**.
7. Repeat Step 4 through Step 6 for each student entry field display value you want to add.
8. Click **Submit**.

How to Edit an Office Visit Student Entry Field Display Value

Use this procedure to edit an office visit student entry field display value.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General Functions, click **Health**. The Health page appears.
3. Click the **Office Visits** tab.

   Note: Click the **Display Value**, **State Code**, or **State Name** column to sort by that column.

4. Click the **Pencil** icon next to the student entry field display value you want to edit. The Edit dialog for the selected student entry field appears.

   Note: If an Eye icon appears instead of the Pencil icon, you have view only access to this page.

5. Edit the information as needed. For field descriptions, see *How to Add an Office Visit Student Entry Field Display Value.*
6. Click **Update**.
7. Repeat Step 4 through Step 6 for each student entry field display value you want to edit.
8. Click **Submit**.

How to Delete an Office Visit Student Entry Field Display Value

Use this procedure to delete a display value for an office visit student entry field that may have been created in error or that is no longer in use.

Note: If an office visit display value is associated to a student, it cannot be deleted. First remove the office visit display value from all students and then it may be deleted.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General Functions, click **Health**. The Health page appears.
3. Click the **Office Visits** tab.

   Note: Click the **Display Value**, **State Code**, or **State Name** column to sort by that column.

4. On the Office Visits tab, click the **Minus (-)** button next to the student entry field display value you want to remove. The student entry field display value appears shaded.

   Note: Click the **Revert** icon (counterclockwise arrow) to undo the deletion.

5. Repeat Step 4 for each student entry field display value you want to delete.
6. Click **Submit**.

Set Up Grade Level Entry Certifications

Depending on the state, one or many grade level entry certifications must occur for students in a district to ensure that health-related requirements have been met prior to entry into a given grade level. Use the following procedures to define grade levels that require entry certification. For state-specific information, see PowerSchool's recommended state-specific setup of Health Management settings available on **PowerSource** in your state reporting setup guide. Defined values appear in the **+ Add Grade Level** pop-up menu on the student Health page's Grade Level Entry Certifications tab. For more information, see *Enter Student Grade Level Entry Certification Records*.

Note: This topic covers how to add, edit, and delete grade level entry certifications. To add, edit, and delete certification status values, see *Set Up Certification Status Values*.

How to Add a Grade Level Entry Certification

Use this procedure to add as many grade level entry certifications as needed.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General Functions, click **Health**. The Health page appears.
3. Click the **Grade Level Entry Certifications** tab.

   Note: Click the **Grade Level** or **Description** column to sort by that column.

4. On the Grade Level Entry Certifications tab under Grade Level Entry Certifications, click **+ Add**. The Add Grade Level Entry Certification dialog appears.
5. Use the following table to enter information in the fields:

Field	Description
Grade Level	Choose a grade level from the pop-up menu.
Description	Enter any additional comments pertaining to the grade level entry certification.

6. Click **Add**.
7. Repeat Step 4 through Step 6 for each grade level entry certification you want to add.
8. Click **Submit**.

How to Edit a Grade Level Entry Certification

Use this procedure to edit a grade level entry certification.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General Functions, click **Health**. The Health page appears.
3. Click the **Grade Level Entry Certifications** tab.

   Note: Click the **Grade Level** or **Description** column to sort by that column.

4. Click the **Pencil** icon next to the grade level entry certification you want to edit. The Edit Grade Level Entry Certification dialog appears.

Note: If an Eye icon appears instead of the Pencil icon, you have view only access to this page.

5. Edit the information as needed. For field descriptions, see *How to Add a Grade Level Entry Certification*.
6. Click **Update**.
7. Repeat Step 4 through Step 6 for each grade level entry certification you want to edit.
8. Click **Submit**.

How to Delete a Grade Level Entry Certification

Use this procedure to delete a grade level entry certification that may have been created in error or that is no longer in use.

Note: If a grade level entry certification is associated to a student, it cannot be deleted. First remove the grade level entry certification from all students and then it may be deleted.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General Functions, click **Health**. The Health page appears.
3. Click the **Grade Level Entry Certifications** tab.

   Note: Click the **Grade Level** or **Description** column to sort by that column.

4. On the Grade Level Entry Certifications tab under Grade Level Entry Certifications, click the **Minus (-)** button next to the grade level entry certification you want to remove. The grade level entry certification appears shaded.

   Note: Click the **Revert** icon (counterclockwise arrow) to undo the deletion.

5. Repeat Step 4 for each grade level entry certification you want to delete.
6. Click **Submit**.

Set Up Certification Status Values

If one or many **grade level entry certifications** have been defined, use the following procedures to define status values that may be used to indicate the progress of a grade level entry certification. For state-specific information, see PowerSchool's recommended state-specific setup of Health Management settings available on **PowerSource** in your state reporting setup guide. Defined values appear in the **Certification Status** pop-up menu. For more information, see *Enter Student Grade Level Entry Certification Records*.

Note: This topic covers how to add, edit, and delete certification status values. To add, edit, and delete grade level entry certifications, see *Set Up Grade Level Entry Certifications.*

How to Add a Certification Status Value

Use this procedure to add as many certification status values as needed.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General Functions, click **Health**. The Health page appears.
3. Click the **Grade Level Entry Certification** tab.

   Note: Click the **Display Value**, **State Code**, or **State Name** column to sort by that column.

4. On the Grade Level Entry Certifications tab under Certification Status Values, click **+ Add**. The Add Certification Status Value dialog appears.
5. Use the following table to enter information in the fields:

Field	Description
Display Value	Enter the name of the certification status value.
State Report Name	Do one of the following: • Enter the name specified by your state; see your PowerSchool state reporting setup guide. • Enter a district-defined name. • Leave this field blank.
State Report Code	Do one of the following: • Enter the code specified by your state; see your PowerSchool state reporting setup guide. • Enter a district-defined code. • Leave this field blank.

6. Click **Add**.
7. Repeat Step 4 through Step 6 for each certification status value you want to add.
8. Click **Submit**.

How to Edit a Certification Status Value

Use this procedure to edit a certification status value.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General Functions, click **Health**. The Health page appears.
3. Click the **Grade Level Entry Certification** tab.

   Note: Click the **Display Value**, **State Code**, or **State Name** column to sort by that column.

4. On the Grade Level Entry Certifications tab under Certification Status Values, click the **Pencil** icon next to the certification status value you want to edit. The Edit Certification Status Value dialog appears.

Note: If an Eye icon appears instead of the Pencil icon, you have view only access to this page.

5. Edit the information as needed. For field descriptions, see *How to Add a Certification Status Value*.
6. Click **Update**.
7. Repeat Step 4 through Step 6 for each certification status value you want to edit.
8. Click **Submit**.

How to Delete a Certification Status Value

Use this procedure to delete a certification status value that may have been created in error or that is no longer in use.

Note: If a certification status value is associated to a student, it cannot be deleted. First remove the certification status value from all students and then it may be deleted.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General Functions, click **Health**. The Health page appears.
3. Click the **Grade Level Entry Certification** tab.

   Note: Click the **Display Value**, **State Code**, or **State Name** column to sort by that column.

4. On the Grade Level Entry Certifications tab under Certification Status Values, click the **Minus (-)** button next to the certification status value you want to remove. The certification status value appears shaded.

   Note: Click the **Revert** icon (counterclockwise arrow) to undo the deletion.

5. Repeat Step 4 for each certification status value you want to delete.
6. Click **Submit**.

Student Entry

Enter Student Immunization Information

Using the Immunizations tab on the student Health page, you can enter immunization data for a student. The Immunizations tab accommodates an unlimited number of vaccines, quick data entry, and provides real-time dose date validation.

Note: Based on your group security permissions, you may be able to view only or you may be able to view/modify. For more information, see *Set Group Security Permissions*.

How to View a Student's Vaccine Summary

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Information, choose **Health** from the student pages menu. The Health page appears for that student.
3. Click the **Immunizations** tab, if needed.
4. On the Immunizations tab, hover over the vaccine name you want to view. The following information appears for the selected vaccine:

   - Vaccine Description
   - Vaccine Code
   - Number of Doses
   - Is Mandatory
   - Exemption Type
   - Out of Compliance
   - Comments

How to Enter a Student's Immunization Information

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Information, choose **Health** from the student pages menu. The Health page appears for that student.
3. Click the **Immunizations** tab, if needed.
4. On the Immunizations tab, use the following table to enter information in the fields:

   Note: When entering information in a pop-up, you can press **Tab** to scroll through pop-up fields; tabbing from the last field saves and closes the pop-up; press **Esc** to cancel and close the pop-up, and press **Return** (Mac) or **Enter** (Windows) to save and close the pop-up.

Field	Description
[Compliance Message]	A message appears indicating the number of immunizations that are out of compliance, if any.

Field	Description
Vaccine	1. Click the name of the vaccine. The [Vaccine Name] pop-up appears. 2. Do one or more of the following: ▪ If the vaccine is optional or if vaccine compliance is manually assessed at the vaccine level, select the **Out of compliance** checkbox to indicate the immunization is out of compliance. Alternatively, deselect the **Out of compliance** checkbox to indicate the immunization is in compliance. **Note:** This checkbox does not appear if vaccine compliance is automatically assessed at the dose level. For more information, see *Rules Engine*. ▪ Indicate the student is exempt from the immunization by choosing the appropriate **Exemption Type** from pop-up menu. ▪ Enter additional information regarding the immunization in the **Comment** field. 3. Press **Tab** to save and close the pop-up.
Date each dose was given	1. Click the appropriate dose cell of the vaccine for which you want to enter information. A pop-up appears. 2. Enter the date the dose was administered or click the **Calendar** icon to select a date. Use the Arrow icons to select a different month. 3. Choose the appropriate **Certificate Type** from the pop-up menu. 4. Press **Tab** to save and close the pop-up and open the next does pop-up.
[Legend]	The following icons are used to provide visual indicators about information pertaining to a vaccine: • This icon indicates the student has not received the vaccination and therefore is out of compliance. • If vaccine compliance is automatically assessed at the dose level, this icon indicates the student has not yet received the latest dose of a vaccination and therefore is out of compliance. **Note:** This icon does not appear if vaccine compliance is manually assessed at the vaccine level. For more information, see *Rules Engine.*

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td></td><td>This icon indicates the student is exempt from being administered the vaccination.
This icon indicates the vaccination is optional.</td></tr>
<tr><td>Description of Change</td><td>Enter the reason for updating the student’s immunization information.</td></tr>
<tr><td>View Change History</td><td>Click to view the student’s immunization change history. The Change History dialog appears.
Do one or more of the following:
Click the arrow next to the date to expand the list.
Click the arrow again to condense the list.
Click Expand All Items to view all entries.
Click Collapse All Items to minimize all entries.
Click X to close the dialog.</td></tr>
<tr><td>[Confirmation]</td><td>Once you have completed entering a student’s immunization information, you must select the checkbox attesting that all values you entered are accurate and reflective of the certificate data presented to you before you can submit the information.

Note: If this checkbox does not appear, your district does not require it.</td></tr>
</table>

4. Click **Submit**.

How to Edit a Student’s Immunization Information

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Information, choose **Health** from the student pages menu. The Health page appears for that student.
3. Click the **Immunizations** tab, if needed.
4. On the Immunizations tab, edit the information as needed. For field descriptions, see *How to Enter a Student's Immunization Information*.
5. Click **Submit**.

How to View a Student’s Immunization Information Change History

1. On the start page, search for and select a student. For more information, see *Search and Select*.

2. Under Information, choose **Health** from the student pages menu. The Health page appears for that student.
3. Click the **Immunizations** tab, if needed.
4. On the Immunizations tab, click **View Change History**. The Change History dialog appears.
5. Do one of the following:

   - Click the arrow next to **the date** to expand the list.
   - Click the arrow again to condense the list.
   - Click **Expand All Items** to view all entries.
   - Click **Collapse All Items** to minimize all entries.

6. Click **X** to close the dialog.

Enter Student Screening Records

Using the Screenings tab on the student Health page, you can enter screening information for a student. The Screenings tab provides you with the ability to record an unlimited number of hearing, oral health, Scoliosis, Tuberculosis, vision and color, and vital signs/biometrics examinations. Additionally, a screening summary page provides quick access to historical screening information. This topic covers how to add, edit, and delete student screening records. To add, edit, and delete student screening waivers, see *Enter Student Screening Waivers*.

Note: Based on your group security permissions, you may be able to view only, view/modify, or view/modify/delete. For more information, see *Set Group Security Permissions*.

How to View a Student's Screening Summary

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Information, choose **Health** from the student pages menu. The Health page appears for that student.
3. Click the **Screenings** tab. The Screenings tab displays the following information:

   Note: Click the **Type**, **Date**, **Outcome** or **Comment** column to sort by that column.

Field	Description
Type	The type of screening that was administered: • Hearing Screening • Oral Health Screening • Scoliosis Screening • Tuberculosis Screening • Vision Screening • Vital Signs/Biometrics Screening Hover over the screening name to view the following

Field	Description
	information: • Screening Provider Name • Screening Provider Type • Grade Level • [Screening information]
Date	The date the screening was performed.
Outcome	The decision or action taken as a result of the screening.
Comment	Additional information regarding the screening.

How to Add a Hearing Screening Record

Use this procedure to enter hearing screening information for a student.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Information, choose **Health** from the student pages menu. The Health page appears for that student.
3. Click the **Screenings** tab.

   Note: Click the **Type**, **Date**, **Outcome** or **Comment** column to sort by that column.

4. On the Screenings tab, click **+ Add Screening** and choose **Hearing Screening**. The Add Hearing Screening dialog appears.
5. Use the following table to enter information in the Screening Details fields:

Field	Description
Screening Provider Name	Enter the name of the person or facility that performed the screening. **Note:** This setting is retained as you move through PowerSchool.
Screening Date	Enter the date the screening was performed or click the **Calendar** icon to select a date. Use the **Arrow** icons to select a different month.
Screening Provider Type	Use the pop-up menu to further indicate who performed the screening, such Internal or External. **Note:** This setting is retained as you move through PowerSchool.
Grade Level	Use the pop-up menu to indicate the grade level the student was in when the screening was administered.

Field	Description
	Note: By default, the student's current grade level appears.

6. Use the following table to enter information in the Hearing Test fields:

Field	Description
Right Ear Test Result	Use the pop-up menu to indicate right ear hearing test results, such as Normal, Discharge, Foreign Objects, Cerement, Failure @ 500/25 db, Failure @ 1000/25 db, Failure @ 2000/25 db, Failure @ 4000/25 db, Failure @ 2 or more frequencies, Permanent Disability, or Unable to Test.
Left Ear Test Result	Use the pop-up menu to indicate left ear hearing test results, such as Normal, Discharge, Foreign Objects, Cerement, Failure @ 500/25 db, Failure @ 1000/25 db, Failure @ 2000/25 db, Failure @ 4000/25 db, Failure @ 2 or more frequencies, Permanent Disability, or Unable to Test.
Test Type	Use the pop-up menu to indicate the type of hearing test that was administered.
Hearing Referral Date	Enter the date the student was recommended a hearing aid or click the **Calendar** icon to select a date. Use the **Arrow** icons to select a different month.
Hearing Aid	Enter the type of hearing aid that has been recommended to the student.
Test Conducted Late	Use the checkbox to indicate whether or not the hearing screening was administered on time.

7. Use the following table to enter information in the Outcome & Comment fields:

Field	Description
Screening Outcome	Use the pop-up menu to indicate the decision or action taken as a result of the screening. **Note:** Display values vary based on selected screening: • Hearing and Vision and Color screenings values may include Referred to Doctor/New Case, Referred to Doctor, Failed/Not Referred, No Change, Improved by Prescription, Screening Inconclusive, Permanent Disability, Passed, or Referred Non-Acuity Pr ob. • Oral Health screenings values may include No Visible Decay, Visible Decay, or Visible Decay and

Field	Description
	Fillings Present. • Scoliosis, Tuberculosis, and Vital Signs/Biometrics screenings values may include Pass or Fail.
Comment	Enter additional information regarding the screening, as needed.

8. Click **Add**. The Add Hearing dialog closes.
9. Click **Submit**.

How to Add an Oral Health Screening Record

Use this procedure to enter oral health screening information for a student.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Information, choose **Health** from the student pages menu. The Health page appears for that student.
3. Click the **Screenings** tab.

   Note: Click the **Type**, **Date**, **Outcome** or **Comment** column to sort by that column.

4. On the Screenings tab, click **+ Add Screening** and choose **Oral Health Screening**. The Add Oral Health Screening dialog appears.
5. Enter information in the Screening Details fields, as needed. For Screening Details field descriptions, see *How to Enter a Hearing Screening Record*.
6. Use the following table to enter information in the Assessment fields:

Field	Description
Dental Sealants Present	Use the pop-up menu to indicate whether or not the student has received dental sealants, such as Yes or No.
Malocclusion	Use the pop-up menu to indicate whether or not the student has been diagnosed with Malocclusion, such as Yes or No.
History of Caries Present	Use the pop-up menu to indicate whether or not the student has a history of Caries, such as Yes or No.
Untreated Caries Present	If a student has been diagnosed with Caries, use the pop-up menu to indicate whether or not the student has received treatment, such as Yes or No.
Treatment Urgency	Use the pop-up menu to indicate the need for treatment, such as, No obvious problem found, Early dental care is recommended, or Urgent care is needed.

7. Enter information in the Outcome & Comment fields, as needed. For Outcome & Comment field descriptions, see *How to Enter a Hearing Screening Record*.
8. Click **Add**. The Add Oral Health Screening dialog closes.
9. Click **Submit**.

How to Add a Scoliosis Screening Record

Use this procedure to enter Scoliosis screening information for a student.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Information, choose **Health** from the student pages menu. The Health page appears for that student.
3. Click the **Screenings** tab.

   Note: Click the **Type**, **Date**, **Outcome** or **Comment** column to sort by that column.

4. On the Screenings tab, click **+ Add Screening** and choose **Scoliosis Screening**. The Add Scoliosis Screening dialog appears.
5. Enter information in the Screening Details fields, as needed. For Screening Details field descriptions, see *How to Enter a Hearing Screening Record*.
6. Use the following table to enter information in the X-Ray fields:

Field	Description
X-Ray Film Date	Enter the date timestamp of the X-Ray film or click the **Calendar** icon to select a date. Use the **Arrow** icons to select a different month.
X-Ray Film Impression	Use the pop-up menu to indicate the severity of the Scoliosis, such as Abnormal, Normal, or No X-Ray.

7. Enter information in the Outcome & Comment fields, as needed. For Outcome & Comment field descriptions, see *How to Enter a Hearing Screening Record*.
8. Click **Add**. The Add Scoliosis Screening dialog closes.
9. Click **Submit**.

How to Add a Tuberculosis Screening Record

Use this procedure to enter Tuberculosis screening information for a student.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Information, choose **Health** from the student pages menu. The Health page appears for that student.
3. Click the **Screenings** tab.

   Note: Click the **Type**, **Date**, **Outcome** or **Comment** column to sort by that column.

4. On the Screenings tab, click **+ Add Screening** and choose **Tuberculosis Screening**. The Add Tuberculosis Screening dialog appears.
5. Enter information in the Screening Details fields, as needed. For Screening Details field descriptions, see *How to Enter a Hearing Screening Record*.
6. Use the following table to enter information in the Test and X-Ray fields:

Field	Description
Skin Test Given Date	Enter the date timestamp the skin test was performed or click the **Calendar** icon to select a date. Use the **Arrow** icons to select a different month.
Skin Test Read Date	Enter the date timestamp the skin test was read or click the **Calendar** icon to select a date. Use the **Arrow** icons to select a different month.
Skin Test Type	Use the pop-up menu to indicate the type of skin test that was administered.
In duration Size	Enter the size of the in duration in millimeters (mm).
Skin Test Result	Use the pop-up menu to indicate the results of the impression, such as Positive or Negative.
Chest X-Ray Film Date	Enter the date timestamp of the chest X-Ray film or click the **Calendar** icon to select a date. Use the **Arrow** icons to select a different month.
Chest X-Ray Impression	Use the pop-up menu to indicate the results of the chest X-Ray impression, such as Normal or Abnormal.

7. Enter information in the Outcome & Comment fields, as needed. For Outcome & Comment field descriptions, see *How to Enter a Hearing Screening Record*.
8. Click **Add**. The Add Tuberculosis Screening dialog closes.
9. Click **Submit**.

How to Add a Vision and Color Screening Record

Use this procedure to enter vision and color screening information for a student.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Information, choose **Health** from the student pages menu. The Health page appears for that student.
3. Click the **Screenings** tab.

   Note: Click the **Type**, **Date**, **Outcome** or **Comment** column to sort by that column.

4. On the Screenings tab, click **+ Add Screening** and choose **Vision and Color Screening**. The Add Vision and Color Screening dialog appears.

5. Enter information in the Screening Details fields, as needed. For Screening Details field descriptions, see *How to Enter a Hearing Screening Record*.
6. Use the following table to enter information in the Vision and Color fields:

Field	Description
Vision Referral Date	Enter the date the student was recommended a vision aid or click the **Calendar** icon to select a date. Use the **Arrow** icons to select a different month.
Test Conducted Late	Use the pop-up menu to indicate whether or not the vision screening was administered on time, such as Yes or No.
Right Eye Vision Test Result	Use the pop-up menu to indicate the results of the right eye test, such as 20/20, 20/30, 20/40, 20/50, 20/70, 20/100, 20/200, 20/20 Corrected, 20/30 Corrected, 20/40 Corrected, 20/50 Corrected, 20/70 Corrected, 20/100 Corrected, 20/200 Corrected, Signs, Permanent Disability, and Unable to Test.
Left Eye Vision Test Result	Use the pop-up menu to indicate the results of the left eye test, such as 20/20, 20/30, 20/40, 20/50, 20/70, 20/100, 20/200, 20/20 Corrected, 20/30 Corrected, 20/40 Corrected, 20/50 Corrected, 20/70 Corrected, 20/100 Corrected, 20/200 Corrected, Signs, Permanent Disability, and Unable to Test.
Color Blind Test Result	Use the pop-up menu to indicate the results of the color blind test, such as Pass, Fail Blue/Yellow, or Fail Red/Green.
Vision Aid	Enter the type of vision aid that has been recommended to the student.

7. Enter information in the Outcome & Comment fields, as needed. For Outcome & Comment field descriptions, see *How to Enter a Hearing Screening Record*.
8. Click **Add**. The Add Vision and Color Screening dialog closes.
9. Click **Submit**.

How to Add a Vital Signs/Biometrics Screening Record

Use this procedure to enter vital signs and biometrics screening information for a student.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Information, choose **Health** from the student pages menu. The Health page appears for that student.
3. Click the **Screenings** tab.

   Note: Click the **Type**, **Date**, **Outcome** or **Comment** column to sort by that column.

4. On the Screenings tab, click **+ Add Screening** and choose **Vital Signs/Biometrics Screening**. The Add Vital Signs/Biometrics Screening dialog appears.
5. Enter information in the Screening Details fields, as needed. For Screening Details field descriptions, see *How to Enter a Hearing Screening Record*.
6. Use the following table to enter information in the Biometrics fields:

Field	Description
Height	Enter the student's height in inches, if your district is using US units of measure, or meters, if your district is using international units of measure. **Note:** Two decimal places allowed.
Height Percentile	Enter the student's height percentile.
Weight	Enter the student's weight in pounds, if your district is using US units of measure, or kilograms, if your district is using international units of measure. **Note:** Two decimal places allowed.
Weight Percentile	Enter the student's weight percentile.
Weight Status	Use the pop-up menu to indicate the student's weight status, such as Normal, Obese, Overweight, or Underweight.
BMI	The student's Body Mass Index is calculated automatically once a height and weight is entered.

7. Use the following table to enter information in the Vital Signs fields:

Field	Description
Systolic Blood Pressure	Enter the student's Systolic Blood Pressure.
Diastolic Blood Pressure	Enter the student's Diastolic Blood Pressure.
Resting Heart Rate	Enter the student's resting heart rate.
Temperature	Enter the student's body temperature.

8. Enter information in the Outcome & Comment fields, as needed. For Outcome & Comment field descriptions, see *How to Enter a Hearing Screening Record*.
9. Click **Add**. The Add Vital Signs/Biometrics Screening dialog closes.
10. Click **Submit**.

How to Edit a Screening Record

Use this procedure to edit screening information for a student.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Information, choose **Health** from the student pages menu. The Health page appears for that student.
3. Click the **Screenings** tab.

   Note: Click the **Type**, **Date**, **Outcome** or **Comment** column to sort by that column.

4. On the Screenings tab, click the **Pencil** icon next to the screening record you want to edit. The Edit Screening dialog for the selected screening record appears.

   Note: If an Eye icon appears instead of the Pencil icon, you have view only access to this information. Click the **Eye** icon next to the screening record you want to view. The Screening dialog appears. When you are done viewing, close the dialog.

5. Edit information as needed. For field descriptions, see the appropriate *How to Add a Screening Record* procedure.
6. Enter the reason for updating the screening record in the **Change Reason** text box.
7. Click **Update**. The Edit Screening dialog closes.
8. Click **Submit**.

How to Delete a Screening Record

Use this procedure to delete a student's screening record that may have been created in error.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Information, choose **Health** from the student pages menu. The Health page appears for that student.
3. Click the **Screenings** tab.

   Note: Click the **Type**, **Date**, **Outcome** or **Comment** column to sort by that column.

4. On the Screenings tab, click the **Minus (-)** button next to the screening record you want to delete. The screening record appears shaded.

   Note: Click the **Revert** icon (counterclockwise arrow) to undo the deletion.

5. Repeat Step 4 for each screening record you want to delete.
6. Click **Submit**.

Enter Student Screening Waivers

In addition to entering screening information for a student using the Screenings tab on the student Health page, you can also create waivers specific to each screening type. This topic covers how to add, edit, and delete student screening waivers. To add, edit, and delete student screening records, see *Enter Student Screening Records*.

Note: Based on your group security permissions, you may be able to view only, view/modify, or view/modify/delete. For more information, see *Set Group Security Permissions*.

How to View a Student's Screening Waiver Summary

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Information, choose **Health** from the student pages menu. The Health page appears for that student.
3. Click the **Screenings** tab. The Screenings tab displays the following information:

Note: Click the **Type**, **Date**, **Outcome** or **Comment** column to sort by that column.

Field	Description
Type	The type of screening waiver: • Hearing Waiver • Oral Health Waiver • Scoliosis Waiver • Tuberculosis Waiver • Vision Waiver • Vital Signs/Biometrics Waiver Hover over the screening waiver name to view the following information: • Parent Requesting Waiver • Grade Level • Waiver Reason
Date	The date the screening was waived.
Outcome	Not applicable to waivers. **Note:** Only applicable to screenings.
Comment	Additional information regarding the screening waiver.

How to Add a Screening Waiver

Use this procedure to enter screening waiver information for a student.

1. On the start page, search for and select a student. For more information, see *Search and Select*.

2. Under Information, choose **Health** from the student pages menu. The Health page appears for that student.
3. Click the **Screenings** tab.

   Note: Click the **Type**, **Date**, **Outcome** or **Comment** column to sort by that column.

4. On the Screenings tab, click **+ Add Waiver** and choose one of the following:

   - **Hearing Waiver**
   - **Oral Health Waiver**
   - **Scoliosis Waiver**
   - **Tuberculosis Waiver**
   - **Vision Waiver**
   - **Vital Signs/Biometrics Waiver**

   The Add Waiver dialog for the selected screening appears.

5. Use the following table to enter information in the Screening Waiver Details fields:

Field	Description
Parent Requesting Waiver	Enter the name of the parent or guardian who requested the screening waiver.
Waiver Date	Enter the date the screening was waived or click the **Calendar** icon to select a date. Use the **Arrow** icons to select a different month. **Note:** By default, today's date appears.
Grade Level	Use the pop-up menu to indicate the grade level the student was in when the screening waiver was requested. **Note:** By default, the student's current grade level appears.

6. Use the following table to enter information in the Reason & Comment fields:

Field	Description
Waiver Reason	Use the pop-up menu to indicate the reason the screening waiver was requested.
Comment	Enter additional information regarding the screening waiver, as needed.

7. Click **Add**. The Add Screening Waiver dialog closes.
8. Click **Submit**.

How to Edit a Screening Waiver

Use this procedure to edit screening waiver information for a student.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Information, choose **Health** from the student pages menu. The Health page appears for that student.
3. Click the **Screenings** tab.

   Note: Click the **Type**, **Date**, **Outcome** or **Comment** column to sort by that column.

4. On the Screenings tab, click the **Pencil** icon next to the screening waiver you want to edit. The Edit Screening Waiver dialog appears.

   Note: If an Eye icon appears instead of the Pencil icon, you have view only access to this page.

5. Edit information as needed. For field descriptions, see *How to Add a Screening Waiver*.
6. Click **Update**. The Edit Screening Waiver dialog closes.
7. Click **Submit**.

How to Delete a Screening Waiver

Use this procedure to delete a student's screening waiver that may have been created in error.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Information, choose **Health** from the student pages menu. The Health page appears for that student.
3. Click the **Screenings** tab.

   Note: Click the **Type**, **Date**, **Outcome** or **Comment** column to sort by that column.

4. On the Screenings tab, click the **Minus (-)** button next to the screening waiver you want to delete. The screening waiver appears shaded.

   Note: Click the **Revert** icon (counterclockwise arrow) to undo the deletion.

5. Repeat Step 4 for each screening waiver you want to delete.
6. Click **Submit**.

Enter Student Office Visits

Students are seen in the school nurse's office for a variety of reasons. Using the Office Visits tab on the student Health page, you can enter office visit information for a student.

Note: Based on your group security permissions, you may be able to view only, view/modify, or view/modify/delete. For more information, see *Set Group Security Permissions*.

How to Add an Office Visit Record

1. Use this procedure to enter office visit information for a student.
2. On the start page, search for and select a student. For more information, see *Search and Select*.
3. Under Information, choose **Health** from the student pages menu. The Health page appears for that student.
4. Click the **Office Visits** tab.

   Note: Click the **Visit Type**, **Date**, or **Reason** column to sort by that column.

5. On the Office Visits tab, click **+ Add**. The Add Office Visit dialog appears.
6. Use the following table to enter information in the Visit Details fields:

Field	**Description**
Visit Type	Use the pop-up menu to indicate the purpose of the office visit.
Contact with Parent	Select the checkbox to indicate that a parent of the student has been contacted as a result of the office visit. Otherwise, leave blank.
Provider Name	Enter the name of the person conducting the office visit. **Note:** By default, the name of the user signed in appears.
Provider Type	Use the pop-up menu to indicate the type of office visit. **Note:** This setting is retained as you move through PowerSchool.
Visit Date	Enter the date the student visited the office or click the **Calendar** icon to select a date. Use the **Arrow** icons to select a different month. **Note:** By default, today's date appears.
Visit Time In	Enter the time the student’s office visit began. **Note:** By default, the current time appears.
Visit Time Out	Enter the time the student’s office visit ended. **Note:** The first time you click the field, the field automatically populates with the current time.

7. Use the following table to enter information in the Visit Reasons fields:

Field	Description
Issue/Visit Reason	Enter a description of the issue or reason for the office visit, if needed.
Assessment	Enter a description of the assessment of the issue or reason for the office visit, if needed.

8. Use the following table to enter information in the Outcome & Actions fields:

Field	Description
Visit Outcome	Use the pop-up menu to indicate the decision or action taken as a result of the office visit.
Actions	Enter additional information regarding the decision or action taken as a result of the office visit, as needed.

9. Click **Add**. The Add Office Visit dialog closes.
10. Click **Submit**.

How to Edit an Office Visit Record

Use this procedure to edit office visit information for a student.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Information, choose **Health** from the student pages menu. The Health page appears for that student.
3. Click the **Office Visits** tab.

   Note: By default, office visits are sorted by date with the most recent office visit appearing first. Click the **Visit Type**, **Date**, or **Reason** column to sort by that column.

4. On the Office Visits tab, click the **Pencil** icon next to the office visit record you want to edit. The Edit Office Visit dialog appears.

   Note: If an Eye icon appears instead of the Pencil icon, you have view only access to this information. Click the **Eye** icon next to the office visit record you want to view. The Office Visit dialog appears. When you are done viewing, close the dialog.

5. Edit information as needed. For field descriptions, see *How to Add an Office Visit Record*.
6. Enter the reason for updating the screening record in the **Change Reason** text box.
7. Click **Update**. The Edit Office Visit dialog closes.
8. Click **Submit**.

How to Delete an Office Visit Record

Use this procedure to delete a student's office visit record that may have been created in error.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Information, choose **Health** from the student pages menu. The Health page appears for that student.
3. Click the **Office Visits** tab.

   Note: Click the **Visit Type**, **Date**, or **Reason** column to sort by that column.

4. On the Office Visits tab, click the **Minus (-)** button next to the office visit record you want to delete. The office visit record appears shaded.

   Note: Click the **Revert** icon (counterclockwise arrow) to undo the deletion.

5. Repeat Step 4 for each office visit record you want to delete.
6. Click **Submit**.

How to View a Student's Office Visit Record Change History

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Information, choose **Health** from the student pages menu. The Health page appears for that student.
3. Click the **Office Visit** tab.
4. On the Office Visit tab, click **View Change History**. The Change History dialog appears.
5. Do one of the following:

   - Click the arrow next to **the date** to expand the list.
   - Click the arrow again to condense the list.
   - Click **Expand All Items** to view all entries.
   - Click **Collapse All Items** to minimize all entries.

6. Click **X** to close the dialog.

Enter Student Grade Level Entry Certification Records

Your state may require grade level entry certifications to be recorded to ensure that health-related requirements have been met prior to a student's entry into a grade level. Using the Grade Level Entry Certifications tab on the student Health page, you can enter health-related grade entry requirements for a student.

Note: Based on your group security permissions, you may be able to view only, view/modify, or view/modify/delete. For more information, see *Set Group Security Permissions*.

How to Add a Grade Level Entry Certification Record

Use this procedure to enter grade level entry certification information for a student.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Information, choose **Health** from the student pages menu. The Health page appears for that student.
3. Click the **Grade Level Entry Certifications** tab.

   Note: Click the **Grade Level**, **Date**, **Comment**, or **Certification Status** column to sort by that column.

4. On the Grade Level Entry Certifications tab, click **+ Add Grade Level** and choose the grade level for which you want to add the certification. The Add Grade Level Entry Certification dialog appears.
5. Use the following table to enter information in the fields:

Field	Description
Certifier	Enter the first and last name of the individual certifying the grade level entry.
Certification Date	Enter the certification date or click the **Calendar** icon to select a date. Use the **Arrow** icons to select a different month.
Certification Status	Use the pop-up menu to choose the appropriate certification status.
Comment	Enter additional information regarding the certification, as needed.

6. Click **Add**. The Add Grade Level Entry Certification dialog closes.
7. Click **Submit**.

How to Edit a Grade Level Entry Certification Record

Use this procedure to edit grade level entry certification information for a student.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Information, choose **Health** from the student pages menu. The Health page appears for that student.
3. Click the **Grade Level Entry Certifications** tab.

   Note: Click the **Grade Level**, **Date**, **Comment**, or **Certification Status** column to sort by that column.

4. On the Grade Level Entry Certifications tab, click the **Pencil** icon next to the grade level entry certification record you want to edit. The Edit Grade Level Entry Certification dialog appears.

   Note: If an Eye icon appears instead of the Pencil icon, you have view only access to this page.

5. Edit information as needed. For field descriptions, see *How to Add a Grade Level Entry Certification Record*.
6. Click **Update**. The Edit Grade Level Entry Certification dialog closes.
7. Click **Submit**.

How to Delete a Grade Level Entry Certification Record

Use this procedure to delete a student's grade level entry certification record that may have been created in error.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Information, choose **Health** from the student pages menu. The Health page appears for that student.
3. Click the **Grade Level Entry Certifications** tab.

   Note: Click the **Grade Level**, **Date**, **Comment**, or **Certification Status** column to sort by that column.

4. On the Grade Level Entry Certifications tab, click the **Minus (-) button** next to the grade level entry certification record you want to delete. The grade level entry certification record appears shaded.
5. Repeat Step 4 for each grade level entry certification record you want to delete.
6. Click **Submit**.

Student Search

Search for Students by Immunization Compliance

The immunization compliance function provides you with the ability to search for students based on their compliancy status and/or exemption status for one or more vaccines.

How to Search for Students by Immunization Compliance

Note: You can also access this function by clicking **Special Functions > Groups Functions** with your current selection of students.

1. On the start page, search for and select a group of students. The Student Selection page appears. For more information, see *Select a Group of Students*.
2. Choose **Immunization Compliance** from the **Select a function for this group of students** pop-up menu. The Immunization Compliance page appears.
3. Use the following table to enter information in the fields:

Field	Description
Students	Indicate which students you want to search for by selecting one of the following options: • Select **All active students** to search all students currently enrolled in the selected school. • Select **The selected students** to search only students within the current selection.
Vaccine	Indicate which vaccine(s) you want to evaluate by selecting one of the following options: • Select **Any mandatory vaccines** to evaluate any vaccines. Selecting this option returns students who meet the compliance, exemption, and dose (if specified) parameters for any immunization record. • Select **Only this vaccine** and then choose the vaccine you want to evaluate from the pop-up menu. Selecting this option returns students who meet the compliance, exemption, and dose (if specified) parameters for the immunization record associated with the specified vaccine.
Compliance	Indicate which vaccine compliancy status you want to search for by selecting one of the following options: • Select **Not Compliant** to search for students who are not current for the selected vaccine(s).

Field	Description
	• Select **Compliant** to search for students who are current for the selected vaccine(s). • Select **Any** to search for students regardless of their vaccine compliancy status.
Exemption	Indicate which exemption status you want to search for by Indicate which vaccine exemption status you want to search for by selecting one of the following options: • Select **Not Exempt** to search for students who are not exempt from the selected vaccine(s). • Select **Exempt** to search for students who are exempt from the selected vaccine(s). • Select **Any** to search for students regardless of their vaccine exemption status.
Doses	To narrow your search by the number of doses of a vaccine that have been received, enter the appropriate number in the **Fewer than** field.

4. Click **Submit**. The Immunization Compliance Results page displays a summary of student immunization compliancy information based on the parameters you selected.

   The students who appear in this summary have at least one immunization record that meets the specified compliance value and the specified exemption value and contains less than the specified number of doses (if a dose value is entered).

5. Do one of the following:

   - Click **View Current Selection**. The Student Selection page displays the current selection of students.
   - Click **Print Reports for the Current Selection**. The Reports page appears.
   - Click **Go to the student Health screen for the first student in the Current Selection**. The Health page for the selected student appears.

     Note: This option is only available when the Current Selection contains at least one student.