SCHOOL HEALTH SERVICES (SHS)

ONLINE REPORTING SYSTEM

USER MANUAL

AUGUST 2015

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Introduction

The School Health Services Online Reporting System was developed by the Department of Health and Senior Services (DHSS) to provide a more efficient system for all schools to report information requested by DHSS and other state agencies. This information is used to identify trends, facilitate planning of state resources, and ensure up-to-date communication with lead nurses in Missouri schools.

Logging In

Username and password for each school district was provided to the superintendent. The superintendent is requested to assign this password to the lead school nurse. The Online Reporting System can be accessed at:
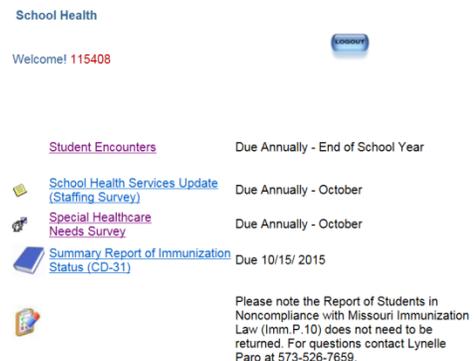
https://webapp01.dhss.mo.gov/SchoolHealth/login.aspx

or by going to the school health home page at http://health.mo.gov/living/families/schoolhealth/ and clicking the Online Reporting System link. It is suggested to bookmark these pages for quick access to the system.

The username and password is **case-sensitive**, so be sure to capitalize (Ex. 012345, DHSSUSER999). If this has been lost or is not working, email shs@health.mo.gov or call 573-522-2822 for technical assistance.
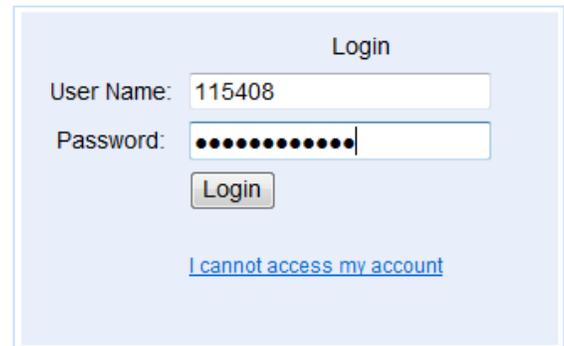
Home Screen

Upon successful login, the home screen will appear. From this screen, all reports can be accessed.

School Health Services Update (Staffing Survey)

The School Health Services Update (aka Staffing Survey) is an annual survey used by the Department of Health and Senior Services to identify statewide school health staffing information on Health Aides, Health Clerks, LPNs, RNs, and Social Workers, calculate the nurse-to-student ratio, and update the list of lead contacts/nurses for Missouri schools. Your completion of this survey is valuable, and the School Health Services Program appreciates your input.

Click the "School Health Services Update" link on the home page. Choose the current school year (for example, **2016** for the **2015-2016** school year) and "Create School Health Services Update." This function automatically enters the previous years' information into the survey. The user then only needs to "Edit" positions that have changed (hours, name, etc), or "Add Staff" for any new positions that haven't been included. "Delete" positions that are no longer with the program.

To "Add Staff" fill in the identifying information for each position, including choosing the title from the drop down list. RNs and Social Workers have an additional drop-down list for the degree received as well as certifications. "Lead Contact" is a new option to choose for those staff who are the lead contact for School Health Services for the district, but not in a health position. (Ex. Superintendent for a school without nurses, or the person responsible for supervising the nurse(s) in the event that person is not a nurse.)

After all positions have been updated, the user can "Submit" the School Health Services Update.

School Health Services Update

[Submit] [Add Staff]

Nurse Name	Position	Lead	Degree	E-Mail	ES Hrs.	MS Hrs.	HS Hrs.	Other Hrs.	Total Hrs.	Edit	Delete
Boop, Betty	LPN			bboop@test.mo.gov	0	0	0	30	30	[Edit]	[Delete]
Chin, Harry	SW		BSW	harry.chin@test.mo.gov	0	0	36	0	36	[Edit]	[Delete]
Nott, Elvis	LPN				15	15	0	0	30	[Edit]	[Delete]
Sting, May	Certified School Nurse (RN)	Yes	MSN	maysting@test.mo.gov	0	0	36	0	36	[Edit]	[Delete]

According to the Nurse Practice Act, a LPN cannot practice without a supervisor. If an LPN is submitted without an RN or Physician also being listed when the survey is submitted, the system will request supervisory information.

Do you have a supervisory agreement with a/an Registered Nurse, Physician, Other, or None?

[RN ▼] *
- RN
- Physician
- Other
- None

Name: [   ]

[Save] [Cancel]

Once you have submitted your School Health Services Update for the current year, you will received a submitted successfully message and your home page will change the survey from "Due" to "Submitted".

This survey is due for completion in October of each school year.

Once submitted, a call to DHSS is required to have the system unlocked if update or changes are necessary.

School Health Services Update (Staffing Survey) — Submitted

Special Healthcare Needs Survey — Due Annually - October

Summary Report of Immunization Status (CD-31) — Due 10/15/ 2014

Please note the Report of Students in Noncompliance with Missouri Immunization Law (Imm.P.10) does not need to be returned. For questions contact Lynelle Paro at 573-526-7659.

Special Health Care Needs Survey

The Special Health Care Needs survey is an annual statewide survey used by the Department of Health and Senior Services to track information regarding common conditions affecting Missouri's school-aged children. This tool is used to identify trends and assist with allocation of resources.

Access this survey by clicking "Special Health Care Needs Survey" on the Home Screen after logging in to the Online Reporting System. Begin the survey by choosing the correct school year and clicking "New Special Needs."

Choose the user's school/district using the drop-down box and verify the county. Enter the name of the RN Coordinator/Lead Nurse for the school district.

Complete each box by entering the number of students in the school/district that have a medical diagnosis if listed chronic conditions and/or a special health care needs.

When finished, click "Save."

This survey is due for completion in October of each school year.

Student Encounters and Outcomes

The student encounter and outcomes survey is a new survey to determine the nursing disposition of students seen in the health office annually. Please indicate the year-end total for the number of students seen by RN, LPN, or HA and if returned to class, sent home (including sent home with a recommendation to see a health care provider), or 911 called.

Immunization Reporting

The following form is available online, and instructions for completion will be provided by the DHSS Bureau of Immunization Assessment and Assurance. For more information, contact Lynelle Paro at SchoolImmunizationReporting@health.mo.gov.

Summary Report of Immunization Status of Missouri Public, Private, and Parochial School Children (CD-31)

By OCTOBER 15, 2010 this completed CD-31 form must be submitted online or forwarded to: Missouri Department of Health and Senior Services Bureau of Immunization Assessment & Assurance P.O.BOX 570 Jefferson City, MO 65102-0570 (573) 751-6124 toll free 1-866-628-9891

If School Name or Address has changed, email changes to SchoolImmunizationReporting@dhss.mo.gov or call (573) 751-6124

Phone ___ - ___ - ___ *

Email Address: _____ *

Prepared By: _____ *

School Name
Address

Date: 9 / 10 / 2010 *

☐ Approved By*
(Superintendent or School Administrator)

2010-2011 — GRADE LEVEL

2010-2011	K	1	2	3	4	5	6	7	8	9	10	11	12	Ungraded ☐
Total Number Of Students Enrolled														

DTAP/DT/TD/TDAP

DTAP/DT/TD/TDAP	K	1	2	3	4	5	6	7	8	9	10	11	12	Ungraded
DTAP/DT/TD/TDAP	4+ doses	4+ doses	4+ doses	4+ doses	4+ doses	4+ doses	4+ doses	4 doses	4 doses	4 doses	4 doses	4 doses	3+ doses	
Students fully Immunized														
Students in Progress (See ACIP Schedule)														
Students with medical exemption														
Students with religious exemption														
Students Noncompliant with Immunization records *														
Students Noncompliant without immunization records *														

Tdap

Tdap	K	1	2	3	4	5	6	7	8	9	10	11	12	Ungraded
Tdap									1 dose					
Students fully Immunized														
Students with medical exemption														
Students with religious exemption														
Students Noncompliant with Immunization records *														
Students Noncompliant without immunization records *														

POLIO

POLIO	K	1	2	3	4	5	6	7	8	9	10	11	12	Ungraded
POLIO	3+ doses	3+ doses	3+ doses	3+ doses	3+ doses	3+ doses	3+ doses	3+ doses	3+ doses	3+ doses	3+ doses	3+ doses	3+ doses	
Students fully Immunized														
Students in Progress (See ACIP Schedule)														
Students with medical exemption														
Students with religious exemption														
Students Noncompliant with Immunization records *														
Students Noncompliant without immunization records *														

MMR (MEASLES, MUMPS, RUBELLA)

MMR (MEASLES, MUMPS, RUBELLA)	K	1	2	3	4	5	6	7	8	9	10	11	12	Ungraded
MMR (MEASLES, MUMPS, RUBELLA)	2 doses	2 doses	2 doses	2 doses	2 doses	2 doses	2 doses	2 doses	2 measles, 1 mumps, 1 rubella	2 measles, 1 mumps, 1 rubella	2 measles, 1 mumps, 1 rubella	2 measles, 1 mumps, 1 rubella	2 measles, 1 mumps, 1 rubella	
Students fully Immunized														
Students in Progress (See ACIP Schedule)														
Students with medical exemption														
Students with religious exemption														
Students Noncompliant with Immunization records *														
Students Noncompliant without immunization records *														