

Health Administrator Guide



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About This Manual

Edupoint Educational Systems, LLC. develops software with multiple release dates for the software and related documentation. The documentation is released in multiple volumes to meet this commitment.

This document serves as a reference for Edupoint's recommendations and Best Practices for Synergy processes. Due to the complex nature and myriad configurations possible within the Synergy software, it is not feasible to include every possible scenario within this guide.

Conventions Used in This Manual

- **Bold** indicates user interactions such as a button or field on the screen.
- *Italics* indicate the option to select or text to enter.
- Notes, Tips, References, and Cautions appear in the margin to provide additional information.



Notes provide additional information about the subject.



Tips suggest advanced options or other ways of approaching the subject.



References list another source of information, such as another manual or website.



Cautions warn of potential problems. Take special care when reading these sections.

Before You Begin

Before installing any of the Edupoint family of software products, be sure to review the system requirements and make sure the district's computer hardware and software meet the minimum requirements.

Software and Document History

Document Version	Release Date	Software Release	Description
5.0	May 2017	2018	Added State Codes to Adding Alt Codes for Exemptions
6.0	Jul 2017	-	Reorganized Lookup Tables
7.0	Dec 2017	2018.01	Updates: <ul style="list-style-type: none"> • Reorganized Health Security • Added Displaying "As Needed" Medications and Suppressing Student Photos from Consecutive Pages to Understanding Health Task Information • Added Setting up Audiology Staff • Added a Reference table to Set up Display Health Comments and Display Documents

Document Version	Release Date	Software Release	Description
8.0	Jun 2018	2019	<p>Updates:</p> <ul style="list-style-type: none"> • Moved <i>Audiology Decibels lookup table</i> to Lookup Table chapter • Added <i>Scheduling a Student with an ADA/ADM Value</i> to Understanding Health Task Information • Added CDC Custom Rules to <i>Importing & Exporting Immunization Definitions</i>
9.0	Dec 2018	2019.01	<p>Updates:</p> <ul style="list-style-type: none"> • Added the following topics to Optional Health Screen Customizations: <ul style="list-style-type: none"> • Enabling the Remaining Units Column • Changing Main Column Headings • Displaying Medical Notifications • Enabling the Remaining Units Column • Recording Student Attendance • Added Gen Exam Type, Gen Location, Gen PE Requirement, Referred To, Referral Medium, Vision Exam Type, Vision Location, and Vision Status lookup table entries for K12.HealthScreen. • Added ReferralDate field to K12.HealthInfo.HealthScreenAudio Security Node in Health Security • Added fields to K12.HealthInfo.HealthScreenAudioReferrals Security Node in Health Security • Added Health Screen By Grade to Overview • Added a step for Modifying Current Medication History in Displaying Health Comments for Users or User Groups
10.0	Jun 2019	2020	Added Requiring a Comment

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Chapter 1: Overview

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Overview

The Health folder has screens that track where student immunizations records are entered and student health screening results are recorded. The Health folder can also record any health-related incidents and track student medications that need to be administered by school personnel. Alerts can be configured to warn staff in any screen in Synergy SIS when the student has a medical condition such as a food-related allergy or diabetes.

This manual illustrates how to setup and configure the Health-related screens contained in the Health folder. This guide also outlines the security options available for the Health screens.



The companion manual to the Administrator Guide, *Synergy SIS – Health User Guide*, illustrates how to enter and modify the health information and print related reports.

The screens configured in this guide include the following:

Health

The Health screen logs any visits to the nurse, records any health conditions the student may have, and tracks the student's immunizations. It can also track any medications or procedures that school personnel need to administer to the student.

Health

Menu | Save | Undo

Student Name: **Abbott, Bobby** School: **Hope High School** Status: **Active** Homeroom: **112** Age: **17 yrs 7 mths**

Health Log - Nurse | Health Conditions | Immunizations | Medications | Health History | Private

Last Name: Abbott First Name: Bobby Middle Name: Perm ID: 997149 Grade: 12 Gender: Male

Birth Date: 01/25/1998 Allow Tylenol

Entries

Line	Date	Time In	Time Out	Referred By	Health Code	Staff Name
1	08/17/2015	10:22 AM	10:26 AM		015 Medication # Doses given	Cooper, Kathy

edba ck

Health Screen

Health Log Other

The Health Log Other screen records health-related incidents that involve non-students.

Health Log Other

Organization Name: **Hope High School** School Year: **2015-2016**

Health Log

Log Date
 08/19/2015

Display Preferences

Sort Column: Time In **Ascending**

Accidents

Current Log Date: 8/19/2015						
Line	Time In	Time Out	Patient Name	Health Code	Staff Name	
1	8:00 AM	9:00 AM	Abbott, Billy	005	Nursing Assessment/Treatment/Illness	Vesta, Cindy

Health Log Other Screen

Health Log Student

The Health Log Student screen records health-related incidents for a single day.

Health Log Student

Organization Name: **Hope High School** School Year: **2015-2016**

Health Log

Log Date
 08/31/2015

Display Preferences

Sort Column: Time In **Ascending**

Display Columns
 Grade Birth Date Teacher Disposition Visit Comments
 Blood Glucose

Accidents

Current Log Date: 08/31/2015										
Line	Student Name	Gender	Perm ID	Time In	Time Out	Health Code	Visit Comments	BloodGlucose	Staff Name	Totals

Health Log Student Screen

Health Screen

The Health Screen screen records the results of screening tests for tuberculosis, vision, hearing, scoliosis, a general physical, and dental.

Health Screen

Menu < > 🔍 🖨️ ✓ Save ↶ Undo

Student Name: **(Barker, Richard A.)** School: **Hope High School** Status: **Inactive** Room Name:

Tuberculosis Vision Hearing Scoliosis General Health Dental

Last Name Barker **First Name** Richard **Middle Name** Anthony **Suffix** **Perm ID** 163180

Grade 11 **Gender** Male

Tuberculosis Skin Test

Type	Date Given	Date Read	mm Induration	Impression
PPD-Mantoux	08/03/2014	08/06/2014	0	Negative
PPD-Mantoux	08/01/2014	08/06/2014	8	Positive

Waiver Waiver Date

Tuberculosis Chest X-Ray

Xray Film Date: 02/21/2014 Xray Impression: Abnormal

Tuberculosis Medication

Medication Prescribed: Medication

Medication Start Date: Medication End Date

Free of communicable Tuberculosis: Yes, Person is free of communicable Tuberculosis

Feedback

Health Screen Screen

Health Screen By Section

The Health Screen By Section screen allows the screening results for tuberculosis, vision, hearing, scoliosis, a general physical, and dental to be entered by section.

Line	Student Name	Perm ID	Grade	Gender	Type 1	Date Given 1	Date Read 1	mm Induration 1	Impression 1	Waiver	Waiver
1	Aaron, Harold N.	968257	12	M	Other	08/03/2015					
2	Abbott, Bobby	997149	12	M	PPD-	07/15/2015	07/15/2015	6	Negative	Religious	
3	Allen, Todd	997274	12	M							
4	Bledsoe, Ann A.	164063	12	F							
5	Chandler, Eric	997193	11	M							

Health Screen By Section Screen

Health Screen By Grade

The Health Screen By Grade screen allows the screening results for tuberculosis, vision, hearing, scoliosis, a general physical, and dental to be entered by grade.

Line	Student Name	Perm ID	Grade	Gender	Type 1	Date Given 1	Date Read 1	MMInduration 1	Impression 1	Waiver	Waiver Date
1	Burch, Becca	18	9	Female							
2	Dudley, John	997082	9	Male							
3	Jones, Test T.	997075	9	Male							
4	Loya, Aidan	997091	9	Male							
5	Test, STU	997090	9	Male							

Health Screen By Grade Screen

Individual Healthcare Plan

The Individual Healthcare Plan screen lists all the Healthcare Plans created to manage a student's chronic or long-term health issues.

Individual Healthcare Plan Screen

Medication and Service Monitor

The Medication and Service Monitor screen lists all medications and procedures that need to be administered to students on a given date, based on the medications and procedures recorded in the Health screen for each student.

Line	Photo	Student Name	SIS Number	Date and Time	Grade	Medication and Service	Units	Dosage	Administered	Administered By	Administered Note	Medication and Service Note	Total Admin Time	Remainin Units
1	No Photo On file	Aaron, Harold N.	968257	06/14/2015 3:00 PM	12	Ritalin	1.00						499.00	

Medication And Service Monitor Screen

Implementation Considerations

Most states require that schools track and verify student immunizations. In order to setup and configure the Student Immunization data, ensure that you have the immunization requirements and guidelines for your state. The Center for Disease Control (CDC) also provides a guide on recommended vaccination schedules.

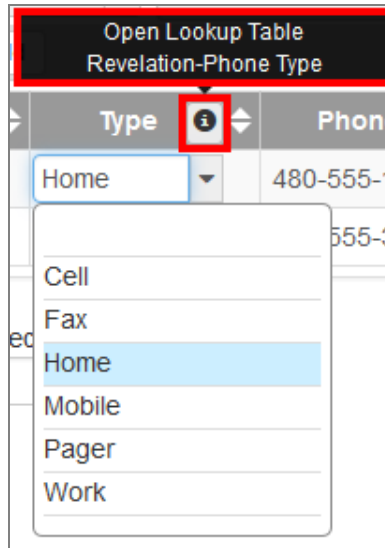
Synergy SIS tracks other Health information as well, such as screening data for scoliosis, vision, dental, and tuberculosis. You can record any student or staff health-related incidents and generate an Accident Report to send home to the student's parents. Your district must provide a mail merge document for the Accident Report.

Chapter 2: Lookup Table Setup

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Lookup Table Setup

Some drop-downs and checkbox lists use values configured in lookup tables. Hover over a field to view a tooltip icon that indicates which table controls the field.



Lookup Table Values Example

Product-owned lookup tables use hard-coded values that are core to the programming and cannot be changed. You can customize other lookup tables to match district specifications and state reporting needs.



Consult the list of lookup tables for your state in the appropriate State Reporting Guide to identify tables that require a specific value.





The **Name** of the table is listed and the **Namespace** lists the business object the table belongs to at the top of the table. The **Locked** value indicates if the table is locked and product-owned.

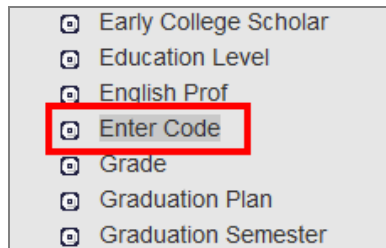
Name: Dwelling Type Namespace: K12.Demographics Locked: No

Dwelling Type Lookup Table

Add Values to Lookup Tables

 Hover over the field and click the tooltip icon  to open the Lookup Table screen in a new window for editing. This allows you to quickly edit values. Refresh the original Synergy SIS screen after modifying values in lookup tables to view changes.

1. Navigate to **Synergy SIS > System > Setup > Lookup Table Definition**.
2. Locate the desired table.



PAD Tree

Namespace: K12 Name: Enter Code Locked: N

Use Code as the State Code


All values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value

Lookup Values + Add

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Ed-Fi Code	Federal Code	Status	
										Year Start	Year End
1	0	E1	New to District								
2	0	E2	Re-Enter								
3	0	R1	Previously In School								
4	0	R2	Return from Last Year								

Enter Code Lookup Table

3. Click **Add** in the Lookup Values section to add a new line.
4. Enter a **ListOrder** to display the list in a specific order, if needed.
5. Enter a **Code**. This value must be unique.
6. Enter a **Description**. This information displays as an option in the drop-down.

 The lookup values are sorted by **ListOrder** first, then by **Code**, and then by **Description**.

7. Enter the **Other SIS** code to import data during the conversion process from another student records system.
8. Enter the **State Code**, if assigned.
9. Enter the **Alt Code 3** and **Alt Code SIF** if used for reporting or system interoperability purposes, if needed.
10. Enter the **Ed-Fi Code** if your district is part of the Ed-Fi Alliance, if needed.

 See your State Reporting Guide to identify if there is a specific code required.

- Enter a **Year Start** and/or **Year End** date to activate or deactivate the code, if appropriate.



Inactive codes show in historical data but are not available for selection for new records.

- Click **Save**.

Assign a State Reporting Code to an Existing Lookup Table Value



See your State Reporting Guide for more information.

- Navigate to **Synergy SIS > System > Setup > Lookup Table Definition**.
- Locate the desired table.
- Enter the appropriate state reporting **Code**, **State Code**, or **Alt Code 3** on a populated Lookup Value line.

Namespace: K12 Name: Enter Code Locked: N
 Use Code as the State Code
 All values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Status	
							Year Start	Year End
1	0	E1	New to District					
2	0	E2	Re-Enter					
3	0	R1	Previously In School					
4	0	R2	Return from Last Year					

Enter Code Lookup Table

- Click **Save**.

Deactivate a Lookup Table Value

This procedure describes how to deactivate a lookup table value containing codes that are no longer valid. Deactivated values are no longer available for selection but remain in Synergy SIS for historical reporting purposes.



Do not modify or delete lookup table values that contain outdated state reporting codes. These are still used for historical reporting purposes. Instead, deactivate the value and then add a new lookup table value that contains the updated state reporting codes.

- Navigate to **Synergy SIS > System > Setup > Lookup Table Definition**.
- Locate the desired table.
- Remove the text in **State Code** on the lookup value line.

- Select the last year the lookup table value is valid in the **Status Year End** field.

Namespace: K12 Name: Enter Code Locked: N
 Use Code as the State Code
 All values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value

Lookup Values + Add

* -	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Status	
								Year Start	Year End
	1	0	E1	New to District					
	2	0	E2	Re-Enter					
	3	0	R1	Previously In School					
	4	0	R2	Return from Last Year					

Enter Code Lookup Table

- Click **Save**.

Sort Lookup Values

Click the up and down arrows in any column heading to temporarily change the sort order of the Lookup Values section.

Namespace: K12 Name: Enter Code Locked: N
 Use Code as the State Code
 All values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value

Lookup Values + Add

* -	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Status	
								Year Start	Year End
	1	0	E1	New to District					
	2	0	E2	Re-Enter					
	3	0	R1	Previously In School					
	4	0	R2	Return from Last Year					

Enter Code Lookup Table

Change the **ListOrder** to permanently modify the sort order.

Namespace: K12 Name: Enter Code Locked: N
 Use Code as the State Code
 All values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value

Lookup Values + Add

* -	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Status	
								Year Start	Year End
	1	0	E1	New to District					
	2	0	E2	Re-Enter					
	3	0	R1	Previously In School					
	4	0	R2	Return from Last Year					

Enter Code Lookup Table

Lookup Table Definitions



* Indicates there are specific entries required for these lookup tables. Click the lookup table name to be redirected to these specific entries.

^ Indicates there might be state-specific entries required for these lookup tables. Reference your state reporting guide for these values.

Lookup Table	Purpose	Screen	Tab	Section	Field
K12.HealthImmunization					
Condition Code	Types of health conditions	Health > Health	Health Conditions	Conditions	Health Conditions
Lookup Table	Purpose	Screen	Tab	Section	Field
K12.HealthIncident					
Accident Activity	Activities the person was engaged in when an accident happened	Health > Health	Health Log - Nurse	(View Substitution applied) Entries Detail, Accident Detail tab, Detail section	Activity
Accident Location	Location where accident occurred	Health > Health	Health Log - Nurse	(View Substitution applied) Entries Detail, Accident Detail tab, Detail section	Accident Location
Action Taken	Actions taken by health staff in response to a health issue	Health > Health	Health Log - Nurse	(View Substitution applied) Entries Detail, Accident Detail tab, Detail section	Action Taken
Clinical Codes	Treatment administered	Health > Health	Health Log - Nurse	Entries Detail, Log tab, Clinical Code section	Code
Disposition Code	Resolution of incident, such as <i>returned to class, sent home, sent to doctor/hospital</i>	Health > Health	Health Log - Nurse	Entries Detail, Log tab	Disposition
Equipment	School equipment or structures used when an accident occurred	Health > Health	Health Log - Nurse	(View Substitution applied) Entries Detail, Accident Detail tab, Detail section	Equipment
Healthassessment Code	Assessments a nurse or health staff can make regarding a student's health or well being	Health > Health	Health Log - Nurse	Entries Detail, Log tab, Health Assessment section	Code
Healthintervention Code	Interventions a nurse or health staff can take regarding a student's health or well being	Health > Health	Health Log - Nurse	Entries Detail, Log tab, Health Intervention section	Code

Lookup Table	Purpose	Screen	Tab	Section	Field
K12.HealthIncident					
Incident Code	Health issues addressed, screenings, or health services provided to a student	Health > Health	Health Log - Nurse	Entries Entries Detail, Log tab	Health Code
Incident Notification List	People who can be notified of a student's illness or injury	Health > Health	Health Log - Nurse	Entries Detail, Accident Detail tab, Print Health Accident Report section	Other Persons Notified checklist
Injury	Injuries a student can sustain	Health > Health	Health Log - Nurse	(View Substitution applied) Entries Detail, Accident Detail tab, Detail section	Injury
Vitalsign Code	Vital signs taken such as <i>pulse, blood pressure</i>	Health > Health	Health Log - Nurse	Entries Detail, Log tab, Vital Signs section	Vital Sign 1 Description Vital Sign 2 Description
Lookup Table	Purpose	Screen	Tab	Section	Field
K12.HealthInfo.NursePlan					
Intervention Code	Interventions a nurse or health staff can take regarding a student's health or well being	Individual Healthcare Plan	Student	Healthcare Plan – Click Add, Healthcare Plan tab, Intervention section Healthcare Plan, Show Details, Healthcare Plan tab, Intervention section	Intervention Code
Medical Diagnosis	Medical diagnosis a student can have as part of their healthcare plan	Individual Healthcare Plan	Student	Healthcare Plan – Click Add, Healthcare Plan tab, Intervention section Healthcare Plan Detail, Healthcare Plan tab, Intervention section	Medical Diagnosis
Lookup Table	Purpose	Screen	Tab	Section	Field
K12.HealthInfoSetup					
Health Type Of Record *	Types of immunization records	Health > Health	Immunizations	Immunization Record Data	Type of Record
Lookup Table	Purpose	Screen	Tab	Section	Field
K12.HealthMedication					
Administered *	Status of the scheduled administration of medication	Health > Medication and Service Monitor	Students	Mass Update Student List	Administered
Med Procedure	Medical procedures administered by school personnel	Health > Health	Medications	Current Procedures	Procedure

Lookup Table	Purpose	Screen	Tab	Section	Field
K12.HealthMedication					
Medication or Service	Medication or services that are administered to students by school personnel	Health > Health	Medications	Current Medications – Click Add	Medication
Medication Type	Type of medication administered as in <i>over-the-counter, controlled, prescribed</i>	Health > Health	Medications	Medication Taken at Home, Medications Taken at Home	Medication Type
Route of Administration	Method the medication is administered	Health > Health	Medications	Current Medications	Route of Admin
Lookup Table	Purpose	Screen	Tab	Section	Field
K12.HealthScreen					
Audio Aid	Devices used to aid the student's hearing	Health > Health Screen	Hearing	Audio Detail, Audio Detail tab, Right Ear section	Right Aid
				Audio Detail, Audio Detail tab, Left Ear section	Left Aid
Audio Folder	Folders used to store the audio screen results	Health > Health Screen	Hearing	Audio Detail, Audio Detail tab	Folder
Audio Screen Reason	Reasons for audio screening	Health > Health Screen	Hearing	Audio	Reason
Audiology Decibels *	Decibel values for audiology results. This table is necessary if you select Display Audiology Decibels for hertz testing results within District Health Options	Health > Setup > District Health Options	Options	Audio Detail Options	Default Value for Testing Value
			Hearing	Audio Detail, Audio Detail tab, Right Ear and Left Ear sections	500hz, 1000hz, 2000hz, 4000hz, 8000hz
				Audio Exam Detail, Audio Detail tab, Right Ear and Left Ear sections	
Color Deficiency	Possible color blindness conditions or a pass/fail list indicating if the student passed the color deficiency test	Health > Health Screen	Vision	Vision Detail, Vision Detail tab	Color Deficiency
Dental Assessment *	Reasons a dental exam requirement is waived	Health > Health Screen	Dental	Dental	Waiver
Gen Exam Type	Type of exam performed during the screening	Health > Health Screen	General Health	Health	Exam Type
Gen Location	Where the screening was held	Health > Health Screen	General Health	Health	Location

Lookup Table	Purpose	Screen	Tab	Section	Field
K12.HealthScreen					
Gen PE Requirement	Appropriate type of physical education curriculum for the student	Health > Health Screen	General Health	Health	PE Requirement
Immittance Class	Overall results of the hearing exam	Health > Health Screen	Hearing	Audio	Left Result and Right Result
Meds Prescribed	Medications prescribed or a list of the status of a prescription	Health > Health Screen	Tuberculosis	Tuberculosis Medication	Medication Prescribed
Referral	External agency where the student was referred to or the source of a referral for a hearing screening	Health > Health Screen	Hearing	Audio detail, Audio Detail Tab	Referral
Referred To	Doctor or specialist referred to	Health > Health Screen	Hearing Vision General Health Dental	Audio Detail, Audio Detail Tab Vision Detail, Vision Detail Tab Health Detail, General Health Detail Tab Dental Detail, Dental Detail Tab	Referred To
Referral Medium	Medium used for the referral	Health > Health Screen	Hearing Vision General Health Dental	Audio Detail, Audio Detail Tab Vision Detail, Vision Detail Tab Health Detail, General Health Detail Tab Dental Detail, Dental Detail Tab	Referral Medium
Tb Disease Status	Current status of the TB patient, such as <i>free from communicable tuberculosis</i> or <i>not free from communicable tuberculosis</i>	Health > Health Screen	Tuberculosis	Tuberculosis Medication	Free of communicable Tuberculosis
Tb Waiver	Reasons a tuberculosis test is waived	Health > Health Screen	Tuberculosis	Tuberculosis Skin Test	Waiver

Lookup Table	Purpose	Screen	Tab	Section	Field
K12.HealthScreen					
Treatment Urgency *	Follow-up treatments based on the results of the dental exam	Health > Health Screen	Dental	Dental	Treatment
Tympanogram Type	Results of a test with a tympanometer	Health > Health Screen	Hearing	Right Ear and Left Ear	Tymp Type
Vision Aid	Corrective lenses used by the student to correct their vision	Health > Health Screen	Vision	Vision Detail, Vision Detail tab	Vision Aid
Vision Exam Type	Type of exam performed during the screening	Health > Health Screen	Vision	Vision Detail, Vision Detail tab	Exam Type
Vision Location	Where the screening was held	Health > Health Screen	Vision	Vision Detail, Vision Detail tab	Location
Vision Screen Reason	Reasons that a student received a vision exam, such as <i>annual exam, referred by teacher, referred by parent</i>	Health > Health Screen	Vision	Vision Detail, Vision Detail tab	Reason
Vision Status	Overall vision status as determined by screening.	Health > Health Screen	Vision	Vision	Vision Status
Lookup Table	Purpose	Screen	Tab	Section	Field
K12.Setup					
Vaccination Sis Code *	Vaccination codes used in previous SIS software	Health > Setup > Immunization Definition	Immunization Definition	Immunizations Detail, Other tab, State & SIS Code section	Sis Code
Vaccination State Code ^	Vaccination codes used in state reporting (state-specific)	Health > Setup > Immunization Definition	Immunization Definition	Immunizations Detail, Other tab, State & SIS Code section	State Code
Lookup Table	Purpose	Screen	Tab	Section	Field
K12.VaccinationInfo					
Exemptions *	Vaccination exemption reasons for printing on the HLT403 report	Health > Health	Immunizations	Immunizations Detail, Student Dosage tab, Exemption, Compliance Override and Comment section	Exempt

Adding Alt Codes for Health Type of Record (Arizona)

The HLT212 – Arizona Immunization Report uses the Health Type of Record table. You must set this table up with the following values for the HLT212 report to work correctly.

1. Navigate to **Synergy SIS > System > Setup > Lookup Table Definition**.
2. Navigate to **K12.HealthInfo.Setup > Health Type of Record**. The lookup table displays.
3. Verify that the table has the following codes in the **Alt Code 3** column.

Code	Description	Alt Code 3
0	Arizona Lifetime Record	0
1	Out-of-State Record	1
2	Other Immunization Record	2
3	Foreign Country	3
4	Asiis	4
5	Provider Record	5

4. Click **Save**.

Adding Alt Codes for Administered Medications

In order to report correctly, the code used to indicate that medication was given must have an **Alt Code 3** value of 0. The code used to indicate an adjustment in the amount of medication kept by the school must have an **Alt Code 3** value of 3.

1. Navigate to **Synergy SIS > System > Setup > Lookup Table Definition**.
2. Navigate to **K12.HealthMedication > Administered**. The lookup table displays.

Name: **Administered** Namespace: **K12.HealthMedication** Locked: **N**

Use Code as the State Code

All values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value

Lookup Values + Add ...

X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Ed-Fi Code	Status	
										Year Start	Year End
<input type="checkbox"/>	1	0	0	Administered			0				
<input type="checkbox"/>	2	0	1	No Show							
<input type="checkbox"/>	3	0	2	Absent							
<input type="checkbox"/>	4	0	3	Dosage Adjust			3				

Feedback

Administered Lookup Table

3. Verify that the table has the appropriate codes in the **Alt Code 3** column.
4. Click **Save**.

Adding Alt Codes for Dental Assessment

The HLT618 – Oral Health Assessment and Waiver Report uses the Dental Assessment tables. You must set up these tables with the following values for the HLT618 report to work correctly.

1. Navigate to **Synergy SIS > System > Setup > Lookup Table Definition**.
2. Navigate to **K12.HealthScreen > Dental Assessment**. The Dental Assessment lookup table displays.
3. Verify that the table has the following codes in the **Alt Code 3** column.

Code	Description	Alt Code 3
0	Lack of access to insurance	2
1	Financial burden	1
2	Parental consent	3
3	Form not returned	4

4. Click **Save**.

Adding Alt Codes for Treatment Urgency

The HLT618 – Oral Health Assessment and Waiver Report uses the Treatment Urgency. You must set up these tables with the following values for the HLT618 report to work correctly.

1. Navigate to **Synergy SIS > System > Setup > Lookup Table Definition**.
2. Navigate to **K12.HealthScreen > Treatment Urgency**. The Treatment Urgency lookup table displays.
3. Verify that the table has the following codes in the **Alt Code 3** column.

Code	Description	Alt Code 3
0	No obvious problem	1
1	Early dental care recommended	2
2	Urgent care needed	3

4. Click **Save**.

Adding Alt Codes for Exemptions

You must add **Alt Codes** for exemptions for extracts and reports to display the appropriate exemption data.

1. Navigate to **Synergy SIS > System > Lookup Table Definition**.
2. Navigate to **K12.VaccinationInfo > Exemptions**. The Exemptions lookup table displays.

Name: **Exemptions** Namespace: **K12.VaccinationInfo** Locked: **N**
 Use Code as the State Code
 All values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value

Lookup Values

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Ed-Fi Code	Federal Code	Year Start	Year End	Status
1	1	MRP	Medical Reasons			M						
2	2	MRT	Medical Reasons Temporary			MT						
3	3	P	Personal Beliefs			R						
4	4	IU	Immunity to Mumps			MU						
5	5	IR	Immunity to Rubella			IR						
6	6	IM	Immunity to Measles									
7	7	POX	Had Chicken Pox			HD						
8	8	HIS	Disease History			HIS						

Exemptions Lookup Table

3. Verify that the table has the following codes in the **Code**, **State Code**, and **Alt Code 3** column.

Code	Description	State Code	Alt Code 3
	Exempt	E	
MRP	Medical Reasons	M	M
MRT	Medical Reasons Temporary	MT	MT
P	Personal Beliefs	P	R
	Personal Temporary	PT	
IU	Immunity to Mumps		MU
IR	Immunity to Rubella		IR
IM	Immunity to Measles		
POX	Had Chicken Pox		HD
HIS	Disease History		HIS
	Other	O	
	Disease	D	

4. Click **Save**.



Make sure the students with exemptions have the defined exemption codes applied in their individual **Synergy SIS > Health > Immunizations** record.

Adding Audiology Decibels

This table allows you to define the decibels for the audiology results. You can edit the default values in this table to contain the necessary measurement values. This table is necessary if you select **Display Audiology Decibels for Hertz testing results** within District Health Options.

The values in this table affect the options available within District Health Options and the hearing results within the Health Screen screen, **Hearing** tab and Health Screen by Section screen, **Hearing** tab.

1. Navigate to **Synergy SIS > System > Setup > Lookup Table Definition.**
2. Navigate to **K12.HealthScreen > Audiology Decibels.**

Name: **Audiology Decibels** Namespace: **K12.HealthScreen** Locked: **N**
 Use Code as the State Code
 All values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value

Lookup Values + Add

* Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Ed-Fi Code	Federal Code	Status	
										Year Start	Year End
1	1	1	20dB								
2	2	2	05dB								
3	3	3	10dB								
4	4	4	30dB								
5	5	5	40dB								

Audiology Decibels Lookup Table

Chapter 3: Immunization Definition Setup

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Setting Up Immunization Definition

After you set up all of the lookup tables, you can define the immunization requirements.

1. Navigate to **Synergy SIS > Health > Setup > Immunization Definition**.

Immunization Definition

Menu Save Undo

School Year: 2015-2016

Immunization Definition Immunization Report Settings Options Health Department

Validation Type
 Dosage interval validation on a sliding date scale

X	Line	Name	Sequence	Dosages		Minimum Age For Last Dosage	Continuing Booster Interval	Gender	Booster
				Total	Required				
	1	Hep B		0	0				<input type="checkbox"/>
	2	Hep B (2-dose)		0	0				<input type="checkbox"/>
	3	HPV		0	0				<input type="checkbox"/>
	4	Immunization 1		1	1	10	Year(s)	10	Male <input checked="" type="checkbox"/>
	5	Measles		0	0				<input type="checkbox"/>
	6	Meningococcal		0	0				<input type="checkbox"/>
	7	PCV7 or PCV13		0	0				<input type="checkbox"/>
	8	Tuberculosis		0	0				<input type="checkbox"/>
	9	Varicella 13+		0	0				<input type="checkbox"/>
	10	Polio	1	5	3	4	Year(s)		<input type="checkbox"/>
	11	Rotavirus	2	3	2				<input type="checkbox"/>
	12	DTP/DTaP/DT	2	6	4	4	Year(s)	10	Year(s) <input type="checkbox"/>
	13	Td	2	4	3			10	Year(s) <input type="checkbox"/>
	14	MMR	4	4	2				<input type="checkbox"/>
	15	HIB	5	4	1				<input type="checkbox"/>
	16	HBV 2 DOSE	6	2	2				<input type="checkbox"/>
	17	HBV	7	4	3				<input type="checkbox"/>
	18	Varicella	9	1	0	12	Year(s)		<input type="checkbox"/>
	19	Varicella 13 + - n	10	2	0				<input type="checkbox"/>
	20	Hepatitis A	11	2	0	2	Year(s)		<input type="checkbox"/>
	21	Meningococcal	12	0	0				<input type="checkbox"/>
	22	Test 1	13	1	1	15	Year(s)		<input type="checkbox"/>
	23	Shingles	14	4	3				<input type="checkbox"/>
	24	TapeWorm	15	2	1				<input type="checkbox"/>
	25	Ebola	16	1	1				<input type="checkbox"/>

Immunization Groups

X	Line	Group Name	Group Type	Merge Data Type
	1	DTP/Td	Combined	<input type="checkbox"/>
	2	HBV	Individually	<input type="checkbox"/>
	3	Varicella	Individually	<input type="checkbox"/>

Immunization Definition Screen

2. Select how to verify that immunizations meet requirements in the **Validation Type** field. Depending on your selection, the available fields vary. The options include:
 - **Dosage interval validation on a sliding date scale** – Verifies the number of dosages and the dates of dosages given. See [Creating Dosage Interval Validations](#) for next steps.
 - **No interval validation** – Only verifies the number of dosages given
 - **Custom validation rules** – See [Creating Custom Immunization Definitions](#) for next steps.
 - **Manual validation status entry** – Displays additional filtering options on the HLT403 -- Student Immunization Compliance List Report to assist with manual validation

Creating Dosage Interval Validations

1. Click **Add** in the Immunizations section to add a new line.

The screenshot shows the 'Immunization Definition' screen for the school year 2015-2016. It features a table with the following columns: Line, Name, Sequence, Dosages (Total, Required), Minimum Age For Last Dosage, Continuing Booster Interval, Gender, and Booster. The table contains 26 rows, with the 26th row highlighted in green. A red box highlights the '+ Add' button in the top right corner of the table area.

Line	Name	Sequence	Dosages		Minimum Age For Last Dosage	Continuing Booster Interval	Gender	Booster
			Total	Required				
1	Hep B		0	0				<input type="checkbox"/>
2	Hep B (2-dose)		0	0				<input type="checkbox"/>
3	HPV		0	0				<input type="checkbox"/>
4	Immunization 1		1	1	10 Year(s)	10	Male	<input checked="" type="checkbox"/>
5	Measles		0	0				<input type="checkbox"/>
6	Meningococcal		0	0				<input type="checkbox"/>
7	PCV7 or PCV13		0	0				<input type="checkbox"/>
8	Tuberculosis		0	0				<input type="checkbox"/>
9	Vaccella 13+		0	0				<input type="checkbox"/>
24	TapeWorm	15	2	1				<input type="checkbox"/>
25	Ebola	16	1	1				<input type="checkbox"/>
26								<input type="checkbox"/>

Immunization Definition Screen

2. Enter the appropriate values in the new line.
 - **Name** – Name of the immunization
 - **Sequence** – Order the immunizations display on the screen, from lowest to highest
 - **Total** – Number of possible dosages
 - **Required** – Minimum number of dosages required. For example, the Polio vaccine required 3 dosages but if the last dosage was not given to the student when he was 4 years old or older, he requires 4 dosages. For polio, the **Total** dosages would be 4 and the **Required** dosages would be 3.
 - **Minimum Age for Last Dosage** – If the last dosage of a vaccine must be given at a certain age or older, enter the number and time unit. For example, the last dosage of polio must be given to the student when the student is 4 years or older. For polio, enter 4 and select *Year(s)*.
 - **Continuing Booster Interval** – If the vaccine requires a booster every few years, enter the number and time unit. For example, some states require a Tdap booster every 5 years. For Tdap, enter 5 and select *Year(s)*.
 - **Gender** – Select if this immunization is gender specific
 - **Booster** – Select if this immunization is a booster shot
3. Click **Save**.
4. Repeat the process to add all the appropriate immunizations.

Adding Dosage Interval Validation Details

Some immunizations have more detailed requirements.

1. Select an immunization definition from the Immunization section.
2. Click **Show Detail**. The Dosages, Continuing Booster Interval, and Gender sections contain the same information on the main part of the screen. The **Age** and **Interval** of the Minimum Age for Last Dosage also contains the same information on the main part of the screen.

The screenshot shows the 'Immunization Definition' screen for the 'Td' immunization. The 'Immunizations' section is expanded to show details for 'Td'. The 'Minimum Age For Last Dosage' section is active, displaying the following fields:

Minimum Age For Last Dosage			Max Age	
Age	Interval	Superceding Dosage	Max Age	Interval
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Below this, the 'Dosages' section is expanded to show a table of dosage periods:

Line	Sequence	Dosage Period	Grace Period	
			Duration	Type
1	1	7	Year(s)	after birth
2	2	4	Week(s)	after prior dosage
3	3	6	Month(s)	after prior dosage
4	4	10	Year(s)	after prior dosage

Immunization Definition Screen, Immunizations Detail


3. Enter the **Superceding Dosage**, if the student did not meet the minimum age for last dosage requirement but can meet the requirement by taking a different number of dosages. For example, if a student was younger than 4 years when she received her last polio dosage, she can still meet the requirement if she has 4 dosages instead of 3.

- Enter the **Max Age** and **Interval**, if the student has to complete the final dosage of the immunization requirement by a certain age. For example, some states require students to receive a varicella vaccination before they turn 13. For the varicella vaccination, enter **13** in the **Max Age** field and select **Year(s)** from the **Interval** field. **Max Age** does not work unless you also enter a minimum age.

Dosages						
Line	Sequence	Max Age	Interval	Interval Type	Grace Period	
					Duration	Type
1	1	7	Year(s)	after birth		
2	2	4	Week(s)	after prior dosage		
3	3	6	Month(s)	after prior dosage		
4	4	10	Year(s)	after prior dosage		

Immunization Definition Screen, Immunizations Detail

The Dosages section outlines the recommended schedule of dosages needed for the immunization. If all other requirements are met, the student displays compliant if their dosages do not match this schedule.

 A blank line displays for each possible dosage entered in the **Total** field. All dosage periods are based on the student's birth date as entered in the Student screen. The **Grace Period** is the permissible time before the scheduled dosage when the student may still receive the vaccine.

- Click **Save**.

Setting Grade Level-Specific Immunization Requirements

Sometimes, as new immunization requirements are phased in, some vaccines are only required for certain grade levels. For example, in some states the meningococcal vaccine is only required for 6th and 7th grade students.

1. Select an immunization definition from the Immunization section.
2. Click **Show Detail**.
3. Select the **Grade Requirements** tab.

The screenshot shows the 'Immunization Definition' screen for the 'Td' vaccine. The 'Grade Requirements' tab is selected, showing a table with columns for Line, Grade, Dosage, Minimum Age For Last Dosage, Superceding Dosage, and Continuing Booster (Years and Interval). The table contains four rows of data for grades PS, KG, 01, and 02.

Line	Grade	Dosage	Minimum Age For Last Dosage	Superceding Dosage	Continuing Booster
1	PS				
2	KG				
3	01				
4	02				

Immunization Definition Screen, Immunizations Detail, Grade Requirements Tab

4. Enter the required **Dosage** for each grade in the Grade Level Requirements section.
5. Enter the age for the appropriate grade in the **Minimum Age for Last Dosage** column if the last dosage of a vaccine must be given at a certain age or older.
6. Enter the number of dosages in the **Superceding Dosage** column that overrides the minimum age requirement if the student did not meet the minimum age for last dosage but can still meet the requirement by taking a different number of dosages.
7. Enter the appropriate year and interval if the vaccine requires additional boosters periodically in the **Continuing Booster** column.
8. Click **Save**.

Creating Immunization Groups

For immunizations with varying requirements across ages and grades, you might need to separate the requirements into two immunization definitions to capture all of the requirements needed. Then, you can group the definitions together to capture the overall compliance with the requirements.

For example, the requirement for the varicella vaccine in some states is 1 dosage if it is given to the student before he is 13, or 2 dosages if the first dosage was given at 13 years of age or later. Enter the vaccination requirement in the Immunizations section in two or more separate requirements. In this example, enter the Varicella requirements as one requirement for students younger than 13 and one requirement for students 13 years or older.

*	Line	Name	Sequence	Dosages		Minimum Age For Last Dosage	Continuing Booster Interval	Gender	Booster
				Total	Required				
	1	Hep B		0	0				<input type="checkbox"/>
	2	Hep B (2-dose)		0	0				<input type="checkbox"/>
	3	HPV		0	0				<input type="checkbox"/>
	4	Immunization 1		1	1	10	Year(s)	10	Male <input checked="" type="checkbox"/>
	5	Measles		0	0				<input type="checkbox"/>
	6	Meningococcal		0	0				<input type="checkbox"/>
	7	PCV7 or PCV13		0	0				<input type="checkbox"/>
	8	Tuberculosis		0	0				<input type="checkbox"/>
	9	Varicella 13+		0	0				<input type="checkbox"/>
	10	Polio	1	5	3	4	Year(s)		<input type="checkbox"/>
	11	Rotovirus	2	3	2				<input type="checkbox"/>

Immunization Definition Screen

After entering the requirements, you can create a group to ensure the student met one of the requirements.

1. Click **Add** on the Immunization Groups section to add a new line.

*	Line	Name	Sequence	Dosages		Minimum Age For Last Dosage	Continuing Booster Interval	Gender	Booster
				Total	Required				
	1	Hep B		0	0				<input type="checkbox"/>
	2	Hep B (2-dose)		0	0				<input type="checkbox"/>
	3	HPV		0	0				<input type="checkbox"/>
	4	Immunization 1		1	1	10	Year(s)	10	Male <input checked="" type="checkbox"/>
	23	Shingles	14	4	3				<input type="checkbox"/>
	24	TapeWorm	15	2	1				<input type="checkbox"/>
	25	Ebola	16	1	1				<input type="checkbox"/>

Immunization Groups				
*	Line	Group Name	Group Type	Merge Data Type
	1	DTP/Td	Combined	<input type="checkbox"/>
	2	HBV	Individually	<input type="checkbox"/>
	3	Varicella	Individually	<input type="checkbox"/>
	4			<input type="checkbox"/>

Immunization Definition Screen

2. Enter the overall name for the requirement in the **Group Name** column.

3. Select the **Group Type**:

- *Individually* – Student is compliant if she meets one of the individual requirements in the group. For example, with the varicella requirement, the student can meet either the requirement for students who received the vaccine prior to age 13 or the requirement for students who took the vaccine at age 13 or older.
- *Combined* – Dosages taken for each requirement can substitute for each other in the grouping. For example, a student must take 4 dosages of either the DTaP, DTP, or DT vaccine. You could list each vaccine separately and, if the student takes a combined total of 4 of the 3 types of vaccines, she is compliant.
- *Merge Data Type* – Merges the definitions on the **Immunizations** tab of the Health screen so that only one line displays for all of the definitions in the group. If there is already data entered for the definitions, Synergy SIS cannot merge them. Synergy SIS still monitors the individual definitions for compliance and they still display separately on the Immunization Definition screen. This works best for vaccines such as varicella, where each definition references the same vaccine but the requirements are different either by age or by grade.

4. Click **Save**.

5. Select an immunization group from the Immunization Groups section.

6. Click **Show Detail** to display the immunization group details.

Immunization Definition Screen, Immunization Groups Detail

7. Select the definition to include in the group.

8. Click **Save**.

Defining State Vaccination and Former SIS Codes

If you need to upload vaccination information to the state, you must first map each definition to a state vaccination code. You must also map each definition to a SIS code Synergy SIS can use to convert data from a previous student information system.

1. Select an immunization definition from the Immunization section.
2. Click **Show Detail** to display the immunization detail tabs.
3. Select the **Other** tab.

The screenshot shows the 'Immunization Definition' screen for the school year 2015-2016. The 'Immunizations' list on the left includes items like Hep B, HPV, Measles, and Polio. The 'Polio' definition is selected, and the 'Other' tab is active. The 'State & SIS Code' section shows 'State Code' as 01 and 'Sis Code' as 01. The 'Label For Comment' section has a 'Show Label' checkbox and a 'Label' input field. The 'Properties' section has 'Booster' and 'Disable Immune' checkboxes.

Immunization Definition Screen, Immunizations Detail, Other Tab

4. Select the **State Code**. State codes vary by state.
5. Select the **SIS Code**.
6. Select the **Show Label** option.
7. Enter the new name of the column in the **Label** field. This changes the **Comment** column, which displays on the detail tab when you select a definition on the **Immunizations** tab of the Health screen.
8. Click **Save**.

Disabling Immune Selection for Immunization

If a student had a particular illness, such as chickenpox, he is immune and does not require additional immunization. For these students, you select *Immune* as the **Exempt** status for the associated immunization. However, there are some illnesses that you cannot naturally acquire immunity to, such as polio. For these illnesses and their associated immunizations, you can disable *Immune* in the **Exempt** field.

1. Select an immunization definition from the Immunization section.
2. Click **Show Detail** to display the immunization detail tabs.
3. Select the **Other** tab.

The screenshot shows the 'Immunization Definition' screen for the 'Polio' immunization. The 'Other' tab is selected and highlighted with a red box. The 'Properties' section at the bottom has the 'Disable Immune' checkbox checked.

Line	Name
1	Hep B
2	Hep B (2-dose)
3	HPV
4	Immunization 1
5	Measles
6	Meningococcal
7	PCV7 or PCV13
8	Tuberculosis
9	Varicella 13+
10	Polio
11	Rotovirus
12	DTP/DTaP/DT
13	Td
14	MMR
15	HIB
16	HBV 2 DOSE

Immunization Definition

Menu Save Undo

School Year: 2015-2016

Immunization Definition Immunization Report Settings Options Health Department

Validation Type
Dosage interval validation on a sliding date scale

Immunizations + Add Hide Detail ...

Name: Polio

Dosages Total: 5 Required: 3

Continuing Booster Interval Years: Interval:

Gender Restriction Gender:

Minimum Age For Last Dosage Age: 4 Interval: Year(s) Superceding Dosage: 4

Max Age Max Age: Interval:

Dosages Grade Requirements **Other**

State & SIS Code State Code: 01 Sis Code: 01

Label For Comment Show Label: Label:

Properties Booster: Disable Immune:

Immunization Definition Screen, Immunizations Detail, Other Tab

4. Select **Disable Immune**.
5. Click **Save**.

Creating Custom Immunization Definitions

Some school districts require customized definitions for their immunizations to capture all of the requirements needed. The Immunization Definition screen enables you to create custom rules to validate that students are compliant with their immunizations.

1. Navigate to **Synergy SIS > Health > Setup > Immunization Definition**.

The screenshot shows the 'Immunization Definition' screen. At the top, there are navigation tabs: 'Immunization Definition', 'Immunization Report Settings', 'Options', and 'Health Department'. Below this, there's a 'Validation Type' dropdown set to 'Dosage interval validation on a sliding date scale'. The main section is titled 'Immunizations' and contains a table with columns: Line, Name, Sequence, Dosages (Total, Required), Minimum Age For Last Dosage, Continuing Booster Interval, Gender, and Booster. A 'Feedback' button is visible on the right side of the table. Below the immunizations table is an 'Immunization Groups' section with a table containing columns: Line, Group Name, Group Type, and Merge Data Type.

Line	Name	Sequence	Dosages		Minimum Age For Last Dosage	Continuing Booster Interval	Gender	Booster	
			Total	Required					
1	Hep B		0	0				<input type="checkbox"/>	
2	Hep B (2-dose)		0	0				<input type="checkbox"/>	
3	HPV		0	0				<input type="checkbox"/>	
4	Immunization 1		1	1	10	Year(s)	10	Male	<input checked="" type="checkbox"/>
5	Measles		0	0					<input type="checkbox"/>
6	Meningococcal		0	0					<input type="checkbox"/>
7	PCV7 or PCV13		0	0					<input type="checkbox"/>
8	Tuberculosis		0	0					<input type="checkbox"/>
9	Varicella 13+		0	0					<input type="checkbox"/>
10	Polio	1	5	3	4	Year(s)			<input type="checkbox"/>
11	Rotovirus	2	3	2					<input type="checkbox"/>
12	DTP/DTaP/DT	2	6	4	4	Year(s)	10	Year(s)	<input type="checkbox"/>
13	Td	2	4	3			10	Year(s)	<input type="checkbox"/>
14	MMR	4	4	2					<input type="checkbox"/>
15	HIB	5	4	1					<input type="checkbox"/>
16	HBV 2 DOSE	6	2	2					<input type="checkbox"/>
17	HBV	7	4	3					<input type="checkbox"/>
18	Varicella	9	1	0	12	Year(s)			<input type="checkbox"/>
19	Varicella 13 + - n	10	2	0					<input type="checkbox"/>
20	Hepatitis A	11	2	0	2	Year(s)			<input type="checkbox"/>
21	Meningococcal	12	0	0					<input type="checkbox"/>
22	Test 1	13	1	1	15	Year(s)			<input type="checkbox"/>
23	Shingles	14	4	3					<input type="checkbox"/>
24	TapeWorm	15	2	1					<input type="checkbox"/>
25	Ebola	16	1	1					<input type="checkbox"/>

Line	Group Name	Group Type	Merge Data Type
1	DTP/Td	Combined	<input type="checkbox"/>
2	HBV	Individually	<input type="checkbox"/>
3	Varicella	Individually	<input type="checkbox"/>

Immunization Definition Screen

2. Select the *Custom validation rules* in **Validation Type**.

The screenshot shows the 'Immunization Definition' window for the school year 2015-2016. The 'Validation Type' dropdown is set to 'Custom validation rules'. Below this is a table of immunizations:

Line	Name	Sequence	Total Dosages	Vaccination Definitions
1	Hep B		0	Show Definition
2	Hep B (2-dose)		0	Show Definition
3	HPV		0	Show Definition
4	Immunization 1		1	Show Definition
5	Measles		0	Show Definition
6	Meningococcal		0	Show Definition
7	PCV7 or PCV13		0	Show Definition
8	Tuberculosis		0	Show Definition
9	Varicella 13+		0	Show Definition
10	Polio	1	5	Show Definition
11	Rotovirus	2	3	Show Definition
12	DTP/DTaP/DT	2	6	Show Definition
13	Td	2	4	Show Definition

Immunization Definition Screen



The previously defined immunizations, sequences, and total dosages display when you select *Custom validation rules*.

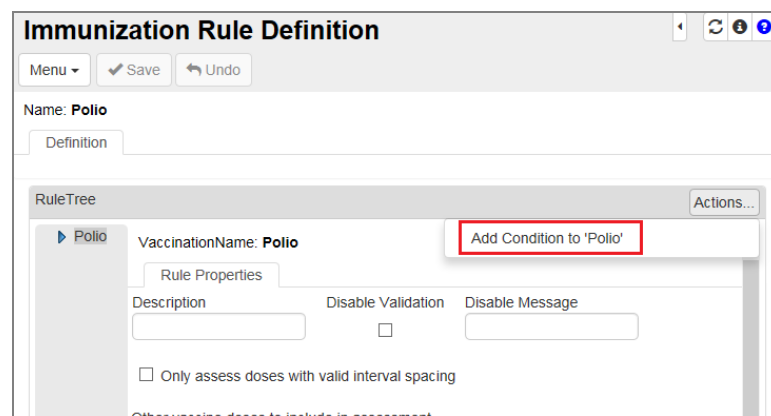
3. Select an immunization from the Immunization section and click the **Show Definition** link. The Immunization Rule Definition screen displays.
4. Select the primary node under the Rule Tree. The **Rule Properties** tab displays.

The screenshot shows the 'Immunization Rule Definition' window for the 'Polio' immunization. The 'Rule Tree' on the left has 'Polio' selected. The 'Rule Properties' tab is active, showing the following fields and options:

- Description:** [Text input field]
- Disable Validation:**
- Disable Message:** [Text input field]
- Only assess doses with valid interval spacing
- Other vaccine doses to include in assessment:**
 - BCG
 - BME
 - Cholera
 - Flu


Immunization Rule Definition Screen

5. Populate the fields on the **Rule Properties** tab.
 - **Description** – Description of the validation rule
 - **Disable Validation** – Select this option to disable this validation rule
 - **Disable Message** – Message displayed when the validation is disabled
 - **Only assess doses with valid interval spacing** – Activates the rule pre-validation using the Dosage Intervals
 - **Other vaccine doses to include in assessment** – Allows other vaccine dosages to be included for validation. When assessed, another vaccine can be used to evaluate valid dosages to determine compliance.
6. Select *Add Condition to (primary node)* from **Actions...** to open the Vaccination Condition Definition screen.



Immunization Rule Definition Screen

A node can have only one Condition and multiple Actions.

 Synergy SIS creates a True and a False node when you define a condition. Each True or False node can have one condition defined and many actions.

7. Select the condition type in the **Type** field. The Types available are:
 - **Interval Between Dosages** – Sets an interval of time between two dosages. The option also features a grace period.
 - **Student Age Time of Dose** – States an age interval for a given dosage. This option has a grace period.
 - **All Dosage Dates Condition** – Sets a specific message if a dosage date for the immunization equals the value entered
 - **All Dosage On Or After Birthday** – Sets a specific message if not all dosages have been entered on or after the student’s date of birth
 - **At Least 1 Dose After Age** – Sets that a student must have at least one dosage in any immunization after the time frame entered. This option also features a grace period.
 - **Dosage Date** – Allows a dosage interval to be set based upon the date of evaluation. The date of evaluation is the current date. This option also features a grace period.

- **Dosage Exists** – States the dosage exists
- **Student Age Today** – Defines the age interval used in evaluation. The date of evaluation is the current date. This option has a grace period.
- **Student Gender** – Indicate the gender that receives the immunization
- **Student Grade Level** – Defines the Grade condition a student must meet
- **Total Doses Received** – Sets the total dosages received (including early dosages) that must be present at the time of evaluation.
- **Vaccination Compliance** – Used to set the compliance of another series. This is comparable to the Immunization Groups.
- **Other Vaccination Compliance** – Allows one series of immunizations to force compliance for another. For example, if DTAP and TDAP are listed separately, this condition could be used to show the TDAP is compliant if DTAP is compliant and no dates are present for TDAP.
- **X Number of Dosages In Separate Month** – Sets a message if more than the specified number of dosages is entered in the same month for the same immunization

Vaccination Condition Definition Screen

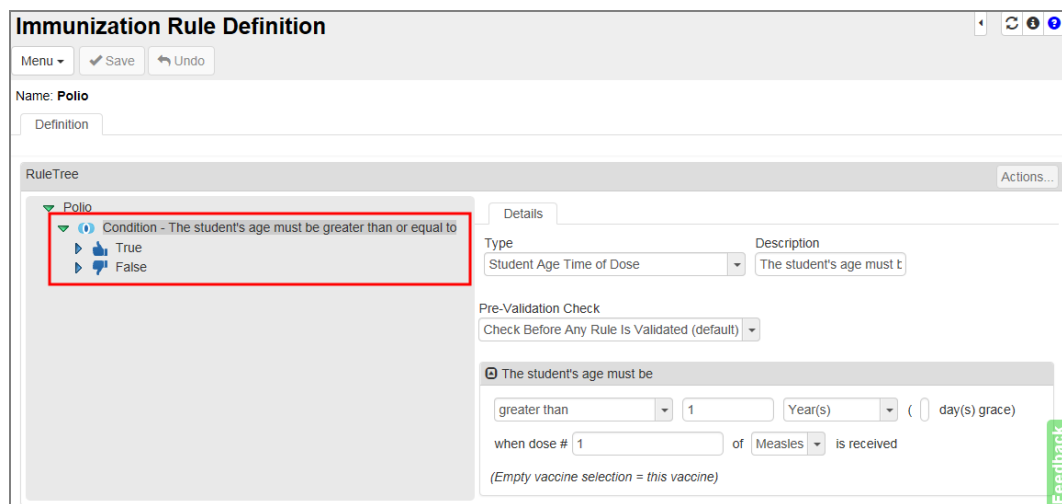
8. Enter the condition details in the appropriate fields. (The fields displayed vary based on the condition type selected.)

Vaccination Condition Definition Screen

- **Description** – Text in this field overrides the system-generated description
- **Dosage #** – Specific dosage within a series of dosages
- **Vaccination** – Specific vaccination

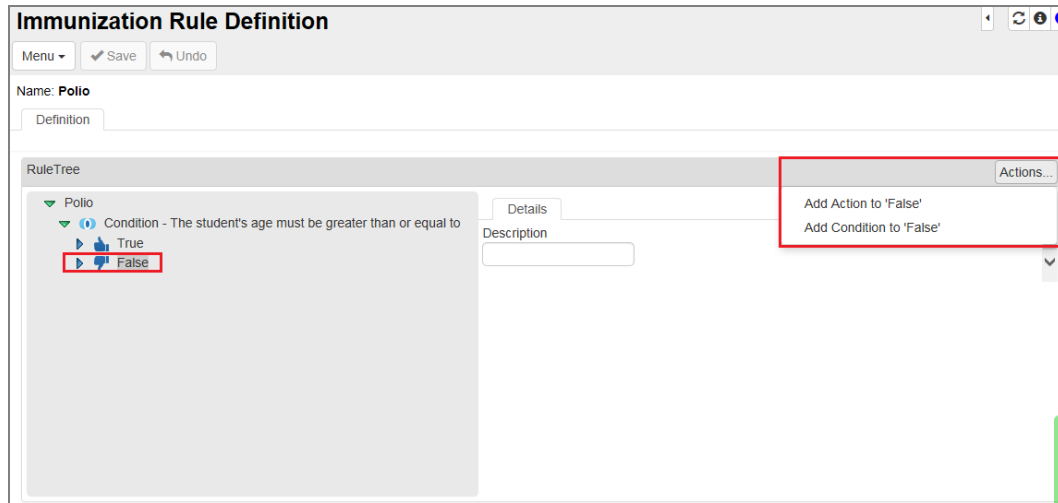
- **Condition** – Determines how to calculate the interval
 - *Equal*
 - *Greater*
 - *Greater than or Equal*
 - *In (Include)*
 - *Less*
 - *Less than or Equal*
- **Amount** – Value used with the Qualifier and Condition
- **Age** – Specified age of a student used in calculations
- **Value** – Specific grade value used with the Student Grade Level condition
 - *Qualifier*
 - *Day(s)*
 - *Month(s)*
 - *Year(s)*
- **Date** – Specified date a condition must meet
- **Message** – Text entered display on the Student dosage status and the Vaccine status
- **Compliance**
 - *Compliant*
 - *Exempt*
 - *Not Compliant*
 - *Not Required*
 - *Up to Date*

2. Click **Save**. The condition and the **True** and **False** nodes display under the main node on the Rule Tree.



Immunization Rule Definition Screen

3. Select the **False** node.



Immunization Rule Definition Screen

4. Add a condition or an action.

- Select the *Add Condition to 'False'* option from the **Actions...** menu. The Vaccination Condition Definition screen opens. Follow steps 5-8 outlined above to add a condition.
- Select *Add Action to 'False'*. The Vaccination Action Definition screen opens. Follow the steps below to add an action.

5. Select the action type in the **Type** field. The Types available are:

- *Set Dosage Due Date* – Defines the interval between dosages. As an example dosage #2 due 2 months after dosage #1 received.
- *Set Dosage Status* – Sets a specific dosage with a specific result and message. As an example, dosage #2 set to *Not Compliant* and the message set to *Incomplete*.
- *Set Other Vaccination Compliance* – Sets the series of immunizations to force compliance for another. For example, if DTAP and TDAP display separately, you can use this condition to show the TDAP is compliant if DTAP is compliant and no dates are present for TDAP.
- *Set Vaccination Compliance* – Sets a specific vaccination to a specific result and message.

6. Enter the condition details in the appropriate fields. (The fields displayed vary based on the condition type selected.)

- **Description** – Text in this field overrides the system-generated description
- **Dosage #** – Specific dosage within a series of dosages
- **Vaccination** – Specific vaccination
- **Amount** – Value used with the **Qualifier** and Condition

- **Qualifier**
 - *Day(s)*
 - *Month(s)*
 - *Year(s)*
- **Result**
 - *Compliant*
 - *Exempt*
 - *Insufficient*
 - *No Record*
 - *Not Compliant*
 - *Not Required*
 - *Up to Date*
- **Message** – Text entered display on the Student dosage status and the Vaccine status

Vaccination Action Definition Screen

7. Click **Save**. The action displays under the **False** node.

Immunization Rule Definition Screen

8. Continue to add conditions and actions under the appropriate nodes as needed to complete the immunization compliance definition.

Adding Custom Instructions/Info to Report Footers

Some health reports can include custom text in the footer of the report. At the bottom of the Student Immunization Report (HLT202), the district can add custom instructions or information.

1. Navigate to **Synergy SIS > Health > Setup > Immunization Definition**.
2. Select the **Immunization Report Settings** tab.

Immunization Definition

Menu Save Undo

School Year: 2015-2016

Immunization Definition **Immunization Report Settings** Options Health Department Import / Export

Immunization Profile Text

May cause sleepiness, drowsiness, loss of consciousness, inability to remain awake, instantaneous REM, non-responsive eyes/closed.

Exclusion Days (from mailing date)

14

Immunization Definition Screen, Immunization Report Settings Tab

3. Enter the footer text to display in the **Immunization Profile Text** field.
4. Click **Save**.

Edupoint
 Hope High School
 Student Immunization Profile
 Year: 2010-2011
 Report: HLT202

1. Identification Information

Student Name Abbott, Billy C.	Perm ID 905483	Grade 12	Gender Male	Birth Date 05/12/1993
----------------------------------	-------------------	-------------	----------------	--------------------------

2. Immunizations

	1st Date	2nd Date	3rd Date	4th Date	5th Date	6th Date	Compliance
Polio	02/02/2004	01/28/2006	03/03/2007	04/04/2008	05/06/2009		
DTP/DTa/PDT	02/02/2004	01/28/2006	03/03/2007	04/04/2008	05/06/2009		
Td	09/19/2010						
MMR	05/06/2009						
HB	02/02/2004	01/28/2006	04/04/2008	05/06/2009			
HBV 2 DOSE	11/27/2008	02/28/2009					
HBV							
Varicella (History of Disease)	02/25/2011						
Varicella 13 + (History of Disease)							
HEP A	07/28/1997	07/29/1997					

3. Documentation

I certify that I reviewed this student's immunization record and it has been transcribed accurately.

Date: _____

Admitting Official: _____

Documentation presented:

- Official State Record
- Foreign country (name) _____
- Out-of-State record (Name) _____

4. Status of requirements

- A. Immunization Complete Date: _____
- B. Currently up-to-date; more doses are due later.
- C. Laboratory evidence of immunity to: _____

Exemption for:

- D. Medical Reasons - Permanent
Date: _____
- E. Medical Reasons - Temporary until:
Date: _____
- F. Personal Beliefs
Date: _____

Tuberculosis

First Tuberculosis Skin Test			Second Tuberculosis Skin Test			Tuberculosis Chest X-Ray	
Impression	Date Given	mm Induration	Impression	Date Given	mm Induration	Impression	Date Given

Printed by Admin User at 04/22/2011 9:52 AM
 Edupoint School District
 Part 1 of 1 / Page 1 of 2

Student Immunization Profile Report

Adding an Exclusion Date

An exclusion date is the day by which students must be compliant in all their immunizations or have an exemption reason on file.

1. Navigate to **Synergy SIS > Health > Setup > Immunization Definition**.
2. Select the **Immunization Report Settings** tab.
3. Enter a value in the **Exclusion Days (from mailing date)** field.



The **Exclusion Days (from mailing date)** is set to the current date plus the number specified. The default value is *14*. For example, if the current date is *1/10/2017* and the field is set to *14*, the **Exclusion Date** is *1/24/2017*. You can override the **Exclusion Days (from mailing date)** by the **Exclusion Date** field on the HLT215 and HLT216 report interfaces.

The screenshot shows the 'Immunization Definition' screen with the 'Immunization Report Settings' tab selected. The 'School Year' is set to '2015-2016'. The 'Immunization Profile Text' field contains the text: 'May cause sleepiness, drowsiness, loss of consciousness, inability to remain awake, instantaneous REM, non-responsive eyesisclosdidus.' The 'Exclusion Days (from mailing date)' field is highlighted with a red box and contains the value '14'.

Immunization Definition Screen, Immunization Report Settings Tab

4. Click **Save**.

Setting Vaccination Rule Options

1. Navigate to **Synergy SIS > Health > Setup > Immunization Definition**.
2. Select the **Options** tab.
3. Select the following options:
 - **Use Birth Month When Validating Student Age Conditions** – If a vaccination has a condition related to the student’s birthdate or age, the system validates the vaccination if given during the birth month, rather than on the actual birthday.
 - **The Number of Days in a Month** – Number of days that Synergy SIS uses to define a month in order to determine if an immunization is compliant. If there is no entered value, the system uses the average of 30.4 days in a month.

- **Default Parent Signature to True** – See [Retaining Parents' Signatures on File](#)
- **Do Not Include Parent Signature in Assessment** – Synergy SIS does not require a parent's signature on file in order to validate a student's immunization record
- **Exemptions Are Valid Without an 'Exemption Granted' Date** – Synergy SIS does not require you to enter an **Exemption Date** when you select an **Exemption Granted** value on the **Immunization** tab of the Health screen.

The screenshot shows the 'Health' screen for a student named Bobby Abbott. The 'Immunizations' tab is active. Under the 'Immunization Record Data' section, there are three main areas: I. Documentation, II. Status of Requirements, and III. 7th Grade Entry. In the 'Status of Requirements' section, the 'Exemption Granted' dropdown is set to 'Personal Beliefs' and the 'Exemption Date' field is empty. A red box highlights these two fields. There is also a 'Feedback' button on the right side of the form.

Health Screen, Immunization Tab

- **Disable Dosage Validation** – Synergy SIS does not validate the dosages based on the conditions associated with the immunization. This allows you to enter vaccination dates in any order. You can also enter dosages before the student's birthday even if the birthday related condition is set.

If you select **Disable Dosage Validation**, you must run the Update Dosage Number for All Student Dosages process.



1. Select *Update Dosage Number For All Students* from the **Menu** on the Immunization Definition screen. A confirmation message displays when the process completes.
2. Click **OK** to dismiss the confirmation message.


- **Invalid Dates Message** – See [Customizing Message for Insufficient Records](#)

Retaining Parents' Signatures on File

You can set the system to indicate that a parent or guardian's signature is on file every time someone creates a new immunization record.

The screenshot shows the 'Health' screen for a student named Bobby Abbott. The 'Immunizations' tab is selected and highlighted with a red box. Under the 'Immunization Record Data' section, the 'I. Documentation' sub-section contains a checkbox labeled 'Parent Signature on File' which is also highlighted with a red box. Other fields include 'Staff Signature', 'Date', 'Type of Record', 'Parent Signature Date', 'Status Of Requirements', 'Exemption Granted', 'Exemption Date', '7th Grade Entry', and 'IV. Tdap (Pertussis Booster) Requirements'.

Health Screen, Immunizations Tab

 Any immunization data entered on the **Immunization** tab of the Health screen before you selected this option is not affected.

1. Navigate to **Synergy SIS > Health > Setup > Immunization Definition**.
2. Select the **Options** tab.
3. Select **Default Parent Signature to True**.

Immunization Definition

Menu Save Undo

School Year: 2015-2016

Immunization Definition Immunization Report Settings **Options** Health Department Import / Export

READ FOR FIRST TIME USE

Insert Default Values for the Focus Year

If this is the very first time Immunizations Definition is being setup in Synergy (for any year), use this button to insert default data.

New Year Rollover Preparation

Delete the Immunization Definition for the Focus Year

Use this Delete button only in the case where New Year Rollover cannot create records in the New Year. Before clicking this button, be sure to be focused to the New Year first.

Vaccination Rule Engine Settings

The Number of Days in a Month: 0.00 (Enter 0 [zero] to use calendar months)

Use Birth Month When Validating Student Age Conditions

When the birth month option is enabled, a dose received on any day in the same month as the student's birth date will be considered valid. For example, if a dose is required after 1 year of age, and the student was born on May 12, 2010, then a dose received on May 1, 2011 or after will be considered valid.

Default Parent Signature to True

Do Not Include Parent Signature in Assessment

Feedback

Immunization Definition Screen, Options Tab

4. Click **Save**.

Customizing Message for Insufficient Records

The message that displays when immunization records has invalid dates is customizable on the **Options** tab of the Immunization Definition screen. You can make this message as general or specific as needed.

1. Navigate to **Synergy SIS > Health > Setup > Immunization Definition**.
2. Select the **Options** tab.
3. Enter the appropriate message in the **Invalid Dates Message** field.

The screenshot shows the 'Immunization Definition' application window. The 'Options' tab is selected and highlighted with a red box. Under the 'Vaccination Rule Engine Settings' section, the 'Invalid Dates Message' field is highlighted with a red box and contains the text: 'Insufficient: Dates Missing, Invalid, or Out of Sequence'. Other visible fields include 'The Number of Days in a Month' (0.00), 'Use Birth Month When Validating Student Age Conditions' (unchecked), 'Default Parent Signature to True' (unchecked), 'Do Not Include Parent Signature in Assessment' (unchecked), 'Exemptions Are Valid Without an "Exemption Granted" Date' (unchecked), and 'Disable Dosage Validation' (unchecked). A 'Feedback' button is visible on the right side of the screen.

Immunization Definition Screen, Options Tab

4. Click **Save**.

Setting Grade Level Validation

You can set validation conditions for immunizations that check a student's grade level. You can also designate that Synergy SIS can look at the local code (**Code** column) or the state code (**State Code** column) in the Grade Lookup table to determine the appropriate grade level.

1. Navigate to **Synergy SIS > Health > Setup > Immunization Definition**.
2. Select the **Options** tab. The Grade level validation currently uses field indicates which code the system is currently checking.
3. Click **Switch validation to use STATE CODES and convert existing rule values** to toggle between the local and state code. The system converts the existing rule to use the newly selected values.

Immunization Definition

Menu Save Undo

School Year: 2015-2016

Immunization Definition Immunization Report Settings **Options** Health Department Import / Export

READ FOR FIRST TIME USE

Insert Default Values for the Focus Year

If this is the very first time Immunizations Definition is being setup in Synergy (for any year), use this button to insert default data.

New Year Rollover Preparation

Delete the Immunization Definition for the Focus Year

Use this Delete button only in the case where New Year Rollover cannot create records in the New Year. Before clicking this button, be sure to be focused to the New Year first.

Vaccination Rule Engine Settings

The Number of Days in a Month: 0.00 (Enter 0 [zero] to use calendar months)

Use Birth Month When Validating Student Age Conditions

When the birth month option is enabled, a dose received on any day in the same month as the student's birth date will be considered valid. For example, if a dose is required after 1 year of age, and the student was born on May 12, 2010, then a dose received on May 1, 2011 or after will be considered valid.

Default Parent Signature to True

Do Not Include Parent Signature in Assessment

Exemptions Are Valid Without an 'Exemption Granted' Date

Disable Dosage Validation

If the validation is disabled then users will be able to enter vaccination dates in any order on the vaccination grid. You will not be required to enter dates sequentially and you will be able to enter dosage dates before the students birthday. When checking this value you must run the "Update Dosage Number For All Student Dosages" from the menu item to number all dosages. This process only needs to be run once and will run for the entire district.

Invalid Dates Message: Insufficient: Dates Missing, Invalid, or Out of Sequence

Grade level validation is currently using: local codes **Switch validation to use STATE CODES and convert existing rule values**

When using 'state codes' grade validation, the rules do not need to be modified to include any newly added grades with existing state grade codes. When using 'local codes' validation, the rules must be modified to include any newly added grades.

***NOTE:** Do not modify the the K12.Grade lookup state code values while in 'state codes' validation mode - first switch the validation mode to 'local codes', then you can switch back to 'state codes' mode and the changes will be updated automatically.

Immunization Definition Screen, Options Tab



If you add a new grade when using local code validation, you need to go into any existing rule to manually add the grade to the rule.

If you add a new grade with an existing state code when using state code validation, the system automatically updates the rules that use the existing state code.

Defining Health Department Information

The system enables you to create letters informing parents and guardians that a student's immunization records must be compliant by a specified date. These letters contain the local health authority's contact information and contain a local health authority representative or officer's signature. Contact your local health authority for the correct information and signature.

1. Navigate to **Synergy SIS > Health > Setup > Immunization Definition**.
2. Select the **Health Department** tab.

The screenshot shows the 'Immunization Definition' application window. At the top, there is a title bar with the text 'Immunization Definition' and a menu icon. Below the title bar is a toolbar with icons for 'Menu', 'Save', and 'Undo'. The main content area is divided into two panes. The left pane is titled 'Regional Health Department' and contains several input fields: 'Department Name' (with the value 'Edupoint Health Departr'), 'Department Officer Name' (with the value 'Dr. Jane Smith'), 'Department Address' (with the value '219556 S. Power Rd, Mesa, AZ 85555'), and 'Department Phone Number' (with the value '555-666-9693'). The right pane is titled 'Signature Image File' and contains a preview of a signature that reads 'My signature'. Below the preview are two buttons: 'Upload Signature File' and 'Clear Signature File'. The 'Health Department' tab in the top navigation bar is highlighted with a red box.

Immunization Definition Screen, Health Department Tab

3. Enter the required information in the Regional Health Department group box.
 - **Department Name**
 - **Department Officer Name**
 - **Department Address**
 - **Department Phone Number**
4. Upload a file containing the (authorized) signature of the Regional Health Department Officer in the Signature Image File section.
5. Click **Save**.

Importing & Exporting Immunization Definitions

You can import immunizations definitions created in Synergy SIS from another school or district. You can also export immunization definitions for use by another school or district. The files imported and exported are in XML format.



The **State Codes** and **Name** in Synergy SIS must match the source XML file to import properly.



Use the generic conversion process to import immunization definitions from another Student Information System, . See the *Data Conversion* manual and the Immunization Definitions spreadsheet.

You can select to import or export the immunization definitions either as a group or individually.

CDC Custom Rules



Make sure you do this in a test environment first to see if you would like to continue.

CDC Custom Rules Before Importing

1. Log in to Synergy.
2. Click Synergy in the upper left corner to find your locale.

✕

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Customer: Edupoint School District
Schema Version: 10001
Locale: USA.AZ.ESD
License: 4CAH3AL8S3EFS8CBN9JA
Customer: Edupoint School District

Product Version Information:
Synergy: 2019.01 (12/18/2018)
Install Date: 12/18/2018 14:00:21

Restore Help Tips

About Synergy Window

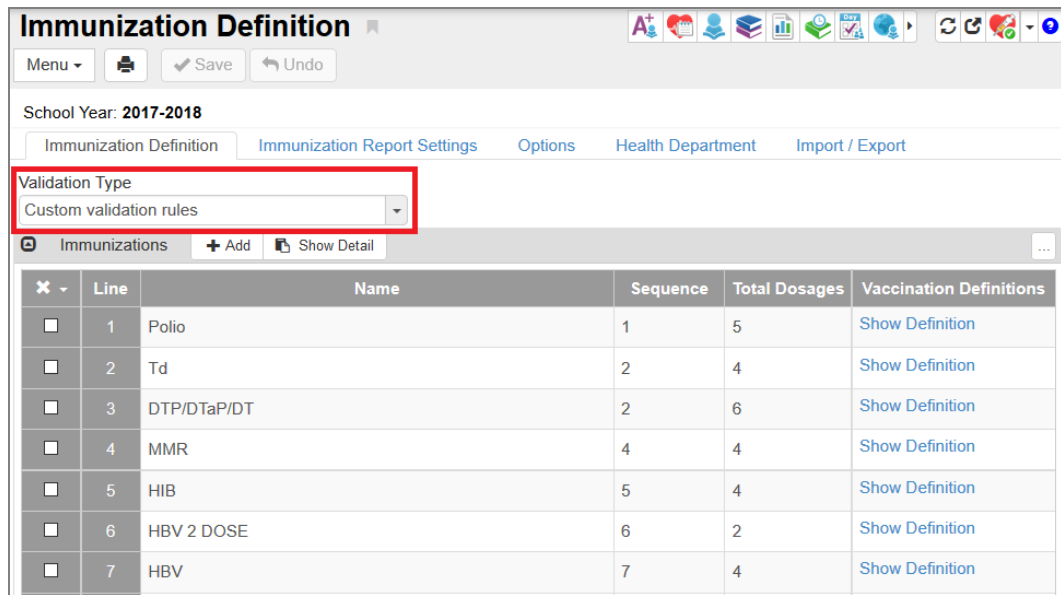
3. Open the XML file and replace all 'USA.CDC' locale with your locale.



CDC XML Example

4. Make sure the SIS and State Codes in the file match what the XML says for each vaccination. You must follow this process for all vaccinations in the file.

- a. Navigate to **Synergy SIS > Health > Setup > Immunization Definition**.
- b. Select *Custom validation rules* in the **Validation Type**.



Immunization Definition Screen

c. Click Save.

- d. Click **Show Detail** for the first immunization and keep this open on one screen.

Line	Name	Sequence	Interval	Duration	Type
1	Polio	1	6	Week(s)	after birth
2	Td	2	4	Week(s)	after prior dosage
3	DTP/DTaP/DT	3	4	Week(s)	after prior dosage
4	MMR	4	4	Week(s)	after prior dosage
5	HIB	5	4	Week(s)	after prior dosage

Immunization Definition Screen, Immunizations Detail

- e. Open the XML on a second screen.
f. Find 'SIS'. The 'SIS_CODE', 'STATE_CODE', and 'VAC_NAME' are together

```

<VAC_DEF_LOCAL=USA.CDC VAC_USE_STATE_GRADE_CODES="Y" SCHOOL_YEAR="2014" COUNT="8">
<VAC_DEF_LOCAL=USA.CDC BOOSTER="N" DISABLE_IMMUNE="N" COMMENT_LABEL="" DOSAGE="5" LIST_ORDER="1" MAX_AGE="" MAX_AGE_INTERVAL="" SHOW_LABEL="N" SIS_CODE="01" STATE_CODE="01" VAC_NAME="Polio">
  <RULE_DEF_MAIN>
    <ROOTS>
      <VAC_RUN VAC_GU="[VACGU]" VAC_NAME="Polio" DESC="Polio" VAC_DISABLE_VALIDATION="N" VAC_DISABLE_MESSAGE="disabled" VAC_USE_STATE_GRADE_CODES="Y" VAC_VALID_DOSES_ONLY="" VAC_GROUP="">
        <CONDITION VAC_CONDITION_TYPE="StudentAgeToday" DESC="" ID="[ID]" CONDITION_TYPE="GreaterThanOrEqual" CONDITION_VALUE="" DOSE_NUM="2147483647" DOSE_AGAINST="2147483647" PRE_VALIDATION="CheckBeforeRule">
          <TRUE ID="[ID]**[VACGU]">
            <ACTION ACTION_TYPE="SetVaccinationCompliance" ACTION_RESULT="NotRequired" ID="[ID]" INTERVAL_TYPE="None" INTERVAL_AMT="0" DOSE_NUM="0" DOSE_AGAINST="0" DESC="" ACTION_MSG="Not Required (Ag)>
          </TRUE>
          <FALSE ID="[ID]**[VACGU]">
            <CONDITION VAC_CONDITION_TYPE="DosageExists" DESC="" ID="[ID]" CONDITION_TYPE="Unknown" CONDITION_VALUE="" DOSE_NUM="5" DOSE_AGAINST="2147483647" PRE_VALIDATION="CheckBeforeRule">
              <TRUE ID="[ID]**[VACGU]">
                <CONDITION VAC_CONDITION_TYPE="StudentAgeTimeOfDose" DESC="" ID="[ID]" CONDITION_TYPE="LessThanOrEqual" CONDITION_VALUE="" DOSE_NUM="4" DOSE_AGAINST="2147483647" PRE_VALIDATION="CheckBeforeRule">
                  <TRUE ID="[ID]**[VACGU]">
                    <CONDITION VAC_CONDITION_TYPE="IntervalBetweenDosages" DESC="" ID="[ID]" CONDITION_TYPE="IntervalBetweenDosages" CONDITION_VALUE="" DOSE_NUM="5" DOSE_AGAINST="4" PRE_VALIDATION="CheckBeforeRule">
                      <TRUE ID="[ID]**[VACGU]">
                        <ACTION ACTION_TYPE="SetVaccinationCompliance" ACTION_RESULT="Compliant" ID="[ID]" INTERVAL_TYPE="None" INTERVAL_AMT="0" DOSE_NUM="0" DOSE_AGAINST="0" DESC="" ACTION_MSG="Compliant (Ag)>
                      </TRUE>
                      <FALSE ID="[ID]**[VACGU]">
                        <ACTION ACTION_TYPE="SetVaccinationCompliance" ACTION_RESULT="NotCompliant" ID="[ID]" INTERVAL_TYPE="None" INTERVAL_AMT="0" DOSE_NUM="0" DOSE_AGAINST="0" DESC="" ACTION_MSG="Not Compliant (Ag)>
                      </FALSE>
                    </TRUE>
                  </FALSE>
                </TRUE>
              </FALSE>
            </TRUE>
          </FALSE>
        </TRUE>
      </FALSE>
    </ROOTS>
  </VAC_RUN>
</VAC_DEF_LOCAL>
</CDCXML>

```

CDC XML Example

The SIS_CODE and STATE_CODE for Polio are '01'. You must change these on the Immunization Definition screen.



The vaccination names associated with the numbers in the **Sis Code** and **State Code** fields have to match only the numbers and not the names already in your system. However, if you want the vaccination names associated with the numbers to match, see the [Matching the Codes to the Definition](#) section below for instructions.


- b. Select *01* for Polio from the **Sis Code** and from the **State Code**.

The screenshot shows the 'Immunization Definition' screen for a vaccine named 'Polio'. The 'Sis Code' dropdown menu is open, displaying a list of options. The option '01: Polio' is highlighted with a red box. The 'State Code' dropdown is also visible, showing '01' selected. The interface includes a table for 'Doses' and a 'Grace Period' table.

Line	Sequence	Interval	Duration	Type
1	1	6	4	Day(s)
2	2	4	4	Day(s)

Immunization Definition Screen

- c. Repeat the above steps for all the vaccines in the XML.

 There might be fewer vaccines in the XML than you have in your system because with custom rules you do not need the extra vaccinations to catch the exceptions.

Importing CDC Custom Rules

After completing the steps above, you are ready to import.

1. Select the **Import/Export** tab.



Do not check any boxes to import all the definitions.

2. Click **Import Definitions**.

Immunization Definition

Menu Save Undo

School Year: **2017-2018**

[Immunization Definition](#) [Immunization Report Settings](#) [Options](#) [Health Department](#) [Import / Export](#)

Select the definitions to include (no selection = all)

Polio (State Code: 01)

Td (State Code: 03)

DTP/DTaP/DT (State Code: 02)

MMR (State Code: 04)

HIB (State Code: 05)

HBV 2 DOSE (State Code: 06)

HBV (State Code: 06)

Varicella (State Code: 08)

Hepatitis A (State Code: 07)

Create new vaccination definitions for each imported definition with no matching state code

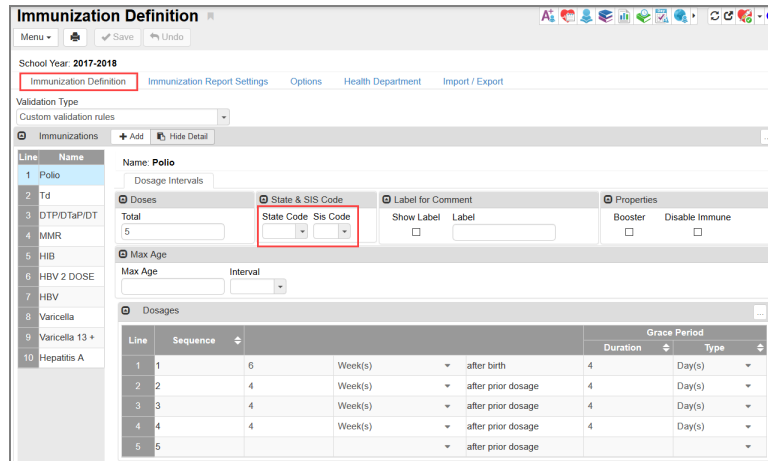
[Import Definitions](#) [Export Definitions](#)

Immunization Definition Screen

Select the **Immunization Definition** tab and set the **Sis Code** and **State Code** to blank for the offending vaccinations if you get an error when you try to import.

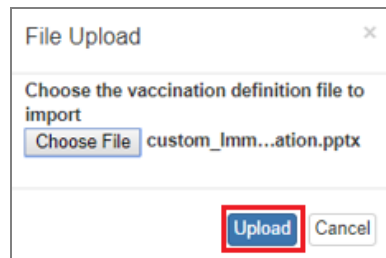


Error Message



Immunization Definition Screen

3. Click **Choose File** to select the file.
4. Click **Upload**.



File Upload Screen

Defining the Immunization Rule

1. Select the **Immunization Definition** tab on the Immunization Definition screen.
2. Click **Show Definition** to open the Rule Tree on the Immunization Rule Definition screen.



This is where you add or remove conditions and/or actions to match the rule setup.

The screenshot shows the 'Immunization Rule Definition' window. The 'Name' field is set to 'Polio'. The 'RuleTree' section displays a hierarchical structure of conditions and actions:

- Polio
 - Condition - All doses of Polio were given on or after the student's birth date
 - True
 - Condition - More than 2 doses are received in the same month
 - True
 - False
 - False
 - Action - Set this immunization compliance to 'None' and set this immunization message to 'One or more dosages given before the birthdate'

On the right side, there is a table with two columns: 'Total Dosages' and 'Vaccination Definitions'. The 'Vaccination Definitions' column contains a 'Show Definition' link for each row, which is highlighted with a red box in the image.

Total Dosages	Vaccination Definitions
5	Show Definition
4	Show Definition
6	Show Definition
4	Show Definition
4	Show Definition
2	Show Definition
4	Show Definition
2	Show Definition
2	Show Definition
2	Show Definition

Immunization Rule Definition Screen

3. Click **Actions...** to customize the rule to meet the requirements of your state.

This screenshot is similar to the previous one, but the 'Actions...' button in the top right corner of the 'RuleTree' section is highlighted with a red box.

Immunization Rule Definition Screen

Matching the Codes to the Definition

You must change the Lookup Table Definitions to match the vaccination names to the numbers in the **Sis Code** and **State Code** fields.

1. Navigate to **Synergy SIS > System > Setup > Lookup Table Definition**.
2. Navigate to **K12.Setup > Vaccination Sis Code**.
3. Update the **Code** entries as needed.

Namespace: **K12.Setup** Name: **Vaccination Sis Code** Locked: **N**
 Use Code as the State Code
 All values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a

Lookup Values + Add

×	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3
<input type="checkbox"/>	1	0	01	Polio	01		
<input type="checkbox"/>	2	0	02	Diphth	02		
<input type="checkbox"/>	3	0	03	DTTD	03		
<input type="checkbox"/>	4	0	04	MMR	04		
<input type="checkbox"/>	5	0	05	HIB	05		
<input type="checkbox"/>	6	0	06	HEP B	06		
<input type="checkbox"/>	7	0	07	HEP A	07		
<input type="checkbox"/>	8	0	08	Varicella	08		

Vaccination Sis Code Lookup Table

4. Navigate to **K12.Setup > Vaccination State Cod**.
5. Update the **Code** as needed.

Namespace: **K12.Setup** Name: **Vaccination State Cod** Locked: **N**
 Use Code as the State Code
 All values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a

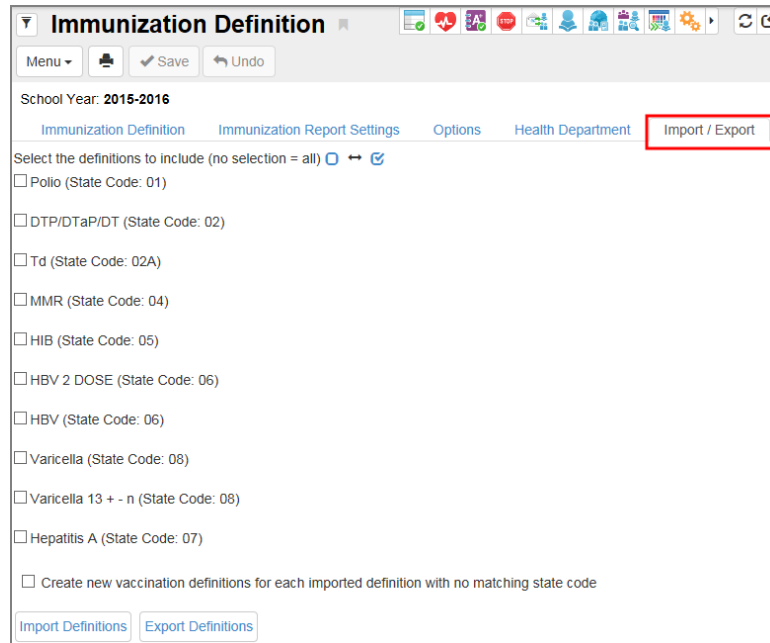
Lookup Values + Add

×	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3
<input type="checkbox"/>	1	0	01	Polio			
<input type="checkbox"/>	2	0	02	Diphth			
<input type="checkbox"/>	3	0	03	DTTD			
<input type="checkbox"/>	4	0	04	MMR			
<input type="checkbox"/>	5	0	05	HIB			
<input type="checkbox"/>	6	0	06	HEP B			
<input type="checkbox"/>	7	0	07	HEP A			
<input type="checkbox"/>	8	0	08	Varicella			

Vaccination State Cod Lookup Table

Importing/Exporting Definitions as a Group

1. Navigate to **Synergy SIS > Health > Setup > Immunization Definition**.
2. Select the **Import/Export** tab.



The screenshot shows the 'Immunization Definition' screen in the 'Import / Export' tab. The 'School Year' is set to '2015-2016'. The 'Import / Export' tab is highlighted in red. Below the tabs, there is a section for selecting definitions to include, with a note '(no selection = all)'. The list includes:

- Polio (State Code: 01)
- DTP/DTaP/DT (State Code: 02)
- Td (State Code: 02A)
- MMR (State Code: 04)
- HIB (State Code: 05)
- HBV 2 DOSE (State Code: 06)
- HBV (State Code: 06)
- Varicella (State Code: 08)
- Varicella 13 + - n (State Code: 08)
- Hepatitis A (State Code: 07)

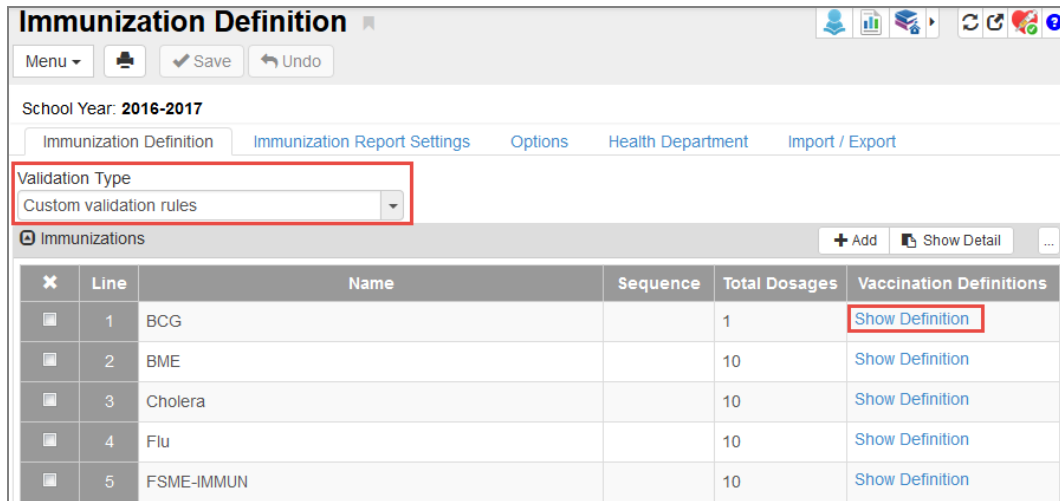
At the bottom, there are two buttons: 'Import Definitions' and 'Export Definitions'.

Immunization Definition Screen, Import / Export Tab

3. Select the immunization definitions to include in the import or export file.
4. Import or export the definitions.
 - Click **Import Definitions**.
 - a. Click **Choose File** to select the definitions XML file to upload.
 - b. Click **OK** to the confirmation message.
 - Click **Export Definitions**. The system creates an XML file for you to save.

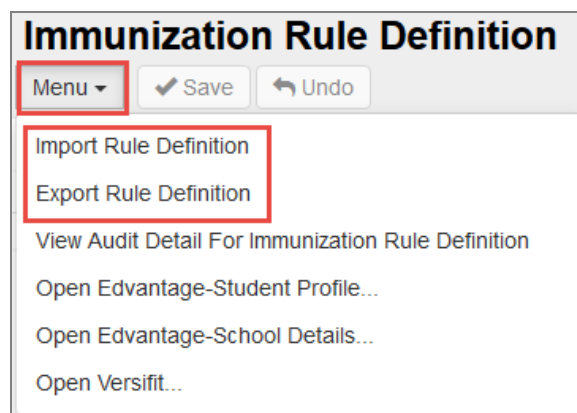
Importing/Exporting Definitions Individually

1. Navigate to **Synergy SIS > Health > Setup > Immunization Definition**.
2. Select *Custom validation rules* in **Validation Type**.
3. Select the immunization definition to import or export file.
4. Click **Show Definition** to open the Immunization Rule Definition screen.



Immunization Definition Screen

5. Import or export the rule definitions from the **Menu**.
 - Select *Import Rule Definition*.
 - a. Click **Choose File** to select the definition to import.
 - b. Click **OK** to the confirmation message.
 - Select *Export Rule Definition*. The system creates an xml file for you to save.



Immunization Rule Definition Screen

Securing Delete All Immunization Data

Secure this menu option to prevent users from deleting a student's data.

1. Navigate to **Synergy SIS > System > Security > PAD Security**.
2. Navigate to **Synergy SIS > Health > Health**. The Access section displays to the right of the Product Access Definition Security tree.
3. Click **Show Detail** to secure the desired User Group. The Tab Access section displays.
4. Select **No** for **Access** in **Menu – Delete All Immunization Data**.

The screenshot shows the PAD Security interface. On the left is a tree view of the Product Access Definition Security. The 'Health' folder is expanded, and the 'Public' user group is selected. The main area shows the 'Access' section for 'K12.Healthinfo.Health'. Below this is a table for 'Tab Access' with the following data:

Line	Type	Tab Name	Access
1	Menu	Reports	▼
2		..Student Health Profile	▼
3		..Student Immunization Profile	▼
4		..Student Health Incident List	▼
5		..Student Medications Summary	▼
6		Delete All Immunization Data	No

PAD Security Screen, Access Detail

5. Click **Save**.

Adding State Codes for Vaccinations

State Health reports such as the HLT204 – California School Immunization Report and the HLT212 – Arizona Immunization Report use the Vaccination State Code table.

For the reports to work correctly for Arizona, California, and Oregon, you must set this table up with the appropriate values. After setting up the lookup table, you must map the codes to each vaccination definition as outlined in the next section of this guide.

1. Navigate to **Synergy SIS > System > Setup > Lookup Table Definition**.
2. Navigate to **K12.Setup > Vaccination Sis Code**. The Vaccination Sis Code lookup table displays.

Name: **Vaccination Sis Code** Namespace: **K12.Setup** Locked: **N**

Use Code as the State Code

All values reported to state will be used from the lookup code and not evaluate to the State Code un

Lookup Values

×	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3
<input type="checkbox"/>	1	0	01	Polio	01		
<input type="checkbox"/>	2	0	02	Diphth	02		
<input type="checkbox"/>	3	0	02A	TD ONLY			
<input type="checkbox"/>	4	0	03	DTTD	03		
<input type="checkbox"/>	5	0	04	MMR	04		
<input type="checkbox"/>	6	0	05	HIB	05		
<input type="checkbox"/>	7	0	06	HEP B	06		
<input type="checkbox"/>	8	0	07	HEP A	07		
<input type="checkbox"/>	9	0	08	Varicella	08		

Vaccination Sis Code Lookup Table

3. Verify that the table has the following codes entered in the **State Code** column.

Arizona Vaccination Codes

Code	Description	State Code
01	Polio	01
02	Diphth	02
03	DTTD	03
04	MMR	04
05	HIB	05
06	HEP B	06
07	HEP A	07
08	Varicella	08
09	PCV7	09
10	TDAP	10
11	MCV	11
12	TB Skin Test	12
13	HPV	13

California Vaccination Codes

Code	Description	State Code
01	Polio	01
02	DT/Td	02
02A	DTP/DtaP/Tdap	02A
03	MMR	03
04	HIB	04
08	HEP B	08
09	Hep A	09
10	Varicella (Chicken Pox)	10

Oregon Vaccination Codes

Code	Description	State Code
01	DTAP	01
01A	Booster	01A
02	Polio (IPV or OPV)	02
03	Varicella	03
04	MMR	04
05	Measles	05
06	Mumps	06
07	Rubella	07
08	Hepatitis B	08
09	Hepatitis A	09
10	HIB	10
11	Pneumococcal (PCV7)	11
12	Meningococcal (MCV4, MPSV4)	12
13	HPV	13
14	Influenza	14

Washington Vaccination Codes

Code	Description	State Code
02	HEPB	02
03	MMR	03
05	TDAP	05
06	VAR	06
07	MCV	07
09	HIB	09
10	HEPA	10
11	HPV	11
12	TD	12
14	DTAP	14
15	PCV	15
16	PV (polio)	16

4. Click **Save**.

Chapter 4: Optional Health Screen Customizations

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Setting up Audiology Staff

Synergy SIS handles Audiology staff differently than other staff roles.

1. Navigate to **Synergy SIS > Staff > Staff**.
2. Locate the staff member you want to give the Audiology role to.
3. Select the **Audiology** Role Type in the Staff Role section.

The screenshot shows the 'Staff' management interface. At the top, the staff member is identified as 'Andrews, Mark' with a 'Teacher' type. Below this are tabs for 'General', 'Schools', 'SpecialEd', 'Emergency', 'Credentials', and 'CRDC Overrides'. The 'General' tab is active, showing fields for Last Name (Andrews), First Name (Mark), Middle Name, Suffix, Gender (Male), and Type (Teacher). Below this is the 'Staff Info' section with fields for Abbreviated Name, Nick Name, Social Security Number (123-45-6789), Previous Social Security Number, State ID, Badge Number (1002), Teacher / Administrator License Number, Teacher / Administrator License Prefix, Previous License Number, Licensure Check, EdFi ID, Job Title, and E-Mail (staffdemo@mail.qasynergy!). At the bottom are fields for Birth Date (11/19/1972), Birth Month (11), Birth Day (19), Birth Place, Highest Education Level (Bachelor's degree), Baccalaureate Degree Institution, and Highest Degree Institution. On the right side, the 'Staff Role' section is visible, showing a list of role types: **Audiology**, Conference, Discipline, Health, Rater, and Transportation. The 'Audiology' checkbox is highlighted with a red box.

Staff Screen

4. Click **Save**.

The chosen staff member now displays in the **Staff Name** field on the Health Screen screen.

The screenshot shows the 'Health Screen' interface for a student named Billy C. Abbott. The 'Hearing' tab is selected. In the 'Audio Detail' section, the 'Staff Name' dropdown menu is open, showing 'Andrews, Mark' as the selected staff member. Other fields include Screen Date (11/07/2017), Clinic Date (11/07/2017), Grade (12), Referral Date (11/02/2017), and Reason (C2: C2). The interface also shows sections for 'Right Ear' and 'Left Ear' with various testing parameters.

Health Screen, Hearing Tab, Audio Detail

Setting up Audiology Decibels

Within Synergy SIS, you can enter a specific decibel for each hertz used in testing to identify the default value for the overall audio status for each ear.



This setup is optional. Selecting these options enables you to record default values and decibels when using **Add Wizard** or **Show Detail** within Health Screen. If you do not set up this option, the default Pass/Fail option remains.

You can also see these changes in HealthVUE.

Enabling Audiology Decibels

These options are available within the Audio Detail Options section of the District Health Options screen. You must enter values in the Audiology Decibels lookup table before you can select them in **Default Value for Testing Value**.

1. Navigate to **Synergy SIS > Health > Setup > District Health Options**.
2. Select **Display Audiology Decibels for Hertz testing results**.



Selecting this option changes the values for the **Default Value for Testing Value**, enabling you to select decibels for hertz in place of *Pass* or *Fail*.

3. Select the desired **Default Value for Testing Value**.

District Health Options

Menu ▾ Save Undo

Options

Student Medications

Health Screen

Other Info

Audio Detail Options

Note: This option is year-specific and should only be enabled at the beginning of the school year.

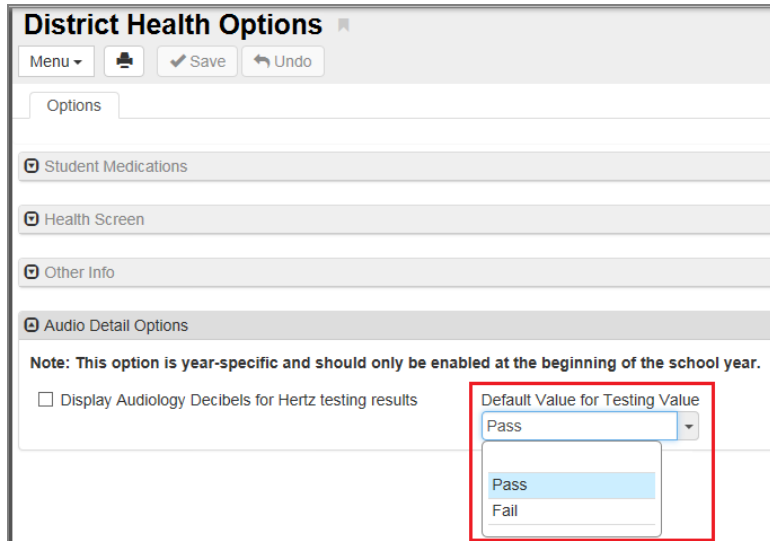
Display Audiology Decibels for Hertz testing results

Default Value for Testing Value




- 20dB
- 05dB
- 10dB
- 30dB
- 40dB

District Health Options Screen

 If you do not select **Display Audiology Decibels for Hertz testing results**, the values for this option are *Pass* and *Fail*.



District Health Options

Menu ▾   Save  Undo

Options

Student Medications

Health Screen

Other Info

Audio Detail Options

Note: This option is year-specific and should only be enabled at the beginning of the school year.

Display Audiology Decibels for Hertz testing results

Default Value for Testing Value

Pass

Pass

Fail

District Health Options Screen

4. Click **Save**.

Alternative Accident Details

Synergy SIS offers an alternative Health detail screen that provides your users with additional drop-downs for entering accident details. These drop-downs include **Accident Location**, **Activity**, **Equipment**, **Injury**, and **Action Taken**. **Accident Location** describes where the accident took place. **Activity** describes what activity the individual was taking part in when the accident took place. **Equipment** identifies any equipment involved with the accident. **Injury** identifies any injuries sustained by the individual during the accident. **Action Taken** identifies the actions taken by school officials as a result of the accident.

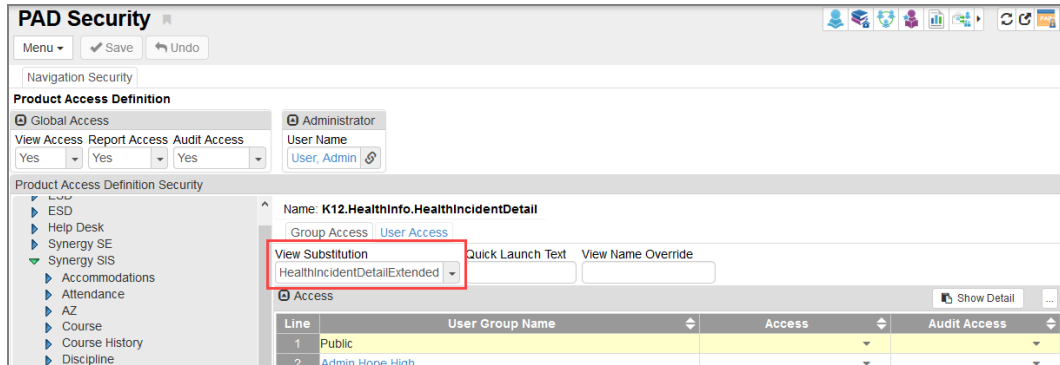
The screenshot displays the 'Health' application interface for a student named Billy C. Abbott. The student's profile information is visible at the top, including school (Hope High School), status (Active), homeroom, and age (18 yrs 4 mths). Below the profile, there are tabs for 'Health Log - Nurse', 'Health Conditions', 'Immunizations', 'Medications', 'Private', and 'Health History'. The 'Entries' section is active, showing a list of health log entries on the left and a detailed view of an entry on the right. The detailed view includes a 'Log Date' of 08/01/2017 and a 'Log' type of 'Accident Detail'. The 'Detail' section contains several dropdown menus: 'Accident Location', 'Activity', 'Equipment', 'Injury', and 'Action Taken'. A red box highlights these dropdown menus. There are also checkboxes for 'Tylenol (override test)' and 'Other Injuries'.

Health Screen, Entries Detail, Accident Detail Tab

Enabling the Alternative Accident Details

For these drop-downs to display on the Health screen, you must enable this alternative view within Synergy SIS.

1. Navigate to **Synergy SIS > System > Security > PAD Security**.
2. Navigate to **Synergy SIS > Health > Health Incident Detail** in the Product Access Definition Security tree.
3. Select *HealthIncidentDetailExtended* in the **View Substitution** field.



PAD Security Screen

4. Click **Save**.

Changing Main Column Headings

You can change the main column headings on the **Medications** tab of the Health screen. The column names you can change the display of in the Current Medications and Current Procedures sections include: **Date Range**, **Dosage Times**, **Admin Days**, **Procedure Times**, and **Procedure Days**.

1. Navigate to **Synergy SIS > Health > Setup > District Health Options**.
2. Enter new label values for the main column headings: **Medication Date Range Label**, **Medication Dosage Times Label**, **Medication Admin Days Label**, **Medication Procedure Times Label**, and **Medication Procedure Days Label**.

The screenshot shows the 'District Health Options' screen. The 'Health Medications Tab' section is highlighted with a red box and contains the following configuration options:

- Medication Date Range Label: Range of Dates
- Medication Dosage Times Label: Times of Dosage
- Medication Admin Days Label: Days to be Administered
- Medication Procedure Times Label: Times of the Procedure
- Medication Procedure Days Label: Days of the Procedure

Other sections visible include 'Student Medication Task' with a note about ADA/ADM property options and 'Health Screen' with checkboxes for 'Show BMI Percentile' and 'Show BMI Status'.

District Health Options Screen

3. Click **Save**.

The Current Medications and Current Procedures sections on the **Medications** tab of the Health screen display the new column headings.

The screenshot shows the 'Health' screen for a student named Aarmani Aimee. The 'Medications' tab is selected, and the 'Current Medications' section is expanded. The table below shows the updated column headings for the 'Current Medications' section:

Line	Medication	Remaining Units	Date Range		Dosage Times						Admin Days								
			Start Date	End Date	Time	Units	Dosage (e.g. 50 mg)	Time	Units	Dosage (e.g. 50 mg)	Time	Units	Dosage (e.g. 50 mg)	Mon	Tue	Wed	Thu	Fri	Days Between
1	Advair	37.00	08/20/2018		4:50 PM													1	
2	Retain	37.00	08/20/2018		4:50 PM													1	

The 'Current Procedures' section is also expanded, showing the following table with updated column headings:

Line	Procedure	Date Range		Procedure Times			Procedure Days					Days Between Procedures		
		Start Date	End Date	Time 1	Time 2	Time 3	Mon	Tue	Wed	Thu	Fri			
1	Breathing Treatment		08/21/2018		9:00 AM	1:00 PM								1

Health Screen

Displaying Medical Notifications

You can set Synergy SIS to display medical notifications for students while entering health-related incidents on the Health Log Student screen.

1. Navigate to **Synergy SIS > Health > Setup > District Health Options**.
2. Select *Health* as the Notification Type.

District Health Options

Options

Student Medications

Display all PRN medications on Medication Monitor

Suppress Display of Medications With No Remaining Doses in Medication Monitor

Suppress Student Photo on Consecutive Lines in Medication Monitor

Number of days to retain unprocessed health medical tasks: 30

Show remaining dosage on Student Medication Detail

Student Medication Task

Health Medications Tab

Health Screen

Other Info

Restrict the ability to edit or delete private health comments to the user that created the comment

Note: By selecting a Notification Type, Health Notification icons will display on Health Log Student

Notification Type
 Health

Audio Detail Options

District Health Options Screen

3. Click **Save**.

Selecting the option displays the medical alerts on the Health Log Student screen.

Health Log Student

Organization Name: Hope High School School Year: 2018-2019

Health Log

Log Date: 10/22/2018

Display Preferences

Accidents + Add Show Detail

Current Log Date: 10/22/2018

Line	Student Name	Alert	Gender	Grade	Birth Date	Perm ID	Teacher	Time In	Time Out	Health Code	Disposition	Visit Comments	Blood Glucose	Staff Name	Totals	ATR Code	
1	Ackley, Brian R	T	M	12	03/11/2001	913948	Rel Time, Rel Time	2:11 PM		630	Anxiety				1		
2	Acosta, Eugene A	1. Medical Alert - Life threatening peanut allergy comment						enter, Career	8:15 AM	12:15 PM	630	Anxiety				1	Nrs, NsT

Health Log Student Screen

Enabling the Remaining Units Column

1. Navigate to **Synergy SIS > Health > Setup > District Health Options**.
2. Select **Show remaining dosage on Student Medication Detail** in the Student Medications section.

District Health Options

Menu Save Undo

Options

Student Medications

- Display all PRN medications on Medication Monitor
- Suppress Display of Medications With No Remaining Doses in Medication Monitor
- Suppress Student Photo on Consecutive Lines in Medication Monitor
- Number of days to retain unprocessed health medical tasks: 30
- Show remaining dosage on Student Medication Detail**

Student Medication Task

Note: The Medication Service Monitor will include students with the selected ADA/ADM property option(s).

- Needs Only (No ADM)
- Exclude From State Reporting

Health Medications Tab

Medication Date Range Label

Medication Dosage Times Label

Medication Admin Days Label

Medication Procedure Times Label

Medication Procedure Days Label

WARNING: Suppressing medication with zero remaining units may cause a student to miss important medication administration. Using this option will prevent the creation of a medication task.

District Health Options Screen

3. Click **Save**.

Selecting the option displays the **Remaining Units** column on the Health screen.

Health

Menu Save Undo

Student Name: Abbott, Aimee School: Hope High School Status: Active Homeroom: AG1 Age: 13 yrs 3 mths

Health Conditions Immunizations Medications Private Health History Documents

Last Name: Abbott First Name: Aimee Middle Name: Perm ID: 997073 Grade: 09 Gender: Female Birth Date: 06/22/2005 Allow Tylenol

Current Medications + Add Hide Detail

Line Medication

- 1 Ritalin
- 2 Ritalin
- 3 GasX
- 4 Advair
- 5 Tylenol

Student Medication Detail

Student Medication

History + Add

Line	Date	Time	Remaining Units	Units	Administered	Administered By	Unit Adjustment	Total Admin Time	Nurse's Log	Note	Medicaid	Route of Admin	PRN
1	09/18/2018	4:15 PM		0.00	Absent								No
2	09/17/2018	3:15 PM	37.00		Dosage Adjustment		37.00			Initial Dosages			No

Health Screen, Medications Tab, Current Medications Detail

Recording Student Attendance

You can now enter student attendance on the **Health Log Nurse** tab of the Health or Health Log Student screens. This feature allows you to record attendance when an incident is created or at a later time.

Selecting the District Attendance Codes

1. Navigate to **Synergy SIS > Attendance > Setup > District Attendance Code**.
2. Select the **Default Nurse Log** for an existing code or a newly added code.

The screenshot shows the 'District Attendance Code' configuration screen. At the top, it displays 'School Year: 2018-2019' and tabs for 'Attendance Reasons' and 'Additional Options'. Below this is a section for 'Attendance Scanning Options' and another for 'Attendance Reasons' with an '+ Add' button. The main part of the screen is a table with the following columns: Line, Code, Title, Type, Default Letter, Default Report, Default Teacher/VUE, Default Unv Breakfast, Default Group, Default Nurse Log, and Default PVUE Entry. The 'Default Nurse Log' column is highlighted with a red border. The table contains 10 rows of data:

Line	Code	Title	Type	Default Letter	Default Report	Default Teacher/VUE	Default Unv Breakfast	Default Group	Default Nurse Log	Default PVUE Entry
1	Nce	Ace N	School Activity		<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
2	Act	Activity	School Activity		<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
3	Alc	Alt Lm Ct	School Activity		<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
4	Apl	Appeal	School Activity		<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
5	App	Appealed	School Activity		<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
6	Bus	Bus Susp	Excused		<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
7	Bsp	Busspend	Excused		<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
8	Adm	Couns/admi	School Activity		<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
9	Cou	Counseling	School Activity		<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
10	Pox	C-Pox	Excused	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>

District Attendance Code Screen

3. Click **Save**.

Selecting the School Attendance Codes

1. Navigate to **Synergy SIS > Attendance > Setup > School Attendance Code**.
2. Select **Nurse Log Allowed** for a code.

School Attendance Code

Menu Save Undo

School Name: **Kennedy High School** School Year: **2018-2019**

School Attendance Reasons

Attendance Scanning Options

Attendance Scan Form: Default Absence Type: Default Tardy Type: [Populate Mandatory District Codes](#)

School Attendance Reasons

Line	Used In School	Code	Title	Type	Include Dialer	Include Letters	Include Reports	Allowed In Teacher/VUE	Allow Universal Breakfast	Include In Group Attendance	Nurse Log Allowed	PVUE Entry	AdminVUE Mobile App		
													Allowed In AdminVUE	Code Group 1	Code Group 2
1	<input checked="" type="checkbox"/>	NsT	Nurse Late	School Activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input checked="" type="checkbox"/>	Vac	Vacation	Unexcused	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	Nce	Ace N	School Activity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input checked="" type="checkbox"/>	Act	Activity	School Activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input checked="" type="checkbox"/>	Aic	Alt Lrn Ct	School Activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

School Attendance Code Screen



Make sure to select **Used In School** for a new code.

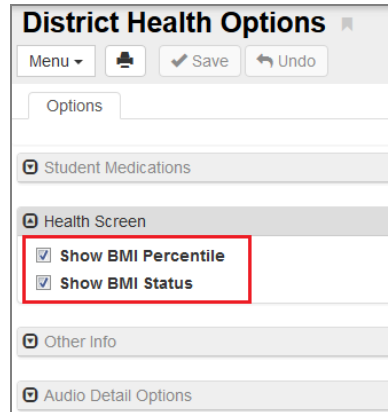
You must select the **Nurse Log Allowed** column for at least one attendance **Code** on the School Attendance Code screen to enable the attendance feature for a nurse.

3. Click **Save**.

Displaying BMI Details

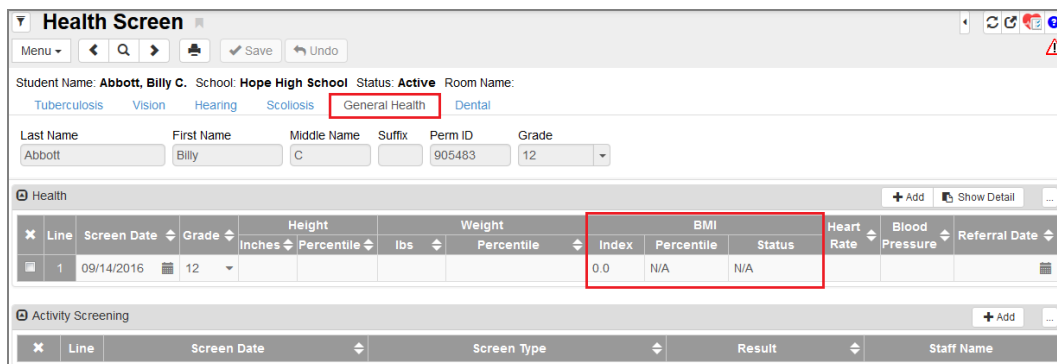
You can set Synergy SIS to display BMI details for students on the Health Screen.

1. Navigate to **Synergy SIS > Health > Setup > District Health Options**.
2. Select **Show BMI Percentile** and/or **Show BMI Status**.



District Health Options Screen

Selecting the options display these details on the Health Screen under the **General Health** tab.



Health Screen Screen

Chapter 5: Accident Report and Task Setup

Setting Up the Health Accident Report	81
Setting Up the Healthcare Plan Report	84
Understanding Health Task Information	88

Setting Up the Health Accident Report

The Health Accident Report is a system-generated letter that you send to a student’s parents after an accident occurs. You create a form letter and the system populates it with details of the incident. You can create different types of form letters that vary in detail and can translate into the student’s home or primary language.


Setting up a health accident report consists of three steps. First, you create a mail merge letter using Microsoft Word. Second, create a mail merge definition for the Health Accident Report. Third, attach the letter to the mail merge definition.

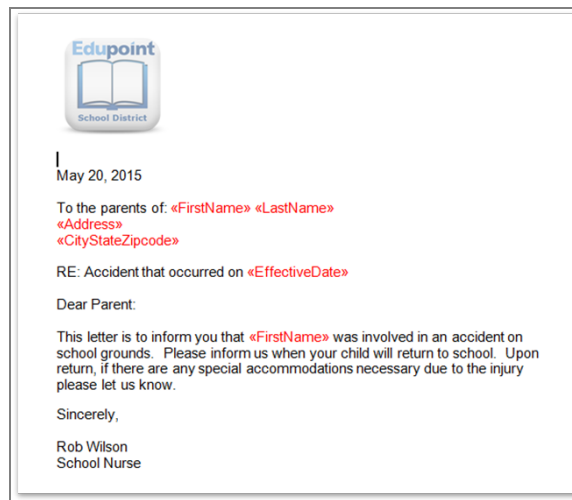
Creating a Health Incident Mail Merge Letter

1. Open a new document in any version of Microsoft Word.
2. Write a generic letter informing the parents that their child had an accident.
3. Add the mail merge fields for the information you want the system to populate from the health record.

You must enter field names in the following format:


<<FieldName >>

 Common field names are FirstName, LastName, Address, CityStateZipCode, IncidentLocation, IncidentDate, and IncidentTime.



Health Accident Report Word Document

4. Save the letter.

 See the *Synergy SIS – System Administrator Guide* for information about creating a mail merge 1.0 document.

See the *Synergy SIS – Mail Merge 2.0 Guide* for information on setting up letters and labels in Mail Merge version 2.0.

Creating a Mail Merge Definition

You can set the letter for use either at the district level (all schools can access) or at the school level (only that individual school can access.) The process for adding a letter is the same on both screens.

- Use the Mail Merge District Definition screen (**Synergy SIS > System > Setup > Mail Merge District Definition**) to create letter that all schools can access.

The screenshot shows the 'Mail Merge District Definition' interface. At the top, there is a toolbar with 'Find', 'Undo', and a red-bordered '+ Add' button. Below the toolbar, there are input fields for 'Name', 'Type', and 'Default Language'. A 'Documents' tab is active, showing a table with columns: 'Line', 'Language', 'Revision', and 'Add Date Time Stamp'. The table has one row with a dropdown for 'Language' and a text input for 'Revision'. At the bottom, there is a 'Merge 2.0 Advanced Settings' section.

Mail Merge District Definition Screen

- Use the Mail Merge Definition screen (**Synergy SIS > System > Setup > Mail Merge Definition**) to create letter for the school in focus only.

The screenshot shows the 'Mail Merge Definition' interface. It has a similar layout to the district definition screen, with a red-bordered '+ Add' button in the toolbar. The input fields for 'Name', 'Type', 'Default Language', 'Report Name', and 'Mail Merge Version' are present. The 'Documents' tab shows a table with columns: 'Line', 'Language', 'Revision', 'Document', 'Date Added', and 'User Who Added'. The 'Name' field in the table has a dropdown arrow. At the bottom, there is a 'Merge 2.0 Advanced Settings' section.

Mail Merge Definition Screen


- Click **Add** on either the Mail Merge District Definition screen or the Mail Merge Definition screen. The Mail Merge District Definition (Add) screen or the Mail Merge Definition (Add) screen opens.

The screenshot shows the 'Mail Merge District Definition (Add)' dialog box. It has a title bar with 'Save' and 'Close' buttons. Below the title bar, there are input fields for 'Name*', 'Type', 'Default Language*', 'Report Name', and 'Mail Merge Version'. The 'Name' field is highlighted in green.


Mail Merge (District) Definition (Add) Screen


- Enter a **Name** for the health accident report.

3. Select the **Type**.
 - *General* – Letters or reports
 - *Labels* – Mailing labels
4. Choose the **Default Language**.
5. Click the gray link next to the **Report Name** label.
6. Find and select the *HLT203 - Student Health Accident Report*.

 You must select *HLT203 - Student Health Accident Report* as the **Report Name** to use this document as the Health Accident Report.

7. Select the **Mail Merge Version**. Typically, this is *1.0*.

 See the *Synergy SIS – System Administrator Guide* for information about creating a mail merge 1.0 document.

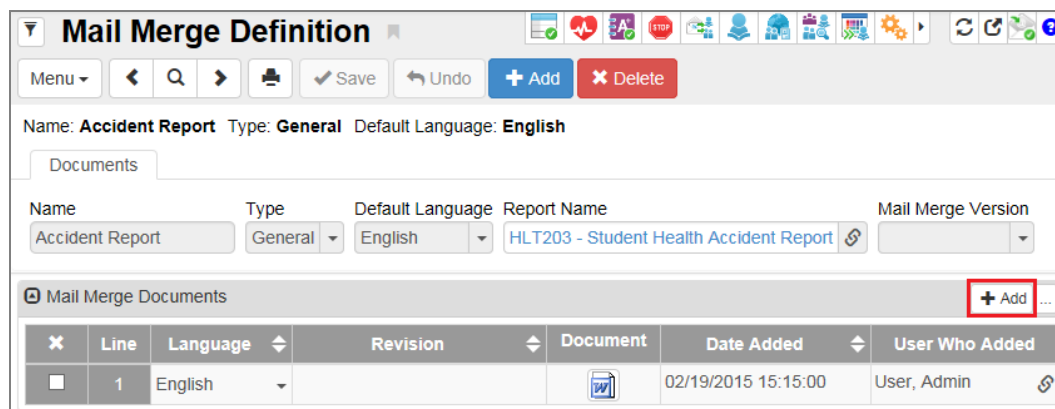
 See the *Synergy SIS – Mail Merge 2.0 Guide* for information on setting up letters and labels in Mail Merge version 2.0.

8. Click **Save**.

Attaching the Letter to the Mail Merge Definition

You can attach multiple documents to one definition, each in a different language.

1. Click **Add** on the Mail Merge Documents section. The Choose File to Upload window opens.
2. Browse for and upload the mail merge form letter. Synergy SIS adds the document to the Mail Merge Documents section.



Mail Merge Definition Screen

3. Select the document **Language**.
4. Enter the **Revision** name or number to track which version of the letter is currently in use, if needed.
5. Click **Save**.

If you want to delete a document:

1. Click the box in the **X** column.
2. Click **Save**.

If you want to delete the entire definition:

1. Delete all attached documents.
2. Click **Delete**.

Setting Up the Healthcare Plan Report

Typically, students with long term or chronic medical issues have a healthcare plan on record. The Healthcare Plan report is a system-generated letter and report that you send to a student's parents detailing the plan for the student. Usually, the parent must sign off on the plan before you can implement it.

You create a form letter and the system populates it with details relevant to the student. You can create different types of form letters that vary in detail and can be translated into the student's home or primary language.

Setting up a healthcare plan report consists of three steps. First, you create a mail merge letter using Microsoft Word. Second, create a mail merge definition for the Healthcare Plan Report. Third, attach the letter to the mail merge definition.

Creating a Healthcare Plan Mail Merge Letter

1. Open a new document in any version of Microsoft Word.
2. Write a generic letter informing the parents that a healthcare plan has been created for their child.
3. Add the mail merge fields for the information you want the system to populate from the health record.

You must enter field names in the following format:



<<FieldName >>

Common field names are FirstName, LastName, Address, CityStateZipCode, IncidentLocation, IncidentDate, and IncidentTime.

May 21, 2015

To the parents of <<First Name>> <<Last Name>>
<<Address>>
<<CityStateZipcode>>

RE: Individual Healthcare Plan

Dear Parent:

This letter is to inform you that an Individual Healthcare Plan has been created to manage your child's on going health issues. If you consent to the plan, please sign and return the attached form. If you would like to have the plan modified or discuss the plan for any reason, please feel free to contact us and we will meet with you at your earliest convenience.

Thank You,

Jane Doe
School Nurse

Individual Healthcare Plan Report Word Document



See the *Synergy SIS – System Administrator Guide* for information about creating a mail merge 1.0 document.

See the *Synergy SIS – Mail Merge 2.0 Guide* for information on setting up letters and labels in Mail Merge version 2.0.

4. Save the letter.

Creating a Mail Merge Definition

You can set the letter for use either at the district level (all schools can access) or at the school level (only that individual school can access). The process for adding a letter is the same on both screens.

- Use the Mail Merge District Definition screen (**Synergy SIS > System > Setup > Mail Merge District Definition**) to create letter that all schools can access.


Mail Merge District Definition Screen

- Use the Mail Merge Definition screen (**Synergy SIS > System > Setup > Mail Merge Definition**) to create letter for the school in focus only.

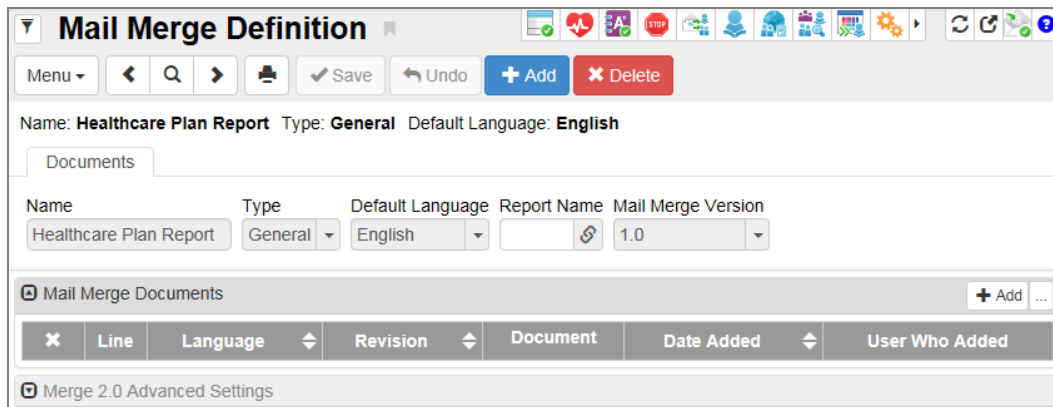
Mail Merge Definition Screen

- On either the Mail Merge District Definition screen or the Mail Merge Definition screen, click **Add**. The Mail Merge Definition (add) screen displays.
- Enter a **Name** for the individual healthcare plan report.
- Select the **Type**.
 - General* – Letters or reports
 - Labels* – Mailing labels
- Choose the **Default Language**.
- Click the gray link next to the **Report Name** label.


6. Find and select the *HLT213 – Student Nurse Plan*.


 You must select *HLT213 - Student Nurse Plan* as the **Report Name** to use this document as the Individual Healthcare Plan Report.

7. Select the **Mail Merge Version**. Typically, this is version *1.0*.



Mail Merge Definition Screen

 See the *Synergy SIS – System Administrator Guide* for information about creating a mail merge 1.0 document.

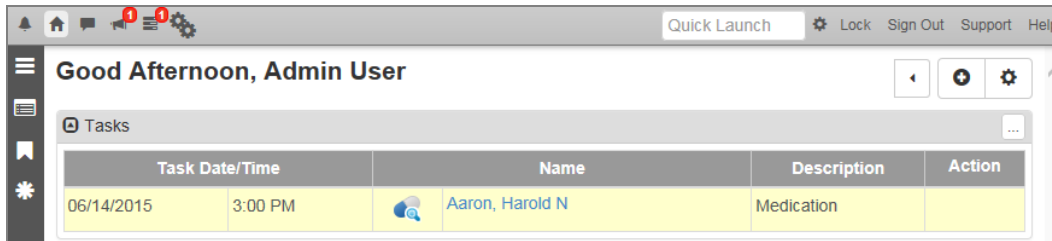
 See the *Synergy SIS – Mail Merge 2.0 Guide* for information on setting up letters and labels in Mail Merge version 2.0.

8. Click **Save**.

 See [Attaching the Letter to the Mail Merge Definition](#) for instructions on attaching the letter to the Mail Merge Definition.

Understanding Health Task Information

Tasks in Synergy SIS provide to-do lists on the home page. For example, a task might remind a school nurse when to administer medication to a student.



The screenshot shows the Synergy SIS Home Page for an Admin User. The page displays a 'Tasks' section with a table containing one task entry.

Task Date/Time	Name	Description	Action
06/14/2015 3:00 PM	Aaron, Harold N	Medication	

Synergy SIS Home Page

Some of the health related tasks that the system displays include:

- Follow-ups to student health incidents as defined by the **End Date** of the **Accident Detail** tab of the **Health Log - Nurse** tab on the Health screen
- Medication and procedures as scheduled on the **Medications** tab of the Health screen



The system generates tasks once each day by a process run through the Job Queue on the process server. You can also run the task process manually. See the *Synergy SIS – System Administrator Guide* for more information on turning on the task process and scheduling when the process runs.



The tasks for the Medication and Service Monitor screen are called Procedures and Medications.



If the tasks already ran on schedule, running the processes immediately can create duplicate tasks. Do not select **Generate Task for Entire Day** to only add the new tasks.

Customizing the Medication Monitor

Displaying “As Needed” Medication on Medication Monitor

You can choose to hide or display PRN (as needed) medication on the Medication Monitor.

1. Navigate to **Synergy SIS > Health > Setup > District Health Options**.
2. Select **Display all PRN medication on Medication Monitor** to display “as needed” medications. Leaving this unselected hides “as needed” medications from the Medication and Service Monitor.
3. Enter a value in the **Number of days to retain unprocessed health medical tasks** field, if desired. This field defaults to blank. When blank, the current function of removing any Medication or Procedure records from the Medication and Service Monitor screen that have a blank **Administered By** field remains. You can retain a maximum of 30 days to remain aligned with the **History** tab maximum days to display.

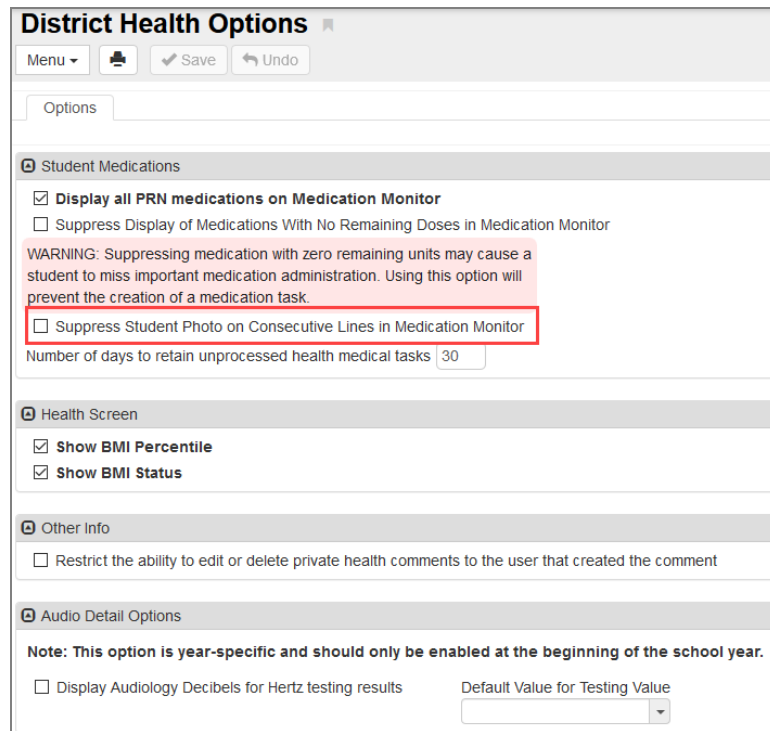
District Health Options Screen

4. Click **Save**.

Hiding Student Photos on Consecutive Lines

This option suppresses the photo for students with consecutive, uninterrupted records, however, the name and ID of the students still display.

1. Navigate to **Synergy SIS > Health > Setup > District Health Options**.
2. Select **Suppress Student Photo on Consecutive Lines in Medication Monitor** to hide the student photo. Leave it unselected to show the student photo on consecutive lines.



District Health Options

Menu Save Undo

Options

Student Medications

- Display all PRN medications on Medication Monitor
- Suppress Display of Medications With No Remaining Doses in Medication Monitor

WARNING: Suppressing medication with zero remaining units may cause a student to miss important medication administration. Using this option will prevent the creation of a medication task.

- Suppress Student Photo on Consecutive Lines in Medication Monitor

Number of days to retain unprocessed health medical tasks 30

Health Screen

- Show BMI Percentile
- Show BMI Status

Other Info

- Restrict the ability to edit or delete private health comments to the user that created the comment

Audio Detail Options

Note: This option is year-specific and should only be enabled at the beginning of the school year.

- Display Audiology Decibels for Hertz testing results

Default Value for Testing Value

District Health Options Screen

3. Click **Save**.

Scheduling a Student with an ADA/ADM Value

You can schedule a student with an ADA/ADM value other than concurrent or blank on the Medication and Service Monitor and related Tasks.



The lookup table **K12 > Enrollment > Exclude ADA ADM** provides the available ADA/ADM choices and can vary from state to state. The concurrent and blank types are not listed because they are included by default.

1. Navigate to **Synergy SIS > Health > Setup > District Health Options**.
2. Select an ADA/ADM type to include a student with that type in the Medication and Service Monitor. A student with a concurrent or blank ADA/ADM type is still included as this is current functionality.

District Health Options

Menu - Save Undo

Options

Student Medications

Display all PRN medications on Medication Monitor
 Suppress Display of Medications With No Remaining Doses in Medication Monitor
 WARNING: Suppressing medication with zero remaining units may cause a student to miss important medication administration. Using this option will prevent the creation of a medication task.
 Suppress Student Photo on Consecutive Lines in Medication Monitor
 Number of days to retain unprocessed health medical tasks 30

Student Medication Task

Note: The Medication Service Monitor will include students with the selected ADA/ADM property option(s).

Needs Only (No ADM) Exclude From State Reporting

Health Screen

Show BMI Percentile
 Show BMI Status

Other Info

Restrict the ability to edit or delete private health comments to the user that created the comment

Audio Detail Options

Note: This option is year-specific and should only be enabled at the beginning of the school year.

Display Audiology Decibels for Hertz testing results Default Value for Testing Value

District Health Options Screen

3. Click **Save**.

Chapter 6: Display Health Comments and Documents

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Requiring a Comment	100

Security Settings on Health Screens

The **Private** tab on the Health screen allows documents and comments to travel with the student from school to school within the district. You can also filter them to show only current school and current year or all schools and all years.

Health

Menu

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Homeroom: **403** Age: **17 yrs 10 mths**

Health Log - Nurse Health Conditions Immunizations Medications **Private** Health History

Last Name: Abbott First Name: Billy Middle Name: C Perm ID: 905483 Grade: 12 Gender: Male Birth Date: 03/15/2000

Allow Tylenol

Comments

Line	Comment Date	Staff
1	11/01/2017	McGrew, Tom

Documents

Line	Doc Date	Doc Category	Doc Comment	Doc Type
1	12/11/2017	Individualized Healthcare Plan	Medical_Document.docx	

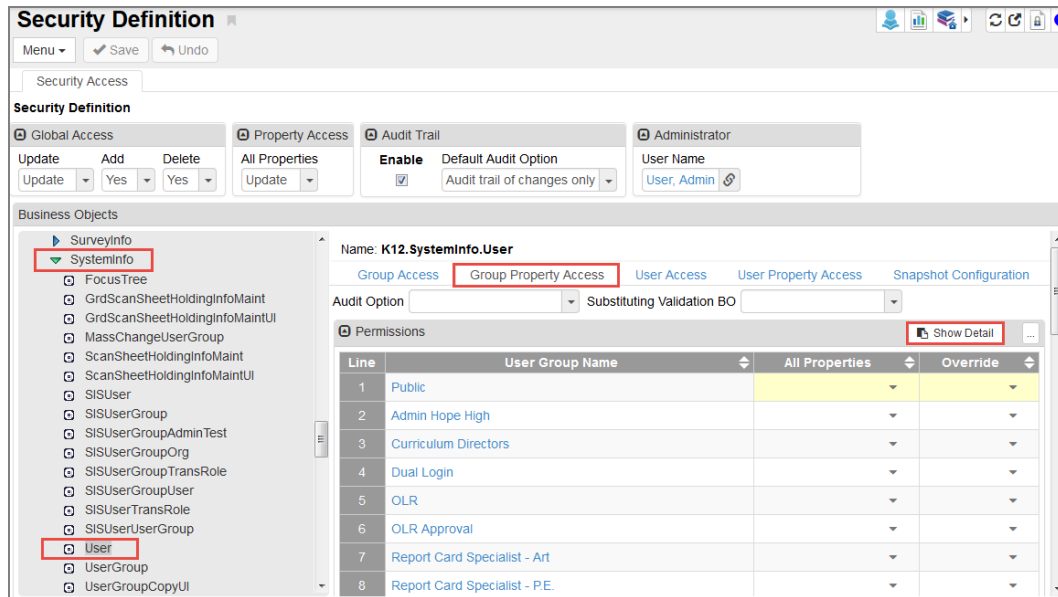
Health Screen, Private Tab



You can apply security to certain document categories on the **Private** tab of the Health screen. See the *Synergy SIS – Security Administrator Guide* for more information.

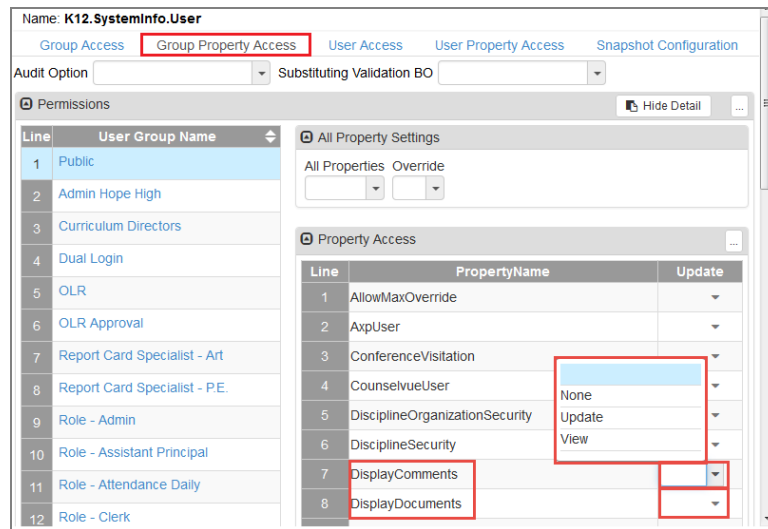
Displaying Comments and Documents on Health Screens

1. Navigate to **Synergy SIS > System > Security > Security Definition**.
2. Navigate to **K12 > SystemInfo > User**.
3. Select the **Group Property Access** tab.
4. Select the line of the appropriate **User Group Name**.
5. Click **Show Detail**.



Security Definition Screen, Group Property Access Tab

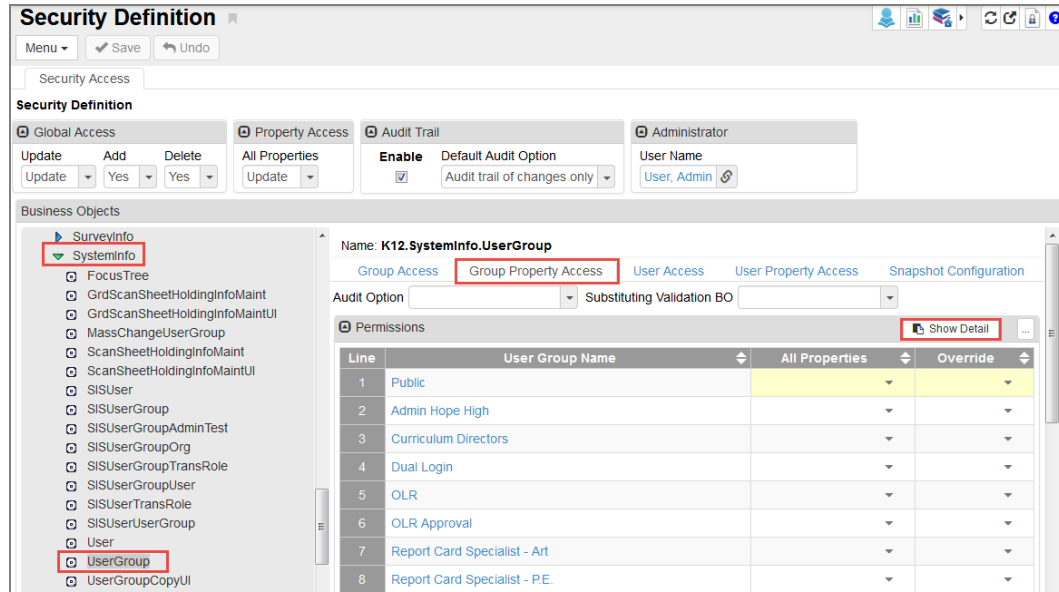
6. Select **None**, **Update**, or **View** in the **Update** column for **DisplayComments**.
7. Select **None**, **Update**, or **View** in the **Update** column for **DisplayDocuments**.



Security Definition Screen, Group Property Access Tab, Property Access Detail

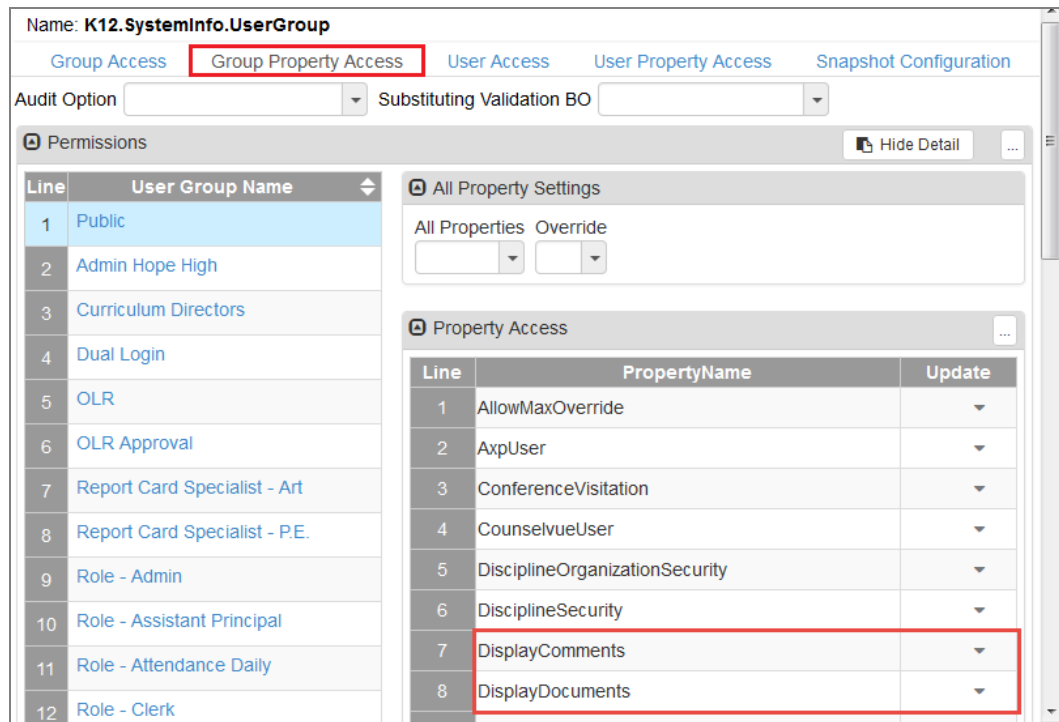
8. Click **Save**.

9. Navigate to **K12 > SystemInfo > User Groups**.
10. Select the **Group Property Access** tab.
11. Select the line of the appropriate **User Group Name**.
12. Click **Show Detail**.



Security Definition Screen, Group Property Access Tab

13. For *DisplayComments*, select *None*, *Update*, or *View* in the **Update** column.
14. For *DisplayDocuments*, select *None*, *Update*, or *View* in the **Update** column.



Security Definition Screen, Group Property Access Tab, Permissions Detail

15. Click **Save**.



The filters display from most restrictive to least restrictive. When multiple User or User Groups have competing settings, Synergy SIS uses the most restrictive setting. When User and User Groups have competing settings, User outweighs User Groups.

Displaying Health Comments for Users or User Groups

The **Security Settings** tab on the User and User Groups screen allows for filtering of comments and documents and setting who can change medication history prior to the current date.

1. Navigate to **Synergy SIS > System > User > User or User Groups**.
2. Select the **Security Settings** tab.
3. Select an option in **Display Health Comments**.

User Screen, Security Settings Tab




The **Staff Name** is read-only for all years except the currently selected focus year. The **Organization** name is read-only and cannot be changed as Synergy SIS adds it at the time it creates the record. However, you can edit the comment date and the comment as these can be protected via Security Definition.

4. Select an option in **Display Documents**.

The screenshot shows the 'User' screen with the 'Security Settings' tab selected. The 'Display Documents' dropdown menu is open, showing the following options:

- Check/Uncheck All
- Show documents from current school, current year (Default)
- Show documents from current school, all years
- Show documents from all schools, current year only
- Show documents from all schools, all years

User Screen, Security Settings Tab

 Only the **Organization** is read-only as Synergy SIS adds it when it creates the record. You can protect the rest of the fields via Security Definition.

5. Select an option in **Modify Current Medication History**.

- *Allow current medication history to be modified (Default)* – Allows the user to edit records prior to the current date.
- *Do not allow current medication history to be modified* – Does not allow the user to edit records prior to the current date.

The screenshot shows the 'User Security Settings' tab for a user. The 'Health Options' section contains a dropdown menu for 'Modify Current Medication History', which is highlighted with a red box. The dropdown menu is open, showing two options: 'Allow current medication history to be modified (Default)' and 'Do not allow current medication history to be modified'. Other sections include 'Discipline', 'Conference', 'Impersonation', 'Student Enrollment History', 'Needs / Programs', and 'Special Education'.

User Screen, Security Settings Tab

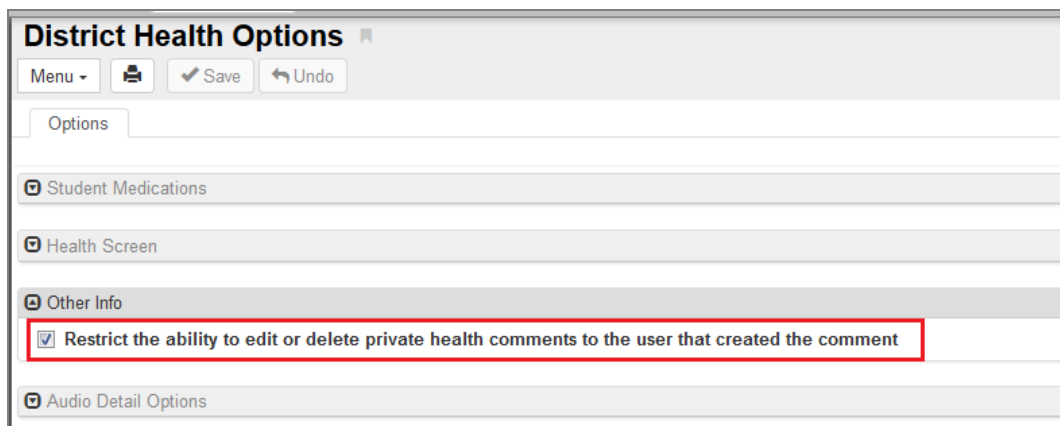
6. Click **Save**.

Track and Prevent Unauthorized Changes in Health Comments


You can restrict editing and deleting of a private health comment to only the user who created the comment.

Restricting Health Comment Changes

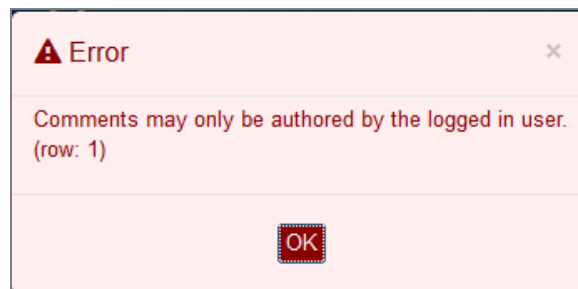
1. Navigate to **Synergy SIS > Health > Setup > District Health Options**.
2. Select **Restrict the ability to edit or delete private health comment to the user that created the comment** in the Other Info section.




District Health Options Screen

 To define the roles authorized to view or select the new option, navigate to **Synergy SIS > System > Security > Security Definition > K12.HealthInfo.Setup.DistrictHealthOptions > RestrictHealthCommentModificationToCreator**.

With this option enabled, the **Staff** name defaults to yours when adding records via **Add** or **Add Wizard**. If you attempt to select a name other than your own or to edit or delete a comment that you did not create, Synergy SIS displays the following error message and does not save the record.



Error Message

 Only users assigned the Health role can add private comments with this option selected.

Requiring a Comment

There is an option on the District Health Options screen that allows a **Comment** to be required when a vaccine series is marked **Compliant**.

1. Navigate to **Synergy SIS > Health > Setup > District Health Options**.
2. Select **Comment is mandatory if student is marked compliant for an individual immunization**.



A **Comment** is not mandatory for a single shot compliance override or when setting compliance for all vaccines. It is only mandatory when setting compliance for a single vaccine series.

District Health Options

Menu ▾ Save ✓ Undo ↶

Options

Student Medications

Health Screen

Other Info

Restrict the ability to edit or delete private health comments to the user that created the comment

Comment is mandatory if student is marked compliant for an individual immunization

Note: By selecting a Notification Type, Health Notification icons will display on Health Log Student

Notification Type

Audio Detail Options

Note: This option is year-specific and should only be enabled at the beginning of the school year.

Display Audiology Decibels for Hertz testing results

Default Value for Testing Value

District Health Options Screen

3. Click **Save**.

Chapter 7: Security

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Security Overview

The PAD Security screen (**Synergy SIS > System > Security > PAD Security**) and the Security Definition screen (**Synergy SIS > System > Security > Security Definition**) define security for each of the screens discussed in this guide. This section outlines the security location for each of the screens within Security Definition.



Edupoint recommends that users only secure reports through PAD Security instead of the Security Definition screen.



See the *Synergy SIS – Security Administrator Guide* for more details regarding security definitions.

Health Security

Screen	PAD Location	Tab	Grid/Pop-Out Screen	Field	Security Node
Health	Health	Health Log - Nurse	All	All	K12.HealthInfo.HealthIncident
			Clinical Code on the Entries Detail, Log tab	All	K12.HealthInfo.StudentClinicalCodes
			Contact Log tab on the Entries Detail	All	Revelation.RevPersonContact
		Health Conditions	All	All	K12.HealthInfo.HealthConditions
		Immunizations	Immunizations	All	K12.HealthInfo.StudentVaccinationGrid
			Dosage Data	All	K12.HealthInfo.StudentVaccinationQuickDataEntryGrid
			Set Exemption And Compliance	All	K12.HealthInfo.StudentVaccinationUnbound
			Immunization Record Data	All	K12.HealthInfo.HealthImmunizationData
			Student Dosage on the Immunizations Detail	All	K12.HealthInfo.StudentDosage K12.HealthInfo.StudentDosageGrid
			Exemption, Compliance Override, and Comments on the Immunization Detail	All	K12.HealthInfo.StudentDosageDetail K12.HealthInfo.StudentVaccination
			Medication	Current Medications	All
		Student Medication on the Current Medications Detail	All except Student Health Conditions Related to this Medicationcheckboxes	K12.HealthInfo.StudentMedication	
			Student Health Conditions Related to this Medicationcheckboxes	K12.HealthInfo.StudentMedicationHealthConditions	
		Student Medications Detail on the Current Medications Detail	All	K12.HealthInfo.StudentMedicationTrackingGrid	
		Current Procedures	All	K12.HealthInfo.StudentMedicationProcedureGrid	
		Student Medication Procedure on the Current Procedures Detail	All	K12.HealthInfo.StudentMedicationProcedure	

Screen	PAD Location	Tab	Grid/Pop-Out Screen	Field	Security Node	
Health (cont.)		Medication (cont.)	Student Health Conditions on the Current Procedures Detail	All	K12.HealthInfo.StudentMedProcedureHealthConditions	
			Student Medication Procedure on the Current Procedure Detail	All	K12.HealthInfo.StudentMedicationProcedureTrackingGrid	
		Private	All	All	K12.HealthInfo.HealthPrivateComment	
Health Log Other	Health	Health Log	All except Accidents Detail	All	K12.HealthInfo.HealthLogOtherGrid	
			Accidents Detail except Clinical Codes	Add, Add Wizard	K12.HealthInfo.HealthLogOtherDetail	
			Clinical Codes on the Accident Detail	All	K12.HealthInfo.OtherClinicalCodes	
Health Screen, Health Screen By Section	Health	Tuberculosis	All	All	K12.HealthInfo.HealthScreenTB	
		Vision	All	All	K12.HealthInfo.HealthScreenVision	
			Referrals	All	K12.HealthInfo.HealthScreenVisionReferrals	
		Hearing	N/A	Hard of Hearing Date, Comment		K12.HealthInfo.HealthAudio
				Evaluated by Audiologist, Evaluated by Medical Provider, Permission Slip, Preferential Seating		K12.HealthInfo.HealthYearAudioWrap
			Audio	Medical Documentation Received, Re-Evaluation Letter, Parent Refuses Clinic, Ok for Educational Evaluation, ReferralDate		K12.HealthInfo.HealthScreenAudio
				All		K12.HealthInfo.HealthScreenAudioReferrals
		Scoliosis	All	All	K12.HealthInfo.HealthScreenScol	
		General Health	Health	All	K12.HealthInfo.HealthScreenGen	
			Activity Screening	All	K12.HealthInfo.HealthScreenActivity	
			Referrals	All	K12.HealthInfo.HealthScreenGenReferrals	
		Dental	All	All	K12.HealthInfo.HealthScreenDental	

Screen	PAD Location	Tab	Grid/Pop-Out Screen	Field	Security Node
Immunization Definition	Health > Setup	Immunization Definition	N/A	Validation Type	K12.HealthInfo.Setup.SchoolVaccinationScreen
			Immunizations except Immunizations Detail	All except Name, Sequence, and Dosages	K12.HealthInfo.Setup.SchoolVaccinationSetup
				Name, Sequence, and Dosages	K12.HealthInfo.Setup.SchoolVaccinationCode
			Dosages tab on the Immunizations Detail	All	K12.HealthInfo.Setup.SchoolVaccinationDosage
			Grade Requirements tab on the Immunization Detail	All except Dosage	K12.HealthInfo.Setup.SchoolGrdReqGrid
			Grade Requirements tab on the Immunization Detail	Dosage	K12.HealthInfo.Setup.SchoolVaccinationGrdReq
			Dosages, Continuing Booster Interval, Gender Restriction, Minimum Age For Last Dosage, Max Age, Other tab on the Immunization Detail	All	K12.HealthInfo.Setup.SchoolVaccinationSchYr
		Immunization Groups except Immunization Groups Detail	All	K12.HealthInfo.Setup.SchoolVaccGroupGrid	
Immunization Groups Detail	All	K12.HealthInfo.Setup.SchoolVaccinationGroup			
		Immunization Report Settings	All	All	K12.HealthInfo.Setup.SchoolVaccinationScreen
Medication and Service Monitor	Health	All	All	All	K12.HealthInfo.CombinedMedicationMonitorGrid
Task Definition	System > Setup	All	All	All	N/A