

# Hearing and Vision Reports & Health Check Screen – supplement to the user manual

**Purpose** To explain how to use ENROL to produce Hearing and Vision Test (HVT) reports and explains some changes to ENROL.

---

**Key points** This document explains:

- The two types of HVT report
  - Students that have not completed routine tests
  - Adhoc hearing and vision report
- New options for these reports in ENROL
- How to run the reports

Information is also provided on:

- Resolving Problems
  - The DHB batch numbers report
  - The Student Health Check Screen
- 

**About HVT Reports** The two reports described below are available for Hearing and Vision Technicians to identify students who have not been tested in the routine checks or need additional tests.

Report name	Description
DHB Report - Students that have not completed routine tests	<p>This report identifies students who have not previously had a routine hearing &amp; vision test. The DHB will request it to identify students who have not had a hearing &amp; vision test.</p> <p>This report will show:</p> <ul style="list-style-type: none"> <li>• students who have not tests of a specific type</li> <li>• students who have had a type of test and were identified for referral or retesting (including students absent when tests were last carried out)</li> </ul> <p><b>Examples</b> A student with a test status of 'Refer' for a <i>Routine Year Seven</i> test will appear in the next DHB Report – Students that have not</p>

	<p>completed routine tests (Year 7) you run.</p> <p>A student with a test status of 'Not Tested' for a <i>Routine New Entrant</i> test will appear in the next <i>DHB Report – Students that have not completed routine tests (New Entrant)</i> you run.</p>
DHB Ad hoc Hearing & Vision Report	<p>This report identifies students who may require additional or non-standard testing.</p> <p>This report will show any students within the criteria you select regardless of whether they have passed earlier tests.</p> <p>Hearing and vision tests can be arranged at any time throughout the year. They may be requested by a parent or teacher. They may be necessary because the student missed a previous test.</p>

### Changes to the Hearing and Vision reports

#### Students That Have Not Completed Routine Tests

The DHB Report *Students that have not completed routine tests* can be run for two test types

- Routine New Entrant
- Routine Year Seven

The screen for this report now displays a filter to allow you to choose the range of students included in the report by year (Figure 1):

The screenshot shows a form titled "Report Criteria" with the following fields:

- Test Type: \***: A dropdown menu with "Routine New Entrant" selected.
- Year Level Range**: Two input boxes, the first containing "0" and the second containing "2", with the word "to" between them.
- School: \***: A text field containing "Ashburton Intermediate".

Figure 1: Report criteria now allow you to select the type of test and year levels.

You do not have to use the filter, but will default to following options:

- Routine New Entrant – from year 0 to year 2
- Routine Year Seven – from year 7 to year 8

Using these default settings will ensure that students absent in Year 7 are included for testing in Year 8.

Note: If no year range is selected, the report will return all year levels (ie, 0 – 13).

---

### Ad Hoc Hearing and Vision Report

You can now choose the test type when running the *Ad hoc Hearing and Vision Report* using a drop-down box:

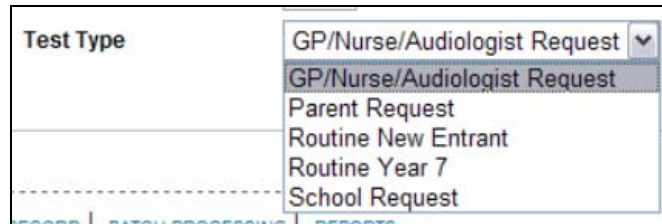


Figure 2: Options for test types.

Note: The report will only return students for the selected test. To select students for another type of test a separate report needs to be run.

### Running the reports

#### Students that have not completed routine tests

To run the DHB Report *Students that have not completed routine tests* complete the following steps:

Step	Action
1.	Select the Reports tab in ENROL
2.	Select <i>DHB Report - Students that have not completed routine tests</i> .
3.	Determine whether this report is run for new entrants or for year seven students.
4.	Select "Confirm"

---

To run the *DHB Ad hoc Hearing & Vision Report* complete the

following steps:

Step	Action
1.	Select the Reports tab in ENROL
2.	Select DHB Ad hoc Hearing & Vision Report,
3.	Choose your selection criteria
4.	Select "Confirm"

**Note**

The reports list the students selected in alphabetical order only.

- Students cannot be listed by class as this information is held in ENROL.
- Alphabetical order is used to assist the DHB with data entry.

**More information**

More information on the *Students that have not completed routine tests* report is available in the ENROL User Guide for Schools on the Ministry's website [www.minedu.govt.nz/goto/ENROL](http://www.minedu.govt.nz/goto/ENROL)

While this booklet does not include the *New Entrant report* the process is the same for both reports.

## Resolving problems

**Better error messages**

We have improved the error explanations for both reports. If a report cannot run, an error message will appear and suggest how the problem can be resolved.

**Data errors**

If you enter data incorrectly an error message will let you know. The table below explains what to do if you see an error message when using filters.

Error Message	Reason/Action
The 'from' value must be between 0 – 13	Will be displayed if your entry in the 'From' box <ul style="list-style-type: none"><li>• Uses letters rather than numbers</li><li>• Uses a number less than 0 or greater than 13</li></ul> Check that you have used numbers from 0 to 13
The 'to' value must be between 0 – 13	Will be displayed if your entry in the 'To' box <ul style="list-style-type: none"><li>• Uses letters rather than numbers</li></ul>

	<ul style="list-style-type: none"> <li>• Uses a number less than 0 or greater than 13</li> </ul> <p>Check that you have used numbers from 0 to 13</p>
The 'from' value must be less than or equal to the 'to' value	<p>Will appear if the value entered in the 'from' is greater than the value entered in the 'from' field.</p> <p>Make sure that the to and from fields are correct.</p>

### Time Out errors

A time out error may appear if the search criteria are too broad.

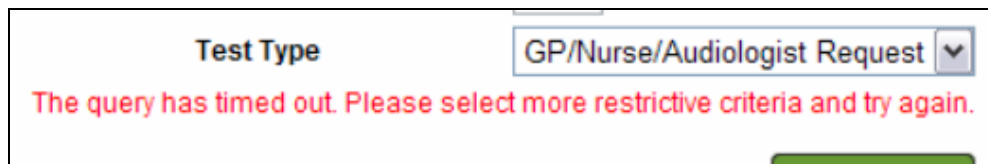


Figure 3: Improved error messages

If this appears you resolve the problem by narrowing your search by

- only searching for one gender
- only searching for one year level
- only searching for students whose surname begins with "A".

Alternatively you can try to run the same search later.

### Problems when searching

#### Routine Tests

If no students appear for the *Students that have not completed routine tests*, this means no new or year seven students at your school require currently need that type of test. If you think this is incorrect, run the *Ad hoc Hearing and Vision Report*. This will allow you to select the students that need to be tested.

#### Ad Hoc Test Reports

If there are no matches to your criteria for the *Ad hoc Hearing and Vision Report* you will not be able to create an empty batch. The Confirm, Select All and Unselect All buttons will not be displayed (Figure 4).

Figure 4: A report in which no students are found

## Problems generating the Ad Hoc Hearing and Vision Test report

To generate the *Ad hoc Hearing and Vision Test* report you must select at least one student listed in the search results:

Figure 5: Select students from the search results using the check boxes

If you do not an error message will appear:

Please select at least one student and click 'Confirm' to generate the Ad hoc Hearing and Vision Test report

Figure 6: You must select at least one student from the search results to

generate the report.

Once you select one or more students this error will disappear. Click Confirm to generate the report with a batch number.

**For help** If error messages continue to appear despite your attempts to resolve them, contact the e-Admin Contact Centre, Ph (04) 463-8383

---

## DHB Batch Number reports - Finding reports for your school

### The DHB Batch Numbers Report

You can now find out what DHB report batches have been created at your school using the report *DHB Batch Numbers*, available from the 'Reports' tab in ENROL.

This report displays:

- batch numbers
- the date the batch was created, and
- the type of test that was selected for the batch.

This screen shows an example of the report:

	A	B	C	D	E	F	G
1	DHB Batch Numbers						
2	Date of Report	15/02/2008					
3	School Name	Woolston School		School Number	3601		
4	Batch Number	Date Created	Test Type				
5	ZLGS LJ	10/12/2007	Routine New Entrant				
6							
7							

Figure 7: An example of the DHB Batch Number Report

---

## Changes to the Student Health Check Screen

**The Student Health Check screen** Some minor changes have been made to the Student Health Check screen:

- The status 'Unknown' has been replaced with 'Not Tested' where a student was not tested because the test was not relevant or the student was absent.
- The name of the school where a test was administered is now displayed.

Health Check		Student A							
<b>Existing Health Check</b>									
<b>School</b>	Central Normal School								
<b>Date</b>	24/09/2007	<b>Type</b>	Routine New Entrant						
<b>Audiometry</b>	Pass	<b>Tympanometry Right Ear</b>	Pass	<b>Tympanometry Left Ear</b>	Pass				
<b>Right Eye</b>	Pass	<b>Left Eye</b>	6/9	<b>Penlight Test</b>	Pass	<b>Cover Test</b>	Pass	<b>Colour Test</b>	Not Tested
<b>Notes</b>	Tested 07/07.								
<b>School</b>	Central Normal School								
<b>Date</b>	16/11/2007	<b>Type</b>	Routine New Entrant						
<b>Audiometry</b>	Not Tested	<b>Tympanometry Right Ear</b>	Not Tested	<b>Tympanometry Left Ear</b>	Not Tested				
<b>Right Eye</b>	6/9	<b>Left Eye</b>	6/9	<b>Penlight Test</b>	Not Tested	<b>Cover Test</b>	Not Tested	<b>Colour Test</b>	Not Tested
<b>Notes</b>									
<b>School</b>	Central Normal School								
<b>Date</b>	19/02/2008	<b>Type</b>	Routine New Entrant						
<b>Audiometry</b>	Not Tested	<b>Tympanometry Right Ear</b>	Not Tested	<b>Tympanometry Left Ear</b>	Not Tested				
<b>Right Eye</b>	Pass	<b>Left Eye</b>	Pass	<b>Penlight Test</b>	Not Tested	<b>Cover Test</b>	Not Tested	<b>Colour Test</b>	Not Tested
<b>Notes</b>									

Figure 8: The Student Health Check screen.

**The Student  
Health  
Check  
Results**

The following table clarifies what some of the test results mean:

<b>Specific test result</b>	<b>Overall test status</b>	<b>Meaning</b>
Not Tested	Not Tested	The student was not tested, or a specific area was not tested (for instance, hearing checks are not performed for Year 7 tests)
Absent	Not Tested	The student will need to be tested next time
Complete	Pass	This result is recorded against those students who fail a colour vision test due to colour blindness. This condition cannot be corrected.
Consent Refused	Not Tested	Testing could not be undertaken due to the lack of parental consent.
Glasses	Pass	The student has glasses, so the condition is under care.
Hearing Aid	Pass	The student has a hearing aid, so the condition is under care
Grommets	Pass	The student has grommets, so the condition is under care
Unable	Refer	The VHT was unable to complete the test (for example, because the student's ear was inflamed)
Uncooperative	Refer	The VHT was unable to complete the test because the student was uncooperative
Under Care	Pass	The student is being seen by a specialist, so the condition is under care

Viewing Health Check results for more than one student

Two reports are available from the ENROL Reports tab that will show hearing & vision results for students tested at your school:

- Routine New Entrant Hearing & Vision Report
- Routine Year Seven Vision Report

These include student details (such as name and gender), followed

by the specific test results for each area.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N		
1	Routine New Entrant Hearing and Vision Report															
2	Date of Report 22.05.2008															
3	School Name Westmount School			School Number 472												
4	Date From 1.01.2008		Date To 22.05.2008													
5	First Name	Surname	Date of Birth	Gender	Ethnicity	Audiometry	Tympanometry	Right	Tympanometry	Eye	Left Eye	Penlight	Cover	Colour	Date of	
6			1/12/1998	Male	New Zeala	Pass	Pass	Right Middle Ear	Pass	Pass	Pass	Pass	Pass	Pass	Pass	9/01/2008
7			27/07/2000	Male	New Zeala	Pass	Pass	Left Middle Ear	Pass	Pass	Pass	Pass	Pass	Pass	Pass	25/01/2008
8			3/07/2000	Male	New Zeala	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	25/01/2008
9			11/08/1998	Male	New Zeala	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	18/01/2008
10			24/05/1999	Male	New Zeala	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	16/01/2008
11			0/06/1999	Female	New Zeala	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Unknown	Pass	9/01/2008
12			13/08/1999	Male	New Zeala	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	16/01/2008
13			25/04/2001	Male	Maoi	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	25/01/2008
14			26/02/1999	Female	New Zeala	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Unknown	Pass	9/01/2008
15			6/04/1993	Female	New Zeala	Unknown	Unknown	Unknown	Unknown	6/18	6/18	Unknown	Unknown	Unknown	Unknown	22/04/2008

**Figure 9: an example of the Routine New Entrant Hearing & Vision Report**

**Before School health checks**

The Ministry of Health will roll out Before School health checks in some areas in June. In the short term there will be no change to current hearing & vision testing processes. DHBs will run both systems in parallel.

Discussions on ENROL support for the Before School checks have not been finalised.

**ENROL Help**

For Frequently Asked Questions & ENROL Online Help:	<ul style="list-style-type: none"> <li>click <b>ENROL User Information</b> at the bottom of the screen</li> <li>Visit <a href="http://www.minedu.govt.nz/goto/enrol">http://www.minedu.govt.nz/goto/enrol</a></li> </ul>
For assistance with ENROL or questions about changes:	<p>E-Admin Contact Centre: (04) 463-8383          Email: <a href="mailto:e.admin@minedu.govt.nz">e.admin@minedu.govt.nz</a></p>