

# 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 2024-2025



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## 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

#### Search Terms: Health Conditions

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.

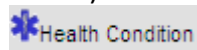
Example: If a parent of a student with ADHD requests that the student receive a prescribed medication during the day (such as Ritalin or Adderall) the reason for the medication is the *Health Condition*. Using the steps on page 4 enter the following information.

- Search for ADHD
- Locate the health condition from the dropdown box.
- Double-click on ADHD. The description and ICD-10 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 dropdown menu or by typing in the first few letters of the chronic health conditions, then select the most appropriate ICD-10 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 catheterization 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 an inhaler to school, enter the information about 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.

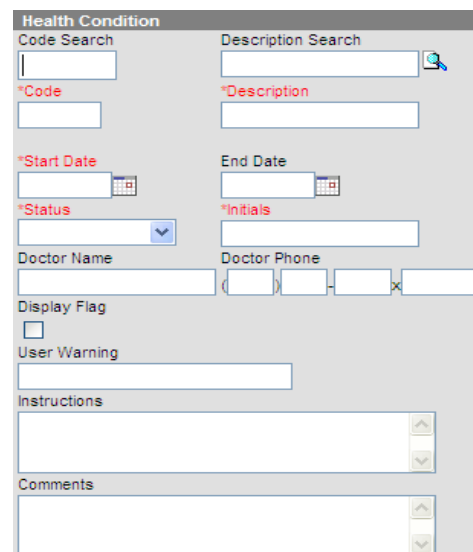
Please use the display flag  and user warning box for chronic health conditions to provide information on how to provide emergency care for the student. Health Condition EOY Summary Report will only pull data from this flag.

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-10 Code

Choose from the dropdown 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-10 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.



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.



11. Enter any instructions for the condition in the Instructions field.
12. In the Comments box, enter in additional information such as instructions from the medical provider.
13. Click Save Condition at the top of the tab.

## Immunizations

### Search Terms: Health Immunizations

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 6<sup>th</sup> Grade Students*

Immunization Certificate		
Date	<input type="text" value="05/15/2017"/>	Expiration
	<input type="text" value="05/15/2017"/>	Type
		Standard ▼
		Provisional
		Standard
		Medical
		Religious

<input type="checkbox"/>	Diphtheria-tetanus-pertussis, combined [DTaP, DTP]
<input type="checkbox"/>	Tetanus-diphtheria [Td]
<input type="checkbox"/>	Polio [IPV, OPV]
<input type="checkbox"/>	Measles-Mumps Rubella [MMR]

### 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, the 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

### Search Terms: Health Screenings

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

NewPrint

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 Screenings 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	<b>Screenings</b>
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	
<div>Early Childhood Health Appraisal Tuberculosis Sports Physical Child &amp; Teen Checkup Placement Height/Weight Re Screen Vision Hearing Early Childhood Screening Child and Teen Checkup Developmental, Social and Emotional Speech Tuberculosis</div>	

4. Enter 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**

#### **Search Terms: Health Screenings**

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 have the same screening type and results status, select All. If particular students 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.



Index Search Help < **Batch Health Screening**

This page is used to create or update screening test results for multiple students in a grade level.

Select a Grade

Screening Date

Screening Type

Test Type

Test Status

Select a Student

Submit

Removal  
Behavior Attendance Audit

Health  
Health Office Calendar  
**Batch Health Screening**  
Reports  
Attendance  
Scheduling  
Fees  
Grading & Standards  
Course Masters  
Auto Grade  
Grading Window

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

c:\ramnuc/#

Requirements:

- For initial entry into Kindergarten, if the student has previously received an Initial Entry Health Exam for entrance into either Head Start or Preschool, the Initial Entry Exam meets the preventative health exam requirement for initial entrance into a Kentucky public school.
- For entry into 6<sup>th</sup> grade, the student shall have a “Child & Teen Checkup” within one year of entering 6<sup>th</sup> 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 6<sup>th</sup> 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, 2018, the physical exam must occur between August 1, 2017, and October 15, 2018.

### Vision Screening - School determines which grades will be screened

### 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

The screenshot shows a software interface for vision exams. At the top is a 'Screening History' table with columns for Type, Date, and Comments. Below it is a 'Screening Detail' section with fields for Date (10/06/2015), Type (Vision), and Comments. The main section is titled 'Sports Physical' and contains a 'Height/Weight and Vital Signs' subsection. Under this, the 'VISION' section is highlighted with a blue box. It contains several fields: 'Screening Date' (10/06/2015), 'Vision Check Type' (dropdown), 'Test Name' (dropdown), 'Status' (dropdown), 'Far Acuity L' (20/ dropdown), 'Near Acuity L' (20/ dropdown), 'Cover Test' (dropdown), 'Comments' (text area), 'Far Acuity R' (20/ dropdown), 'Near Acuity R' (20/ dropdown), 'Color Vision' (dropdown), 'Cor Lens' (dropdown), 'Blue Lens' (dropdown), 'Convergence' (dropdown), 'Referral Date' (calendar), 'External Inspection' (dropdown), 'Stereo Vision' (dropdown), and 'Corneal Reflex' (dropdown). A red arrow points from the text 'If they wear or are prescribed glasses' to the 'Cor Lens' dropdown. The 'Follow-ups' section at the bottom has an 'Add Follow-up' button.

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: 10/06/2015 \*Type: Vision Comments:

**Sports Physical**

**Height/Weight and Vital Signs**

**VISION**

Screening Date: 10/06/2015

Far Acuity L: 20/ Near Acuity L: 20/ Cover Test: Comments:

Far Acuity R: 20/ Near Acuity R: 20/ Color Vision: Vision Check Type: Test Name: Status: Cor Lens: Blue Lens: Convergence: Referral Date: External Inspection: Stereo Vision: Corneal Reflex:

If they wear or are prescribed glasses

**Follow-ups**

Add Follow-up

## 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 software interface for recording hearing screening data. At the top, there is a 'Screening Detail' section with fields for '\*Date' (10/06/2015), '\*Type' (Hearing), and 'Comments'. Below this is a sidebar menu with options: 'Sports Physical', 'Height/Weight and Vital Signs', 'Vision', and 'Hearing'. The 'Hearing' option is selected and highlighted with a blue circle. The main area displays the 'Hearing' form, which includes fields for 'Screening Date' (10/06/2015), 'Status' (a dropdown menu), and 'Type' (a dropdown menu). Below these are sections for 'Otoacoustic Emissions L', 'Otoacoustic Emissions R', 'Tympanometry L', and 'Tympanometry R'. Each of these sections contains a list of frequency options (250, 500, 1000, 2000, 3000, 4000, 6000, 8000) for both Left (L) and Right (R) ears, each with an associated input field. At the bottom, there is a 'Comments' field and 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' category is expanded, showing a grid of fields. A blue box highlights the 'Date' (10/06/2015), 'Test Type' (Dental), and 'Status' (Uninitiated Service) fields. A red arrow points to the 'Referral Date' field, which is empty, with the text 'If restorative care needed or if it is a screening' next to it. Other fields in the grid include 'Dental Erosion Present', 'Malocclusion', 'Dental Erosion', 'Dental Waiver Date', 'Dental Waiver Reason', 'Expiration Date', 'Soft Tissue Pathology', 'Preventative Care', and 'Comments'. At the bottom, there is a 'Follow-ups' section with an 'Add Follow-up' button, and a 'Lead Level' section with a 'Concussion' checkbox.

## 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 1<sup>st</sup>.

### End of Year Health Objective:

To verify district health data for 2022-23 school year, the data should be verified by reviewing the following Infinite Campus extracts for accuracy prior to June 1<sup>st</sup>

## Health Condition Summary

### Search Terms: Health Reports

The screenshot shows the 'Health Conditions Summary' tool interface. At the top, there are dropdown menus for 'Year' (set to 14-15) and 'School' (set to Emma B. Ward Elementary School). Below these are tabs for 'Index', 'Search', and 'Help'. The 'Search' tab is active, showing a list of search results on the left sidebar. The main content area is titled 'Health Conditions Summary' and contains a description: '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.' Below this, there are three sections: 'Extract Options', 'Select HealthCondition groups', and 'Which calendar(s) would you like to include in the report?'. The 'Extract Options' section has fields for 'Start Date\*' (08/04/2014) and 'End Date\*' (06/17/2015), and a checkbox for 'Include Calendars' which is checked. The 'Select HealthCondition groups' section has a list box with 'All Conditions' and 'Health Conditions (non-grouped)'. The 'Which calendar(s) would you like to include in the report?' section has radio buttons for 'active year', 'list by school', and 'list by year', with 'active year' selected. Below this is a list of calendars for the 14-15 school year, including Anderson County High Sch, Anderson County Middle S, Emma B. Ward Elementary, Ezra Sparrow Early Child, Phoenix Academy, Robert B. Turner Element, and Saffell Street Elementar. A 'Generate Extract' button is located at the bottom of the 'Extract Options' section. A note at the bottom right says 'CTRL-click or SHIFT-click to select multiple'.

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

Index Search Help < **Health Conditions Summary**

► 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 Screeni  
Generic Immunization Extr  
► Attendance  
► Scheduling

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 ☒  
Generate Extract

**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

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

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

files to PDF.

#### 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

### Search Terms: Health Reports

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

Index Search Help

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.

Which students would you like to include in the report?

☒ Grade ☐ Ad Hoc Filter

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 or SHIFT-click to select multiple

**Certificate Type**

☐ Provisional  
☐ Standard  
☐ Medical  
☐ Religious

Certificate Date: [ ] To [ ]

Expiration Date: [ ] To [ ]

☐ No Certificate Record Found

**Sort Options**

☐ Grade  
☐ Student Name  
☒ Certificate Type

Generate Report

CTRL-click grades 00 and 06

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

14-15 Multiple Schools 02/27/2015 10:52:49 AM	Immunization Certificate Report
---	---------------------------------

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

### Search Terms: Health Reports

Year14-15SchoolEmma B. Ward Elementary School

IndexSearchHelp

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 Screenshot  
Generic Immunization Extr

KY Student Health Screening Report

**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 1<sup>st</sup>

## 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 determines which grades screened	Yes
Immunizations	varies	Immunization certificate for Grades 00 and 6th  Immunization certificate reviews for DPH annual immunization survey for Grades 00, 7 <sup>th</sup> , 11 <sup>th</sup> (and 12 <sup>th</sup> for 2018-2019 school year only)	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- a 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

Campus Path: System Administration | Preferences | System Preferences

Search Terms: 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 preference for Flag Health Conditions and Default Health Conditions should both be set to ‘Yes’.

▼ Preferences

Reports


Reports Roll Forward


Student Number Format

System Preferences

Flag Health Conditions Yes ▼

Default Health Conditions 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

Search Terms: Health Condition

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.

Index Search Help <

- Counseling
- Custom
- Data Interchange
- Data Utilities
- Grading & Standards
- ▼ Health
  - Health Complaint Type
  - Health Discharge Type
  - Form Documents
  - Vaccines
  - Compliance Labels
  - Intervention Type
  - Observation Types
  - Vaccine Exemptions
  - Condition List

Condition List

Save Delete New

HealthConditionList Editor

Group	Code	Description
	52.2.V	Artificial eye
	768.00	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

HealthConditionList Detail

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

\*Description

Asthma, unspecified

Group

▼

## 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 flaggable 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

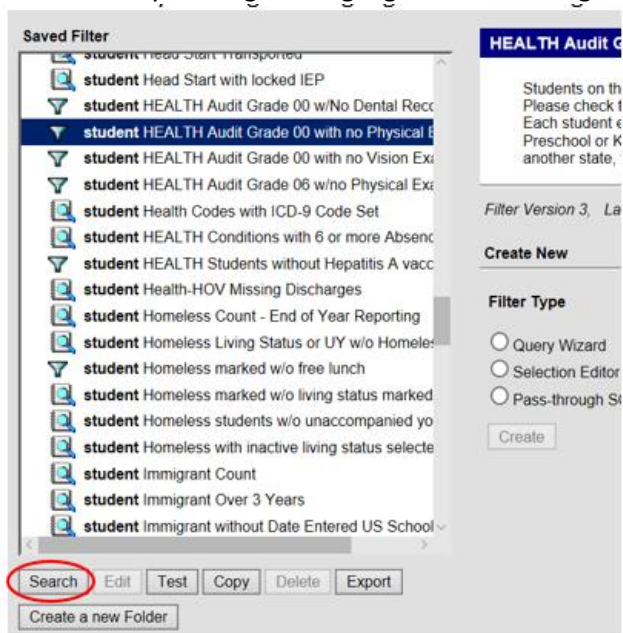
### Health Screenings Ad Hoc reports

#### Search Terms: Data Export

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 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.

## Search Terms: Health Screenings

Health Office Visits		Documents	Contact Log	Student Schedule
Summary		Conditions	Immunizations	Screenings
<div> <div>New</div> <div>Print</div> </div>				
<b>Screening History</b>				
Type	Date	Comments		
Vision Screening	07/26/2005			
Hearing Screening	07/26/2005			
Child & Teen Checkup	08/30/2005	Initial Entry Physical		

## 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 (Head Start, 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

Type

Comments

10/06/2015

Child & Teen Checkup

Sports Physical

Height/Weight and Vital Signs

Screening Date

Status

10/06/2015

Height

Weight

BMI

BMI Percentile

inches

lbs.

%

Blood Pressure

Pulse

Respiration

Comments

Follow-ups

Add Follow-up

Vision

Screening Date

Vision Check Type

Test Name

Status

10/06/2015

Far Acuity L

Far Acuity R

Cor Lens

External Inspection

20/

20/

Near Acuity L

Near Acuity R

Plus Lens

Stereo Vision

20/

20/

Cover Test

Color Vision

Convergence

Corneal Reflex

Comments

Follow-ups

Add Follow-up

Hearing

Early Childhood Screening

Child and Teen Checkup

Date of Exam

Type

Location

Status

10/06/2015

I: Initial Entry

D: Doctor

K: Known Condition

Early Childhood Screening Date

Healthcare

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 'Screening Detail' form. At the top, there is a 'Date' field with '10/06/2015' and a 'Type' dropdown menu set to 'Child & Teen Checkup'. Below this is a 'Comments' text area. The form is divided into sections: 'Sports Physical', 'Height/Weight and Vital Signs', 'Vision', 'Hearing', 'Early Childhood Screening', and 'Child and Teen Checkup'. The 'Height/Weight and Vital Signs' section is highlighted with a blue box and contains fields for 'Screening Date' (10/06/2015), 'Status' (dropdown), 'Height' (inches), 'Weight' (lbs.), 'BMI', and 'BMI Percentile'. The 'Child and Teen Checkup' section is also highlighted with a blue box and contains fields for 'Date of Exam' (10/06/2015), 'Type' (6: 6th Grader), 'Location' (D: Doctor), and 'Status' (N: Normal). An orange arrow points to a 'Comments' field in this section with the text 'If there is a know condition, list here.'.

## 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.

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

Early Childhood Expiration Date: Healthcare:

Comments: Asthma

## Appendix D

### Uploading Student Health Documents

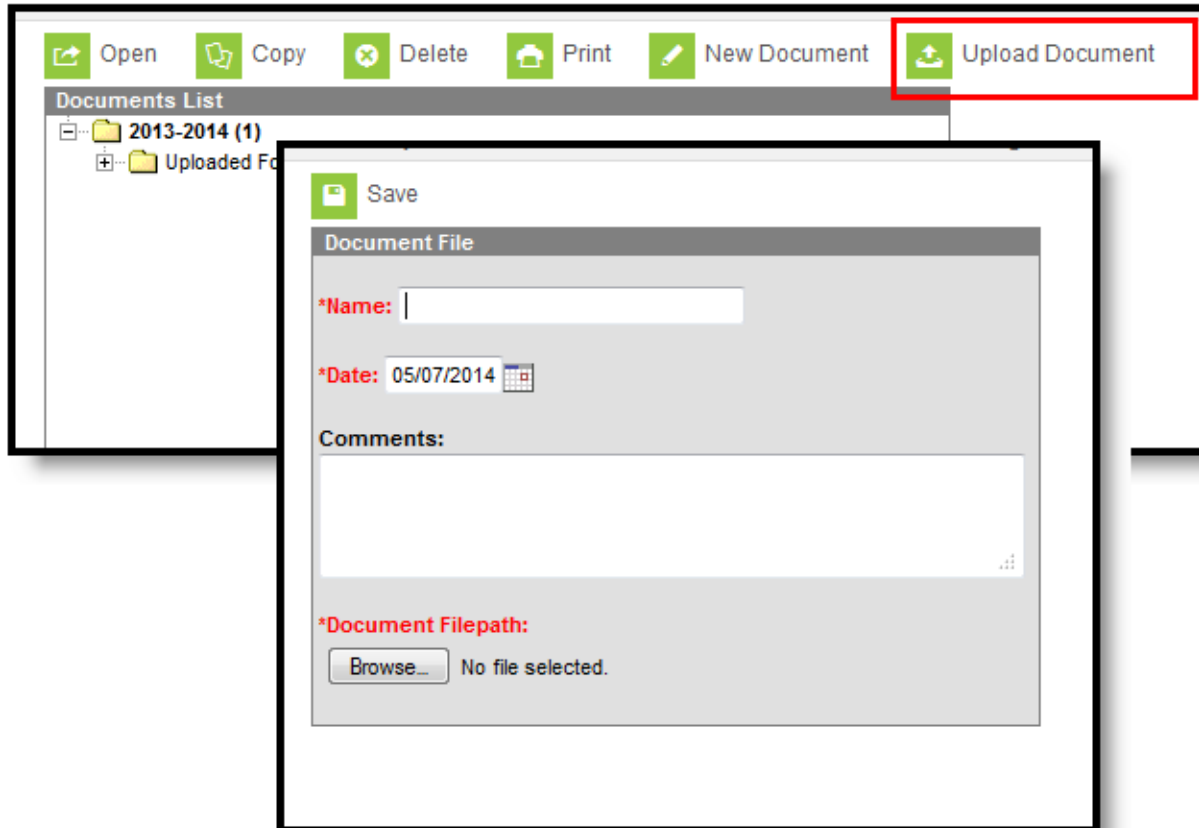
This feature may be used to save any health records instead of keeping a paper copy in the Student Cumulative Folder.

### Search Terms: 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 *mmdyy* 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)

## Appendix E

### AED Counts



#### Tracking of Portable Automated External Defibrillators (AED)







As of June 29, 2023, [KRS 158.1621](#) requires school districts to report to the Kentucky Department of Education the number of portable automated external defibrillators at each school within the district. Using this



information, KDE is required to publish a report on the number of portable automated external defibrillators in Kentucky public schools by school and school district to the department's website and submit the report to the General Assembly's Interim Joint Committee on Education, Interim Joint Committee on Health Services, and Interim Joint Committee on Families and Children by October 1 of each year. Below you will find guidance on how to enter this data into Infinite Campus. This guidance will also be added to the [Health Data Standard](#).

### Search Terms: AED Count

 Save
 Delete All

Select School	School Health Information
<div style="display: flex; align-items: center;">  <span>County District Office</span> </div> <div style="display: flex; align-items: center;">  <span style="background-color: #00a0e3; color: white; padding: 2px;">County Elementary School</span> </div> <div style="display: flex; align-items: center;">  <span>County High School</span> </div> <div style="display: flex; align-items: center;">  <span>County Middle School</span> </div> <div style="display: flex; align-items: center;">  <span>County Primary Center</span> </div> <div style="display: flex; align-items: center;">  <span>Learning Academy</span> </div>	<div style="margin-bottom: 5px;">2023-2024 Number of AED</div> <input style="width: 100%;" type="text"/> <div style="margin-bottom: 5px;">2024-2025 Number of AED</div> <input style="width: 100%;" type="text"/> <div style="margin-bottom: 5px;">2025-2026 Number of AED</div> <input style="width: 100%;" type="text"/> <div style="margin-bottom: 5px;">2026-2027 Number of AED</div> <input style="width: 100%;" type="text"/> <div style="margin-bottom: 5px;">2027-2028 Number of AED</div> <input style="width: 100%;" type="text"/> <div style="margin-bottom: 5px;">2028-2029 Number of AED</div> <input style="width: 100%;" type="text"/> <div style="margin-bottom: 5px;">2029-2030 Number of AED</div> <input style="width: 100%;" type="text"/> <div style="margin-bottom: 5px;">2030-2031 Number of AED</div> <input style="width: 100%;" type="text"/>

By August 1 of each school year, enter the number of AEDs located at each school in the district. Click SAVE. If the district has additional AEDs that are not stored at individual school, for example AEDs that are used at sporting events, district events or located at board offices/transportation offices/etc., please enter those AEDs at the "District Office". Each AED owned by the district should only be counted at one location. Please report where the AED is located as of August 1.

**Note:**

Districts may contract with facilities and the facilities have AEDs that are maintained by the contractor. Future leases need to include requirements that the facility has AEDs and maintains them.