

## Video Accompaniment – Activity Entry

Previous Video.....	1
Nursing Codes.....	1
Activity Entry.....	2
Activity Entry Hints: .....	3
New Entry.....	3
Deleting a Nursing Activity Code.....	4
Filter.....	4
Filter for a Student.....	4
Filter (Find) “Not Done” Records.....	5
Critical Code Alerts and ESP Upload.....	6
What in the world is ESP? .....	6
How does it work? .....	6
What are the critical codes? .....	8
Alerts.....	8
Activities Non-Student.....	9
New Entry.....	9
Review.....	9

## Previous Video

In the second video, New Student we covered:

- Adding a New Student
- Enrollment status
- Finding a student
- Entry of emergency contacts, follow-up, chronic health conditions, immunizations and health screening.

Videos are available at <http://www.chip-az.org/downloads.htm#Training>

Now we will cover Activities (encounters).

- Create A New Encounter Entry
- Modify An Encounter Entry
- Critical Code Alerts And ESP Upload

## Nursing Codes

How to apply the nursing diagnosis codes to various different situations is available at:

Click [here](#) to go to

<http://www.azschoolnurse.org/resources-publications/arizona-school-health-annual-report.aspx>.

See the **ASHAR Directions** document, section entitled **Explanation of Codes**. Also see **NANDA** document showing additional **Nursing Diagnoses**.

## Activity Entry


The screen shown below is opened using the Entry Screens tab, **Activity** link. It permits documentation and entry of Nursing Activity by Code Number. It provides a cross-reference between Nursing Activity and Code Numbers in the drop down boxes.

- Care Plan exists if checkmark appears.
- Chronic exists if checkmark appears.
- Click Chronic to display conditions.
- Click Hx to display previous encounters.
- Click Log to print Health Log.
- IEP exists if checkmark appears before IEP?
- Click Setup to go to IEP Setup.
- Click to checkmark if encounter is IEP Related. Checkbox does not appear if IEP setup has not been entered.
- Click Screen to jump to Health Screening entry.
- Click Student to jump to Student Review screen.

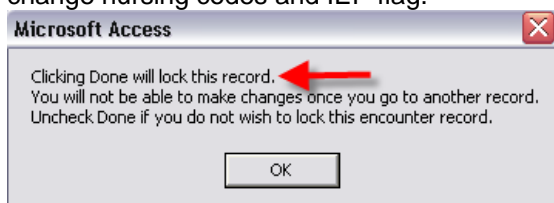
## Activity Entry Hints:

- **Spell Check your documentation. Press the "F7" key on your keyboard or click the "abc" button on your toolbar.** This works in filtered and regular entry mode.
- Use "auto-correct" to create shorthand for common phrases. **Tools, AutoCorrect...**  
Review the Microsoft Access help for auto correct to learn more. **Caution:** AutoCorrect works in all parts of Microsoft Office. Do not use text that you would want to use as is in a Microsoft Word document. It will be converted there also. Ex: If you were to set up "ACE" for acetaminophen administered, you could not type "ace bandage" without it being converted to "acetaminophen bandage".

## New Entry

- 1) Click the "New Record"  button to open up a new blank record for entry.
- 2) **Student** - Enter the student name using the drop down box, which lists students by last name, first name.
- 3) **Provider** - Type the first letter of the provider's last name. The provider will be displayed.
- 4) **Teacher** - The teacher in the student record will display or you may select from the drop down box.
- 5) **Date** - Default is today. Enter a different date by highlighting the current value and typing a new date in the format 7/7/99 using the "/". **Press tab key to move to next field.**
- 6) **Time In** - Defaults to the current time. Enter current time by clicking clock. Enter a different time by highlighting the current value and typing a new time in the format **0905a**. It will be changed to 9:05 AM.
- 7) **Complaint, Assessment, Treatment** - Enter the desired text. There is room for a page of text.
- 8) **Referred To** - Select from the drop down box or type an entry.
- 9) **Time Home** - Enter a time by typing a time in the format **0905a**. It will be changed to 9:05 AM. **If the Time Out is blank it will be filled with your Time Home Time entry.**
- 10) **Sent Home (with)** - Select 'aunt', 'mother', etc. from the drop down box.
- 11) **Time Out** - Defaults to the current time. Enter current time by clicking clock. Enter a different time by highlighting the current value and typing a new time in the format **0905a**. It will be changed to 9:05 AM.
- 12) **Nursing Activity** - Enter codes values such as "1" or "5" or make a selection from the drop down box. **Press tab key to move to the next line.** Entry of a Chronic Referred code such as 325.33 will cause a 325.22 to be entered automatically. Entry of an Acute Referred code such as 520.22 will cause a 520.11 to be entered automatically. **Press "Ctrl" and "Tab" keys to move to "New Record" button. Press "Enter" key or Space Bar to go to new blank record or "Tab" to go to "Done".**
- 13) **Done** - Click in the box or press space bar to change the value of done. A check mark means done, blank means not done. **Tab or Enter keys will move to a blank new record.** When a record is marked done...
  - a. Clicking Done will lock this record and prevent changes to charting elements. You may change nursing codes and IEP flag.
- 14) **Follow Up** - Enter a date in the format 7/14/98 using the "/". Press Tab and enter any text.
- 15) **Care Plan, Chronic, History, Screen and Student** - Click one of these links to jump to another screen of information for the current student.

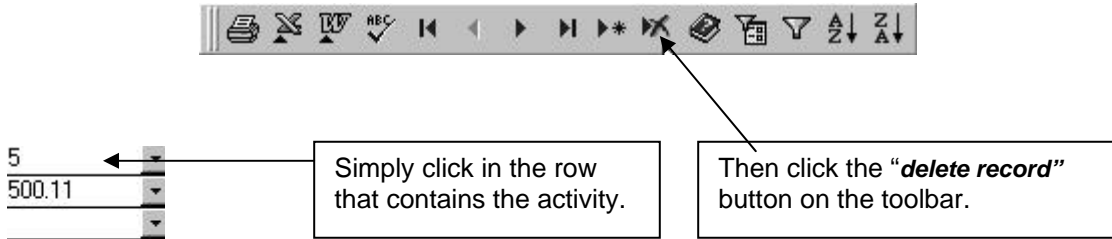
**Save Time. Tab and Shift/Tab between fields!!**



- b.
- c. A test is made to be sure you entered at least one nursing code.
- d. Time Out is set to current time if it was blank.

## Deleting a Nursing Activity Code

Occasionally we enter a nursing activity code that we want to remove.



## Filter

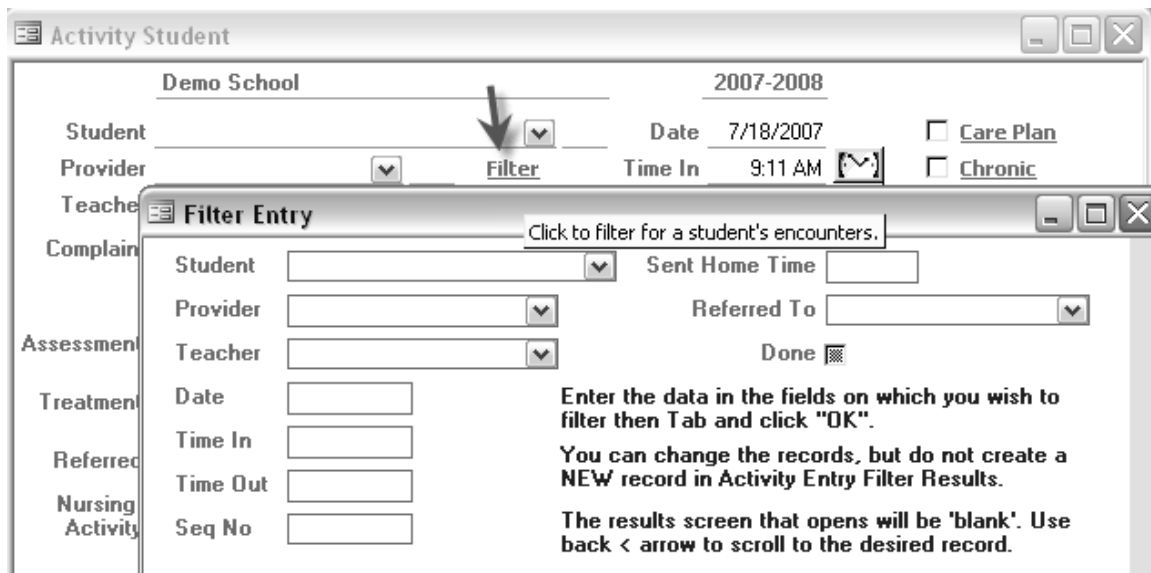
When opened, Activities with Students displays a blank screen ready for new entry. All existing records in order by **Date/Time In**. (Oldest first.)

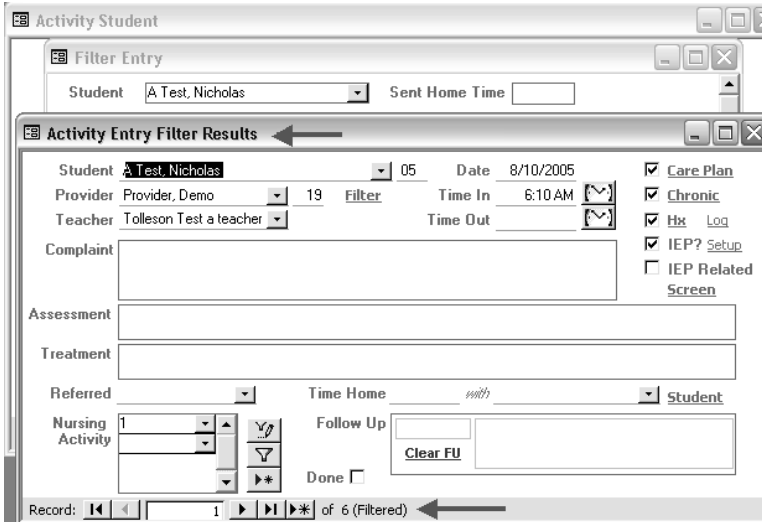
Use the record navigation buttons at the bottom of the screen to scroll back through the records or use the "last record" button on the toolbar to go to the last record.



## Filter for a Student


- 1) Click "Filter" link.
- 2) Enter student or date you wish to find.
- 3) Click "OK" button.

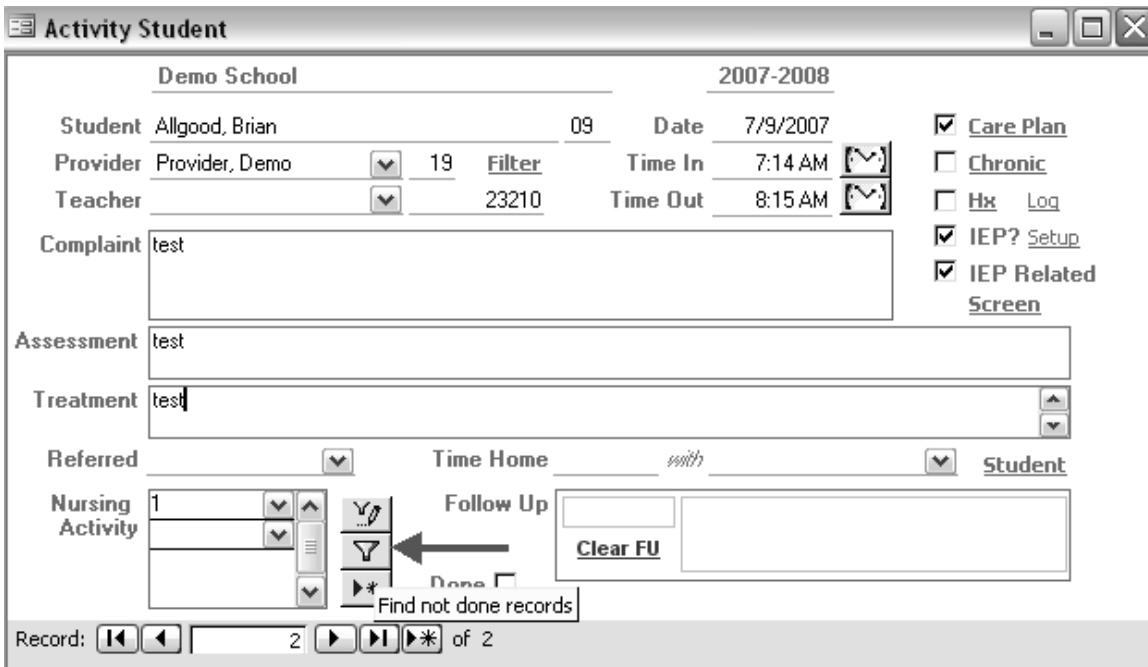




Changes only in the Filter Results screen.  
Do NOT try to create new entries in this screen.

### Filter (Find) “Not Done” Records

- 1) A built-in filter will find all “Not Done” records.
- 2) Select the “Apply Filter” button  below the “Done” checkbox.
- 3) Only those records with a blank “Done” checkbox will be displayed.
- 4) To remove the filter and display all records, select the “Remove Filter” button on the toolbar.



# Critical Code Alerts and ESP Upload

## *What in the world is ESP?*

ESP is an upload of information (no student identifiers) to a web server.

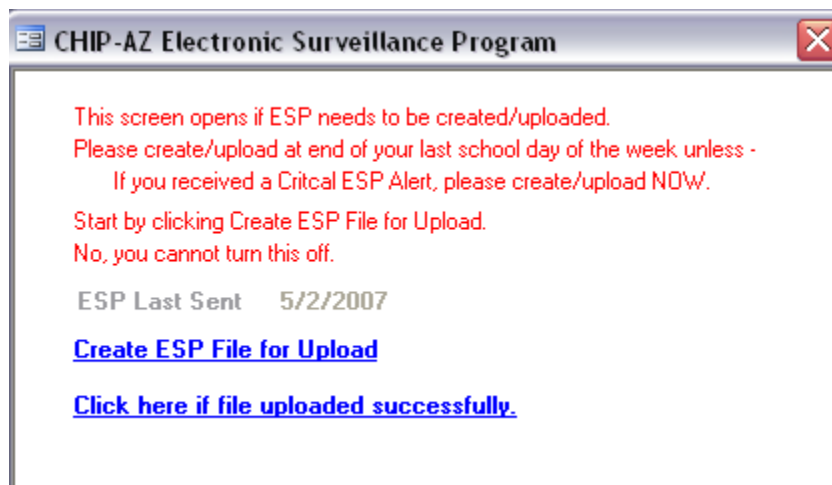
### Why?

It is an Early Surveillance Program (ESP) through a CDC grant in which they are basically tracking certain critical codes for influenza, communicable disease and meningitis. It was added to CHIP-AZ 9.3 as part of a new contract with ADHS.

ADHS is looking at this information each time it is sent so they can put in place preventive measures to prevent epidemic or pandemic occurrences.

ESP uploads are a part of your contract to use CHIP.

### How does it work?

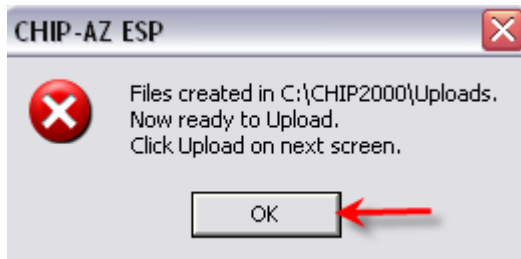


The ESP screen opens if ESP needs to be created / uploaded.

- This will occur if one of the critical codes (see below) is entered in Activity Entry.
- The ESP screen will also open on Friday after 1pm.
- If ESP was **not** created / uploaded on Friday, you will be reminded again on Monday and thereafter until you do.
- You can also access the ESP screen from Utilities tab.

You need to click three links and follow the instructions:

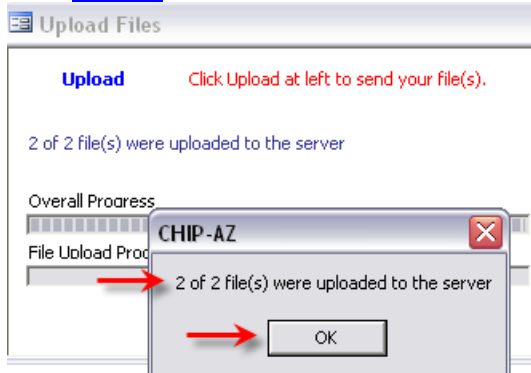
1. Click the link [Create ESP File for Upload](#) and follow the instructions



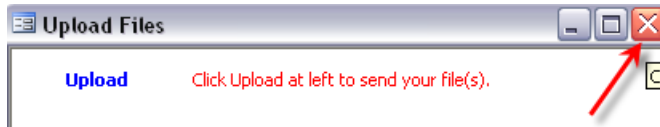
- a.
- b. Click OK



- c.
- d. Click **Upload**



- e.
- f. You will receive a message that says "files were uploaded successfully."
- g. Click OK.



- h.
- i. Click the red X to close the Upload Files screen.



- j.
- k. Click the link **Click here if file uploaded successfully.**
  - i. This resets the reminder date. Not selecting this link will cause reminders to continue.

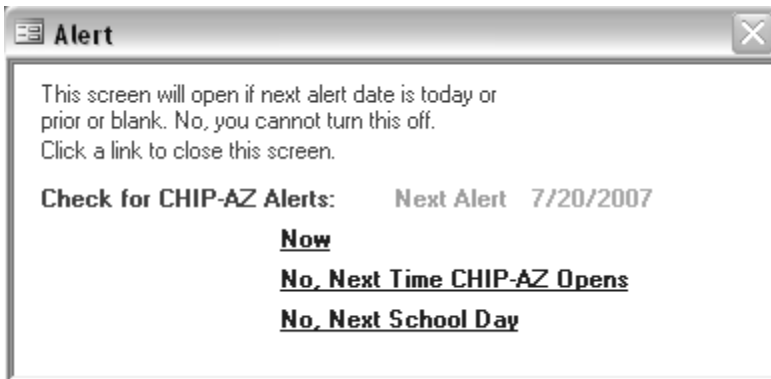
## What are the critical codes?

The codes selected by ADHS to monitor on a weekly basis are:

- 515.33 Communicable Rash - Varicella - Referred
- 517.33 Communicable Rash - Rubella/Rubeola - Referred
- 543.33 Gastrointestinal - Vomiting and Diarrhea w or w/o fever - Referred
- 561.33 Meningitis/Encephalitis - Bacterial/Viral - Referred
- 582.33 Respiratory - Influenza-like Illness (ILI) – Referred

It is imperative that these codes be used when they apply.

## Alerts



Selecting 'Now' takes you to the internet site. We hope to reduce the quantity of email going to you by asking you to check back here often for important messages.





# Activities Non-Student

## New Entry

Activity Entry Non-Student

Demo School 1999-2000

Date: 7/7/99

Provider: Provider, Demo

Activity: Classes Workshops Given

Number	Activity	Count
240	Classes Workshops Given	240
180	Classroom Presentation to Students	180
220	Community Contacts / Meetings	220
210	Conferences w/ school personnel re: stude	210
235	Conferences / Workshops Attended	235
275	Emergency Calls to Other Schools	275
175	Health Education/Promotion/Resource	175
245	Preceptor of Student Nurses	245

Record: 1 of 1

Note: Number is the number for this date. So if you did 3 Classes Workshops Given in one day your number would be 3.

## Review

Shows all records for the **current** school year. To see records for another year, go to Entry Screens, Change School, Provider, Year and enter the desired year.

- 1) Click "Filter" button.
- 2) Enter Activity or date you wish to find.
- 3) Click "OK" button.

Activity NS Review

Activity Code	Date / #	Comment
Classes Workshops Given	7/7/99	
240	Provider, Demo	1

Filter

Activity NS Query By Form

Activity Code	Date / #	Comment
Classes Workshops Given		

OK Cancel