



Special Olympics



Lions Clubs International



Special Olympics Lions Clubs International Opening Eyes

Manual for Healthy Athletes Software (HAS) Data Input

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Obtaining A User Name And Password

*Before beginning, contact Martin Wisor at mwisor@specialolympics.org to obtain a user name and password for your event. Martin will forward an excel worksheet that is similar to the following table. The table needs to be completed and then returned to Martin.

Event Name	
Data Coordinator Contact (Name, Phone, Email)	
Start Date (DAY/MONTH/YEAR)	
End Date (DAY/MONTH/YEAR)	
Special Olympics Program Hosting Event	
Event Location (venue, city, state, country)	
All Healthy Athlete Disciplines at the Event	
Number of Data Entry volunteers	

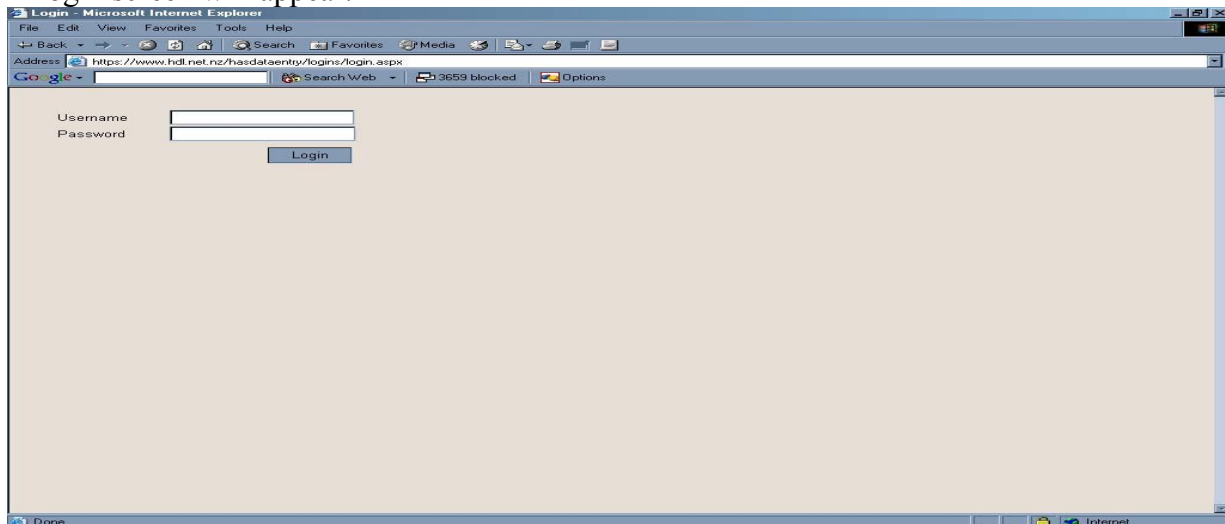
Accessing The Healthy Athletes Software (HAS) Website

If you are working online, go to and open Internet Explorer. Currently, HAS program only works under the Internet Explorer browser and can not be accessed from a Mac computer.

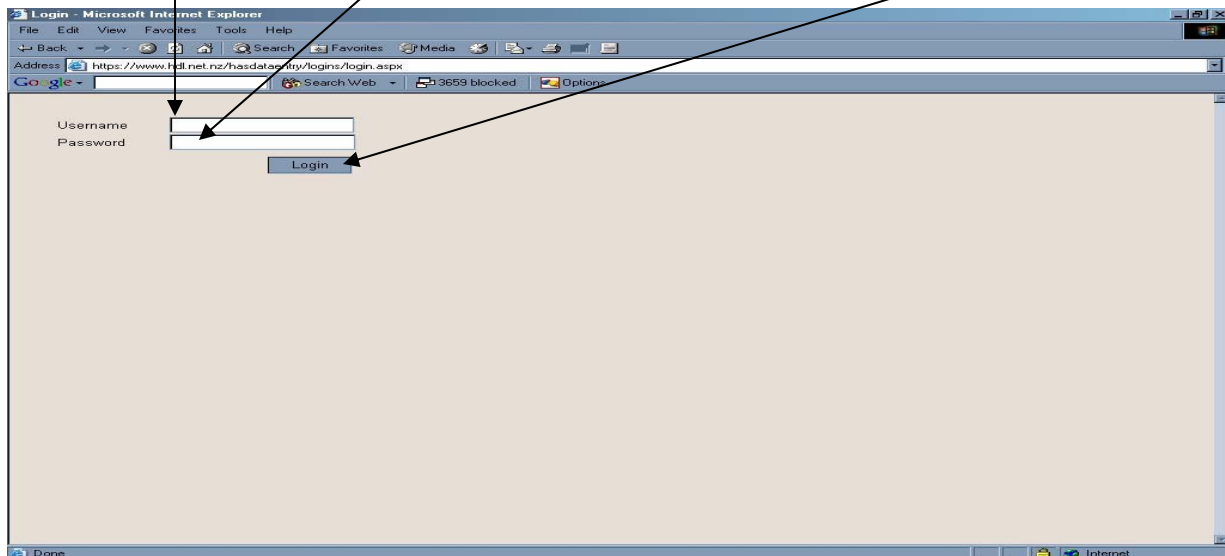
Enter the following web address and click ENTER.

<https://www.hdl.net.nz/hasdataentry/logins/login.aspx>

A login screen will appear.



Enter your Username and Password issued by Special Olympics. Press **Login**.



Finding The Event

Next, the following screen, **Select Event**, will appear. If you look at the golden sidebar, you can tell what screen you are viewing by noting the location of the red flag.

Your Username and Password will be for a specific event. Click once on the appropriate event listed under **Name**. The event will change color when you click on it. Then press **Select**.



Finding An Athlete

Next, the following screen, **Select Athlete** will appear. In order 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, type in the first few letters of the athlete's first or last name. Press **Search**.

The screenshot shows the 'Select Athlete' interface. At the top, there is a red header with the text 'Special Olympics Winter World Games'. Below the header, on the left, is a yellow sidebar with the Special Olympics logo and three menu items: 'Select Event', 'Select Athlete', and 'Logout'. The main content area has a search bar labeled 'Search Athlete' containing the text 'Doe'. To the right of the search bar are two buttons: 'Search' and 'Add New'. Below the search bar is a checkbox labeled 'All athletes'. Underneath is a table with the following columns: 'Name', 'Sex', 'Date of Birth', and 'HAS ID'. The table is currently empty. At the bottom of the page, there are two yellow buttons: 'Assign' and 'Select'.

If the letters entered match one or more athletes, the **Select Athlete** screen will appear with one or more athletes listed. If the information on the HAS form matches one of the specified athletes, click on the correct name in order to access the athlete's records and press **Select**.
 *Caution: more than one athlete may have the same name.

This screenshot shows the same 'Select Athlete' interface as the previous one, but now the search results table is populated. The search bar still contains 'Doe'. The table has two rows of data:

Name	Sex	Date of Birth	HAS ID
John Doe	Male	01/01/83	
Jane Doe	Female	25/03/78	

At the bottom of the page, the 'Assign' and 'Select' buttons are visible. Arrows from the text above point to the 'Select' button and the table.

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 a new athlete. To add a new athlete, go to the Select Athlete page. Click **Add New**.



At the top of every Healthy Athlete form is a section dedicated to athlete demographics. Use the completed athlete information section to add a new athlete.

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		

If you are adding a new athlete, when you click on **add new**, the following screen will appear. Fill in all fields except the HAS ID. Only enter data for athletes. Coaches and unified partners should not be entered into the database. The software doesn't allow for athletes under the age of 8. The HAS ID will only be generated when GMS listings are used to populate the athlete profiles. HAS ID is not required to be entered. If a birth date is not listed, use January 1 as the month and day and determine the year of birth from the age listed. Do not enter anything if that part of the HAS form is empty.

At any time you can click on the *Cancel* button if you want to cancel the entry, or *Save* if you wish to save the data as entered.

Special Olympics Winter World Games - Add New Athlete

Firstname: Jane
 Lastname: Doe
 HASS ID:
 Male Female
 Date of Birth: 25 /09 /1978 dd/mm/yyyy
 Sports: Aquatics (swimming)
 Athlete Unified Partner
 Games Delegation: Team USA
 SO Program: District of Columbia

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Cancel X Save ✓

You will be directed back to the Search Athlete page if you cancelled or saved adding an athlete. From there either add another athlete or search for an athlete.

Special Olympics Winter World Games

Select Event
 Select Athlete
 Logout

Search Athlete: Search Add New

All athletes

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Assign Select

Editing The Athlete's Profile

To edit an athlete's profile, type in the first few letters of the athlete's first or last name and press Search.

Click once on the athlete's name and press **Select**.

Special Olympics Winter World Games

Select Event
Select Athlete
Logout

Search Athlete:

All athletes

Name	Sex	Date of Birth	NAS ID
John Doe	Male	01/01/01	
Jane Doe	Female	05/05/05	

Assign

When the athlete's demographic information (name, gender, age, etc) has been entered, checked for accuracy, and saved, the following athletes profile screen will appear with the athlete's information. This is what an athlete's profile looks like. To modify any of the information, click on *edit* to move to the screen that allows changes.

You can edit information on this screen. Click on *Save* when finished.

Whether you entered the athlete or used a pre-populated athlete, once the demographics are complete, the athlete's profile appears on the screen. Click on consultations found on the left side of the screen.

To access the athlete's consultations, click once on **Consultations** to get to the Healthy Athlete disciplines.

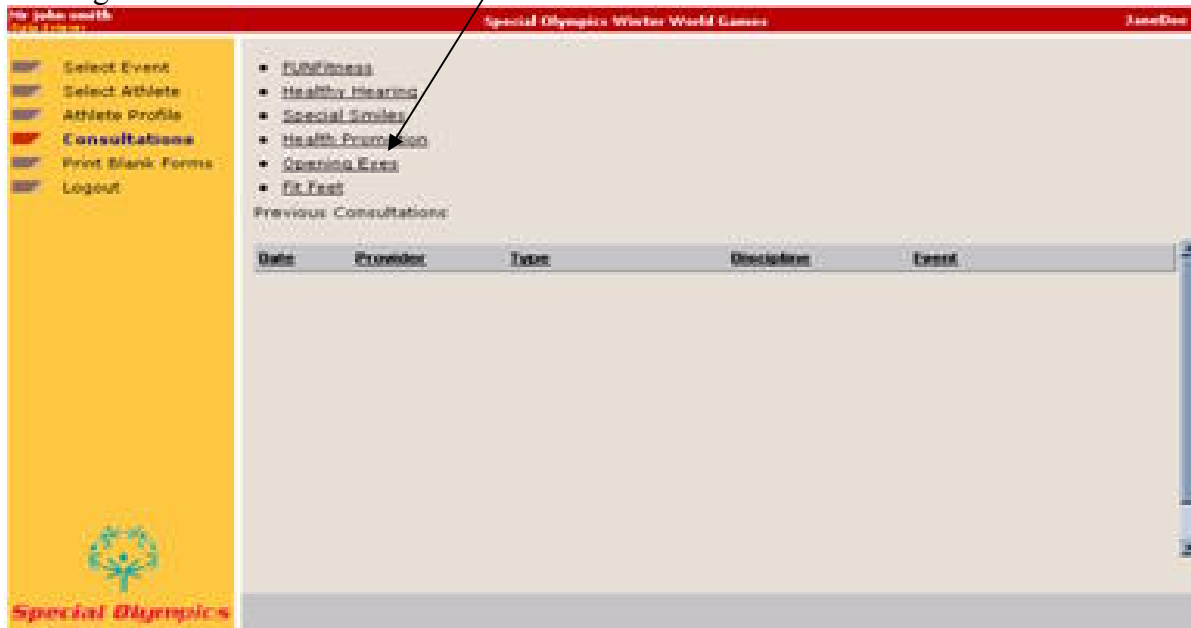
The screenshot shows a web interface for the Special Olympics Winter World Games. At the top, there is a red header bar with the text 'Mr John Smith', 'Special Olympics Winter World Games', and 'JaneDoe'. On the left side, there is a yellow navigation menu with the following items: 'Select Event', 'Select Athlete', 'Athlete Profile' (highlighted with a red bar), 'Consultations', 'Print Blank Forms', and 'Logout'. An arrow points from the 'Consultations' menu item to the 'Athlete' label in the main content area. The main content area displays the following information:

Jane	Doe	HASS ID#
Athlete	Female	25/09/78
		Age 26 y 8 m
First name	Jane	
Last name	Doe	
HASS ID		
Gender	Female	
Age	26 y 8 m	
Event	Special Olympics Winter World Games	
Location		
Sport	Aquatics (swimming)	
Athlete / Unified partner	Athlete	
Delegation	Team USA	
Region		

At the bottom left of the page, there is the Special Olympics logo and the text 'Special Olympics'.

Locating The Opening Eyes Consultation

The following screen, **Consultation**, will appear. You are now able to enter the athlete's consultation data. Click once on **Opening Eyes** on the top of the right side of the screen to begin entering the data.



If the data from the Opening Eyes screening has already been entered into the database, it will be appear under the **Discipline** column as Opening Eyes. If the athlete is listed under the discipline Opening Eyes, some or all of his or her data has been entered into the database. Click on the bar with Opening Eyes to continue to enter the data for the athlete.



History

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

Dr. Sandy Block HAS USER MANUAL 2005 Special Olympics Winter World Jane Doe

History

- Screening
- Cover Test
- Screening 2
- Eye Health
- Screening 3
- Referral

Is this your first time through an SOLCISE Screening?

Yes No

When was your last eye exam?

Less than 1 year

1-3 years

More than 3 years

Never

Unknown

Do you wear corrective lenses (glasses or contacts)?

Yes No

Do you experience any of the following?

Difficulty seeing

Headaches

Sensitivity to light

Double vision

Have you ever had an?

Injury

Surgery

Infection

Next >> Cancel X Save Incomplete ✓ Save ✓

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Note: If at any time during entry of the HAS data you find the buttons at the bottom of the screen are missing, first try to refresh the screen. If this does not work, contact Martin Wisor for assistance.

It is best if you work at a resolution level of at least 1024 X 768, To check your computer for this information, right click on your desktop screen, select Settings, and go to the screen area. Adjust the sliding bar to resize the screen, click apply, if prompted.

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 questions. This will allow you to enter 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 they have some of the problems listed, if you click on the yes button, additional boxes will appear. If you have made an error, simply click the box again for the mark to disappear. For the question, “***Have you ever had an***”: check the appropriate box and input the information written on the HAS screening form. See below for a screen showing all options.

When all of the data is entered click on the NEXT button to go to the second screen titled “screening”. It will look like the picture below.

Note: You can tell which screen you are on by looking at the red flag next to the screen name on the left side of the screen.

Screening

The next screen, **Screening**, will appear. First, check one of the three, **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**. For **cylinder**, all number will begin with “-” and entered as having 2 decimal points. Only numbers that end in .00, .25, .50, or .75 will be allowed. The **axis** is a number between 1 -180 with no decimal. The **add** will be a number with 2 decimal places that ends in .00, .25, .50, or .75. The **PD** will be a 2 digit number from 50-75. If two numbers are present the larger number goes first. If only one is present, put it in the first white box. This may not be present on the screening form. Don’t worry, go to **Visual Acuity** next. Please note that you will not be recording any of the information indicated under pass or not pass through the input.

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**.

When you click on **other**, a drop down box will appear. Mark the appropriate response or 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.

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 later to the incomplete file and finish.

Cover Test

The next screen is called “**Cover Test**” and will look like this. Under the appropriate section, **Far** and **Near**, record the appropriate information, **unable to test, ortho, phoria, or trope**. Additional boxes will appear under phoria and trope when clicked.

Note that the drop down boxes that appear will look like the screen below. Please click only one of the 5 choices under **phoria** for **Far** and one for **Near**. Enter the number listed on the HAS form in the white box near range. This should be a 2 digit number from 2-99.

If you click on **trope**, the following will appear on the screen. Mark one of the 5 circles listed and constant or intermittent. 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".

Dr Sandy Block

SIS USER MANUAL 2003 Special Olympics Winter World

Save Doc

History

Screening

Cover Test

Screening 2

Eye Health

Screening 3

Referral

Unable to test

Far ortho phoria trope

eso

exo

hypereso

hyperexo

hyper

Constant Intermittent

range 02-99

Unable to test

Near ortho phoria trope

eso

exo

hypereso

hyperexo

hyper

Constant Intermittent

range 02-99

<< Previous

Next >>

Cancel X

Save Incomplete ✓

Save ✓

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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 was less than 8, enter the next number found on the HAS form after **Trial 2**.

Stereopsis:

Enter the number found on the HAS form. The number can only be 0, 1, 2, 3, 4, 5, or 6. 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.

Dr Sandy Block HAS USER MANUAL 2005 Special Olympics Winter World Jane Doe

History
Screening
Cover Test
Screening 2
Eye Health
Screening 3
Referral

Color vision
 Unable to test
 Trial 1 [] /9 If less than 8/9 Trial 2 [] /9

Stereopsis
 Unable to test [] /6 less than 5/6 correct value

Autorefraction
 Unable to test
 OD Sphere [] Cylinder [] Axis []
 OS Sphere [] Cylinder [] Axis []

<< Previous Next >> Cancel X Save Incomplete ✓ Save ✓

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Here is an example of a partially completed form.

Dr Sandy Block IAS USER MANUAL 2005 Special Olympics Winter World Jane Doe

History
 Screening
 Cover Test
 Screening 2
 Eye Health
 Screening 3
 Referral

Color vision
 Unable to test
 Trial 1 9 /9

Stereopsis
 Unable to test
 5 /6 less than 5/6 correct value

Autorefracton
 Unable to test

	Sphere	Cylinder	Axis
OD	-00.75	-01.00	135
OS			

Unable to test
 Unable to test

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Click on *Next* to get to the next screen when all of the data is entered on this 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 OS as marked. During 2006, the unable to test will begin to appear under the individual eye and will have to be checked individually for each eye (OD, OS). If any other boxes are marked, please mark all of the problems found on the HAS form on the screen. Multiple boxes can be checked at the same time. If an abnormality is written on the HAS form, this needs to be typed in the white boxes under **abnormality**.

The screenshot shows the 'Eye Health' form with the following structure:

- External Section:**
 - OD: Normal, Lid anomaly, Blepharitis, Conjunctivitis, Ptergium or pinguecula, Corneal anomaly, Ptosis, Abnormality: []
 - OS: Normal, Lid anomaly, Blepharitis, Conjunctivitis, Ptergium or pinguecula, Corneal anomaly, Ptosis, Abnormality: []
- Internal Section:**
 - OD: Normal, Iris anomaly, Cataracts, Coloboma, Retinal anomaly, Optic nerve anomaly, Glaucoma suspect, Nystagmus, Abnormality: []
 - OS: Normal, Iris anomaly, Cataracts, Coloboma, Retinal anomaly, Optic nerve anomaly, Glaucoma suspect, Nystagmus, Abnormality: []

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. Mark “**unable to test**” if indicated under “**intraocular pressures**” or “**pupils**”. If numbers are listed in the boxes on the paper form, type them into the corresponding boxes. Pupils will be marked **normal** or **abnormal** if testing was completed. Mark the appropriate circles.

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

If a ***new rx*** is marked the screen will ask you to mark what the glasses will be used for. An athlete can have one or more pair of glasses marked. 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. Record the corresponding VA as well.

A new line that will be added to the screen in 2006 will be to mark if sunglasses were provided. When all information is marked, click on the next button at the bottom of the screen. Once all of the data on this screen has been entered, click on Save.

Referral

This will bring up the final screen “*referral*” which looks like the following picture. Mark who the athlete is referred to and any description contained on the paper form. When complete, click on the *save* button found on the bottom right side of the screen.

This completes data input on this athlete. The next screen will allow you to look for or enter another athlete, refer to the early description of this process.

If you have any questions, please save the athlete as incomplete and bring it to the attention of the local clinical director or contact Dr. Sandra Block, sblock@ico.edu. Thank you for your time and effort needed to make this program successful.