Special Olympics International

Manual for Healthy Athletes Software (HAS) Data Entry

Compiled by: James Gleason

With excerpts provided by: Dr. Stan Shepherd, Health One Global, Ltd and
Edward Schappell, Special Olympics International, Washington, D.C.

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Obtaining a User Name and Password

Once you are aware of the event, contact heathdata@specialolympics.org to obtain a user name and password for your event. In order to create an event, please send the following information about the event including:
- Name and date of the event
- Location
- Special Olympics Program host

 For example, "We are having a FUNfitness event June 12-13, 2016 in Bloomington at the Special Olympics Illinois State Summer Games."

Special Olympics will create the event in our system and provide you with a username and password for that event.
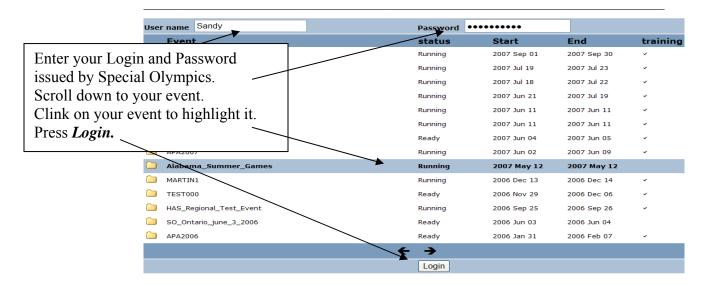
If the SO Program would like to have athletes prepopulated in the event, please also provide a GMS report with the following:
- Name First
- Name Family
- Kind (Athlete, Unified Partner, Staff)
- Sex
- Date of Birth
- GMS ID (if applicable)
- Sport (Optional)
- Program (Optional)
- Delegation (Optional)

Accessing the Healthy Athletes Software (HAS) Website

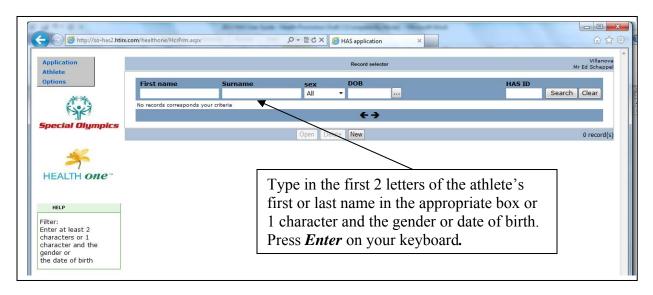With your computer connected to the Internet, open and open your web browser.

For all events, please use the following web address: https://has.specialolympics.org

User name	Sandy		Password	••••••••••		
Event			**status**	**Start**	**End**	**training**
			Running	2007 Sep 01	2007 Sep 30	✓
			Running	2007 Jul 19	2007 Jul 23	✓
			Running	2007 Jul 18	2007 Jul 22	✓
			Running	2007 Jun 21	2007 Jul 19	✓
			Running	2007 Jun 11	2007 Jun 11	✓
			Running	2007 Jun 11	2007 Jun 11	✓
			Ready	2007 Jun 04	2007 Jun 05	✓
📁 APA2007			Running	2007 Jun 02	2007 Jun 09	✓
📁 **Alabama_Summer_Games**			**Running**	**2007 May 12**	**2007 May 12**	
📁 MARTIN1			Running	2006 Dec 13	2006 Dec 14	✓
📁 TEST000			Ready	2006 Nov 29	2006 Dec 06	✓
📁 HAS_Regional_Test_Event			Running	2006 Sep 25	2006 Sep 26	✓
📁 SO_Ontario_june_3_2006			Ready	2006 Jun 03	2006 Jun 04	
📁 APA2006			Ready	2006 Jan 31	2006 Feb 07	✓
		← →				
		Login				

Enter your Login and Password
issued by Special Olympics.
Scroll down to your event.
Clink on your event to highlight it.
Press *Login.*

Note: When using the HAS website, do not use your browser's BACK button.
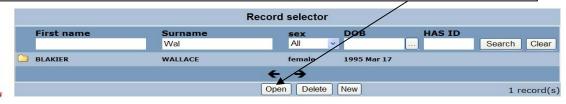
Finding an Athlete

Next, the *Record Selector* screen will appear. To search for a specific athlete on a pre-populated event (one in which the local Special Olympics Program has already entered data on the demographics of participating athletes into the HAS website ahead of time), follow the steps below:

Type in the first 2 letters of the athlete's first or last name in the appropriate box or 1 character and the gender or date of birth. Press *Enter* on your keyboard*.*

If the letters entered matches one or more athletes, the *Record Selector* screen will appear with one or more athletes listed. If the information on the HAS form matches one of the specified athletes, double click on the athlete's name. *Caution: more than one athlete may have the same or similar names.

Double click on the athlete that matches the information on the paper form, and then click on *Open.*

*Note: At times, the athlete's name will have been entered incorrectly and the first name may appear in the Last Name box, or vice versa.

Entering a New Athlete

If your event hasn't been pre-populated with athlete profiles, or you have an athlete that is not registered at the event, you will have to add the athlete as a new athlete. At the top of every Healthy Athletes paper form is a section dedicated to athlete demographics. Use the completed athlete information section to add a new athlete. Before entering an athlete, make sure that the athlete is not in the system. The statement "*no records correspond to your criteria*" verifies this.
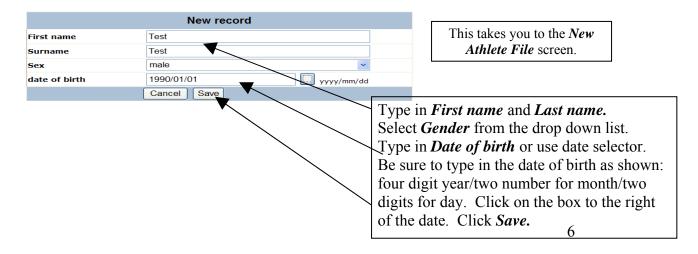

You are now ready to begin entering a new athlete. Go to *Athlete*, move to the right side of the box and the word *new* will appear. Click on *New*.

You are now ready to begin entering a new athlete's information. Obtain the demographic information from the top of the paper screening form, which looks like the following:

Firstname		Lastname		
			HAS ID ____ ____ _____ ____	
Date	O Male O Female	DoB	Age (years) O Not sure	
Event	Location	O Athlete O Unified partner	Sport	
Delegation		SO Program		

The following *New Record* screen will appear and you are now ready to begin entering the new athlete.

This takes you to the *New Athlete File* screen.

Type in *First name* and *Last name.*
Select *Gender* from the drop down list.
Type in *Date of birth* or use date selector.
Be sure to type in the date of birth as shown: four digit year/two number for month/two digits for day. Click on the box to the right of the date. Click *Save.*
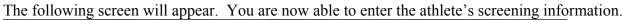
6

Fill in all fields that you have information for. Only enter data for athletes and Unified Partners. Coaches and volunteers should not be entered into the database.
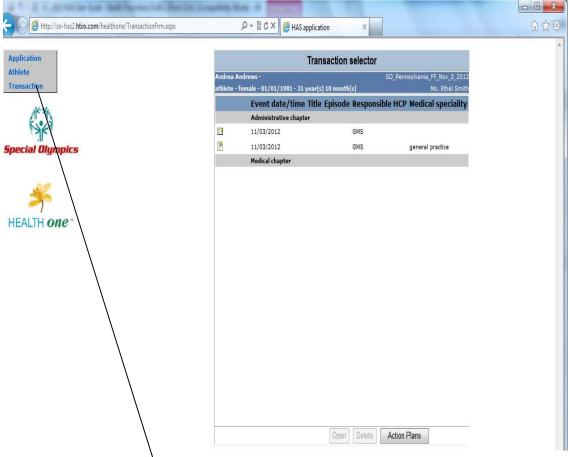
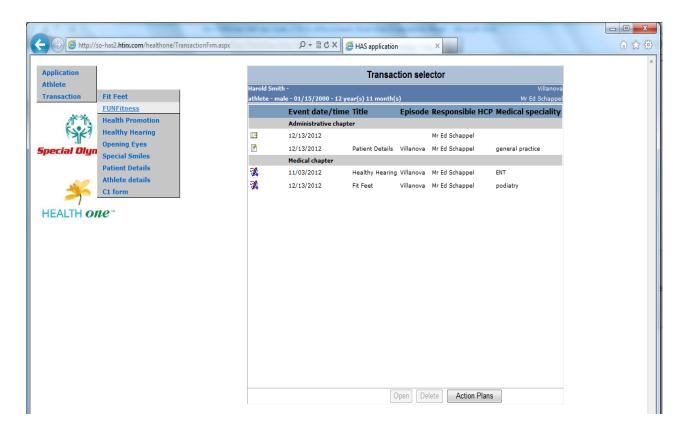Once you have clicked *Save*, the next screen appears asking for details about the athlete.

Complete this screen with details as they relate to the athlete. The following figures will take you through data entry.

In 2014, mobile (cell) phone data may be captured. Enter the cell phone number and indicate whether the cell phone belongs to an Athlete or the Athlete's Guardian (parent, guardian, or caregiver). Once this data is captured through registration, it will be captured for all transactions.

FUNfitness Data

The following screen will appear. You are now able to enter the athlete's screening information.

Put your cursor on ***Transaction***, slowly move the cursor over the arrows in the box to reveal ***New***, and continue to move the cursor further to the right to see ***FUNfitness.*** Click on ***FUNfitness*** to access the screens to begin entering the data.

You will be asked to confirm the date of entry of the athlete's data form. Make sure the date is the date of the event and then press **Save**. You will then be directed to the discipline (Transaction) that you selected.

You are able to modify the language that the screens are in by moving your cursor to **Option.** Slowly move your cursor to the right, and you will then see **Current Language** exposed.

Continue moving to the right and you will see the language options. Choose the one you want by clicking on it.

Entering FUNfitness Data into HAS

General

After you click on *FUNfitness***,** the following screen, *general*, will appear. You know you are on the correct screen because there is a red flag just to the left of the screen name.

You are now ready to begin entering data. The questions on the screen match the screening form. First, click on the buttons to the right of the correct response.

General Information:

You may move through the 6 FUNFitness screens by clicking the *Next* or *Previous* buttons located at the bottom of each screen, or by clicking on the menu on the left of the Form.

The screen you are currently in is always shown in bold and with the red flag to the left of the screen name.

Begin by answering the questions about use of wheelchair, assistive device, and splint or brace. The altitude is in meters. The questions about pain, sprain, and strain will expand to describe the areas, where pain, strain, and sprain occurred (for example, foot, leg, back or pelvis, and hand for strain). These questions are checked on the paper FUNfitness HAS form. Answer the question about falls. Then answer the question about stretching routinely. You can then proceed to flexibility by either clicking on flexibility on the menu or by clicking on next.

Flexibility

Note: The red flag is found to the left of the word **Flexibility**. This indicates that you are on the screen label as *Flexibility*.

The measurements from the HAS flexibility screenings are to be entered here. Use whole numbers. In rare cases, you may get a number outside of acceptable values. Contact the Clinical Director in charge if you are doing live data entry. If data entry is occurring after the event, use either the minimum or maximum reading that is acceptable. Pay attention to the unable to test check boxes entered on the paper forms as well. Enter all readings for hamstring, calf, and anterior hip.

Once all of the data for *flexibility* is entered, click on the *Next* button on the bottom of the screen. This will take you to the *shoulder* screen.

If you need to go back to the first screen, click on the *Previous* button. If you want to save the data entered, but are unable to completely enter all of the information, click on the "*Save*". This will close the screen for the athlete. You will be able to go back to the incomplete file later and to finish it.

Shoulder

Please record the readings for the shoulder Apley's test. The readings in centimeters will be automatically converted to inches and the readings in inches will be converted to centimeters. Also click on the education check box if the clinical director recommends education. Click on next to proceed to the strength test.

Strength

Answer the question about how many days a week do you do physical activities for muscle strength. If the answer is 1-7 days, a question comes up about how much activity is related to their Special Olympics competition. Click on the response as recorded on the HAS form.

Record the reading on the times stand test. Click on the education box if education was checked. If the athlete was unable to test, click on "unable to test", then click on the specific reading as recorded on the HAS form.

Record the reading on the partial sit up test. Click on the education box if education was checked. If the athlete was unable to test, click on "unable to test", then click on the specific reading as recorded on the HAS form.

Record the readings as recorded for the forearm and hand muscles as recorded. Click on education if entered. If the athlete was unable to test, click on "unable to test", then click on the specific reading as recorded on the HAS form.

Record the readings for the seated push-up test. If education is checked, click on the education box. If the athlete was unable to test, click on "unable to test", then click on the specific reading as recorded on the HAS form.

When all of the data is entered on this screen, click on *Next* button located on the bottom of the screen to get to the next screen.

Balance

This screen is labeled "*Balance*".

Please record the times for single leg stance eyes open. Click on education if the education box is checked. If the athlete was unable to test, click on "unable to test", then click on the specific reading as recorded on the HAS form.
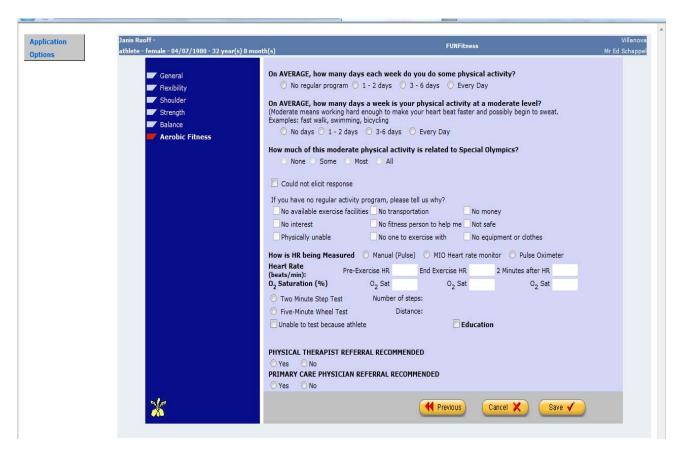
Please record the times for single leg stance eyes closed. Click on education if or the education box is checked. If the athlete was unable to test, click on "unable to test", then click on the specific reading as recorded on the HAS form.

Finally, record the functional reach readings. They will be converted from centimeters to inches automatically. Click on education if education is indicated on the paper form. If the athlete was unable to test, click on "unable to test", then click on the specific reading as recorded on the HAS form.

When complete, click the *Next* button on the bottom of the screen to move to the screen titled "*Aerobic Fitness".*

Aerobic Fitness

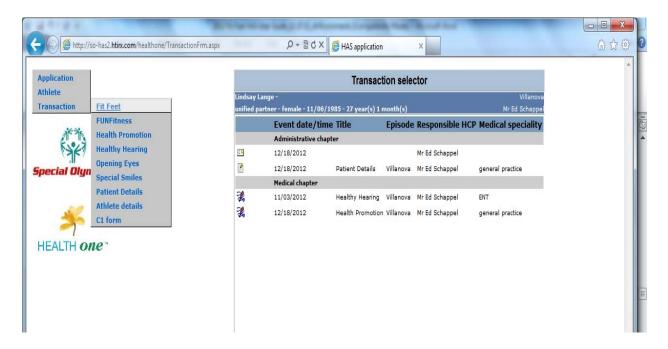The *Aerobic Fitness* screen will look like the picture below when it first appears.

- Click on the radio buttons that have been entered on the paper HAS forms regarding physical activity, level of physical activity, and Special Olympics activity.
- If there is no physical activity, record the answers why there is no activity by clicking on the appropriate check box.
- Click on the answer about how the heart rate is measured.
- Enter the pre-exercise, post exercise and two minutes after test exercise Heart Rates and Oxygen Saturation percent as recorded on the paper form.
- Enter the number of steps in the two minute step.
- If the athlete was unable to test, the reason will pop up. Record that reason as well.
- Click on the Physical Therapist and Primary Care Physician recommendations recorded on the HAS form.
- Click on save to save the athlete record.

Fit Feet Data

The following screen will appear. You are now able to enter the athlete's screening information.

Put your cursor on *Transaction*, slowly move the cursor over the arrows in the box to reveal *New*, and continue to move the cursor further to the right to see *Fit Feet.* Click on *Fit Feet* to access the screens to begin entering the data.

You will be asked to confirm the date of entry of the athlete's data form. Make sure the date is correct and then press **Save**. You will then be directed to the discipline (Transaction) that you selected.

Entering Fit Feet Data into HAS

Athlete Concerns

After you click on *Fit Feet,* the following screen, *Athlete Concerns* will appear. You know you are on the correct screen because there is a red flag just to the left of the screen name.

You are now ready to begin entering data. The questions on the screen match the screening form.

General Information:

You may move through the 7 Fit Feet screens by clicking the **Next** or **Previous** buttons located at the bottom of each screen, or by clicking on the menu on the left of the Form.

The screen you are currently in is always shown in bold and with the red flag to the left of the screen name.

Begin by answering the question about insole. Next there is a text box asking about athlete concerns, previous treatment, or surgery. Enter the athlete's weight. Kilograms will be automatically converted to pounds and pounds to kilograms.

You can then proceed to Shoe Exam by either clicking on Shoe Exam on the menu or by clicking on next.

Note: The red flag is found to the left of the word **Shoe Exam**. This indicates that you are on the screen labeled as *Shoe Exam.*

The questions about shoe exam are entered here. Begin by entering the screener's name. Do not take a lot of time trying to translate the name.

Next please enter the shoe size by clicking on whether the size is child's or adult and whether the measurement is US, Euro, UK, or Asian by clicking on the radio button as indicated on the paper HAS form. Enter both the current right and left shoe size as recorded.

Next enter the current shoe type and current sock type by clicking on the radio button as indicated on the Fit Feet form.

Now, please enter the measured shoe size using the correct columns for length and width for both the left foot and the right foot.

Once all of the data for *Shoe Exam* is entered, click on the *Next* button on the bottom of the screen. This will take you to the *Biomechanics (1)* screen.

If you need to go back to the first screen, click on the *Previous* button. If you want to save the data entered, but are unable to completely enter all of the information, click on the "*Save*". This will close the screen for the athlete. You will be able to go back to the incomplete file later and to finish it.
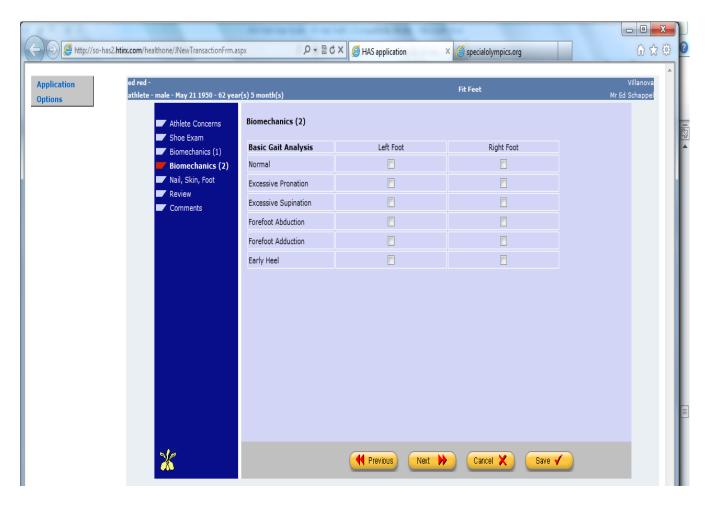
Biomechanics (1)

This screen captures the static biomechanics and foot structure data for the athlete. Enter the ankle, MTP, subtalar, midtarsal, and knee readings for both feet/legs as recorded on the HAS form. If more than one radio button is checked and there is live data entry, contact the senior clinical advisor. If there is no live data entry and multiple readings for the data, enter one of the readings as indicated on the form. The knee readings have two sets of values (val, n, and var; and recurvatum/flexum), so you will be able to enter two values for knee readings.

Now enter the data for foot structure. Pes cavus, pes planus, metatarsus adductum, and tibial varum can be entered as recorded. There can only be one reading for calcaneus for each foot. Enter as recorded on the HAS form,

Click on next to proceed to the Biomechanics (2).

Biomechanics (2)

This screen is a set of six readings for basic gait analysis. Enter all values checked for each of the fields recorded for both the left foot and right foot. When all of the data is entered on this screen, click on *Next* button located on the bottom of the screen to get to the next screen.

Nail, Skin, and Foot

This screen is labeled "***Nail, Skin, and Foot***".

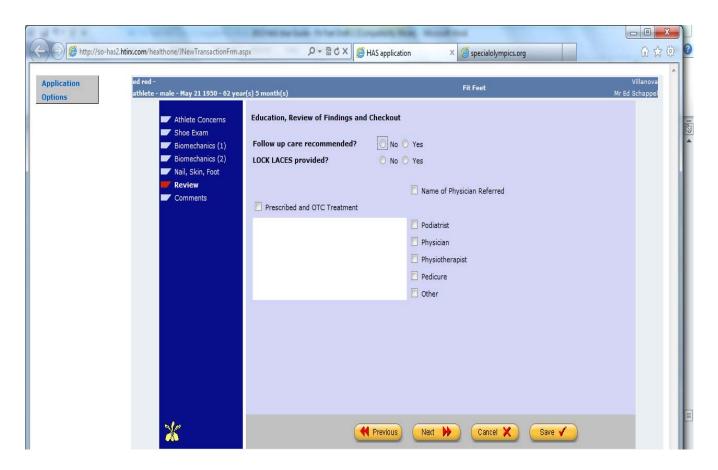Please record each of the check boxes for nail as indicated on the paper HAS form

Please record each of the check boxes for skin as indicated on the Fit Feet form.

Please record each of the check boxes for foot and bone as recorded.

When complete, click the ***Next*** button on the bottom of the screen to move to the screen titled "***Review".***

Review

The *Review* screen will look like the picture below when it first appears.

- Answer the question about follow-up care. If the answer is yes the questions about whether the care was urgent or non-urgent pop up. Answer as recorded.
- Answer the question about lock laces (new question)
- Answer the check box about name of physician referral. If the physician is checked, enter the name of the physician.
- Answer the question about prescribed and OTC treatment. Enter any free form comments in the text box on this screen.
- Then click on each of the specialists recommended as indicated on the paper HAS form.
- Click on next to record comments.

Comments

This is a place to record any further comments from the clinical director. Enter the free-form comments as well as you can

- Click on save to save the athlete record.

Healthy Hearing Data

The following screen will appear. You are now able to enter the athlete's screening information.

Put your cursor on **_Transaction_**, slowly move the cursor over the arrows in the box to reveal **_New_**, and continue to move the cursor further to the right to see **_Healthy Hearing._** Click on **_Healthy Hearing_** to access the screens to begin entering the data.

You will be asked to confirm the date of entry of the athlete's data form. Make sure the date is correct and then press *Save*. You will then be directed to the discipline (Transaction) that you selected.

Entering Healthy Hearing Data into HAS

Station 1

After you click on *Healthy Hearing,* the following screen, *Station 1*, will appear. You know you are on the correct screen because there is a red flag just to the left of the screen name.

You are now ready to begin entering data. The questions on the screen match the screening form. First, we have two questions the athlete needs to ask about Hearing and Hearing Aids. Next, enter the screener' name for Station 1. Do not spend a lot of time trying to figure out what the name is. Click on the radio button indicating whether the screening was for the first ear canal or the second ear canal after Ear Wax removal. Record whether the right ear and the left ear are clear, partially blocked or blocked. Record if follow-up care is needed for either ear. If so, seven check boxes specifying what kind of follow up are displayed, such as foreign object in ear canal. Click on each follow-up as indicated on the paper HAS form.
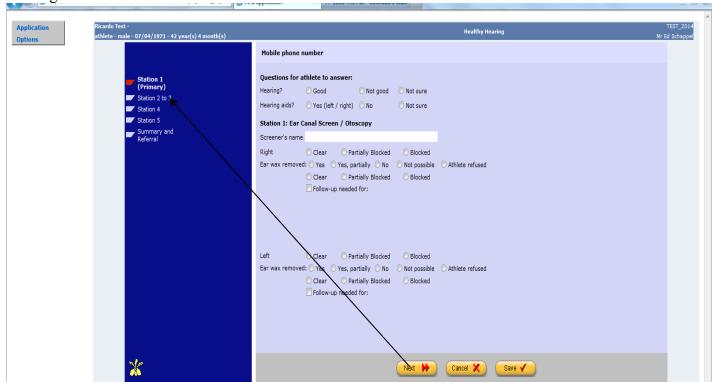

General Information:

You may move through the 5 Healthy Hearing screens by clicking the **Next** or **Previous** buttons located at the bottom of each screen, or by clicking on the menu on the left of the Form.
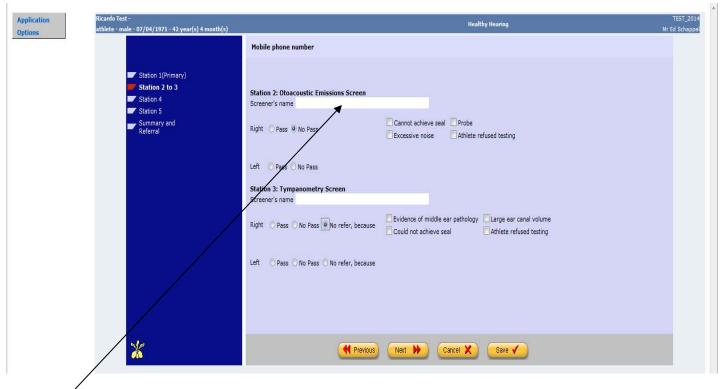
The screen you are currently in is always shown in bold and with the red flag to the left of the screen name.

You can then proceed to station 2 to 3 by either clicking on station 2 to 3 on the menu or by clicking on next.

Note: The red flag is found to the left of the word **Station 2 to 3.** This indicates that you are on the screen label as *Station 2 to 3.*
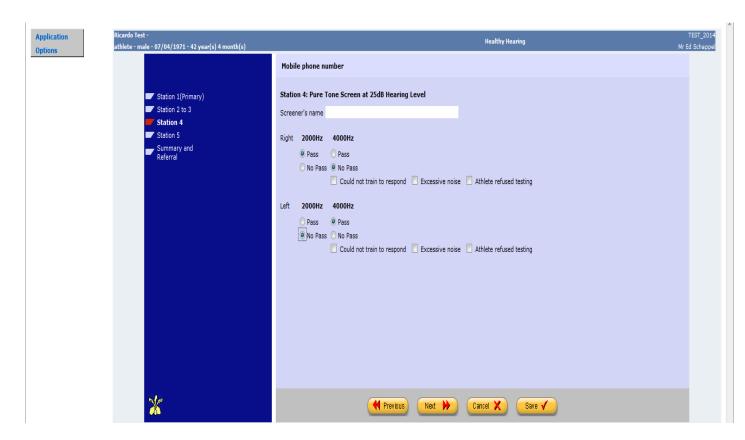
Station 2 and 3

On this screen, please enter the screener's name, click on the buttons pass or no pass for both the right ear and left ear for station 2 and click on the check boxes for the conditions during the screening. If both ears pass the screenings at station 2, station 3, 4 and 5 are not needed and the data entry will be completed with summary and referral.
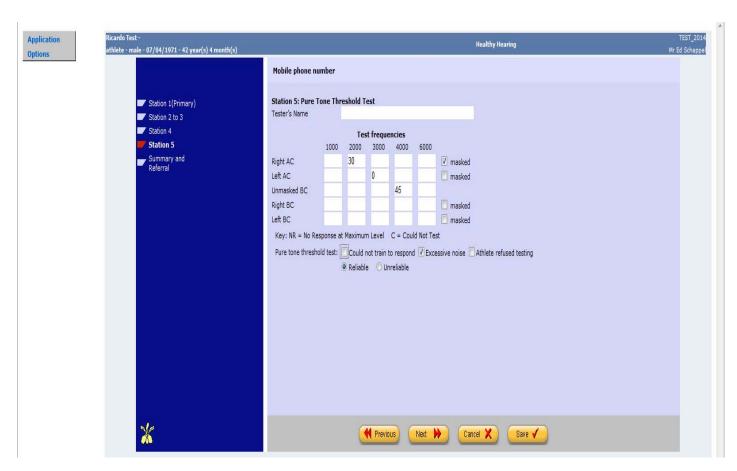
If one of the ears did not pass screening at station 2, continue to station 3. Please enter the screener's name, then click on the radio buttons pass, no pass, or no refer for station 3 for both the right ear and left ear. If the no refer button is clicked, record the reason for the no refer as indicated on the paper forms, such as could not achieve seal. Click **next** to access station 4.

Station 4

Please record the readings for Station 4. The screening will be done at either 2000 Hz or 4000 Hz. Enter the screener name, record whether the athlete passed or failed the test, and record the conditions as indicated on the paper form, such as excessive noise. Enter data for both the right ear and the left ear. Click on **next** to proceed to Station 5.
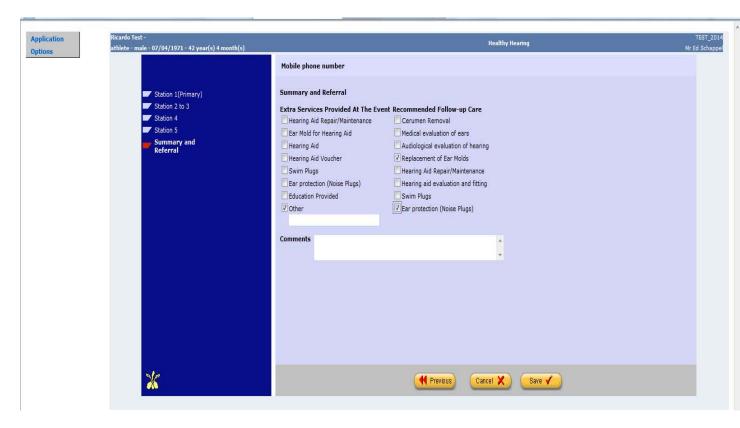
Station 5

Enter the screener's name. Record if threshold testing was done. Enter the readings for air conduction for both the right ear and left ear. Record the bone conduction readings as well. Record the conditions of the pure tone threshold test and whether the screener determined that the testing conditions were reliable or unreliable.

When all of the data is entered on this screen, click on *Next* button located on the bottom of the screen to get to the next screen.
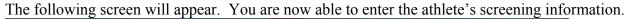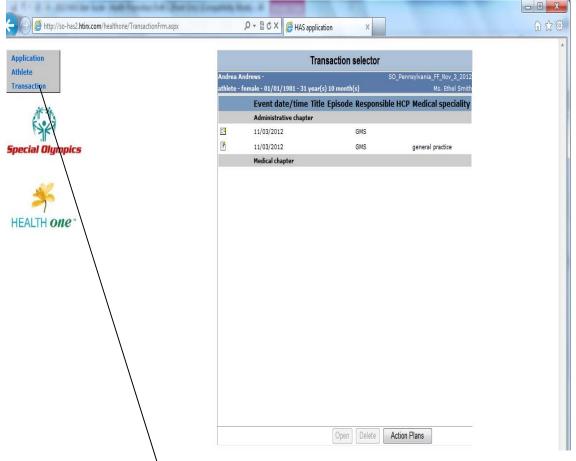
Summary and Referral
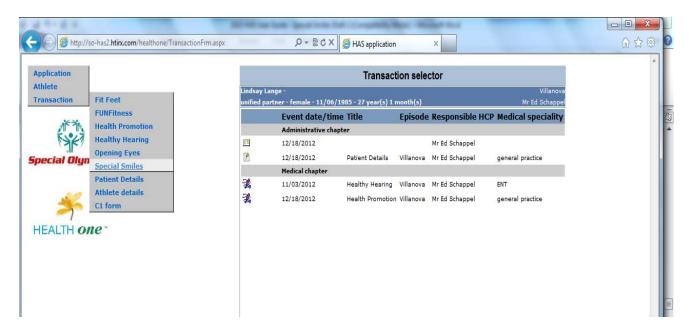

This screen is labeled "*Summary and Referral*".

There are 16 services provided and 9 recommended follow up care check boxes on this screen. Click on all check boxes as indicated on the form. If other is checked enter details as indicated on the form Enter all comments as written on the form. Click on save to save the athlete record.

Special Smiles Data

The following screen will appear. You are now able to enter the athlete's screening information.

Put your cursor on *Transaction*, slowly move the cursor over the arrows in the box to reveal *New*, and continue to move the cursor further to the right to see *Special Smiles.* Click on *Special Smiles* to access the screens to begin entering the data.

You will be asked to confirm the date of entry of the athlete's data form. Make sure the date is correct and then press *Save*. You will then be directed to the discipline (Transaction) that you selected.
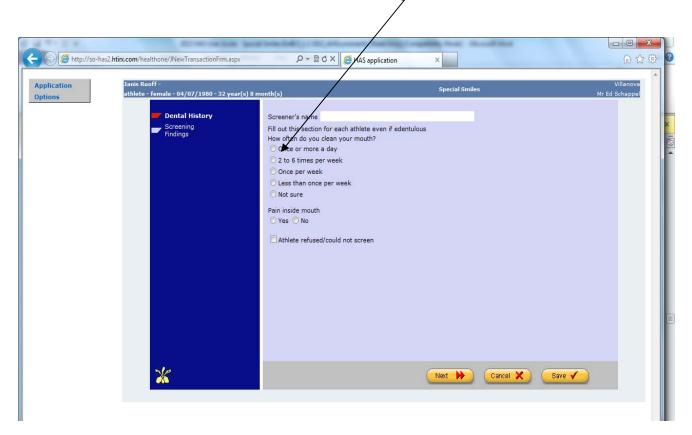
Entering Special Smiles Data into HAS

Dental History

After you click on *Special Smiles,* the following screen, *Dental History*, will appear. You know you are on the correct screen because there is a red flag just to the left of the screen name.
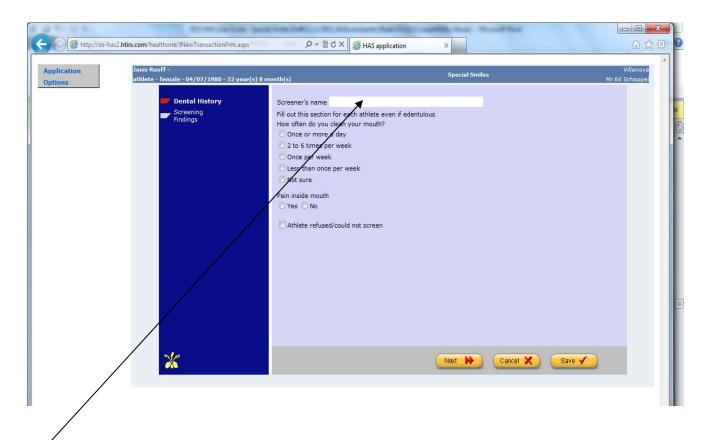
You are now ready to begin entering data. The questions on the screen match the screening form. First, click on the buttons to the left of the correct response.

General Information:

You may move through the 2 Special Smiles screens by clicking the *Next* or *Previous* buttons located at the bottom of each screen, or by clicking on the menu on the left of the Form.

The screen you are currently in is always shown in bold and with the red flag to the left of the screen name.
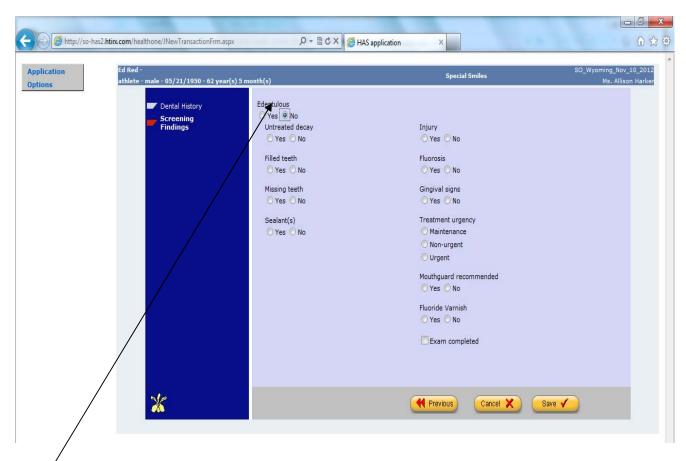
Begin by entering the screener's name. Do the best you can with the name, but do not spend a lot of time figuring out the name.

Click on the radio button as entered on the HAS form about how often the athlete cleans their teeth.

Click on the radio button for whether the athlete has pain inside his/her mouth. If the answer was yes, there will be two check boxes indicating whether the pain is with teeth, or with other areas in the mouth. Fill out as indicated on the HAS form. Click on screening findings to continue.

Note: The red flag is found to the left of the word ***Screening Findings***. This indicates that you are on the screen label as ***Screening Findings***.

This is where you will enter most of the data from the Special Smiles HAS form. In most cases, the edentulous radio button is entered as no, but in some cases it is entered as yes. A "no" answer to edentulous will cause ten new radio buttons to be displayed on your screen. Answer "yes" or "no" as indicated on the paper HAS form.

A "yes" answer to untreated decay will cause three more check boxes to be opened. Check "Anterior" "Premolar" and "Molar" as recorded on the HAS form.

A "yes" answer to missing teeth will cause two more check boxes to be opened. Check "Anterior" and "Molar" as indicated on the HAS form.

A "yes" answer to injury will open up another radio button. Click on "yes" or "no" if the injury was treated.

Click on maintenance, non-urgent or urgent as indicated on the HAS form.

If the "yes" radio button was checked for mouth guard recommended, click on the checkbox if the mouth guard was delivered.
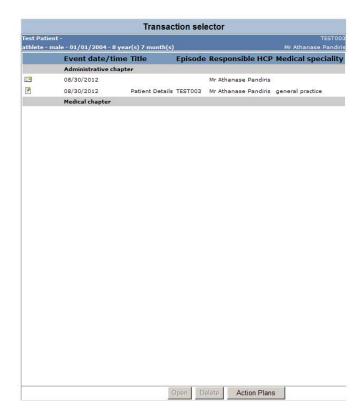
Fluoride varnish is a new question. Click on yes or no.

Click on "Exam completed" if the questions were answered. Click on "Save" to save your data entry.

Opening Eyes Data

The following screen will appear. You are now able to enter the athlete's screening information.

Put your cursor on *Transaction*, slowly move the cursor over the arrows in the box to reveal a drop down menu then select *Opening Eyes.* Click on *Opening Eyes* to access the screens to begin entering the data.

You will be asked to confirm the date of entry of the Athletes data form. Make sure the date is correct and then press *Save*. If the date is not correct, click on the box to the right and click on the correct date before saving. You will then be directed to the discipline (Transaction) that you selected.
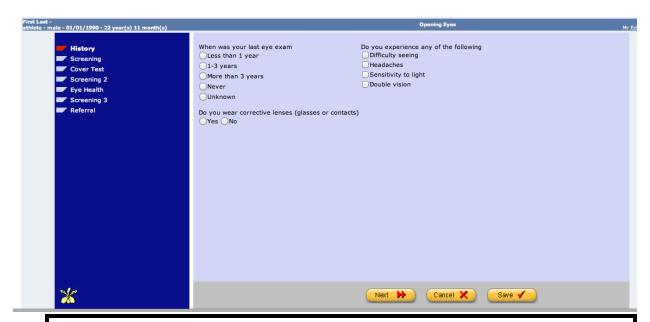

Entering Opening Eyes Data into HAS

History

After you click on ***Opening Eyes***, the following screen, ***history***, will appear. You know you are on the correct screen because there is a red flag just to the left of the screen name.

You are now ready to begin entering data. The questions on the screen match the screening form. First, click on the buttons to the right of the correct response.
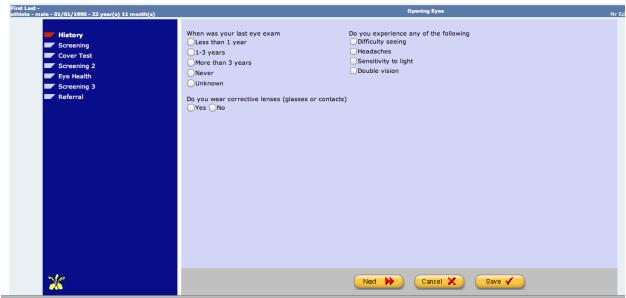

General Information:

You may move through the 7 Opening Eyes screens by clicking the ***Next*** or ***Previous*** buttons located at the bottom of each screen, or by clicking on the menu on the left of the Form.

The screen you are currently in is always shown in bold and with the red flag to the left of the screen name.

3/16/2016

The first question asks for how long it has been since the athlete's last eye exam. Mark the appropriate circle indicated on the form. If no circle is marked, check the circle next to *unknown*.

On the questions, "*Do you wear corrective lenses?"* and "*Do you experience any of the following"* you will see additional information if you click *yes* to either question. This will allow you to enter the appropriate information. For example, if an athlete wears glasses, you will check *yes* and then you will be able to see the other boxes to enter that the athlete wears standard glasses and full time. *Please mark all appropriate boxes*. For the athletes who indicate that they have some of the problems listed, if you click on the button, additional boxes will appear. If you have made an error, simply click the box again so the mark to disappear.
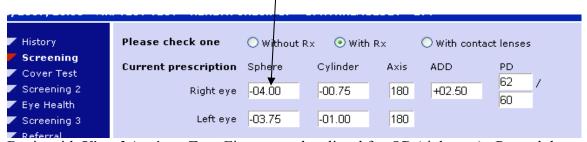
When all of the data is entered, click on the *NEXT* button to go to the second screen titled "*screening*".

Note: The red flag is found to the left of the word **Screening**. This indicates that you are on the screen label as *Screening*.

First, check one of the following three options: *without rx*, *with rx* or *with contact lenses*, as noted on the HAS form.

For current prescription, you will enter a "+" or "-" and a number with two decimal points (+X.XX) in increments of .25 in the *sphere* (ex: -2.25 or -3.00).   For *cylinder*, all numbers will begin with "-" and be entered as having two decimal points (-0.75 or -1.75). Only numbers that end in .00, .25, .50, or .75 will be allowed. The *axis* is a number between 1 – 180. No decimal are allowed. The information for *add* will be a positive number with two decimal places that ends in .00, .25, .50, or .75 (ex,; 2.00, 2.50). The *PD* will be a 2-digit number from 50 - 75 over another 2-digit number (ex.: 62/60). If two numbers are present, the larger number goes first. If only one is present, put it in the first white box. This may be missing on the screening form. Don't worry, go to *Visual Acuity Far* next. Please note that you will not be recording any of the information indicated under pass or not pass located on the paper form.
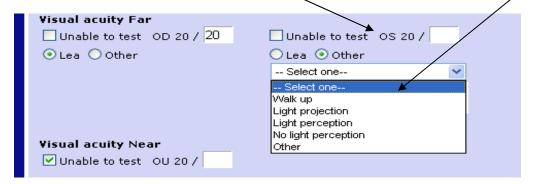

Begin with *Visual Acuity – Far*. First, enter data listed for *OD* (right eye). Record the number after 20/___. The number will be a whole number between 16 and 400. Click on *Lea* or *Other*.

If you click on *other*, a drop down box will appear. Click the appropriate response if listed or click *other* if not listed and enter the information written in the box under the second *other*.

Click the box next to *unable to test* if it was checked on the HAS form. Enter the information for the left eye, *OS*, and *Visual Acuity Near* in the same manner.

Once all of the data for *visual acuity* is entered, click on the *Next* button on the bottom of the screen. This will take you to the *cover test* screen.

If you need to go back to the first screen, click on the *Previous* button. If you want to save the data entered, but are unable to completely enter all of the information, click on the "*Save Incomplete*". This will close the screen for the athlete. You will be able to go back to the incomplete file later and to finish it.

Cover Test

Check the box that says **Latent Nystagmus**, if it is checked on the paper form.

The next screen is called "**Cover Test**" and will look like the following photo. Record the appropriate information (**unable to test, ortho, phoria, or trope**) for **far** and **near**. Additional boxes will appear under phoria and trope when clicked.

The drop down boxes for **phoria** and **trope** will appear only after you click the radial dial to the left of each word. Please click only one of the three choices under **phoria** for **far** and one for **near**. Enter the number listed on the HAS form in the white box. This should be a number from 2-99.

If you click on the radial dial next to **trope**, the screen will provide you with five choices. Choose the appropriate dial to click. In addition, **constant** or **intermittent** will appear. Choose one of those two, as indicated on the paper form. Enter a 2-digit number in the white box for range. Once the information is entered for both **far** and **near** cover test, click the **next** button at the bottom of the screen to go to the next screen "**Screening 2**".

Please note, in some forms not all of the information is recorded. Please enter all of the data that is recorded and move to the next screen.

Screening 2

The *Screening 2* screen has the following 3 sections:

Color vision: enter *unable to test* or the number found on the line after *Trial 1*. If the number is 8 or 9, *Trial 2* will disappear. Proceed to stereopsis. If the number for *Trial 1* was less than 8, enter the next number found on the HAS form after *Trial 2* in the white box. If the form has *unable to test* recorded, click on the box to the right of the statement and move to the next section.
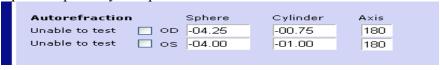

Stereopsis: enter the number found on the HAS form. The only numbers can only be 0, 1, 2, 3, 4, 5, or 6. If no information is listed, leave this section blank. If the form has *unable to test* recorded, click on the box located to the right of the state and move to the next section.

To continue, turn the HAS form over or look at the second page to find the remainder of the data that needs to be entered.

Autorefraction: Record *unable to test* or enter the data found on the HAS form for each line. *Sphere*: enter "+" or "-"and a number with 2 decimals points ending in .00, .25, .50, or .75. *Cylinder* should begin with "-"and end with .00, .25, .50, or .75. *Axis* is a whole number from 1-180.

Here is an example of a partially completed form.

When all of the data is entered on this screen, click on *Next* button located on the bottom of the screen to get to the next screen.

Eye Health

This screen is labeled "***Eye Health***". If the form has "***unable to test***" or "***normal***", please mark the corresponding boxes under OD or ***right eye*** or OS or ***left eye*** as marked. If any other boxes are marked, please mark all of the problems noted on the HAS paper form on the screen. As you can see by the example below, multiple boxes can be checked at the same time. If an abnormality is written on the HAS form, it needs to be typed in the white boxes under ***abnormality***. Do not mark ***Normal*** if any other box is checked on that eye.

When complete, click the ***Next*** button on the bottom of the screen to move to the screen titled ***"Screening 3".***

Screening 3

The *screening 3* screen will look like the picture below when it first appears.

Pupils will be marked *normal* or *abnormal* if testing was completed. Mark the appropriate circles. If abnormal, fill in the information form the paper form, in the white box that will appear when you click on the radial button next to *Abnormal*.

For *Intraocular pressure*, first mark whether the instrument was the Icare tonometer or noncontact tonometry. Next, if numbers are listed in the boxes on the paper form, type them into the boxes corresponding to the eye (OD-Right eye, OS – left eye)..

IOP	O Icare tonometry .	O Noncontact tonmetry
☐Unable to test	OD	OS

Click the box next to "*unable to test*" as indicated on the paper form under "*intraocular pressure*" or "*pupils*".

The data found in the section listed as optional on the HAS paper form is not input into the HAS database.

Recommendations are on the lower half of this screen. There are several stages. First, mark if the athlete is getting *No new Rx* or a *New Rx*.

If *no new rx* is marked, you will see 2 new lines appear. Indicate which is correct: *no glasses recommended* or *no change in glasses recommended*.

Recommendations
○ New Rx ● No new Rx
   ○ No glasses recommended
   ○ No change in glasses recommended
☐ sunglasses - plano

If the radial button to the left of *New Rx* is clicked on the screen, additional lines will appear and you will be asked you to click the appropriate boxes. An athlete can have one or more pair of glasses marked. First mark what the glasses will be used for.

Recommendations
● New Rx ○ No new Rx
   ☐ Full time Rx
   ☐ Distance only
   ☐ Close work only
   ☐ Sports goggles
☐ sunglasses - plano

For each type of glasses marked, indicate the power of the lenses by copying the numerical information from the paper form in the correct box. *Sphere:* enter a "+" or "-" and a number with two decimal points (+X.XX) in increments of .25 in the *sphere* (ex: -2.25 or -3.00). For *cylinder*, all numbers will begin with "-" and be entered as having two decimal points (-0.75 or -1.75). Only numbers that end in .00, .25, .50, or .75 will be allowed. The *axis* is a number between 1 – 180. No decimal are allowed. The information for *add* will be a positive number with two decimal places that ends in .00, .25, .50, or .75 (ex,; 2.00, 2.50). Record the corresponding VA as well.
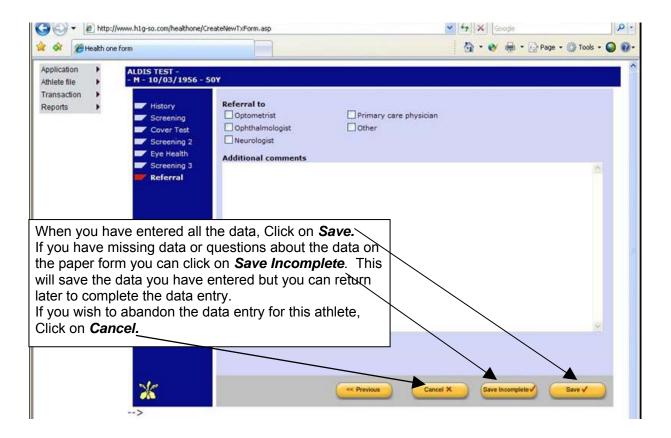
Recommendations
● New Rx ○ No new Rx
  ☑ Full time Rx

	Sphere	Cylinder	Axis	VA Distance	VA Near (OU)	ADD
Right eye	-04.25	-01.00	180	20 / 20	20 / 20	+02.50
Left eye	-04.00	-01.00	180	20 / 50		

  ☐ Distance only
  ☐ Close work only
  ☑ Sports goggles
   ○ Plano
   ● Rx

	Sphere	Cylinder	Axis	VA Distance	VA Near (OU)
Right eye	-04.25	-01.00	180	20 / 20	20 / 60
Left eye	+04.00	-01.00	180	20 / 50	

☐ sunglasses - plano

Once all information is recorded, click on the *next* button at the bottom of the screen. This will take you to the final screen.
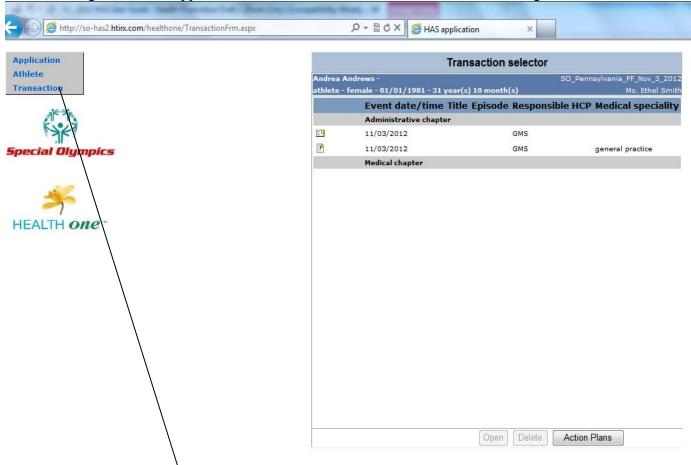
Referral

This will bring up the final screen "*referral*" which looks like the following picture. Mark which medical professional that the athlete is being referred to; and copy any description contained on the paper form in the box under the ***Additional Comments*** label. When complete, click on the *save* button found at the bottom of the screen.
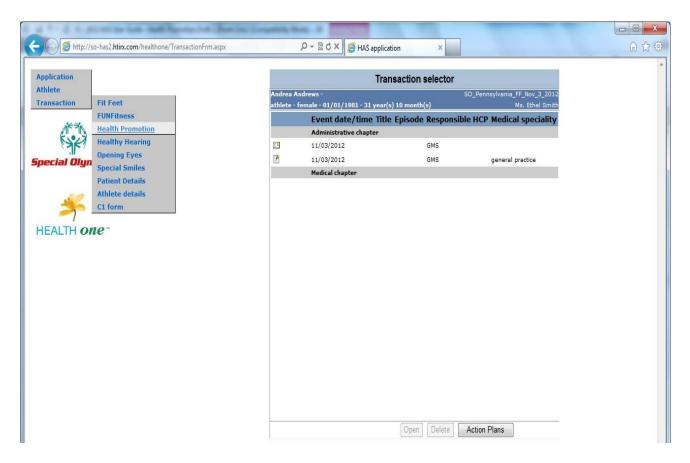
Health Promotion Data

The following screen will appear. You are now able to enter the athlete's screening information.

Put your cursor on **Transaction**, slowly move the cursor over the arrows in the box to reveal **New**, continue to move the cursor further to the right to see **Health Promotion.** Click on **Health Promotion** to access the screens to begin entering the data.

You will be asked to confirm the date of entry of the athlete's data form. Make sure the date is correct and then press Save. You will then be directed to the discipline (Transaction) that you selected.
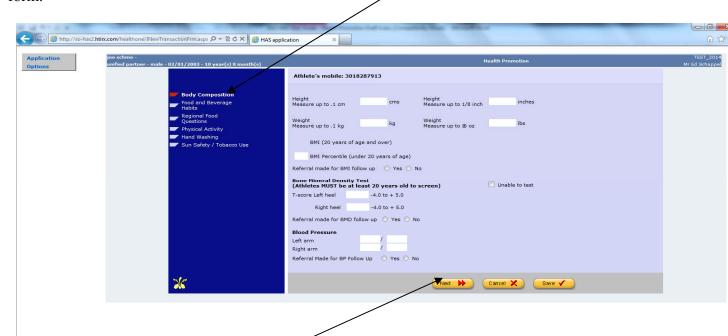
Entering Health Promotion Data into HAS

Body Composition

After you click on *Health Promotion*, the following screen, *Body Composition* will appear. You know you are on the correct screen because there is a red flag just to the left of the screen name.

You are now ready to begin entering data. The questions on the screen match the screening form.
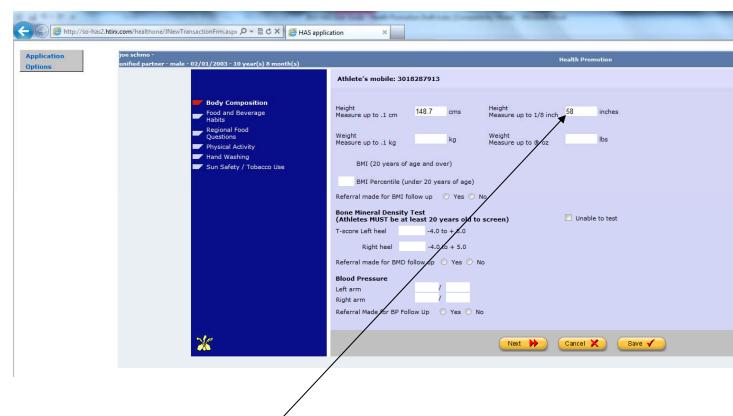

General Information:

You may move through the 6 Health Promotion screens by clicking the *Next* or *Previous* buttons located at the bottom of each screen, or by clicking on the menu on the left of the Form.

The screen you are currently in is always shown in bold and with the red flag to the left of the screen name.
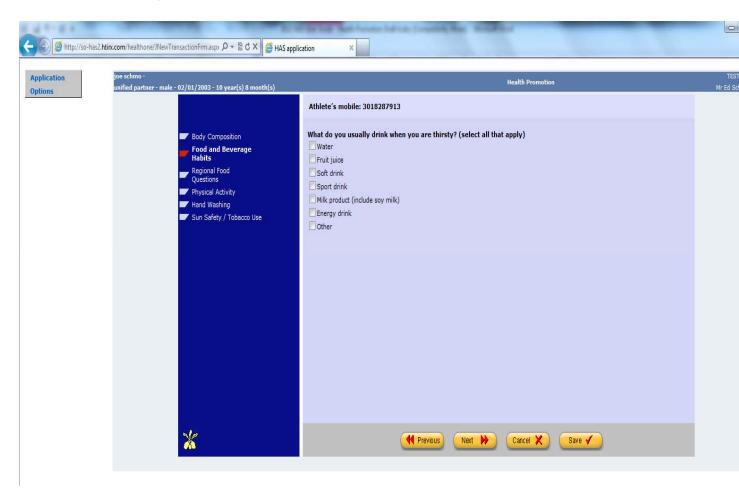
Body Composition

Begin by answering the questions about height and weight. Centimeters will automatically be translated to inches and inches to centimeters. Kilograms will be automatically translated to pounds and pounds to kilograms. HAS will calculate the BMI for all ages including the BMI percentile for individuals under 20 years of age. Enter the referral for athletes as recorded on the form.

Enter the T-score for both the right and left heel. Be sure to enter negative quantities if recorded. If the athlete was unable to test a radio button with four choices will appear on your screen. Enter the reason the athlete was unable to test. Enter the referral for athletes as recorded on the form.

Enter the blood pressure readings and referral for BP follow-up as recorded on the Health Promotion paper form. Enter the referral for athletes as recorded on the form.

You can then proceed to Food and Beverage Habits by clicking on next.
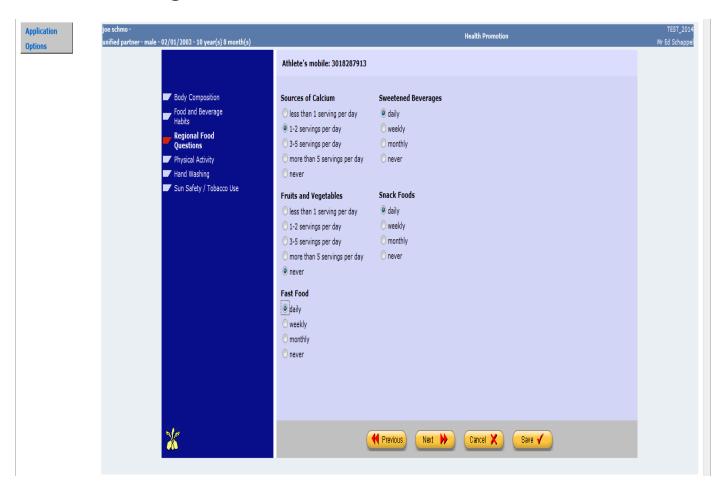
Food and Beverage Habits

Click on all of the choices for beverage as recorded on the paper HAS form.
If soft drink is checked, a radio button asks whether the soda is diet or non-diet.
If "other" is clicked, a text box describing which beverage the athlete drinks pops up. Record the answer on the forms.
Click on next to proceed to the remaining Food and Beverage Questions.
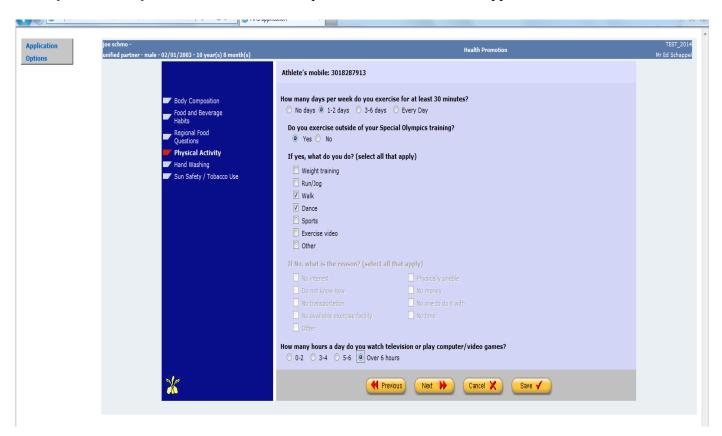
Food and Beverage Questions

This screen is a set of five fields with multiple choices for responses. Click on the radio button indicating the answers for source of calcium, sweetened beverages, fruits and vegetables, snack foods, and fast food as recorded on the paper Health Promotion Form
When all of the data is entered on this screen, click on *Next* button located on the bottom of the screen to get to the next screen.

Physical Activity

The *Physical Activity* screen will look like the picture below when it first appears.

- Answer the question about how many days do you exercise for at least 30 minutes. If the answer is no days, the questions about the type of physical activity are blocked from your data entry. Proceed to the question about television and computer games.
- If the response is 1-2 days, 3-6 days or every day, answer the question about exercise outside of Special Olympics Training as recorded.
- If the answer is yes to the training question, click on all of the check boxes as recorded. Describe the other answer if the "other" check box is checked and proceed to the television and computer/video question.
- If the athlete does not train outside of Special Olympics, click on all of the reasons they do not train that were checked on the paper HAS form.
- Answer the question about how many hours a day are spent viewing television or playing computer/video games.
- When all of the data is entered on this screen, click on *Next* button located on the bottom of the screen to get to the next screen.

When all of the data is entered on this screen, click on *Next* button located on the bottom of the screen to get to the next screen.

Hand Washing

Hand washing is a new screen for 2014. Please record all of the reasons recorded for most important time to wash your hands. Answer the yes/no questions about soap. Click on next to proceed to the Sun Safety/Tobacco Use screen.

Sun Safety/Tobacco Use

This screen is labeled "*Sun Safety/Tobacco Use*".

Please record each of the check boxes for "What do you do to protect your skin in the sun?" as indicated on the paper HAS form. If "Use of sunscreen" is indicated a radio button asking if you use sunscreen in the winter months pops up. Answer the question as recorded on the HAS form.

If the form says "I do not do anything" a set of five check boxes pop up. Click on each of the options checked. If "Other" is checked, record the "Other" response in a free-form text box.

The questions about tobacco use are recorded next. If the athlete uses tobacco, a radio button asks them how frequently they use tobacco. Click on the answer as recorded.

If friends or family member smoke around the athlete a set of check boxes pop up on the screen. Check "ask them to stop", "Leave the room", "Smoke", or "I don't do anything" if recorded. If "Other" is recorded a free-form text box is added to your screen. Enter the comments as displayed.

Once all of the data for *Tobacco Use* is entered, click on *Save* to save the screening data.