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 2023-2024

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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
Campus Path: Student Information>Health> Conditions Tab
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.
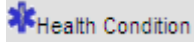
KRS 156.502 describes health services to be the provision of direct health care including the administration of medication, the operation, maintenance, or health care through the use of medical equipment or the administration of clinical procedures. Chronic health conditions that require daily delivery 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).
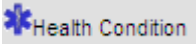- Enter the dosage as written on the prescription label.

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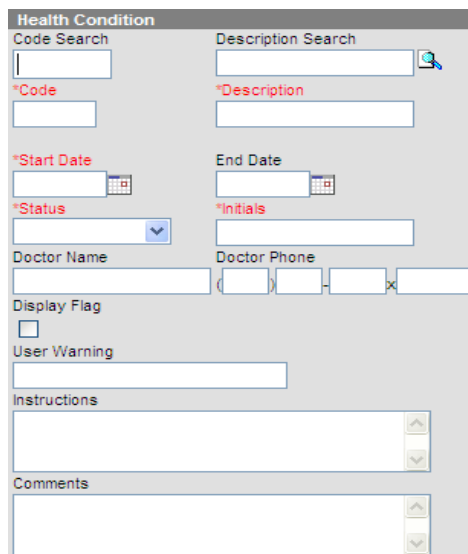
Please use the display flag **Health Condition** and user warning box for chronic health conditions to provide information on how to provide emergency care for the student. Health Condition EOY Summary Report will only pull data from this flag.

You may continue to use the General Campus Medical flag **Medical** 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
Campus Path: Student Information > Health > Immunizations Tab
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 6th Grade Students

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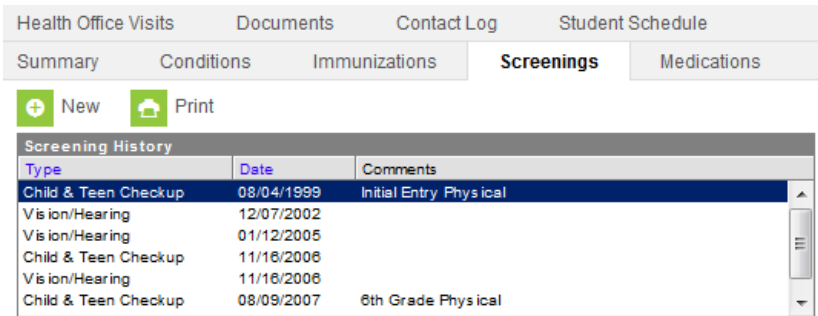
To enter immunization waivers, open the correct shot record, select the district approved waiver reason, and enter the date in the MM/DD/YYYY or MMDDYY format. When you click Save at the top of the tab, it will refresh the Summary.

Health Screenings
Campus Path: Student Information >Health > Screenings Tab
**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.

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.
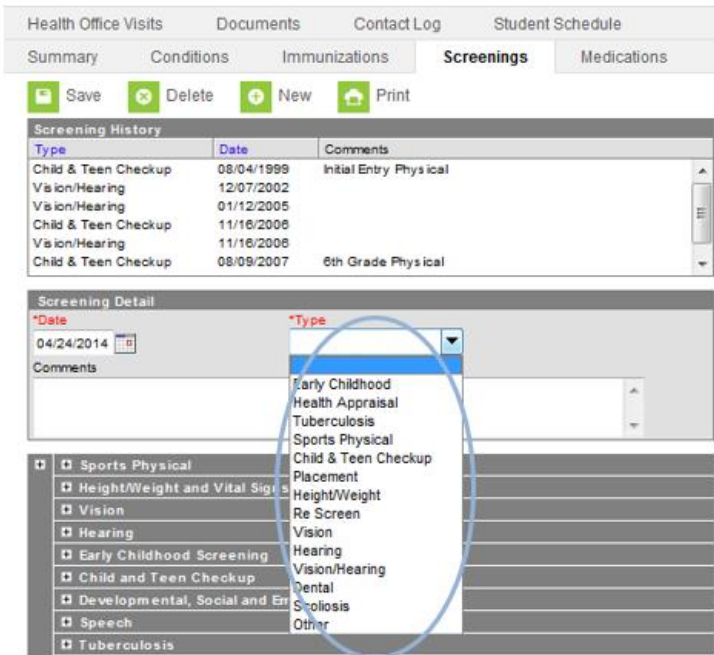
4. Enter the pertinent information related to the student's screening in the appropriate boxes.

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
Campus Path: Health >Batch Health Screening
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.

8

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   *Type   Comments
10/06/2015   Child & Teen Checkup ▼

Sports Physical

Height/Weight and Vital Signs
Screening Date   Status
10/06/2015   ▼

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   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   Referral Date

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 Expiration Date   Healthcare
                                                                  ▼
Comments
Asthma

s.us/campus/#

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 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, 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

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

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.

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.

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 1st

Health Condition Summary
Campus Path: Health | Reports | Health Condition Summary
Search Terms: Health Reports

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.

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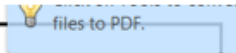
Calendars

Name
14-15 ████████████

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
Campus Path: Health | Reports | 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.

▸ 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
▸ Fees
▸ Grading & Standards
▸ Medicaid
▸ Programs

Which students would you like to include in the report?

◉ Grade

All Students
K
00
01
02
03
04
05
06
07
08
09
10
11
12
14
97
98

○ Ad Hoc Filter [▼]

Certificate Type

☐ Provisional
☐ Standard
☐ Medical
☐ Religious

Certificate Date: [   ]🔲 To [   ]🔲
Expiration Date: [   ]🔲 To [   ]🔲
☐ No Certificate Record Found

Sort Options
○ Grade
○ Student Name
◉ Certificate Type

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

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 1st.

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

14-15 ▮▮▮▮▮▮▮▮▮High Sch

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

Student Health Screening
Campus Path: Health | Reports | Student Health Screening
Search Terms: Health Reports

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 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, 7th, 11th (and 12th 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
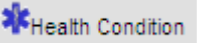
Sometimes a chronic health condition is not set up in the system to be "flagged" Before any health condition may be "flagged", there is some set-up that needs to be done under System Administration | Preferences | System Preferences and System Administration | Health | Conditions List.

The preference for Flag Health Conditions and Default Health Conditions should both be set to '**Yes**'.
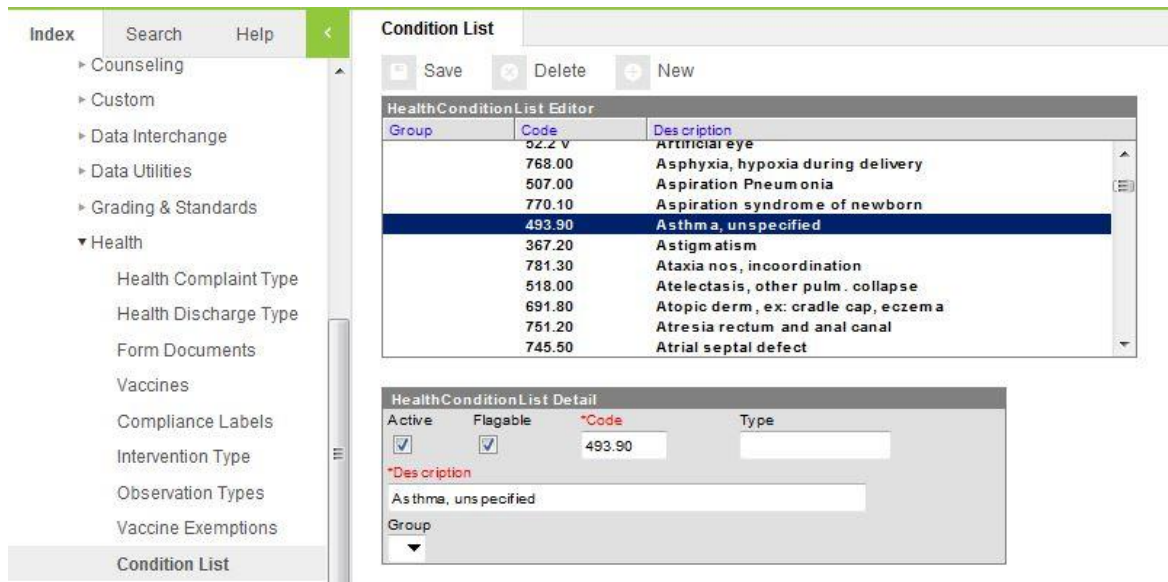
Please use the display flag [Health Condition] and user warning box for chronic health conditions to provide information on how to provide emergency care for the student.

Instructions on flagging a health condition
Campus Path: System Administration | Health | Condition List
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.

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
Campus Path: Ad Hoc Reporting | Data Export | State Published
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.
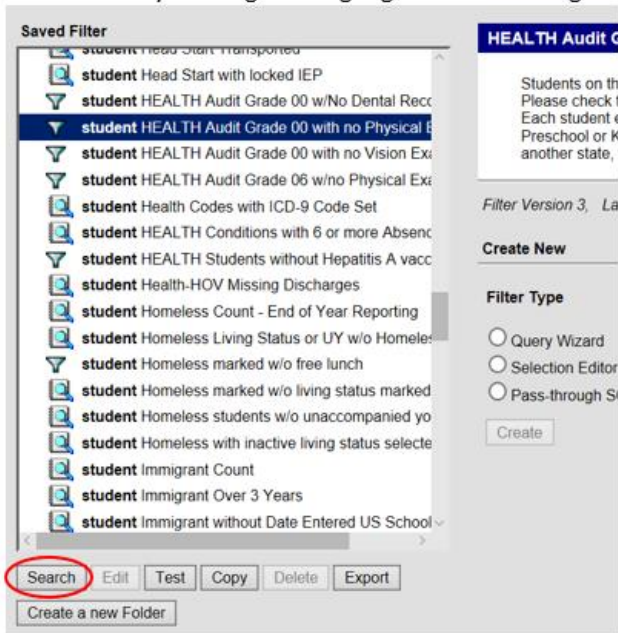
Student's whose records need to be reviewed will be listed to the left of the screen. Click on the student's name and go to the screenings tab.

Campus Path: Student Information | Health | General | Screenings Tab
Search Terms: Health Screenings

| 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

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.

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.

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.

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.

Campus Path: Student Information | Health | Documents
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.

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.
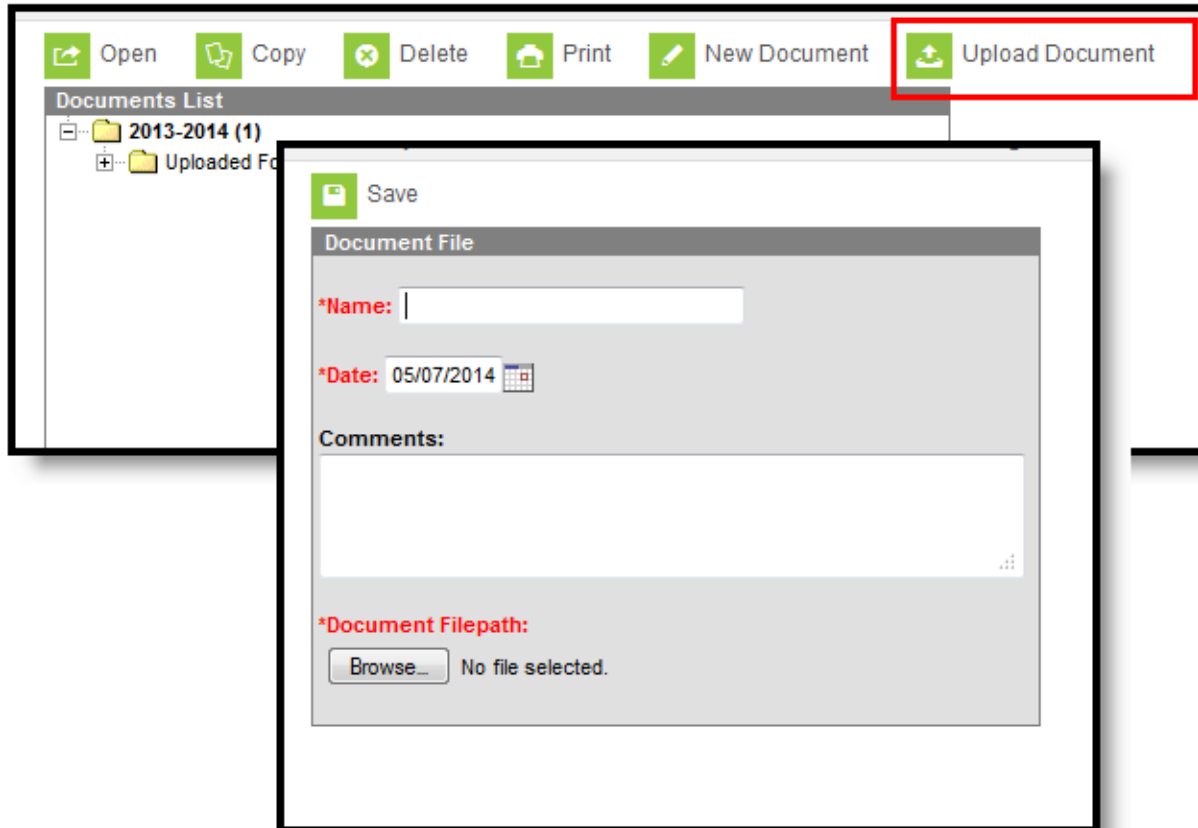
Uploading a Document

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