TOPIC: Entering Data from the Self-help and Social-Emotional Scales

The reporting you ultimately want to generate with the OMS will determine how and when you enter data from the Self-help and Social-Emotional Scales.

The most frequently used student report is the Screening Summary Report. When you enter a child’s screening data into the OMS, think about the reporting you ultimately want the Summary Report to generate. If you want to see domain scores for both the Screens III Core Assessments and the Self-help and Social-Emotional Scales (ShSE Scales) in a single Screening Summary Report, you must enter and submit data for both on the same screening record.

If data has been entered and submitted from both the Core Assessments and the Self-help & Social-Emotional Scales under the same Date of Screening, domain scores for both will be generated on the child’s Summary Report.

You can tell if both sets of data are on the same record by looking at a child’s Student Profile page.

There are two times that data from the Self-help and Social-Emotional Scales can be entered and submitted:

• Option A  Enter and submit ShSE Scales data at the same time as Core Assessment data.
• Option B  Enter and submit ShSE Scales data at a later time (e.g., once the Parent Report has been returned to you).

Here’s how to enter data from the Core Assessments and the Self-help and Social-Emotional Scales:

1. Log in to the OMS.
   Forgot your password? Go to the Forgot Password page.
Select a student from the **Student List** and go to his/her **Student Profile** page.

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**Option A**

*If you are entering data from both the Core Assessments and the Self-help & Social-Emotional Scales at the same time, here’s what you do:*

- From the **Student Profile** page, click **Enter New Screening Data**.

  - Under the **Data Sheet** tab, enter the data from the Core Assessments.
  - Then simply click on the **Self-help & Social-Emotional Scales** tab and enter data from the Self-help and Social-Emotional Scales. When you’re finished, **SUBMIT** the data.

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**TIP**  
If you receive a message after you submit the data, read it carefully. It will tell you if data from the Data Sheet or from the Self-help & Social-Emotional Scales is incomplete.
**Option B**

Let’s say you entered and submitted a child’s data for the Core Assessments a few days ago. But, at that time, perhaps you hadn’t received the Parent Report or were called away and weren’t able to enter the child’s Self-help and Social-Emotional data. So now, a few days later, you are back in the system to enter the child’s Self-help and Social-Emotional Scales data. Here’s what you do:

- When you are ready to enter the Self-help and Social-Emotional Scales data, return to the OMS and select the student. On the child’s Student Profile page, click on the **Self-help & Social-Emotional Scales** link that is on the same line as the **Date of Screening** of the Core Assessment screen entered and submitted earlier.

  ![Bilal Mirani — Profile](image)

- Enter data from the **Self-help & Social-Emotional Scales** and submit the data.

  ![Enter Screening Data](image)

  **TIP** If you receive a message after you submit the data, read it carefully. It will tell you if data from the Data Sheet or from the Self-help & Social-Emotional Scales is incomplete.
3. Check the child’s **Screening Summary Report** to confirm that *both* sets of data are represented in the same report.

**TIP** If you enter the Self-help & Social-Emotional Scales data on a *different* Date of Screening from that of the Core Assessments data, the two sets of data will appear on *separate* Screening Summary Reports.