EHR & School Nursing Management

Documentation Guidelines for the Maryland Annual Health Services Report

Overview

Intent

The general intent of this document is to provide a guide to create consistent documentation into the School Health Management program for optimal results on the Annual School Health Services Report.

NOTE - When "report" is referenced in this document, Frontline's intent is to refer to Maryland Annual School Health Services Report.

Assumptions

To ensure these guidelines work correctly, the following must be done:

- All Medical Problems are reviewed, and the *Status* field shows *Active* and is per the guidelines within this document.
- Student Summary in the Enrollment tab has current School, Grade and Track Year.
- School Health Management will show data for students with Archive/Withdrawn School if they have a current track year and a grade.
- Text dropdown list items need to be exact as to what is in the report, to calculate data in this report.
- There are data points for this report that are not calculated by Frontline, noted in the document.

Data Collection

Positions and number of Permanent and Contractual Positions: this data will be collected by the District, not Frontline.

School Health Service Program: this data will be collected by the District, not Frontline.

Health Suite Visits

- Total number of visits: The total number of documented Office Visits, Standing Orders, Medical Procedures, Prescriptions (excluding missed Admins for scheduled items).
- Total number returned to class: The total number of documented encounters with Returned to Class Disposition -**see final page with additional list items included in count.*
- Acute Illness: An Office Visit Type of Acute Illness or Illness, Acute is selected.

- Chronic Health Problems: Medical Problem where the Dr. Diagnosis check box checked or the Acuity of Chronic is selected.
- Acute injury: An Office Visit Type of Acute Injury or Injury, Acute is selected.
- Previously sustained Injuries: Not populated by Frontline
- Students with mental health or social/emotional problems: Not populated by Frontline

911 Transportation

- Total number transported to hospital via 911: Office Visit Action or Disposition of 911 Transportation.

Case Management

- Total number of students with: Individualized health care plans: Student count with at least 1 Active care plan with a template name IHCP or Individual Health Care Plan in SHM.
- Emergency care plans: Student count with at least 1 Active care plan with a template name ECP or Emergency Care Plan in SHM.
- IEP with health goals: Student count with at least 1 Active care plan with a template name of IEP or IEP selected in the Medical tab for Plans or Programs.
- 504 plan with health component: Student count with at least 1 Active care plan with a template name of 504 or 504 selected in the Medical tab for Plans or Programs.

Pregnancies: By Grade

- The number of students by grade with Prenatal Exam or Office Visit with symptom condition of Pregnancy.

Chronic Health Conditions

These counts are based on the number of Active Medical Problems with a symptom condition for the following:
- ADHD
- Anaphylaxis (Hx of anaphylaxis or potential)
- Asthma
- Diabetes
- Seizure Disorder
- Heart -(System Group-Cardiovascular(Heart))
- Orthopedically Impaired – Symptom Condition CP, MD, Spina Bifida
- Other Chronic Conditions -(With Acuity of Chronic, not any named condition above)

Mental Health

- Number of students with mental health diagnosis: Not populated by Frontline
- Top three mental health diagnosis: Not populated by Frontline

Vision Screening

- **Number screened:** The number of students that have at least one Vision screening.
- **Number Referred:** The number of students with a RAD Result Referral or Referred.
- **Number with Follow-up:** The number of students with a RAD Result of Follow-up
- **State jurisdiction definition of follow-up:** Not populated by Frontline
- **Number of students who received the recommended services:** Not populated by Frontline
- **Number of students who had no interventions recommended by the provider:** Not populated by Frontline
- **Number of students who received interventions recommended by the provider:** Not populated by Frontline

Hearing Screening

- **Number screened:** The number of students that have at least one Hearing screening.
- **Number Referred:** The number of students with a RAD Result Referral or Referred.
- **Number with Follow-up:** The number of students with a RAD Result of Follow-up
- **State jurisdiction definition of follow-up:** Not populated by Frontline
- **Number of students who received the recommended services:** Not populated by Frontline
- **Number of students who had no interventions recommended by the provider:** Not populated by Frontline
- **Number of students who received interventions recommended by the provider:** Not populated by Frontline

Medications (Daily and PRN)

- Indicate the total number of students receiving one or more medications in school (count each student once): Unique student count with at least one PRN or Scheduled Medication.
- Indicate the number of medication doses administered in the school year: Total number doses for Medication Admins, excluding Missed Admins.
- Indicate the number of treatments: Total number of Medical Procedure Admins, excluding Missed Admins

**Return to Class:

The number of student events with a disposition from the following list:

- Back to Recess
- Return PRN
- Returned to Class
- Returned to Lunch
- Returned to PE
- Returned to Work

- Sent to Cafeteria
- Sent to Campus
- Sent to Counselor's Office
- Sent to Dormitory
- Sent to Guidance
- Sent to Gym
- Sent to Principal's/Dean's Office
- Sent to Special Ed.
- Sent to Student Services
- Sent to Student Union
- Sent to Supervisor
- Stayed In Health Office