

Health Functions in PowerSchool

Basic Searches to Identify students with emergency health and chronic conditions.

A medical alert is entered from start page > Select a Student > Emergency/Medical

If a student has a medical alert an icon will display by the students name on all pages and a user can click the icon so see the text entered about the medical alert for the student.

From a Specific school or DO enter **Alert_Medical#** in the search field.

For your function Select: Student Screens, List Students or Quick Export

If selecting **Student Screens**:

Select Emergency/Medical and click submit.

Click Students last name and the Emergency Contact/Medical page is presented.

If selecting **List Students** or **Quick Export** include the following fields at a bare minimum:

LastFirst
Grade_level
Alert_Medical

Other possibilities Home_Room, gender, student_number

Special Medical Considerations are entered from start page > Select a Student > Emergency/Medical

You can perform the same functions discussed above with **Medical_Considerations**

Health Functions in PowerSchool

Document Attachments

Your district can use the document attachment functionality to upload emergency care plans and individual health plans for your students. This functionality was added with PowerSchool 8.1 and has been refined in the last couple of PowerSchool Releases. To take advantage of this enhancement your district may need to add disk space to its server.

KB 72498 in PowerSource is a helpful FAQ if your district desires to implement Document attachments.

For assistance with implementing Document Attachments select the **Help** tool in the upper right corner of PowerSchool and select the search page and enter Document Attachments.

Setup will be required for areas of PowerSchool which you do not have access to, contact your PowerSchool administrator.

To add categories:

Access your District Office and select District > Categories > Doc. Attachment Categories.

Working with Students:

From the start page select a student using the appropriate search and select **Attachments** from under Information.

Use the **Help** tool in the upper right corner of PowerSchool for assistance with this page.

Health Functions in PowerSchool

Creating Log Entry Types

From the Power School Start Page select the District Office > District > Log Types

Click **New** to create a new log type.

Add Subtypes as desired from District Office > District > Log Types > Edit Subtypes.

For any new log type security will need to be granted so that users may work with the new log type.

Select System > Security > Groups, select any group that will need to work with the log type and check the box in the **Accessible Log Types** section.

Health Functions in PowerSchool

Searching Log Entries

1. From the Power School start page signed into a specific school.
2. Select **Special Functions > Search Log Entries**.
3. For Log Type select the log type your district has created for the event you are searching for.
4. You can narrow your results by also selecting a specific **Log Subtype**.
5. Use **Entered on or after this date** to restrict to the current school year.
6. Optionally use **Entered on or before this date** to restrict to a specific period of the school year.
7. Click **submit**.

Log Entries Search

Option	Value
Log Type *	Health
Log Subtype	01 Administer Meds
Log Consequence	
Contain this text	
And contain this text	
Does not contain this text	
Title contains this text	
Entered on or after this date	9/2/2015 (MM/DD/YYYY)
Entered on or before this date	(MM/DD/YYYY)
Student Grade Level	
Author	
Sort by	Date, then name

* Must choose a log type before searching

Submit

8. The Log Entries functions page is displayed. You have 3 Options List Log Entries; Print a Report and Quick Export. Print a Report requires a custom report to be setup from System Reports > Setup > Object Reports.

Health Functions in PowerSchool

9. List Log Entries:

Log Entries

11 Log entries found	
6/15/2015 02	Earl, Chantel <i>Sorenson, Kirk</i> : Given Compress and returned to class for 4th period.
6/20/2015 1	Anderson, Cameron <i>Maintenance</i> Tylenol: Nurse administered 200 mg. of Tylenol for headache.
6/20/2015 7	Birkeland, Matthew S <i>Maintenance</i> Finger Injury: Nurse reduced finger dislocation suffered during basketball practice--left index finger.
6/20/2015 1	Bouk, Lauri J <i>Maintenance</i> Insulin: Nurse injected regular insulin shot.
6/20/2015 7	Brooks, Jesse <i>Maintenance</i> Knee injury: Knee injured in volleyball practice--nurse recommended doctor visit.
6/20/2015 7	Curtis, Jared G <i>Maintenance</i> Eye Injury: When he came to the nurse's station, his eye was swollen almost shut. He said that he didn't start the fight with Harold Jones.
6/20/2015 1	Eastman, Morgan <i>Maintenance</i> Regular Visit: Nurse administered meds for ADHD.
6/20/2015 2	Gerdes, Emily A <i>Maintenance</i> Toothache: Came to nurse's station complaining of toothache; nurse administered 400 mg. of Tylenol.
6/20/2015 5	Hagen, Harrison G <i>Maintenance</i> Activities: Nurse counseled Hagen about the danger to his physical well-being. He has been reported as doing dangerous gymnastic stunts in the parking lot.
6/20/2015 2	Hawkins, Crystal A <i>Maintenance</i> Stomach Pain: Came to the nurse's station complaining of pain in her lower back. Nurse recommended doctor visit.
6/20/2015 9	Kern, Jennifer T <i>Maintenance</i> Scoliosis: Reported to the nurse for scoliosis screening

You could print this page or click on a student's name to view the Log Entry.

10. Quick Export:

Suggested fields (Add any other fields your district may use):

Export Log Entries - Export the 11 Log Entries

^{[8]Entry_Author}	
^{[8]Entry_Date}	
^{[8]Discipline_IncidentDate}	
[01]lastfirst	
[01]Grade_level	
^{[8]Subtype}	
^{[8]Subject}	
^{[8]Entry}	
Field Delimiter	Tab
Record Delimiter	CR
<input type="checkbox"/> "Surround Fields"	<input checked="" type="checkbox"/> Column titles on 1st row
Fields	
	Submit

11. Click Submit.

12. A file named log.export.text is downloaded to your computer.

13. Rename the file to Healthvisits.txt or other desired file name.

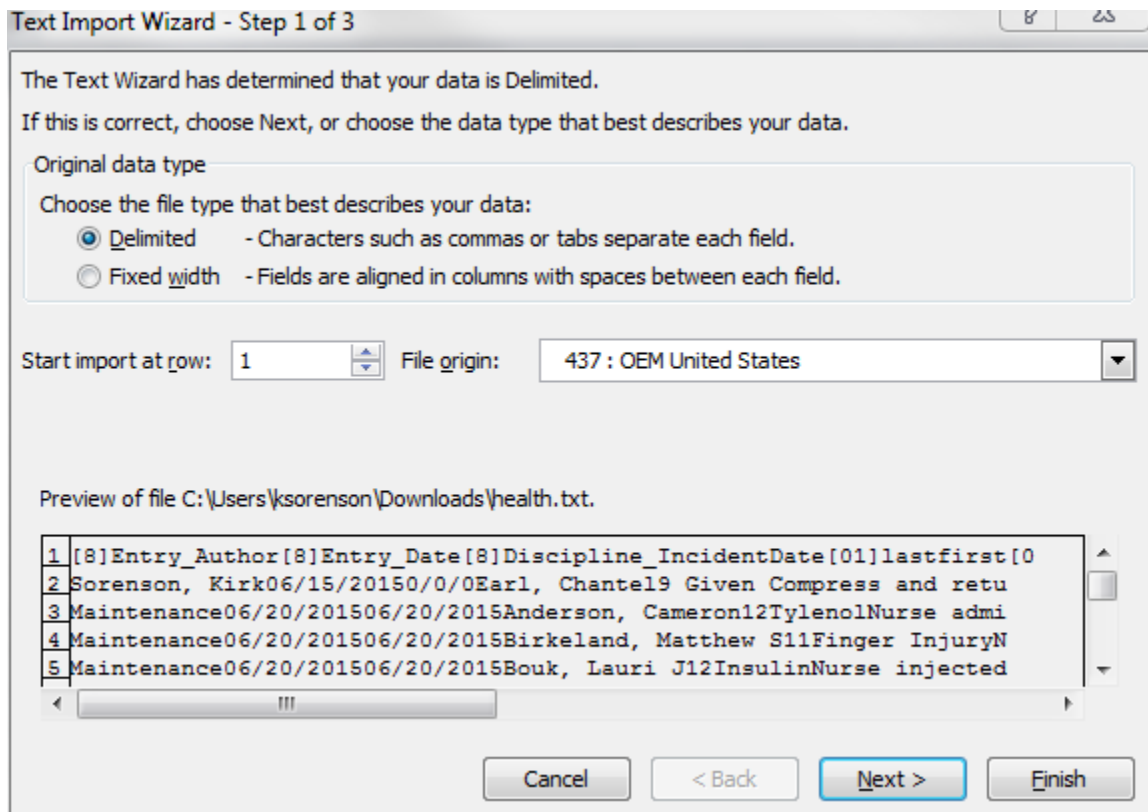
14. If you have carriage returns or tabs in any fields they will need to be removed. Follow the steps the document you have been given and then continue.

15. Right click and open the file with excel or Open Excel and select the OPEN tool and browse to where you download fields and select your file to open. You will need to tell Excel to look for **Text Files (*.prn, *.txt, *.csv)**.

16. Once you have found your file click **Open**.

Health Functions in PowerSchool

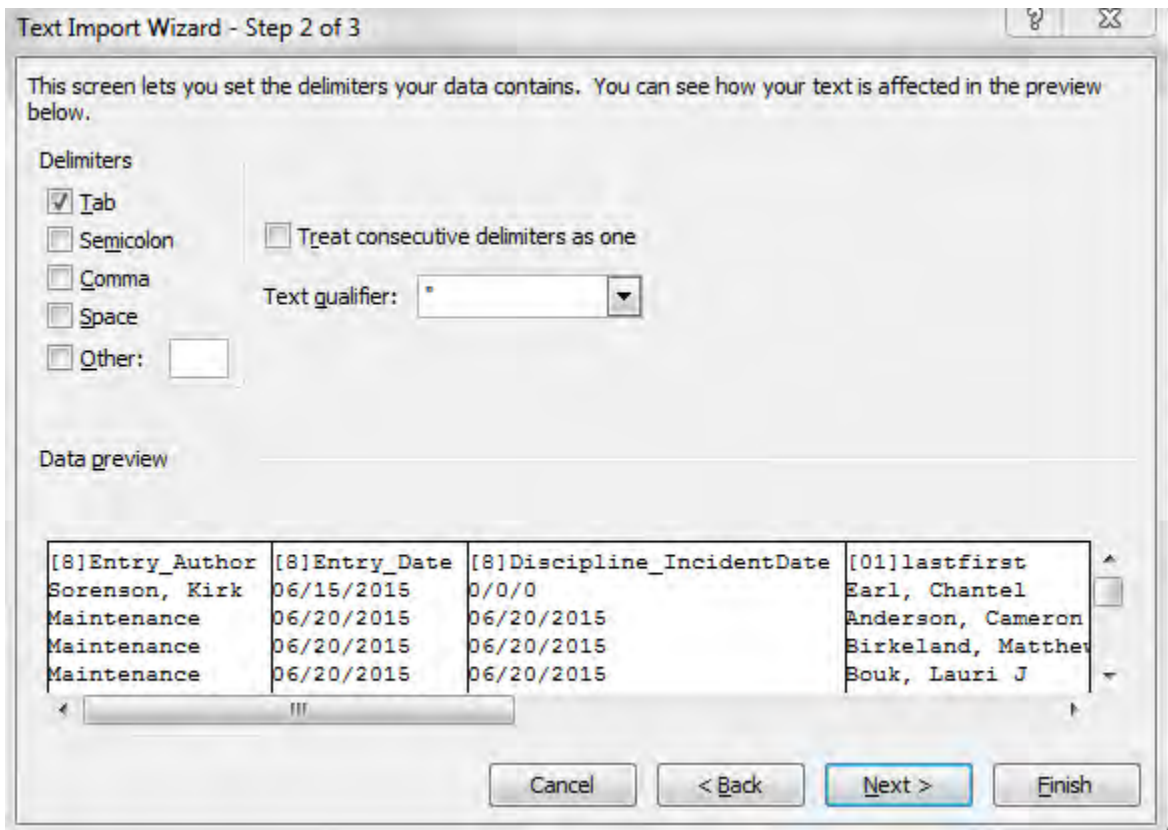
17. The Text Import Wizard will open, for Step 1 select **Delimited** for the file type.



18. Click **Next**.

Health Functions in PowerSchool

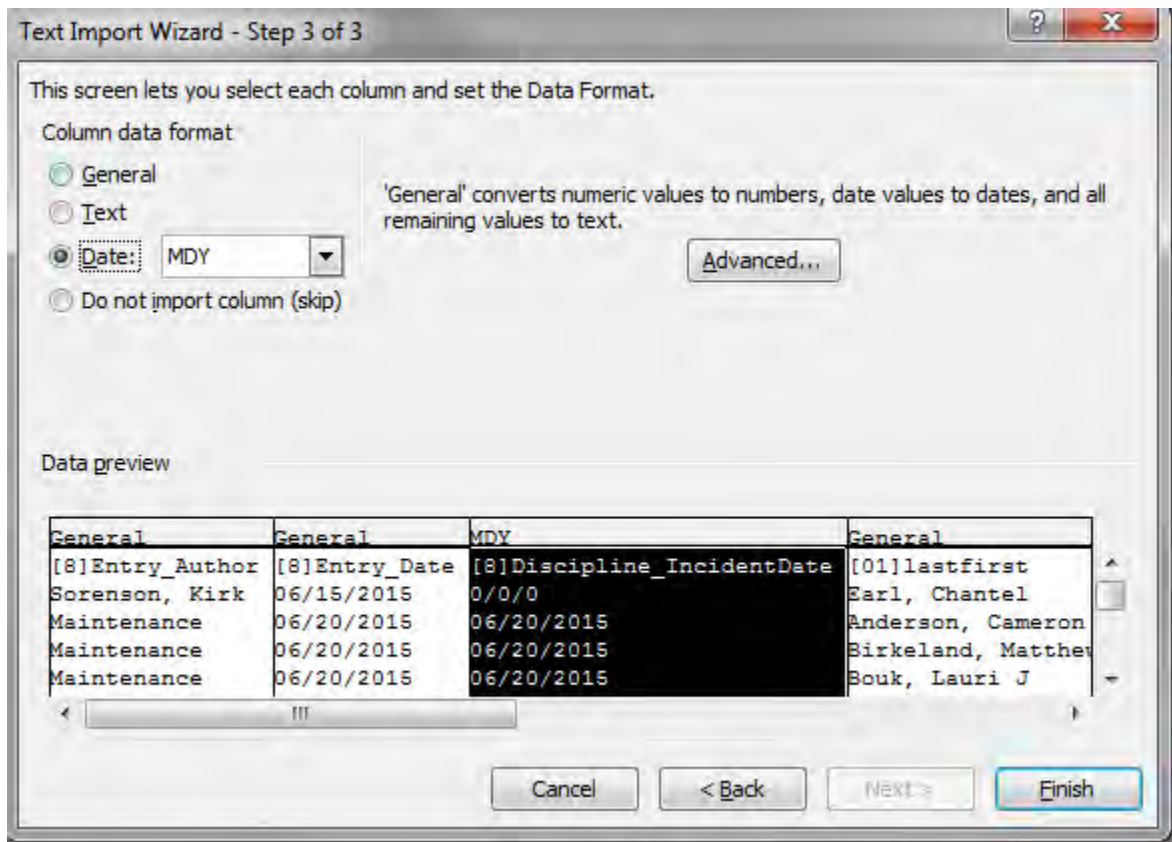
19. For Step 2 select **tab** for your delimiter.



20. Click Next.

Health Functions in PowerSchool

21. At Step 3 if you have included any date fields highlight the column and select Date for their format.



22. Click Finish.
23. The data will be displayed as an Excel Spreadsheet.

Health Functions in PowerSchool

Daily Dosage and Medications

A add on product exists to help you with Daily Dosage and Medications if log entries or the Health Module do not suite your needs.

Health Functions in PowerSchool

Determine Absence Rates for students with identified chronic conditions.

From the start page execute a search of **Alert_Medica#** or **Medical_Considerations#** from the start page.

For your function from under Printing select **Reports Menu**.

Scroll down the Membership and Enrollment Reports and select the **ADA/ADM by Student**.

Select the schools **Attendance Mode**, this will then populate the Attendance Conversion for you. If you are not familiar with the mode speak with an admin from the desired school, Period to Day is the most common but other modes could be used.

For Students to include select: **The selected 999 students only**.

The Begin Date and End Date will be from the currently selected term in Powerschool, you can manually change the dates or select a different term by clicking the **Term** link in the upper right corner of PowerSchool.

Do select the **Include Absence column** from Data to be filled. Change Reset All to **Set All** so that this option is selected each time you run this report.

Click **Submit**.

You will be taken to your report queue, the report is complete once the status is **completed**, click **view** to print the complete report. Use the refresh button to update the current status.

Health Functions in PowerSchool

Immunization Reporting:

The required Immunization reports have been added to PowerSchool and can be accessed from the Start page > System Reports > State > Immunization Reports.

Immunizations for students are entered from the Start page > Select a Student > State/Province WI > Immunization Record.

Health Functions in PowerSchool

Health Care Insurance and Provider Status Information.

Doctor and Dentist for students are entered from the Start page > Select a Student > Emergency/Medical.

The field names for use with searches, list students etc. are:

Doctor_Name
Doctor_Phone
Dentist_Name
Dentist_Phone

Any additional fields can be created by your district from Start Page > System > Custom Fields and Screens.

Create any need fields from **Student Fields**. Refer to the **Help** tool from the Student Fields page.

Create a new page from **Custom Student Screens**. Refer to the **Help** tool from the Custom Student Screens page.

Add any appropriated security for the new page; refer to the PowerSchool Help tool for assistance with this.