



## Health Reports



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You may select prior year records or change campuses by clicking on **Change** and selecting from the drop-down menus.

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**SHS0300 - Nurse's Daily Log Summary**

Parameter Description	Value	List
Begin Date (MMDDYYYY, Blank for All)	<input type="text"/>	
End Date (MMDDYYYY, Blank=Begin Date)	<input type="text"/>	
Begin Period (##, Blank for All)	<input type="text"/>	
End Period (##, Blank=Begin Period)	<input type="text"/>	
Campus ID (Blank for All)	<input type="text" value="001"/>	
Visitor Type (01-03, 99, Blank for All)	<input type="text"/>	
Activity Code (01-23, 99, Blank for All)	<input type="text"/>	
Student ID (Blank for All)	<input type="text"/>	
Acute/Chronic Illness (A,C, Blank for All)	<input type="text"/>	
Communicable Disease (Y,N, Blank for All)	<input type="text"/>	
Initial/Follow-up Visit (I,F, Blank for All)	<input type="text"/>	
Injury (Y,N, Blank for All)	<input type="text"/>	

## Select a report:

All available reports are displayed on the left side of the page. The list of available reports remains displayed on the page after you select a report name, which allows you to select another report without exiting the selected reports menu.

☐ Click a report name to select it. The parameters for the selected report are displayed on the right side of the page.

☐ Type or select the report options. **Parameters in bold are required.**

☐ Use the buttons located at the top of the page to generate the report. If the button feature does not apply to the selected report, it is disabled. For example, a certain report may not be available in the CSV format, so the CSV button will be disabled if that report is selected.

- **Preview** - Click to generate the HTML view of the report. [Review, save and/or print the report.](#)
- **PDF** - Click to generate a PDF file of the report.
- **CSV** - This option is not available for this report.
- **Clear Options** - Click to clear data from all parameter fields.

## Sort and filter:

Some reports may or may not provide the sort and/or filter option.

<b>Sort</b>	<b>Sort report data:</b> You can sort data to make it easier to review or find records in the reports. Not all reports allow this option. From the report window, click <b>Sort/Filter</b> to open the Sort/Filter window. By default, the <b>Sort Criteria</b> section is expanded. If not, click <b>Sort Criteria</b> .	
	<b>(Left grid) Columns Available for Sorting</b>	Select the columns by which you want to sort, the columns are highlighted blue. Click ► to move the selected columns to the right side of under <b>Sort Columns</b> . Continue moving columns to the right grid as needed.
	<b>(Right grid) Sort Columns</b>	You can rearrange the columns to indicate the order in which you want the sort applied. Click a column name, and drag it up or down to a new location. In the right grid, for each column, click to indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order. To remove a column from the sort, select the column, and then click to move it back to the left grid.
Click <b>OK</b> to apply the selected sort criteria to the report. Click <b>Cancel</b> to close the window without re-sorting.		

<b>Filter</b>	<b>Filter report data:</b> When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option. From the report window, click <b>Sort/Filter</b> to open the <b>Sort/Filter</b> window. By default, the <b>Sort Criteria</b> section is expanded. Click <b>Filter Criteria</b> to expand the <b>Filter Criteria</b> section. If the report does not allow sorting, the <b>Filter</b> button is displayed instead of the <b>Sort/Filter</b> button, and sort criterion fields are not available. Click <b>Add Criterion</b> to add new filter criteria. A blank row is displayed in the grid.	
	<b>Field</b>	<b>Description</b>
	<b>Column</b>	Select a column by which to filter the data. The drop down lists the columns that appear on the report.
	<b>Operator</b>	Select an operator. = Equals ≠ Not equals < Less than ≤ Less than or equal to > Greater than ≥ Greater than or equal to
	<b>Value</b>	Type the value by which you want to filter. For example, if you selected a date in the <b>Column</b> field, type a date to view only data for a specific date.
<b>Other functions and features:</b>		
	<b>Add Criterion</b>	<a href="#">Add another row.</a> Select the logical connector ( <i>AND</i> or <i>OR</i> ) in the <b>Logical</b> field. Continue adding rows as needed. Using the <i>AND</i> operator limits search results, because the program looks only for records that contain both criterion. Using the <i>OR</i> operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
	<b>Delete Selected</b>	<a href="#">Delete selected row.</a> Select the row, and then click the <b>Delete Selected</b> button. The row is deleted from the filter criteria.
	Click <b>OK</b> to apply the selected filter criteria to the report. Click <b>Cancel</b> to close the dialog box without applying a filter.	
	<b>Reset</b>	<a href="#">Reset report data.</a> Click to restore the report to the original view, removing all sorting and filtering that has been applied.
<b>Reset</b>	<a href="#">Reset report data:</a> Click to restore the report to the original view, removing all sorting and filtering that has been applied.	

### Health > Reports > Health Reports > Daily Log

Report ID	Report Name	Report Description
SHS0300	Nurse's Daily Log Summary	The <a href="#">SHS0300 - Nurse's Daily Log Summary</a> provides totals for information entered in the Nurse's Daily Log, as well as total incidents by period.

Report ID	Report Name	Report Description
<b>SHS0350</b>	Nurse's Daily Log Detail	The <a href="#">SHS0350 - Nurse's Daily Log Detail</a> provides the details of the incidents entered on Maintenance > Nurse's Daily Log > Detail sorted by date then student, including vital statistics, actions taken, contact, and transportation information.

***Health > Reports > Health Reports > Immunizations***

Report ID	Report Name	Report Description
<b>SHS0102</b>	Immunization Due Report	The <a href="#">SHS0102 - Immunization Due Report</a> report lists immunizations due as of a specified date. It can be printed for all immunizations or for a specific type.
<b>SHS0110</b>	Annual Immunization Status Report (DSHS)	The <a href="#">The SHS0110 - Annual Immunization Status Report (DSHS)</a> summarizes total enrollment and the number of students in grade levels KG and 7 who are up to date, provisionally enrolled, exempt, delinquent, or have a history of illness. The report is submitted to the Department of State Health Services (DSHS).





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