

CHIP-AZ Software
2011
Spring Training / Year-End Handout
4/1/2011

You may download this presentation or view it on-line at
www.CHIP-AZ.org
Select Downloads, then Year-End.

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ESP – Is Important

- ESP uploads are important. They serve as an early warning sentinel of pandemic disease outbreaks in the state of Arizona.
- When the ESP screen flashes, do an ESP upload.

It has been a busy year! All year long you have been charting and entering activity codes.

- Some were Activities with Students,
- Others were Health Screening, Mass Entries, such as Medications (15), and Non-Student Activities, such as School Meetings (215).

Where do the ASHAR numbers come from?

- School Information is collected from the School screen.
- Provider Information is collected from the Provider screen.
- Activity Codes are totaled.
- The program looks at all the entries made in:
 - Health Screening/Mass Entry
 - Student Activities
 - Non-Student Activities screens.
 - Medications, Procedures, Hearing, Vision and Health Screening Updates of code counts [*see attachments*].

Updates of code counts [*see next page*].

Chronic Health Conditions Known 5/1

- Determined by looking at each student record and determining, based on the Enrollment History in the Student screen, which students were still actively enrolled on 5/1.
- The Chronic Conditions entered for each active student in the student screen are then totaled.

Which Students Are Included?

- Only students actively enrolled as of 5/1 of the school year are included in counts of Chronic Health Conditions Known 5/1.
- However, all students are included in counts of Activities – Nursing Interventions and Referrals including Screenings.

Codes 40 and 45 (Enroll/Withdrawals)

- Any manual entries you made in the Mass Entry Screen for codes 40 or 45 are included in the totals.
 - Based on the above rules, you may need to remove some codes 40 or 45 that you entered in the mass entry screen.
 - A warning screen is displayed prior to ASHAR report. You can do clean up from it.
 - Run the ASHAR Enrollment Proof prior to running your year-end report to see what is happening for codes 40/45.
- In addition, CHIP-AZ automatically...
 - Counts students in the Incoming class as code 40 minus enrolled after school begin date.
 - Counts students in the Outgoing class as code 45, minus withdraws before year-end date.
 - Count students with Enrollment records after school begin date as code 40.
 - Count students with Withdrawal records before year-end date as code 45.

Problems - I didn't update counts for screenings, etc. during the year.

Now what?

- For those items that cannot be updated after the fact, manually enter in Entry, Screening / Mass screen.
- Check ASHAR Health Screening Code Counts to see your options.
- Be aware that you cannot make new entries in the review screen.

Code Count Updates

Type		Update Counts Via	Update does what	Run many times. May be run repeatedly without duplicating counts.	Run Only Once
Hearing	Initial Screen	Hearing Reporting Updates	Recalculates and adds code 75 from initial screen dates entered.	Yes, anytime	
	Second Screen	Hearing Reporting Updates	Recalculates and adds code 80 from re-screen screen dates entered.	Yes, anytime	
	Referral Letter	Hearing Reporting Updates	<ul style="list-style-type: none"> • Marks Hearing record with referral letter sent date of today if letter was due to be sent. <i>If run a day late, letter date will be day update is run.</i> • Adds codes 30, 81, 360.22, 360.33 	Yes.	
	Referral Reminder Letter	Hearing Reporting Updates	<ul style="list-style-type: none"> • Updates Hearing record with referral letter sent date of today if a letter was <u>previously</u> sent. <i>If run a day late, letter date will be day update is run.</i> • Adds codes 30, 81, 360.22, 360.33 	NO, will create duplicate code counts.	Run only once on the day letters are sent.

Hearing – Selection Criteria?	Currently Enrolled	Initial Screen Date	Re-Screen Checked	Re-screen Date	Referrals for Eval checked	Letter Sent Date	Outcomes	No Screen per Parents
Initial Screen Due	Y	Blank	--	--	--	--		--
Second Screen Due	Y	--	Yes	Blank	--	--		Not checked
Referral to Parent	Y				Yes, any	Blank		Not checked
Referral to Audiologist	Y				Audiologist	Blank		Not checked
Referral to Physician	Y				Medical	Blank		Not checked
Reminder to Parents	Y					Not Blank	Blank	Not checked

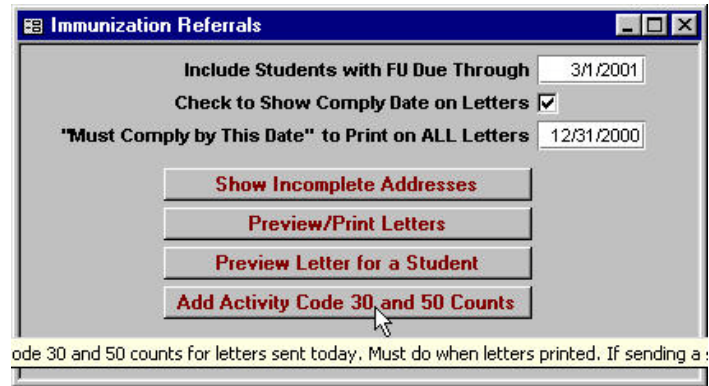
Type		Update Counts Via	Update does what	Run many times. May be run repeatedly without duplicating counts.	Run Only Once
Vision	Initial Screen	Vision Reporting Updates	Recalculates and adds code 65 from initial screen dates entered.	Yes, anytime	
	Second Screen	Vision Reporting Updates	Recalculates and adds code 70 from re-screen screen dates entered.	Yes, anytime	
	Referral Letter	Vision Reporting Updates	<ul style="list-style-type: none"> • Marks Vision record with date letter sent if letter was due to be sent. <i>If run a day late, letter date will be day update is run.</i> • Adds code 30, 71,415.22, and 415.33 as needed. 420.22 and 420.33 (color) are not created unless color letters are created. 	Yes.	
	Referral Reminder Letter	Vision Reporting Updates	<ul style="list-style-type: none"> • Updates Vision record with referral letter sent date of today if a letter was <u>previously</u> sent. <i>If run a day late, letter date will be day update is run.</i> • Adds code 30, 71, 415.22, and 415.33 as needed. 420.22 and 420.33 (color) are not created unless color letters are created. 	NO, will create duplicate code counts	Run only once on the day letters are sent.
Vision Color	Referral Letter	At close of letter	<ul style="list-style-type: none"> • Marks Vision record with date letter sent if letter was due to be sent. 	No, You can only save letters once a day, before saving we delete all letter sent history for today.	

Vision – Selection Criteria?	Currently Enrolled	Initial Screen Date	Re-Screen Checked (RS)	Re-screen Date	Referrals for Eval checked	Letter Sent Date	Outcomes	No Screen per Parents
Initial Screen Due	Y	Blank	--	--	--	--		--
Second Screen Due	Y	--	Yes	Blank	--	--		Not checked
Referral to Parent	Y	--	--	--	Yes, any	Blank		Not checked
Reminder to Parent	Y	--	--	--	Yes, any	Not Blank	Blank	Not checked
Referral Color Def	Y	--	--	--	Yes, Color	Color Blank		Not checked

Type		Update Counts Via	Run many times. May be run repeatedly without duplicating counts.	Run Only Once	Update does what		
Other Screen	B/P, Ht-Wt, etc.	Screening by Student Entry	Yes, anytime		Updates codes below		
					Screen Type	Initial	Re-screen
					B/P	105	110
					Dental	115	120
					Height-Weight	95	100
					Neurodevelopmental	165	
					Pediculosis	125	130
					Physical Exam	160	
					Scoliosis	85	90
TB Skin Test	135	140					
Immuni- zation		Immunization Reporting, Referral Letters	NO, will create duplicate code counts.	Run only once on the day letters or reminders are sent.	<ul style="list-style-type: none"> • Determines number of letters that should have been sent based on "FU Due Through" date you enter. • Adds count for codes 30 and 50. • If you send a letter to a single student, you will not use the automatic update. Enter the count for codes 30 and 50 manually in Screening / Mass Entry. 		

Basically here is the Immunization drill:

1. Immunization Records (new) are **added** to CHIP-AZ.
 - Manual entry into Mass Entry Code 50 and possible code 30.
2. Immunization Records are **updated** in CHIP-AZ. (New dose recorded.)
 - Manual entry into Mass Entry Code 50 and possible code 30.
3. Immunization Records are reviewed in CHIP-AZ. (Generally this should have happened in step 1 and 2, but I understand nurses will likely lock the door and do a mass review.)
 - Manual entry into Mass Entry Code 50.
4. Immunization Administration.
 - Manual entry into Mass Entry Code 55 or 60 and possible code 30.
5. Immunization Record Reminder Letters are **sent** using CHIP-AZ.
 - CHIP-AZ generates Codes 50 and 30 when appropriate button is pressed. (See Immunization Reporting, Referral Letters.)



Summary of Steps to Prepare your ASHAR Report and Export (Upload)

- Review of School, Student and Provider Information is performed when ASHAR report menu opens.
- Utility Activity Code History
- Utility Import Student Data
- Utility Grade Updates
- Utility Enrollment
- Report ASHAR
- Report ASHAR Data Export

Review of School, Student, Activity Audits and Provider

✓ of information is performed when ASHAR report menu opens.

Utility - Activity Code History

✓ to find location of "Off the Wall" codes that show up on ASHAR.

- Enter code such as 663.33, found on your ASHAR, then select Mass Entries, Student Archives or Student Entries link to see where it was entered.
- We selected Student Entries to find this "Off the Wall" code.
- Now we can go on to Activity Entries and make a correction.

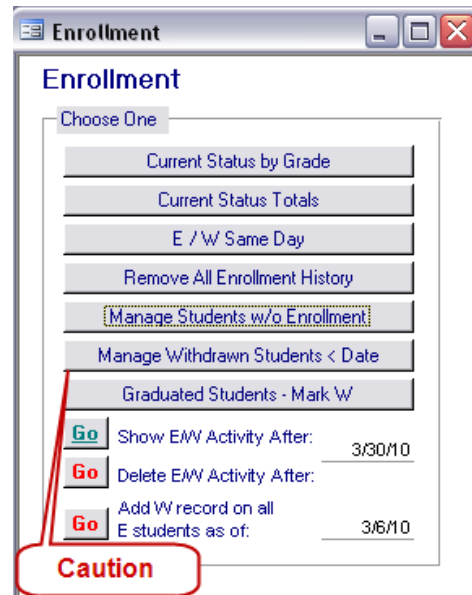
Utility - Import Student Data

- Load the most recent student enrollment / withdrawal data from your district.
- Use CHIPSync© if available to you.

Utility - Grade Updates

- Select "Students Missing Grade".
 - Fix any that are missing a grade.
- **Do NOT promote students at this time.**

Utility - Enrollment



- **Do not** use Manage Withdrawn... or Graduated Students... at this stage.
- (Optional) Show E/W Activity After: Shows enrollment history after date entered.
- (Optional) Delete E/W Activity After: Deletes enrollment history after date entered.
- (Optional) Add W record on all E students as of date entered. Marks E students W with date entered.
- **(Do this!)** Select "Manage Students w/o Enrollment" to show Students w/o Enrollment



- Select List and fix those missing the date via Review, Student screen or
- **Select Mark W** or Remove them ONLY if you are sure they never attended class. Caution: Remove deletes all data for these students. Not recommended.

Reporting - ASHAR

ASHAR Paper is NOT sent

- Only Electronic transmissions available in v9.1 and greater are accepted.

Code 40/45 Warning

- Follow the instructions on screen

Report Dates

- Enter the Beginning Date of school. This must be accurate to properly calculate code 40.
- Enter the Ending Date of school.

ASHAR Report

- Select Provider for Reported By
 - Sorry but you must reselect this each time the screen is opened.
- ASHAR Report is the printed report.
 - Resolve questions about the numbers via Activity Code History above and rerun if needed.
- ASHAR Report Comments is additional printed material.

ASHAR Enrollment Proof

- Select if you have concerns about your enrollment / withdrawal numbers.

Periodic Data Summary / Export

- Select Periodic only if required by your district.
 - Districts using Super-Totaller© will not use this selection. Directions will be provided by your district.
 - Does not add incoming/ outgoing class counts to code 40/45.

ASHAR Data Export

- Select ASHAR Data Export, Internet, Export and follow the directions.
- ASHAR Paper is NOT to be sent. Only Electronic transmissions available in v9.1 and greater are accepted. In an emergency, email arrangements can be made.

Student Health Logs - Year End

Tips:

- Grades are tricky; for ex.
 - Enter 01- KG to get grades 01-06 and KG. Enter grades 01- PS to get grades 01-06. PS and KG.
- Many nurses only print the graduating grade.
- To print all years for a grade, select an appropriate Beginning Date.
- Students with no teacher print before students with a teacher on the Order By Grade... option.
- Find a fast laser printer to print.

Utility Transfer (copy) Data to / from Another School

- What data transfers (copies) for each student?
 - Student Demographics
 - Activities with Students Logged (encounters including codes)
 - Chronic Health Conditions
 - Daily Medications History
 - Diabetes Glucose Level Tracking History
 - Emergency Contacts
 - Enrollment History
 - Immunization Record
 - IEP Setup Information (no history)
 - Nursing Procedure History
 - PRN Medication History
 - Screenings; Health, Hearing and Vision
- You may copy a Grade, Student or a List.
 - At year-end, Grade is appropriate.
 - Students are not removed from the transferring school. They should be withdrawn or promoted to "graduated" as appropriate after transfer.
 - Your district guideline may be to only perform the Export at this stage; waiting until Fall to do import.
 - At year-end we encourage you to at least do the Export Steps at the Transferring School thru step 11 and send those files to the proper location(s).
- **Note:** Your district may use a special transfer as a part of CHIPSync at year

end. See your CHIPSync user guide, utilities, year end transfer out. If in doubt, check with your super-user. If you use a special transfer, do not perform the following transfer and import steps.

Backup

- Close CHIP-AZ
- Backup your CHIP-AZ data.
- Minimally, COPY (do not move) the file CHIP2000_be.mdb from the folder C:\CHIP2000 to another folder.

Year-End Transfer Overview:

- **Backup** CHIP-AZ
- Example - School 'A' a middle school with grades 7-8.
- **Export** a grade which would be the max grade such as grade 8.
- **Transmit** 21 files via email.
- **DO NOT** promote, at this stage if School A is going to receive students from another school.
- School 'A' now **Imports** students from School 'B' an elementary. (Currently marked as grade 6.)
- Use Utility, Grade Updates **Promote**.

Export Steps at the Transferring School

1. Backup CHIP-AZ
2. Open CHIP and select Utilities tab then Transfer Data.
3. Enter Grade to export.
4. Enter 'N' for include teacher.
5. Select Hard Drive.
6. Do NOT select 'Include School Id'.
7. Click Export a Grade.
8. Only actively enrolled students are exported.
9. Files are created after a few moments. Click OK.
10. Files, all beginning with "TrnExp", will be copied to the C:\CHIP2000 folder.
11. Email files to the receiving school Or
 - a. The TrnExp (21) files may be attached to an email to the receiving school.
12. DO NOT promote at this stage
13. Compact and Compact again!

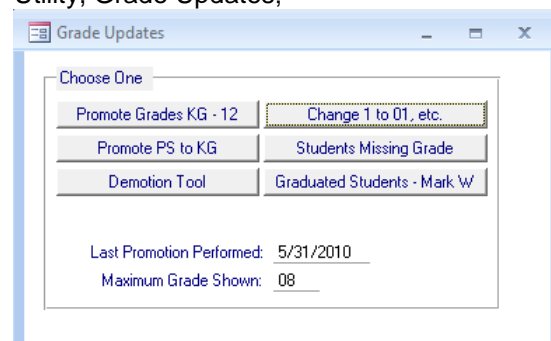
Import Steps at the Receiving School

- Import is often delayed until begin of school year so registration rollover has occurred.

- Backup CHIP-AZ
 - DO NOT "promote" students before importing students from a lower school.
1. If the files were sent to you as an email attachment, save the TrnExp files to the C:\CHIP2000 folder.
 - a. If you see a message that says the files already exist, respond that you want to replace or overwrite the existing copies.
 2. Go to the C:\CHIP2000 folder and confirm that files beginning 'TrnExp' are present!
 3. Open CHIP and select Utilities tab then Transfer Data.
 4. Enter "C" if files are in C:\CHIP2000 folder.
 5. Click "Import From Another School".
 6. Perform above Import Steps for next school that sent you files.
 7. Utility, Grade Updates,
 - a. Promote then
 - b. Mark Graduated Students W.
 - c. Click Change 1 to 01, etc. to see a list of students by grade.
 8. Compact and Compact again!

Promotion

- If ASHAR has been completed and all inbound transfers (imports) processed go to next step.
1. Utility, Grade Updates;



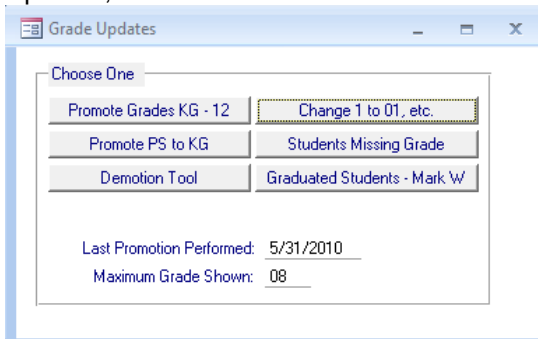
- a. **Promote** which will move the grade 6 students to grade 7. Also will move max grade 8 to "G".then
 - b. **Graduated Students - Mark W**. Delete is not recommended. That would remove all students with grade "G".
 - c. Click Change 1 to 01, etc. to see a list of students by grade.
- If you find you have promoted more than once, go to Utility, Grade Updates, Demotion Tool.

Manage Withdrawn Students

- Wait until 11th day of new school year.
See New Year Startup. (Next section.)

New Year Start-Up

- Do Not do an ESP Upload before the following:
 1. Review, School screen - Change the **First School Day** date (student start date).
 2. Change School, Provider, Year screen - **Change the School Year** to new year such as 2011-2012.
 3. DO NOT import new students from district or run CHIPSync© yet.
 4. Promotion and demotion, ONLY if NOT previously completed... Utility, Grade Updates,



- a. Promote students (Must do even if importing data from district or have CHIPSync in order to mark outgoing class as 'G'.)
 - b. Mark Graduated Students W as of spring date like 5/31/___.
 - c. DO NOT Delete graduated students.
 - d. Demote any students who did not graduate from 'G' to appropriate grade in Review Screen, Student.
5. Import new students from district or run CHIPSync©. This should also assign students to proper grade if they remain at this school.
 6. Utility, Enrollment, Current Status Totals. Note count for Enrolled students.
 - a. Review, School screen - Change the School's "Ave Enrollment".

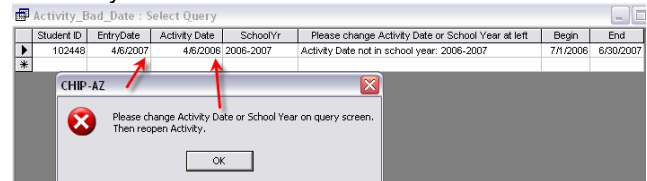
Manage Withdrawn or No-Show Students

- Wait until 11th day of new school year.
- Follow the Enrollment Cleanup instructions at <http://www.chip-az.org/EnrollmentCleanup.htm>

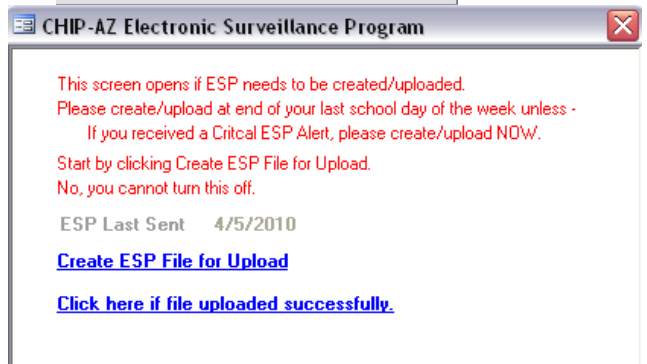
New, and not so new, Stuff

Some Reminder Warnings

- Activity – Activity date not in recorded school year.



- ESP – Do each Friday. Uploads counts.
 - Be sure to select second link if successful.



- Alerts – Now checks automatically if new alert has been published since you last checked.



- Provider – Years Experience RN is School Nursing Experience **Only** for RN's only.

Provider

First Name: Demo AHCCCS Pin

Last Name: Healthaide HPI #

RII, LPII, HA, SthI: HA

Years Exp RII: < 3 years

CPR Cert Date

SNIEMCS-C Cour

Check if Year Round Calendar

Microsoft Access

Are you sure?
Be sure to Check Year Round ONLY if summer break is less than 6 weeks.

OK

- ASHAR Reported By
 - Sorry but you must reselect this each time the screen is opened.

Microsoft Access

You must complete Reported by information.

OK

Reported by

ProviderBadTitle_2 : Select Query

ProviderId	Provider	Provider Title	RN	Inactiv
20	Provider, Demo	Missing	HA	
*	(toNumber)			

CHIP-AZ

Please add new title for these active providers.
Correct in Provider review screen.

OK

- If not RN, select None for AZ Certification. It will be cleared.

Bad Provider AZ Certification Value

The provider(s) listed below need to select a correct value for AZ Cert if RN. Select a correct value from the AZ Cert drop-down list and close the screen. If not RN, select None for AZ Certification. It will be cleared.

Provider Id	Provider	AZ Certification
20	Provider, Demo	None

Record: 1 of 1

CHIP-AZ

Must be RN to enter AZ Certification.
Clearing.
This provider is not marked RN.

OK

- Calendar – Year Round?

DSC – Direct Service Claims Billing (IEP)

- This significant revenue source for your school is supported by your office. Remind your administration.
- Do it the easy way with CHIP-AZ.
- DSC – Get started <http://www.chip-az.org/DSCSug.htm>
- DSC – Resolve Problems <http://www.chip-az.org/DSCResolve.htm>
- DSC - Review the User Guide (Tutorial).

Microsoft Office Access 2007 Compatible Version of CHIP-AZ

- v12.5 and newer
- [Advisory](#)
- [Security Setup](#)
- [Tips for 2007/2010](#)