eValue Guide
Cizik School of Nursing short guide and best practices for eValue as a practical tool.
eValue
Use and Purpose

New, returning, and current students will gain approval to register for courses only after meeting all Cizik School of Nursing (SON) immunization/certification requirements and UTHealth immunization requirements. Until you have met these requirements, there will be a “hold” on your student account (MyUTH.edu).

You (student) will not be able to register for classes until you have resolved all MyUTH holds. Please see the Cizik School of Nursing’s Immunization requirements for guidance.

eValue is the secure online system used to document and track students’ immunizations for enrollment and clinical compliance. This site, as well as instructions for uploading your digital files are accessible here: https://nursing.uth.edu/evalue/
After you have entered all required information in eValue and that information has been verified by your Immunization Compliance Manager in the Student Affairs Office (SAO), the Nursing Admissions (NAD) hold will be released from your MyUTH account.

We encourage you to utilize UTHealth Student Health Services (business hours 8:30 a.m. to 5:00 p.m., Monday - Friday) if you are a prospective or current student at the Cizik School of Nursing in need immunizations. You do not need to make an appointment. You may contact the clinic at (713) 500-5171 for information on current vaccination prices and other services offered.
The Cizik School of Nursing utilizes eValue to track student immunizations and certifications. Students are primarily responsible for uploading and maintaining digital copies of their immunization and certification documentation in accordance with nursing program requirements.

Newly admitted students must accept admission in order to gain access to eValue. Those admitted during the Fall semester or later who are required to pay a seat deposit must accept admission and pay that seat deposit before granted eValue access. It may take up to 2 weeks after acceptance of the admission offer and payment of a seat deposit (if required) to gain system access. New students will receive an email when their account has been created.

*If upon logging into eValue there are no immunization/certification requirement event spaces listed on your account profile, simply log out of eValue and wait at least 24 hours before attempting again to login. Event spaces must be visible on the page in order for you to complete uploading your information.
To complete this process, you will need to gather:

- Digital copies (Pdf., Doc., Jpg.) of all specific immunization documents to personally confirm you have met the immunization requirements of the UTHealth, Cizik School of Nursing. These requirements are listed on the School of Nursing Certification of Immunization document.

- Digital copies (Pdf., Doc., Jpg.) of all certifications required for your specific program, such as BCLS, ACLS, RN License, and the like.

- A digital copy of the Social Security Consent to Release Form will need to be uploaded in its proper event space in eValue as well. Instructions for placement of this form will be outlined later in this presentation.

- Your ApplyUTH/MyUTH user ID and password

Please refer to the following for more guidance:

Student instructions
Faculty instructions
Shot Record Vs. Lab Report

All clinical records must display the following to be acceptable: patient name, birthdate, clinic name and address, physician’s name. Pay close attention to determine if your document is a shot record (Vaccinations) or a lab report (Titers). You will likely need both.

A shot record displays vaccination history by date and type.
A titer test (pronounced TIGHT-er) is a laboratory test measuring the existence and level of antibodies to disease in blood. Antibodies are produced when an antigen (like a virus or bacteria) provokes a response from the immune system. This response can come from natural exposure or from vaccination. A Titer Lab Report is generated by the lab that tested the blood sample. The Titer Lab Report must include the test type, exact values, signature, and date.

Click here for more information regarding Titer and Vaccination Explanations.
UTHealth

Student Immunizations and Health Records Policy

All students registering at The University of Texas Health Science Center at Houston ("university") are required to furnish an immunization record signed by a health care provider.

- Individuals who have been offered admission to the university must assume the full cost of the immunizations prior to receiving student status.

- A hold is automatically placed on an applicant’s record at the time an application for admission is submitted. If admitted to the university, this hold will block registration. Student Health Services will release all immunization holds after proof of immunizations is satisfied. Student Health Services may place a hold on a student’s record at any time if a student fails to comply with the requirements of this policy.

Student Health Services will release all immunization holds after proof of immunizations is satisfied. Student Health Services may place a hold on a student’s record at any time if a student fails to comply with the requirements of this policy.

Student Health Clinic
713-500-5171
https://www.uth.edu/studenthealth/index.htm

In recognition of tuberculosis as a serious public health threat, The University of Texas Health Science Center at Houston ("university") adopts the following policy to minimize the risk of exposure of employees, trainees (students, fellows and residents), patients and the general public to infectious tuberculosis. These measures are described in detail in the Tuberculosis Control Plan contained in the Institutional Biosafety Manual and are in line with current Centers for Disease Control and Prevention ("CDC") recommendations. Health care workers are required to become familiar with and to abide by the Tuberculosis Control Plan.

Employees and trainees with latent tuberculosis may attend classes and perform job duties and educational activities as long as they are physically and mentally able to participate and as long as they are able to perform job duties. Employees and trainees with infectious tuberculosis may be denied access to the university's facilities, may have restrictions placed on their job duties, and may be placed on a leave of absence until they are no longer infectious.

- It is the responsibility of the student or employee to provide documentation of non-infectivity to UTSHC or UTHS. Additional information may be requested after review of this information.

UTHealth Handbook of Operating Procedures (HOOP) Policy Number: 55

UTHealth Handbook of Operating Procedures (HOOP) Policy Number: 157
Accessing eValue

**Step 1:**

Login to your eValue account by going to [https://www.e-value.net/?s=uthealth](https://www.e-value.net/?s=uthealth)

Type in your MyUTH user ID in the “Username” field and your password in the “Password” field. Then click on the “Login” button.
Step 2:
The “Welcome” page.
From this page, click on the “Home” tab on the top left corner of the screen followed by the “Other Tasks” link.

There are links for eValue training and contact information for the coordinator of each specified Nursing Track on this page.
**Step 3:**
Now click on the “Manage Personal Records” link that appears under “Other Tasks”.

This will take you to your Personal Records Requirements page. Your page will look similar to the image on the next slide but not exactly. Do not worry if there are items in the screen shot below that do not appear on your own Immunization and Certification page. Your page will be designed for your program. Follow that one.
This page in your profile will not display all of the requirement categories as those will vary by nursing track, but it will cover enough for you to upload the supporting documents needed in each event space and complete the other fields as necessary. “Status” fields will be altered by your assigned Program Coordinator.

### Personal Records Requirements for Anesthesia8 Student8

<table>
<thead>
<tr>
<th>Certifications</th>
<th>Event Date</th>
<th>Note</th>
<th>Expiration Date</th>
<th>Requirement:</th>
<th>Status:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACLS (Recorded by: Parent Program)</td>
<td></td>
<td></td>
<td></td>
<td>Ongoing</td>
<td><em>status</em></td>
</tr>
<tr>
<td>Add attachment (click again for multiple)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BCLS training (Recorded by: Parent Program)</td>
<td></td>
<td></td>
<td></td>
<td>Ongoing</td>
<td><em>status</em></td>
</tr>
<tr>
<td>Add attachment (click again for multiple)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ Archive</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Criminal Background Check (Recorded by: Parent Program)</td>
<td></td>
<td></td>
<td></td>
<td>Ongoing</td>
<td><em>status</em></td>
</tr>
<tr>
<td>Add attachment (click again for multiple)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PALS (Recorded by: Parent Program)</td>
<td></td>
<td></td>
<td></td>
<td>Ongoing</td>
<td><em>status</em></td>
</tr>
<tr>
<td>Add attachment (click again for multiple)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RN License-TX (Recorded by: Parent Program)</td>
<td></td>
<td></td>
<td></td>
<td>Ongoing</td>
<td><em>status</em></td>
</tr>
<tr>
<td>Add attachment (click again for multiple)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Immunizations and Certifications Log

<table>
<thead>
<tr>
<th>Immunizations</th>
<th>Event Date</th>
<th>Note</th>
<th>Expiration Date</th>
<th>Requirement:</th>
<th>Status:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox (Varicella) - History of Disease (Recorded by: Parent Program)</td>
<td></td>
<td></td>
<td></td>
<td>One-time</td>
<td><em>status</em></td>
</tr>
<tr>
<td>Add attachment (click again for multiple)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flu Vaccine (Recorded by: Parent Program)</td>
<td></td>
<td></td>
<td></td>
<td>Ongoing</td>
<td><em>status</em></td>
</tr>
<tr>
<td>Add attachment (click again for multiple)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
eValue color-coding

eValue event spaces are color-coded like traffic signals for ease of use.

Red = To be entered; (requirement) not met

Yellow = To be verified; Pending

Green = (Requirement) Met
Pay close attention to eValue event dates and expiration dates as you upload files. Please adjust the event dates in E*Value to correspond with your files. An event date should reflect the date that a vaccine was administered, a lab test or titer was resulted, or a certification was issued. We cannot verify your files if the event dates do not match the dates printed on your documents!
Per SON policy:
All immunizations, CPR cards, TB screening document, and RN nursing license must be current from the first day of the semester through the last day of the semester in order to register for Spring 2020 courses or any student activities including clinical rotations.
https://nursing.uth.edu/currstudent/semcal.htm
Your RN License event space should have 2 files attached:

- Proof of a current TX Board of Nursing issued RN license
- A screenshot of the RN license verification page from the TX Board of Nursing website: [https://www.bon.texas.gov/forms/rninq.asp](https://www.bon.texas.gov/forms/rninq.asp)
Please upload an additional scan of RN License verification from TX Board of Nursing website (https://www.bon.texas.gov/forms/rnq.asp) that displays the issued date, expiration date, and RN license number.
Step 4:

1. Scroll to the far right to find the edit button it looks like this: 📞 click on it

2. Then scroll to the far left to find the “add attachment” button, which looks like this: 📂 Click on it

3. That should drop down to reveal a “choose file” button, which looks like this: ChooseFile
   Click on it

4. Upload your file in either Doc., Jpg. or Pdf. format (Pdf. works best)

5. In the space provided, add or adjust the event date to match your uploaded file (The date that the titer was resulted)

6. Scroll to the far right to find the “save” button, which looks like this: Save
   Click on it.

7. Repeat steps for the next requirement
Please Note!

There are only two categories for which you will enter in Expiration Dates, all other fields will default with the appropriate expiration date. Those two categories are: RN License and Hepatitis B Series 1 and Hepatitis B Series 2.

The last three pages of this training document, the *Immunization and Certification Overview* section, cover each Immunization and Certification category in detail specifically outlining the information you will need to enter in the Event and Expiration fields as well as any specific notes for each category. Please refer to this document often as you update your eValue profile.

Recap:

- You will need digital copies of your immunization documents that confirm that you have met the immunization requirements of the Cizik School of Nursing at UTHealth. These requirements are listed on the [School of Nursing Certification of Immunizations](https://example.com).

- You will need digital copies of all certifications required for your specific program, such as BCLS, ACLS, RN License, and similar.

- You will also need a digital copy of the [Social Security Consent to Release Form](https://example.com).

- Consult your primary care provider if you have questions about your specific vaccinations or extenuating circumstances. You may be required to show medical proof of any immunizations or titers.
Quick notes

- **CPR Certification Policy:** All students will maintain current “Healthcare Provider” status consistent with the requirements of the American Heart Association. The course must include instruction in adult, child, infant, and two-man CPR. Online training courses are accepted; such training must include a hands-on skills check-off component. Valid “healthcare provider” training is a prerequisite for enrollment in the School of Nursing.

- Please upload a copy of both sides of the CPR wallet card or a full page CPR E-Card.

- You must upload a scan of RN License verification from TX Board of Nursing website (https://www.bon.texas.gov/forms/rninq.asp) that displays the issued date, expiration date, and RN license number.

- Only attach viable scanned files in either pdf., jpeg, or doc. format.

- You only need to show proof of one type of negative TB test (PPD, IGRA, or TB Chest X-ray) to meet the tuberculosis clearance requirement.

- You will need to show proof of a positive **Hepatitis B Surface Antibody titer** to meet the requirement.

- You will need to show proof of a negative **Hepatitis C titer** to meet the requirement.

- It is your responsibility to adjust the eValue Event Date to correspond with each file that you upload. We cannot verify your files if the event dates do not match:
Pursuant to the UTHealth Handbook of Operating Procedures Policy Number: 129 – Stewardship of Educational Records

The Consent for Limited Release of Identifier form protects our students and their privacy in situations of information disclosure to both internal and external entities.

III. Disclosure with Prior Consent of the Student
With the student’s prior consent, the university will release personally identifiable student information in educational records or allow access to those records. Such consent must be written, signed and dated, and must specify the records to be disclosed, the party to whom the records are to be disclosed, and the purpose of the disclosure.

IV. Record of Disclosures
Each university department that maintains educational records will maintain with each student’s educational records, a record of each disclosure request and each disclosure, except for disclosures:
- to the student;
- pursuant to the written consent of the student;
- to a university official with legitimate educational interests;
- pursuant to a law enforcement subpoena and the issuing court or other issuing agency has ordered the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed or the order is concerning an authorized investigation or prosecution of domestic or international terrorism; or
- of directory information.
Step 5:
• Add the last four digits of your Social Security Number in the “Notes” section of this event space
• Print, complete, and sign the Social Security Consent to Release form (must be a handwritten signature)
• Upload the Social Security Consent to Release form here
• Adjust the event date to match the date that the form was signed
Criminal Background Check/Drug Screen Process

CRIMINAL BACKGROUND CHECK

All students must successfully clear a mandatory background check.

Access the website to submit your background check request: www.precheck.com (Select "Students" from the top right corner of the page and follow the instructions.)

Accepted applicants that have significant findings in their background check will have their cases referred to a review panel appointed by the School of Nursing. Applicants may be referred to the Texas Board of Nursing to obtain a declaratory order. Please visit the Texas Board of Nursing website for more information regarding declaratory orders. For more information regarding this requirement, please refer to policy number 81270.

DRUG SCREENING

All new students must successfully clear a mandatory drug screening test. Access the website to submit your drug screening request at www.surscan.com. Once at the website click on Login/Registrar. The School Code is UTHSC. For more information regarding this requirement, please refer to policy number 81270.

You will be notified when the review panel has completed approval of your criminal background check and drug screen. This review may take 7-10 business days to complete after the testing agency submits its report to UTHealth. Your Program Coordinator is not a member of the review panel and will likely not have any information on the timeliness of that panel’s process.
Email your program Coordinator:
This is perhaps the most important part of the process! Please send an email when/if you upload new files to your eValue profile as they are added to avoid delay. The eValue system is not programmed to notify our office automatically of any new changes so added files will often go unnoticed until we are contacted by the student/applicant.

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Email Box</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSN Post Master’s Acute</td>
<td><a href="mailto:MSNPMLevalue@uth.tmc.edu">MSNPMLevalue@uth.tmc.edu</a></td>
</tr>
<tr>
<td>MSN Post Master’s Adult</td>
<td><a href="mailto:MSNPMLevalue@uth.tmc.edu">MSNPMLevalue@uth.tmc.edu</a></td>
</tr>
<tr>
<td>MSN Post Master’s Family</td>
<td><a href="mailto:MSNPMLevalue@uth.tmc.edu">MSNPMLevalue@uth.tmc.edu</a></td>
</tr>
<tr>
<td>MSN Post Master’s Psych</td>
<td><a href="mailto:MSNPMLevalue@uth.tmc.edu">MSNPMLevalue@uth.tmc.edu</a></td>
</tr>
<tr>
<td>MSN Post Master’s Leadership and Administration</td>
<td><a href="mailto:MSNPMLevalue@uth.tmc.edu">MSNPMLevalue@uth.tmc.edu</a></td>
</tr>
<tr>
<td>MSN Education</td>
<td><a href="mailto:MSNPMLevalue@uth.tmc.edu">MSNPMLevalue@uth.tmc.edu</a></td>
</tr>
<tr>
<td>Post Master’s Emergency Trauma Care</td>
<td><a href="mailto:MSNPMLevalue@uth.tmc.edu">MSNPMLevalue@uth.tmc.edu</a></td>
</tr>
<tr>
<td>Post Master’s Nursing Education</td>
<td><a href="mailto:MSNPMLevalue@uth.tmc.edu">MSNPMLevalue@uth.tmc.edu</a></td>
</tr>
<tr>
<td>BSN Pacesetter</td>
<td><a href="mailto:BSNEvalue@uth.tmc.edu">BSNEvalue@uth.tmc.edu</a></td>
</tr>
<tr>
<td>RN-BSN</td>
<td><a href="mailto:BSNEvalue@uth.tmc.edu">BSNEvalue@uth.tmc.edu</a></td>
</tr>
<tr>
<td>Non-Degree PB Nursing</td>
<td><a href="mailto:BSNEvalue@uth.tmc.edu">BSNEvalue@uth.tmc.edu</a></td>
</tr>
<tr>
<td>Non-Degree PhD Nursing</td>
<td><a href="mailto:DoctoralEvalue@uth.tmc.edu">DoctoralEvalue@uth.tmc.edu</a></td>
</tr>
<tr>
<td>DNP</td>
<td><a href="mailto:DoctoralEvalue@uth.tmc.edu">DoctoralEvalue@uth.tmc.edu</a></td>
</tr>
<tr>
<td>DNP/MSN Nurse Anesthesia</td>
<td><a href="mailto:DoctoralEvalue@uth.tmc.edu">DoctoralEvalue@uth.tmc.edu</a></td>
</tr>
<tr>
<td>BSN-DNP</td>
<td><a href="mailto:DoctoralEvalue@uth.tmc.edu">DoctoralEvalue@uth.tmc.edu</a></td>
</tr>
<tr>
<td>PhD</td>
<td><a href="mailto:DoctoralEvalue@uth.tmc.edu">DoctoralEvalue@uth.tmc.edu</a></td>
</tr>
</tbody>
</table>