Guidance:
Updating/Removing Duplicate Screen Entries in OMS

1. Go to the group screening summary report and find duplicate screen entries.

Group Screening Summary Report

Report Options

School/Class	Curriculum Associates Test Account ▼
	☐ Filter by date
Start Date	Screened After
End Date	Screened Before
Gender	Gender ▼
Ethnicity	Ethnicity/Race ▼
Language	Language ▼
Free/Reduced Lunch	Free/Reduced Lunch ▼

☐ Include only the most recent

unclick 'Include only the most recent'

Start

11%
31% 68%

- Below Delays Cutoff
- Within Normal Limits
- Above Gifted Cutoff

Built using Chart FX. Not for production use.

Find any student who has multiple screens and go to that child's profile page

Export as CSV

Student Name ▲	Student ID ▲	School/Class ▲	Date Screened ▲	Core Assessment ▲	Total Raw Score ▲	Performance ▲
akashna lastakashna		Grace Elem Class	9/4/2013	Four-Year-Old Child Data Sheet	20.0	Below Delays Cutoff
Tara Durace		Grace District	7/17/2013	Five-Year-Old Child/Kindergarten Data Sheet	18.0	Below Delays Cutoff
Tara Durace		Grace District	7/23/2013	Five-Year-Old Child/Kindergarten Data Sheet	14.0	Below Delays Cutoff
Tara Durace		Grace District	7/4/2013	Five-Year-Old Child/Kindergarten Data Sheet	9.0	Below Delays Cutoff

2. Go to the student list page and find the student with duplicate screens and click on their name which will open the Student Profile page

3. Choose one of the screen entries and delete it. It is recommended to check each of the entries and make sure you have all the data. If each entry has only one part of the screen filled in (Core Assessment or Self-help & Social Emotional), you may have to input data into the screen entry that you're going to keep. Then, delete the extra entry.
4. Choose the remaining screen and update it with all the final data then click 'Submit' to recalculate the scores, if needed.