iPod Touch - iPad
Health Information Application
User Guide
# Table of Contents

Application Overview ........................................................................................................ 4

Overview of Features ........................................................................................................ 4

User Guide.......................................................................................................................... 5
  First Use of the Application........................................................................................... 6
  Continued Use of the Application.................................................................................. 6
    Working with Students in a Group .............................................................................. 7
  Health Information.......................................................................................................... 7
  Height-Weight Information.............................................................................................. 8
  Health Screening Information.......................................................................................... 10
  Immunizations and Health Detail Information.............................................................. 10
  Entering a New Student ................................................................................................. 14
  Submitting Health Information to the Central Server .................................................. 18

Appendix 1 .......................................................................................................................... 22
  App Distribution, via App Store, User instructions ....................................................... 22

Appendix 2 .......................................................................................................................... 25
  First Use of the Application........................................................................................... 25
    Application Setup......................................................................................................... 25
    WVEIS Server Log On and Log Out............................................................................ 26
    Get Groups -- Select Students.................................................................................... 28
    Passcode Use for iPod Touch ....................................................................................... 31

Appendix 3 – Setting up 1 App Store Account, with no credit card............................... 32
Executive Overview

The West Virginia Department of Education is enhancing electronic health record keeping by providing a controlled setting for the entry of health screening data through the use of handheld Apple iPod Touch units. The application synchronizes with the West Virginia Education Information System (WVEIS) student records for the downloading of roster information into the iPod Touch and the uploading of specific health data into WVEIS.

Application Overview

Student information in WVEIS is stored on an IBM i (AS/400) computer in DB2/400 databases with separate files/libraries maintained for each school district. Students are identified by a unique student number created when the student is enrolled. Since the health screenings will take place before all the kindergarten students are enrolled, the screening data for these students is uploaded and a temporary proxy student number will be created. The data will be placed in a holding area until the student enrolls and registers.

The health screening data to be gathered through the iPad or iPod Touch includes the following:

- Height and weight with calculation of Body Mass Index reliable on student DOB, gender and date of measurement collection (height and weight).
- Screening and Referral for Vision, Hearing, Speech/Language, Developmental, and Dental as currently set up in WVEIS school health data along with the date of the screening.
- Immunization records as currently set up in WVEIS school health screen with month, day and year space for dates (MM/DD/YYYY), codes and notes.

The iPad or iPod Touch are used in a secure setting, only accessed by authorized WVEIS personnel. It has visible and highlighted alerts on the iPad or iPod Touch regarding the importance of confidentiality and privacy for individual school health records. The iPad or iPod Touch provide screens that are simple and easy for data input, with minimal typing required, and will include wide use of drop-down selections, buttons, and check boxes.

Overview of Features

1. Health screening information is easy to enter on both currently enrolled and not-yet enrolled students.

2. Health screening information is integrated to the existing WVEIS IBM i (AS/400) student data.

3. Access to entry of health screening data is secure and confidential.
To open and use the WVEIS Health Info application on your iPod Touch device, locate the application Icon on the iPad or iPod Touch menu screens.

(Note that iPad or iPod Touch are used interchangeably in this User Guide.)

This is the splash screen that appears momentarily while the application is loaded and confirms that you’ve selected the correct menu icon.
### First Use of the Application

See Appendix 2, for the steps for the Setup of your iPod Touch and the First Use of the Health Information application. *(Go to Appendix 2.)*

### Continued Use of the Application

#### The Start screen with No Groups Selected:

- Tap on “Get Groups” to Select and Retrieve a Group of Students from the central server. *(See the Get Groups – Select Students section in Appendix 2)*

#### The Start screen with Groups Retrieved:

(The shaded actions below show when the user needs to Log-on to the server; see **WVEIS Server Log on in Appendix 2**.)

- Tap on “Get Groups” to Select and Retrieve another Group of Students from the central server. *(See the Get Groups – Select Students section in Appendix 2)*
- Tap on the Green Arrow to go to the screen where you enter Health Information
- Tap on the Red X to delete this Group of Students, without submitting Health Information
- Tap on the Gold Up Arrow to Submit Health Info to the server and delete the Group
**Working with Students in a Group**

Tapping on the Green Arrow on the Student Groups screen, comes to this screen.

To enter health information on a listed student, touch the student you want to work with. The list can be scrolled by sliding your finger up and down the list.

To add new students to the list, touch the [New Student] button. Instructions are included below.

**Health Information**

This screen appears after touching the student name.

Three items are available for entry at this time.

Select them by touching the lines:

- Height-Weight
- Health Screening
- Immunization Records
**Height-Weight Information**

You can select to work with English units or Metric units by touching the appropriate Radio button. They can be switched at any time and will recalculate the measurements.

(Note: When you are in any data entry screen, you can touch any of the Navigation buttons, such as the [Menu] button which is here, and it will Cancel and go to the place designated by that Navigation button, without Saving the data. To Save the data, you must touch the Save buttons.)

Touch each field to enter the height and weight data using the pop up keyboard.

If you need to change the default date measured (Today’s Date), touching the Date Measured field which will bring up the Date Selector.
Select the Date measured by scrolling to the correct month, day, and year. The current month, day and year are in blue for reference.

Touch [Done] when you have verified your selection.

Verify the entered information and correct any that need adjusting.

Notice the Body Mass Index (BMI) is calculated and displayed.

To cancel, press the [Menu] button in the upper left corner of the screen, just below the WVEIS Health Info logo.

If the information is correct, touch the [Save] button.
**Health Screening Information**

Mark the screening test as Complete, Referral by touching the check boxes or leave blank. The check boxes can be toggled on or off by touching them again.

If you need to change the default date of the screening (Today’s Date), touching the Date of Health Screening field which will bring up the Date Selector.

Verify the entered information and correct any that need adjusting.

To cancel, press the [Menu] button in the upper left corner of the screen, just below the WVEIS Health Info logo.

If the information is correct, touch the [Save] button.

**Immunizations and Health Detail Information**

The Immunization, Status, and Dates fields are entered using a Selector by scrolling through the possible entries.

The Notes field indicates whether or not a note has been entered. To enter a note or edit one already entered touch the Notes field. The Status, Notes, and Dates are linked to the specific Immunization type.

Screen images on the next page, below:

On the left – Select the Immunization

On the right – Select the Status
Select the Immunization, by touching the Immunization – Health white space, which brings up list of immunizations.

Select the Immunization Status by touching the Status white space, which brings up a list.
To enter Notes, touch the Notes white space to bring up a screen where notes can be entered or changed.

If you need to change the default date of the Note (Today’s Date), touching the “Date of Note” white space will bring up the Date Selector.

To enter a note, touch the area below the Notes label.

Below:

On the left – Notes are entered using the keyboard. Touch [Done] when you have finished entering your note.

On the right – Verify the information and touch [Save] or [Immun] to cancel.
Verify the information you’ve entered is correct.

If you are finished entering Immunization Records, touch the [Save and Return] button.

If you need to enter another Immunization Record, touch the [Save and Next] button. When all of your Immunization Records for this student are entered, touch the [Save and Return] button.

To cancel without saving, touch the [Menu] button.

Touch the [Students] button to return to the Students screen.
**Entering a New Student**

To enter a new student touch the [New Student] button at the bottom of this screen.

The data for a new student can be entered by touching each field and using the pop up keyboard for the following fields:

Names(s), Street & City.

The **required fields** are marked with a (*).

Below:

On the left – The birth date and on the right the gender of the student are entered using the scrolling selector.
The Zip code and Phone number use a Numeric Key Pad.

To clear the Numeric Key Pad after entering the numeric data, touch the [Done] button.

This will uncover the final, required field, the Grade Level.

Below:

On the left – Touch the Grade Level field to enter the information.

On the right – The scrolling selector for the available grade levels at the selected school
Touch the Grade Level field to enter it.

Select the Grade Level from the selector.

Verify that the information entered is correct and then touch [Save] or the [Students] button to cancel without saving.
This Students screen shows the added student, Adam Adams.

Press the Help Icon for Help on this screen.

See the Help Screen below.

The help information indicates the following:

- Health Info data has been entered for that student.
- Indicates the name has been added as a new student.

Touch the white X in the black circle to close the Help Information screen.

After closing the Help screen you can continue to work with students in your list or you can touch the [Groups] button to return to your Student Groups screen below.
Touch the Help icon on the Student Groups screen for information on the icons opposite the student group entry.

- Go to Enter or Update Health Information
- Remove a Group Without Submitting Health Information
- Submit Health Information to Central Server & Remove Group
- Close the Help Information Screen

**Submitting Health Information to the Central Server**

Only the second Student Group in this screen has data to submit. (Note that the first Student Group does not have the Gold Up Arrow Icon because no health information data has been entered for any student.) To submit Health Information to the Central Server & Remove that submitted Group for the Grade Level 06 shown, touch the Gold Up Arrow Icon.
You will receive this screen confirming that you are going to **Submit** the information you’ve added to the student group and that the group will be **Removed** from your **Student Groups screen** list.

Touch **[Yes]** to continue or **[No]** to cancel the upload.

Since you are connecting to the Central Server, you will receive the log on screens. Follow the log on procedure described previously. ([Go to Log on Instructions](#))

When the Group information has been successfully transmitted you will receive this notification.

Touch **[Ok]** to clear the notification.
The submitted Student has now been removed from the list.

Since no data was added to the remaining group the only options are to update the group or remove it.

To remove the group so it can be available for another user to download, touch the Icon.

You will receive this screen confirming that you are going to **Remove** the group students **Without** submitting any information to the Central Server.

Touch [**Yes**] to continue or the [**No**] to cancel the upload.

Since you are connecting to the Central Server, you will receive the log on screens. Follow the log on procedure described previously. ([Go to Log on Instructions])
When the Group information has been successfully cleared you will receive this notification.

Touch **[Ok]** to clear the notification.

The Student Groups list is now empty. Touch the **[Get Groups]** button to get additional Student Groups as needed, following the instructions previously outlined.
**Appendix 1**

*App Distribution, via App Store, User instructions*

**User Instructions** for downloading and installing the WVEIS Health Info application on an iPod Touch, iPhone or iPad. You can download this application from the Apple App Store that is accessible from your device using your own App Store account that you have already setup, OR you can use an App Store account provided by WVEIS, that does not have a credit card attached to it, and can only be used to download applications that have no charge. If you use the WVEIS account and also have your own account, you will have two App Store accounts active.

**To download WVEIS Health Info using your own Apple App Store account**, do the following:

1. Tap on the App Store icon, opening the App Store on your iPod Touch or iPad. (If you are not signed in to your App Store account, it will ask for your User name and Password.) Tap on the Search icon at the bottom of the screen and search for the WVEIS application. It will be listed as a Free application. When it is found, tap on the Free button and it will display information on the application. Tap on the Free button again, and the button will change to the word “Install”. Tap on this Install button, and the application will be downloaded and installed on your device.
2. To setup the WVEIS Health Info application, follow the Application Setup instructions provided by WVEIS.

OR

**To download WVEIS Health Info using a WVEIS Apple App Store account**, do the following:

1. On the iPod Touch or iPad, tap on Settings on the main menu screen. Scroll down to the Store settings and tap on it. If you are signed into an Account, tap on Sign Out, then tap on Sign In. (If you are not signed into an Account, just tap on Sign In.)
   a. Sign In using the User name and Password provided by WVEIS.
   b. Then tap on the Home button, returning to the main menu.
2. Tap on the App Store icon, opening the App Store on your iPod Touch or iPad. Tap on the Search icon at the bottom of the screen and search for the WVEIS application. It will be listed as a Free application. (Speedtest by Ookla is an example of one.) When it is found, tap on the Free button and it will display information on the application. Tap on the Free button again, and the button will change to the word “Install”. Tap on this Install button, and the application will be downloaded and installed on your device.
3. To setup the WVEIS Health Info application, follow the Application Setup instructions provided by WVEIS.
4. (When you want to change back to your own App Store account, follow the steps in item 1 above, and you can sign back into your own account.)

You may now have two App Store accounts. Below are tips, if you do:

If you used the WVEIS account to install and if you also have your own iTunes App Store account, you will now have access to two App Store accounts – your own account that you already had and the account from WVEIS. You may backup and synchronize your iPod Touch or iPad to your computer. As you do so, you can use both of these accounts, and here are some tips on using them:

1. You go into the iTunes App Store by bringing up iTunes, and clicking on the iTunes Store in the left panel.

2. and then clicking on the App Store tab (one of the middle tabs). If you are not signed in with your account, it will display ‘Sign In’ on the far right side. (Either the iPhone (which is the same as the iPod Touch) or the iPad can be selected.)
3. When you are signed in, you can Sign Out and change to the other account by clicking on the down arrow to the right of your User Name, as seen below.

4. If you receive a message that an item has not been authorized on this computer, you can authorize it, by clicking on “Store” and “Authorize This Computer”, as shown below. (Note that Free downloaded items will also be referred to as “Purchased Items”.)
Appendix 2

First Use of the Application

Application Setup

If this is the first time the application has been opened since its installation you will see the Application Setup screen to the right and will need to supply the information needed.

The system administrator should supply these items along with your required password.

Server URL:
Session Key:
Device #:
Next Available Student #:
User Name:
Unit of Measure (English as default):

Enter information in the screen by touching each field and then using the pop up keyboard to enter the correct data.

When the visible fields are complete touch [Done] button on the keyboard to view the remaining fields. Enter the remaining data and touch [Done] again.

The Device # and Next Available Student # fields are numeric. A Numeric Keypad will pop up when they are touched.

Once all of the requested information is entered, touch the [Done] button to close the keyboard and then touch either the [Change Setup] or [Cancel] button shown in the previous screen shot.

At this point, you will be connecting to the Central Server and will need to authenticate yourself by logging on.
**WVEIS Server Log On and Log Out**

When you begin the Application, and every time your device needs to reach the Central Server you will be required to verify your access by logging on using this screen.

The default User Name that was setup in the **Application Setup** screen will display, but can be changed here if needed. Touching either field will bring up the keyboard.

Confirm that the User Name is correct or change it.

Enter the Password.

Once the information is entered, touch the **[Done]** button to close the keyboard and then touch either the **[Log On]** to complete the Setup or **[Cancel]** button, as shown in the previous screen image.
WVEIS Health Info Application Log Out

When you are ready to end the Application, touch the [Log Out] button on either the Student Groups screen or the Students screen, both of which are shown here.

[Log Out]

From Here

Or

Here
### Get Groups -- Select Students

When the Setup is successful and completed the **Select Students screen** will be displayed. Your User Name will determine which District(s) and School(s) you will be able to select students from.

Each of the four fields uses a rolling selector that can be moved by sliding your finger up or down across the selector.

**Note**: Anytime you see the Icon in the upper right side of the screen touching it will return you to the **Application Setup screen**. *(You cannot change the Application Setup, if you have any Groups retrieved and not submitted.)* *(Go to the Application Setup)*

The selector defaults to the first item in the list. Scroll through the list of districts until the one you want is selected. The selection under the highlight will also appear in the **District ID:** field as you change by scrolling through the listing.

When you have selected your district you can either touch **[Done]** and select the next field by touching it or merely touch the **School ID:** field to enter it.
After selecting the School ID and verifying that the District ID and School ID fields are correct, touch [Done] for the next fields to enter.

You can select only a Grade Level or a Teacher. Use the same selection technique to choose the grade you want to use.

When you highlight the grade, touch the [Done] button.

The Grade Level field and Teacher fields are covered by the selector so you won’t be able to check the field entry until the [Done] is touched.
If selecting by teacher, highlight the one you want and then touch [Done].

In this example, we are selecting by Grade Level. After verifying the selections are correct, touch the [Retrieve Student Group] button to retrieve the student group data.

You will be presented with the logon screen again. Follow the log on instructions as previously outlined. (Go to Log on Instructions)
After a moment to load the data, the following screen will appear.

Touch the Icon with the Arrow to view the Students screen.

**Note:** Anytime you see this Icon in the upper right side of the screen touching it will provide help information.

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**Passcode Use for iPod Touch**

The iPod Touch allows for the setup of a 4 digit device Passcode, providing an additional level of device security.

This is setup by going to the Settings icon on the iPod Touch home screen, and tapping on the General menu item, and then selecting the Passcode Lock option, where a 4 digit Passcode may be entered. After this is setup, any future use of the iPod Touch will require the entry of this Passcode.

This Passcode should be written down and kept separately from the device. If the Passcode is forgotten, and 10 unsuccessful attempts are made to use it with an incorrect Passcode, the iPod Touch will fully reset itself and delete any data on the iPod Touch.
Appendix 3 – Setting up 1 App Store Account, with no credit card

Administrator Instructions for setting up one App Store account that does not have a credit card attached to it, and that can be used by all users. Note that users of the WVEIS HealthInfo application can either download the application using their own App Store account OR they can use this account setup by WVEIS.

This setup is done one time by the administration on one iPod Touch device, to create this App Store account, without a credit card attached to it. This account can then be used by all users to download and install the WVEIS HealthInfo application from the Apple App store. (Instructions for end users to do this are in Appendix C.)

1. The administrator setting up this App Store account can use their existing email account, or a new separate email account may be setup just for this purpose. If a new email account is setup, it should be routed to an administrator that will receive it and monitor any correspondence sent to it. During the account setup process, an email will be sent to this email address, to verify that it is a valid email account. The administrator will need to click on a link in this email to complete the creation of the App Store account.
2. You will load a Free application as part of this setup process. This application can later be removed, if desired.
3. On the iPod Touch, tap on Settings on the main menu screen. Scroll down to the Store settings and tap on it. If you are signed into an Account, tap on Sign Out. Then return to the Home menu.
4. Tap on the App Store icon, opening the App Store on your iPod Touch. Tap on the Search icon at the bottom of the screen and search for any Free application. (Speedtest by Ookla is an example of one.) Tap on the Free button and it will display information about this application. Tap of the Free button again, and the button will change to the word “Install”. Tap on this Install button. It will display a screen giving the following options:
   a. Sign In
   b. Use Existing Account
   c. Create New Account
   d. Cancel
5. Select the “Create New Account” by tapping on it.
6. You’ll need to accept the iTunes Store Terms & Conditions. Tap Agree located at the bottom of the page to continue.
7. Tap on Store United States; Choose your country (United States), then tap Done; then Next. (See images below)
It will display Welcome to the iTunes Store, and display the Store’s Terms of Service. Scroll to the bottom and Tap on Agree; a window may display and tap on Agree again.

8. Enter your email address, create your password (8 char at least, with alpha and num and at least 1 capital and 1 lowercase letter), create a security question and answer, date of birth, (Set subscribe off in both places if you don’t want email offers). Tap Next.
9. Tap on Credit Card and Select None as your payment option. (See images below.)
10. If not already entered, continue to fill out the required Salutation, First Name, Last Name, Address Street, City, State, Zip and Phone email, password (8 char at least, with alpha and num and at least 1 capital and 1 lowercase letter), security questions, date of birth, (Set subscribe off in both places if you don't want email offers). Tap Next.

11. You’ll then see a screen that says "Verify your Account." Go to your email (that was entered above) and open the email from the App Store and click on the link enclosed in the email to activate your account. Then tap Done on the screen that says "Verify your Account." It will ask you to sign in with your account name and password, to activate the account. (See images below).
12. On your iPod Touch or iPad, it will ask you to sign-on; choose the Use an Existing Account, and sign on with the account just created.
13. Tap Sign In then when prompted and then tap Use Existing Account.
14. You can now tap on FREE and INSTALL and install the App that you want to install.
15. You will now likely have two App Store accounts setup on your iPod Touch. You can go back and forth between these accounts by doing the same things you did in Step 3 above -- tapping on Settings, then Store and Signing In or Out from one account to the other. The account you set up above will be an App Store without a credit card attached to it, and will not be able to be used to make any purchases at the App Store.