

2020.08.20

WebSmart has added the ability to track and report on COVID-19 screening and contract tracing for students and staff.

## Contents

COVID-19 Screening	1
Student screening	1
Record student screening information	1
Run the student screening report	2
Staff screening	3
Add the COVID-19 code to Background Check code list	3
Record staff screening information	4
Run the staff screening report	
Contact tracing	6
Run the contact tracing report	6

# **COVID-19 Screening**

## **Student screening**

Student screening results are recorded in *Students > Student Manager > Health Info > Health Tests*.

They can be entered manually in the Student Manager or through a custom import that must be set up by WebSmart staff.

#### **Record student screening information**

1. While in the **Student Manager**, select the student whose information you want to edit, and click on the **Health Info** tab.

Demographics C	Contact Info	Enrollment	Programs/Statuses	Special Ed	Health Info	Discipline	Permanent Record	Docume	nts Admin	Reports
										Return to li
metadata field. In	order to link	documents t	ster student health re o this purchase order upload documents of	r in JDox dire						
lealth Informati	ion Editors						Sch	ool Year:	2020-2021 S	chool Year 🗸
🔊 Immunizatio	ons [ 8 ]									
🔊 Immunizatio	on Exemptions	s [ 0 ]								
🔊 Health Tests	[0]									
🧕 Comments [	1]									
Documents										

#### Contact Support

websmartsupport@harriscomputer.com https://app.na2.teamsupport.com/



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2. Click on **Health Tests**, and this window opens.

	Demographics Contact Info Enrollment Programs/Statuses Special Ed Health Info Disciplin	ne Permanent Record Documents	Admin Reports						
ſ			📕 Return to list						
	Health Information Editor	🛁 Return to Health	Information Menu						
	Health tests represent the collection of all the health screenings a student has received.								
	C Add Screening / Health Test								
	No Health Test / Screening History								

3. Click 😳 Add Screening / Health Test, and this window opens.

De	mographics	Contact Info	Enrollment	Programs/Status	es Special Ed	Health Info	Discipline	Permanent Record	Documents	Admin	Reports
											Return to list
He	alth Inform	ation Editor						🛓 Ret	urn to Health	n Inform	ation Menu
He	alth tests rep	present the colle	ection of all th	ne health screeni	ngs a student h	as received.					
		Test Type*	Select a ty	pe •	•						
		Test Date*									
Те	st Results										
		Results	Passed	~							
	Preexist	ing Condition	None 🗸								
			Save	S Cancel							

- 4. Complete the fields as described.
  - **Test Type**: Select COVID-19 Daily Screening.
  - **Test Date**: Click the <sup>(1)</sup> icon, and select the date.
  - Results: Select from Passed, Failed Not Referred, and Failed Referred.
  - **Comments**: Enter information such as the student's temperature, other symptoms, or preexisting conditions.
  - **Preexisting Condition**: Select from None or Yes.
- 5. Click 💐 Save.

#### Run the student screening report

- 1. Select **Students**, then **Reports**.
- 2. Locate the **Student Local Screening Results** report, and click the 🍭 icon.

Student Reports : Student Local Screening Results								
Student Local Screening Result	Student Local Screening Results							
Parameters								
Local Screening	COVID-19 Daily Screening 🗸							
Campus	All 🗸							
Grade Level	All •							
Range Begin								
Range End								
Export Format	XLS - Native							
	🍋 Run Report							

3. Complete the fields, and click 🍭 **Run Report**.

## **Staff screening**

Staff screening results are recorded in *Finance > HR > Staff Manager > HR Info > Background Checks*.

They can be entered manually in the Staff Manager or through a custom import that must be set up by WebSmart staff.

#### Add the COVID-19 code to Background Check code list

- 1. Select **Finance** from the **Jump to Module** pull-down list in the upper right corner.
- 2. Select **Support Codes**, then **Background Chks** from the **HR** menu, and this window opens.

Background	ackground Checks							
Page Size: 10 V Filter: Active Records V								
<u>System ID</u>	<u>Code</u>	State Equivalent	Description		Actions			
1	CHR		Criminal History Check		2 🕄			
3	DR		Driving Record		2 🙎			
2	FP		Fingerprinting		2 🕄			
Records: 3 Page 1 of 1 • O O								

3. Click 😳 Add New Code, and the New Background Check window opens.

lew Background Check						
PEIMS coding of the same name						
Identifier						
Code*						
Description*						
Create S Cancel						

- 4. Complete the fields as described. Both are required.
  - **Code**: Enter something like C19.
  - **Description**: Enter something like COVID-19 Screening.
- 5. Click 💐 **Create** when you've finished entering information.
- 6. Click **Edit Identifier**, and the Identifier window opens.

	General Information								
ſ	Edit: PR - Fingerprint	idit: PR - Fingerprint							
	PEIMS coding of the same nam	ie							
	Identifier								
	Code*	F2							
	State Equivalent	None <b>T</b>							
	Description*	Fingerprint							
	List Description*	Fingerprint							
	Effective Date	4/22/2019							
	Expiration Date	12/31/9999							
		Save Scancel							

- 7. Change the **Effective Date** to a date in the past like 1/1/2020.
- 8. Click 💐 **Save**, and you're returned to the Edit window.
- 9. Click 📕 Return to List.

### Record staff screening information

1. While in the **Staff Manager**, select the staff whose information you want to edit, and click on the **HR Info** tab.

_	Demographics Payroll HR Info Leave	Roles Certifications Contact Info Documents Admin Reports	
ſ			📕 Return to list
	This view allows authorized users to administ	er HR related information.	
	HR Info Editors		
	🔊 General HR Attributes	Sackground Checks [ None ]	
	Federal Withholding Elections [ None ]	Search 2011 Leave Policy Elections [ None ]	
	🔊 State Withholding Elections [ None ]	Senefit Program Elections [ None ]	
	Payment Elections [ Live Check ]	S Additional Allowance Elections [ None ]	
	∑ Documents		

2. Click on **Background Checks**, and this window opens.

Demograp	hics	Payroll	HR Info	Leave	Roles	Certifications	Contact Info	Documents	Admin	Reports			
	Return to list												
HR Info	HR Information 🔄 Return to HR Information Menu												
Use this	Use this editor to update an employee's background checks.												
Backgro	und C	Checks									🕒 A	dd Backgroui	nd Check
Page Size	: 10	) 🔻 Filter	: All Back	cground C	hecks	T							
System	(D	<u>Type</u>							Date	Passed	l/Failed	Comments	Actions
No Back	No Background Checks Found												
Records:	)										0	Page 1 of 1	• 📀

3. Click **O** Add Background Check, and this window opens.

Demographics Payroll HR I	nfo Leave Roles Certifications Contact Info Documents Admin Reports
	📜 Return to list
HR Information	🛓 Return to HR Information Menu
Use this editor to update an en	ployee's background checks.
Background Check	
Type*	Select a type 🔻
Date*	
Passed/Failed*	Passed <b>v</b>
Comments*	
	Save OCancel

- 4. Complete the fields as described.
  - **Test Type**: Select the COVID code for example, C19 COVID-19 Screening.
  - Date: Click the all icon, and select the date.
  - **Passed/Failed**: Select from Passed and Failed.
  - **Comments**: Enter information such as the staff member's temperature, other symptoms, and/or pre-existing conditions.
- 5. Click 🛃 Save.

## Run the staff screening report

- 1. Select **Finance**, then **Reports**.
- 2. Locate the **Employee Background Check** report, and click the 🂐 icon. The setup window opens.

Finance Reports : Employee	Background Check	📕 Return to list
Parameters		
Instructional Period	2020-2021 School Year 🗸	
Facility	All 💙	
Employee	All 🗸	
Active Only?		
Include All Districts?		
ID Pattern	SSN V	
Туре	All 🗸	
Passed Failed		
Date Range	Custom 🗸	
Range Begin	8/20/2020	
Range End		
Export Format	PDF - Native	
	🍋 Run Report	

3. Complete the fields, and click 🎘 **Run Report**.

Continued on the next page.

# **Contact tracing**

Contact tracing is driven by the schedule and reports on contacts a student or classroom staff member has had with other students and classroom staff.

#### How does it work?

When run for a student, the report reviews every day in the selected date range that the student was present. It then checks the class roster for all classes for which the student was marked with some type of Present and *not* marked Absent and lists all other students in the class marked present or not marked absent plus any classroom staff associated with the classes.

When run for a staff member, it looks at every class with which the staff member was associated. It checks the class roster and lists all students marked present or not marked absent plus any classroom staff associated with the classes.

#### PDF vs. Excel file

The report can be generated as either a PDF or Excel file. See samples below.

The PDF report lists the name of the student or staff member in contact with the person for whom the report is run, email address, phone number, and number of contacts. For students in contact, it also lists the names of the students' primary contacts.

On the PDF report for a student, the number of contacts column displays the number of classes the student or staff member had with the student for whom the report is run. For example, a large number such as 7 probably means a student is in same homeroom as the student in question.

If run to Excel, the report lists the specific course sections that the student or staff member had with the student for whom the report is run.

#### Run the contact tracing report

- 1. Select **Students**, then **Reports**.
- 2. Locate the **Contact Tracing** report, and click the 💐 icon.

Student Reports : Contact Tr	acing	📕 Return to list				
Allows operator to determine all students and staff an individual has come into contact						
Parameters						
Instructional Period	2020-2021 School Year 🗸					
Campus	All 🗸					
Contact type	Student 🗸					
Student Name	✓					
Range Begin						
Range End						
Export Format	PDF - Native					
	🍖 Run Report					

3. Complete the fields, selecting either Student or Staff **Contact Type**, and click 🍭 **Run Report**.

See examples of the PDF and Excel formats on the following pages.

1 1

(214) 555-1212 (214) 555-1212 (214) 555-1212

Contact Tracing	Report PDF
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Demo Di District #			Contact Tracing		2 Total Page(s 07/27/202
Paramet	ters: Instructional Period Campus	2020-2021 School Year			04:21:55 PI
	Contact type	AII STUDENT			
	Student Name Date Range	07/27/2020 - 07/27/2020			
Name	Dute Hange	Contact Name	Email Address	Phone Number	# of Contact
		Contact Manie		Phone Multiber	# of contact
STUDEN	IT IN CONTACT		000001832@test.com	(214) 555-1212	7
			00001032@test.com	(214) 555-1212	1
			000001581@test.com	(214) 555-1212	1
			000001706@test.com	(214) 555-1212	2
			000001005@test.com	(214) 555-1212	1
				(214) 555-1212	1
			000001267@test.com	(214) 555-1212	1
			000001267@test.com	(214) 555-1212 (214) 555-1212	1
			000000991@test.com	(214) 555-1212	1
			000000452@test.com	(214) 555-1212	1
			-	(214) 555-1212	1
			000000456@test.com	(214) 555-1212	1
				(214) 555-1212	1
			000001123@test.com	(214) 555-1212	1
			000001656@test.com	(214) 555-1212 (214) 555-1212	1
			000001727@test.com	(214) 555-1212	2
			000001007@test.com	(214) 555-1212	1
			000001133@test.com	(214) 555-1212	1
			000001478@test.com	(214) 555-1212	2
			000000583@test.com	(214) 555-1212	2
				(214) 555-1212	1
			000000414@test.com	(214) 555-1212	2
			000001749@test.com	(214) 555-1212 (214) 555-1212	1
			000001140@1001.0011	(214) 555-1212	2
			000000609@test.com	(214) 555-1212	3
				(214) 555-1212	1
				(214) 555-1212	1
			000004700 @toot or m	(214) 555-1212	1
			000001788@test.com	(214) 555-1212 (214) 555-1212	2
				(214) 555-1212	1
			000000392@test.com	(214) 555-1212	1
			000001746@test.com	(214) 555-1212	2
				(214) 555-1212	4
				(214) 555-1212	1
			000001079@test.com 000000011@test.com	(214) 555-1212 (214) 555-1212	1
			oooooo nigitest.com	(214) 555-1212 (214) 555-1212	1
				(214) 555-1212	1
			000001479@test.com	(214) 555-1212	1
				(214) 555-1212	1
			000001542@test.com	(214) 555-1212	1
			000001867@test.com	(214) 555-1212	1
			000000569@test.com 000001052@test.com	(214) 555-1212 (214) 555-1212	1
			000000990@test.com	(214) 555-1212	2
IOTICE:	: This report may contain	n information that is privileged,	confidential and/or exempt from discl		Page 1 of 2
Demo Di District #0			Contact Tracing		07/27/202 04:21:55 P
Name		Contact Name	Email Address	Phone Number	# of Contact
STAFF IN	N CONTACT		000001786@test.com	(214) 555-1212	1
			000010246@test.com	(214) 555-1212	1
			000010043@test.com	(214) 555-1212	1
			000010093@test.com	(214) 555-1212	1
			000010093@test.com 000009359@test.com 000000114@test.com	(214) 555-1212 (214) 555-1212 (214) 555-1212	1 2 1

000000114@test.com 000001485@test.com

# COVID-19 Testing & Contact Tracing 2020.08.20

ContactType	CalendarDate	Name	Course	SectionNumber	ContactName	PrimaryEmail	PrimaryPhone
STUDENT	07/27/2020		03102510 - College Prep Math	05			(214) 555-1212
STUDENT	07/27/2020		03102510 - College Prep Math	05		000001581@test.com	(214) 555-1212
STUDENT	07/27/2020		03102510 - College Prep Math	05		000001706@test.com	(214) 555-1212
STUDENT	07/27/2020		13020600 - Anatomy and Physiology	03		000001706@test.com	(214) 555-1212
STUDENT	07/27/2020		13020600 - Anatomy and Physiology	03		000001005@test.com	(214) 555-1212
STUDENT	07/27/2020		03102510 - College Prep Math	05			(214) 555-1212
STUDENT	07/27/2020		03102510 - College Prep Math	05			(214) 555-1212
STUDENT	07/27/2020		00000001A - STUDY HALL 1	02A		000001267@test.com	(214) 555-1212
STUDENT	07/27/2020		00000001A - STUDY HALL 1	02A			(214) 555-1212
STUDENT	07/27/2020		13020600 - Anatomy and Physiology	03		000000991@test.com	(214) 555-1212
STUDENT	07/27/2020		13020600 - Anatomy and Physiology	03		000000452@test.com	(214) 555-1212
STUDENT	07/27/2020		12701300 - Career Preparation	07			(214) 555-1212
STUDENT	07/27/2020		13020600 - Anatomy and Physiology	03		000000456@test.com	(214) 555-1212
STUDENT	07/27/2020		03330100 - GOVT	01-1			(214) 555-1212
STUDENT	07/27/2020		13020600 - Anatomy and Physiology	03		000001123@test.com	(214) 555-1212
STUDENT	07/27/2020		12701300 - Career Preparation	07		000001656@test.com	(214) 555-1212
STUDENT	07/27/2020		03102510 - College Prep Math	05			(214) 555-1212
STUDENT	07/27/2020		03220400 - ENG IV	06		000001727@test.com	(214) 555-1212
STUDENT	07/27/2020		12701300 - Career Preparation	07		000001727@test.com	(214) 555-1212
STUDENT	07/27/2020		13020600 - Anatomy and Physiology	03		000001007@test.com	(214) 555-1212
STUDENT	07/27/2020		03330100 - GOVT	01-1		000001133@test.com	(214) 555-1212
STUDENT	07/27/2020		13020600 - Anatomy and Physiology	03		000001478@test.com	(214) 555-1212
STUDENT	07/27/2020		03102510 - College Prep Math	05		000000583@test.com	(214) 555-1212
STUDENT	07/27/2020		12701300 - Career Preparation	07		000000583@test.com	(214) 555-1212

## Contact Tracing Report Excel file