Contact Log - Topic Article Only [.2303]

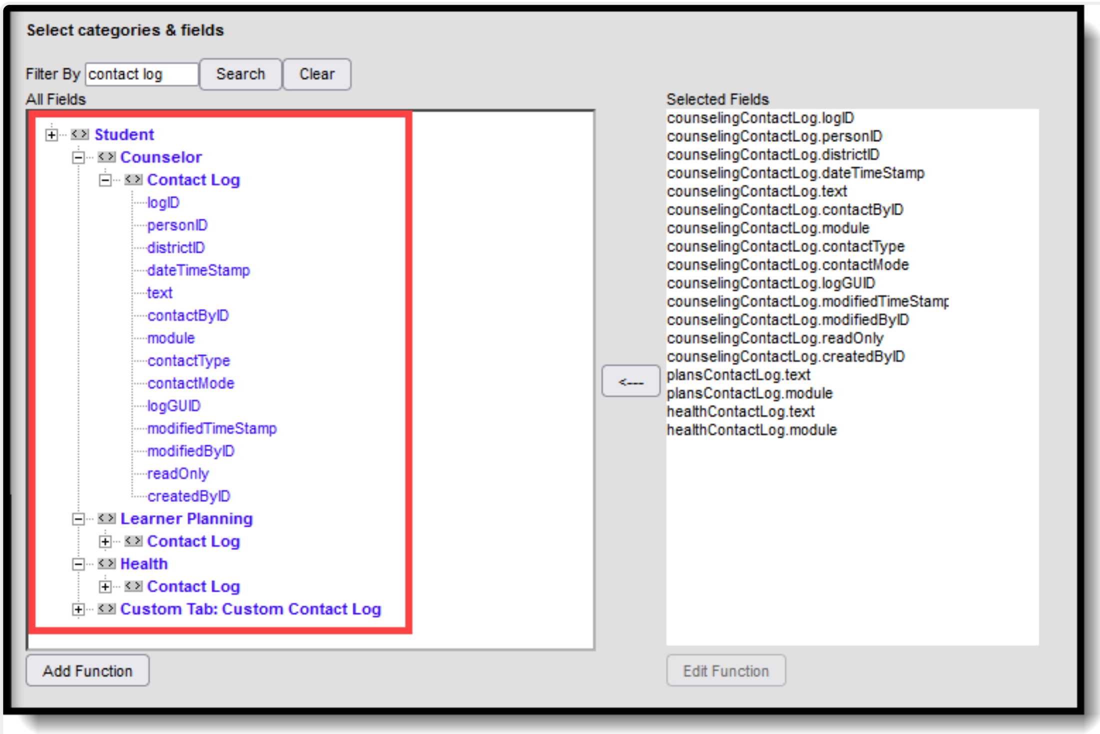
Last Modified on 03/24/2023 1:41 pm CDT

Contact Log Fields in Ad hoc Query Wizard

Information from the Contact Log records can be included in an Ad hoc Query using the **Student Data Type.** Contact log fields are available in the following locations:

- Student > Counselor > Contact Log
- Student > Learner Planning > Contact Log (includes fields for RTI, PLP and Special Education)
- Student > Health > Contact Log

See the Contact Log Detail Descriptions for specific Ad hoc fields.



Contact Log Ad hoc Fields

Tool Rights for Contact Log

General Tool Right Information | Assign Tool Rights to Contact Log | Contact Log Tool Rights Examples

Classic View: System Administration > User Security > Users > Tool Rights

General Tool Right Information

Classic Navigation:

Full rights to Contact Log require **RWAD** rights to Student Information > General > Contact Log, Health > Contact Log, Special Education > Contact Log, PLP > Contact Log, RTI > Contact Log:

- **R** rights allow the ability to view contact log records.
- **W** rights allow the ability to edit contact log records.
- **A** rights do not add new contact log records.
- **D** rights allow the ability to delete contact log records.

New Navigation:

Full rights to Contact Log require the following:

- **Rights** (All checkbox marked) for the **Contact Log** tool for Student Information > General > Contact Log.
- **RWAD** rights to the module level Contact Log tool right for the appropriate module - Counseling, Health, PLP, RTI, Special Education, etc.
- **Access to Records Created by Other Users** subright for the appropriate module - Counseling, Health, PLP, RTI, Special Education, etc. This subright allows the user to view or edit contact log records another user created within a module (Counseling, Health, etc.).
    - **R** rights allow the ability to view records created by another user for the module.
    - **W** rights allow the ability to edit records created by another user for the module.
    - **A** rights do not add any function.
    - **D** rights allow the ability to delete records created by another user for the module.

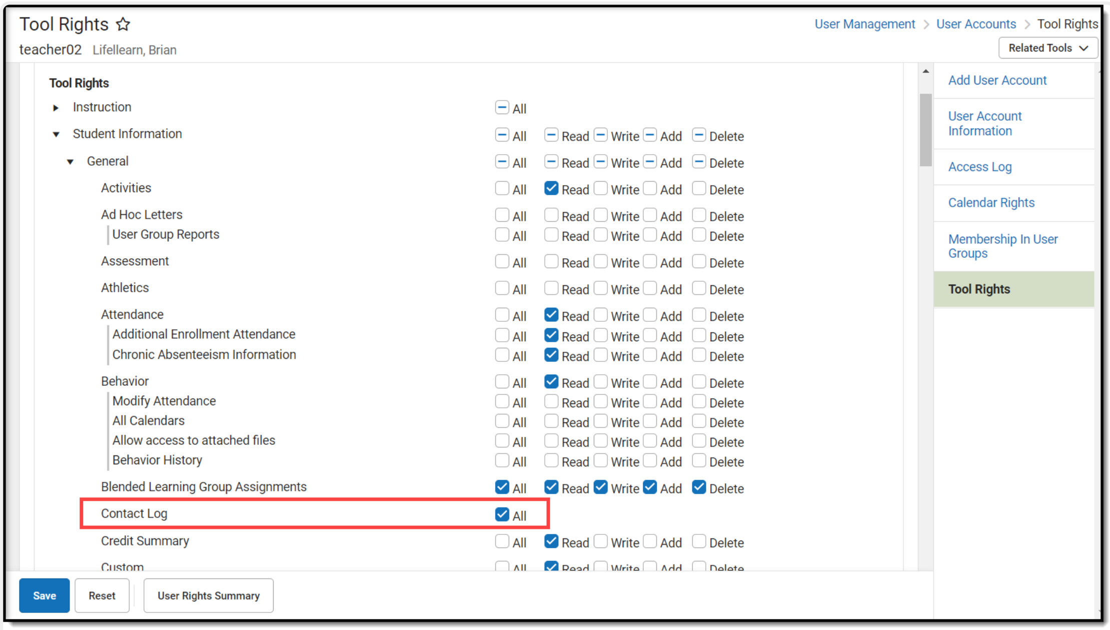
Note the following:

- **All rights to Student Information > General > Contact Log do NOT allow access to add a contact log record.** It only displays the Contact Log tool, but no existing records are visible.
- **RWAD rights are NOT cumulative**. A user who has no access subrights to Counseling, but does have RW rights to Health allows the viewing and editing of Health contact log records another user created.
- Assigning access subrights WITHOUT enabling rights to the parent Contact Log module tool right automatically assume R rights for that parent right.

Assign Tool Rights to Contact Log

Procedures are provided using the new navigation.

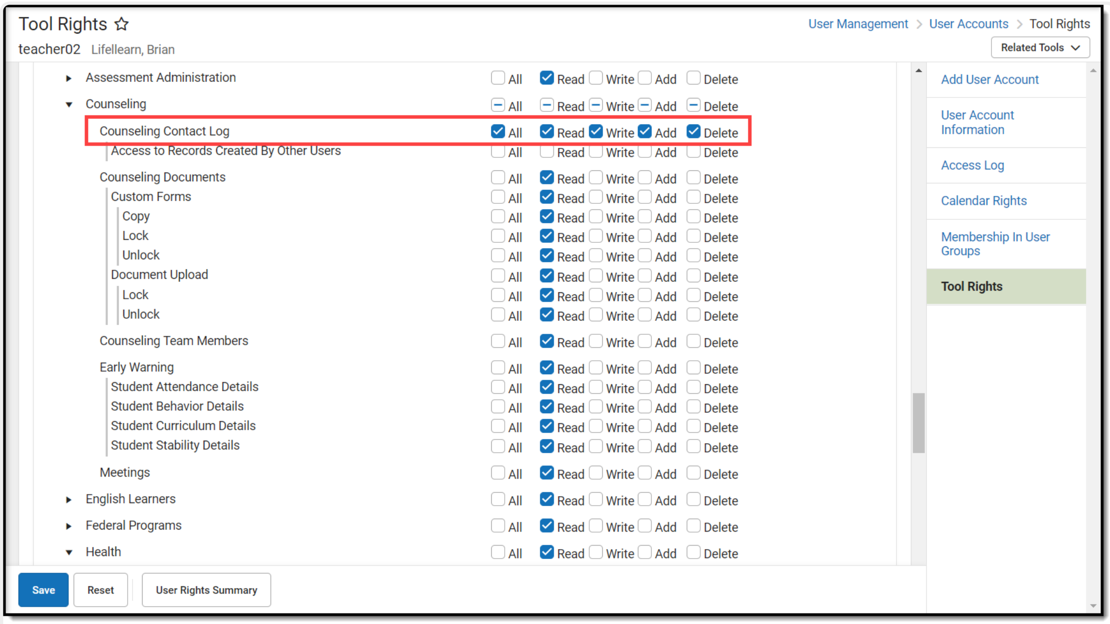
1. Enable rights to Contact Log (Student Information > General > Contact Log) by marking the **All** checkbox.



Contact Log Tool Rights

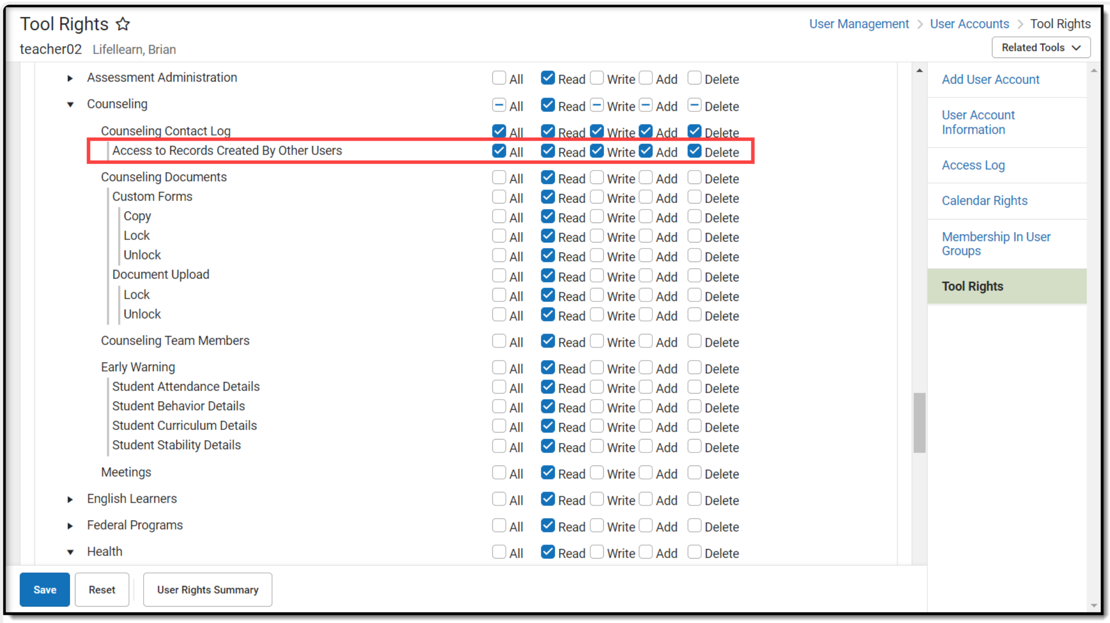
2. Assign appropriate **RWAD** rights to **Contact Log** modules as needed for the selected user(s). These tools are named as follows:

- Counseling Contact Log (Student information > Counseling > Counseling Contact Log)
- Health Contact Log (Student information > Health > Health Contact Log)
- PLP Contact Log (Student information > PLP > PLP Contact Log)
- RTI Contact Log (Student information > Response to Intervention > RTI Contact Log)
- Special Education Contact Log (Student information > Special Ed > Special Ed Contact Log



Counseling Contact Log Tool Rights

3. Assign **RWAD** rights to **Access to Records Created by Other Users** for each Contact Log module as needed for the selected user(s).



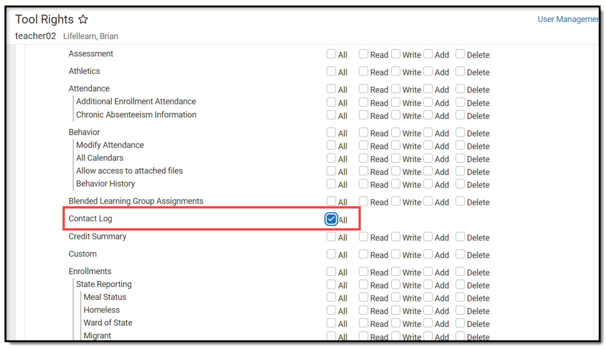
Counseling Contact Log Access to Records Created by Others

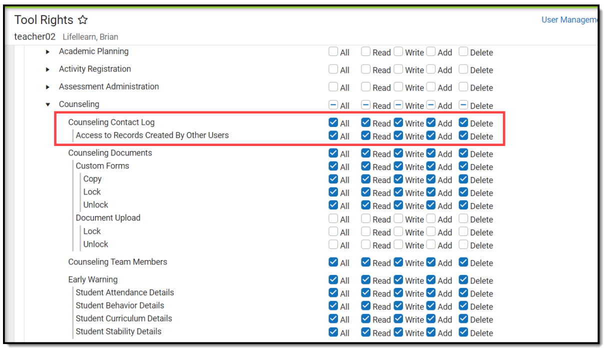
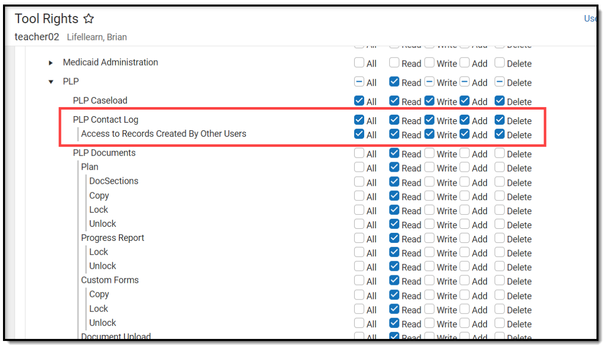
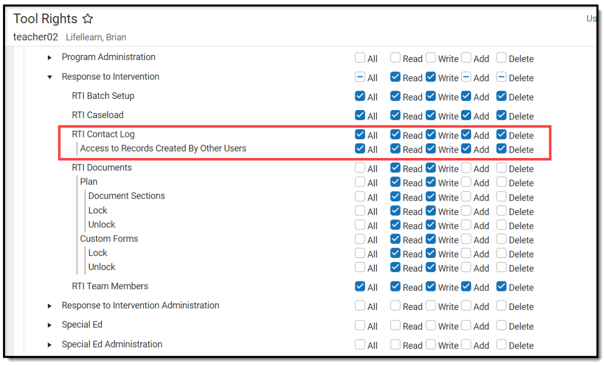
Contact Log Tool Rights Examples

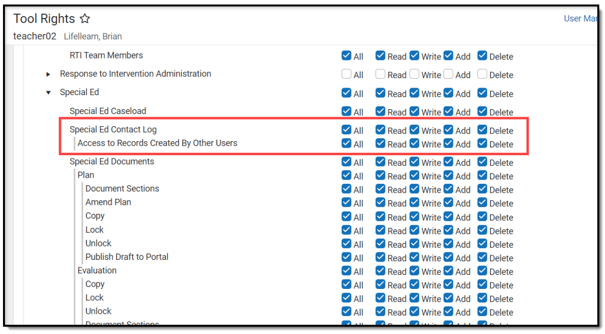
Example 1: Counselor with access and ability to manage all Contact Log Records

A counselor who is responsible for general counseling activities (academic planning, behavior records, team members for learning plans, health management) may have the following tool rights for Contact Log:

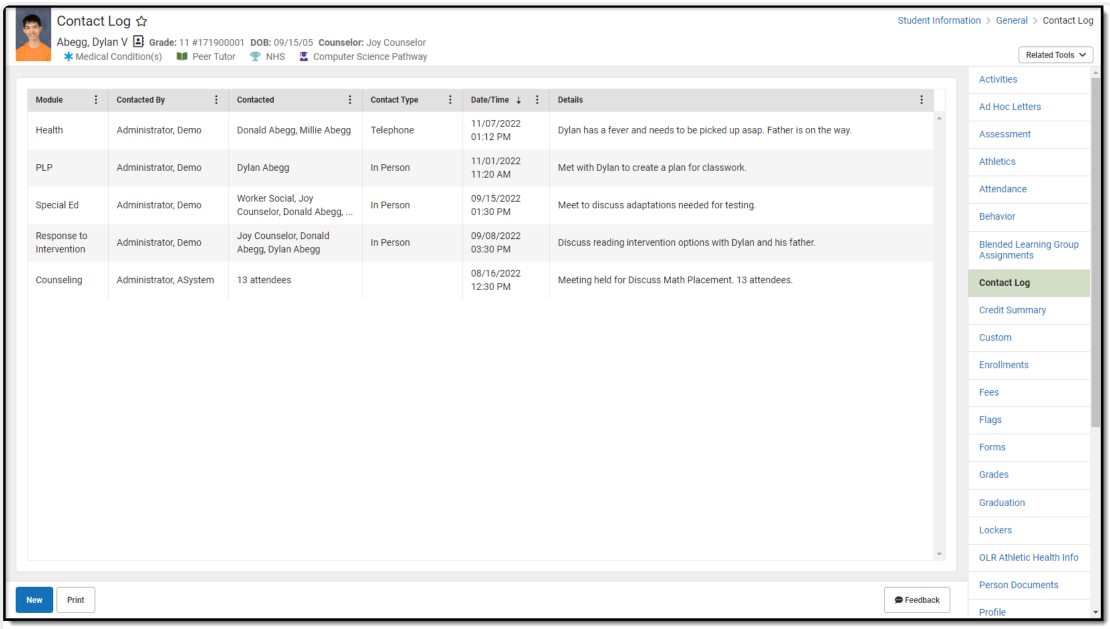
▸ Click here to expand...

Assigned Tool Rights	Example
Rights to Contact Log (Student Information > General > Contact Log) set to All.	

Assigned Tool Rights	Example
RWAD rights Counseling Contact Log and Access to Records Created by Other Users (Student Information > Counseling > Counseling Contact Log)	
RWAD rights to Health Contact Log and Access to Records Created by Other Users (Student Information > Health > Health Contact Log)	
RWAD rights to PLP Contact Log and Access to Records Created by Other Users (Student Information > PLP > PLP Contact Log)	
RWAD rights to RTI Contact Log and Access to Records Created by Other Users (Student Information > Response to Intervention > RTI Contact Log)	

Assigned Tool Rights	Example
RWAD rights to Special Ed Contact Log and Access to Records Created by Other Users (Student Information > Special Ed > Special Ed Contact Log)	

This counselor is able to view every contact log record for the student, whether entered by that person or someone else. They are also able to modify existing contact log records entered by other staff and add new records for any contact log module, and delete contact log records. Any Contact Log module can be used to enter new records.

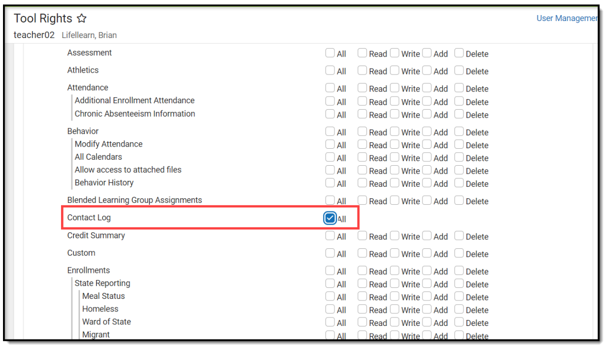
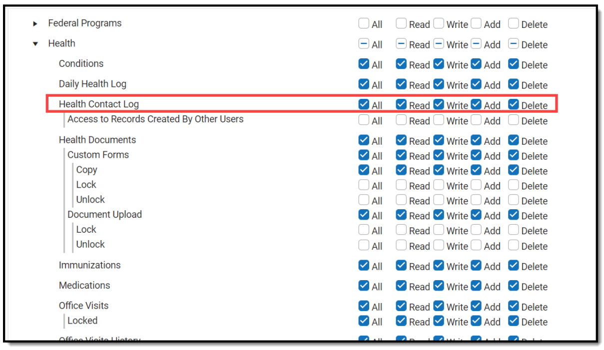
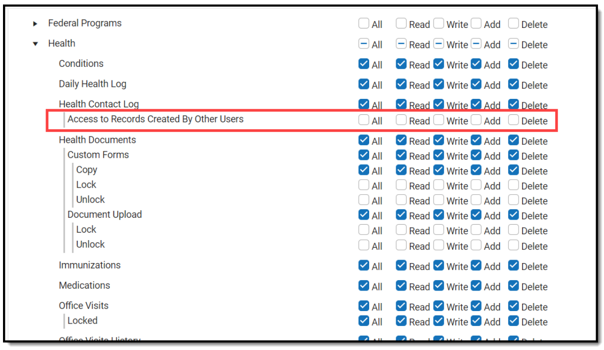


Counselor with access to all Contact Logs

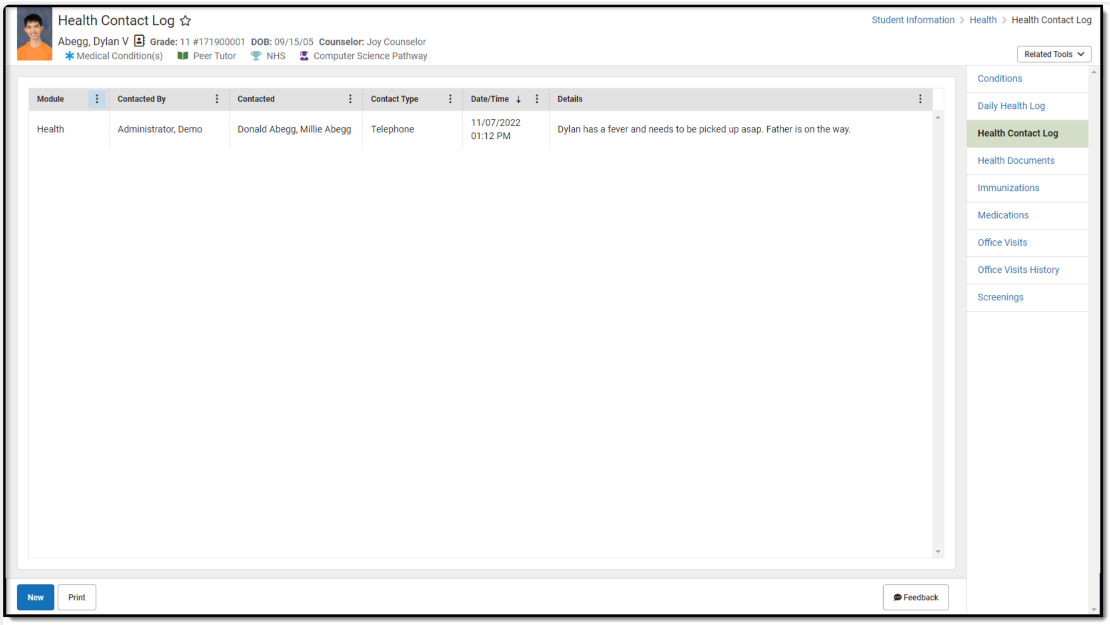
Example 2. Health Office Staff with access to Health Contact Logs Only

A counselor who is responsible for managing student interaction with the health office may have the following rights to Contact Log:

▸ Click here to expand...

Assigned Tool Rights	Example
Rights to Contact Log (Student Information > General > Contact Log) set to All.	
RWAD rights to Health Contact Log (Student Information > Health > Health Contact Log)	
No rights to Access to Records Created by Other Users	

This staff person has the ability to record only Health related Contact Log records and see previous contact logs entered by that staff person only. They can navigate to Student Information > General > Contact Log or to Student Information > Health > Health Contact Log to enter new records.

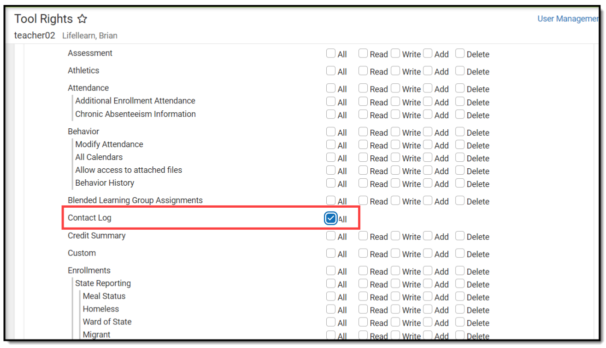
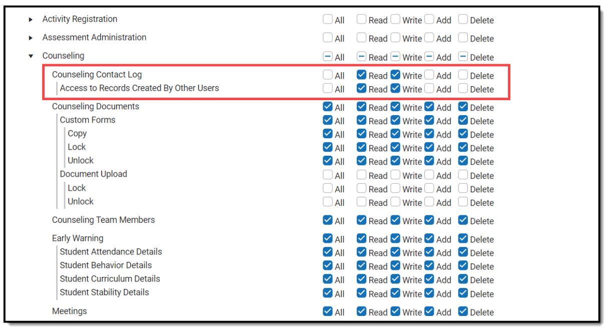


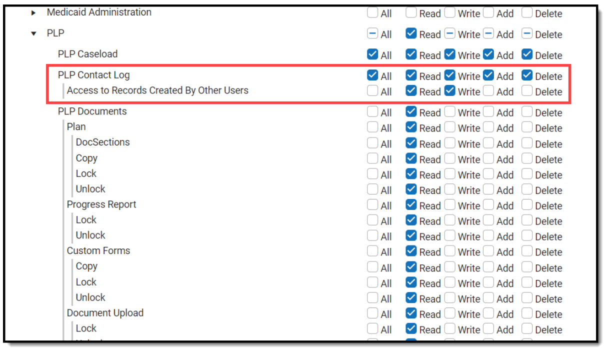
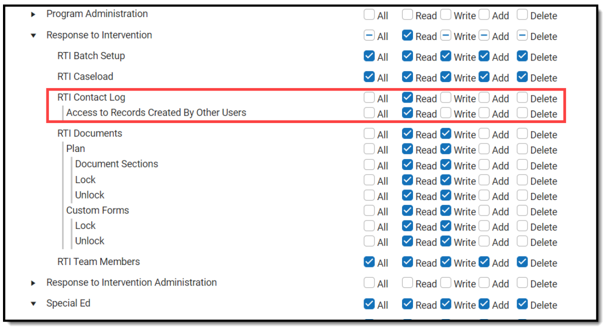
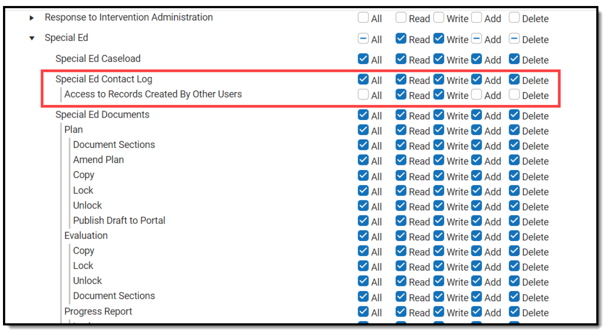
Health Office Staff with Access to Health Contact Logs

Example 3. Special Education Team Member with access to other Learning Plan, Counseling and RTI

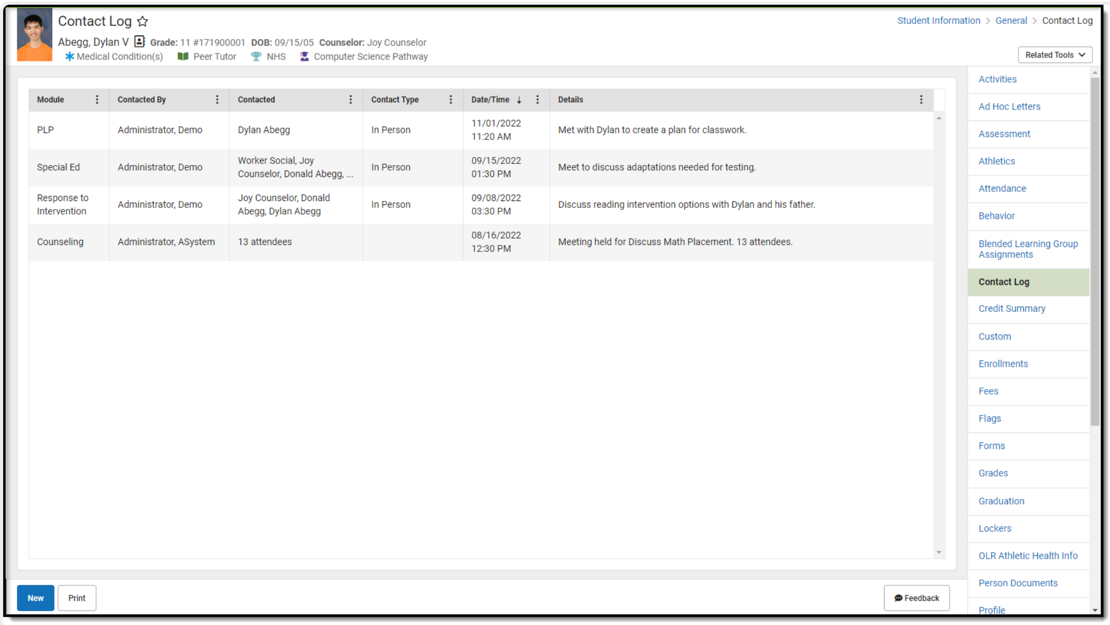
A team member who is responsible for managing learner plans, working with the student's counselor to assist with plan changes, and assisting with behavior management may have the following rights to Contact Log:

▸ Click here to expand...

Assigned Tool Rights	Example
Rights to Contact Log (Student Information > General > Contact Log) set to All.	
RW rights to Counseling Contact Log (Student Information > Counseling > Counseling Contact Log and RW rights to Access to Records Created by Other Users for Counseling	

Assigned Tool Rights	Example
No access to Health Contact Log	
RWAD rights to PLP Contact Log (Student Information > PLP > PLP Contact Log) and RW rights to Access to Records Created by Other Users for PLP	
R rights to RTI Contact Log Student Information > Response to Intervention > RTI Contact Log) and R right to Access Records Created by Other Users for RTI	
RWAD rights to Special Education Contact Log (Student Information > Special Ed > Special Ed Contact Log) and RW rights to Access to Records Created by Other Users for Special Education	

This staff person has the ability to record PLP and Special Ed Contact Log records. They can modify Contact Log records for PLP, Special Education and Counseling, but only read contact log records for RTI. They can record new Contact Log records by navigating to Student Information > General, PLP, RTI, or Special Education.

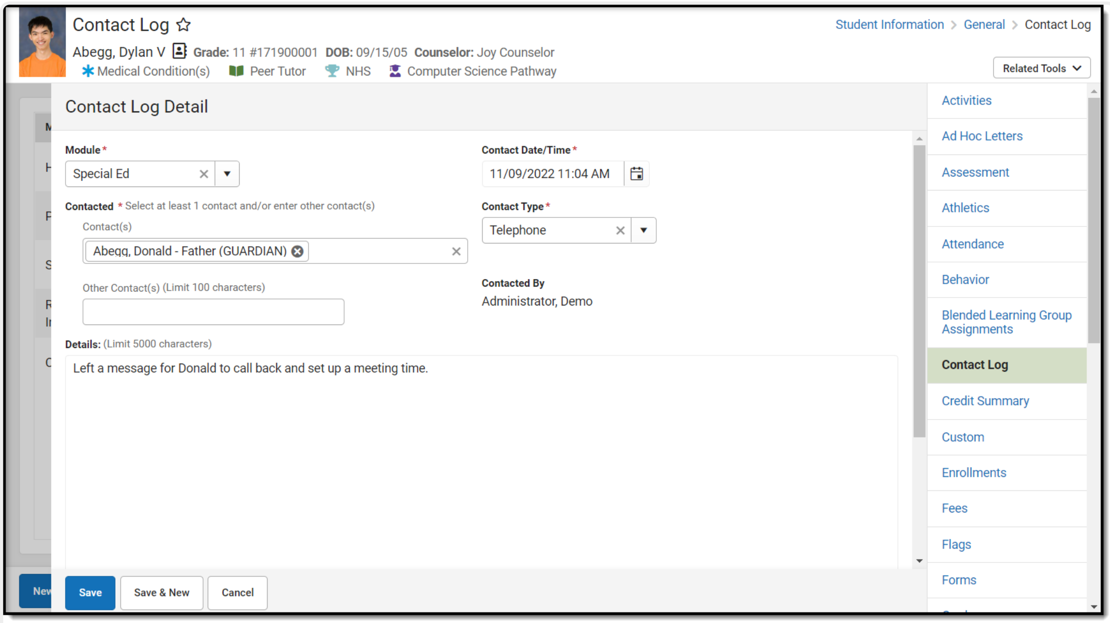


Special Education Team Member with Access to PLP, Special Education, Counseling and RTI Logs

Enter a New Contact Log Record

See the table following these procedures for descriptions of these fields, Ad hoc locations and Database information.

1. Click the **New** button. The **Contact Log Detail** side panel displays.
2. Select the area of contact from the **Module** dropdown list. When entering a Contact Log record from a location other than the General Contact Log tool, the Module field is already populated with the area of product.
3. Verify the **Contact Date/Time** field of the contact is correct. This field auto-populates with the current date and time. When entering a record from a contact that previously happened, modify this field accordingly.
4. Select the appropriate **Contact Type** from the dropdown list.
5. Use the **Contacted** fields to select and/or enter who was contacted.
6. Enter the **Details** of the contact.
7. Click the **Save** button to save the record. Or, to enter another record for the same student, click the **Save & New** button to save the record and enter another new record.



Contact Log Detail

Contact Log Detail Descriptions

Data Element	Description	Database and Ad hoc Field Locations
Module	Lists the area where the contact was entered in the product, or the general topic of the contact. Options are: • Counseling • Health • PLP • Response to Intervention • Special Education	ContactLog.module **Ad hoc Location** • Counseling - Student > Counselor > Contact Log > **counselingContactLog.module** • Health - Student > Health > Contact Log > **healthContactLog.module** • PLP, RTI, Special Education - Student > Learner Planning > Contact Log > **plansContactLog.module**

Data Element	Description	Database and Ad hoc Field Locations
Contact Date/Time	Reports the date (mm/dd/yyyy) and time (HH:MM) the record was entered.	ContactLog.dateTimeStamp **Ad hoc Location** • Counseling - Student > Counselor > Contact Log > **counselingContactLog.dateTimeStamp** • Health - Student > Health > Contact Log > **healthContactLog.dateTimeStamp** • PLP, RTI, Special Education - Student > Learner Planning > Contact Log > **plansContactLog.dateTimeStamp**
Contact Type	Indicates how the individual was contacted. The list of options varies depending on what module is selected for the record. Additional options can be added in the Attribute/Dictionary.	ContactLog.contactType **Ad hoc Location** • Counseling - Student > Counselor > Contact Log > **counselingContactLog.contactType** • Health - Student > Health > Contact Log > **healthContactLog.contactType** • PLP, RTI, Special Education - Student > Learner Planning > Contact Log > **plansContactLog.contactType**
Contacted	Indicates the person or people intended for the contact. There are two fields where information can be entered. Select contacts who have been entered in Campus from the **Contact(s)** field. The **Other Contacts** field can be used to enter anyone who is not entered into Infinite Campus.	ContactLog.contactMode **Ad hoc Location** • Counseling - Student > Counselor > Contact Log > **counselingContactLog.contactMode** • Health - Student > Health > Contact Log > **healthContactLog.contactMode** • PLP, RTI, Special Education - Student > Learner Planning > Contact Log > **plansContactLog.contactMode**

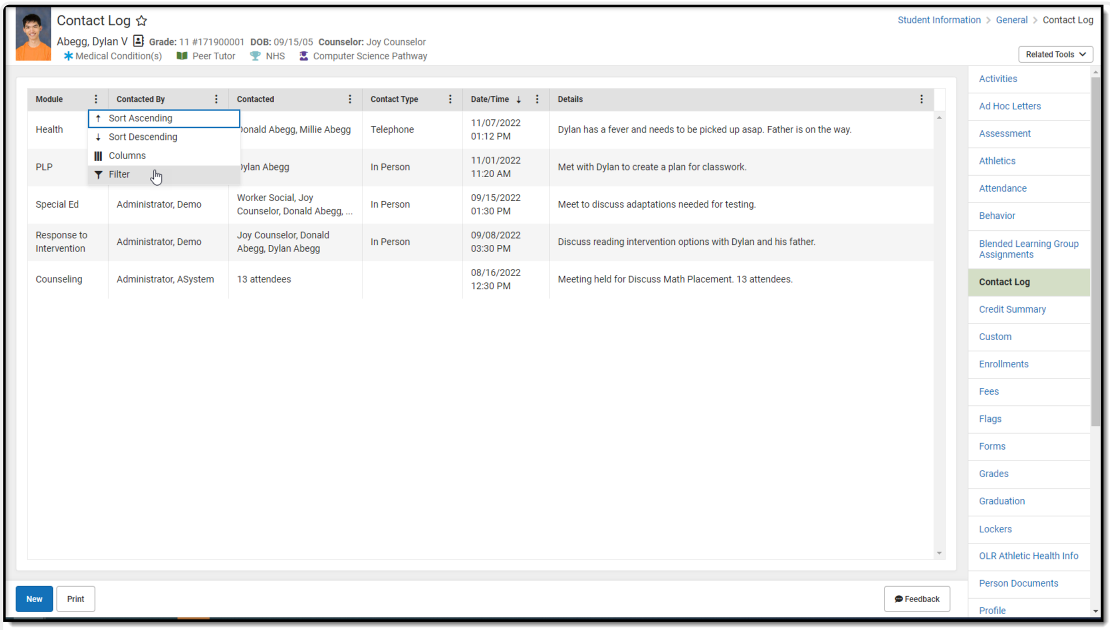
Data Element	Description	Database and Ad hoc Field Locations
Contacted By	Records the staff person who entered the record.	ContactLog.contactByID **Ad hoc Location** • Counseling - Student > Counselor > Contact Log > **counselingContactLog.contactByID** • Health - Student > Health > Contact Log > **healthContactLog.contactByID** • PLP, RTI, Special Education - Student > Learner Planning > Contact Log > **plansContactLog.contactByID**
Details	Provides a text entry field for recording a detailed description of the contact.	ContactLog.text **Ad hoc Location** • Counseling - Student > Counselor > Contact Log > **counselingContactLog.text** • Health - Student > Health > Contact Log > **healthContactLog.text** • PLP, RTI, Special Education - Student > Learner Planning > Contact Log > **plansContactLog.text**

Filter Contact Log Records

The Contact Log organizes records by Module (the type of contact log record), Contacted By (who made the contact), Contacted (who was contacted), Contact Type, the date and time the record was saved, and the Details (reason) for the contact.

Contact Log records are sorted first by the Date and Time of the record, with the most recent record displaying first. To display contact log records for only one module, select that module by using the filter option located in the Column Menu which is indicated by 3 dots to the right of each column.

In the example below, the Column Menu is open for the Module column showing the options available.



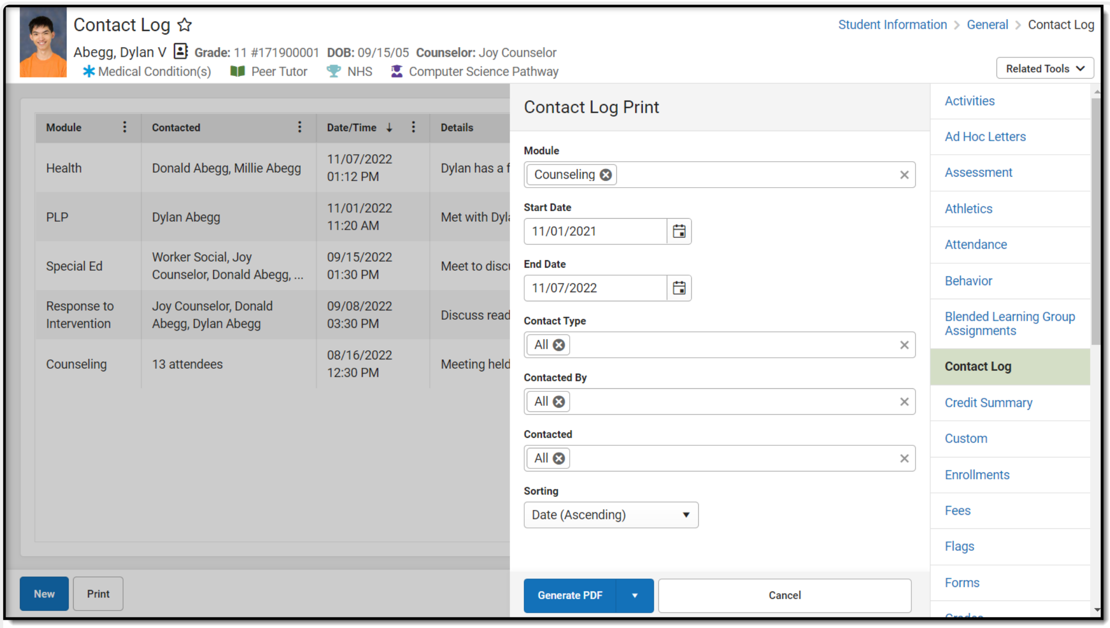
Filter Options from Column Menu

Print Contact Log Records

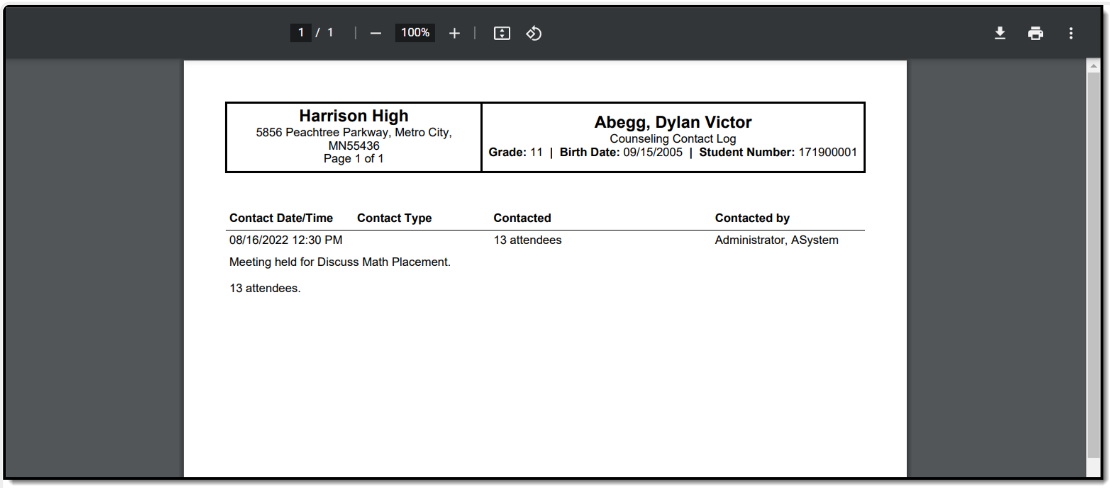
Default options are set to include every contact in each module, for all dates, contact types, entered by all staff, and contact made to all individuals, and sorted by date. These can be modified by removing the All option and adding specific values to the fields.

1. Click the **Print** button in the lower left corner. A **Contact Log Print** panel opens to the right.
2. Choose desired **Module** for which to print records.
3. Enter the **Start Date** and **End Date** to return records within that range only. Or, leave these fields without a selected date to print all records.
4. Select the desired **Contact Type**.
5. Select the desired **Contacted By** option.
6. Select the desired **Contacted** option(s).
7. Choose the appropriate **Sorting** option - Date ascending, Date descending, or Contacted By.
8. Click the **Generate** button. The report prints in PDF or CSV format for the selected student.

In the example below, Counseling Contact Logs entered between October 1 and December 2 in ascending Date order are included.



Contact Log Print



Harrison High
5856 Peachtree Parkway, Metro City, MN55436
Page 1 of 1

Abegg, Dylan Victor
Counseling Contact Log
Grade: 11 | **Birth Date:** 09/15/2005 | **Student Number:** 171900001

Contact Date/Time	Contact Type	Contacted	Contacted by
08/16/2022 12:30 PM		13 attendees	Administrator, ASystem

Meeting held for Discuss Math Placement.

13 attendees.

Contact Log Report