Instructional Management Program
& Academic Communication Tool

QUICK GUIDE: Safety Procedure Conditions
For Asthma, Diabetes, Food/Non-Food Allergies
and
Other Health Conditions

04/30/2015
Version 2.0 FINAL
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*** Note***
This module was updated in IMPACT Student Information Management (SIM) version 8.4.1. There may be slight differences between screens in this lesson compared to the screens in the actual CPS IMPACT environment. All screens were captured in Windows using Internet Explorer; Macintosh views may differ.

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Introduction

The new CPS Board Policy, “Adopt a Food Allergy Management Policy,” is intended to “promote the prevention and management of life-threatening allergic reactions during school and related activities.” To assist with the process of identifying students with allergic reactions, functional changes have been made to SIM. In addition to students with allergic reactions, the process will also include the identification of students with diabetes or asthma.

This quick guide provides detailed instructions for tracking students who have one or more conditions which require a Safety Procedure Plan documented in an IEP or 504, and/or other health conditions. It is geared towards school personnel who have the Nurse role. Nurses will be responsible for entering, editing, and maintaining this information. All other approved roles will have View only access.

Process Overview

The following diagram illustrates the process flow from notification that a student has a condition to the creation of a Safety Procedure Plan:

[Diagram]

Note the following:

- Each condition transferred from SIM to SSM must be addressed in the student’s IEP or 504.
- The default safety plan in SIM is “Call 911” until a Safety Procedure Plan is finalized in SSM.
- SIM users, with appropriate access, can view the student’s Safety Procedure Plan in SIM on either the student’s Safety Procedure Conditions page or the student’s Medical Alert (found on the student’s Demographics page, Medical Info tab).
Reviewing the Safety Procedure Conditions Page

The existing SIM Student Health Conditions and Medications pages have been combined and renamed the Safety Procedure Conditions page. This page now includes three panels, as illustrated in the screen capture below:

1. **Panel 1 (Student Demographic Data)** contains read-only demographic data, along with a place to now record the receipt of a Physician statement for food substitution.
2. **Panel 2 (Safety Procedure Conditions)** is used to enter and track asthma, diabetes, and allergy conditions only.
3. **Panel 3 (Health Conditions)** is used for all other health conditions. Note that the Health Conditions panel is viewable by the Nurse and Principal roles only, with the Nurse role having edit access.
Identifying Students with Existing Conditions

All currently enrolled students who were identified as having one or more of the existing Codes C2, C3, K1, K4, or R2 have had their records moved from the previous Conditions page to the new Safety Procedure Conditions page.

Two reports have been created to assist schools with identifying these students:

- **CPS Health Alert Summary Report** – displays students who have been identified with one or more of the above conditions.
- **CPS PS/FS Summary Report** – displays students who have a “Physician Statement for Food Substitution” on file.

Once identified, the schools must then complete all needed information on the student’s Safety Procedure Conditions page so that this information can be transferred to SSM to start the Health Care/Action Plan development process.

The following steps describe how to generate the CPS Health Alert Summary report.

1. On the horizontal Menu bar, under Admin, click Reports.

2. On the School Reports page, under Health Reports section, click the CPS Health Alert Summary report. The Report Options page displays.

   **Note:** Run report as is; no filters needed. Click Run.
3. **Click Run.** The *CPS Health Alert Summary* report displays in a PDF format. Note: The report displays student information by Grade (Level) and Homeroom.
Adding an Asthma, Diabetes, or Allergy Condition

The following steps describe how to add a new record for a student who has an asthma, diabetes, or allergy condition.

1. **Perform** a search to **locate** and **open** the record of the student.
2. In the **Control Bar**, under **CPS Student Health**, **click** **Condition/Med**.
3. On the **Safety Procedure Conditions** page, under the **Safety Procedure Conditions** panel, **click** the **Add** button to add a new condition.

**Note:** To edit an existing condition, click on the Condition “Name”.

To add a new condition, click the **Add** button.

5. Scroll down to the bottom of the page and note the following:

   Note: Depending on type of condition selected, additional fields will become required. For instance, if Food Allergy is selected, SIM will prompt you to select type of food allergy and answer yes or no to food anaphylaxis.

   Note: The Medical Alert checkbox is automatically selected and is read only. See page 9 for more information.

   Note: See page 7 for the steps to add a related medication.

   Note: Default safety plan is “Call 911” until a Safety Procedure Plan is finalized in SSM.
**Adding a Related Medication**

6. To add a related medication, under the *Medications* panel, **click** in the first row to activate it, and **complete** all required fields, as illustrated in the following screen capture.

   Note: if needed, click the *Add Rows* button to add additional rows.

7. Once data entry is completed, **click OK** (in the lower right hand corner) to save your information, and return to the student’s *Safety Procedure Conditions* page.

   Note: The student’s *Record Status* indicates “New – Needs documentation in SSM.” See page 8 for an explanation of *Record status.*
Confirming a Finalized Safety Procedure Plan

When adding a Safety Procedure Conditions record, the Record status field indicates where, in the finalization process, the student’s Safety Procedure Plan is.

The following table details the three Record Status indicators:

<table>
<thead>
<tr>
<th>Record Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>New – Needs documentation in SSM</td>
<td>The condition record was recently added. The information may have already transferred to SSM; however, there is no finalized IEP or 504. It may be deleted in SIM, if needed.</td>
</tr>
<tr>
<td>Completed – Documented in SSM</td>
<td>There is a finalized IEP or 504 in SSM and the Safety Procedure Plan has been transferred to SIM.  IMPORTANT: Once a record has a “Completed” status, the condition field is locked and is read only.</td>
</tr>
<tr>
<td>Changed – Changed, needs documentation in SSM</td>
<td>There is a change to the original condition record after the IEP or 504 has been finalized (for instance, a medication change). This change may have already transferred to SSM; however, there is no finalized IEP or 504. It may not be deleted in SIM.</td>
</tr>
</tbody>
</table>

**IMPORTANT:** Once a record has a “Completed” Record status, the condition field is locked and is read only.

Should a change be required (i.e., updated medication is needed), the user must edit the original record with the updated information. The status will change to “Changed”. After SSM documentation that incorporates the new information is finalized, the status will then change to “Completed”.

Removing a Condition

If a condition whose Record status is “Completed” or “Changed” needs to be removed (for example, the student has Diabetes Type 2 and it advances to Type 1), the condition must be removed in the IEP or 504 in SSM, which will subsequently flag it as “deleted” in SIM.

If a condition whose Record status is “New” needs to be removed, it can be deleted from SIM.
Safety Procedure Conditions Quick Guide

Reviewing the Medical Alert Notification

The Medical Alert feature in SIM has been updated as follows, to accommodate the implementation of the Safety Procedure Conditions page:

- The Medical Info tab on the student’s Demographics page, now pre-populates with read only data from the student’s Safety Procedure Conditions page.
- There is a section for Asthma, Diabetes and Allergy Conditions, and a section for any other Health Conditions that may require a Medical Alert.

The following screen capture illustrates the updated Medical Info tab.
Adding a Health Condition

The following steps describe how to add a health condition to a student’s record:

1. Perform a search to locate and open the record of the student. The Student Demographics page displays.

2. In the Control Bar, under CPS Student Health, click Condition/Med.

3. On the Safety Procedure Conditions page, scroll down to the Health Conditions panel, and click the Add button.
4. On the Health Conditions page, complete all needed information.

Note: Checking Medical alert requires that Alert Comments be added. These comments will display on the student’s Medical Info tab, on the Demographics page.

Adding a Related Medication

5. Under the Medications panel, click in the first row to activate it; complete all required fields; and click OK to save your information and return to the Safety Procedure Conditions page.

Note:
- Prescribed dosage field accepts numeric values only.
- Units field accepts alpha and numeric values.

Note: To edit the Health Condition, click on the Health Condition “Name”.

7. On the student’s Medical Info tab, the Medical alert comments are displayed.