



Information Packet

**CHIP-AZ Software Support
AZ School Nurse Consortium
Mary Hallett, Coordinator
8232 E. Arlington Road
Scottsdale, AZ 85250-6605
MaryH@CHIP-AZ.org
www.CHIP-AZ.org**

Information Packet Contents

Introduction	3
The Process	3
How Does CHIP-AZ Work?	4
Frequently Asked Questions.....	5
Computer Requirements	6
CHIP-AZ Import FAQs	7
CHIP-AZ Application / Commitment.....	14
The Process Repeated	16

Introduction

Congratulations! You have a unique opportunity to participate in the Child Health Indicator Program (CHIP-AZ). Through a reciprocal agreement between the Arizona Department of Health Services (ADHS) Public Health Prevention Services, Office of the Deputy Assistant Director (PHPS) and participating school nurses, child wellness indicators (that aren't tracked by any other health entity, private or public), are being provided to ADHS, PHPS. Through participation in this program, you have the opportunity to contribute to a body of knowledge reflecting the health status of school age children in Arizona. This aggregate data may be used to determine future health policies and funding for children in Arizona.

Additionally, this software program produces a variety of reports for you, including the Arizona School Health Annual Report (ASHAR). The purposes of the ASHAR for the school nurse are:

- To reflect the health status of students in your school and district;
- To identify strengths, weaknesses and /or problem areas; and
- To prepare annual and long-range goals for your health services program.

Information collected through CHIP-AZ improves the scope, efficiency, and accuracy of data collected that can be utilized in your practice.

Over 70 schools participated during 1998-99; over 150 during 2001-2002; over 300 during 2007-2008.

The Process

If you wish to contract for CHIP-AZ Software Training and Support

1. Application/Commitment document - Complete at once so we can accept your school(s) into the **Child Health Indicator Program (CHIP-AZ)**. Fax to **Mary Hallett** at **(480) 945-5787**. Application is in this Info Packet.
2. Purchase Order - Secure for schools participating and send to: CHIP-AZ Software Support, Arizona School Nurse Consortium, 8232 E. Arlington Road, Scottsdale, AZ 85250 or fax to (480) 945-5787.
3. Sample data files - Submitted for testing via email to: SLGoetze@CHIP-AZ.org. These must be approved before training can be scheduled. Notice is sent to Mary Hallett upon final approval. Data Import Specifications are in this Info Packet.
4. Training - Scheduled by Mary Hallett only when the above items have been completed.
5. CHIP-AZ Software - Made available for installation by the school or district at the completion of training.

How Does CHIP-AZ Work?

Hardware	CHIP-AZ runs on a PC running Windows XP or newer with a minimum of 512 MB memory and 1 GB available disk space. You need to have the Microsoft Access 2003 program installed. They are included in Microsoft Office Professional. If you are not sure you meet these requirements, contact your district Information Technology group. (See Computer Requirements Table, page 6)
Software	Arizona Department of Health Services makes CHIP-AZ available to the nurse through a reciprocal agreement with the school nurse in exchange for data. The real benefits to the health office satisfied by CHIP-AZ are documenting, tracking and reporting student encounters (complaint, assessment, treatment, and follow-up), immunizations, health screenings and the Arizona School Health Annual Report (ASHAR). Certain demographic information is useful for reference and can be imported into CHIP-AZ from the district registration system. (See CHIP-AZ Import FAQs, page 8)
Reporting	CHIP-AZ produces individual student health logs, including ASHAR nursing activity codes, year-end ASHAR; Arizona Department of Health Services school immunization data report; injury incident reports; hearing and vision reports; chronic health conditions; and many others.
Training	Intensive training sessions will be scheduled; ASHAR training is included.
Support	A help line is staffed to handle CHIP-AZ questions.
Cost	Software is provided through ADHS, PHPS at no cost to you. The training and support cost is \$300 per school for the first year and \$100 per school for each subsequent year.
Requirements	School District administration approval is mandatory. School Information Technology System (ITS) cooperation is essential. School Nurses agree to submit the ASHAR electronically at year-end. School Nurses are required to have ASHAR training to utilize CHIP-AZ.

Frequently Asked Questions

Can CHIP-AZ be run on my school's network?

CHIP-AZ is designed to reside on your local computer. Other workstations may be set up to access CHIP-AZ by special arrangement.

I am just learning to use Windows. Will this be a problem?

You will need to become proficient with basic Windows operations prior to attending training. Use of the mouse, opening, closing, scrolling and resizing windows and use of Windows Explorer to copy files are basic requirements. Nurses who do not possess these basic skills will not benefit from training and will hinder the learning experience of other nurses. Basic introductory Windows training is available from a variety of sources such as CompUSA, community colleges or your school district.

What will be covered in the training class?

New Users-

- Installing CHIP-AZ
- Importing student demographic data from another source
- Student activities (encounter) tracking
- Immunization tracking, referrals and reporting
- Non-student activities tracking
- Backup data
- How to get help if something goes wrong?

Intermediate Users-

- Health screening, hearing & vision screening referrals and reporting
- Injury Incident reporting
- Daily Medication and Nursing Procedure tracking
- IEP/MIPS tracking

How do I get my student information (names, birth dates, etc.) loaded?

If your school has this information on its main system, it can be loaded from files created by your district Information Technology group. Instructions on the proper format of this file are included. Refer to Page 8.

Confidentiality

- Summary data will be extracted from the information collected.
- THE EXTRACTION WILL NOT CONTAIN ANY DIRECT LINK OR REFERENCE TO AN INDIVIDUAL STUDENT NAME OR STUDENT "ID"
- The extraction will be an automated process that summarizes encounters by age, sex, ethnicity and residence zip code for the nursing code(s).
- By providing the data electronically the costly and error prone step of re-entering data can be eliminated. The Arizona School Health Annual Report can be produced as a paper report at your site.

Computer Requirements

	Minimal Requirement	Preferred
CPU	Pentium IV	Pentium IV or better
Memory	512 MB	1 GB or more
Hard Disk	1 GB unused free space	
Monitor	15"	17"
	Internet Access from nurse computer	
Operating System	Windows XP or newer	
Software	Microsoft Office 2003 Professional sp2 or newer	Microsoft Office 2007 Professional After 11/1/2008

CHIP-AZ Import FAQs

What data can be imported?

- Student Demographics such as Student ID #, name, address, birth date, ethnicity, etc.
- Student Health Condition Codes
- Enrollment / Withdrawal dates
- Emergency Contact names and phone numbers
- Teacher roster

Do we need to import all this data?

- No. However, it is **required** for the nurse to have basic information about the student such as name, birth date, gender, ethnicity, address and chronic health conditions.
- Emergency contacts are often kept manually or in the school's registration system.

Who produces the data to be imported?

- Data can be entered by hand or the district ITS technology group will build simple export queries that match the specification.
- Some districts run the exports for the schools. Some schools run their own exports.
- GLS Technology Consulting (480.603.7600) offers a software application, CHIPSync™, to validate and copy demographic, immunization, enrollment changes and health information from your registration system into CHIP-AZ. It is easy for the nurse to use by making menu selections to "synchronize". It can be customized to work in your environment.

How often should we import data?

- It is critically important to import the data initially.
- In some cases the volume of new enrollments is relatively low and may not justify the effort to create periodic imports of new students. However, a well-constructed query program should produce the export file of new students with minimal effort on a monthly or periodic basis.

What about new students?

- Demographics for new students can be imported or entered manually.
- Student Import data for a pre-existing Student ID will be updated.

What about withdrawals?

- Enrollment / Withdrawal information is critical to determine who is an active student as of 5/1.
- Student ID, "W" or "E" and an effective date could be imported periodically.

What about address changes?

- This data could be updated periodically with a new student demographic import.

What about emergency contact changes?

- Currently, CHIP-AZ allows duplicate Student ID's into the emergency contact file. DO NOT re-import hoping to update records. You will create duplicates.
- Manually updating this information after it is initially imported is the best option.

Can we re-load Chronic Health Conditions without creating duplicates?

- Yes. CHIP-AZ will ignore duplicate codes for a Student ID.

CHIP-AZ Student Data Import Specifications

In order to minimize the amount of manual entry and improve the data quality, we would like to secure the following data from your registration system. The following specification details the files and format needed to create the initial setup of the CHIP-AZ program. The data will be loaded into the CHIP-AZ software.

<i>Page</i>	<i>Data</i>	<i>File Name</i>	<i>Comment</i>
10	Student Demographics	ImportStudent.txt	Mandatory
11	Code Notes		
12	Chronic Health Condition Codes for Student	ImportChronic.txt	Mandatory if available
12	Teacher	ImportTeacher.txt	Helpful for elementary only
12	Emergency Contacts	ImportEmerg.txt	Nurse preference
13	Enrollment / Withdrawals	ImportEnrollment.txt	School decision
13	Immunizations	Supported by special arrangement only.	

We require ASCII text files, with tab or comma delimited (separated) fields. **Tab delimited is strongly preferred.** A text qualifier of " is suggested when using a comma delimiter. Each line in a file represents a record. Other file formats are not acceptable. **All fields listed in the specification must be represented.** If a data field is not available, include a blank or null followed by the delimiter.

Sample files must be sent via e-mail to:

Steve Goetze SLGoetze@CHIP-AZ.org for evaluation.

Include all properly named sample files for one of your schools that will be participating in CHIP-AZ.
Should you have questions, please contact Mary Hallett 480.945.5787 or
e-mail MaryH@CHIP-AZ.org.

CHIP-AZ Student Data Import Specifications - cont.

Student Demographics

Field	Name	Type	Format	Note example value	Importance
1	Student ID	Number	9999999999	1234567890	Mandatory
2	First Name	Text		Mary	Mandatory
3	Mid Name	Text		Lynn	
4	Last Name	Text		Martin	Mandatory
5	Birth Date	Text	YYYYMMDD YYYY-MM-DD YYYY/MM/DD MMDDYYYY MM-DD-YYYY MM/DD/YYYY MMDDYY MM-DD-YY MM/DD/YY	19901014 1990-10-14 1990/10/14 10141990 10-14-1990 10/14/1990 101490 10-14-90 10/14/90	Mandatory
6	Gender	Text		M or F	Mandatory
7	Ethnicity	Text		Asian [See code note #1, next page]	Mandatory
8	Address	Text		2900 E Northern	High
9	City	Text		Phoenix	High
10	Residence Zip Code	Text		85001	Mandatory
11	Residence County	Text		MARICOPA [See code note #3, next page]	Mandatory
12	Residence State	Text	AZ	AZ	Mandatory
13	Home Phone	Text	123123123456		
14	SS#	Text	999999999	Can accept 999-99-9999	
15	School ID (CTDS)	Text	999999999	072600901 include leading 0	Mandatory
16	Current Grade Level	Text	XX	PS, PK, KG, 01 - 12 are valid along with UE and US	Mandatory
17	Teacher Name (Homerom)	Text		Paul Zuckerman	High for elementary.
Note: Teacher First & Last Name are entered above in one field.					
18	Physician Name	Text		Eli Jones	
19	Physician Phone	Text		6028601515	
20	Physician Phone Ext	Text		12345	
21	Special Ed Student	Text		Not null = Yes, Blank = No	High
22	Fluoride Program	Text		Not null = Yes, Blank = No	
23	Guardian/Parent	Text		Jane Martin	
24	Tribal Affiliation	Text		Navajo [See code note #2, next page]	
25	Sais Id	Text		123456789	

Certain fields are marked "Mandatory" or "High" in the importance column. Others will be very helpful to the school nurse since CHIP-AZ can store this information for them for quick access.

CHIP-AZ Student Data Import Specifications - cont.

Code Notes

Code Note #1 Ethnicity Codes [Enter code or description]		Code Note #3 County Codes [Enter code or description] (based on US Postal Codes)	
Code	Description	Code	Description
A	Asian	001	APACHE
B	Black	003	COCHISE
H	Hispanic	005	COCONINO
I	Native American	007	GILA
O	Other	009	GRAHAM
P	Pacific Islander	011	GREENLEE
W	White	012	LA PAZ
		013	MARICOPA
		015	MOHAVE
Code Note #2 Tribal Affiliation		017	NAVAJO
	Apache	019	PIMA
	Hopi	021	PINAL
	Maricopa	023	SANTA CRUZ
	Navajo	025	YAVAPAI
	Pima	027	YUMA
	(blank)		

Code Note #4 Relationships [Enter code or description]			
Code	Description	Code	Description
14	Aunt	19	Other
23	Babysitter	20	Parole Officer
7	Brother	18	Relative
27	Family Member	11	School Personnel
2	Father	16	Self
26	Foster Father	24	Sibling
25	Foster Mother	6	Sister
13	Friend	9	Spouse
10	Grandparents	4	Step Father
5	Guardian	3	Step Mother
22	Husband	15	Uncle
1	Mother	21	Wife
8	Neighbor		
12	Nurse		

Note: Acceptable date formats:

- YYYYMMDD
- YYYY-MM-DD
- YYYY/MM/DD
- MMDDYYYY
- MM-DD-YYYY
- MM/DD/YYYY
- MMDDYY
- MM-DD-YY
- MM/DD/YY

CHIP-AZ Student Data Import Specifications - cont.

Emergency Contacts

(High importance to most nurses)

Note: A Student ID can have multiple emergency records.

Field	Name	Type	Format	Note
1	School ID (CTDS)	Text	999999999	072600901 include leading 0
2	Student ID	Number	1234567890	
3	Emergency Contact Phone #	Text		6021231234
4	Emergency Contact Name	Text		Mary Hernandez
5	Emergency Contact Relation to Student	Text		[See code note #4, prev page]
6	Notes	Text		Max 255

Chronic Health Condition Codes

(High importance to most nurses)

Note: A Student ID can have multiple health code records.

Field	Name	Type	Format	Note
1	School ID (CTDS)	Text	999999999	072600901 include leading 0
2	Student ID	Number	1234567890	Mandatory
3	Health Code	Text	123	Must NOT end in (.11)
4	Note	Text		Up to 255 characters

Teachers

(High importance to elementary only. Useless to high & middle.)

Field	Name	Type	Format	Note
1	School ID (CTDS)	Text	999999999	072600901 include leading 0
2	Teacher Name	Text		Paul Zukerman
	Note: Teacher First & Last Name are entered above in one field.			
3	Title	Text		
4	Phone or Ext	Text		
5	Room	Text		
6	Other	Text		

CHIP-AZ Student Data Import Specifications - cont.

Enrollment/Withdrawals

(Mandatory)

Field	Name	Type	Format	Note example value	Importance
1	School ID (CTDS)	Text	999999999	072600901 include leading 0	Mandatory
2	Student ID	Number	9999999999	1234567890	Mandatory
3	Effective Date	Date	See student demographics Birth Date.	01/01/99	Mandatory
4	Enrollment Code	Text	AA	W1 (see attached table)	Mandatory

Valid Codes

Enrollment Code	Description
E	Enrollment
E1, 2, etc	Converted to E by import
S	Converted to W by import.
W	Withdrawal
W1, 2, etc	Converted to W by import.

Immunizations

Supported by special arrangement only.

CHIP-AZ Application / Commitment

Please complete this application/commitment document (two pages) at once so we can accept your school(s) into the Child Health Indicator Program (CHIP-AZ).

School District Name:

Question	Response	
1	Number of schools that wish to join CHIP-AZ program.	#
2	Number of schools meeting minimal computer system requirements shown below.	#
3	Number of schools that will have Microsoft Access 2003 sp2 or newer installed.	#
4	District is committed to providing exports of the following data for import into CHIP-AZ:	
	Student Demographics	Yes / No
	Student Chronic Health Conditions	Yes / No
	Student Immunization Records	Yes / No
	Student Enrollment History	Yes / No
	Student Emergency Contacts / Phone Numbers	Yes / No
5	District will submit sample data files for testing prior to scheduling training	Yes / No
6	District will be responsible for insuring that each user of CHIP-AZ has gained a working knowledge of Windows XP or newer prior to CHIP-AZ training.	Yes / No
7	We are able to provide a training lab with a computer for each trainee.	Yes / No

Computer Requirements –

	Minimal Requirement	Preferred
CPU	Pentium IV	Pentium IV or better
Memory	512 MB	1 GB or more
Hard Disk	1 GB unused free space	
Monitor	15"	17"
	Internet Access from nurse computer	
Operating System	Windows XP or newer	
Software	Microsoft Office 2003 Professional sp2 or newer	Microsoft Office 2007 Professional After 8/1/2007

Training will not be scheduled until this completed document is received by Mary Hallett and Sample data files for testing are submitted via email to: SLGoetze@CHIP-AZ.org and approved.

Continued On Next Page.

CHIP-AZ Application / Commitment – page 2 of 2

School District Name:		
Address:		
City:	Zip:	Phone:
Administrator Signature:		Date:
Administrator Name Printed:		Title:
Technology Person Contact Name:		Title:
	Email:	Phone:

List Participating Schools	Nurse Name / Email <i>(please print!)</i>

**Return this completed CHIP-AZ Application / Commitment to Mary Hallett via fax 480-945-5787
or mail to Mary Hallett 8232 E. Arlington Rd. Scottsdale, AZ 85250-6605**

The Process Repeated

Process to follow if you wish to contract for CHIP-AZ Software Training and Support

1. Application/Commitment document - Complete at once so we can accept your school(s) into the **Child Health Indicator Program (CHIP-AZ)**. Fax to **Mary Hallett** at **(480) 945-5787**. Application is in this Info Packet.
2. Purchase Order - Secure for schools participating and send to: CHIP-AZ Software Support, Arizona School Nurse Consortium, 8232 E. Arlington Road, Scottsdale, AZ 85250 or fax to (480) 945-5787.
3. Sample data files - Submitted for testing via email to: SLGoetze@CHIP-AZ.org. These must be approved before training can be scheduled. Notice is sent to Mary Hallett upon final approval. Data Import Specifications are in this Info Packet.
4. Training - Scheduled by Mary Hallett only when the above items have been completed.
5. CHIP-AZ Software - Made available for installation by the school or district at the completion of training.