

Kentucky Health Data

Entering Student Health Data for Inclusion in End-of-Year Health Reports



Kentucky Department of Education
Division of District Support
School Year 2015-2016

KDE Contacts:

Karen Erwin, RN, Education School Nurse Consultant

karen.erwin@education.ky.gov

Division of District Support

502-564-5279 ext. 4457

Angie McDonald, RN, Resource Analyst

angela.mcdonald@education.ky.gov

Division of District Support

502-564-5279 ext. 4430

Health Data Entry

Overview

The Health folder of Student Information allows a user to record health information about individual students. It is important the health information recorded is done accurately and in the correct fields.

Health Conditions

Path: Student Information>Health>General>Conditions Tab

Data on all students with a documented chronic disease must be entered under the appropriate health condition code. Students with a chronic disease may also experience chronic absences. Schools need to be aware of all students with a chronic health condition to better serve the student and reduce any barrier to learning. The chronic health condition may be found on the student health information card that the parent or guardian has completed and/or documentation from the student's medical provider.

KRS 156.502 describes health services to be the provision of direct health care including the administration of medication, the operation, maintenance, or health care through the use of medical equipment or the administration of clinical procedures. Chronic health conditions that require daily delivery of a health service (by either the school nurse or trained, unlicensed school personnel) during the instructional day should be entered in the health tab under health condition and a brief description of what the required service written in the comments box.

Example: If a parent of a student with ADHD requests that the student receive a prescribed medication during the day (such as Ritalin or Adderall) the reason for the medication is the *Health Condition*. Using the steps on page 4 enter the following information.

- Search for ADHD
- Locate the health condition from the drop down box.
- Double-click on ADHD. The description and ICD-9 Code will be auto-populated.
- Under comments, enter the health service that is authorized for the school to perform (Example: administer Ritalin every day at noon).
- Enter the dosage as written on the prescription label.

Some students will not require a daily scheduled medication or medical procedure but may require accommodations for a chronic health condition. For example, students with an overactive bladder may need accommodations for more frequent bathroom breaks. If urinary frequency or incontinence of bowel or bladder is noted on the student's health card, the health condition can be found from the drop down menu or by typing in the first few letters of the chronic health conditions, then select the most appropriate ICD-9 code and then in the comment section, include a comment stating the student needs frequent bathroom breaks. Students requiring procedures such as tracheotomy care, tube feeding, or cauterization should also be entered with a description of the health service required to be provided.

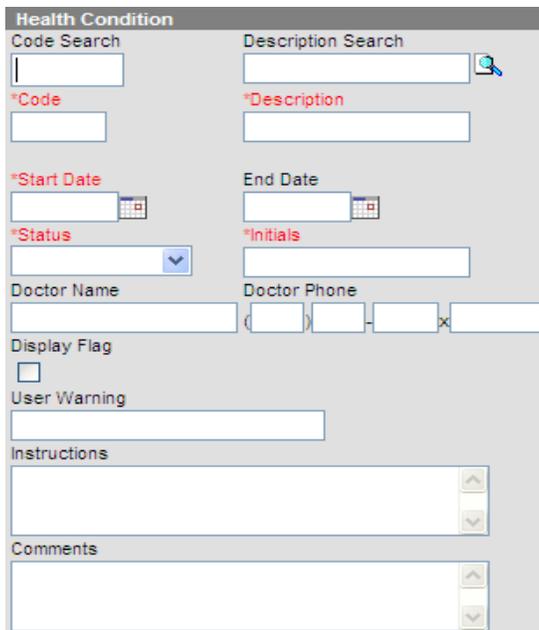
In addition, any chronic health condition that does not require a daily scheduled action; but potentially could require an emergency action/medication (if the emergency situation occurred) should also be entered on the Health Conditions tab and also a check placed in the "display flag" box. 

Examples include:

1. The student is known to have asthma but doesn't bring the inhaler to school. Asthma should be entered as the chronic health condition and then in the user warning box states that the child has no inhaler at school. Or, if the student has asthma and brings inhaler to school, enter the information how often the inhaler is to be used and/or where the inhaler is located.
2. Some students may require medication prior to an activity such as physical exercise. The user warning flag may also alert teachers and/or staff of the health services needed prior to the activity. Teachers and staff will be able to see information included in the user warning box when the arrow is hovering over the medical condition display flag.

Please use the display flag  and user warning box for chronic health conditions to provide information on how to provide emergency care for the student. Health Condition EOY Summary Report will only pull data from this flag.

You may continue to use the General Campus Medical flag  for ONLY non-health services information to notify teachers, such as “wears glasses.”



Use the Description Search to locate the Health

Condition/ICD-9 Code

Choose from the drop down menu the Health Condition for student.

Steps to Enter a Health Condition:

1. Select New Condition at the top of the Conditions tab.
2. Enter the name of the condition in the Condition Search box, such as ADHD or diabetes. Click the magnifying glass icon to search the ICD-9 entries.
3. Entries that match will show up in blue. Select the correct entry to load the name of the condition, as well as its code. (See Figure 1)
4. Enter the Start Date.

5. When or if the condition is resolved, an End Date should be used to indicate the condition is no longer being tracked or has been resolved. Enter the status of the condition, Not Resolved, Resolved or Unknown.

NOTE: If an end date is entered for this school year and the student returns the following school year with the same health condition, this information will have to be re-entered.

6. The person entering this information should put their initials in the Initials field.
7. The name of the doctor who diagnosed the condition may be entered in the Doctor Name field. This information is used in conjunction with Medicaid billing for services.
8. Enter the Doctor's Phone Number, if available.
9. Select the Display Flag checkbox IF this condition requires a warning about an EMERGENCY action that would need to take place if it occurred (e.g. diastat gel administered for a seizure or glucagon for diabetic episode). Selecting this will result in a flag appearing next to the student's name. The start and end dates determine when the flag will be displayed.
10. Enter a User Warning comment that will appear when the flag is hovered over. This is required if the Display Flag checkbox is selected. (See Figure 2)
11. Enter any instructions for the condition in the Instructions field.
12. In the Comments box, enter in additional information such as instructions from medical provider.
13. Click Save Condition at the top of the tab.



Figure 1



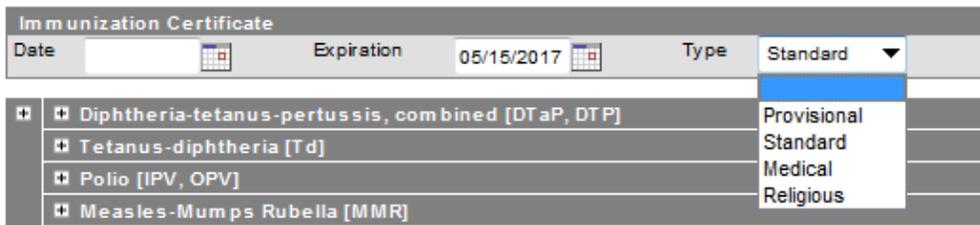
Figure 2

Immunizations

Path: Student Information > Health > General > Immunizations Tab

The immunizations tab includes fields for storing data related to the student's immunization certificate. The IC Health module provides reports that identify students with expired certificates, missing certificates as well as type of certificate. **Required data entry includes certificate date, expiration date and certificate type.** These will be reported to the Kentucky Department of Education at the end of the school year.

Required for Initial Entry and 6th Grade Students



The screenshot shows a form titled "Immunization Certificate". It has three main input fields: "Date" (with a calendar icon), "Expiration" (with the value "05/15/2017" and a calendar icon), and "Type" (with a dropdown menu). The dropdown menu is open, showing four options: "Standard" (selected), "Provisional", "Medical", and "Religious". Below these fields is a table of immunization types with expandable rows (indicated by a plus sign in a square):

Immunization Type	Type
Diphtheria-tetanus-pertussis, combined [DTaP, DTP]	Provisional
Tetanus-diphtheria [Td]	Standard
Polio [IPV, OPV]	Medical
Measles-Mumps Rubella [MMR]	Religious

Steps to enter a student's Kentucky Immunization Certificate data:

1. Enter the date the certificate was generated in the provider's office in the first date box.
2. Enter the expiration date (found above the signature) of the certificate submitted. If religious exemption is checked, no expiration date is required.
3. Select the type of certificate. If Medical Type is chosen, user should specify the Medical waiver under the immunization that is applicable.

Entering Immunization Waivers

To enter immunization waivers, open the correct shot record, select the district approved waiver reason, and enter the date in the MM/DD/YYYY or MMDDYY format. When you click Save at the top of the tab, it will refresh the Summary.

Health Screenings

Path: Student Information > Health > Screenings Tab

The Health Screenings tab allows you to store health screening information on a student. If a screening has been completed in the past, it will be shown on the Screening History. To edit a previous screening, simply click the blue link/bar.

Health Office Visits		Documents		Contact Log		Student Schedule			
Summary		Conditions		Immunizations		Screenings		Medications	
New		Print							
Screening History									
Type	Date	Comments							
Child & Teen Checkup	08/04/1999	Initial Entry Physical							
Vision/Hearing	12/07/2002								
Vision/Hearing	01/12/2005								
Child & Teen Checkup	11/16/2006								
Vision/Hearing	11/16/2006								
Child & Teen Checkup	08/09/2007	6th Grade Physical							

Steps to entering a New Screening

1. Click New at the top of the Screening tab.
2. The date will auto populate with today's date. If this is not correct, then enter the correct date by typing it in with the MM/DD/YYYY or MMDYY format or by clicking on the date box, and selecting the correct day.
3. From the Type dropdown box, select the required screening. This will open the correct screening records for this type.

Health Office Visits		Documents		Contact Log		Student Schedule			
Summary		Conditions		Immunizations		Screenings		Medications	
Save		Delete		New		Print			
Screening History									
Type	Date	Comments							
Child & Teen Checkup	08/04/1999	Initial Entry Physical							
Vision/Hearing	12/07/2002								
Vision/Hearing	01/12/2005								
Child & Teen Checkup	11/16/2006								
Vision/Hearing	11/16/2006								
Child & Teen Checkup	08/09/2007	6th Grade Physical							

Screening Detail	
*Date	*Type
04/24/2014	
Comments	
<input type="checkbox"/> Sports Physical	Early Childhood
<input type="checkbox"/> Height/Weight and Vital Signs	Health Appraisal
<input type="checkbox"/> Vision	Tuberculosis
<input type="checkbox"/> Hearing	Sports Physical
<input type="checkbox"/> Early Childhood Screening	Child & Teen Checkup
<input type="checkbox"/> Child and Teen Checkup	Placement
<input type="checkbox"/> Developmental, Social and Emotional	Height/Weight
<input type="checkbox"/> Speech	Re Screen
<input type="checkbox"/> Tuberculosis	Vision
	Hearing
	Vision/Hearing
	Dental
	Scoliosis
	Other

4. Enter in the pertinent information related to the student's screening in the appropriate boxes.
5. When you have completed the screening information, click Save at the top of the tab. This record will now appear with the Type, Date, and Comments visible in the Screening History window.

Batch Health Screening Entry

Path: Health >Batch Health Screening

The Batch Health Screening tool allows for mass entry of screening results for a group of students.

Steps to Batch Entry Screenings:

1. Select the school and year on the gray Campus Toolbar.
2. Select the Batch Health Screening tool from the Health Module.
3. Types of screenings (vision and hearing) may be entered using the batch tool.
4. To enter a batch screening, first select the grade level for the students.
5. If all students in the grade level will have the same screening type and results status, select All. If particular students will have a particular type/status combination, select those students using the Shift or Control keys while clicking the mouse.
6. Select the relevant screening type and test type. (Note: Type must be selected to count on the Kentucky Health Screening Report)
7. Select the relevant status for those students.
8. Click Submit.

The screenings will then be written on the student's health screening tab and will be included in the screening compliance report.

Health Screenings Guidelines

Physical Exams (Required) - Grades 00 and 06

Save Delete New Print All Print Selected Year Print Selected Screening

Hearing 12/13/2007

Screening Detail

*Date: 10/06/2015 *Type: Child & Teen Checkup Comments:

Sports Physical

Height/Weight and Vital Signs

Screening Date: 10/06/2015 Status:

Height: _____ inches Weight: _____ lbs. BMI: _____ BMI Percentile: _____ %

Blood Pressure: _____ Pulse: _____ Respiration: _____

Comments:

Follow-ups

Add Follow-up

Vision

Screening Date: _____ Vision Check Type: _____ Test Name: _____ Status: _____

Far Acuity L: 20/ _____ Far Acuity R: 20/ _____ Cor Lens: _____ External Inspection: _____

Near Acuity L: 20/ _____ Near Acuity R: 20/ _____ Plus Lens: _____ Stereo Vision: _____

Cover Test: _____ Color Vision: _____ Convergence: _____ Corneal Reflex: _____

Referral Date: _____

Comments:

Follow-ups

Add Follow-up

Hearing

Early Childhood Screening

Child and Teen Checkup

Date of Exam: 10/06/2015 Type: I: Initial Entry Location: D: Doctor Status: K: Known Condition

Early Childhood Screening Date: _____ Healthcare: _____

Comments: Asthma

Requirements:

- For initial entry into Kindergarten, if the student has previously received an Early Childhood Preventative Health Exam for entrance into either Head Start or Preschool, the Early Childhood Exam meets the preventative health exam requirement for initial entrance into a Kentucky public school.

- For entry into 6th grade, the student shall have a “Child & Teen Checkup” within one year of entering 6th grade.
- Date of Physical must be entered in this field.

702 KAR 1:160 allows school district the option of extending compliance with the physical exam requirement (initial entry and 6th grade) not to extend more than 2 months from the first day of school. **Therefore, Infinite Campus will count the student as meeting this requirement up until October 15 of the current school year.**

(Example: For a student entering grade 6 in a school that begins August 1, 2014, the physical exam must occur between August 1, 2013 and October 15, 2014.)

Vision Screening - School determines which grades will be screened

The screenshot shows a 'Screening Detail' form with the following fields and values:

- *Date: 10/06/2015
- *Type: Vision
- Comments: (empty)

Below this is a 'Sports Physical' section with a 'Vision' sub-section. The 'Vision' section contains the following fields:

- Screening Date: 10/06/2015
- Vision Check Type: S: Vision Screening
- Test Name: (empty)
- Status: F: Failed, needs follow-up
- Referral Date: 10/06/2015

Other fields in the 'Vision' section include: Far Acuity L, Near Acuity L, Cover Test, Comments, Ear Acuity R, Near Acuity R, Color Vision, Cor Lens, Plus Lens, Convergence, External Inspection, Stereo Vision, and Corneal Reflex.

At the bottom, there is a 'Follow-ups' section with an 'Add Follow-up' button.

Vision Screenings

The vision test type is “S” = Vision Screening and the date should be between the first day of school and the last day of school.

- Enter Date of Screening, Status (P: Pass/F: Fail)
- Test Type (S: Vision Screening)

Vision Referrals

The referral date is between the first day of school and the last day of the current school year.

- If failed original vision screening enter Referral Date, Status (F: Fail) and Test Type (R: Referral)

Vision Exams (Required) - Grade 00

Screening History		
Type	Date	Comments
Scoliosis	08/10/2011	Batch Entry
Child & Teen Checkup	04/27/2011	
Vision	08/27/2010	Batch Entry
Vision	12/30/2009	Vision exam.
Vision	04/05/2009	
Hearing	12/13/2007	

Screening Detail		
*Date	*Type	Comments
10/06/2015	Vision	

Sports Physical

Height/Weight and Vital Signs

vision

Screening Date 10/06/2015	Vision Check Type [Dropdown]	Test Name [Dropdown]	Status [Dropdown]
Far Acuity L 20/[]	Near Acuity R 20/[]	Cor Lens [Dropdown]	External Inspection [Dropdown]
Near Acuity L 20/[]	Near Acuity R 20/[]	Blue Lens [Dropdown]	Stereo Vision [Dropdown]
Cover Test [Dropdown]	Color Vision [Dropdown]	Convergence [Dropdown]	Corneal Reflex [Dropdown]
Comments [Text Area]		Referral Date [Date Picker]	

Follow-ups
Add Follow-up

If they wear or are prescribed glasses

→

Vision Exams

The vision test type is “E: Vision Exam”. The exam must be completed no later than January 1st of the first year a 3, 4, 5 or 6 year old enrolls in a Kentucky public school. Only one (1) vision exam is required.

- Enter Date of Exam, Status (P: Pass/F: Fail)
- Test Type (E: Vision Exam)

Hearing Screenings - School determines which grades will be screened

The screenshot shows a 'Screening Detail' form. At the top, there are fields for 'Date' (10/06/2015) and '*Type' (Hearing). Below this is a 'Comments' field. The main section is titled 'Sports Physical' and contains several sub-sections: 'Height/Weight and Vital Signs', 'Vision', and 'Hearing'. The 'Hearing' section is circled in blue and contains the following fields: 'Screening Date' (10/06/2015), 'Status', 'Type', 'Otoacoustic Emissions L', 'Otoacoustic Emissions R', 'Tympanometry L', 'Tympanometry R', and 'Otoscopic R'. Below these are two columns of frequency fields: 250 L, 500 L, 1000 L, 2000 L, 3000 L, 4000 L, 6000 L, 8000 L, 250 R, 500 R, 1000 R, 2000 R, 3000 R, 4000 R, 6000 R, 8000 R. At the bottom of the 'Hearing' section is a 'Comments' field. Below the 'Hearing' section is a 'Follow-ups' section with an 'Add Follow-up' button.

Hearing Screenings

The hearing type is “O” = Original or “OE” = Outside Exam and the date must be between the first day of school and the last day of the current school year.

- Enter Date of Screening, Status (pass/fail), Test Type (select appropriate type)

Hearing Referrals

- Enter Date of Referral, Failed for status and “R” for Test Type

Dental Exam or Dental Screenings (Required) - Students Aged 5 or 6

Districts are required to enter a dental exam or dental screenings for students aged five (5) or six (6) who enroll in a public school. Students are required to show proof of a dental screening or dental exam no later than January 1 of the first year of enrollment in Kentucky.

- Enter the Date of the screening/exam.
- Select the Test Type from the dropdown list, either Screening or Exam.
- **If referral needed, enter the date a referral was made.**
- Click Save.

*The student may be four (4) years of age when the exam or screening occurs, as long as the child's fifth (5th) birthday is no later than December 31 of the same calendar year and this is the first year the child is enrolled in Kindergarten.

The screenshot shows a 'Screening Detail' form. At the top, there are fields for Date (10/06/2015), Type (Dental), and Comments. Below this is a list of screening categories: Sports Physical, Height/Weight and Vital Signs, Vision, Hearing, Early Childhood Screening, Child and Teen Checkup, Developmental, Social-Emotional, Speech, Tuberculosis, Scoliosis, and Dental. The Dental section is expanded, showing fields for Date (10/06/2015), Test Type, Status, Expiration Date, Dental Exam Present, Caries History, Unrestored Caries, Soft Tissue Pathology, Malocclusion, Urgent Treatment, Restorative Care, Preventative Care, Dental Erosion, Dental Waiver Date, Dental Waiver Reason, and Referral Date. A blue box highlights the Date, Test Type, and Status fields. A red box highlights the Referral Date field with a red arrow pointing to it and the text 'If restorative care needed or if it is a screening'. Below the Dental section is a 'Follow-ups' section with an 'Add Follow-up' button. At the bottom, there are checkboxes for 'Lead Level' and 'Concussion'.

Health Data Verification Instructions

The Health Conditions & Alerts Summary and Student Immunization and Screening information will be extracted by KDE (no district submission required). Data should be cleaned up and ready for extraction by June 1st.

STUDENT HEALTH IMMUNIZATION REPORT SHOULD BE GENERATED AND SAVED BEFORE END-DATING THE ENROLLMENTS

End of Year Health Objective:

To verify district health data for the school year, the data should be verified by reviewing the following Infinite Campus extracts for accuracy prior to June 1st

Health Condition Summary

Path: Health>Reports>Health Condition Summary

Year: 14-15 School: Emma B. Ward Elementary School

Health Conditions Summary

This tool will extract a summary of Health Conditions occurring between the Start Date and End Date separated by group. Uncheck the "Include Calendars" checkbox to remove the Calendars section from the printout.

Extract Options

Start Date*: 08/04/2014
End Date*: 06/17/2015

Include Calendars:

Select HealthCondition groups

All Conditions
Health Conditions (non-grouped)

Which calendar(s) would you like to include in the report?

active year list by school list by year

14-15

- 14-15 Anderson County High Sch
- 14-15 Anderson County Middle S
- 14-15 Emma B. Ward Elementary
- 14-15 Ezra Sparrow Early Child
- 14-15 Phoenix Academy
- 14-15 Robert B. Turner Element
- 14-15 Saffell Street Elementar

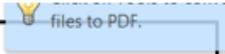
CTRL-click and SHIFT-click for multiple

CTRL-click or SHIFT-click to select multiple

1. Enter the Start and End Dates for the report. (Beginning of fiscal year through June 30th for state reporting)
2. Select All Conditions
3. Select all calendars for state reporting purposes. To select all calendars, use Ctrl-click or Shift-click.

4. Select Generate Extract
5. Review and confirm the data generated by the report prior to June 1st.

[REDACTED] District District #: [REDACTED] School Year: 2015	Health Condition Summary Date Range : 08/04/2014 - 06/17/2015 Generated on: 02/27/2015 10:46:03 AM
--	---



Calendars

Name
14-15 [REDACTED]

Health Conditions (non-grouped)

Code	Description	Total	Alerts
314.00	ADD/Attention deficit disorder	4	
314	ADHD	2	
314.9	ADHD-NOS	1	
314.01	ADHD/Attention deficit disorder with hyperactivity	44	
V 15.07	Allergy to Latex	8	2
V015.00	Allergy, other than to medicinal agents	16	
995.30	Allergy, unspecified	5	2
285.90	Anemia, unspecified	1	

Immunization Certificate

Path: Health>Reports> ImmunizationCertificate

The screenshot shows the 'Immunization Certificate Report' interface. At the top, the 'Year' is set to '14-15' and the 'School' is 'Emma B. Ward Elementary School'. The sidebar on the left contains a navigation menu with categories like 'Instruction', 'Census', 'Behavior', 'Health', 'Attendance', 'Scheduling', 'Fees', 'Grading & Standards', 'Medicaid', and 'Programs'. The 'Health' category is expanded, showing sub-items like 'Health Office Calendar', 'Batch Health Screening', and 'Reports'. The 'Immunization Certificate' item is selected. The main content area has a warning: 'Immunization Certificate Report. This is a very complex report, so try to limit the number of students run per batch. No Certificate Record Found should not be run in conjunction with Any other Selected Certificate Type.' Below this, there are two filter sections: 'Which students would you like to include in the report?' and 'Which calendar(s) would you like to include in the report?'. The 'Grade' filter is set to 'All Students' and the 'Calendar' filter is set to 'active year'. There are also checkboxes for 'Certificate Type' (Provisional, Standard, Medical, Religious) and 'No Certificate Record Found'. The 'Sort Options' section is set to 'Certificate Type'. A 'Generate Report' button is at the bottom.

1. CTRL-click grades 00 and 06
2. Highlight all schools with grades 00 and 06
3. Click the “No Certificate Record Found”
4. The report will list all grade 00 and 06 students who do not have a current valid certificate
5. Work with parents/guardians to get a valid certificate
6. Review and confirm the data generated by the report prior to June 1st

14-15 [REDACTED] High Sch

Grade	Student	Expiration Date	Certificate Date	Certificate Type
12	[REDACTED]			
10	[REDACTED]			
12	[REDACTED]			
12	[REDACTED]			
10	[REDACTED]	05/25/2020	05/25/2010	
12	[REDACTED]	08/27/2018	07/22/2011	
09	[REDACTED]	07/30/2010		
12	[REDACTED]	02/20/2022	02/20/2012	
12	[REDACTED]		12/08/2010	
11	[REDACTED]	06/25/2019	06/25/2009	
10	[REDACTED]	03/18/2011	12/04/2003	
12	[REDACTED]	09/10/2018	08/08/2001	
10	[REDACTED]			
10	[REDACTED]	05/10/2020	04/28/2010	
11	[REDACTED]			
12	[REDACTED]	04/06/2011	07/26/2001	

Student Health Screening

Path: Health>Reports>Student Health Screening

Year 14-15 School Emma B. Ward Elementary School

Index Search Help < **KY Student Health Screening Report**

System Administrator
CIITS
Parent Portal
‣ Student Information
‣ Instruction
‣ Census
‣ Behavior
‣ Health
  Health Office Calendar
  Batch Health Screening
  ‣ Reports
    Archived Health Visits
    Health Screenings Compli
    Immunization Batch
    Immunization Certificate
    Immunization Summary
    Immunizations
    Health Alert Summary
    Health Condition Summar
    Medication Summary
    Health Office Visit
    Health Condition Alerts
    Student Health Immunizati
    Student Health Screening
    KY Student Health Screen
    Generic Immunization Extr

After you click the Generate Report button, please wait until the job is complete before creating another report. Running multiple reports at the same time could cause system latency issues for your district.

The purpose of the KY Student Health Screening report is to verify numbers collected at KDE and displayed on the school report card.

If the numbers appear to be too low run the state published Health ad hoc queries to determine which students are included in the counts.

This report may take several minutes to render. Please do not click Generate Report more than once.

PDF ▾

Generate Report

1. Generate Report

Review and confirm the data generated by the report prior to June 1st

Appendix A

Overview of School Health Requirements per 702 KAR 1:160

Type	Age of child	School Documentation	Data Entry into IC?
Physical exam	3,4, or 5	Initial entry to school (can accept Head Start or Preschool)	Yes
Physical exam	10, 11 or 12 (usually)	Performed up to 1 year prior to 6th grade entry. <u>Student repeating grade 6 are exempt from exam</u>	Yes
Vision exam	3,4,5 or 6	Initial entry to school (can accept Head Start or Preschool)	Yes
Dental exam/screening	5 or 6*	Entry to grade 00- ONLY	Yes
Hearing and vision screening	any age	School determine which grades screened	Yes
Immunizations	varies	Immunization certificate for Grades 00 and 6th	Yes
Medication administration	varies	Medication administration for scheduled, PRN & ER	preferred
Health office visits	varies	Individual health office visits and treatments	preferred

* Dental Exam/screening must be between Jan 1 and December 31 of year enrolled in Grade 00. (FYI-child may be 4 years old at time of dental exam or screening, but must be at least 5 years old by Dec 31 of year enrolled in Grade 00)

Appendix B

System Administration

System Administration > Preferences > System Preferences

Sometimes a chronic health condition is not set up in the system to be “flagged”. Before any health condition may be “flagged”, there is some set-up that needs to be done under System Administration > Preferences > System Preferences and System Administration > Health > Conditions List.



The screenshot shows a sidebar menu on the left with 'System Preferences' selected. The main content area displays two settings: 'Flag Health Conditions' and 'Default Health Conditions', both with dropdown menus set to 'Yes'. A red arrow points from a text box on the right to these two settings.

The preference for Flag Health Conditions and Default Health Conditions should both be set to 'Yes' .
--

Please use the display flag  and user warning box for chronic health conditions to provide information on how to provide emergency care for the student.

Instructions on flagging a health condition

Path: System Administration > Health > Condition List

Once you have verified that these system preferences have been selected, you will need to designate the health conditions you want to be able to flag with a user warning.

The screenshot shows the 'HealthConditionList Editor' interface. The main table lists the following conditions:

Group	Code	Description
	822.V	Artificial eye
	788.00	Asphyxia, hypoxia during delivery
	507.00	Aspiration Pneumonia
	770.10	Aspiration syndrome of newborn
	493.90	Asthma, unspecified
	367.20	Astigmatism
	781.30	Ataxia nos, incoordination
	518.00	Atelectasis, other pulm. collapse
	691.80	Atopic derm, ex: cradle cap, eczema
	751.20	Atresia rectum and anal canal
	745.50	Atrial septal defect

The 'HealthConditionList Detail' form shows the following fields:

Active	Flagable	*Code	Type
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	493.90	

The description field contains: 'Asthma, unspecified'.

Steps to Flagging Condition:

1. Select the condition you want to flag by clicking on the condition name in the Health Condition List Editor.
2. Mark the Flagable checkbox. This allows a user to add a health condition flag to any student with that particular health condition, if needed.
3. Click Save.

Note: This will need to be done for each health condition that might need an alert flag.

Appendix C

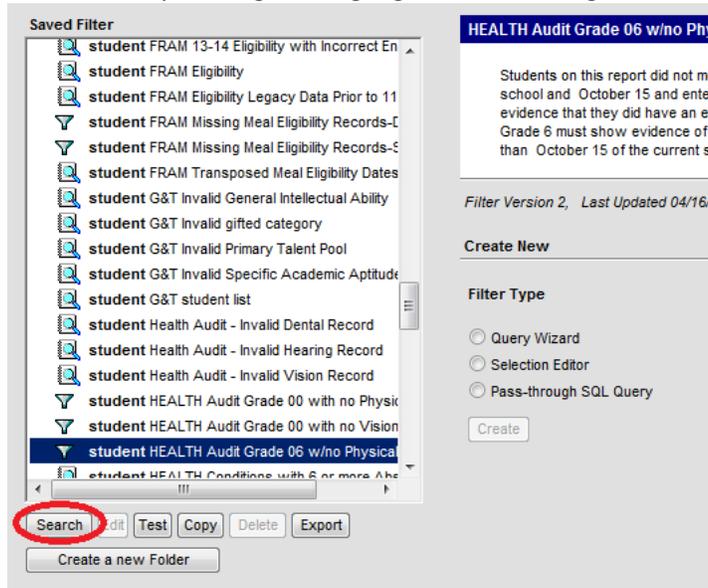
Health Screenings Ad Hoc reports

Path: Ad Hoc Reporting >Data Export > State Published

The following ad hoc reports are useful for checking Health Screenings in Infinite Campus. If you do not have access to these reports contact your district administrator for Infinite Campus and have them copied into one of your user groups.

-  **student** Health Audit - Invalid Dental Record
-  **student** Health Audit - Invalid Hearing Record
-  **student** Health Audit - Invalid Vision Record
-  **student** HEALTH Audit Grade 00 with no Physical Exam
-  **student** HEALTH Audit Grade 00 with no Vision Exam
-  **student** HEALTH Audit Grade 06 w/no Physical Exam

You can use the ad hoc filters to search for students by double clicking on the name of the filter in the saved filter list or by clicking it to highlight it and clicking the search button.



Students whose records need to be reviewed will be listed to the left of the screen. Click on the student's name and go to the screenings tab.

Path: Student Information >Health > General > Screenings tab

Health Office Visits	Documents	Contact Log	Student Schedule
Summary	Conditions	Immunizations	Screenings
Medications			

New Print

Screening History		
Type	Date	Comments
Vision Screening	07/26/2005	
Hearing Screening	07/26/2005	
Child & Teen Checkup	08/30/2005	Initial Entry Physical

Invalid Dental Records

This filter pulls any student with a dental record that does not indicate if it is a screening or an exam. Dental screenings, exams, and referrals are only reported for grade 00 students. If a dental record does not indicate if it is a screening or an exam, it cannot be counted as either. They will not be counted on the KY Student Health Screening Report. Please review these records and if the student did not have a dental screening or exam, remove the date. If the student was checked, please choose the correct type in the Test Type dropdown.

Screening Detail

*Date: 10/06/2015 *Type: Dental Comments: []

- Sports Physical
 - Height/Weight and Vital Signs
 - Vision
 - Hearing
 - Early Childhood Screening
 - Child and Teen Checkup
 - Developmental
 - Social-Emotional
 - Speech
 - Tuberculosis
 - Scoliosis
 - Dental
 - Date: 10/06/2015 Test Type: [] Status: [] Expiration Date: []
 - Dental Exam/Prevent: [] Caries History: [] Untreated Caries: [] Soft Tissue Pathology: []
 - Malocclusion: [] Urgent Treatment: [] Restorative Care: [] Preventative Care: []
 - Dental Erosion: [] Dental Waiver Date: [] Dental Waiver Reason: []
 - Referral Date: [] Comments: []

Follow-ups
Add Follow-up

- Lead Level
- Concussion

If restorative care needed or if it is a screening

Invalid Hearing Records

If a hearing record does not indicate the type of screening it is, it cannot be counted on the KY Student Health Screening Report. Please review these records and if the student was not checked, remove the date. If they were checked, please choose the correct type in the type dropdown. Only those records where type is "O: Original" or "OE: Outside Exam" are included in the count on the KY Student Health screening Report.

The image shows a screenshot of a web-based form for student health screening. At the top, there is a 'Screening Detail' section with fields for '*Date' (10/06/2015), '*Type' (Hearing), and 'Comments'. Below this is a tree view of screening categories: Sports Physical, Height/Weight and Vital Signs, Vision, and Hearing. The 'Hearing' section is highlighted with a blue circle. It contains several dropdown menus and input fields: 'Screening Date' (10/06/2015), 'Status', 'Type', 'Otoacoustic Emissions L', 'Otoacoustic Emissions R', 'Tympanometry L', 'Otoscope L', 'Tympanometry R', and 'Otoscope R'. Each of these categories has a list of frequency options (250, 500, 1000, 2000, 3000, 4000, 6000, 8000) for both Left (L) and Right (R) ears. At the bottom of the 'Hearing' section is a 'Comments' field and a 'Follow-ups' section with an 'Add Follow-up' button.

Invalid Vision Records

If a vision record does not indicate if it is a screening or an exam it cannot be counted as either. They will not be counted on the KY Student Health Screening Report. Please review these records and if the student did not have a vision screening or exam, remove the date. If they were checked, please choose the correct type in the test type dropdown.

The screenshot displays three sections of a software interface:

- Screening History:** A table with columns for Type, Date, and Comments. It lists several records, including Scoliosis, Child & Teen Checkup, Vision, and Hearing.
- Screening Detail:** A form for a specific screening on 10/06/2015, with the Type set to 'Vision'.
- Sports Physical - Height/Weight and Vital Signs - VISION:** A detailed form with several fields highlighted in blue:
 - Screening Date: 10/06/2015
 - Vision Check Type: A dropdown menu.
 - Test Name: A dropdown menu.
 - Status: A dropdown menu.
 - Cor Lens: A dropdown menu.
 - Referral Date: A date field.

A red arrow points from the text "If they wear or are prescribed glasses" to the 'Cor Lens' dropdown menu.

Grade 00 with no Physical Exam

Students on this report did not meet the criteria of an exam dated before October 15 and entered into IC. Please check to see if the date is incorrect or if there is evidence that they did have an exam prior to 10/15. Each student enrolled in a KY public school must show evidence of an initial entry exam (Headstart, Preschool or Kindergarten) prior to October 15 of the current school year. Students who enroll from out of state are allowed 2 months extension.

Save Delete New Print All Print Selected Year Print Selected Screening

Hearing 12/13/2007

Screening Detail

*Date: 10/06/2015 *Type: Child & Teen Checkup

Sports Physical

Height/Weight and Vital Signs

Screening Date: 10/06/2015 Status: [dropdown]

Height: [input] inches	Weight: [input] lbs.	BMI: [input]	BMI Percentile: [input] %
Blood Pressure: [input]	Pulse: [input]	Respiration: [input]	

Comments: [text area]

Follow-ups: Add Follow-up

Vision

Screening Date: [input] Vision Check Type: [dropdown] Test Name: [dropdown] Status: [dropdown]

Far Acuity L: 20/[input]	Far Acuity R: 20/[input]	Cor Lens: [dropdown]	External Inspection: [dropdown]
Near Acuity L: 20/[input]	Near Acuity R: 20/[input]	Plus Lens: [dropdown]	Stereo Vision: [dropdown]
Cover Test: [dropdown]	Color Vision: [dropdown]	Convergence: [dropdown]	Corneal Reflex: [dropdown]

Comments: [text area]

Referral Date: [input]

Follow-ups: Add Follow-up

Hearing

Early Childhood Screening

Child and Teen Checkup

Date of Exam: 10/06/2015	Type: I: Initial Entry	Location: D: Doctor	Status: K: Known Condition
Early Childhood Expiration Date: [input]		Healthcare: [dropdown]	

Comments: Asthma

cus/campus/#

Grade 06 with no Physical Exam

Students on this report did not meet the criteria of an exam dated between a year prior to the start of school and October 15 and entered into IC. Please check to see if the date is incorrect or if there is evidence that they did have an exam during this period. Each student enrolled in a KY public school Grade 6 must show evidence of a physical exam within one year prior to entering 6th grade or no later than October 15 of the current school year. Students who enroll from out of state are allowed 2 months extension.

The query will pull students who have no exam or have one outside the valid dates.

The screenshot shows a medical screening form with several sections. The top section is titled "Screening Detail" and contains a date field set to "10/06/2015" and a type dropdown menu set to "Child & Teen Checkup". Below this is a "Sports Physical" section, which is expanded to show "Height/Weight and Vital Signs". This section includes fields for "Screening Date" (10/06/2015), "Status", "Height" (inches), "Weight" (lbs.), "BMI", and "BMI Percentile". A blue box highlights the "Height", "Weight", "BMI", and "BMI Percentile" fields. Below this is a "Follow-ups" section with an "Add Follow-up" button. The next section is "Vision", followed by "Hearing" and "Early Childhood Screening". The "Child and Teen Checkup" section is expanded and highlighted with a blue box. It contains fields for "Date of Exam" (10/06/2015), "Type" (6: 6th Grader), "Location" (D: Doctor), and "Status" (N: Normal). Below this is a "Comments" field and another "Follow-ups" section with an "Add Follow-up" button. At the bottom, there is a red text instruction: "If there is a know condition, list here." with a pencil icon pointing to the comments field.

Grade 00 with no Vision Exam

Students on this report did not meet the criteria of an exam dated before October 15 and entered into IC. Please check to see if the date is incorrect or if there is evidence that they did have an exam prior to 10/15. KRS 156.160 requires that evidence shall be submitted to the school no later than January 1 of the first year that a three (3), four (4), five (5), or six (6) year-old child is enrolled in a public school, public preschool, or Head Start program.

Save Delete New Print All Print Selected Year Print Selected Screening

Hearing 12/13/2007

Screening Detail

*Date: 10/06/2015 *Type: Child & Teen Checkup

Sports Physical

Height/Weight and Vital Signs

Screening Date: 10/06/2015 Status: [Dropdown]

Height: [Input] inches Weight: [Input] lbs. BMI: [Input] BMI Percentile: [Input] %

Blood Pressure: [Input] Pulse: [Input] Respiration: [Input]

Comments: [Text Area]

Follow-ups

Add Follow-up

Vision

Screening Date: [Input] Vision Check Type: [Dropdown] Test Name: [Dropdown] Status: [Dropdown]

Far Acuity L: 20/[Input] Far Acuity R: 20/[Input] Cor Lens: [Dropdown] External Inspection: [Dropdown]

Near Acuity L: 20/[Input] Near Acuity R: 20/[Input] Plus Lens: [Dropdown] Stereo Vision: [Dropdown]

Cover Test: [Dropdown] Color Vision: [Dropdown] Convergence: [Dropdown] Corneal Reflex: [Dropdown]

Referral Date: [Input]

Comments: [Text Area]

Follow-ups

Add Follow-up

Hearing

Early Childhood Screening

Child and Teen Checkup

Date of Exam: 10/06/2015 Type: I: Initial Entry Location: D: Doctor Status: K: Known Condition

Early Childhood Screening Date: [Input] Healthcare: [Dropdown]

Comments: Asthma

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Appendix D

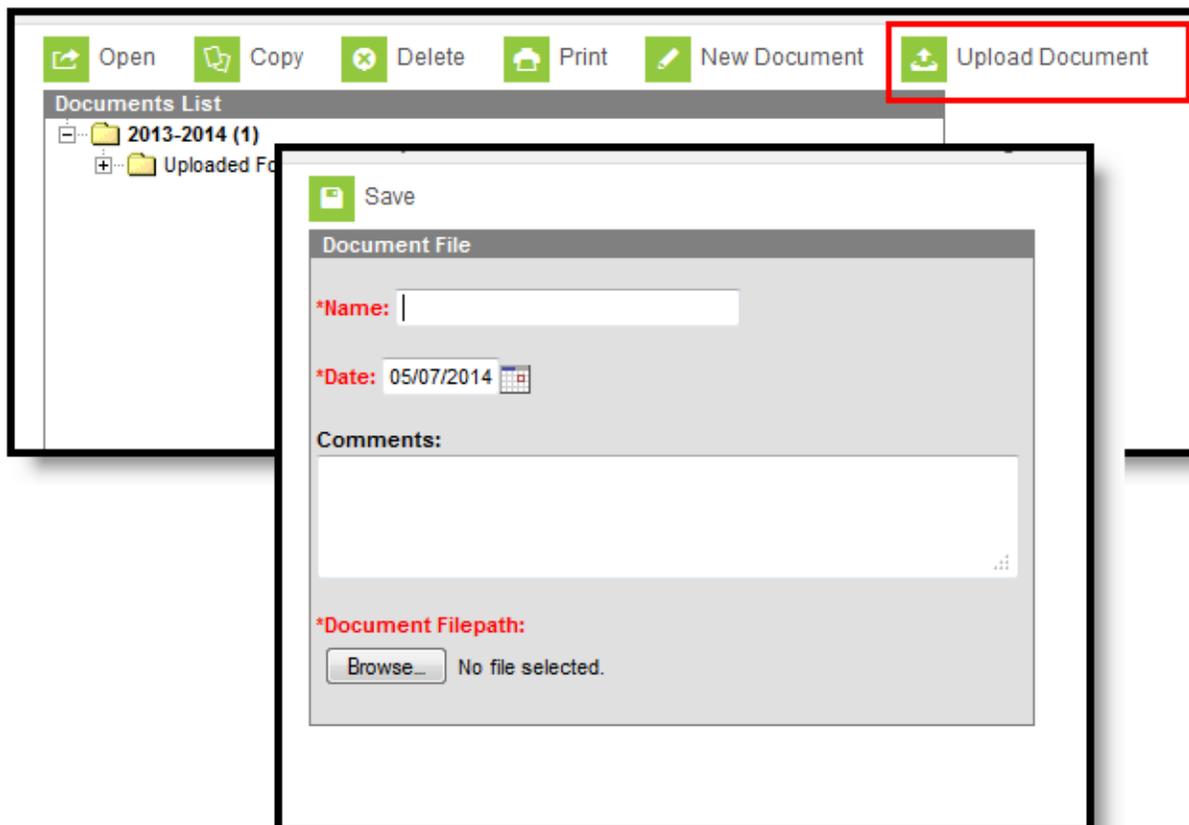
Uploading Student Health Documents

This feature may be used to save any health records instead of keeping a paper copy in the Student Cumulative Folder.

Path: *Student Information>Health>Documents*

The Upload Document option allows users to add existing additional documents and forms to a student's Documents tab. All uploaded documents will appear under the Uploaded Forms folder. [Feedback](#)

1. Click the **Upload Document** icon. A Document File editor displays.
2. Enter a **Name** for the document.
3. The **Date** will default to the current date. Modify if desired by entering a date in *mmddyy* format or selecting the Calendar icon and choosing a date.
4. Enter any **Comments** about the document.
5. Click **Browse** to select the file to upload. From Browse window, click **OK** when the document is selected or double click on the document name to select it. **Only .pdf, .txt, .doc and .odt file types can be uploaded.**
6. Click **Save** when finished. Uploaded documents will appear in the Uploaded Forms folder of the Document List.



Uploading a Document

Source: Infinite Campus, Campus Community, Knowledge Base, Documents (Student Health)