

Video Accompaniment – Medications Daily

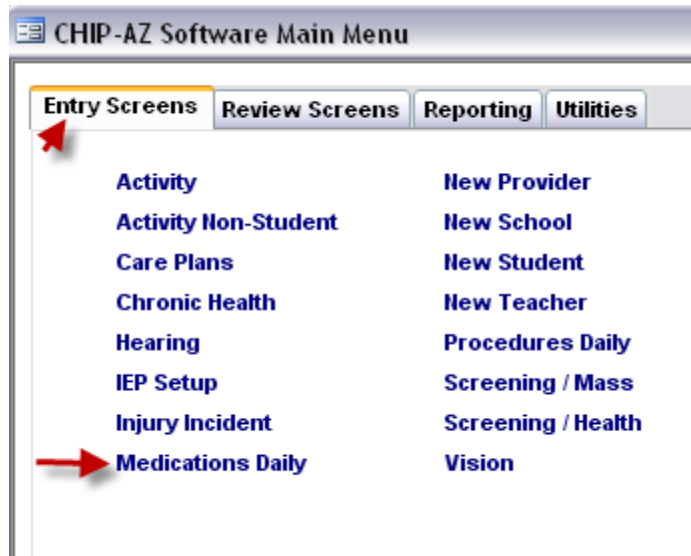
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More videos are available at <http://www.chip-az.org/downloads.htm>

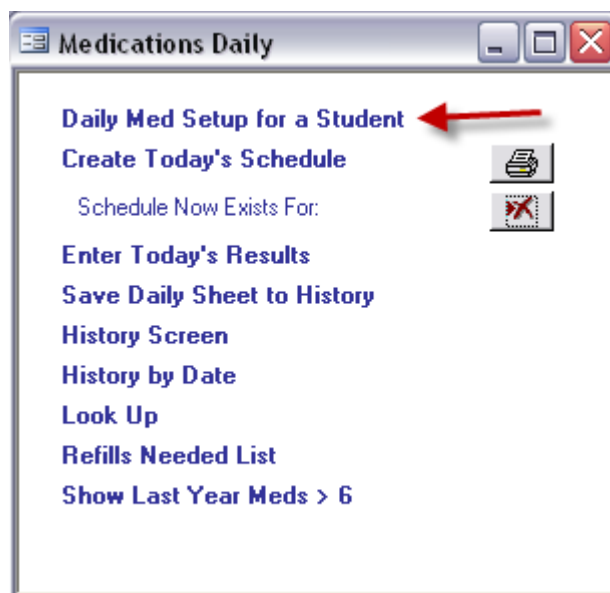
We will cover Setup, Processing Reporting and some Tools.

Set Up a Medication for a Student

Go to Entry Screens tab.



Select Medications Daily.



Select Daily Med Setup for a Student.

Set up each student / medication combination separately.

- Student** Enter the student name (last, first) or select the student from the look up.
- Medication** Enter the medication or select from the look up. Common medications may be added to the lookup from the Medications Daily screen.
- Dosage** Enter the dosage such as 10mg or 100mg.
- Frequency/day** Enter the frequency of the above dosage such as 1, 2 or 3.
Doses are the number given while at school only.
- Prescribed By** Enter who prescribed the medication if desired.
- Date Start** Enter the first date the medication should be administered.
- Date Stop** Enter the date the medication should NOT be administered. This medication will not appear on the schedule for stop date.
- IEP?** Will be checked if an IEP exists for the student.
- IEP Related** Checkmark if Med is IEP Related
- Health Conditions** Enter condition(s) for which medication is prescribed. Pick from look up.
- Schedule** Enter dose # 1, 2 or 3 and the time it is scheduled.
 When results are saved to history... Each schedule creates a code 15 and the associated chronic or acute code count. I.e. Multiple schedules create multiple counts.
- Rec'd from Home**
- Enter Date, Count and "R" for doses received from home.
 - Enter Date, Count and "A" to adjust count.

When done, close Daily Med Setup for a Student.

Processing

Create Today's Schedule and Print

The screenshot shows a window titled "Medications Daily". The menu includes: "Daily Med Setup for a Student", "Create Today's Schedule" (with a printer icon), "Schedule Now Exists For: 11/4/2008" (with a red 'X' icon), "Enter Today's Results", "Save Daily Sheet to History", "History Screen", "History by Date", "Look Up", "Refills Needed List", and "Show Last Year Meds > 6". A callout box points to the printer icon and the 'X' icon, stating: "If a schedule exists, you may need to **Save Daily Sheet to History**. Or click this button to clear the schedule that exists."

Select Create Today's Schedule.

The screenshot shows a window titled "Create Daily Schedule - Meds". It contains the text: "Create Schedule for what date?" followed by a date input field containing "11/5/2008" and a "Go" button. A red arrow points to the "Go" button. Below the input field, there is a note: "Remember to enter results for a day before creating a schedule for a new day." and another note: "Student will not be included on schedule if related Acute or Chronic Condition has not been entered for the medication."

After selecting the date, click the "Go" button and the schedule will be created. Print Today's Schedule by clicking the printer icon on the Medications Daily screen.

Daily Medications Schedule - 11/5/2008											
Schedule	Actual	Result	RF	Student	Medication	Dosage	Frq	Stop	Teacher	Note (std)	Daily Note
10:00 AM			<input type="checkbox"/>	A Test, Anicholas	Doxycycline	1	1		Test Teacher		
10:00 AM			<input type="checkbox"/>	Allgood, Brian	Methylphenidate	1	1				

Results: A=Absent, E=Early Release, F=Field trip, H=Home administered, M=Medication Not Available, N=No show, R=Refused, T=Taken as directed, W=Withheld

Enter Today's Results

Today's schedule is displayed in order for you to transfer results from the printed schedule.

Sched	Actual	Result	RF	Student ID	#	Medication	Dosage	Frq	Stop	Provider	Daily Note
10:00 AM			<input type="checkbox"/>	Babb, Danielle	1	Ritalin	2	1	12/1/2003	Provider, Demo	
10:10 AM			<input type="checkbox"/>	A Tests, Nicholas	1	Doxycycline	2	1		Provider, Demo	
10:30 AM			<input type="checkbox"/>	Alvarez, Javier	1	Doxycycline	1	1		Provider, Demo	
12:00 PM			<input type="checkbox"/>	A Tests, Nicholas	1	Methylphenidate	1	1		Provider, Demo	
*			<input type="checkbox"/>								

Record: 1 of 4

Fast Entry Hints:

Press space bar to accept Scheduled time as Actual.

Tab to accept the default Result or type the first letter of the appropriate result.

Check RF (refill) if needed.

Change provider if needed.

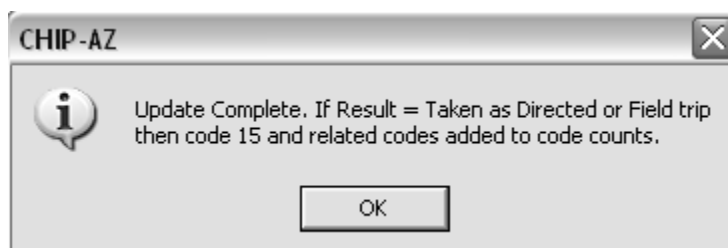
Click in Daily Note field if desired.

If a med has been marked in setup as IEP eligible, potential DSC billing will be fifteen minutes for each "Actual" time. Two meds administered at 10:00AM count as 15 minutes.

Save Daily Sheet to History

From the Medications Daily screen, click on the "Save Daily Sheet to History" to save the Daily Med Sheet results. You will see a message when the update is complete.

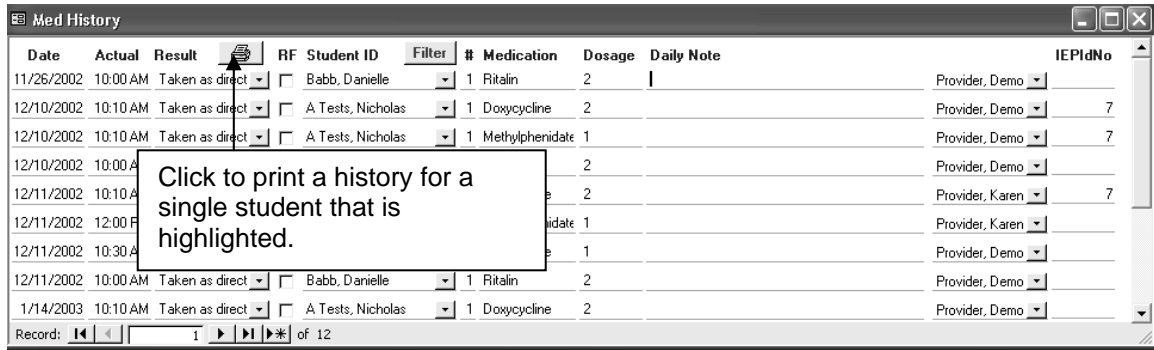
- If you have not completed entry of all of the records on the Daily Sheet you will be notified and that screen will open.
- Adds code 15 (medications) and appropriate intervention code to ASHAR code count when 'Taken as Directed' or 'Field Trip' is marked as result.



Reporting

From the Medications Daily screen, click the **History Screen** link and the following screen will open.

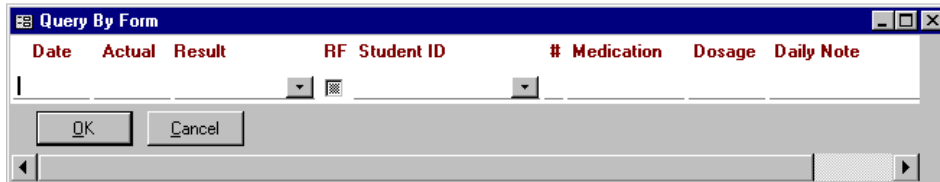
History Screen



The screenshot shows a window titled "Med History" with a table of medication records. The table has columns: Date, Actual, Result, RF, Student ID, Filter, # Medication, Dosage, Daily Note, and IEPIdNo. A tooltip is displayed over the "Filter" button, containing the text: "Click to print a history for a single student that is highlighted." The table contains several rows of data, including records for Danielle Babb, Nicholas A Tests, and Karen Provider.

Date	Actual	Result	RF	Student ID	Filter	# Medication	Dosage	Daily Note	IEPIdNo
11/26/2002	10:00 AM	Taken as direct	<input type="checkbox"/>	Babb, Danielle		1 Ritalin	2		Provider, Demo
12/10/2002	10:10 AM	Taken as direct	<input type="checkbox"/>	A Tests, Nicholas		1 Doxycycline	2		Provider, Demo 7
12/10/2002	10:10 AM	Taken as direct	<input type="checkbox"/>	A Tests, Nicholas		1 Methylphenidate	1		Provider, Demo 7
12/10/2002	10:00 AM						2		Provider, Demo
12/11/2002	10:10 AM						2		Provider, Karen 7
12/11/2002	12:00 PM						1		Provider, Karen
12/11/2002	10:30 AM						1		Provider, Demo
12/11/2002	10:00 AM	Taken as direct	<input type="checkbox"/>	Babb, Danielle		1 Ritalin	2		Provider, Demo
1/14/2003	10:10 AM	Taken as direct	<input type="checkbox"/>	A Tests, Nicholas		1 Doxycycline	2		Provider, Demo

To Filter click on the "Filter" button in the top center of the screen, and the following screen will open.

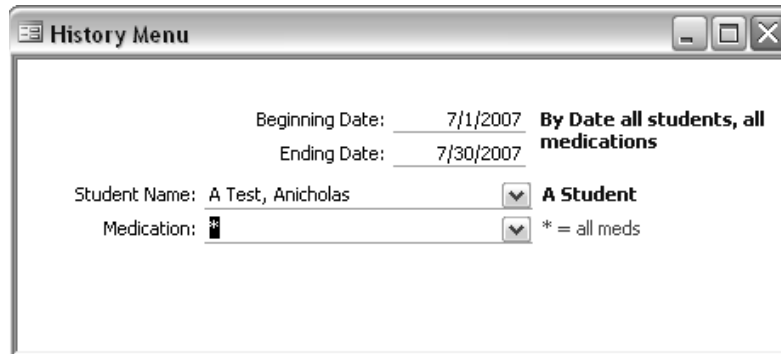


The screenshot shows a dialog box titled "Query By Form". It has a header with the same column names as the table above: Date, Actual, Result, RF, Student ID, # Medication, Dosage, and Daily Note. Below the header, there are input fields for each column, with dropdown arrows for the Student ID and # Medication fields. At the bottom of the dialog, there are "OK" and "Cancel" buttons.

Enter the pertinent data and click OK.

History by Date

From the Medications Daily screen click on the **History by Date** link. A dialog box will open prompting you to make selections.



History Menu

Beginning Date: 7/1/2007 **By Date all students, all medications**

Ending Date: 7/30/2007

Student Name: A Test, Anicholas **A Student**

Medication: * = all meds

Click the “A Student” or “By Date all students, all medications” after you have entered the date range for the report. The Daily Medication History report will open. **Print, sign and file.**

Daily Medication History - Date Range						
		Begin: 1/1/1988		End: 7/12/2004		
Date	Time	Result	Student	Medication	Dosage	Provider
8/21/2003	10:30 AM	Taken as directed	Alvarez, Javier	Doxycycline	1	Provider, D
8/21/2003	10:30 AM	Taken as directed	Zampini, Arthur	Doxycycline	1	Provider, D
8/21/2003	11:00 AM	Taken as directed	A Test, Nicholas	Methylphenidate	1	Provider, D
8/21/2003	1:00 PM	Taken as directed	A Test, Nicholas	Methylphenidate	1	Provider, D
8/26/2003	10:10 AM	Taken as directed	A Test, Nicholas	Doxycycline	2	Jones, S
12/10/2003	10:10 AM	Taken as directed	A Test, Nicholas	Methylphenidate	1	Provider, D
2/19/2004		Absent	Alvarez, Javier	Doxycycline	1	Provider, D

From the Daily Med Setup for a student screen.

Show History

Preview Inventory Report of the Medication Inventory for This Student

Show History of This Medication for This Student

Show History of This Medication for This Student

Date	Actual	Result	RF	Student ID	Filter	#	Medication	Dosage	Daily Note
10/9/2008	10:00 AM	Taken as direct	<input type="checkbox"/>	A Test, Anicholas		1	Doxycycline	1	
9/18/2008	10:00 AM	Taken as direct	<input type="checkbox"/>	A Test, Anicholas		1	Doxycycline	1	
9/16/2008	10:00 AM	Taken as direct	<input type="checkbox"/>	A Test, Anicholas		1	Doxycycline	1	

Preview Inventory report of the Medication Inventory for This Student

Daily Medication Inventory				
A Test, Anicholas 10				
Medication	Date	Doses	Inventory	Medication
Doxycycline	9/1/2008	Rec	20	20
Doxycycline	9/16/2008	Adm	-1	19
Doxycycline	9/18/2008	Adm	-1	18
Doxycycline	10/9/2008	Adm	-1	17

History Menu

Click on "History Menu" from the Daily Med Setup screen, the following will open.

History Menu

Beginning Date: 7/1/2007 By Date all students, all medications

Ending Date: 7/30/2007

Student Name: A Test, Anicholas A Student

Medication: * = all meds

Click the "A Student" or "By Date all Students" after you have entered the date range for the report. The medication history report will open. **Print, sign and file.**

Daily Medication History - Date Range						
		Begin: 1/1/1988		End: 7/12/2004		
Date	Time	Result	Student	Medication	Dosage	Provider
8/21/2003	10:30 AM	Taken as directed	Alvarez, Javier	Doxycycline	1	Provider, D
8/21/2003	10:30 AM	Taken as directed	Zampini, Arthur	Doxycycline	1	Provider, D
8/21/2003	11:00 AM	Taken as directed	A Test, Nicholas	Methylphenidate	1	Provider, D
8/21/2003	1:00 PM	Taken as directed	A Test, Nicholas	Methylphenidate	1	Provider, D
8/26/2003	10:10 AM	Taken as directed	A Test, Nicholas	Doxycycline	2	Jones, S
12/10/2003	10:10 AM	Taken as directed	A Test, Nicholas	Methylphenidate	1	Provider, D
2/19/2004		Absent	Alvarez, Javier	Doxycycline	1	Provider, D

Tools

Look Up

To view a listing of the medications that are set up, click on "Look Up" from the Daily Medications screen and the following listing will open. You may add medications that are administered frequently by selecting new record.

Daily Medications Look Up

Medication	Mfg	Generic Of
Doxycycline	MUTUA	
Methylphenidate		
Ritalin		

Add meds you commonly administer.

Record: 1 of 3

Refills Needed

Shows list of setups that you have marked refill needed.

Show Last Year Meds > 6

Useful at beginning of year. Shows list of setups that received more than six doses last year.

Special Situations

One Medication, Different Dosages - How to Set Up

Example:

Jimmy is to receive a 10mg dose of Ritalin at 10:00 AM.

Jimmy is to receive a 5mg dose of Ritalin at 1:00 PM.

Medication is received as 5mg tablets that are to be used for the 10:00 am and 1:00 pm doses.

<i>Description</i>	<i>Med Code</i>	
Two Med Setups that are identical, except the dosage, are needed. <ul style="list-style-type: none">• Enter inventory count separately for 10mg and 5mg.	Counts code 15 and associated intervention codes correctly.	Inventory will be more complicated in that the 10mg and 5mg will be separate.

Two Medications, One Health Condition - How to Set Up

Example:

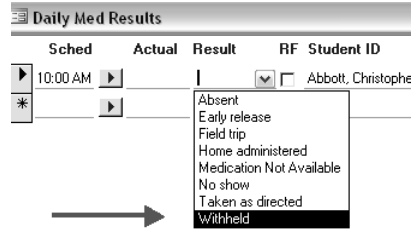
Jose is receiving medication A and medication B for Endocrine Disorders code 355.

<i>Description</i>	<i>Med Code</i>	<i>Chronic Condition Code</i>
Two Med Setups that show the same Health Condition; one for each med.	Counts code 15 and associated intervention codes correctly.	Will count the related Health Condition code 355 once for each code 15, doses administered.

Daily Meds That Are Not Daily

My suggestion is to enter a NOTE in the setup that says Only M,W,F.
This note will print on the Daily Schedule.

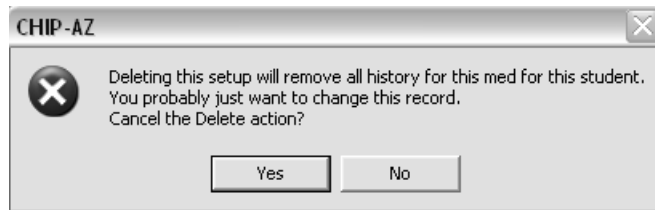
You should enter **Result of Withheld** in Results Entry on Tue & Thr.



PRN MEDS are entered as code 18 in Student Activity Entry Screen. You WILL complete an assessment of the student prior to administering the PRN. You can also select PRN on the Activity Entry screen to view PRN setup.

Dosage Change

Simply change the dosage. No need to delete the old and create a new setup for the student/medication.



What do I do if a student's medication stays the same, but has a change in dosage, time, or is discontinued and then restarted again? Or number of times administered during the day is changed.

As long as the medication is the same medication:

- 1) Dosage change – change the dosage on the original medication set up to the new dosage and document the date of the change in the Note area. Adjust the inventory down to 0, then add new count.
- 2) Time of dosage change – change the time to be administered on the original set up. You can document the date of the change in the note area.
- 3) Medication discontinued and then restarted – Change the start and stop date in the original medication set up, and dosage and time as needed. Adjust the inventory to 0 when medication dc'd. Enter new count when restarted. Document dates of stop and restart in Note area.
- 4) Number of times administered is decreased – delete the dose # by using the delete record icon on top tool bar and then readjust the dose # accordingly if needed.

The medication history will show the correct dosage and time of that student's medication administration.

Change of Medication to a New Medication

If there is a change of medication to a new medication, do a new daily medication set up for that student.

Daily Nursing Procedures, although very similar, will be covered in a separate video.