

HealthOffice Anywhere®

Comprehensive School Health Services

**Documentation Instructions to Complete the
Monthly Activities Report for CSHS
via HealthOffice Anywhere**

Updated: September, 2019

The pages that follow were developed to provide guidelines for Massachusetts School Nurses who must complete the MA Monthly Activities Report.

Healthmaster has included this document as part of the Information to provide a quick and easy reference document.

Monthly Activities Report

Comprehensive School Health Services Program

Intent

The general intent of this document is to provide direction for CSHS districts using HealthOffice Anywhere (HOA) to guide their purposeful and consistent data entry of all health office encounter types to ensure optimal results on the new CSHS Report.

This document is provided with specific instructions related to HealthOffice Anywhere data entry, which are identified in this document.

This was intended for CSHS members using HealthOffice Anywhere to help guide in-service instruction to all users.

Assumptions

To make these guidelines work correctly the following must be done:

- All medications (PRN, Standing Orders, and Scheduled) are entered in HOA with the appropriate Classification field completed.
- All Medical Problems (e.g. seizures, asthma, diabetes) and their related Medical Procedures and/or Service Treatments (e.g. seizure observance, peak flow, check ketone, check blood sugar) are entered (via Maintenance) into HOA and administered from the appropriate screen (either via the Quick Events, or through the Individual Items)
- All Office Visits (all types) are documented in HOA – students, staff and non-students (visitors). Anyone who is not a student, but who is considered part of the school staff, must have the “Faculty” checkbox checked on the Person screen. Visitors will NOT have the “Faculty” checkbox checked.
- If an Office Visit was documented in conjunction with a Prescription Admin or Standing Order, **only 1 Disposition** should be entered in 1 of the events, **Not** a Disposition in each.
- A blank line will be added to the Dispositions dropdown in Office Visit/Standing Order tab. This is so 2 Dispositions won’t be entered for one Health Office visit.
- Use the RAD (Results/Outcomes, Actions and Dispositions) where instructed.
- The “Other” category is used sparingly and only when absolutely necessary to describe the encounter or related actions.
- The report is written to **INCLUDE** “Transferred” and/or “Deleted” status students and faculty **if** they had an activity (events) documented during the date range selected.
- The report will **EXCLUDE** any “Outside” activities (Office Visits) documented.
- Please note that if Faculty are not tied to one particular school, your faculty numbers will populate the report if running report for the entire district.

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- The following items will need to be activated in Administration/Lists in their corresponding Static Lists in order for each user to select these items in the program.

CSHS Additions to Anywhere
Make Active for OV type
Illness
Illness Acute
Chronic Illness
Illness Assessment
Mental Health
Behavioral Health Assessment
Emergency
Make Active for RAD Disposition
Mobile Crisis Unit
Medical 911
Ambulance
Stayed in Health Office
Stayed in Health room
Referred to counselor's office
Referred to counseling office

Questions 1 and 2 are self-explanatory.

3. Number of STUDENT encounters for nursing services this month

This field is the total number of **Office Visit Types by Primary Assessment**. This field number also includes Medical Procedure Admins, Prescription Admins and Standing Orders.

*Any screenings are excluded .

Please be aware that these events will not populate Question # 3 unless a **Disposition** is entered:

- For example, if the Office Visit Type of “*Phone Contact*” is selected with no student present (no Disposition), the Office Visit will NOT count in Question # 3 Number of STUDENT encounters for nursing services this month.
 - If the student is in your office (Face-to-Face) and you select “*Phone Contact*”, you must also select a Disposition within RAD so that the counts are populated in # 3.
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4. Disposition of Students and Staff Utilizing Nursing Services (all encounter types)

Every Office Visit, Prescription Admin and Medical Procedure Admin results in **only one** disposition. If more than one disposition is documented for the event, only the **last disposition listed alphabetically will be counted**.

Number	Disposition	OV Type
4.1 Returned to Class	Back to Recess Returned to Class Returned to PE Sent on Field Trip Sent to Cafeteria Sent to Campus Sent to Gym	Any Office Visit Type
4.2 a. Dismissed from school due to illness – Non-emergency dismissal	Dismissed Dismissed Due to Illness	Illness Illness Acute Chronic Illness Illness Assessment
4.2 b. Dismissed from school due to illness – 911 emergency dismissal	Medical 911/Ambulance	Illness Illness Acute Chronic Illness Illness Assessment
4.3 a. Dismissed from school due to injury – Non-emergency dismissal	Dismissed Dismissed Due to Injury	Injury Injury Acute Injury, Serious School Incident Accident
4.3 b. Dismissed from school due to injury – 911 emergency dismissal	Medical 911/Ambulance	Injury Injury Acute Injury, Serious School Incident Accident
4.4 a. Emergency Mobile Crisis Unit dismissal	Mobile Crisis Unit	Behavioral Health Assessment Mental Health
4.4 b. Dismissed from school due to behavioral health – 911 emergency dismissal	Behavioral Health 911/Ambulance	Behavioral Health Assessment Mental Health
4.5 a. Other Disposition – Stayed in health room	Stayed in health office Stayed in health room	Any Office Visit Type
4.5 b. Referred to the counselor's office	Referred to counselor's office Referred to counseling office	Any Office Visit Type
4.5 c. Sent home to return later that day	Sent home to return later Sent home to return	Any Office Visit Type
4.5 d. Other	All other dispositions that aren't counted above	Any Office Visit Type

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Number	Disposition	Event Type
4.1 Returned to Class	Back to Recess Returned to Class Returned to PE Sent on Field Trip Sent to Cafeteria Sent to Campus Sent to Gym	Medical Procedure Admin Prescription Admin Standing Order
4.2 a. Dismissed from school due to illness – Non-emergency dismissal	Dismissed Due to Illness	Medical Procedure Admin Prescription Admin Standing Order
4.2 b. Dismissed from school due to illness – 911 emergency dismissal	Medical 911/Ambulance	Medical Procedure Admin Prescription Admin Standing Order
4.3 a. Dismissed from school due to injury – Non-emergency dismissal	Dismissed Due to Injury	Medical Procedure Admin Prescription Admin Standing Order
4.4 a. Emergency Mobile Crisis Unit dismissal	Mobile Crisis Unit	Medical Procedure Admin Prescription Admin Standing Order
4.4 b. Dismissed from school due to behavioral health – 911 emergency dismissal	Behavioral Health 911/Ambulance	Medical Procedure Admin Prescription Admin Standing Order
4.5 a. Other disposition - Stayed in health room	Stayed in health office Stayed in health room	Medical Procedure Admin Prescription Admin Standing Order
4.5 b. Other disposition - Referred to the counselor's office	Referred to counselor's office Referred to counseling office	Medical Procedure Admin Prescription Admin Standing Order
4.5 c. Other disposition - Sent home to return later that day	Sent home to return later Sent home to return	Medical Procedure Admin Prescription Admin Standing Order
4.5 d. Other disposition - Other	All other dispositions that aren't counted above	Medical Procedure Admin Prescription Admin Standing Order

5. Incident Reports Involving an Injury

These are serious injuries resulting in the creation of a formal incident/injury report, which is maintained in the nurse's office or submitted to the building principal for further administrative or insurance action. and also select the intent of the injury when possible, if unsure, select *Intent Unknown*.

Nurses must select the required **Injury** field (selecting either unintentional, intentional, intent unknown) located on the Office Visit Event tab and a type of Incident and date, in the Office Visit Incident tab.

6. Number of Diagnosed Concussions

Both A and B are hand counted by the nurse, not in HealthOffice Anywhere

Healthmaster suggests that you set up the Office Visit User Field Names of “**Boolean 1 Caption**” and “**Boolean 2 Caption**” which are check boxes in an Office Visit. These can be added to help in hand counting the numbers.

Office Boolean Fields are set up in System Settings/Office Visit User Defined Fields, shown below. Type in the label name of the field for Boolean 1 Caption and Boolean 2 Caption, then hit the Save button on the left part of the screen.

Value Type	Display Name
Date 1 Caption	
Date 1 Tooltip	
Date 2 Caption	
Date 2 Tooltip	
Boolean 1 Caption	During school sponsored activities
Boolean 1 Tooltip	
Boolean 2 Caption	During out of school activities

Please note that you will need to input this information in System Settings the day before you need to use them, the system will need to reset for these fields to show in an Office Visit.

During school sponsored activities ☒ T During out of school activities ☐ T

Once the above fields are in place, you can document your Concussions for Students and Staff. You will be able to obtain this information when running the Event Detail C-052 Report. The information will be in the UDF Boolean 1 & 2 columns as “Yes” or “No”, shown below:

CE	CF	CG	CH
Field23Name	Field23Va	Field24Name	Field24V
During School sponsored activities:	No	During out-of-school activities:	Yes
During School sponsored activities:	No	During out-of-school activities:	No

A “Yes” refers to that particular check box being checked. “No” will mean the check box is left unchecked. From this CSV report option, you can then hand count your documented Concussion numbers for that month.

7. Emergency Medication Management

Number of Emergency Medication Administration to:

The following are the medication classifications for PRN administrations or Standing Order administrations only:

1. Epinephrine (non asthma related)

Medication prescribed and administered for life-threatening allergy conditions.

Not medications for asthma containing epinephrine. This includes Standing Orders for Emergency Epi-Pen.

2. Glucagon

No matter the classification, the medication of Glucagon must be chosen.

3. Naloxone (Narcan)

The medication of Naloxone or Narcan must be chosen.

8. Comments concerning public health problems:

This data will be provided by the District, not in HealthOffice Anywhere

Please call Healthmaster Support at (800) 732-7317 if you have any questions regarding the report and setup of the Office Visit Boolean fields.