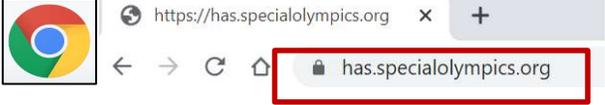
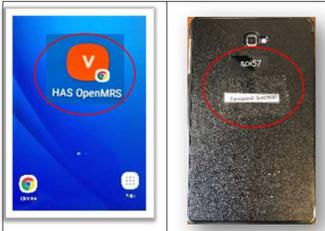
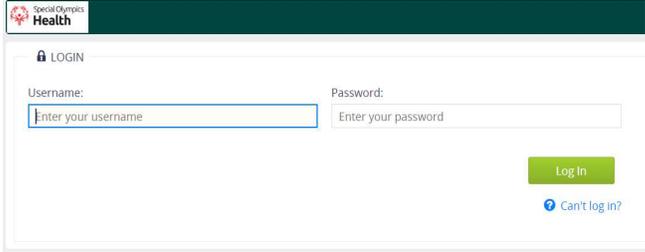




# Health Promotion Screening Guide Healthy Athletes System (HAS)



<p>Step 1 Login</p>		<p>Open a tab in the Chrome browser. Type in the url: <b>has.specialolympics.org</b></p>
<p>Step 1 Login with tablet</p>		<p>If you are using a <b>Tablet</b> select the <b>HAS icon</b> from the desktop of the tablet.  Username and Password are on the back of the tablet.</p>
<p>Step 2 Select Region</p>	<p>SONA &amp; SOLA, SOMENA, SOA, SOEE SOEA &amp; SOAP</p> 	<p>Select the place holder in the geographic region that your Program is located.  For example, if you are in United States, click on placeholder in SONA Region.</p>
<p>Step 3 Sign in</p>		<p>Type in username and password. Note: Passwords are case sensitive to uppercase letters and special characters. If you are unable to login Email <a href="mailto:healthdata@specialolympics.org">healthdata@specialolympics.org</a></p>
<p>Step 4 Select event</p>		<p>Select <b>Program</b>, then select <b>Healthy Athletes Event</b>.</p>

## Special Olympics

1133 19th Street NW, Washington, DC 20036-3604, USA **Tel** +1 202 628 3630 **Fax** +1 202 824 0200

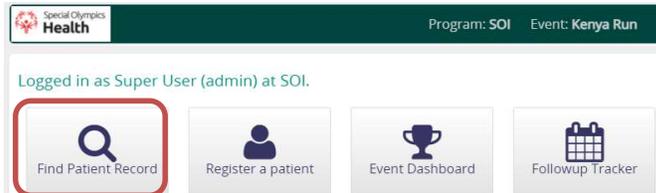
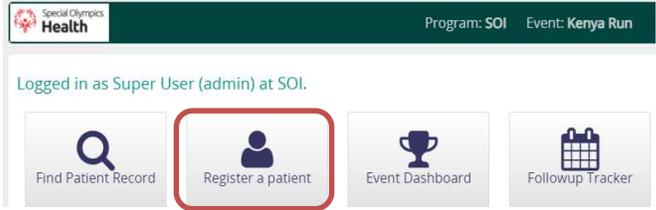
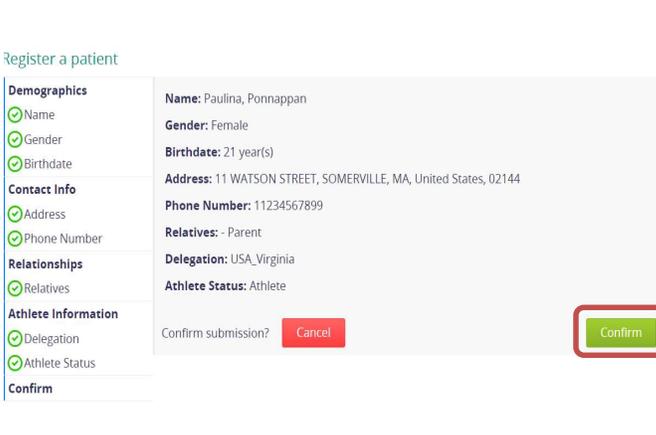
[www.specialolympics.org](http://www.specialolympics.org) **Email** [info@specialolympics.org](mailto:info@specialolympics.org) **Twitter** [@specialolympics](https://twitter.com/specialolympics)

*Created by the Joseph P. Kennedy Jr. Foundation for the benefit of persons with intellectual disabilities*



# Health Promotion Screening Guide



<p>Step 5</p> <p>Search for athlete</p>		<p>Search for an athlete by clicking <b>Find Patient Record</b>.</p>
<p>Step 6</p> <p>Select athlete's record</p>		<p>Type athlete's NAME or ID Number. Select the athlete from the drop-down list.</p>
<p>Step 7</p> <p>Register athlete</p>		<p>If you are unable to find the athlete in the drop-down list, <b>Register</b> them.</p>
<p>Step 8</p> <p>Complete Registration</p>		<p>Fill out registration form and select <b>Confirm</b>. It is important to collect as much information as possible. Explain to the athlete or coach that Special Olympics collects <b>phone numbers</b> for follow up care. The number will not be used for any other purpose.</p>
<p>Step 9</p> <p>Start Screening athlete</p>		<p>Select the correct athlete record, Review the information in the <b>Athlete Header</b> to ensure it is accurate.</p> <p>Then, <b>Start Visit</b> under <b>General Actions</b>.</p>



# Health Promotion Screening Guide



<p>Step 10 Select Discipline</p>		<p>You will be directed to the <b>Visits</b> page and can select the discipline you are screening for e.g., Fit Feet.</p>
<p>9 screening stations</p>	<p>1. Body Composition 2. Bone Density 3. Blood Pressure 4. Nutrition 5. Physical Activity 6. Hand Washing 7. Sun Safety 8. Tobacco Use 9. Summary and Check out</p>	<p>Click on a number to open the screening form.</p> <p>The circles show screening status: Red = <b>Active</b> screening. Black = <b>Completed</b>. White = <b>Not</b> completed.</p>
<p>Numbered circles are color coded</p>		<p>Red = <b>Active</b> screening. Black = <b>Completed</b>. White = <b>Not</b> completed.</p>

<p>Station 1 Body Composition</p>	<p><b>Body Composition</b></p> <p>Please enter athlete's height and select the correct measurement unit used</p> <p>Height 63.5 <input type="radio"/> cm <input checked="" type="radio"/> inches Measure up to 0.1 cm or 1/8 inch</p> <p>Please enter athlete's weight and select the correct measurement unit used</p> <p>Weight 165.6 <input type="radio"/> kg <input checked="" type="radio"/> lbs Measure up to 0.01 kg or 1/2 oz</p> <p>Measure up to 0.1 cm or 1/8 inch Height is invalid / Units not selected</p>	<p>Height and weight are measured using the metric system (<b>cms and kgs</b>) or the Imperial system (<b>inches and pounds</b>). Select one system and be consistent throughout. If the measurement system is not selected, the user will not be able to save the data. Height and weight readings should be entered up to <b>one decimal place</b> (e.g., <b>63.5</b> inches or <b>165.6lbs</b>).</p> <p>If a decimal is not entered, an alert will pop up as in the example, and the user will not be able to save the data</p>
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# Health Promotion Screening Guide



<p>Station 1</p> <p>Body Mass Index (BMI)</p>	<p>BMI (20 years of age and over)</p> <p>28.87428170084811</p> <p>The athlete BMI status is overweight</p>	<p>The system will automatically calculate the BMI for Adults and the BMI Percentile (for children under age 20). In this example, <b>the athlete BMI status is overweight.</b></p>
<p>BMI Referral</p>	<p>Referral made for BMI follow up?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Urgent</p> <p><input type="radio"/> Non-Urgent</p>	<p>Always check “Yes” or “No” to indicate if a referral was recommended or not. Make sure to check <b>Urgent or Non-Urgent.</b> This question must be answered for Special Olympics to follow up with athletes referred for further care.</p>
<p>Station 2</p> <p>Bone Mineral Density (BMD)</p>	<p><b>Bone Density</b></p> <p>(Athlete MUST be at least 20 years old to screen)</p> <p>T-Score</p> <p>Zero required before decimal for non-whole numbers (ex: 0.3)</p> <p>Use (-) for negative and (+) for positive T-scores.</p> <p>Left Heel</p> <p>0.3</p> <p>Right Heel</p> <p>-0.4</p> <p>The athlete's bone mineral density is in the normal range</p>	<p>Bone mineral density (BMD) readings should <b>ONLY</b> be recorded for athletes who are 20 years old and older.</p> <p>When entering the values for the left and right heels, you must enter a zero before the decimal point for any non-whole numbers (<b>e.g., 0.3</b>). For negative values, you must enter a negative sign (-) before the value, but for positive values, do <b>NOT</b> include a positive sign (+).</p>
	<p>Unable to test</p> <p><input checked="" type="checkbox"/> Age under 20</p> <p><input type="checkbox"/> athlete refused</p> <p><input type="checkbox"/> athlete unable to cooperate</p> <p><input type="checkbox"/> unusual heel shape</p> <p><input type="checkbox"/> Machine Issue</p>	<p>If you are unable to test the athlete’s heel, or the athlete is under 20, check the <b>Unable to Test</b> checkbox and indicate the appropriate reason for not testing). It is encouraged to enter the BMD for both heels, but it is not required.</p>



# Health Promotion Screening Guide



<p>BMD Referral</p>	<p>Referral made for BMD follow up?</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Please select:</p> <p><input type="checkbox"/> Urgent</p> <p><input type="checkbox"/> Non-Urgent</p>	<p>Always check “Yes” or “No” to indicate if a referral was recommended or not. Make sure to check <b>Urgent or Non-Urgent</b>.</p> <p>This question must be answered for Special Olympics to follow up with athletes referred for further care.</p>
<p>Station 3 Blood Pressure (BP)</p>	<p><b>Blood Pressure</b> Blood Pressure should be provided in mmHG</p> <p>Right Arm 125 / 90</p> <p>Left Arm <input type="text"/> / <input type="text"/></p> <p>Stage 2a Hypertension – reconfirm. Refer to physician, sports participation ok</p>	<p>If clinical protocol calls for re-measuring the blood pressure, have their blood pressure re-checked and re-entered. This will overwrite the previously entered blood pressure.</p> <p>The system will automatically calculate the Blood Pressure categories. The example on the left is “<b>Stage 2a Hypertension</b>.”</p>
<p>BP Referral</p>	<p>Referral made for BP follow up?</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Please select:</p> <p><input type="checkbox"/> Urgent</p> <p><input type="checkbox"/> Non-Urgent</p>	<p>Always check “Yes” or “No” to indicate if a referral was recommended or not. Make sure to check Urgent/Non-Urgent.</p> <p>This question must be answered for Special Olympics to follow up with athletes referred for further care.</p>
<p>Station 4 Nutrition</p>	<p><b>Nutrition</b></p> <p>Do you take vitamin D supplements?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Do not know</p>	<p>Check all boxes that apply.</p> <p>Save and continue to next Station.</p>



# Health Promotion Screening Guide



<p>Station 5</p> <p>Physical Activity</p>	<p><b>Physical Activity</b></p> <p>How many days each week do you exercise for at least 30 minutes?</p> <ul style="list-style-type: none"><li><input type="radio"/> No days</li><li><input type="radio"/> One day</li><li><input type="radio"/> Two days</li><li><input type="radio"/> Three days</li><li><input type="radio"/> Four days</li><li><input type="radio"/> Five days</li><li><input type="radio"/> Six days</li><li><input type="radio"/> Seven days</li></ul>	<p>Check all boxes that apply.</p> <p>Save and continue to next Station.</p>
<p>Station 6</p> <p>Hand Washing</p>	<p><b>Hand Washing</b></p> <p>When are the most important times to wash your hand? (select all that apply)</p> <ul style="list-style-type: none"><li><input type="checkbox"/> After using the toilet</li><li><input type="checkbox"/> Before eating or touching food</li><li><input type="checkbox"/> Other reason</li><li><input type="checkbox"/> No reasons given</li></ul>	<p>Check all boxes that apply.</p> <p>Save and continue to next Station.</p>
<p>Station 7</p> <p>Sun Safety</p>	<p><b>Sun Safety</b></p> <p>Do you have anything to protect your skin in the sun?</p> <ul style="list-style-type: none"><li><input type="radio"/> Yes</li><li><input type="radio"/> No</li></ul>	<p>Check all boxes that apply.</p> <p>Save and continue to next Station.</p>
<p>Station 8</p> <p>Tobacco Use</p>	<p><b>Tobacco Use</b></p> <p>Use Tobacco</p> <ul style="list-style-type: none"><li><input type="radio"/> Yes</li><li><input type="radio"/> No</li></ul>	<p>Check all boxes that apply.</p> <p>Save and continue to next Station.</p>



# Health Promotion Screening Guide



<p>Station 9</p> <p>Summary and Check out</p>	<p><b>Summary and Check out</b></p> <p>Check out: Follow up care recommended?</p> <p>BMI</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <hr/> <p>Please select</p> <p><input checked="" type="radio"/> Urgent <input type="radio"/> Not Urgent</p> <hr/> <p>BMD</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <hr/> <p>BP</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <hr/> <p>Please select</p> <p><input type="radio"/> Urgent <input checked="" type="radio"/> Not Urgent</p> <hr/> <p>Health Promotion Notes</p> <p><input type="text"/></p>	<p>Review the athlete’s record by toggling through the stations. If an athlete has not completed a station, you can direct them back to the station they missed before submitting the data.</p> <p>It is important to answer the follow up care referrals questions before pressing <b>Save and Finish</b> to submit the athlete data and complete this process.</p> <p>Type in any relevant comments.</p> <p>These questions must be answered for Special Olympics to follow up with athletes that have been referred for further care.</p>
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<p>Follow up Tracker</p>		<p>Check the Follow up Tracker for a list of referrals that Athletes have received during screening.</p>																								
<p>Referrals Send SMS</p>	<table border="1"> <thead> <tr> <th>Name</th> <th>Delegation</th> <th>Urgent</th> <th>Referral Type</th> <th>Phone number</th> <th>Contact Attempts</th> <th>SMS Status</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Christian Test</td> <td></td> <td>Yes</td> <td>Physical Therapist Referral, Primary Care Practitioner Referral</td> <td></td> <td>Survey 1-SMS Survey 2 Survey 3</td> <td></td> <td><input checked="" type="checkbox"/> Select</td> </tr> <tr> <td>UNKNOWN UNKNOWN</td> <td></td> <td>Yes</td> <td>Follow-up Care Opening Eyes</td> <td></td> <td>Survey 1-SMS Survey 2 Survey 3</td> <td></td> <td><input checked="" type="checkbox"/> Select</td> </tr> </tbody> </table>	Name	Delegation	Urgent	Referral Type	Phone number	Contact Attempts	SMS Status	Actions	Christian Test		Yes	Physical Therapist Referral, Primary Care Practitioner Referral		Survey 1-SMS Survey 2 Survey 3		<input checked="" type="checkbox"/> Select	UNKNOWN UNKNOWN		Yes	Follow-up Care Opening Eyes		Survey 1-SMS Survey 2 Survey 3		<input checked="" type="checkbox"/> Select	<p>Click on the survey, use as a guide when reaching out to an Athlete. Send SMS to athletes’ mobile phone directly from here.</p>
Name	Delegation	Urgent	Referral Type	Phone number	Contact Attempts	SMS Status	Actions																			
Christian Test		Yes	Physical Therapist Referral, Primary Care Practitioner Referral		Survey 1-SMS Survey 2 Survey 3		<input checked="" type="checkbox"/> Select																			
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# Health Promotion Screening Guide



## Event Dashboard

Special Olympics Health Program: SOI Event: Kenya Run

Logged in as Super User (admin) at SOI.

Find Patient Record Register a patient **Event Dashboard** Followup Tracker

Total Screenings: 1008 Screenings Today: 0 Total Delegations at HA: 18

Participants Status

Screenings by Discipline

Discipline	Count
Special Smiles	149
FUNfitness	164
Strong Minds	101
Fit Feet	155
Healthy Hearing	157
Health Promotion	124
Opening Eyes	158

Keep track of event screening numbers with Event Dashboard.

## Return to Landing page

Special Olympics Health Program: SOI Event: District of Columbia admin - Logout

Yvette.Tes > FUNfitness: Referrals

Select **Special Olympics icon** or **Home** on the header to go back to the landing page.