



CIS

Wellness and Accommodation Module

Technical Guide

Table of Contents

Introduction 3

 Wellness and Accommodation Menu Overview 3

 Accessing Technical Help..... 4

Required Functions 5

 Enter Health Data 5

 Enter Health Insurance 5

 Perform Disability Data Collection 6

Optional Functions 7

 Record a Student’s Accommodation Plan..... 7

 Adding Notes to the Accommodation Plan 9

Health E-Folder 11

Disability Reports 12

 Accommodation List..... 12

 Accommodation Plan (report)..... 12

 Accommodation Plan with Notes (report) 13

 Disability Data..... 15

 Disability Summary 16

 TABE Testing Accommodations 17

Health Reports 19

 Physical Exam Report 19

 Health Insurance Report..... 19

Introduction

The **Wellness and Accommodation** module provides functions and reports for managing students' health insurance data, disability data, and accommodation plans. This module enables staff to do the following:

- Enter **Health Data** including the student's physical exam date, height, weight, and waist measurements.
- Enter the **Health Insurance** policy information for the student's medical insurance.
- Record a student's **Disability Accommodation Plan** documenting his or her specific accommodations.
- Perform **Disability Data Collection** for active or separated students. This information forms the required six-month disability reports.
- Scan paper documents or upload PDF files of medical and disability records into the student's **E-Folder**.
- Retrieve accommodation, disability, and health-related reports.

Wellness and Accommodation Menu Overview

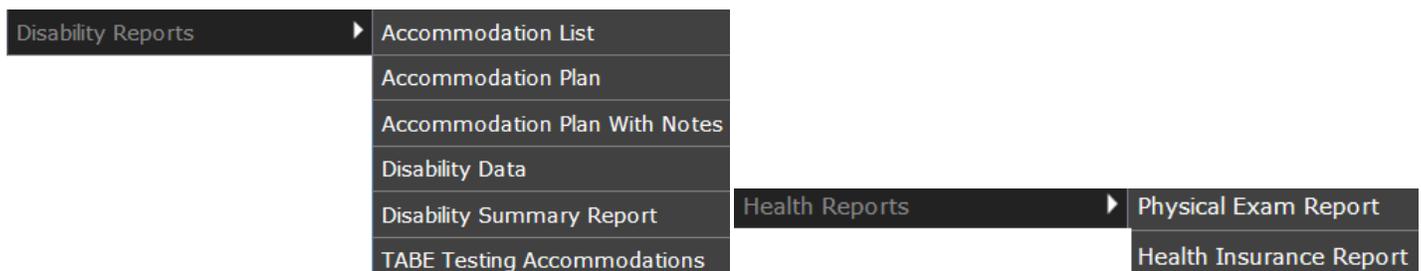
From the CIS menu bar, select **Menu → Wellness and Accommodation**.



The **Wellness and Accommodation** menu includes sub-menus for **General Health**, **Disability**, **Health E-Folder**, and **Reports**. The contents of these sub-menus are listed in the table below.

General Health ▶	Health Data Health Insurance
Disability ▶	Disability Data Collection Accommodation Plan
Health E-Folder ▶	Health Records Manger Recover Health Documents View Health E-Folder Disability Records Manager Recover Disability Documents View Disability E-Folder
Reports ▶	Disability Reports ▶ Health Reports ▶

The **Reports** sub-menu contains the **Disability Reports** and **Health Reports** menus.



The Disability Reports menu

The Health Reports menu

Accessing Technical Help

Help Desk

Live technical support is available for all the CDSS applications by calling the JCDC Technical Assistance Center (TAC). However, always contact your Point of Contact (POC) before contacting the TAC.

- Phone (800) 598-5008, Option 3 (TAC Applications), 7:00 AM - 7:00 PM Central time
- Fax (866) 226-8657
- Email helpdesk@jobcorps.org

Help Menu

The **Help** drop-down menu provides links to the technical guides for the available CIS-3G modules. Click a link to display the PDF document in a new window.

Required Functions

Enter Health Data

POCs: Staff require the authorization **WeiAcc – Health Data** to access this function.

At this time, the **Health Data** function is only accessible from CIS-Classic. Please continue to access **Health Data** in CIS-Classic until this screen is added to CIS-3G.

Health Data includes the following information:

Height	The student’s height in inches
Weight	The student’s weight
Waist	The student’s waist measurement
Exam Date	The physical exam date when the student’s height, weight, and waist were measured.

Enter Health Insurance

POCs: The authorization for this function is **WeiAcc – Health Insurance**.

To enter health insurance policy information for a student, do the following:

1. Select **Menu → Wellness and Accommodation → General Health → Health Insurance**.
2. Select the student. To choose a different student, click the **Student Lookup** icon (🔍) in the top left corner of the window.
3. Click the Coverage checkbox, and the fields become active.

4. Enter the student’s insurance information in the following fields:

Company	Insurance company
Policy Number	Student’s insurance policy
State	Select the state in which the student is insured
Start Date	Effective date of the policy
End Date	Expiration date of the policy

- Click **Save** to record the student’s health insurance coverage information.

Perform Disability Data Collection

POCs: Staff require the authorization **WelAcc – Disability Data Collection** to access this function.

Students with disabilities include all students who:

- Indicate disability/accommodation on the ETA 6-53 – Job Corps Health Questionnaire
- Self-identify as a person with a disability, but do not require accommodation
- Request/receive accommodation

Assistive technology is any item used to increase, maintain, or improve the functional capacities of individuals with disabilities. Examples include a voice recorder, computer software (speech to text, text to speech, or printed text to speech), voice-activated computer, calculator, magnifier, writing aid, and listening aid.

Because the **Disability Data Collection** screen contains sensitive information, the National Office recommends that only Disability Coordinators be given access to this screen. In the **Disability Data Collection** function, staff can enter data that will feed statistical reports on the centers’ disability accommodations. Please see Job Corps Program Instruction 04-02 for more information.

For separated students, staff have 180 days after the separation date to enter **Disability Data Collection** in CIS.

To enter a student’s disability, do the following:

- Select **Menu → Wellness and Accommodation → Disability → Disability Data Collection**.
- Select the student. To choose a different student, click the **Student Lookup** icon (🔍) in the top left corner of the window.
- The top of the Disability Data Collection screen displays “Does the student require an Accommodation Plan?”. (The default setting here is **No**.) Select **Yes** or **No**.

The screenshot shows the 'Disability Data Collection' interface for a student. At the top, student information is displayed: Name, Student ID, Age (26), Gender (Male), Counselor, and Status (Active). Below this, there are radio buttons for 'Does the student require an Accommodation Plan?' (Yes is selected) and a dropdown for 'Does an Accommodation Plan exist?' (Yes). A 'Disability List' table contains two entries: 'Cognitive' with 'Learning' specific disability, added on 03/12/2012, and 'Mental Health' with 'Mood' specific disability, added on 06/13/2012. Below the table, 'Disability Details' shows dropdown menus for 'Disability Category' (Cognitive) and 'Specific Disability' (Learning). At the bottom right, there are 'Insert', 'Delete', and 'Save' buttons.

Disability Category	Specific Disability	Add Date	Added By
Cognitive	Learning	03/12/2012	[User]
Mental Health	Mood	06/13/2012	[User]

4. The field “Does an Accommodation Plan Exist?” reflects *Yes* or *No*, indicating if an **Accommodation Plan** exists in CIS for the student (under **Wellness and Accommodation → Disability → Accommodation Plan**).
5. To add a disability, click the **Insert** button. The Disability Details area becomes active.
6. Select a Disability Category from the drop-down menu. The options include:

Cognitive	Physical
Drug/Alcohol	Sensory
Medical	Other Type of Disability (user would specify)
Mental Health	Spectrum Disorders

- Selecting *Other Type of Disability* enables you to type Descriptions. If you selected *Other Type of Disability*, then text boxes appear for you to type Descriptions for both the disability category and specific disability.

Disability Details

Disability Category: Other Type of Disability(user would specify) Description:

Specific Disability: Other Description:

7. Select a Specific Disability from drop-down menu. The options include:

Attention Deficit Hyperactivity Disorder	Sickle Cell Disease	Multiple Sclerosis
Learning	Anxiety	Speech Impairment
Mental Retardation	Mood	Spinal Cord Injury
Traumatic Brain Injury	Personality	Blind/Visually Impaired
Alcoholism	Psychotic	Color Blind
Chemical Dependency	Serious Emotional Disturbance	Deaf/Hard of hearing
Chronic Asthma	Amputation	Aspergers
Diabetes	Cerebral Palsy	Autism
HIV/AIDS	Epilepsy/Seizure	PDD-NOS
Hypertension	Head Injury	Other

- Selecting *Other* enables you to type a Description. If you selected *Other*, a text box appears for you to type the specific disability description.

Disability Details

Disability Category: Sensory Description:

Specific Disability: Other Description:

8. Click **Save**. Once the disability is saved, the Disability List pane displays the Add Date and Added By.
9. To add another disability that applies to this student, click **Insert**.

Optional Functions

Record a Student's Accommodation Plan

The **Accommodation Plan** function enables staff to document and manage accommodations (including testing-related accommodations) for students with disabilities. The screen contains an **Accommodation** tab and a **Notes** tab.

The Accommodation Plan data recorded here includes the specific accommodation, the staff responsible for implementing the accommodation, whether the accommodation was requested before or after the student’s arrival on center, and the accommodation’s active status.

To add a student’s accommodation plan, do the following:

1. Select **Menu → Wellness and Accommodation → Disability → Accommodation Plan.**
2. Select the student whose data you would like to edit. To choose a different student, click the **Student Lookup** icon (🔍) in the top left corner of the window.
3. The Accommodation Plan screen opens displaying the **Accommodation** tab with the Active accommodations for this student. To filter the displayed accommodation list by status, click the **Active**, **Inactive**, or **Both** radio button.
4. To add an accommodation for this student, click **Insert**.

Name: [Redacted] Student ID: [Redacted] Age: 26

Gender: Male Counselor: [Redacted]
Status: Active

Accommodation
Notes

Status: Active
 InActive
 Both

Accommodation	Specific Accommodation	Request Date	Active	
Instructional/Assignments	03 - Break large projects/assignments into smaller sections	03/12/2012	Yes	↑
Instructional/Assignments	04 - Instructional supports	03/12/2012	Yes	⋮
Instructional/Assignments	10 - Extended time for assignment completion	03/12/2012	Yes	↓
Assistive Technology	02 - Calculator	03/12/2012	Yes	↓

View 1 - 11 of 11

Accommodation Detail

Accommodation: Instructional/Assignments ▼

Specific Accommodation: 03 - Break large projects/assignments into smaller ▼

Responsible Staff: All ▼

Accommodation Active:

When was the accommodation requested: ▼

When was the accommodation plan developed: ▼

Added by: [Redacted] Added on: 03/12/2012

Last Modified by: Last modified on:

Description:

Description:

Description:

Comments:

Insert
Delete
Save
Cancel

5. In the lower half of the screen, complete the following fields.

Accommodation	Select from the drop-down menu. Selecting <i>Other</i> enables you to type a description. Options include: <ul style="list-style-type: none"> • Assistive Technology • Behavioral • Communication • Environmental • Instructional/Assignments • Organizational • Other • Other Testing • Personal Supports • TABE Testing
Specific Accommodation	Select the specific accommodation given to the student. The options that appear in this drop-down menu will depend on the selected Accommodation (above). Selecting <i>Other</i> enables you to type a description.
Responsible Staff	Select from the drop-down menu the type of staff who are responsible for implementing this accommodation for this student. Selecting <i>Other</i> enables you to type a description.
Accommodation Active	Click the checkbox to set the Active status to Yes. When unchecked the accommodation is Inactive
When was the accommodation requested	Select from the drop-down menu: After Arrival or Before Arrival
When was the accommodation plan developed	Select from the drop-down menu: After Arrival or Before Arrival
Comments	Enter any other necessary information regarding the accommodation and the steps for implementing the accommodation.

6. Click **Save** and the new accommodation appears in the student’s accommodation list.
7. OPTIONAL: To add another accommodation, click **Insert** and repeat the steps.
8. OPTIONAL: To edit an accommodation, select the row and change the necessary details in the bottom half of the screen and click **Save**.
9. OPTIONAL: To delete an accommodation, select the row and click **Delete**. Click **Yes** to confirm the deletion.

Adding Notes to the Accommodation Plan

The purpose of **Notes** tab is to document the accommodation process for the student from arrival through separation. This could include documentation of Interdisciplinary Team (IDT) meetings and any accommodation-related discussions with the student or others.

To add a note, do the following:

1. Select **Menu → Wellness and Accommodation → Disability → Accommodation Plan**.
2. Click the **Notes** tab.

The screenshot shows a software interface for a student record. At the top, there is a header with the following information: Name: [redacted], Student ID: [redacted], Age: 26, Gender: Male, Counselor: [redacted], and Status: Active. Below the header, there are two tabs: "Accommodation" and "Notes". The "Notes" tab is selected. Underneath the tabs, there is a table with two columns: "Date Entered" and "Added By". The table contains four rows of data, with the first row highlighted in yellow. Below the table, there is a "View: 1 - 4 of 4" indicator. The "Notes Detail" section is active, showing a text box with the following text: "Notes: Accommodation review on 10/15/12 recorded accommodations are effective and the student is making progress." Below the text box, there are two fields: "Added By: [redacted]" and "Added Date: 10/23/2012". At the bottom of the interface, there are three buttons: "Insert", "Save", and "Cancel".

Date Entered	Added By
10/23/2012	[redacted]
07/31/2012	[redacted]
06/13/2012	[redacted]
03/12/2012	[redacted]

View: 1 - 4 of 4

Notes Detail

Notes: Accommodation review on 10/15/12 recorded accommodations are effective and the student is making progress.

Added By: [redacted] Added Date: 10/23/2012

3. Click **Insert**, and the Notes Detail pane becomes active.
4. Enter your information in the text box.
5. Click **Save** to record your note.

Health E-Folder

JCDC is currently developing **Health E-Folder**, and it will be made available in a future release.

E-Folder is the student's electronic folder that contains his or her documents as PDF files. The documents can be scanned in or a PDF can be uploaded to the student's E-Folder.

The documents that you scan using the E-Folder function are stored directly in the CDSS database and never on your computer.

In the Wellness and Accommodation module, the E-Folder screens will be separated into Health and Disability to segregate staffs' CIS permissions for accessing health documents and disability documents.

The three primary E-Folder functions include **Records Manager**, **Recover**, and **View**.

Disability Reports

The following disability-related reports are available in the **Wellness and Accommodation** module.

Accommodation List

POCs: Staff require the authorization *WelAcc-Rpt – Accommodation List Report* to access this report.

The **Accommodation List** report enables staff to retrieve a complete list of the accommodations that are available in CIS at their center.

1. Select **Menu → Wellness and Accommodation → Reports → Disability Reports → Accommodation List**.
2. Click **Run PDF Report** or **Run Excel Report** to generate the report. Then click **Open** in the File Download dialog box to open the report in a PDF or an Excel window.

Accommodation List Report	
Accommodation	Specific Accommodation
Assistive Technology	01 - Computer for word processing or other task completion
	02 - Calculator
	03 - Graph paper
	04 - Highlighter
	05 - Reading pen
	06 - Reading support with voice output (e.g. software)
	07 - Video tapes of lessons
	08 - Audio tape of course content or other center materials
	09 - Books on tape
	10 - Speech input software (e.g. Dragon Naturally speaking)
	11 - Writing software
	12 - Talking adaptive devices
	13 - Adaptive equipment
	14 - General adaptations
	15 - Adaptive resource materials
	16 - Adaptive combination locks
Behavioral	99 - Other
	Dictionary Thesaurus, Spell Checker
	01 - Rules/expectations in accessible format
	02 - Verification of understanding of expectations, rules, c
	04 - Time-out/break area
	05 - Positive behavior supports
	06 - Feedback on progress
Communication	99 - Other
	Student/Staff cues for need of time-out, break, or to re-dir
	01 - Sign language interpreter
	02 - Relay services
	03 - i-Communicator
Environmental	04 - Alternate format
	05 - Closed caption
	99 - Other
	01 - Pass
	02 - Preferential seating
	03 - Distraction free space
	04 - Modified schedule
	05 - Headphones
06 - Adaptive seating/furniture/workspace	
07 - Dormitory-related	
08 - Special lighting	

Accommodation Plan (report)

POCs: Staff require the authorization *WelAcc-Rpt – Accommodation Plan Report* to access this report.

The **Accommodation Plan** report displays the accommodation plan information for a selected student or multiple students. When the report is run for an individual student, signature lines for Student, Staff, and Parent/Guardian are included on the report.

Staff can retrieve the report for an individual student or a group of students. Staff can filter the students to be retrieved by Enrollment Status, Separation date range, Counselor, Dorm, Group, Accommodation Category, and/or Responsible Staff.

1. Select **Menu → Wellness and Accommodation → Reports → Disability Reports → Accommodation Plan Report**.
 - To select an individual student, click the **Student Lookup** icon (🔍) and select a student.
 - To select a group, first clear the selected student by clicking the **Clear Student** icon (🗑️).
 OPTIONAL: Select criteria for a group of students.

Accommodation Plan Report

Name: _____ Student ID: _____ Age: _____

Gender: _____ Counselor: _____ Status: _____

Search Criteria

Enrollment Status: Active Separated

Start Date: End Date:

Accommodation Status: Active InActive Both

Counselor: ▼

Dorm: ▼

Group: ▼

Accommodation Category: ▼

Responsible Staff: ▼

2. Click **Run PDF Report** or **Run Excel Report** to generate the report. Then click **Open** in the File Download dialog box to open the report in a PDF or an Excel window.

Accommodation Plan Report Active Students								
Student Name	Student Id	Accommodation	Specific Accommodation	Comments	Staff Responsible	Active	Modified By	Date Modified
[Redacted]	[Redacted]	Environmental	02 - Preferential seating		All	Y	[Redacted]	08/31/2012
		Organizational	02 - Graphic organizers		Academics	Y	[Redacted]	08/31/2012
		TABE Testing	01 - Extended time - 1.5 times		TABE Administrator	Y	[Redacted]	08/31/2012
		TABE Testing	04 - Small group setting		TABE Administrator	Y	[Redacted]	08/31/2012
		Instructional/Assignments	01 - Verification of understanding of instructions, rules, a		All	Y	[Redacted]	08/31/2012
Student Signature _____				Staff Signature _____				
Parent/Gaurdian Signature _____								

Accommodation Plan with Notes (report)

POCs: Staff require the authorization *WelAcc-Rpt – Accommodation Plan with Notes Report* to access this report.

The **Accommodation Plan with Notes** report displays a list of each student’s specific accommodations and the notes entered in the CIS **Accommodation Plan** function.

Staff have the option to retrieve the report for an individual student or a group of students. Staff can filter the students to be retrieved on the report by Enrollment Status, Separation Date range, Accommodation Status, Counselor, Dorm, Group, Accommodation Category, and/or Responsible Staff.

1. Select **Menu → Wellness and Accommodation → Reports → Disability Reports → Accommodation Plan with Notes**.
 - To select an individual student, click the **Student Lookup** icon (🔍) and select a student.
 - To select a group, first clear the selected student by clicking the **Clear Student** icon (🗑️).
 - OPTIONAL: Select criteria for a group of students.

The screenshot shows the 'Accommodation Plan With Notes' report interface. At the top, there are two icons: a magnifying glass (Student Lookup) and a trash can (Clear Student). Below these are fields for Name, Student ID, Age, Gender, Counselor, and Status. A 'Search Criteria' section follows, containing radio buttons for Enrollment Status (Active, Separated), Accommodation Status (Active, Separated, Both), and dropdown menus for Counselor, Dorm, Group, Accommodation Category, and Responsible Staff, all currently set to 'All'. At the bottom, there are four buttons: 'Run PDF Report', 'Run Excel Report', 'Run Excel Data Report', and 'Cancel'.

2. Click **Run PDF Report** or **Run Excel Report** to generate the report. Then click **Open** in the File Download dialog box to open the report in a PDF or an Excel window.

Accommodation Plan With Notes								
Active Students								
Student Name	Student Id	Accommodation	Specific Accommodation	Comments	Staff Responsible	Active	Modified By	Date Modified
		Instructional/Assignments	04 - Instructional supports	Provide written instructions as well as verbal	All	Y		05/24/2012
		TABE Testing	01 - Extended time - 1.5 times		TABE Administrator	Y		03/13/2012
		Instructional/Assignments	03 - Break large projects/assignments into smaller sections		All	Y		03/13/2012
		Environmental	02 - Preferential seating		All	Y		03/13/2012
		Instructional/Assignments	10 - Extended time for assignment completion		All	Y		03/13/2012
		Organizational	02 - Graphic organizers		All	Y		03/13/2012
		Instructional/Assignments	09 - Copies of notes		All	Y		03/13/2012
		Other Testing	01 - Extended time - 1.5 times		All	Y		03/13/2012
		Assistive Technology	01 - Computer for word processing or other task completion		All	Y		03/13/2012

NOTES

Date: 3/13/2012
 Staff: [Redacted]
 IEP documentation supports all accommodations listed.

Date: 5/24/2012
 Staff: [Redacted]
 60 day - Accommodations are effective. He has obtained 1.8 increase in Reading and met the requirement at a 10.3. He has a 12.9 on math TABE. He is approximately 25% completed in his vocation. He asked for preferential seating to be dropped from accommodations.

Date: 10/16/2012
 Staff: [Redacted]
 Accommodation review on 10/12/12 recorded that the accommodations for this student are effective. TABE gains in both Math and Reading, GED/HSD completion and 80% complete in voc.

Disability Data

POCs: Staff require the authorization **WelAcc-Rpt – Disability Data Report** to access this report.

The **Disability Data** report displays a list of all students with disabilities.

Staff have the option to retrieve the report for an individual student or a group of students. Staff can filter the students to be retrieved on the report by Enrollment Status, Separation Date range, Counselor, Dorm, Group, Disability Category, and/or Disability Sub Category. The Disability Data report displays the total number of ‘Y’ entries in the *Does Acc Plan Exist* column at the bottom of the report.

1. Select **Menu** → **Wellness and Accommodation** → **Reports** → **Disability Reports** → **Disability Data**.
 - o To select an individual student, click the **Student Lookup** icon (🔍) and select a student.
 - o To select a group, first clear the selected student by clicking the **Clear Student** icon (🗑️).
 OPTIONAL: Select criteria for a group of students.

Disability Data Report

Name: _____

Gender: _____

Student ID: _____

Counselor: _____

Age: _____

Status: _____

Search Criteria

Enrollment Status: Active Separated

Separation Start Date: _____

End Date: _____

Counselor:

Dorm:

Group:

Disability Category:

Disability Sub Category:

- Click **Run PDF Report** or **Run Excel Report** to generate the report. Then click **Open** in the File Download dialog box to open the report in a PDF or an Excel window.

Disability Data Report Active Students								
Student Name	Student Id	Age	Enroll Date	Added Date	Disability Category	Specific Disability	Accom Required	Does Accom Plan Exist?
██████████	██████████	17	10/29/2012	10/31/2012	Cognitive	Learning	Y	Y
██████████	██████████	21	02/27/2012	05/10/2012	Cognitive	Learning	Y	Y
██████████	██████████	21	09/24/2012	10/31/2012	Cognitive	Learning	Y	Y
██████████	██████████	20	08/20/2012	09/27/2012	Cognitive	Learning	Y	Y
██████████	██████████	19	01/10/2012	10/01/2012	Cognitive	Learning	Y	Y
██████████	██████████	20	10/22/2012	10/31/2012	Cognitive	Learning	Y	Y
██████████	██████████	20	08/06/2012	08/09/2012	Sensory	Deaf/Hard of hearing	Y	Y

Disability Summary

POCs: Staff require the authorization **WellAcc-Rpt – Disability Summary Report** to access this report.

The **Disability Summary** report enumerates the types of disabilities and accommodations for the students separated within the specified date range. The report reflects totals per disability and accommodation type. It also reflects the grand totals of separated students, separated students with disabilities, and accommodation requests.

Disability Summary Report

Search Criteria

Start Date: End Date:

Disability Summary Report	
Date Range From - 10/1/2012 12:00:00 AM To -11/1/2012 12:00:00 AM	
Students Separated:	26
Students w/disability Separated:	2
Accommodation requests	3
Types of Disabilities	
CognitiveTotal	1
ADHD/ADD	0
Intellectual Disability of the Cognitive category	0
Learning	1
Other	0
Traumatic Brain Injury	0
Drug/AlcoholTotal	0
Alcoholism	0
Chemical Dependency	0
Other	0
MedicalTotal	0
Chronic Asthma	0
Diabetes	0
HIV/AIDS	0
Hypertension	0
Other	0
Sickle Cell Disease	0

TABE Testing Accommodations

The **TABE Testing Accommodations** report displays a list of each student’s accommodations that can be used during a TABE (Test of Adult Basic Education) test. The **Qualified** column displays **Y** indicating if the accommodation is currently active for the student. An inactive accommodation would not be listed on this report.

Staff have the option to retrieve the report for an individual student or a group of students by selecting search criteria to retrieve the list of students.

1. Select **Menu → Wellness and Accommodation → Reports → Disability Reports →TABE Testing Accommodations**.
 - To select an individual student, click the **Student Lookup** icon (🔍) and select a student.
 - To select a group, first clear the selected student by clicking the **Clear Student** icon (🗑️).
 OPTIONAL: Select criteria for a group of students.

Tabe Testing Accommodation Report

Search Criteria

* Active:

Accommodations:

2. Select an Active status **Yes** or **No**.
3. OPTIONAL: If you selected **No**, then also select the Separation Date range.

4. **OPTIONAL:** Select a specific accommodation from the drop-down menu.
5. Click **Run PDF Report**, **Run Excel Report**, or **Run Excel Data Report** to generate the report. Then click **Open** in the File Download dialog box to open the report in a PDF or an Excel window.

TABE TESTING ACCOMMODATIONS				
Student Name	Student ID	Enrolled Date	Accommodation	Qualified
		8/21/2012	15 - Read Directions	Y
			06 - Use of calculator	Y
			01 - Extended time - 1.5 times	Y
		3/27/2012	06 - Use of calculator	Y
			01 - Extended time - 1.5 times	Y
		8/28/2012	06 - Use of calculator	Y
			01 - Extended time - 1.5 times	Y
		3/15/2011	14 - Other	Y
			01 - Extended time - 1.5 times	Y
		10/2/2012	14 - Clarify Directions	Y
		8/7/2012	03 - Unlimited time	Y
		1/24/2012	03 - Unlimited time	Y
		11/15/2011	01 - Extended time - 1.5 times	Y
		5/17/2011	06 - Use of calculator	Y
			01 - Extended time - 1.5 times	Y
		8/9/2011	06 - Use of calculator	Y
			01 - Extended time - 1.5 times	Y
		3/8/2011	01 - Extended time - 1.5 times	Y
		8/28/2012	02 - Double time	Y
			06 - Use of calculator	Y
		9/4/2012	01 - Extended time - 1.5 times	Y
		3/29/2011	14 - Other	Y
			06 - Use of calculator	Y
			01 - Extended time - 1.5 times	Y
		10/23/2012	01 - Extended time - 1.5 times	Y
Total: 15				

Health Reports

The following health-related reports are available in the **Wellness and Accommodation** module.

Physical Exam Report

POCs: Staff require the authorization *WellAcc-Rpt – Physical Exam Report* to access this report.

The **Physical Exam Report** reflects the recorded physical exam date and data for all active students. The report shows the student name and ID, date of enrollment, and counselor. An asterisk to the left of the student name indicates a missing date for a physical exam.

Optionally filter the report for the students who arrived during a given date range. Optionally filter the report for only students who have no physical exam date.

Physical Exam Report Criteria

Search Criteria

Arrival Date Range

Start Date: End Date:

All Active Students

No Physical Exam Date

Physical Exam Date Report						
Arrival Date Range: through - 02/13/2013						
Student Name	Student Id	Counselor	Enrollment Date	Physical Exam Date	Height (in)	Weight
*Pena, Justin T	2000000000	2000000000	09/18/2012	09/21/2012	68	133
*Pena, Justin T	2000000000	2000000000	04/24/2012	04/26/2012	64	155
*Pena, Justin T	2000000000	2000000000	07/26/2011	07/29/2011	70	223
*Pena, Justin T	2000000000	2000000000	10/04/2011	10/07/2011	72	278
*Pena, Justin T	2000000000	2000000000	08/30/2011	09/02/2011	64	141
*Pena, Justin T	2000000000	2000000000	11/29/2011	12/02/2011	67	301
*Pena, Justin T	2000000000	2000000000	10/16/2012	10/19/2012	71	158
*Pena, Justin T	2000000000	2000000000	05/08/2012	05/09/2012	62	203

Health Insurance Report

POCs: Staff require the authorization *WellAcc-Rpt – Health Insurance Report* to access this report.

The **Health Insurance Report** displays all active students or separated students within a given date range and reflects their health insurance record entered through OASIS or the **Wellness & Accommodation's Health Insurance** window.

Health Insurance Report

Search Criteria

Enrollment Status: Active Separated

From Date:

To Date:

Health Insurance Report								
Active Students								
Student Name	Student Id	Age	Gender	Insurance Company	Policy Number	State	Policy Start Date	Policy End Date
		21	Female	No Health Insurance record				
		19	Female	No Health Insurance record				
		19	Male	No Health Insurance record				
		21	Male	CARD	001833909		05/21/2012	
		23	Female	CARD	003735002			
		19	Female	CARD	003876679		08/30/2012	08/30/2013
		20	Female	CARD	001928345			