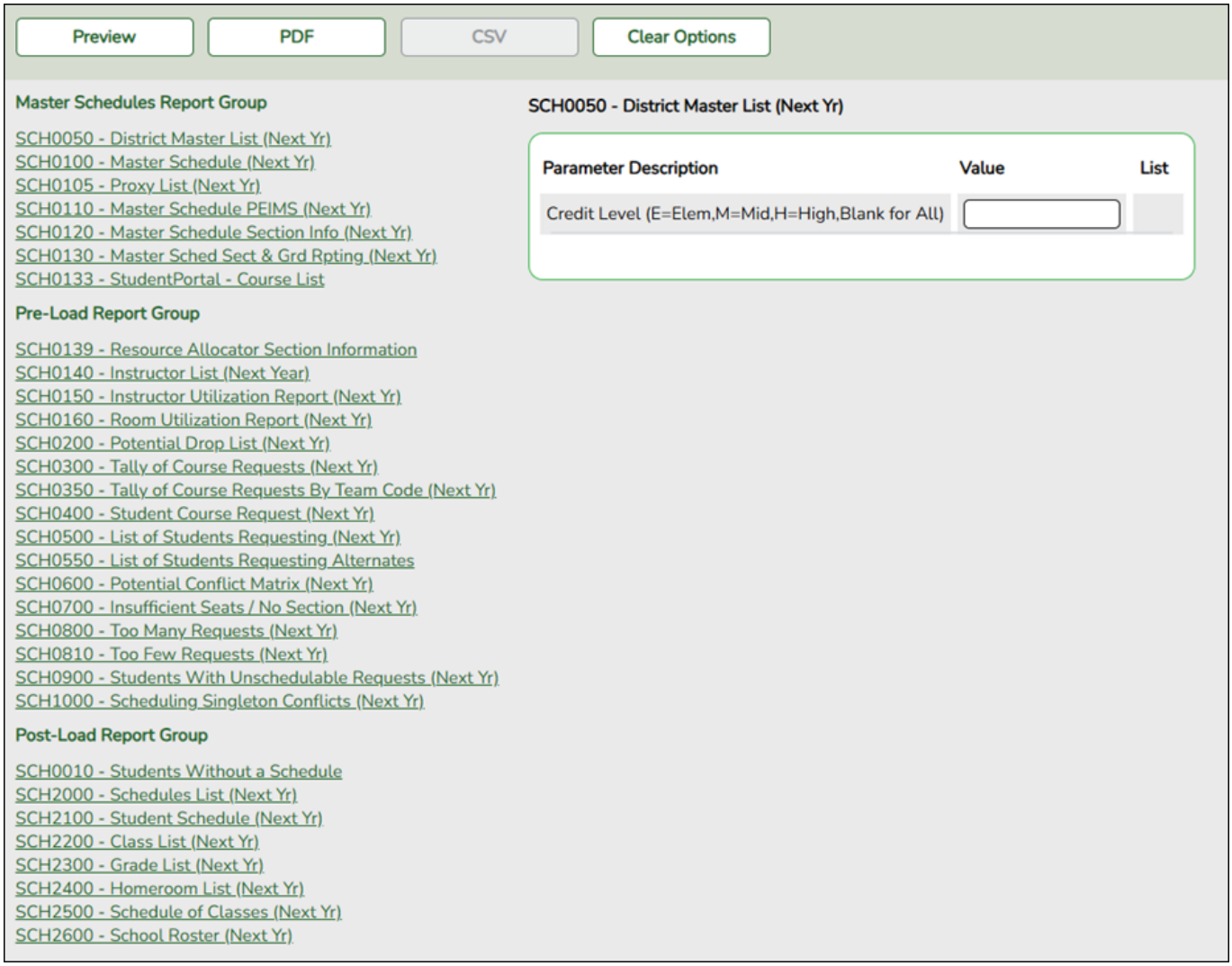



# Health Reports

# Table of Contents

This page allows you to select the report you want to generate.

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




## 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.

<table>
<tr><td>Sort</td><td>Sort report data:<br>You can sort data to make it easier to review or find records in the reports. Not all reports allow this option.<br>From the report window, click Sort/Filter to open the Sort/Filter window. By default, the Sort Criteria section is expanded. If not, click Sort Criteria.
<table>
<tr><td>(Left grid) Columns Available for Sorting</td><td>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 Sort Columns. Continue moving columns to the right grid as needed.</td></tr>
<tr><td>(Right grid) Sort Columns</td><td>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.<br>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.<br>To remove a column from the sort, select the column, and then click to move it back to the left grid.</td></tr>
</table>
Click OK to apply the selected sort criteria to the report.<br>Click Cancel to close the window without re-sorting.</td></tr>
</table>

**Filter** Filter report data:

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 **Sort/Filter** to open the **Sort/Filter** window. By default, the **Sort Criteria** section is expanded. Click **Filter Criteria** to expand the **Filter Criteria** section.

If the report does not allow sorting, the **Filter** button is displayed instead of the **Sort/Filter** button, and sort criterion fields are not available.

Click **Add Criterion** to add new filter criteria. A blank row is displayed in the grid.

| Field | Description |
|---|---|
| **Column** | Select a column by which to filter the data. The drop down lists the columns that appear on the report. |
| **Operator** | Select an operator.<br>= Equals<br>≠ Not equals<br>‹ Less than<br>≤ Less than or equal to<br>› Greater than<br>≥ Greater than or equal to |
| **Value** | Type the value by which you want to filter. For example, if you selected a date in the **Column** field, type a date to view only data for a specific date. |

# Other functions and features:

| | |
|---|---|
| **Add Criterion** | Add another row.<br>Select the logical connector (*AND* or *OR*) in the **Logical** field. Continue adding rows as needed.<br>Using the *AND* operator limits search results, because the program looks only for records that contain both criterion. Using the *OR* operator expands search results, because the program looks for records that contain either one criterion or the other, or both. |
| **Delete Selected** | Delete selected row.<br>Select the row, and then click the **Delete Selected** button. The row is deleted from the filter criteria. |

Click **OK** to apply the selected filter criteria to the report.

Click **Cancel** to close the dialog box without applying a filter.

| | |
|---|---|
| **Reset** | Reset report data.<br>Click to restore the report to the original view, removing all sorting and filtering that has been applied. |

**Reset** Reset report data:

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 SHS0300 - Nurse's Daily Log Summary provides totals for information entered in the Nurse's Daily Log, as well as total incidents by period. |

| Report ID | Report Name | Report Description |
|---|---|---|
| **SHS0350** | Nurse's Daily Log Detail | The SHS0350 - Nurse's Daily Log Detail 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 |
|---|---|---|
| **SHS0102** | Immunization Due Report | The SHS0102 - Immunization Due Report report lists immunizations due as of a specified date. It can be printed for all immunizations or for a specific type. |
| **SHS0110** | Annual Immunization Status Report (DSHS) | The The SHS0110 - Annual Immunization Status Report (DSHS) 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). |
| **SHS0130** | Provisional Enrollment List | The The SHS0130 - Provisional Enrollment List report lists students who are under provisional enrollment because they do not have the necessary immunization records up to date. The immunizations due and expiration dates of the provisional enrollment are included. |
| **SHS0800** | Student Immunization List | The The SHS0800 - Student Immunization List report prints all student immunizations and dosages. All students are listed, even if they do not have immunizations entered. Exemptions and affidavit dates are also printed. The report title indicates the date on which the report is run (e.g., "Student Immunization Listing for 2/20/2017"). |

***Health > Reports > Health Reports > Screenings***

| Report ID | Report Name | Report Description |
|---|---|---|
| **SHS0250** | Hearing Screening Due List | The SHS0250 - Hearing Screening Due List reports all students who are due for hearing screening for the current school year. The list can also be produced for first-time students (i.e., students who are new to the district) or students who are less than five years old. |
| **SHS0251** | Vision Screening Due List | The SHS0251 - Vision Screening Due List reports all students who are due for vision screening for the current school year. The list can also be produced for first-time students (i.e., students who are new to the district) or students who are less than five years old. |
| **SHS0290** | Spinal Screening Due List | The SHS0290 - Spinal Screening Due List reports all students who are due for spinal screening for the current school year. The list can also be produced for first-time students (i.e., students who are new to the district). |
| **SHS0291** | Acanthosis Screening Due List | The SHS0291 - Acanthosis Screening Due List reports all students who are due for acanthosis nigricans screening for the current school year. A student is considered due for screening if he has not been screened since the first day of school. |

| Report ID | Report Name | Report Description |
|---|---|---|
| **SHS0295** | Vision Screening Report (DSHS) | The SHS0295 - Vision Screening Report (DSHS) report produces a detailed listing of students' most recent vision screening records from June through May for the district. This is the annual report that must be submitted to the Department of State Health Services (DSHS). Campuses that have been excluded from district reporting are not included. |
| **SHS0296** | Hearing Screening Report (DSHS) | The SHS0296 - Hearing Screening Report (DSHS) produces a detailed listing of students' most recent hearing screening records from June through May for the district. This is the annual report that must be submitted to the Department of State Health Services (DSHS). Campuses that have been excluded from district reporting are not included. |
| **SHS0297** | Spinal Screening Report (DSHS) | The SHS0297 - Spinal Screening Report (DSHS) produces a detailed listing of students' most recent spinal screening records from June through May for the district. This is the annual report that must be submitted to the Department of State Health Services (DSHS). Campuses that have been excluded from district reporting are not included. |
| **SHS0298** | Acanthosis Screening Report (TRAT2DC) | The SHS0298 - Acanthosis Screening Report (TRAT2DC) is a Texas Risk Assessment for Type 2 Diabetes in Children (TRAT2DC). This report produces a consolidated data form for each grade level and lists only students who had a positive result from the acanthosis screening. The detail report lists all acanthosis screening records from June through May. This is the annual report that must be submitted to the University of Texas - Pan American (UTPA) Border Health Office through the Risk Factor Electronic System. Campuses that have been excluded from district reporting are not included. |
| **SHS0825** | Screening Problem Report | The SHS0825 - Screening Problem Report lists students who were referred to a specialist as a result of vision, hearing, spinal, acanthosis, or tuberculosis screening, allowing you to track referral results. Each campus is printed on a separate page. |


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