

The background of the slide is a collage. The top left shows a line of yellow school buses, with the number '32' visible on the front of one. The bottom left shows a classroom with blue walls, decorated with colorful balloons and framed pictures. There are several small white tables and chairs arranged in the room.

Entering Hearing Screenings into Infinite Campus

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Kentucky Department of
E D U C A T I O N

Objectives:

1. Understands steps needed to enter hearing screens into Infinite Campus
2. Can enter screening results either individually or by batch entry





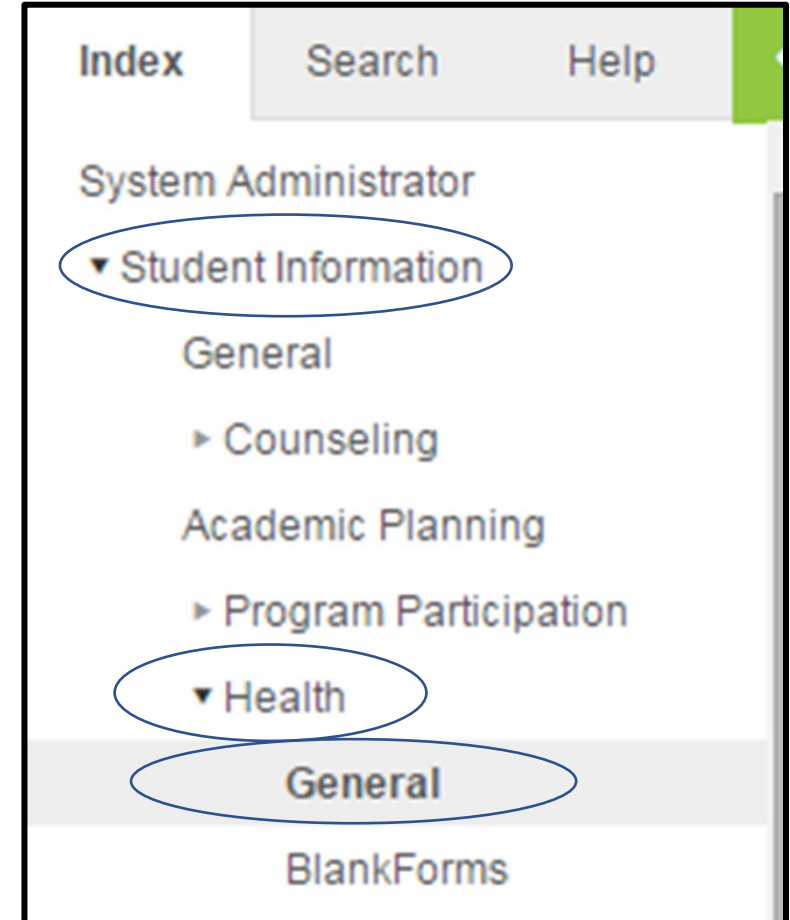
Get Credit for Your Hard Work!

- Documenting hearing screens into Infinite Campus (IC) is a simple process. However, if any of the needed information is omitted, the screening or exam will not be counted by IC.

How to Document a Hearing Screen

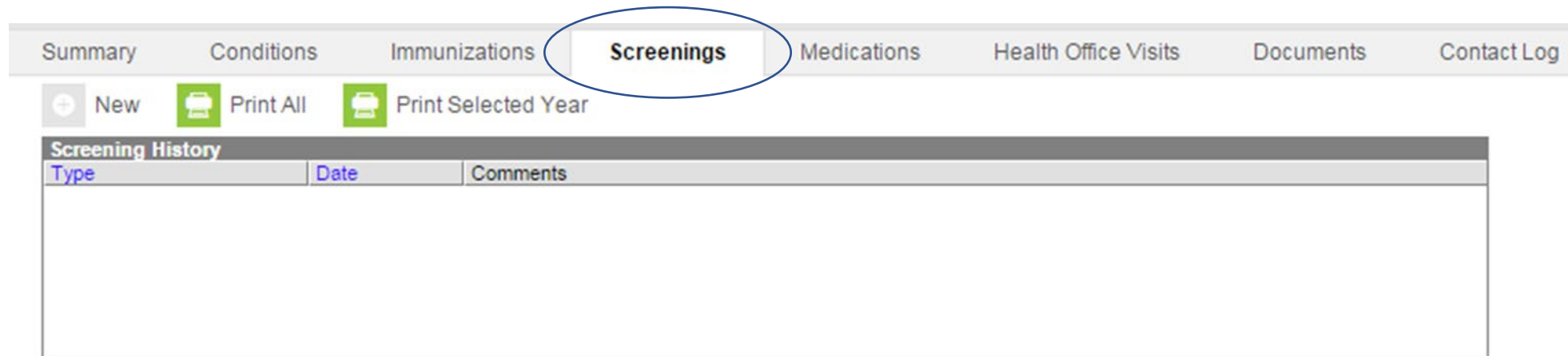
First:

- Go to the Index tab on the left side
 - Click on Student Information
 - Health
 - General



How to Document a Hearing Screen (cont.)

Choose the Screenings tab in the main portion of the screen and select new



The screenshot displays a software interface with a navigation bar at the top containing the following tabs: Summary, Conditions, Immunizations, **Screenings** (circled in blue), Medications, Health Office Visits, Documents, and Contact Log. Below the navigation bar, there are three buttons: a plus icon followed by 'New', a printer icon followed by 'Print All', and another printer icon followed by 'Print Selected Year'. Below these buttons is a table titled 'Screening History'. The table has three columns: 'Type', 'Date', and 'Comments'. The table is currently empty.

Choose the screening type (hearing)

- In the first date box, enter the date of exam/screening

The screenshot displays a software interface for managing screening records. At the top, there is a toolbar with buttons for 'Save', 'Delete', 'New', 'Print All', 'Print Selected Year', and 'Print Selected Screening'. Below this is a 'Screening History' table with columns for 'Type', 'Date', and 'Comments'. The 'Screening Detail' section is currently active, showing a 'Date' field with the value '10/16/2015' and a 'Type' dropdown menu with 'Hearing' selected. A 'Comments' text area is also present. Below the 'Screening Detail' section is a 'Hearing' section with a tree view on the left containing 'Sports Physical', 'Height/Weight and Vital Signs', 'Vision', and 'Hearing'. The 'Hearing' section is expanded, showing a grid of input fields for 'Screening Date', 'Status', 'Type', 'Otoacoustic Emissions', 'Tympanometry', and 'Otoscopic' for both left and right ears. The 'Screening Date' field is set to '10/16/2015'. The 'Status' and 'Type' fields are dropdown menus. The 'Otoacoustic Emissions', 'Tympanometry', and 'Otoscopic' fields are also dropdown menus. The 'Otoacoustic Emissions' field has a sub-menu with options for '250 L', '500 L', '1000 L', and '2000 L'. The 'Tympanometry' field has a sub-menu with options for '3000 L', '4000 L', '6000 L', and '8000 L'. The 'Otoscopic' field has a sub-menu with options for '250 R', '500 R', '1000 R', and '2000 R'. There are also 'Comments' text areas for each section.

Your Screen Should Look Like This

The screenshot displays a software interface for hearing screening. At the top, there is a toolbar with buttons for Save, Delete, New, Print All, Print Selected Year, and Print Selected Screening. Below the toolbar is a 'Screening History' section with a table containing columns for Type, Date, and Comments. The main section is 'Screening Detail', which includes a 'Date' field (10/16/2015), a 'Type' dropdown menu (Hearing), and a 'Comments' text area. Below this is a sidebar with a tree view showing categories: Sports Physical, Height/Weight and Vital Signs, Vision, and Hearing. The 'Hearing' category is expanded, showing a 'Screening Date' field (10/16/2015), a 'Status' dropdown, and a 'Type' dropdown. The main area contains four columns of data entry fields for 'Otoacoustic Emissions' and 'Tympanometry' for both Left (L) and Right (R) ears. Each column has a dropdown menu for the test type and a series of input fields for frequencies: 250, 500, 1000, and 2000 Hz. A 'Comments' text area is located at the bottom left of the main area.

Save Delete New Print All Print Selected Year Print Selected Screening

Screening History

Type	Date	Comments
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Screening Detail

*Date: 10/16/2015 *Type: Hearing Comments:

Sports Physical

- Height/Weight and Vital Signs
- Vision
- Hearing

Screening Date: 10/16/2015 Status: Type:

Otoacoustic Emissions L: Otoacoustic Emissions R:

Tympanometry L: Tympanometry R:

Otoscope L: Otoscopic R:

250 L 3000 L 250 R 3000 R

500 L 4000 L 500 R 4000 R

1000 L 6000 L 1000 R 6000 R

2000 L 8000 L 2000 R 8000 R

Comments:



Choose the status:

- Passed
- Failed
- Refused

The screenshot shows a web application interface for screening history and details. At the top, there are buttons for Save, Delete, New, Print All, Print Selected Year, and Print Selected Screening. Below this is a 'Screening History' table with columns for Type, Date, and Comments. The 'Screening Detail' section shows a form for a specific screening event. The 'Date' is 10/16/2015 and the 'Type' is Hearing. The 'Comments' field is empty. Below this is a 'Sports Physical' section with expandable sub-sections for Height/Weight and Vital Signs, Vision, and Hearing. The 'Hearing' section is expanded, showing a form for screening details. The 'Status' dropdown menu is open, showing options: P- Passed, F- Failed, needs follow-up, C: Cannot Test, absent, R: Refused, RE: Referred, and RC: Referral Completed. The 'P- Passed' option is highlighted. The form also includes fields for Screening Date, Screening Type, and various hearing test results (Otoacoustic Emissions L, Tympanometry L, 250 L, 500 L, 1000 L, 2000 L, 6000 L, 8000 L, Comments) and corresponding right ear results (Otoacoustic Emissions R, Tympanometry R, 250 R, 500 R, 1000 R, 2000 R, 3000 R, 4000 R, 6000 R, 8000 R, Comments).

In the Type Box, choose: Screening Type

If it was a routine screening, choose **original**, then **save**

The screenshot shows a web-based form for screening history. At the top, there is a toolbar with buttons: Save, Delete, New, Print All, Print Selected Year, and Print Selected Screening. Below this is a table with columns for Type, Date, and Comments. The 'Screening Detail' section includes a 'Date' field with the value 10/16/2015 and a 'Type' dropdown menu currently set to 'Hearing'. Below this, there are expandable sections for 'Sports Physical', 'Height/Weight and Vital Signs', 'Vision', and 'Hearing'. The 'Hearing' section is expanded, showing fields for 'Screening Date' (10/16/2015), 'Status' (P: Passed), and 'Type' (O: Original). The 'Type' dropdown menu is open, showing options: O: Original, OE: Outside Exam, RS: Re-Screen, R: Referral, and SE: Special Ed Exam. The 'O: Original' option is highlighted. Below the 'Type' field, there are fields for 'Otoacoustic Emissions L', 'Tympanometry L', 'Otoscope L', 'Otoscope R', and 'Comments'.

Batch Entries:

- Batch entry is the quickest way to enter many screening results at one time



Batch Screening

To enter a batch screening:



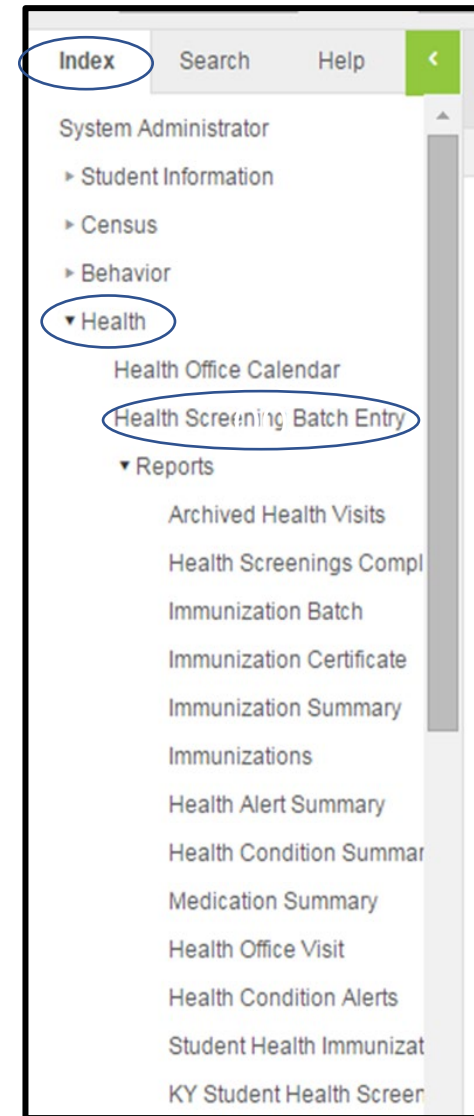
Go to Index



Health



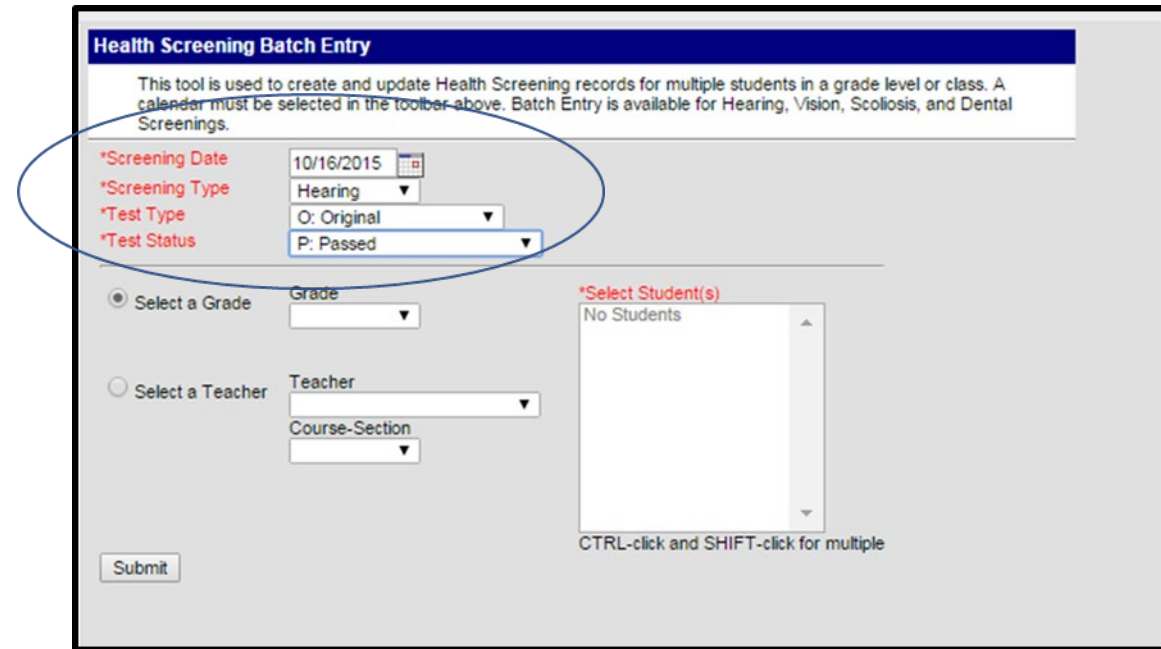
Health Screening Batch Entry



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Choose the following items:

- ✓ Screening date
- ✓ Screening type (hearing)
- ✓ Test type (original)
- ✓ Test status (passed)



Health Screening Batch Entry

This tool is used to create and update Health Screening records for multiple students in a grade level or class. A calendar must be selected in the toolbar above. Batch Entry is available for Hearing, Vision, Scoliosis, and Dental Screenings.

*Screening Date: 10/16/2015

*Screening Type: Hearing

*Test Type: O: Original

*Test Status: P: Passed

☒ Select a Grade: Grade

☐ Select a Teacher: Teacher

Course-Section

*Select Student(s): No Students

CTRL-click and SHIFT-click for multiple

Submit

Batch Entry Continued

If you screened a certain grade, select it here.

Health Screening Batch Entry

This tool is used to create and update Health Screening records for multiple students in a grade level or class. A calendar must be selected in the toolbar above. Batch Entry is available for Hearing, Vision, Scoliosis, and Dental Screenings.

*Screening Date: 10/16/2015
*Screening Type: Hearing
*Test Type: O: Original
*Test Status: P: Passed

☒ Select a Grade: Grade 00
☐ Select a Teacher: Teacher
Course-Section

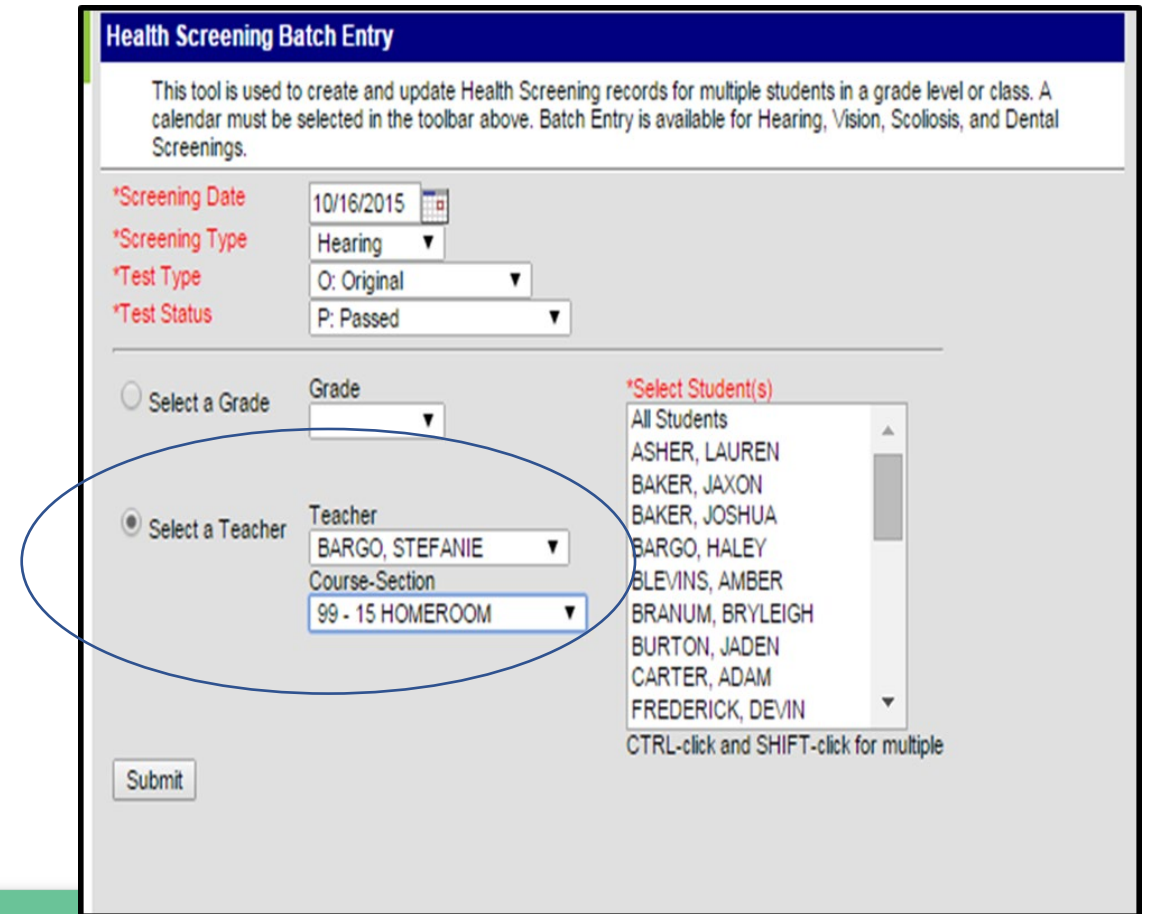
*Select Student(s): No Students

CTRL-click and SHIFT-click for multiple

Submit

Choosing Teacher and Course Section

If you screened a certain class,
choose the teacher's name and
the correct course-section



Health Screening Batch Entry

This tool is used to create and update Health Screening records for multiple students in a grade level or class. A calendar must be selected in the toolbar above. Batch Entry is available for Hearing, Vision, Scoliosis, and Dental Screenings.

*Screening Date: 10/16/2015
*Screening Type: Hearing
*Test Type: O: Original
*Test Status: P: Passed

☐ Select a Grade: Grade
☒ Select a Teacher: Teacher: BARGO, STEFANIE
Course-Section: 99 - 15 HOMEROOM

*Select Student(s):
All Students
ASHER, LAUREN
BAKER, JAXON
BAKER, JOSHUA
BARGO, HALEY
BLEVINS, AMBER
BRANUM, BRYLEIGH
BURTON, JADEN
CARTER, ADAM
FREDERICK, DEVIN
CTRL-click and SHIFT-click for multiple

Submit

Finally,

Once you have chosen everything, click the submit button.

Health Screening Batch Entry

This tool is used to create and update Health Screening records for multiple students in a grade level or class. A calendar must be selected in the toolbar above. Batch Entry is available for Hearing, Vision, Scoliosis, and Dental Screenings.

*Screening Date

10/16/2015

*Screening Type

Hearing

*Test Type

O: Original

*Test Status

P: Passed

☐ Select a Grade

Grade

☒ Select a Teacher

Teacher

BARGO, STEFANIE

Course-Section

99 - 15 HOMEROOM

*Select Student(s)

All Students
ASHER, LAUREN
BAKER, JAXON
BAKER, JOSHUA
BARGO, HALEY
BLEVINS, AMBER
BRANUM, BRYLEIGH
BURTON, JADEN
CARTER, ADAM
FREDERICK, DEVIN

CTRL-click and SHIFT-click for multiple

Submit

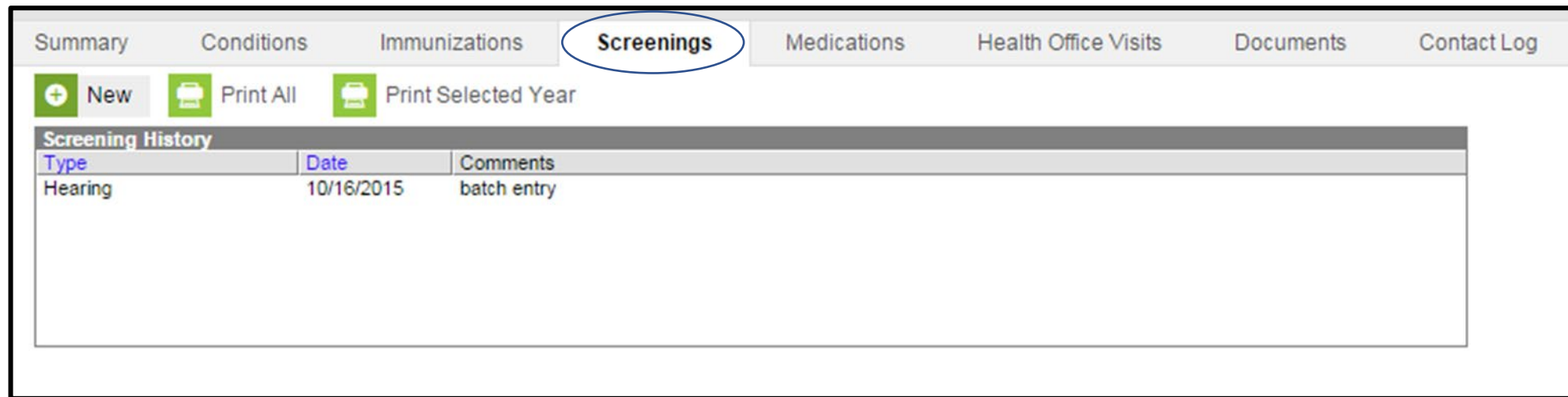


Correcting Results from Pass to Fail (Referral):

- If you have a student or group of students who need to be referred for further evaluation or if you were unable to screen a student due to absence, you can correct their screening results individually.

How to Edit Your Entry

Go to the Screenings tab of the student you want to edit:



The screenshot shows a web application interface for a student's health record. At the top, there is a navigation bar with several tabs: Summary, Conditions, Immunizations, Screenings (which is circled in blue), Medications, Health Office Visits, Documents, and Contact Log. Below the navigation bar, there are three action buttons: a green button with a plus icon labeled 'New', a green button with a printer icon labeled 'Print All', and a green button with a printer icon labeled 'Print Selected Year'. Below these buttons is a table titled 'Screening History'. The table has three columns: 'Type', 'Date', and 'Comments'. The first row of data shows 'Hearing' in the Type column, '10/16/2015' in the Date column, and 'batch entry' in the Comments column.

Type	Date	Comments
Hearing	10/16/2015	batch entry

How to Edit Your Entry (part 2)

- ✓ Choose the entry from the list of screenings
- ✓ It will have a “batch entry” listed in the comments section
- ✓ Double click the entry

Summary	Conditions	Immunizations	Screenings	Medications	Health Office Visits	Documents	Contact Log
 New	 Print All	 Print Selected Year					
Screening History							
Type	Date	Comments					
Hearing	10/16/2015	batch entry					

How to Edit Your Entry (part 3)

- Go to the status box, change to referred
- Enter any comments as needed
- Click Save

The screenshot shows a web-based screening entry form. At the top, there is a toolbar with buttons: 'Save' (circled in blue), 'Delete', 'New', 'Print All', 'Print Selected Year', and 'Print Selected Screening'. Below the toolbar is a 'Screening History' table with columns 'Type', 'Date', and 'Comments'. The first row shows 'Hearing', '10/16/2015', and 'batch entry'. Below this is a 'Screening Detail' section with fields for 'Date' (10/16/2015), 'Type' (Hearing), and 'Comments' (batch entry, circled in blue). The main section is titled 'Sports Physical' and contains several sub-sections: 'Height/Weight and Vital Signs', 'Vision', and 'Hearing'. The 'Hearing' section is expanded and shows a 'Status' dropdown menu (circled in blue) with 'RE: Referred' selected. Other fields in the 'Hearing' section include 'Screening Date' (10/16/2015), 'Type' (O: Original), 'Otoacoustic Emissions L', 'Tympanometry L', 'Otoscope L', 'Otoacoustic Emissions R', 'Tympanometry R', and 'Otoscope R'. Each of these fields has a dropdown menu and a corresponding input field for numerical values (250, 500, 1000, 2000 for L and R; 3000, 4000, 6000, 8000 for L and R). A 'Comments' field is at the bottom of the 'Hearing' section.

How to Edit Your Entry (part 4)

- If the student was not screened that day:
 - ✓ Double click on the screening history box.
 - ✓ Click **delete**

Save Delete New Print All Print Selected Year Print Selected Screening

Type	Date	Comments
Hearing	10/16/2015	batch entry

Screening Detail

*Date: 10/16/2015 *Type: Hearing Comments: batch entry

Sports Physical

Height/Weight and Vital Signs

Vision

Hearing

Screening Date: 10/16/2015 Status: RE: Referred Type: O: Original

Otoacoustic Emissions L: [dropdown] Otoacoustic Emissions R: [dropdown]

Tympanometry L: [dropdown] Tympanometry R: [dropdown]

Otoscope L: [dropdown] Otoscopic R: [dropdown]

250 L: [input] 3000 L: [input] 250 R: [input] 3000 R: [input]

500 L: [input] 4000 L: [input] 500 R: [input] 4000 R: [input]

1000 L: [input] 6000 L: [input] 1000 R: [input] 6000 R: [input]

2000 L: [input] 8000 L: [input] 2000 R: [input] 8000 R: [input]

Comments: [input]



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