Guidance:
Updating/Removing Duplicate Screen Entries in OMS

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

- Unclick 'Include only the most recent'
- Find any student who has multiple screens and go to that child's profile page.
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.