Town of Fairfield Public Health Nursing

Health Office 2004-05 Upgrade

New Features

1. **Data loaded into the 2004-05 program:**

   <u>Public Schools (except Early Childhood Center)</u>- All students registered in the public schools as of early August have been loaded into the new program along with their demographic data. Students transferring in from another Fairfield public school have been loaded into your program along with their visits, alerts, C-notes, notes, flow sheet visits, and care plans.

   Students who were at the Early Childhood Center last year but registered for kindergarten in another public school by mid August will appear in the new program with their demographic data. However, their medical data will not be loaded into the new program.

   <u>Nonpublic Schools (except Prep and Notre Dame) and Early Childhood Center</u>- All students and their associated demographic and medical data that were in last year's program has been loaded into the new program. The graduates from June 2004 have been deleted in the new program. Students who registered after school closed in June 2004 have *not* been loaded into the new program.

   <u>Prep and Notre Dame</u>- All students and their associated demographic and medical data that were in last year's program has been loaded into the new program. The graduates from June 2004 have been deleted in the new program. New students who registered during spring and summer 2004 (up to approximately mid august) and their demographic data have been loaded into the program.

2. **Entering new students into the program:**

   <u>Public Schools (except Early Childhood Center)</u>- if a new student is coming in from another Fairfield public school (other than the Early Childhood Center) and is not yet in the program, contact the Public Health Nursing office and provide the student's name and sending school. The student and associated data will be electronically loaded into the program in the receiving school.

Do not manually enter the student into the program if he/she is coming from another Fairfield public school (other than the Early Childhood Center).

If a new student is coming in from another town or from a Fairfield nonpublic school, or from the Early Childhood Center, enter the student into the computer program using the Fairfield Public School student id # assigned to him or her.   Enter the student's name and id # accurately *exactly* as it is entered in the school's computer file. Enter all students who enter your school whether or not they have associated medical data.

Nonpublic Schools except Prep and Notre Dame- enter new students and their associated demographic data into the computer program. The program will automatically assign an id #. Enter all students who enter your school whether or not they have associated medical data.

Prep and Notre Dame- enter new students into the computer program using the id # assigned to them by the school. Enter the student's name and id # accurately *exactly* as it is entered in the school's computer file. Enter all students who enter your school whether or not they have associated medical data.

3. **Students Transferring out of the School:**

From Fairfield Public to Fairfield Public (except Early Childhood Center)- notify the Public Health Nursing office of the transfer. Edit the student in the Students file to indicate that the status is Withdrawn. Do not mark the student for deletion. There is no need to print the student data. The student and associated data will be electronically transferred into the computer program of the receiving school. Transfer the student's Cumulative Health Record in accordance with the usual procedure.

From Fairfield Public to another town or to Fairfield Nonpublic- print all visits, narrative notes, and flow sheet visits for the student and file these in the student's Cumulative Health Record. If the student has a care plan in the computer, this should have already been printed. Edit the student in the Students file to indicate that the status is Withdrawn. Do not mark the student for deletion. Transfer the student's Cumulative Health Record in accordance with the usual procedure.

Note: if a student withdrew over the summer and his computer records were not printed and he does not appear in this year's computer program, it will be necessary to access *last year's* program to obtain and print the data. Contact the Public Health Nursing office for instruction.

From Fairfield Nonpublic or Early Childhood Center to any other school- print all visits, narrative notes, and flow sheet visits for the student and file these in

the student's Cumulative Health Record. If the student has a care plan in the computer, this should have already been printed. Edit the student in the Students file to indicate that the status is Withdrawn. Do not mark the student for deletion. Transfer the student's Cumulative Health Record in accordance with the usual procedure.

Note: For Prep and Notre Dame- if a student withdrew over the summer and his computer records were not printed and he does not appear in this year's computer program, it will be necessary to access *last year's* program to obtain and print the data. Contact the Public Health Nursing office for instruction.

4. **Students file- Asthma Tracking:**

The field in the Students file in the PE/Immunizations section used for asthma tracking has been renamed to <u>Asthma dx on PE this Year</u>. It was previously called <u>Diagnosed with asthma?</u>   All checkmarks from the previous year in this field have been cleared. However, do not use this field as the State of CT Asthma Survey reporting requirements recently changed and an alternative method of surveying the students for this information will be needed.

5. **Students file- PE Tracking:**

The check mark field for <u>Submitted during current school year</u> has been cleared.

6. **Students file- Other Information field:**

This field is no longer connected to the Medication file. This field is to be used to enter miscellaneous information that you may need about a student that is not of a medical or urgent nature, e.g., "Lives with grandparents." Keep in mind that information entered in this field does not appear on your main computer screen. However, it is possible to filter the Students file for students for whom Other Information has been entered and view the filter result on the screen.

7. **Students file- Medication allergies**

This file has been added to the Students file and is connected to the Medications file. If a medication allergy is entered here it will appear on the Medication Administration Record (M.A.R), or on the Supervision of Self Administration of Medications form, in the new Medication Allergies field on those forms. Use the Medication Allergies field in the Students file to enter medication allergies that are not intended to appear on the Health Alert List.

Medication allergies may be entered in the designated field in the Students file or in the Medication allergies field on the Medication entry screen, as these two fields are "connected." Remember that entry of a medication allergy in either one of these fields will not cause the medication allergy to appear on the Health Alert list.

It is possible to filter the Students file for those students with medication allergies entered in the Medication Allergy field.

Note: if medication allergies are listed as an Alert, they will continue to appear on the M.A.R., or on the Supervision of Self-Administration of Medications form, in the Allergies field on these forms.

8. Students file- Flow Charts:

To establish a flow chart (flow sheet) for a Student, the flow sheet title and notes to appear at the top of the flow sheet will continue to be entered in the Flow Chart section of the Students file. However, the parameters to appear on the flow sheet will no longer be entered here. See section on flow sheet visits for further instructions.

9. Visits file- Standard List:

The Standard List for Visits now includes the Chief Complaint. This means that you can filter for a set of Visits and print Standard List which will give you a list of visits that includes the Student's name, date of birth, current grade, grade at visit, Chief Complaint, date, time, and disposition of visits.

10. Visits- Problem

Faintness and LOC (loss of consciousness) have been added to the Problem screen for entering visits. There are associated text fields for both of these items.

11. Visits- Chief Complaint:

The program has been modified so that only the problem selected as Chief Complaint can be entered as Chief Complaint. You must select the Chief Complaint by right-clicking on it and answering Yes to make it the Chief Complaint. It is no longer possible to type in a Chief Complaint in the Chief Complaint field.

12. Visits- statistics:

The check boxes for Pregnancy and for STD have been disabled and appear as "greyed out." This is because visits related to pregnancy or STD's would not be kept in the student's school health record since these are confidential matters. Pregnancy and STD visit statistics should be entered manually on the School Activities monthly statistical report.

13. Flow Sheet Visits and Attendance Report:

For public high schools- the program now includes flow sheet visits in the daily electronic attendance report.

14. C-Notes:

The program will no longer allow any text to be entered when a C-note is entered. The purpose of a C-note entry is to indicated that confidential information exists in the C-note file. No further information concerning the C-note should be entered into the program.

15. Medication or Treatment Entry Screen:

<u>All</u> medications and treatments (e.g., blood glucose testing, tube feedings, catheterizations) are to be entered here.

- The title of the field Notes/Special Conditions has been changed to a new title Special Instructions. This change was made to match the title of the corresponding section on the M.A.R. and Supervision of Self-administration of Medications forms to which this section is connected.

- Flow sheet button- a flow sheet button is present on the medication entry screen. Click on this button to enter the words Flow sheet in the Special Instructions field of this screen. This will indicate the treatment you have entered is to be documented on a corresponding flow sheet. Additional special instructions may be typed in; however the words Flow sheet should be the first words in the Special Instructions field. The words Flow sheet will appear on the main screen in the Notes(partial) window to indicated that the treatment should be documented on a flow sheet.

16. Medication Administration Record (M.A.R):

A field entitled <u>Medication allergies</u> has been added to the M.A.R. Medication allergies which are entered in the Medication allergies field *either* in the Student entry screen or in the medication entry screen will appear here.

Note: medication allergies entered in the Medication allergies field will not appear on the Health Alert list. Medication allergies entered as a Health Alert will appear on the Health Alert list <u>and</u> on the M.A.R. in the <u>Allergies</u> field (i.e., not in the Medication Allergies field).

The field on the M.A.R. previously entitled Notes/Special Conditions has been changed to a new title Special Instructions.

17. Supervision of Self-administration of Medications form:

A field entitled <u>Medication allergies</u> has been added to the Supervision of Self-administration of Medications form. Medication allergies which are entered in the Medication allergies field *either* in the Student entry screen or in the medication entry screen will appear here.

Note: medication allergies entered in the Medication allergies field will not appear on the Health Alert list. Medication allergies entered as a Health Alert will appear on the Health Alert list <u>and</u> on the M.A.R. in the <u>Allergies</u> field (i.e., not in the Medication Allergies field).

18. Flow sheets:

The flow sheet function has been modified to provide greater flexibility in documenting flow sheet information. The modified format allows an unlimited number of parameters to be entered for a student. Only the parameters addressed at any specific flow sheet visit will appear on the printout.
It is also possible to have more than one flow sheet title if needed for a student. Example: a student who has flow sheet visits documented at times for seizure care and flow sheet visits documented at times for ostomy care. All flow sheet titles will appear at the top of the flow sheet.

<u>Using flow sheets-</u> visits to the nurse for assessments and/or interventions that are of a frequent and repetitive nature, such as visits for chronic illness care, are usually best documented in a flow sheet format. Examples include diabetes care, seizure care, catheterizations, tube feedings, and ostomy care.

<u>Creating a flow sheet-</u> A flow sheet must be created before flow sheet visits can be documented. Before creating the flow sheet, enter the treatment or assessment in the Medications file and be sure to indicate that there is an associated flow sheet (click the flow sheet button on the Medication entry screen).   When the treatment or assessment is entered in the Medication file, it will appear on the Medication Kardex.

To create a flow sheet:
- Click on student's name in the Students file then click Edit. Click the Flow Chart tab at the top of the student registration screen.
- Enter a default title to appear on the flow sheet for the student's care. Ex: Diabetes Care. The default title that you enter will be the first title to appear on the flow sheet unless you select a different title when entering a flow sheet visit.
- Enter Notes to appear at top of flow sheet, if desired. These notes may include special instructions or medical orders pertaining to the student's care.
- Click Save at bottom of the screen.
- Note that the default title and Notes to appear at top of flow sheet may be edited as needed in the future by returning to this same screen.

Entering a flow sheet visit-

- Click Student's name then click on <u>Add flow sheet visit</u> button at top of screen. (Alternatively click Student's name then click Add at top then click Flow Chart Entry). The flow sheet visit entry screen will appear already containing the flow sheet title(s) and Notes to appear at top of flow sheet.
- Enter Time, Time out, Returned to class or dismissed, and enter the visit statistic (usually Special Needs).
- To select or enter a Parameter for this visit, click on Add on the left side of the flow sheet visit window. Select or type in the parameter to be addressed, e.g., blood glucose. If the parameter has been entered before, select it from the drop down menu that appears when you click on the ? symbol at the end of the parameter field. If the parameter has never been entered before, type it in in the parameter field. (Parameters entered last year for Public school students will appear on the drop down menu).
- Type in the parameter results. Ex: if the parameter is blood glucose, type in the blood glucose reading, such as 210.
- To immediately select another parameter, click Add Another and repeat the above process.
- When you have finished documenting all parameters and their results, click Save on the parameter entry screen.
- If you want to include any notes regarding this flow sheet visit, type them in the Visits notes field.
- When you have finished documenting all aspects of the flow sheet visit, click Save on the flow sheet entry screen.

To Edit a flow sheet visits:

- On the main screen, click on the student's name, then look at the flow window and click on the visit you wish to edit. Click on Edit at the top of the screen. (Alternatively, right-click on the flow sheet visit itself in the

flow window on the main screen). This will bring you back into the flow sheet visit entry screen for that visit and the visit may be edited (only by the nurse who initially documented the flow sheet visit.)

To Print flow sheet visits:

- Click on student's name then click on Print at the top of the screen. Click on Flow sheet. A window appears with a default date range for the current week. Modify the date range if desired. The flow sheet visits that occurred for the selected date range will print.
- Click print on the date range screen. View the flow sheet visit printout then click the printer icon at the top of the screen.

19. Backing Up Data: Access back up options from the program sign on screen and the Utilities menu.

Floppy disks will no longer be used to back up data.

Quick back-up must be done as usual, i.e., just before exiting the program, before leaving the program for more than a few minutes, and also after entering a large amount of data.

Zip to C:\afox\dbfsave.zip must be done at the end of each day just before exiting the program.

Back-up to Network- all public schools must do this daily in addition to the above back-up procedures. Click on Back-up to Network at the end of each day just before exiting the program.

Fairfield Prep- see instructions at the school for backing data up to the Network daily. In addition, do above Quick back-up and Zip to C procedures.