



NEXT GEN DOCUMENTATION ~HEALTH~

Including:

**Immunizations
Health History
Medical Emergency Plan
Medication Log
Visit Log**

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JMC Health Module Overview

The Health Module of JMC Next Gen Office Application gives your district the ability to keep track of various types of health data such as immunizations, health history, and visit log and also works in conjunction with Online Teacher and Online Parent in making appropriate health information available to teachers and parents.

Immunizations

Student immunization records may be maintained, reported, and analyzed in a variety of ways. Immunization records may be imported from the following state immunization registries (also known as Immunization Information Systems or IIS): MIIC (Minnesota), IRIS (Iowa). Each IIS will have a process required to get started using their system. Details will be covered in the state-specific sections in this document. Similar options will be added for other states in the future. Reports for immunization data include compliance, query, blank health records, labels, and other printed lists. Immunizations may also be accessed via JMC's most powerful query engine: Student Lists.

Health History

Student health history records may be recorded for an ever increasing number of categories, such as height/weight, BMI, vision, hearing, condition (allergies...), medicine, medical emergency plan, physical exams, insurance, and many more. Health history records may also be viewed by teachers in Online Teacher. Also, parents may view their dependents' health records in the Online Parent with access to the various health history categories governed by the health professionals or other empowered office staff. Various reports are available for reviewing health history records. Health history records may also be accessed via JMC's most powerful query engine: Student Lists.

Medical Emergency Plan

Student medical emergency plan records special care and treatment that may be required for a student. This information is entered by the health professional staff and may be shared with teachers in Online Teacher.

Medication Log

Student medication log allows for the recording of student medications, inventory, appointments, and treatments. Medication inventory may be tracked as well, and a report can be generated to list any student medications when a student's medication inventory drops below a specified threshold.

A list of FDA-approved medications is included in the med log. If you want to track usage of non-FDA approved (user –defined) medications, such as throat lozenges, lotions, or homeopathic remedies, you may add your own user-defined medications to the list as well.

Visit Log

Student visit log records may be maintained, reported, and analyzed in a variety of ways. A visit log query may be used to generate lists and summaries of student visit log records. Visit log records may also be accessed via JMC's most powerful query engine: Student Lists.

Health Notes

Student health note is a freeform text box that is shared across school years for the student.

Health Accessibility

Student health records of various types are accessible in Online Teacher, but only if enabled by the health professionals using the Health Accessibility option.

Best Fit in the Health Module

Visit Log vs. Medication Log

Sometimes there is more than one place to record some kinds of health information in the JMC Health module. For example, *the visit log and medication log are somewhat similar* in that they are used to chronicle events where a medical activity took place between the student and the school's staff. *To decide whether that medical activity fits better in the visit log vs. the medications log*, here are a few simple questions that may help you decide the best fit:

- Was a medication administered or scheduled?
 - o Typically done in medication log
- Was something done other than giving a medication, such as rest, bandage, first aid, or parent call?
 - o Typically done in visit log
- Was this an occasional distribution of non-prescription medication, such as acetaminophen or ibuprofen for aches and pains?
 - o Could be done in either the medication log or the visit log
- Are you documenting that the school has permission to distribute medications.
 - o Typically done in Health History

In some circumstances you may wish to make notations in both the visit log and the medication log as the activity required more than one type of action.

Health History

Health History includes various record types and is somewhat of a catch-all submodule. Here is a table of the current record types for student records maintained in Health History:

Blood Pressure	Medical Emergency Plan	Scoliosis
Body Mass Index	Medical Release	Visual - Acuity
Concussion Awareness	Medicine	Visual - Color
Condition	Other	Visual - External Inspection
Dental Exam	Parent Permission	Visual - Glasses or Contacts
Fluoride Treatment	Pediculosis	Visual - Muscle Balance
Hearing	Physical Exam	Visual - Near Acuity
Height/Weight	Physical Exam - Athletic	Visual - Plus Lenses
Insurance	Physical Exam - KG	Visual - Unilateral Cover Test
Lead Screening	Physical Exam - PK	Well Child Check
Logged Visits	Potassium Iodide Permission	Well Child Check - KG
Mantoux/TB	Preschool Screening	Well Child Check - PK

In some cases, some of these record types have or will become their own submodules as they outgrow their fit in Health History. The Medical Emergency Plan is one such record type. In Health History, there is a category called Medical Emergency Plan, but this option is merely used to indicate that the student has a plan and possibly where that plan is kept at the school. There is not enough space here to store the actual plan. The Medical Emergency Plan submodule (not in Health History) was recently developed by JMC to allow you to store the actual medical emergency plan, which may be several pages long in some cases.

Medical Exemptions and Immunizations

Exemptions for immunizations are stored in the Immunization submodule and look similar to an immunization record; however, the type of exemption may be stored in the record as well.

What the Teachers see for Health Data in Online Teacher

- Some Health History (controlled in office by Health Accessibility)
- Medical Emergency Plan (if designated as shared with teachers)

Health Instructional Videos

JMC recommends watching the Health Module video to better utilize all of the Modules benefits.

All JMC videos are now published in YouTube at the following link:

<https://www.youtube.com/channel/UCJ7d5I2KMnLcVGy4GR1V3hQ/playlists>

Student Scope

The Student Scope is a link found in the Quick Links on many of the main pages in JMC's Next Gen Office Application.

The Student Scope allows you to simultaneously view 6 different types of data for a student from the JMC Next Gen database. Each individual user may specify which 6 types of data they wish to view in the Student Scope.

The following is a list of the types of data that may be viewed within the Student Scope, depending upon what access is assigned to your user account in JMC:

- Attendance
- Schedules
- Student Lunch Transactions
- Period Attendance
- Discipline
- Health Immunizations
- Report Cards
- Student Contacts
- Student Progress Report
- Student Transcript

An example of how to get to the Student Scope is shown here is Schedules – Student – Edit Schedules.

Sunnyville High School Day: 177 - 05/21/2015 - Thursday 2014-2015 Logout

Grade: All Find: <- ->

Student ID: 569 Student Name: Adams, Carla Grade: 7

Add Courses... Print Save Midterms

Lock	Section	Course	Q1	Q2	H1	H2	T1	H3	S1	H4	T2	Q3	Q4	H5	H6	T3	S2	Ex	Yr	Cont
-	S1.1 En...	567 BAND JH	X																	
-	S1.2 En...	573 MATH 7	X																	
-	S1.255 ...	560 GUIDED STUDY 7	X																	
-	S1.3 En...	570 SOCIAL 7	X																	
-	S1.4 En...	571 SCIENCE 7	X																	
-	S1.5 En...	575 PE/HEALTH 7	X																	
-	S1.7 En...	569 ENGLISH 7	X																	
-	S2.1 En...	567 BAND JH	X																	
-	S2.2 En...	573 MATH 7	X																	
-	S2.255 ...	560 GUIDED STUDY 7	X																	
-	S2.3 En...	570 SOCIAL 7	X																	
-	S2.4 En...	571 SCIENCE 7	X																	
-	S2.5 En...	575 PE/HEALTH 7	X																	
-	S2.7 En...	569 ENGLISH 7	X																	

Quick Links:

- Student Data
- Student Scope
- Print Schedule
- Print Transcript
- Delete All Courses
- Copy Schedule From Another Student

Notice the Student Scope link on the right of the page under Quick Links. If you click on the Student Scope link you will get a page that pops up similar to the next figure.

A Quick Link to Student Scope may also be found on Edit – Student Data and Grading – Entry – Edit Grades.

Mozilla Firefox
http://localhost:53212/StudentScope.aspx

Student ID: 569 **Name:** Adams, Carla **Grade:** 7 **Gender:** F **StateID:** 1234567890123 **Stu Email:** cadams@someisp.net
Contact: **Phone:** **Email:**

Student Progress Report [Print](#)

Term	Period	Course	Progress Term	Teacher
Sem1	1	BAND JH	Qtr1 Qtr2	D Schultz
Sem1	2	MATH 7	Qtr1 Qtr2	J Ashford
Sem1	3	SOCIAL 7	Qtr1 Qtr2	P Hughes
Sem1	4	SCIENCE 7	Qtr1 Qtr2	Q Neidermeier
Sem1	5	PE/HEALTH 7	Qtr1 Qtr2	M Kelsey
Sem1	7	ENGLISH 7	Qtr1 Qtr2	G Peterson
Sem2	1	BAND JH	Qtr3 Qtr4	D Schultz
Sem2	2	MATH 7	Qtr3 Qtr4	J Ashford
Sem2	3	SOCIAL 7	Qtr3 Qtr4	P Hughes
Sem2	4	SCIENCE 7	Qtr3 Qtr4	Q Neidermeier
Sem2	5	PE/HEALTH 7	Qtr3 Qtr4	M Kelsey
Sem2	7	ENGLISH 7	Qtr3 Qtr4	G Peterson

Schedules [Print](#)

Period	Course	Course#	Term	Days Met	Teacher	Room
1	BAND JH	567	Sem1	12---	D Schultz	BAND
2	MATH 7	573	Sem1	12---	J Ashford	ROOM 132
3	SOCIAL 7	570	Sem1	12---	P Hughes	ROOM 133
4	SCIENCE 7	571	Sem1	12---	Q Neidermeier	ROOM 125
5	PE/HEALTH 7	575	Sem1	12---	M Kelsey	ROOM 131
7	ENGLISH 7	569	Sem1	12---	G Peterson	ROOM 134
1	BAND JH	567	Sem2	12---	D Schultz	BAND
2	MATH 7	573	Sem2	12---	J Ashford	ROOM 132
3	SOCIAL 7	570	Sem2	12---	P Hughes	ROOM 133
4	SCIENCE 7	571	Sem2	12---	Q Neidermeier	ROOM 125
5	PE/HEALTH 7	575	Sem2	12---	M Kelsey	ROOM 131
7	ENGLISH 7	569	Sem2	12---	G Peterson	ROOM 134

Student Lunch Transactions [Print](#)

Family Lunch Balance = \$ -2.20

Deleted	Date	User	Transaction	Purchase	Status	Amount	Balance
False	02/03/2015	JMCADMIN	Transfer:			\$ 2.20	\$ 0.00
False	02/03/2015	JMCADMIN	Student Lunch		P	\$ -2.20	\$ -2.20
False	07/10/2014	JMCAD	Deposit			\$ 0.00	\$ 0.00

Period Attendance [Print](#)

Periods for Day	0	1	2	3	4	5	6	7
No absences or tardies for this student.	0	0	0	0	0	0	0	0

Reason Code Reason
0 No Note or Call
1 Sent to Office
2 Sick
3 Appt-Other
4 Doctor
5 Dental-Ortho
6 Overslept

Health Immunizations [Print](#)

Immunization	Date (Age)	Exemption Dosage	Administered at School
DTaP	10/1/2001 - (0Y 2M)	Full	<input type="checkbox"/>
Diphtheria, Tetanus, and Pertussis	12/3/2001 - (0Y 4M)	Full	<input type="checkbox"/>
DTaP	2/4/2002 - (0Y 6M)	Full	<input type="checkbox"/>
Diphtheria, Tetanus, and Pertussis	10/28/2002 - (1Y 3M)	Full	<input type="checkbox"/>
DTaP	9/19/2005 - (4Y 1M)	Full	<input type="checkbox"/>
Diphtheria, Tetanus, and Pertussis	10/1/2001 -		

Discipline [Print](#)

To change the type of data viewed in any of the 6 panels in the Student Scope, simply click on the menu in the upper left corner of that panel and select a different data type.

Health—Immunizations — Edit Student Immunizations

This selection is used maintain immunization records for students. Each immunization record may contain the immunization type, date, exemption, whether it was administered at school, validity, dose, source (e.g. manufacturer, lot number, doctor or health facility), and a comment of up to 50 characters in length.

1. To edit a student's immunization data, select Health – Immunizations - Edit Student Immunizations. The screen will appear similar to Figure 1.

Sunnyville ISD Day: 177 - 05/21/2015 - Thursday 2014-2015

Grade: All Find: <- ->

Print Export

Student Name: Anderson, John Grade: 11 Student ID: 505 Birthdate (Age): 07/28/97 (17)

Add Row

	Immunization	Date (Age)	Exemption Dosage	Administered at School	Immunization is Valid	Source Comments
Edit Delete	DTP Diphtheria, Tetanus, and Pertussis	10/6/1997 (0Y 2M)	- Full	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Edit Delete	DTP Diphtheria, Tetanus, and Pertussis	12/8/1997 (0Y 4M)	- Full	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Edit Delete	DTP Diphtheria, Tetanus, and Pertussis	2/23/1998 (0Y 6M)	- Full	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Edit Delete	DTP Diphtheria, Tetanus, and Pertussis	5/17/2001 (3Y 9M)	- Full	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Edit Delete	DTP Diphtheria, Tetanus, and Pertussis	8/6/2003 (6Y 0M)	- Full	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Edit Delete	Tdap Tetanus, Diphtheria, and Pertussis	9/3/2010 (13Y 1M)	- Full	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Edit Delete	IPV Injectable Polio Vaccine	10/6/1997 (0Y 2M)	- Full	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Edit Delete	IPV Injectable Polio Vaccine	12/8/1997 (0Y 4M)	- Full	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Edit Delete	IPV Injectable Polio Vaccine	9/11/1998 (1Y 1M)	- Full	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Edit Delete	IPV Injectable Polio Vaccine	5/17/2001 (3Y 9M)	- Full	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Edit Delete	MMR Mumps, Measles, and Rubella	5/17/2001 (3Y 9M)	- Full	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Edit Delete	MMR Mumps, Measles, and Rubella	9/3/2010 (13Y 1M)	- Full	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Edit Delete	CPox Chicken Pox	1/1/1999 (1Y 5M)	- Full	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Edit Delete	hep B Hepatitis B	7/30/1997 (0Y 0M)	- Full	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Figure 1: Edit Student Immunizations screen.

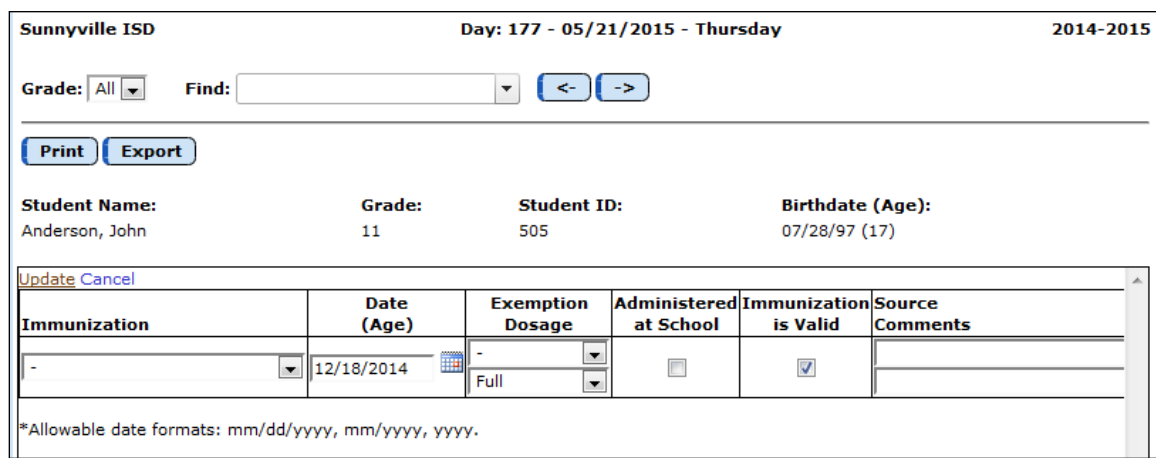
2. Select the student to be edited by entering the student's name in the **Find** box at the top of the page.

Note: To view records for just one specific grade level, select the grade level in the **Grade** menu in the upper left corner of the page.

Print To print the list of immunization records for the currently displayed student, click **Print**.

Export To export the list of immunization records for the currently displayed student in CSV format, click **Export**.

Add Row To add a new immunization record for the currently displayed student, click the **Add Row** link at the top of the list of immunizations. The list will appear similar to Figure 2. Then specify the immunization type, date, and any other pertinent information about the immunization. A partial list of immunization types is displayed in Figure 3. A list of exemptions is displayed in Figure 4. A list of dosages is displayed in Figure 5. When finished entering the immunization record, click the **Update** link to save the record.



Sunnyville ISD Day: 177 - 05/21/2015 - Thursday 2014-2015

Grade: All Find: <- ->

Print Export

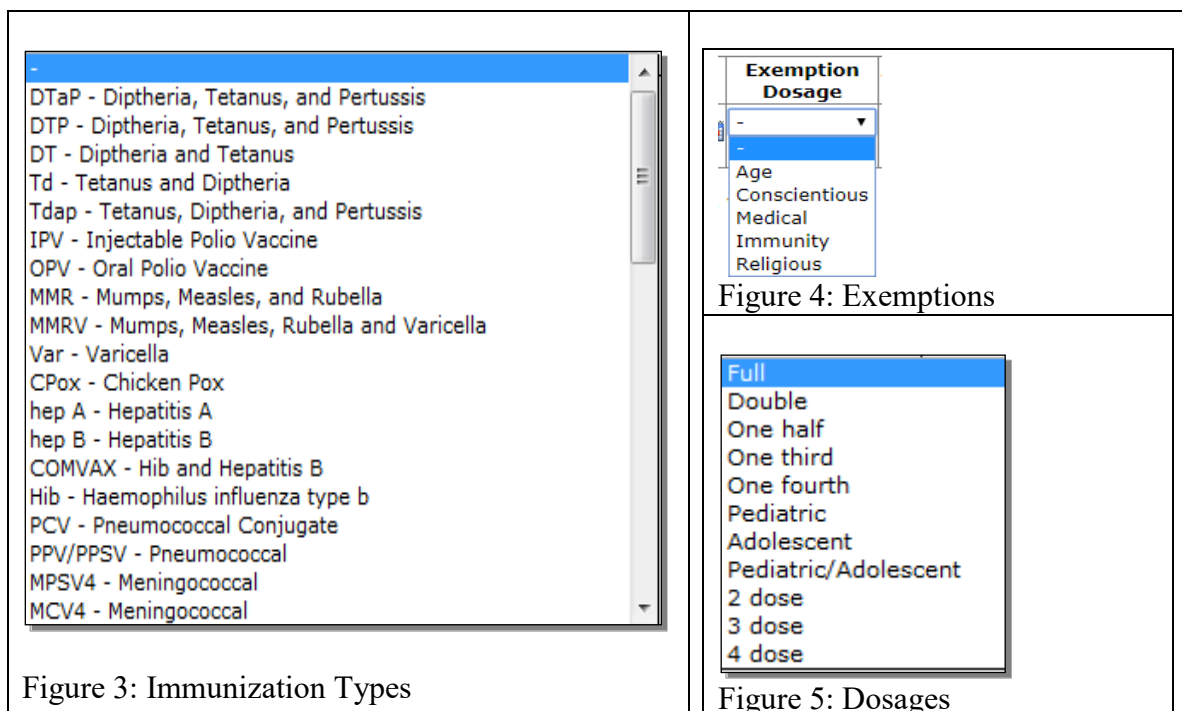
Student Name: Anderson, John Grade: 11 Student ID: 505 Birthdate (Age): 07/28/97 (17)

Update Cancel

Immunization	Date (Age)	Exemption Dosage	Administered at School	Immunization is Valid	Source Comments
-	12/18/2014	Full	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

*Allowable date formats: mm/dd/yyyy, mm/yyyy, yyyy.

Figure 2: Adding an Immunization Record.



DTaP - Diphtheria, Tetanus, and Pertussis
DTP - Diphtheria, Tetanus, and Pertussis
DT - Diphtheria and Tetanus
Td - Tetanus and Diphtheria
Tdap - Tetanus, Diphtheria, and Pertussis
IPV - Injectable Polio Vaccine
OPV - Oral Polio Vaccine
MMR - Mumps, Measles, and Rubella
MMRV - Mumps, Measles, Rubella and Varicella
Var - Varicella
CPox - Chicken Pox
hep A - Hepatitis A
hep B - Hepatitis B
COMVAX - Hib and Hepatitis B
Hib - Haemophilus influenza type b
PCV - Pneumococcal Conjugate
PPV/PPSV - Pneumococcal
MPSV4 - Meningococcal
MCV4 - Meningococcal

Exemption Dosage

Age
Conscientious
Medical
Immunity
Religious

Full
Double
One half
One third
One fourth
Pediatric
Adolescent
Pediatric/Adolescent
2 dose
3 dose
4 dose

Figure 3: Immunization Types

Figure 5: Dosages

Edit To an existing immunization record for the currently displayed student, click the **Edit** link to the left of the record. The page will appear similar to Figure 6. Then edit the date, immunization type, and any other pertinent information about the immunization. When finished editing, click the **Update** link to the left of the record to save the changes.

	Immunization	Date (Age)	Exemption Dosage	Administered at School	Immunization is Valid	Source Commer
Update Cancel	DTP - Diptheria, Tetanus, and Pertussis	10/6/1997	- Full	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Edit Delete	DTP Diptheria, Tetanus, and Pertussis	12/8/1997 (0Y 4M)	- Full	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Edit Delete	DTP Diptheria, Tetanus, and Pertussis	2/23/1998 (0Y 6M)	- Full	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Edit Delete	DTP	5/17/2001 (3Y 9M)	-	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Figure 6: Editing an Immunization Record.

Delete To delete an existing immunization record for the currently displayed student, click on the **Delete** link to the left of that record.

Health—Immunizations— Export MIIC List File – *Minnesota Only*

This selection is used to export a List File for upload to Minnesota Immunization Information Connection (MIIC). This file is used to establish your school population within the MIIC system.

For help with using the MIIC web application please contact your MIIC regional coordinator as indicated on <http://www.health.state.mn.us/divs/idepc/immunize/registry>

1. Select Health – Immunizations – Export MIIC List File. The page will appear similar to Figure 7.

Figure 7:

Export MIIC List File

2. Select the students to be included in the MIIC List File export. Options will vary depending upon which **Select** option you choose.
 - Sequential: specify the range of student Ids
 - Random: select one or more students from the list by clicking
 - Grade: specify the grade range
 - Advisor: specify the range of advisor numbers
3. Click the **Export MIIC List File** button to generate the file. Depending on the browser you use and the settings for that browser, the file will be exported to the Downloads folder, the Desktop, or some other location designated by you during the process.
4. You will need to upload the List File to MIIC for processing. For information on uploading files to MIIC please refer to the following link:
<http://www.health.state.mn.us/divs/idepc/immunize/registry>

Health—Immunizations— Export MIIC Client Query File – *Minnesota Only*

This selection is used to export a Client Query File for upload to Minnesota Immunization Information Connection (MIIC). This file is essentially a request for immunization data for the specified students and is typically done for one grade level at a time in order to keep file sizes manageable.

Sometimes this file is referred to as a **Demographic File** by MIIC resources.

Prior to uploading the MIIC Client Query File you may need to upload a MIIC List File.

Please refer to Appendix D of this document for a complete list of steps involved with uploading and downloading files with MIIC.

For help with using the MIIC web application please contact your MIIC regional coordinator as indicated on <http://www.health.state.mn.us/divs/idepc/immunize/registry>

A summary of the file export will be displayed during the process. Included in the summary will be a list of students who will not be included in the export because they have no birth date entered. Students cannot be processed by MIIC unless their birth date is included in the data.

1. Select Health – Immunizations – Export MIIC Demographic File. The page will appear similar to Figure 8.

Sunnyville ISD Day: 25 - 09/21/2015 - Monday 2015-2016

Select:

☐ By Random

☒ By Grade

Grade:

From: 0 To: 12

[Export MIIC Client Query File](#) [Check Errors](#)

This option allows you to create a MIIC Client Query file that you later will upload to your MIIC account at:
<http://www.health.state.mn.us/divs/idepc/immunize/registry/>

The Client Query file is typically created for just one grade level at a time.

Uploading this Client Query File to your MIIC account will place a request for immunization data from the MIIC system.
Uploading the Client Query File is the second step in the process.

Please address all issues listed below prior to exporting and uploading your Client Query File.

After successfully uploading the Client Query File to your MIIC account you may proceed to the next step of downloading the Client Extract and Immunization Extract files from MIIC and importing them into your JMC database.

MIIC Client Query File - Validation Summary

MIIC Client Query File - export

Birth Date Errors

Aasimov, Aaron	- no birth date specified in student data - student will not be included in MIIC Client Query file
Aasimov, Avery	- no birth date specified in student data - student will not be included in MIIC Client Query file
Anderson, Morgan	- no birth date specified in student data - student will not be included in MIIC Client Query file
CORTEZ, JUAN	- no birth date specified in student data - student will not be included in MIIC Client Query file
CRONIN, ISAAC	- no birth date specified in student data - student will not be included in MIIC Client Query file
FEEHAN, CAMERON	- no birth date specified in student data - student will not be included in MIIC Client Query file
FINNIGAN, EMILY	- no birth date specified in student data - student will not be included in MIIC Client Query file
GOCHNAUER, TANNER	- no birth date specified in student data - student will not be included in MIIC Client Query file

Figure 8:

Export MIIC
Client Query
File

2. Select the students to be included in the MIIC export. Options will vary depending upon which **Select** option you choose.
 - Sequential: specify the range of student Ids
 - Random: select one or more students from the list by clicking
 - Grade: specify the grade range
 - Advisor: specify the range of advisor numbers
3. Click the **Export Immunization Demographic File** button to generate the file. Depending on the browser you use and the settings for that browser, the file will be exported to the Downloads folder, the Desktop, or some other location designated by you during the process.
4. You will need to upload the demographic file to MIIC for processing. For information on uploading files to MIIC please refer to the following link:
<http://www.health.state.mn.us/divs/idepc/immunize/registry/index.html>

Health—Data — Import MIIC Immunizations – *Minnesota Only*

This selection is used to import immunization data into your JMC database from files generated by MIIC as a result of your request for data. Data may be requested from MIIC by submitting a Demographic data file.

Once your request has been processed, MIIC will make 2 files available to you for download: an Immunizations file and a new copy of your Demographic file. Both will need to be downloaded before you can proceed.

Prior to uploading the MIIC Client Query File you will most likely need to upload a MIIC List File.

Please refer to Appendix D of this document for a complete list of steps involved with uploading and downloading files with MIIC.

For help with using the MIIC web application please contact your MIIC regional coordinator as indicated on <http://www.health.state.mn.us/divs/idepc/immunize/registry>

1. Select Health – Immunizations – Import MIIC Immunizations. The page will appear similar to Figure 9.

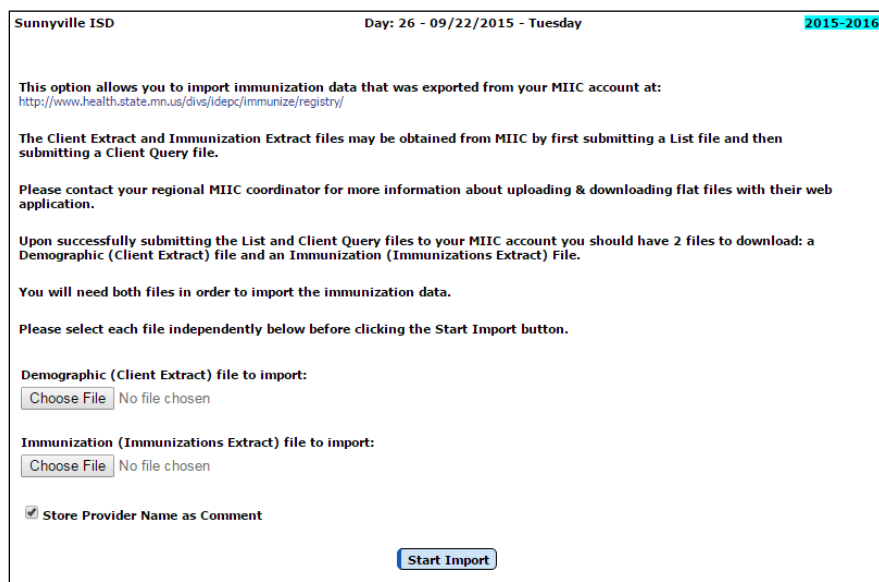
The screenshot shows a web application interface for Sunnyville ISD. At the top, it displays 'Day: 26 - 09/22/2015 - Tuesday' and a date selector for '2015-2016'. The main content area contains several paragraphs of instructions: 'This option allows you to import immunization data that was exported from your MIIC account at: http://www.health.state.mn.us/divs/idepc/immunize/registry', 'The Client Extract and Immunization Extract files may be obtained from MIIC by first submitting a List file and then submitting a Client Query file.', 'Please contact your regional MIIC coordinator for more information about uploading & downloading flat files with their web application.', 'Upon successfully submitting the List and Client Query files to your MIIC account you should have 2 files to download: a Demographic (Client Extract) file and an Immunization (Immunizations Extract) File.', 'You will need both files in order to import the immunization data.', and 'Please select each file independently below before clicking the Start Import button.' Below these instructions are two file selection sections. The first is 'Demographic (Client Extract) file to import:' with a 'Choose File' button and the text 'No file chosen'. The second is 'Immunization (Immunizations Extract) file to import:' with a 'Choose File' button and the text 'No file chosen'. At the bottom left, there is a checked checkbox labeled 'Store Provider Name as Comment'. At the bottom center, there is a 'Start Import' button.

Figure 9:

Import MIIC
Client Extract
and
Immunizations
Extract Files

2. Click on the **first Browse** button to select the MIIC Demographic (Client Extract) file.
3. Click on the **second Browse** button to select the MIIC Immunizations file.
4. Click on the **Start Import** button to import the data. A summary of the import will appear on the page.

Health—Immunizations — Export IRIS Patient File – *Iowa Only*

This selection is used to export a Patient data file for upload to Immunizations Registry Information System (IRIS). This file is used to establish the baseline population for the school district in the IRIS database.

Note: IRIS school users must request 'school match' functionality by completing the Authorized Site Agreement - Organization. This form is found on the Forms tab of the IRIS website at <https://iris.iowa.gov>. Indicate the planned use of IRIS is 'School Match'.

1. Select Health – Immunizations – Export IRIS Patient File. The page will appear similar to Figure 10.

JMC Demo School Day: 52 - 12/23/2014 - Tuesday 2014-2015

Select:

☐ By Sequential
☐ By Random
☒ By Grade
☐ By Advisor

Grade:

From: 0 To: 12

Export IRIS Patient File **Check Errors**

IRIS Patient File - Validation Summary

IRIS Patient File - export

Birth Date Errors

Aasimov, Andy - no birth date specified in student data - student will not be included in IRIS Patient file
Plaine, Belle - no birth date specified in student data - student will not be included in IRIS Patient file
Stonebridge, Martha - no birth date specified in student data - student will not be included in IRIS Patient file
Test, KA - no birth date specified in student data - student will not be included in IRIS Patient file
Wabasha, John - no birth date specified in student data - student will not be included in IRIS Patient file
Comfrey, John - no birth date specified in student data - student will not be included in IRIS Patient file
Frazee, John - no birth date specified in student data - student will not be included in IRIS Patient file
Freid, Jeff - no birth date specified in student data - student will not be included in IRIS Patient file

Figure 10: Export IRIS Patient File

2. Select the students to be included in the IRIS export. Options will vary depending upon which **Select** option you choose.
 - Sequential: specify the range of student Ids
 - Random: select one or more students from the list by clicking
 - Grade: specify the grade range
 - Advisor: specify the range of advisor numbers
3. Click the **Export IRIS Patient File** button to generate the file. Depending on the browser you use and the settings for that browser, the file will be exported to the Downloads folder, the Desktop, or some other location designated by you during the process.
4. You will need to upload the patient file to IRIS for processing. For information on uploading files to IRIS please refer to Appendix C of this document.

Health—Immunizations — Export IRIS Query File – *Iowa Only*

This selection is used to export a query data file for upload to Immunizations Registry Information System (IRIS). This file is essentially a request for immunization data for the specified students.

Prior to uploading the IRIS Query file you will need to upload a patient file, as discussed on the previous page.

A summary of the file export will be displayed during the process. Included in the summary will be a list of students who will not be included in the export because they have no birth date entered. Students cannot be processed by IRIS unless their birth date is included in the data.

Note: IRIS school users must request 'school match' functionality by completing the Authorized Site Agreement - Organization. This form is found on the Forms tab of the IRIS website at <https://iris.iowa.gov>. Indicate the planned use of IRIS is 'School Match'.

1. Select Health – Immunizations – Export IRIS Query File. The page will appear similar to Figure 11.

JMC Demo School Day: 52 - 12/23/2014 - Tuesday 2014-2015

Select:

☐ By Sequential

☐ By Random

☒ By Grade

☐ By Advisor

Grade:

From: 0 To: 12

[Export IRIS Query File](#) [Check Errors](#)

Before submitting an Inbound Query File you must upload a Patient File to IRIS.

You have to submit a patient file so that IRIS can establish a relationship to your students and your organization. Then when you submit an Inbound Query File you are requesting immunization data for some specific students. Once you have uploaded the Inbound Query File, IRIS will make the immunization information for those specific students available in a downloadable file.

To create a Patient File to upload to IRIS, please select the option Health-Data-Export IRIS Patient File.

Please contact IRIS support at IDPH at 800-374-3958 for more information about working with IRIS immunization files.

IRIS Query File - Validation Summary

IRIS Patient File - export

Birth Date Errors

Aasimov, Andy - no birth date specified in student data - student will not be included in IRIS Query file

Plaine, Belle - no birth date specified in student data - student will not be included in IRIS Query file

Stonebridge, Martha - no birth date specified in student data - student will not be included in IRIS Query file

Test, KA - no birth date specified in student data - student will not be included in IRIS Query file

Wabasha, John - no birth date specified in student data - student will not be included in IRIS Query file

Comfrey, John - no birth date specified in student data - student will not be included in IRIS Query file

Frazee, John - no birth date specified in student data - student will not be included in IRIS Query file

Freid, Jeff - no birth date specified in student data - student will not be included in IRIS Query file

Figure 11:

Export IRIS
Query File

2. Select the students to be included in the IRIS export. Options will vary depending upon which **Select** option you choose.
 - Sequential: specify the range of student Ids
 - Random: select one or more students from the list by clicking
 - Grade: specify the grade range
 - Advisor: specify the range of advisor numbers

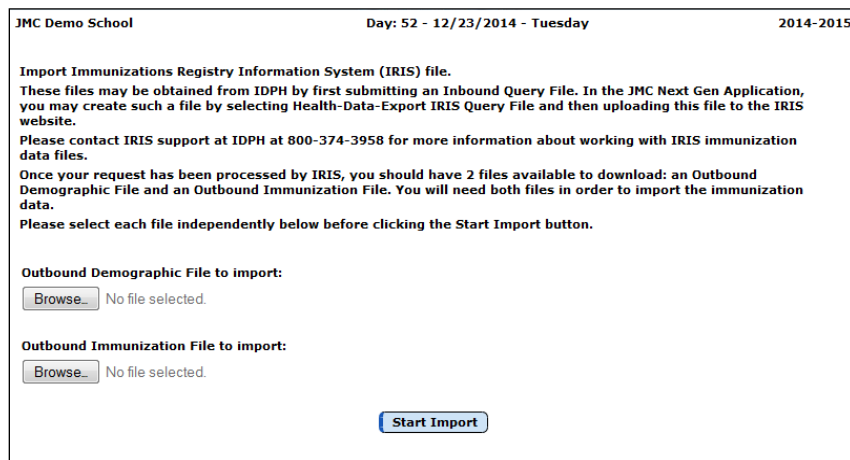
3. Click the **Export IRIS Query File** button to generate the file. Depending on the browser you use and the settings for that browser, the file will be exported to the Downloads folder, the Desktop, or some other location designated by you during the process.
 4. You will need to upload the demographic file to IRIS for processing. For information on uploading files to IRIS please refer to the following link:
<https://iris.iowa.gov/IRISPRDJ/portalInfoManager.do>
OR
refer to Appendix C of this document for details.
-

Health—Immunizations — Import IRIS Immunizations – *Iowa Only*

This selection is used to import immunization data into your JMC database from files generated by IRIS as a result of your request for data. Data may be requested from IRIS by submitting a Query file.

Once your request has been processed, IRIS will make 2 files available to you for download: an Outbound Immunizations file and an Outbound Demographic file (a new copy of your Query file). Both will need to be downloaded before you can proceed. For more information on downloading files from IRIS please refer to Appendix C of this document.

1. Select Health – Immunizations – Import IRIS Immunizations. The page will appear similar to Figure 12.



JMC Demo School Day: 52 - 12/23/2014 - Tuesday 2014-2015

Import Immunizations Registry Information System (IRIS) file.
These files may be obtained from IDPH by first submitting an Inbound Query File. In the JMC Next Gen Application, you may create such a file by selecting Health-Data-Export IRIS Query File and then uploading this file to the IRIS website.
Please contact IRIS support at IDPH at 800-374-3958 for more information about working with IRIS immunization data files.
Once your request has been processed by IRIS, you should have 2 files available to download: an Outbound Demographic File and an Outbound Immunization File. You will need both files in order to import the immunization data.
Please select each file independently below before clicking the Start Import button.

Outbound Demographic File to import:
 No file selected.

Outbound Immunization File to import:
 No file selected.

Figure 12:

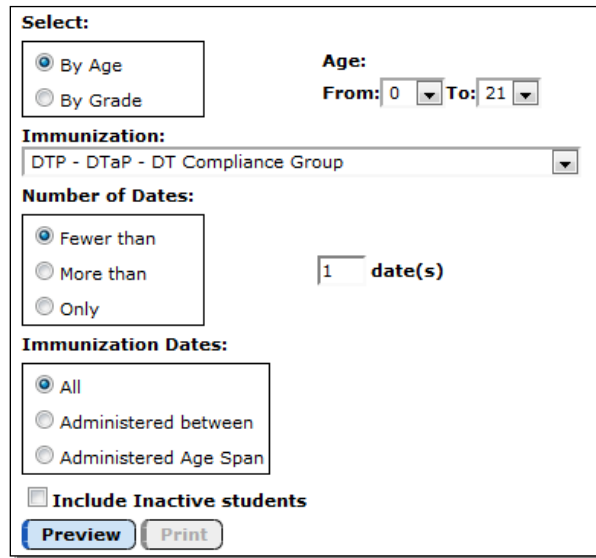
Import IRIS
Outbound
Demographic
and
Immunizations
Files

2. Click on the **first Browse** button to select the IRIS Outbound Demographic data file.
 3. Click on the **second Browse** button to select the IRIS Outbound Immunizations file.
 4. Click on the **Start Import** button to import the data. A summary of the import will appear on the page.
-

Health— Immunizations — Immunization Query

This selection prints an alphabetical list of students matching the criteria selected in the report dialog. The report will include students' names, dates of pertinent immunizations, and any exemptions that may affect compliance.

1. Select Health – Immunizations – Immunization Query. The page will appear similar to Figure 13.

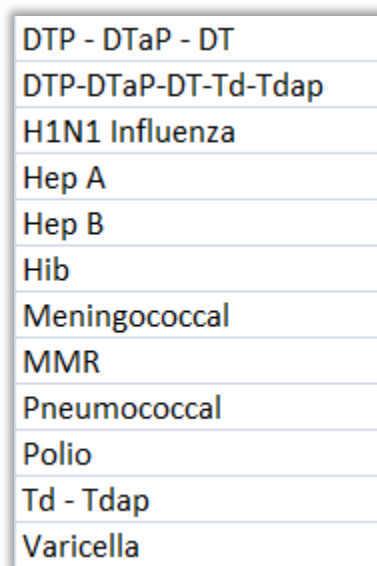


The form is titled "Select:" and contains several sections for filtering results. The "Age:" section has "From:" and "To:" dropdown menus with values 0 and 21 respectively. The "Immunization:" section has a dropdown menu showing "DTP - DTaP - DT Compliance Group". The "Number of Dates:" section has radio buttons for "Fewer than", "More than", and "Only", with a text input field showing "1" and the label "date(s)". The "Immunization Dates:" section has radio buttons for "All", "Administered between", and "Administered Age Span". There is a checkbox for "Include Inactive students". At the bottom are "Preview" and "Print" buttons.

Figure 13:

Immunization
Query criteria

2. Select **By Age** or **By Grade** in the Select: section of the page and then specify the age or grade range.
3. Select the immunization or compliance group from the Immunization drop down list. See Figure 14 for a list of compliance groups and Figures 15 for a list of immunizations.



DTP - DTaP - DT
DTP-DTaP-DT-Td-Tdap
H1N1 Influenza
Hep A
Hep B
Hib
Meningococcal
MMR
Pneumococcal
Polio
Td - Tdap
Varicella

Figure 14:
Immunization
Compliance
Groups

Abbreviation	Description
BCG	Bacillus-Calmette-Guerin
BCG-Cancer	Bacillus-Calmette-Guerin bladder cancer
BCG-TB	Bacillus-Calmette-Guerin TB
CPox	Chicken Pox
D	Diphtheria
DT	Diphtheria and Tetanus
DTaP	Diphtheria, Tetanus, and Pertussis
DTP	Diphtheria, Tetanus, and Pertussis
DTaP/DTP	Diphtheria, Tetanus, and Pertussis
PediaRix	DTaP and HepB and IPV
TriHIBit	DTaP and HIB
Quadracel	DTaP and IPV
Kinrix	DTaP and IPV
Pentacel	DTaP and IPV and HIB
Tetramune	DTP and HIB
H1N1	H1N1 Influenza
H1N1 LAIV	H1N1 Influenza - LAIV
H1N1 TIV	H1N1 Influenza - TIV
Hib	Haemophilus influenza type b
hep A	Hepatitis A
TwinRix	Hepatitis A and Hepatitis B
hep B	Hepatitis B
Ig-HBtg	Hepatitis B Immune Globulin
COMVAX	Hib and Hepatitis B
HPV	Human Papilloma Virus
Ig	Immune Globulin
Flu	Influenza
Flu LAIV	Influenza - LAIV
Flu TIV	Influenza - TIV
IPV	Injectable Polio Vaccine
Measles	Measles
Measles/Rubella	Measles/Rubella
MCV4	Meningococcal
MPSV4	Meningococcal
MPSV4/MCV4	Meningococcal
Mumps	Mumps
MMR	Mumps, Measles, and Rubella
MMRV	Mumps, Measles, Rubella and Varicella
Mumps/Rubella	Mumps/Rubella
OPV	Oral Polio Vaccine
Other	Other
PPV/PPSV	Pneumococcal
PCV/PPV/PPSV	Pneumococcal
PCV	Pneumococcal Conjugate
IPV/OPV	Polio
Rabies	Rabies
Ig-RSV	Respiratory Syncytial Virus Immune Globulin
Rot	Rotavirus
Rubella	Rubella
MenB	Serogroup B Meningococcal
TT	Tetanus
Td	Tetanus and Diphtheria
Tdap	Tetanus, Diphtheria, and Pertussis
Td/Tdap	Tetanus_Diphtheria or Tetanus_Diphtheria_Pertussis
Typhoid	Typhoid
Var	Varicella
Var/CPox	Varicella / Chicken Pox
Yellow Fever	Yellow Fever

Figure 15:
Immunizations
List

4. Select Fewer Than, More Than, or Only from the Number of Dates options.
5. Specify the cutoff value for the number of dates in the field to the right of the **Number of Dates** options.

Note: Immunization compliance groups, such as the DTP compliance group, are groups of immunizations that may be counted similarly toward compliance. Please see Figure 16 for a description of all immunization compliance group membership.

DTP - DTaP - DT	DTaP, DTP, DT, PediaRix, Pentacel, Kinrix, Tetramune, TriHIBit, Quadracel, DTaP/DTP
DTP-DTaP-DT-Td-Tdap	DTaP, DTP, DT, PediaRix, Pentacel, Kinrix, Tetramune, TriHIBit, Quadracel, DTaP/DTP, Td, Tdap, Td/Tdap
H1N1	H1N1, H1N1 LAIV, H1N1 TIV
Hep A	hep A, TwinRix
Hep B	hep B, COMVAX, PediaRix, TwinRix
Hib	Hib, Pentacel, Tetramune, TriHIBit
Meningococcal	MPSV4, MCV4, MPSV4/MCV4
MMR	MMR, MMRV
Pneumococcal	PCV, PPV/PPSV, PCV/PPV/PPSV
Polio	IPV, OPV, PediaRix, Pentacel, Kinrix, Quadracel, IPV/OPV
Td - Tdap	Td, Tdap, Td/Tdap
Varicella	Cpox, MMRV, Rav, Var/Pox

Figure 16: Immunization Compliance Group Membership

6. Select one of the three options in the **Immunization Dates** section of the screen.
 - To use all immunization dates in the query, select **All**.
 - To use only the immunization dates that fall in a specific range, click **Administered between (mm/dd/yy)** and then enter the start and end values for the date range.
 - To use only immunization dates that occurred within a specific age span for each student, click **Administered Age Span** and then enter the start and end values for the age span.

Click **Preview** to preview the report. The report is displayed in student alphabetical order.

Click **Print** to print the report. The report is printed in student alphabetical order.

Health— Immunizations — Immunization Compliance

This selection allows you to check for compliance with state immunization requirements. For a complete list of all compliance levels for the currently supported states please refer to Appendix F.

1. Select Health – Immunizations – Immunization Compliance. The page will appear similar to Figure 17.

Immunization Compliance For: Grades 1 - 6 ▼

Students in Grade: 5 ▼

☐ Include Inactive students

☒ Include Compliance Detail in Report Header

Preview **Print**

Figure 17:

Immunization
Compliance
criteria

2. Select the compliance level from the **Immunization Compliance For** drop down list.
3. Select the grade level for the students to be checked from the **Students in Grade** drop down list.
4. Click **Preview** to preview the report. A sample of a report is displayed in Figure 18.
5. Click **Print** to print the report. A sample of a report is displayed in Figure 18.

Compliance Level:Grades 1 - 6

Grade Level:5

Report of students that are not compliant with immunization requirements

Inactive Students Not Included

Compliance Details:

Tdap	Not required
DTP	At least 3 DTP/DTaP/DT (including combo vaccines)
Polio	At least 3 IPV/OPV (including combo vaccines)
MMR	At least 2 MMR (including combo vaccines)
HepA	Not required
HepB	At least 3 HepB (including combo vaccines)
Hib	Not required
Pneumo	Not required
Varicella / Chicken Pox	At least 2 Var (including combo vaccines) OR 1 CPox
Meningo	Not required

Key:

N	Noncompliant
B	Student's Date of Birth is not valid
A	Exemption: Age
C	Exemption: Conscientious
I	Exemption: Immunity
M	Exemption: Medical
R	Exemption: Religious

Name	StudentID	BirthDate	Age	Tdap	DTP	Polio	MMR	HepA	HepB	Hib	Pneum	Var/CPox	Mening
Billing, Sue	1022	01/02/2008	11						N				
Chrz, Tina	1023	05/19/2008	10				N					N	
Jones, Stephen	10017	07/25/2007	11						N			N	
Kiverist, Lonna	1021	02/14/2008	11				N		N			N	
Paint, Rachel	1024	05/30/2007	11										

Figure 18: Immunizations Compliance Report (MN Example)

For a complete list of all compliance information for the currently supported states please refer to Appendix F.

Health— Immunizations — Exemptions

This report prints students with the selected immunization exemption.

1. Select Health – Immunizations – Exemptions, then select the type of exemption for this report. See Figure 19.

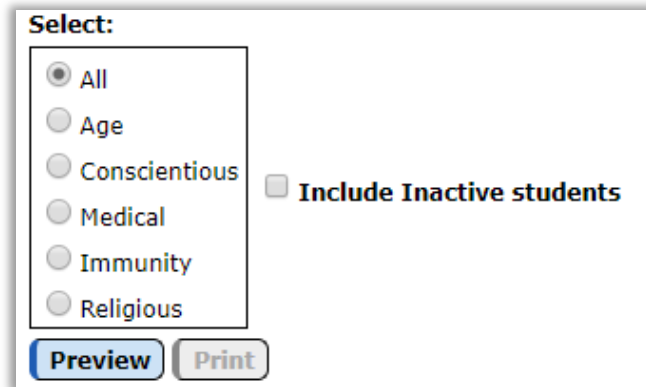
The screenshot shows a web form titled "Select:". It contains a list of radio buttons for selecting an exemption type: "All", "Age", "Conscientious", "Medical", "Immunity", and "Religious". The "All" option is selected. To the right of this list is a checkbox labeled "Include Inactive students", which is currently unchecked. At the bottom of the form are two buttons: "Preview" and "Print".

Figure 19: Selecting an Exemption Report for Immunizations

If **All** is selected the report will print students with any one or more of the possible exemptions.

Students are printed with the name of the exempted immunization compliance groups.

Note: only immunization exemptions that are part of a compliance group will show in this report.

Health— Immunizations — Blank Health Records

This selection prints any student with no immunization dates.

If a student is exempt from an immunization, the dates for that immunization are not considered 'blank' and are not counted for the report.

Health— Immunizations — Immunization Labels

This selection prints a health record label for selected students. The label includes all immunization dates and exemptions.

1. Select Health – Immunizations – Immunization Labels. The screen will appear similar to Figure 20.

Figure 20:
Criteria for
Printing
Immunization
Labels

2. Select the students for whom labels are to be printed. Options will vary depending upon which **Select** option you choose.
 - Sequential: specify the range of student Ids
 - Random: select one or more students from the list by clicking
 - Grade: specify the grade range
 - Advisor: specify the range of advisor numbers
3. The basic label will include immunizations for DTP compliance group, Td compliance group, Polio compliance group, Hep B, Hib, and Varicella compliance group as well as Chicken Pox. To include Meningococcal, Pneumococcal, Hep A, and HPV, click **Show Extra Immunizations**.
4. Click **Print Labels** when ready. A sample label is displayed in Figure 21.

Adamson, Ashley				Female	Born 2/19/1996
As of December 23, 2014					
MMR	08.12.98	10.11.01			
DTP	04.23.96	06.25.96	11.19.96	08.12.98	10.11.01
Td/Tdap	07.06.08				
Polio	04.23.96	06.25.96	11.19.96	10.11.01	
HepB	02.19.96	04.23.96	11.19.96		
Hib					
Var	05.19.99			CPox	
Mening				Pneumo	
HepA					
HPV					

Figure 21: Sample of an Immunization Label with “Extra Immunizations” included.

Health—Medical Emergency Plan — Edit Student Medical Emergency Plan

This selection is used to edit a medical emergency plan for a student. These plans may selectively be shared with teachers.

Medical Emergency Plan records may be included in the report Print Health Records as well as viewed in Online Teacher. For an example of how medical emergency plans can be viewed in Online Teacher please refer to Appendix B of this document.

This option includes word processing functions that allow the plan to be formatted for readability.

If you have an existing medical emergency plan in some other application such as Word you may copy from that document and paste into this JMC page. Depending upon the contents of the other document, some reformatting of the plan could occur when pasting onto this page (e.g. font substitution).

If you have a medical emergency plan that is a scanned document you can upload and attach it to the student's medical emergency plan. Attached documents are also visible in Online Teacher if you have specified the student's plan as shared with teachers.

1. To edit a student's medical emergency plan, select Health – Medical Emergency Plan - Edit Student Medical Emergency Plan. The screen will appear similar to Figure 22.

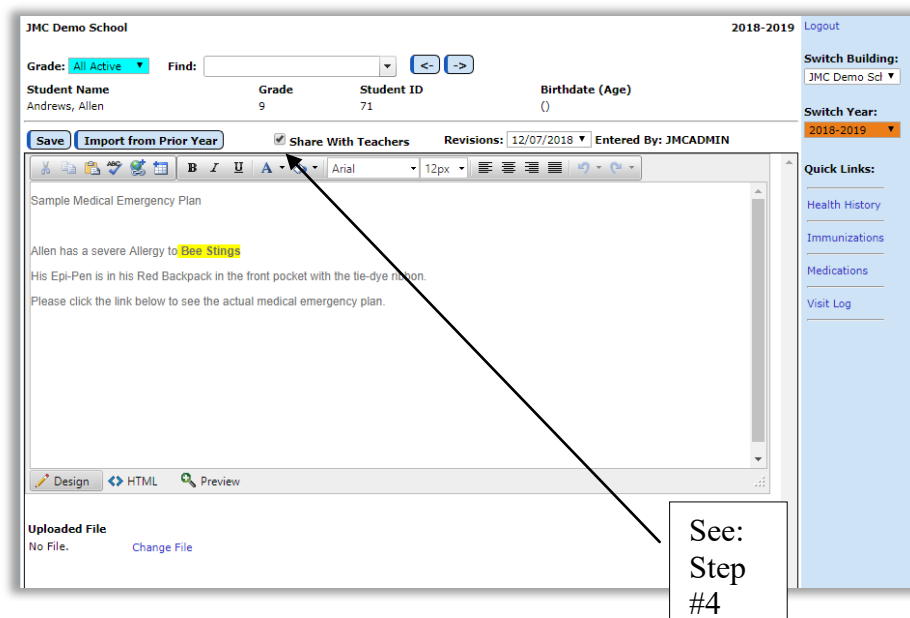


Figure 22:

Edit
Student
Medical
Emergency
Plan

2. Select the student to be edited in the **Find** box at the top of the page.

Note: To view records for just one specific grade level, select the grade level in the **Grade** menu in the upper left corner of the page.

3. Enter and format text as you normally would with a word processor. You may also copy from another source and paste onto this page.

- If you wish this plan to be shared with the student's teachers, click the check box at the top of the page.
- To attach a document such as a PDF file, Word file, or scanned document to the student's medical emergency plan, click on the **Change File** link in the bottom left corner of the page. The page will then appear similar to Figure 23.

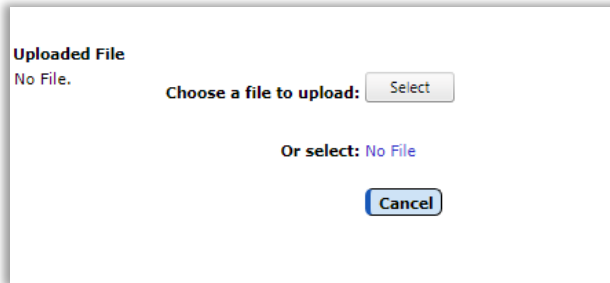


Figure 23

Attaching a Document to a Student's Medical Emergency Plan

Next click on the **Select** button to select the file. A dialog similar to Figure 24 will appear.

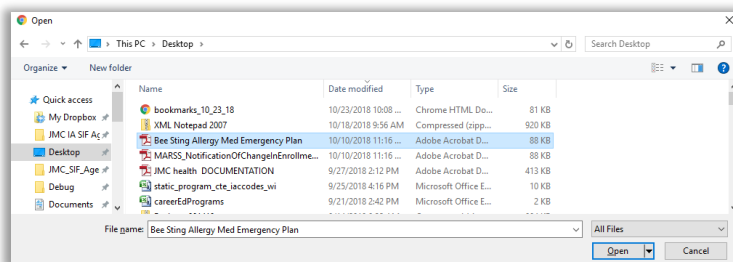


Figure 24

Navigating to the Document in Your Computer

Navigate to the file you wish to attach, select the file, and click the **Open** button to upload. The page will then appear similar to Figure 25, showing that the file was attached.

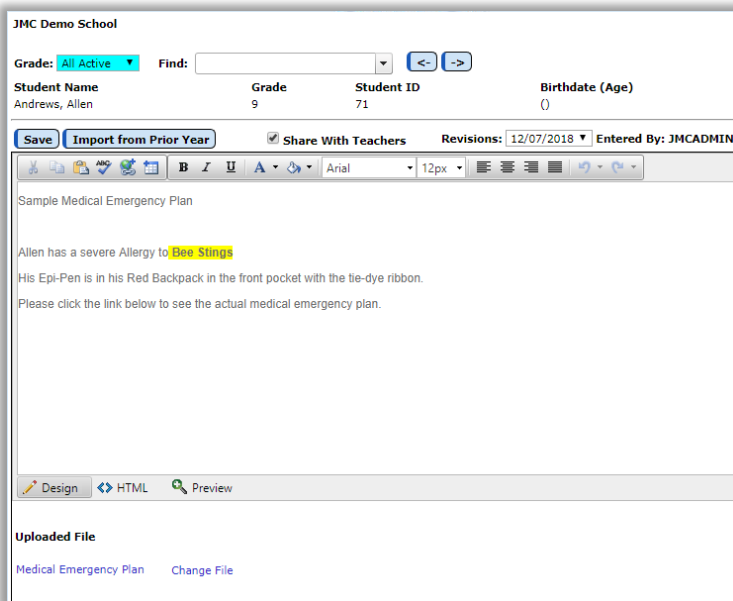


Figure 25

Medical Emergency Plan with a Document Attached

- Click **Save** to save any changes to the plan.

Medical Emergency Plan in Online Teacher Once the student has a medical emergency plan that has been designated to be shared with teachers, any teacher who has the student in their class list. Figure 26 shows how the plan is made available on the Scores – Assignment Scores page. The same information is similarly available on Homeroom – Student Info.

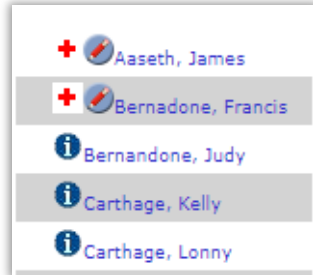


Figure 26

Medical Emergency Plans
Accessed from Online Teacher

Click on the red cross icon next to the student to see the medical emergency plan. The page will then appear similar to Figure 27.

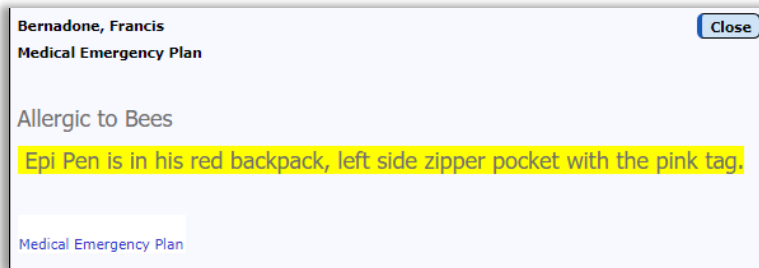


Figure 27

Sample Medical
Emergency Plan As
Viewed in Online Teacher

Import from Prior Year If the student had a medical emergency plan in their health records in JMC during the prior school year, you may simply import the plan into your current year. This option will not work if you have already entered information into the student's current year medical emergency plan.

Health—Medical Emergency Plan — Medical Emergency Plans

This selection allows you to generate a list of all students with medical emergency plans as well as which plans are shared with teachers.

1. To view the list of students with medical emergency plans, select Health – Medical Emergency Plan – Medical Emergency Plans. The page will appear similar to Figure 28.

JMC Demo School

2018-2019

☐ Include Inactive students

[Preview](#) [Print](#)

Report of Active student medical emergency plans

Name	StudentID	Grade	Age	Date Entered	Date Updated	Shared with Teacher(s)	Link to Plan
Aaseth, James	2501	2	8	8/1/2017	8/13/2018	Yes	Aaseth, James
Aaseth, John	3456	11	22	10/9/2015	8/2/2018	Yes	Aaseth, John
Andrews, Allen	71	9		12/7/2018	12/7/2018	Yes	Andrews, Allen
Bernadone, Francis	45	10	4	9/22/2016	8/2/2018	Yes	Bernadone, Francis
Freid, Paul	82	10		8/13/2018	8/13/2018	Yes	Freid, Paul

Figure 28: Medical Emergency Plans report

Link to Plan To view an actual medical emergency plan for a student, click on the link in the **Link To Plan** column. That page will then appear similar to Figure 29.

The screenshot shows a web application titled "JMC Demo School" with a "2018-2019" school year indicator. It features a search bar with "Grade: All Active" and a "Find:" field. Below this is a table with columns: Student Name, Grade, Student ID, and Birthdate (Age). The table contains one entry: "Andrews, Allen", "9", "71", and "()."

Below the table are buttons for "Save", "Import from Prior Year", and a "Share With Teachers" checkbox. There is also a "Revisions:" dropdown set to "12/07/2018" and "Entered By: JMCADMIN".

The main content area is a rich text editor showing a "Sample Medical Emergency Plan" for "Allen". The text reads: "Allen has a severe Allergy to **Bee Stings**. His Epi-Pen is in his Red Backpack in the front pocket with the tie-dye ribbon. Please click the link below to see the actual medical emergency plan."

At the bottom of the editor are tabs for "Design", "HTML", and "Preview".

Figure 29:

Sample Medical
Emergency Plan

Preview To preview the report, click **Preview**.

Print To print the report, click **Print**.

Note: This report does not display the entire text of the medical emergency plan. This report is used to indicate which students have medical emergency plans and a few details about those plans. To print a student's complete medical emergency plan you may use [Health – Reports – Print Health Records](#).

Health—Medication Log — Edit Student Medication Log

This selection is used to maintain medication log records for students, including medications, medication inventories, and medication appointments.

The medication log may be used for scheduled daily medications as well as for “as needed” medications such as non-prescription drugs, epipens, etc.

Medication Log records may be scheduled in advance and may be conveniently entered in a handy daily schedule format using Health – Medication Log – Medication Appointments for a Day.

1. To edit a student’s medication log data, select Health – Medication Log - Edit Student Medication. The screen will appear similar to Figure 30.

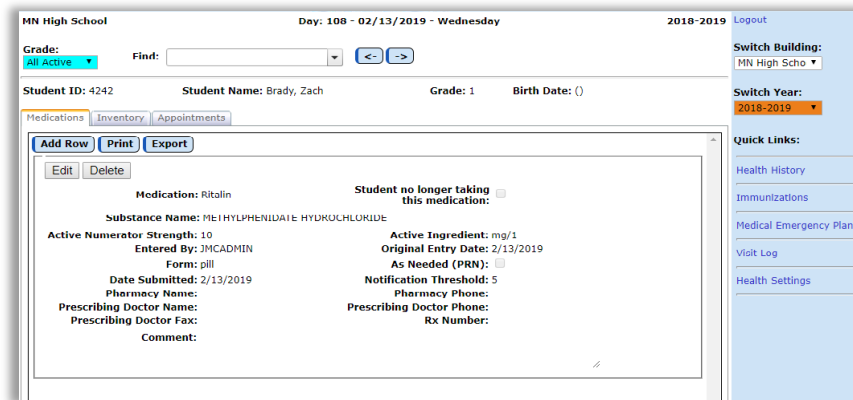


Figure 30:

Edit Student
Medication
Log with
Medications
tab selected

2. Select the student to be edited in the **Find** box at the top of the page.

Note: To view records for just one specific grade level, select the grade level in the **Grade** menu in the upper left corner of the page.

MEDICATIONS TAB

Add Row To add a new medication record for the currently displayed student, click the **Add Row** link. A screen will appear similar to Figure 31. Click **EDIT**, then specify the medication, form, date submitted, notification threshold, pharmacy name/phone, prescribing doctor name/phone/fax, Rx number, and a narrative comment (up to 2 GB). When finished entering the medication information, click the **Update** link to save the record.

NOTE: You do not have to fill out every informational field.

Print To print the list of medication records for the currently displayed student, click the **Print** button in the Medications tab.

Export To export the list of medication records as a CSV file for the currently displayed student, click the **Export** button in the Medications tab.

Grade: All Active Find: [] [] []

Student ID: 92 Student Name: Aasimov, Aaron Grade: KG Birth Date: 01/01/12 (7)

Medications Inventory Appointments

Add Row Print Export

Edit Delete

Medication: Not Specified Student no longer taking this medication: ☐

Substance Name: Active Ingredient: Original Entry Date: 2/22/2019

Entered By: JMCADMIN As Needed (PRN): ☐

Form: Notification Threshold: 0

Date Submitted: 2/22/2019 Pharmacy Name: Pharmacy Phone:

Prescribing Doctor Name: Prescribing Doctor Phone:

Prescribing Doctor Fax: Rx Number:

Comment:

Figure 31:

Newly added medication record

Medications Inventory Appointments

Add Row Print Export

#:17

Update Cancel

Not Specified - -

Medication: [] Student no longer taking this medication: ☐

Entered By: JMCADMIN Original Entry Date: 2/22/2019

Form: As Needed (PRN): ☐

Date Submitted: 2/22/2019 Notification Threshold: 0

Pharmacy Name: Pharmacy Phone:

Prescribing Doctor Name: Prescribing Doctor Phone:

Prescribing Doctor Fax: Rx Number:

Comment:

Figure 32:

Editing newly added medication record

Medication Drop Down List Select a medication from the drop down list by typing all or part of the name of the medication. After a brief pause the drop down list will populate with similar or identical medications to pick from – see Figure 33. After selecting a medication the page will appear similar to Figure 34.

#:17

Update Cancel

Not Specified - -

Medication: Adderall

Proprietary Name	Substance	Strength	Manufacturer
Adderall	AMPHETAMINE ASPARTATE MONOHYDRATE; AMPHETAMINE 1.25; 1.25; 1.25; Sulfate; DEXTROAMPHETAMINE 1.25mg/1; mg/1; mg/1; Barr Laboratories Inc. SACCHARATE;	mg/1	
Adderall	AMPHETAMINE ASPARTATE MONOHYDRATE; AMPHETAMINE 1.25; 1.25; 1.25; Sulfate; DEXTROAMPHETAMINE 1.25mg/1; mg/1; mg/1; Teva Select Brands SACCHARATE;	mg/1	
Adderall	AMPHETAMINE ASPARTATE MONOHYDRATE; AMPHETAMINE 1.25; 1.25; 1.25; Sulfate; DEXTROAMPHETAMINE 1.25mg/1; mg/1; mg/1; Teva Select Brands SACCHARATE;	mg/1	

Entered By: JMCADMIN Original Entry Date: 2/22/2019

Form: As Needed (PRN): ☐

Date Submitted: 2/22/2019 Notification Threshold: 0

Pharmacy Name: Pharmacy Phone:

Prescribing Doctor Name: Prescribing Doctor Phone:

Prescribing Doctor Fax: Rx Number:

Comment:

Figure 33:

Selecting a medication from the drop down list by typing in part of the medication name

#:17

Update Cancel

Not Specified - -

Medication: Adderall - AMPHETAMINE ASPARTATE MONOHYDRATE; AMPHETAMINE SULFATE; DEXTROAMPHETAMINE SACCHARATE; [] Student no longer taking this medication: ☐

Entered By: JMCADMIN Original Entry Date: 2/22/2019

Form: As Needed (PRN): ☐

Date Submitted: 2/22/2019 Notification Threshold: 0

Pharmacy Name: Pharmacy Phone:

Prescribing Doctor Name: Prescribing Doctor Phone:

Prescribing Doctor Fax: Rx Number:

Comment:

Figure 34:

Medication Adderall was selected

Figure 35:

Threshold is chosen: This is when you want to be reminded to request more medication, if necessary.

NOTE: Existing Blank Boxes are Optional

Note: The Medication drop down list on the Medications tab is comprised of approximately 100,000 medication records downloaded from the FDA website. This list will be updated occasionally as new medications are added by the FDA.

Note: If you wish to track medication usage of non-FDA approved medications, such as lozenges, lotions, or homeopathic remedies, you may define these medications by selecting Health – Medications Log – Define Medications.

Note: If you wish to use a medication name other than what is in the FDA list, you may define your own version by selecting Health – Medications Log – Define Medication. For further information about using FDA's website for medication/drug information please refer to Appendix H of this document.

Discontinuing a Medication for a Student

Health- Medication Log-Edit Student Medications Go to student and the medication to discontinue. Click on **EDIT** and check the **Student no longer taking this medication** box. Click on **UPDATE**.

Figure 36:

Check box when medication has been discontinued for student.

This text box similar to figure 37 will appear, reminding you to delete any future appointments of this medication for this student.

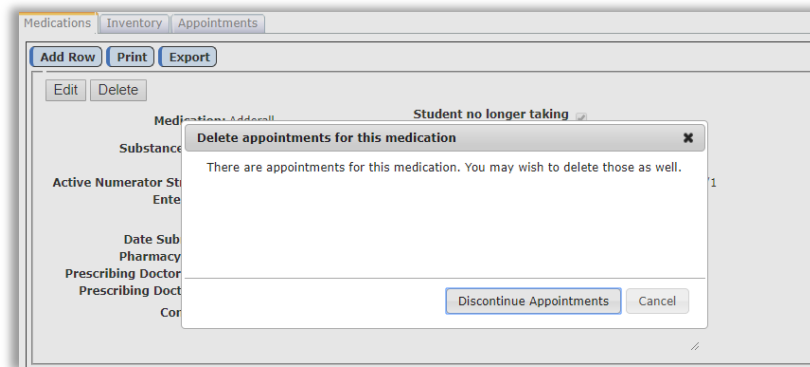


Figure 37:

Pop Up to remind you to adjust future appointments for this medication.

ALTERNATE METHOD:

If you did not discontinue appointments as shown above, you may wish to manually discontinue as shown below.

Health-Medication Log-Edit Student Medications Go to Appointments tab and click **EDIT**. Change the **End Date** to the desired date the Medication will no longer be administered. Click **Update**.

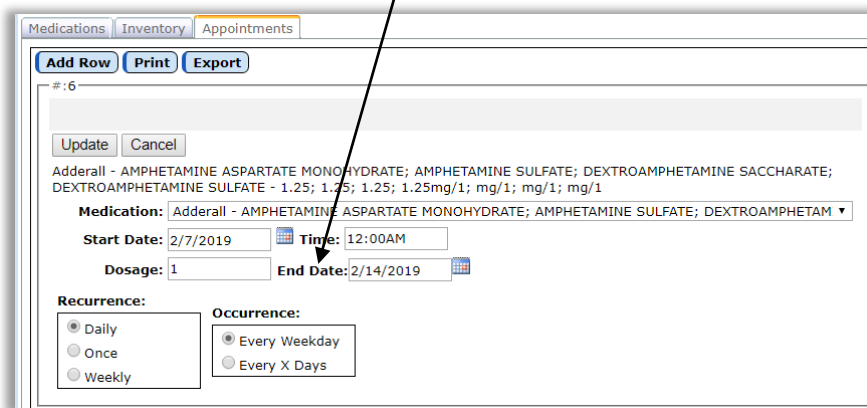


Figure 38:

End Date choice box. This is when Medication appointments will end.

If the Medication is being removed from the inventory, you need to go to the **Inventory** tab and choose **OTHER**. Choose a **Reason** and number of **Doses**; you may leave a comment if desired. Click **OK**.

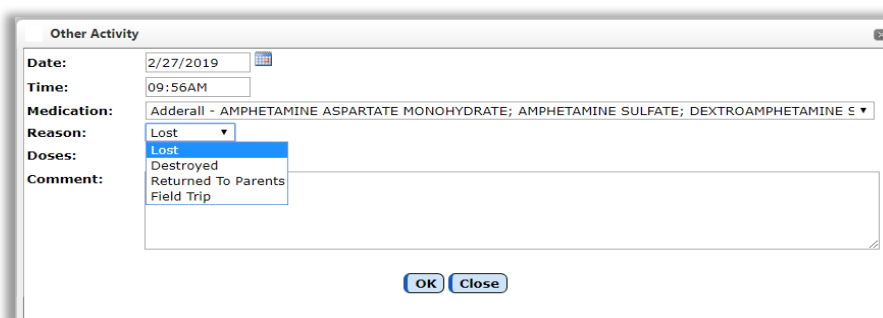


Figure 39:

Drop down of choices for why medicine is being removed from inventory.

If the student has a new medication, you must now go to Health-Medication Log-Edit Student Medications and click the **Add Row** link, then enter the new medication. **DO NOT DELETE DISCONTINUED MEDICATIONS INFORMATION.** You must also ADD new medication to Inventory and start new appointments.

INVENTORY TAB

Figure 40:

Inventory Tab
for Edit
Student
Medications

Submit Medication (*This adds medication to students JMC inventory*) To submit (Add) doses to a student's medication inventory, click **Submit Medication**. A dialog will appear similar to Figure 41. Specify the date, medication, number of doses submitted, and click **Ok** to save.

Figure 41:

Submitting
Medication
to Inventory

Note: The Medication drop down list on the Inventory tab is comprised of only those medications entered on the Medications tab for the currently displayed student.

Treatment (PRN) (*This removes doses from the medication inventory*) To record a treatment from a student's medication inventory, click **Treatment (PRN)**. A dialog will appear similar to Figure 42. Specify the date, medication, and number of doses administered and click **Ok** to save.

Figure 42:

Recording a
Treatment to
Inventory

Note: If a treatment is to be administered on a regularly scheduled basis then you may prefer to set the appointments up in the Appointments tab and track their administration through the page Health – Medication Log – Medication Appointments for a Day. Typically the **Treatment** button in the Inventory tab would only be used for “as-needed” treatments (non-scheduled), such as administering acetaminophen for a headache or epipen for an allergic reaction, etc.

Other *(This removes doses from the medication inventory)* To record other activities to a student’s medication inventory, such as lost or destroyed medications, click **Other**. Then a dialog will appear similar to Figure 43. Specify the date, medication, reason, number of doses administered, and optional comment and click **Ok** to save.

Figure 43:

Recording
Other
Activities to
Medication
Inventory

Figure 44:

Medication
Inventory
Record
Completed

Date	Time	Entered By	Deleted By	Action	Medication	Quantity	Remain Quantity	Comment
12/07/2018	10:15AM	JMCADMIN		Submitted	Ritalin LA	20.00	20.00	
12/07/2018	10:43AM	JMCADMIN		Treatment	Ritalin LA	-1.00	19.00	
12/07/2018	10:44AM	JMCADMIN		Lost	Ritalin LA	-1.00	18.00	spilled, w

Figure 45:

Student Medication
Inventory showing doses
submitted, treatments,
and other activity

Print To print the list of medication inventory records for the currently displayed student, click **Print** button in the Inventory tab.

Export To export the list of medication inventory records as a CSV file for the currently displayed student, click the **Export** button in the Inventory tab.

APPOINTMENTS TAB

Add Row To add a new medication appointment record for the currently displayed student, click the **Add Row** link. A screen will appear similar to Figure 46. Then specify the medication, start date, time, dosage, recurrence type and other pertinent details for the appointment record. Click **Update** to save changes and generate the appropriate daily medication appointment records. See Figures 47-49 for examples of different recurrence types.

Figure 46

Appointments
Tab for Edit
Student
Medications

Figure 47

Appointment
with Daily
Recurrence

Figure 48

Appointment
with Every Other
Day Recurrence

Figure 49

Appointment
with Weekly
Recurrence

Note: Daily Appointment Records may be viewed in a schedule format by selecting Health – Medication Log – Medication Appointments for a Day, which is where kept appointments will be recorded. Once these appointments are marked as having been kept, the corresponding record will show on the student's Inventory tab and the remaining doses will be decreased by the appropriate dosage amount.

Note: If you change the recurrence/occurrence values for an appointment record, the appropriate daily appointment records will be generated and any obsolete appointment records (pre-existing records where the appointment has not yet been kept) will be deleted.

Print To print the list of medication appointment records for the currently displayed student, click the **Print** button in the Appointments tab.

Export To export the list of medication appointment records as a CSV file for the currently displayed student, click the **Export** button in the Appointments tab.

Health—Medication Log — Medication Appointments for a Day

This selection is used to maintain medication appointment records for students. Each medication log daily appointment record may contain the date, time scheduled, time administered, who administered, and action taken.

Medication Log Appointment records, when updated on this page, will result in the generation of Medication Log Inventory records that will affect the remaining doses of the medication.

1. To edit a student's health history data, select Health – Medication Log – Medication Appointments for a Day. The page will appear similar to Figure 50.

Student	Scheduled	Administered	Appointment	Dosage	Form	Medication
Aasimov, Abbie	9:09AM		Not Administered	1		Adderall XR
Aasimov, Aaron	9:09AM		Not Administered	1		Ibuprofen softgels
Adams, Carla	9:15AM		Not Administered	1	tablet	Ritalin LA
Aasimov, Abbie	11:55AM		Not Administered	1		Ritalin LA

Figure 50

Medication
Appointments
for a Day

2. Make sure the appropriate day is specified in the Day drop down list in the upper left corner of the page.

Marking A Medication as Administered To mark a medication as “Administered” (or an appointment as “kept”) you may either click the green checkmark icon in the appropriate record or select the appropriate action from the **Appointment** drop down list. The green checkmark is a handy one-click way to mark the medication as “Administered” as well as set the time administered to the exact moment the checkmark is clicked – see Figure 51.

Selecting an action from the **Appointment** drop down list or clicking the green checkmark will result in the time being set to the exact moment the action is specified; however, the time may be edited in the event that the action was recorded at a time later than the medication was actually administered. A list of appointment actions is shown in Figure 52.

Student	Scheduled	Administered	Appointment	Dosage	Form	Medication
Asimov, Abbie	9:09AM	9:12AM	Administered	1		Adderall XR
Asimov, Aaron	9:09AM		Not Administered	1		Ibuprofen softgels
Adams, Carla	9:15AM		Not Administered	1	tablet	Ritalin LA
Asimov, Abbie	11:55AM		Not Administered	1		Ritalin LA

Figure 51

Recording a Medication as “Administered” using the Green Checkbox Icon

Note: Green check mark is no longer visible once administered

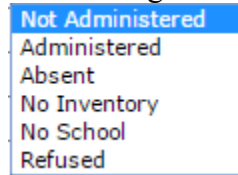


Figure 52

List of Actions in Appointment Drop Down List

Note: For more information about the medication specified in the record, hover the cursor over the medication in the record – see Figure 53.

Dosage	Form	Medication
1		Adderall XR
1		Ibuprofen softgels
1	tablet	Ritalin LA
1		Ritalin LA

Figure 53:

Getting More Information about the Medication in the Record

Health—Medication Log — Define Medications

This selection is used to define your own medications. The JMC Next Gen medication log automatically contains a list of FDA-approved (user-defined) drugs. However, if you wish to track student usage of user-defined drugs you may add your own medications to this list using this option.

Examples of non-FDA approved medications are:

- throat lozenges
- lotions
- homeopathic remedies
- vitamins
- dietary supplements

- To edit or view your user-defined medications, select Health – Medication Log – Define Medications. The page will appear similar to Figure 54.

Name	Strength
sun screen	50
aloe lotion	0

Figure 54: User-defined medications

- To add a new user-defined medication, click on the **Add Record** link in the upper left corner of the page. The page will appear similar to Figure 55. Then enter a name and (optionally) strength for the medication and click the **Save** link (Figure 56). The page will then appear similar to Figure 57.

JMC Demo School Day: 38 - 10/27/2016 - Thursday 2016-2017

Save Cancel

Name	Strength

Figure 55: Adding a new user-defined medication

JMC Demo School Day: 38 - 10/27/2016 - Thursday 2016-2017

Save Cancel

Name	Strength
throat lozenge	

Figure 56: Naming a new user-defined medication

JMC Demo School Day: 38 - 10/27/2016 - Thursday 2016-2017

Add Record

	Name	Strength
Edit Delete	sun screen	50
Edit Delete	aloe lotion	0
Edit Delete	throat lozenge	

Figure 57: A new user-defined medication has been added

3. **To edit an existing user-defined medication**, click on the **Edit** link to the left of the medication record. Then type in any changes to the medication name and/or strength and click the **Save** link.

Health—Medication Log — Medications Inventory

This selection allows you to generate a report of medications inventory. This report may be used to print the inventory of all students' medications inventories. You may optionally specify that only students' medication inventories that fall below the specified threshold be listed in the report. *This is one way to check medication logs. It is recommended to do this **DAILY** to be sure students' medications are accurate.*

1. To view your medications inventory, select Health – Medication Log – Medications Inventory. The page will appear similar to Figure 58.

JMC Demo School Day: 38 - 10/27/2016 - Thursday 2016-2017

☐ Include Inactive students

Inclusion: Students/medications below threshold

Preview Print

Report of Active student medications inventory - below threshold

Name	StudentID	Grade	Age	Medication	Threshold	On Hand
Aaseth, Jennifer	130	1	5	Ritalin LA	5	0

Figure 58: Medications Inventory report

Include Inactive Students If this option is checked, inactive students will be included in the report.

Inclusion The report may be viewed for two different inclusion options:

1. All students/medications
2. Students/medications below threshold

Note: The threshold for a student's medication is the number of doses remaining that may cause you to contact the person responsible to bring more of the medication. The threshold may be set by selecting Health – Medications Log – Edit Student Medications, then selecting the student, then selecting the medication in the Medications tab. The page will appear similar to Figure 59.

MN High School Day: 118 - 02/27/2019 - Wednesday 2018-2019

Grade: All Find: <- ->

Student ID: 215 Student Name: Aasimov, Aabee Grade: 12 Birth Date: 05/24/01 (17)

Medications Inventory Appointments

Add Row Print Export

: 7

Update Cancel

Adderall - AMPHETAMINE ASPARTATE MONOHYDRATE; AMPHETAMINE SULFATE; DEXTROAMPHETAMINE SACCHARATE; DEXTROAMPHETAMINE SULFATE - 1.25; 1.25; 1.25; 1.25mg/1; mg/1; mg/1; mg/1

Medication: Adderall

Student no longer taking this medication: ☐

Entered By: JMCADMIN

Form:

Date Submitted: 2/7/2019

Pharmacy Name:

Prescribing Doctor Name:

Prescribing Doctor Fax:

Comment:

Original Entry Date: 2/7/2019

As Needed (PRN): ☐

Notification Threshold: 10

Pharmacy Phone:

Prescribing Doctor Phone:

Rx Number:

Figure 59:

When the number of remaining medication doses falls below indicated value, you will be notified (in reports) to request more doses.

Preview To preview the list of medication inventory records, click **Preview**.

Print To print the list of medication inventory records, click **Print**.

Export To create a CSV file of medication inventory records, click **Export**.

Health—Medication Log — Medication Appointments & Transactions

Recommended to Do Each Day

This selection allows you to generate a report of medication appointments and transactions for a day. You may use this report to compare appointments to transactions for the day, which may cause you to go back and rework the appointments and transactions for that day if the records seem incomplete.

1. To view your medication appointments and transactions for a day, select Health – Medication Log – Medication Appointments and Transactions. The page will appear similar to Figure 60.

JMC Demo District Day: 46 - 12/13/2018 - Thursday 2018-2019

Day: 46 - 12/13/2018 - Thursday Time Format: 12-hour Preview Print

Report of student medications transactions and appointments for day 46 - 12/13/2018 - Thursday

Appointments:		Name	StudentID	Medication	Action	User	Dosage	Scheduled	Given
Bernadone, Jim	6000	Ritalin LA - METHYLPHENIDATE HYDROCHLORIDE - 10mg/1		Administered	JMCADMIN	1	12:00AM	11:59AM	
Estherville, Esther	46	Childrens TYLENOL - ACETAMINOPHEN - 160mg/5mL		Administered	JMCADMIN	1	12:00AM	11:57AM	
Bernadone, Francis	45	Topical Antibacterial Cream		Not Administered	JMCADMIN	1	11:00AM		
Freid, Sammy	87	Acid Free-Flux - ACTIVATED CHARCOAL; MAGNESIUM CARBONATE; SILICON DIOXIDE; SODIUM PHOSPHATE, DIBASIC ANHYDROUS; TRIBASIC CALCIUM PHOSPHATE - 6; 6; 6; 6; 6[hp_C]/33.3mL; [hp_C]/33.3mL; [hp_X]/33.3mL; [hp_X]/33.3mL; [hp_X]/33.3mL		Not Administered	JMCADMIN	1	2:30PM		
Aasimov, Aaron	70	Adderall - AMPHETAMINE ASPARTATE MONOHYDRATE; AMPHETAMINE SULFATE; DEXTROAMPHETAMINE SACCHARATE; DEXTROAMPHETAMINE SULFATE - 1.25; 1.25; 1.25; 1.25mg/1; mg/1; mg/1; mg/1		Not Administered	JMCADMIN	1	8:00PM		

Transactions:		Name	StudentID	Medication	Transaction	User	Quantity	Time	Sched
Estherville, Esther	46	Childrens TYLENOL - ACETAMINOPHEN - 160mg/5mL		Treatment	JMCADMIN	-1	11:57AM	12:00AM	
Bernadone, Jim	6000	Ritalin LA - METHYLPHENIDATE HYDROCHLORIDE - 10mg/1		Treatment	JMCADMIN	-1	11:59AM	12:00AM	

Figure 60: Medication Appointments and Transactions report

Preview To preview the report, click **Preview**.

Print To print the report, click **Print**.

Health—Visit Log — Edit Student Visit Log

This selection is used to maintain visit log records for students. Each health visit log record may contain the date, time in, time out, referred by, seen by, reasons (unlimited), actions (unlimited), reason info (a short comment), action info (a short comment), and a longer narrative comment of up to 2 GB in length.

Visit Log records may be utilized in several reports, such as Student Lists (see Appendix A for examples), Health Accessibility in the JMC Teacher Gradebook, and Student Info Forms.

To edit a student's Visit Log data, select Health – Visit Log - Edit Student Visit Log. Select the student to be edited in the **Find** box at the top of the page.

1. Choose update to enter a visit. The page will appear similar to Figure 61.

Figure 61:

Edit Student Visit Log – Expanded View of Narrative

Note: To view records for just one specific grade level, select the grade level in the **Grade** menu in the upper left corner of the page.

Print To print the list of health visit log records for the currently displayed student, click **Print**.

Add New To add a new health visit log record for the currently displayed student, click the **Add New** link. A screen will appear similar to Figure 62. Then specify the date, time in, time out, referred by, seen by, reasons, actions, reason and action comments (up to 20 characters each), and a narrative comment (up to 2 GB). When finished entering the visit log information, click the **Update** link to save the record.

The screenshot shows a web application interface for adding a new health visit log record. At the top, it displays 'MN High School', 'Day: 118 - 02/27/2019 - Wednesday', and '2018-2019'. Below this is a navigation bar with 'Grade: All Active', a 'Find:' search box, and 'Sort Order: Reason/Date/Time Asc'. The main section is titled 'Student Name: Billing, Sue R' and includes fields for 'Grade: 5', 'ID: 1022', 'Birthdate (Age): 01/02/08 (11)', and 'School Year: 2018-2019'. A 'Print' button is located next to the school year. Below the student information is a 'List of Visits' table with one entry: '02/27/19 1:03PM (Cold Sy)'. To the right of this table is an 'Add New' link and a list of actions: 'Edit', 'Delete'. The main form area contains several fields: 'Date: 02/27/2019', 'Referred By: Classroom tchr', 'Seen By: JMCADMIN', 'Time In: 1:03PM', 'Reasons: Cold Symptoms, Headache', 'Reason Info: head down in class', 'Time Out:', 'Actions: Contact Parents, Rest', 'Action Info: Stay and rest', and 'Comments: Sue is complaining that she has a headache and was not feeling well last night. She was told to "tough it out" but she is not feeling well. Temp is 98.9 F.'

Figure 62:

Adding a
student visit
log record

The newly added record will default to the current date and time. You may use the tab key on your keyboard to tab to the field you wish to edit.

To specify the reasons for the visit log record, simply click, shift-click, or control-click in the **Reasons** list. To select more than one reason you can hold down the Control key while scrolling through the list of reasons and clicking each reason you wish to select.

Note: You may select as many reasons as you wish from the list for each record.

Note: If you wish to include a reason other than those available in the list, you may contact JMC to request additional reasons to be added to the list or use the reason “Other” and then enter a text description for the reason in the Reason Info field.

To specify the actions for the visit log record, simply click, shift-click, or control-click in the **Actions** list. To select more than one action you can hold down the Control key while scrolling through the list of actions and clicking each action you wish to select.

Note: You may select as many actions as you wish from the list for each record.

Note: If you wish to include an action other than those available in the list, you may contact JMC to request additional actions to be added to the list or use the action “Other” and then enter a text description for the reason in the Action Info field.

Edit To an existing visit log record for the currently displayed student, click the **Edit** link to the left of the record. The page will appear similar to Figure 56. Then edit the date, reason and action info, narrative, and any other pertinent information about the logged visit. When finished editing, click the **Update** link to the left of the record to save the changes.

Delete To delete an existing visit log record for the currently displayed student, click on the **Delete** link to the left of that record.

Health— Visit Log — Visit Log Query

This selection prints a list of students and/or a summary for the criteria selected in the report dialog.

The student list will include students’ names and a brief listing of all fields in the visit log record. The list may be sorted by student names or by the dates of the visit log records.

The brief summary will include summary by reasons and actions (see Figures 65 & 66) and summary by day (see Figure 67).

Both the list and summary may be exported to text file. The exported list will include the complete narrative rather than the brief record. The exported summary will be two large tables, one for reasons and one for actions.

1. Select Health – Visit Log – Visit Log Query. The page will appear similar to Figure 63.

Sunnyville High School Day: 177 - 05/21/2015 - Thursday 2014-2015

From Date: 11/23/2014 To Date: 12/23/2014

Time Format: Regular

☒ Include Student List
Sort list by Student Name, then Date

☒ Include Summary
Summary options Brief

☐ Include Inactive students

Preview Print Create Action Export Create Reason Export Create Student List Export

Figure 63: Visit Log Query criteria screen

2. Specify the date range and the report options for the query.
3. Click **OK** to view the query report. Some samples of parts of the report are displayed in Figures 65-67.

Name Reason(s)	Date Reason Info Narrative	Time In	Time Out	Referred By Action(s)	Seen By Action Info
Adams, Katherine Headache	12/19/2014 Migraine	1:33PM	2:50PM	C Hanson Contact Parents	M Smith
Benson, Emma Allergy	12/23/2014 bee sting Emma had an allergic reaction to a bee sting. Emma was brought to the nurse's office immediately and was having a hard time breathing. The area of the sting was swollen approxima...	10:37AM	12:00AM	D Jones Multiple	M Smith

Figure 64: Visit Log Query – List

Neck	0
Contusion	0
Illness	0
Swelling	0
Other	0
Total reasons:	2
Visit Log records analyzed: 2	
Visit Log records with no reasons specified: 0	
Visit Log records with no actions specified: 0	

Figure 65:

Visit Log Query –
Summary by
Reasons – partial list

Splinter Removal	0
Sent To Office	0
Recommend Medical Visit	0
Recommend Dental Visit	0
Other	0
Total actions	3

Figure 66:

Visit Log Query –
Summary by
Actions – partial list

Visit Log Query - Summary		
Day	Total Visits	Total Students
12/19/2014	1	1
12/23/2014	1	1
Total	2	2

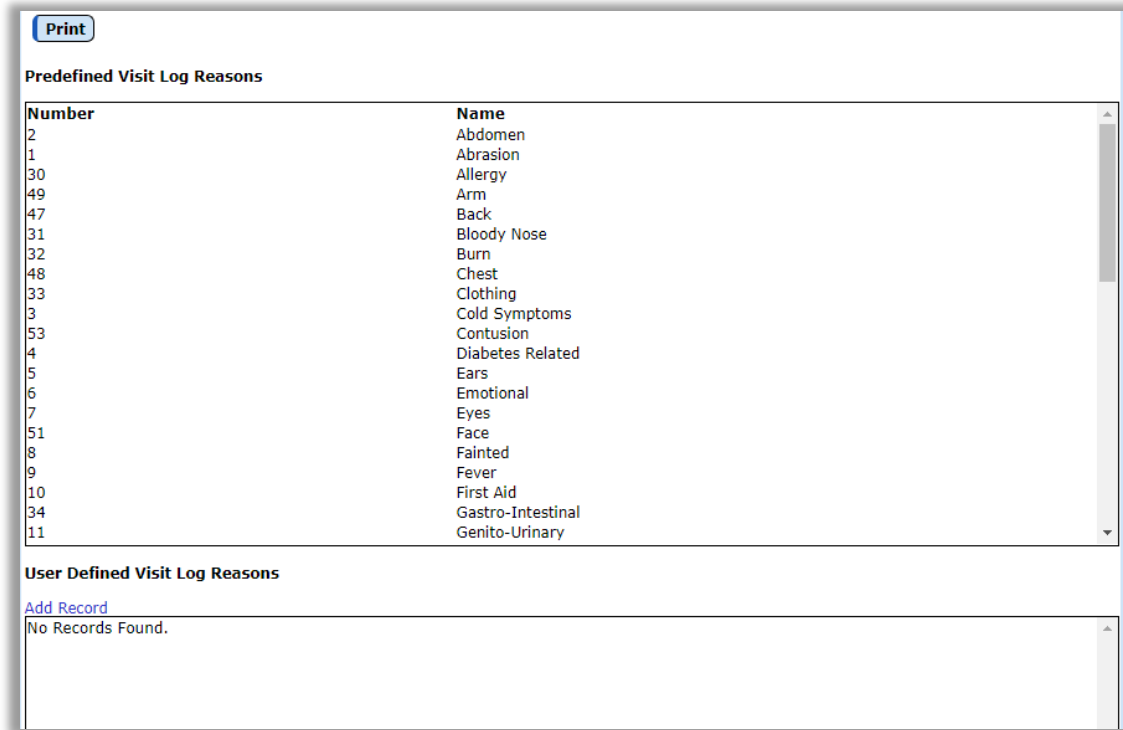
Figure 67:

Visit Log Query –
Summary by Day

Health— Visit Log — Visit Log Reasons

This selection allows you to define your own visit log reasons. The JMC Next Gen visit log automatically contains a list of reasons. However, if you wish to you may add your own reasons to this list using this option.

1. To edit or view your user-defined visit log reasons, select Health – Visit Log – Visit Log Reasons. The page will appear similar to Figure 68.



The screenshot shows a web interface for managing visit log reasons. At the top left is a 'Print' button. Below it is a section titled 'Predefined Visit Log Reasons' containing a table with two columns: 'Number' and 'Name'. The table lists various reasons such as Abdomen, Abrasion, Allergy, Arm, Back, Bloody Nose, Burn, Chest, Clothing, Cold Symptoms, Contusion, Diabetes Related, Ears, Emotional, Eyes, Face, Fainted, Fever, First Aid, Gastro-Intestinal, and Genito-Urinary. Below this table is a section titled 'User Defined Visit Log Reasons' with an 'Add Record' link. Underneath, it states 'No Records Found.' and shows an empty table structure.

Number	Name
2	Abdomen
1	Abrasion
30	Allergy
49	Arm
47	Back
31	Bloody Nose
32	Burn
48	Chest
33	Clothing
3	Cold Symptoms
53	Contusion
4	Diabetes Related
5	Ears
6	Emotional
7	Eyes
51	Face
8	Fainted
9	Fever
10	First Aid
34	Gastro-Intestinal
11	Genito-Urinary

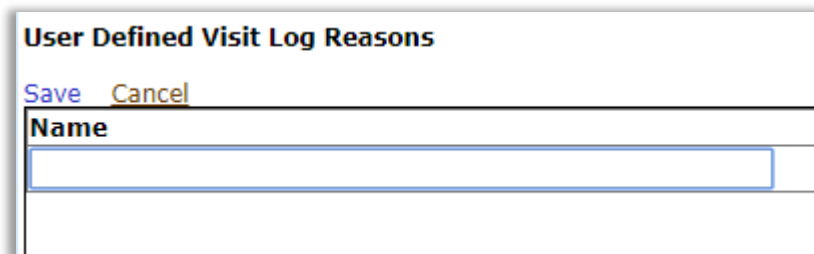
User Defined Visit Log Reasons

[Add Record](#)

No Records Found.

Figure 68: Visit Log Reasons Page

2. To add a new user-defined reason, click on the **Add Record** link in the left center of the page. The page will appear similar to Figure 69.



The screenshot shows the 'User Defined Visit Log Reasons' page. At the top is the title 'User Defined Visit Log Reasons'. Below it are 'Save' and 'Cancel' links. There is a 'Name' label followed by a text input field. Below the input field is another empty row.

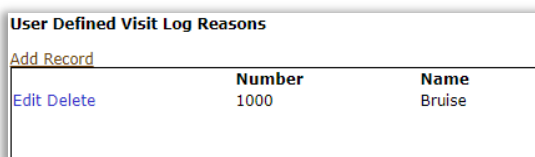
Figure 69:

Adding a User-Defined Visit Log Reason

3. Then enter the reason and click the **Save** link – see Figure 70. The page will then appear similar to Figure 71.



The screenshot shows the 'User Defined Visit Log Reasons' page after saving a new reason. The 'Save' link is highlighted. The 'Name' input field now contains the text 'Bruise'.



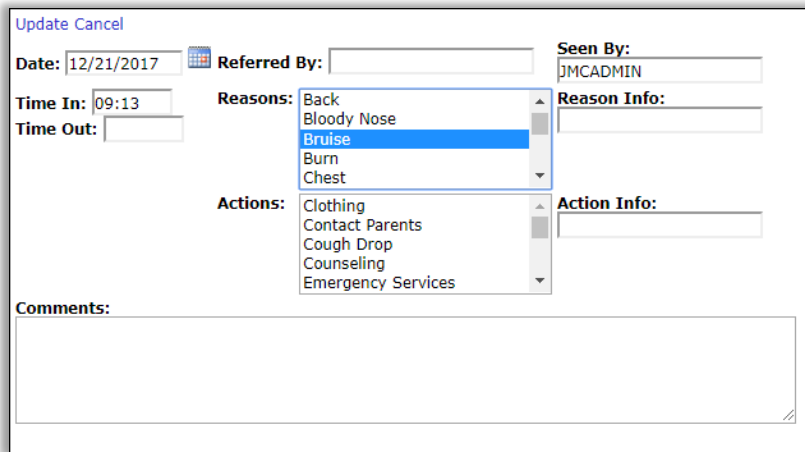
The screenshot shows the 'User Defined Visit Log Reasons' page with the saved reason displayed in a table. The table has columns for 'Add Record', 'Edit Delete', 'Number', and 'Name'. The row shows 'Bruise' with the number '1000'.

Add Record	Edit Delete	Number	Name
		1000	Bruise

Figure 70: Typing in the Reason

Figure 71: User has Defined a Reason

Once the user has defined a new reason it will be available in visit log pages such as Edit Student Visit Log (see Figure 72) and Visit Log Query.



The screenshot shows a web form for editing a student visit log. At the top left are 'Update' and 'Cancel' links. The form includes fields for 'Date' (12/21/2017), 'Time In' (09:13), and 'Time Out'. There is a 'Referred By' field with a calendar icon. A 'Reasons' dropdown menu is open, showing options: Back, Bloody Nose, Bruise (highlighted), Burn, and Chest. Below this is an 'Actions' dropdown menu with options: Clothing, Contact Parents, Cough Drop, Counseling, and Emergency Services. To the right, there are fields for 'Seen By' (JMCADMIN), 'Reason Info', and 'Action Info'. At the bottom is a large 'Comments' text area.

Figure 72:

User-Defined Reason as it Appears on Edit Student Visit Log page

3. To edit an existing user-defined reason, click on the **Edit** link to the left of the reason record. Then type in any changes to the reason name and click the **Save** link.

Health— Visit Log — Visit Log Actions

This selection allows you to define your own visit log actions. The JMC Next Gen visit log automatically contains a list of actions. However, if you wish to you may add your own actions to this list using this option.

1. To edit or view your user-defined visit log actions, select Health – Visit Log – Visit Log Actions. The page will appear similar to Figure 73.

[Print](#)

Predefined Visit Log Actions

Number	Name
21	Clothing
2	Contact Parents
22	Cough Drop
23	Counseling
24	Emergency Services
10	First Aid Administered
25	Hygiene Supply
7	Incident Report
6	Injury Report
9	Medication Administered
0	None
26	Nutrition
255	Other
27	Otoscope
32	Recommend Dental Visit
31	Recommend Medical Visit
28	Rest
1	Return To Class
8	Screening Referral
3	Sent Home
5	Sent To Hospital

User Defined Visit Log Actions

[Add Record](#)

No Records Found.

Figure 73: Visit Log Actions Page

2. To add a new user-defined action, click on the **Add Record** link in the left center of the page. The page will appear similar to Figure 74.

User Defined Visit Log Actions

[Save](#) [Cancel](#)

Name

Figure 74

Adding a User-Defined Visit Log Action

3. Then enter the action and click the **Save** link – see Figure 75. The page will then appear similar to Figure 76.

User Defined Visit Log Actions

[Save](#) [Cancel](#)

Name

Figure 75: Typing in the Action

User Defined Visit Log Actions

[Add Record](#)

	Number	Name
Edit Delete	1000	Cold Compress

Figure 76: User has Defined an Action

Once the user has defined a new reason it will be available in visit log pages such as Edit Student Visit Log (see Figure 77) and Visit Log Query.

Update Cancel

Date: 12/21/2017 Referred By: Seen By: JMCADMIN

Time In: 09:19 Time Out: Reasons: Abdomen Abrasion Allergy Arm Back

Actions: Clothing Cold Compress Contact Parents Cough Drop Counseling

Reason Info:

Action Info:

Comments:

Figure 77:

User-Defined
Action as it
Appears on
Edit Student
Visit Log page

3. To edit an existing user-defined action, click on the **Edit** link to the left of the action record. Then type in any changes to the action name and click the **Save** link.

Health—Health History — Edit Student Health History

This selection is used to maintain health history records for students. Each health history record may contain the date, grade level, a checkmark for flagging the record, a comment of up to 100 characters, and one or two other fields, depending upon the category.

Health History records may be utilized in several reports, such as Student Lists (see Appendix A for examples), Health History Flagged Records, and Student Info Forms.

1. To edit a student's health history data, select Health – Health History - Edit Student Health History. The page will appear similar to Figure 78.

Sunnyville High School Day: 177 - 05/21/2015 - Thursday 2014-2015

Grade: All Find: <- ->

Print

Student Name: Adams, Carla Grade: 7 Student ID: 569 Birthdate (Age): 07/28/01 (13)

Add Row

	Category	Date	Grade	Field A	Field B	Flag	Comments
Edit Delete	Hearing	10/8/2008	1	Left	Right	<input type="checkbox"/>	pass
Edit Delete	Visual - Acuity	10/8/2008	1	Left 20/25	Right 20/20	<input type="checkbox"/>	pass

Figure 78: Edit Student Health History

2. Select the student to be edited by entering the student's name in the **Find** box at the top of the page.

Note: To view records for just one specific grade level, select the grade level in the **Grade** menu in the upper left corner of the page.

Print To print the list of health history records for the currently displayed student, click **Print**.

Add Row To add a new health history record for the currently displayed student, click the **Add Row** link. A screen will appear similar to Figure 79. Then specify the date, category, and any other pertinent information about the health history record. The current list of health history categories is displayed in Figure 80. Health history records may be flagged for later review. To flag a particular record click in the column beneath the checkmark column header and a checkmark will appear in that record.

Note: Flagged records can be printed in Health-Reports-Health History Flagged Records.

Sunnyville High School Day: 177 - 05/21/2015 - Thursday 2014-2015

Grade: All Find: < ->

Print

Student Name: Adams, Carla Grade: 7 Student ID: 569 Birthdate (Age): 07/28/01 (13)

	Category	Date	Grade	Field A	Field B	Flag	Comments
Update Cancel	(blank)	12/19/2014	7			<input type="checkbox"/>	

Figure 79: Adding a Health History record.

Blood Pressure
Body Mass Index
Concussion Awareness
Condition
Dental Exam
Fluoride Treatment
Hearing
Height/Weight
Insurance
Lead Screening
Logged Visits
Mantoux/TB
Medical Emergency Plan
Medicine
Other
Parent Permission
Pediculosis
Physical Exam
Physical Exam - Athletic
Physical Exam - KG
Physical Exam - PK
Potassium Iodide Permission
Preschool Screening
Scoliosis
Visual - Acuity
Visual - Color
Visual - Muscle Balance
Well Child Check
Well Child Check - KG
Well Child Check - PK

Figure 80:

Health History
Categories

Note: The health history categories that are displayed may be controlled in Health-Data-Health History Categories.

Note: If you have been granted “Make Changes” or “Read Only” access under the Activities privileges but have no access under the Health privileges, you will only be permitted to view or edit the categories for Physical Examinations and Parent Permission. To view your current privileges, select File - Who Am I.

Another health history record called BMI (Body Mass Index) may be calculated automatically from a health history height/weight record. To calculate a BMI record for the currently displayed student, first click on the **Add Row** link to create the health history height/weight record for which you wish to use to calculate the BMI. Figure 81 shows the height/weight record being created.

Sunnyville High School Day: 177 - 05/21/2015 - Thursday 2014-2015

Grade: All Find: < ->

Print

Student Name: Adams, Carla Grade: 7 Student ID: 569 Birthdate (Age): 07/28/01 (13)

	Category	Date	Grade	Field A	Field B	Flag	Comments
Update Cancel	Height/Weight	12/22/2014	7	Height 5'6"	Weight 140#	<input type="checkbox"/>	

Figure 81: Selecting a height/weight record for a BMI calculation.

In order to calculate the BMI from the height and weight data of the specified record, the units specified must formatted as follows: units for height must be feet and/or inches using the single quote (') for feet and double quote (") for inches; units for weights must be pounds using the pound sign (#).

Once the height/weight record is saved, a BMI record is automatically generated as long as the height and weight are entered using the correct units and formatting, as shown in Figure 82.

Sunnyville High School Day: 177 - 05/21/2015 - Thursday 2014-2015

Grade: All Find: < ->

Print

Student Name: Adams, Carla Grade: 7 Student ID: 569 Birthdate (Age): 07/28/01 (13)

Add Row

	Category	Date	Grade	Field A	Field B	Flag	Comments
Edit Delete	Body Mass Index	12/22/2014	7	BMI 22.59	Misc	<input type="checkbox"/>	calculated
Edit Delete	Hearing	10/8/2008	1	Left	Right	<input type="checkbox"/>	pass
Edit Delete	Height/Weight	12/22/2014	7	Height 5' 6"	Weight 140#	<input type="checkbox"/>	
Edit Delete	Visual - Acuity	10/8/2008	1	Left 20/25	Right 20/20	<input type="checkbox"/>	pass

Figure 82:

Newly created BMI and height/weight record in student's list

When adding or editing a health history record, the items available on the screen may vary. For example, if you are adding or editing a health history record for category “Conditions”, then the screen will appear similar to Figure 83.

Sunnyville High School Day: 177 - 05/21/2015 - Thursday 2014-2015

Grade: All Find: <- ->

Print

Student Name: Adams, Carla **Grade:** 7 **Student ID:** 569 **Birthdate (Age):** 07/28/01 (13)

	Category	Date	Grade	Field A	Field B	Flag	Comments
Update Cancel	Condition	12/19/2014	7	Condition Category	Condition	<input type="checkbox"/>	

Figure 83: Adding a Health History record for category Conditions

Next, after selecting a Condition Category such as “Allergies”, the record will appear similar to Figure 84.

Sunnyville High School Day: 177 - 05/21/2015 - Thursday 2014-2015

Grade: All Find: <- ->

Print

Student Name: Adams, Carla **Grade:** 7 **Student ID:** 569 **Birthdate (Age):** 07/28/01 (13)

	Category	Date	Grade	Field A	Field B	Flag	Comments
Update Cancel	Condition	12/19/2014	7	Condition Category	Condition	<input type="checkbox"/>	
				Allergies			

Figure 84: Specifying “Allergies” as the Condition Category

Next, after selecting a specific allergy condition such as “Bee Stings”, the screen will appear similar to Figure 85.

Sunnyville High School Day: 177 - 05/21/2015 - Thursday 2014-2015

Grade: All Find: <- ->

Print

Student Name: Adams, Carla **Grade:** 7 **Student ID:** 569 **Birthdate (Age):** 07/28/01 (13)

	Category	Date	Grade	Field A	Field B	Flag	Comments
Update Cancel	Condition	12/19/2014	7	Condition Category	Condition	<input type="checkbox"/>	
				Allergies	Bee Stings		

Figure 85: Specifying “Bee Stings” as the Allergy Condition

Next, if necessary, you may wish to enter a comment. If, for example, the student's allergy to bee stings is severe or if the student has a medical emergency plan that relates to this allergy, then an appropriate note can be entered into the comment field (up to 100 characters).

Edit To edit an existing health history record for the currently displayed student, click the **Edit** link to the left of the record. The page will appear similar to Figure 85. Then edit the category, date, grade, field A/B, or comment. You may also check or uncheck the Flag if you wish to include the record from the Health History Flagged Record report. When finished editing, click the **Update** link to the left of the record to save the changes.

Delete To delete an existing health history record for the currently displayed student, click on the **Delete** link to the left of that record.

Note: To print health history records for more than one student at a time use [Health-Reports-Print Health Records](#).

Note: To add or remove categories from the printout use [Health- Health History-Health History Categories](#).

Health history records are meant to be brief in nature. Some health history categories have newer alternatives in the health module and their usage will likely age out over time.

One health history category called **Logged Visits** has an alternative in the JMC Health module. This health history category predates the Visit Log in the JMC Health module. The use of the Visit Log is now the preferred option for storing information about student health visits as it allows for up to 2 GB per record for the comment and has other fields as well that are not available in a health history Logged Visit record. For further details on [Health – Visit Log – Edit Student Visit Log](#), please refer to the appropriate section of this documentation.

Another health history category called **Medicine** has an alternative in the JMC Health module. This health history category predates the Medication Log in the JMC Health module. The use of the Medication Log is now the preferred option for storing information about student medications, inventory, and appointments. For further details on [Health – Medication Log – Edit Student Medication Log](#), please refer to the appropriate section of this documentation.

Another health history category called **Medical Emergency Plan** has an alternative in the JMC Health module. This health history category predates the Medical Emergency Plan in the JMC Health module. The use of the Medical Emergency Plan is now the preferred option for storing information about student medical emergency plans as it allows for up to 2 GB per plan and may be optionally viewable in Online Teacher. For further details on [Health – Medical Emergency Plan – Edit Student Medical Emergency Plan](#), please refer to the appropriate section of this documentation.

Health— Health History — Health History Categories

This selection is used to add or remove categories from the screen or printout of a student's health history records. The categories available are listed in Figure 61.

Also, some health history categories allow you to specify the left/right or right/left orientation of fields A & B. Fields with this orientation option are Hearing, Vision – Acuity, Vision – Color, Vision – Muscle Balance.

1. To edit the health history categories, select Health – Health History - Health History Categories. The page will appear similar to Figure 86.

Sunnyville High School Day: 177 - 05/21/2015 - Thursday 2014-2015

Enabled	Orientation	Category Name
<input checked="" type="checkbox"/>		(blank)
<input checked="" type="checkbox"/>		Blood Pressure
<input checked="" type="checkbox"/>		Body Mass Index
<input checked="" type="checkbox"/>		Concussion Awareness
<input checked="" type="checkbox"/>		Condition
<input checked="" type="checkbox"/>		Dental Exam
<input checked="" type="checkbox"/>		Fluoride Treatment
<input checked="" type="checkbox"/>	Left/Right	Hearing
<input checked="" type="checkbox"/>		Height/Weight
<input checked="" type="checkbox"/>		Insurance
<input checked="" type="checkbox"/>		Lead Screening
<input checked="" type="checkbox"/>		Logged Visits
<input checked="" type="checkbox"/>		Mantoux/TB
<input checked="" type="checkbox"/>		Medical Emergency Plan
<input checked="" type="checkbox"/>		Medicine
<input checked="" type="checkbox"/>		Other
<input checked="" type="checkbox"/>		Parent Permission
<input checked="" type="checkbox"/>		Pediculosis
<input checked="" type="checkbox"/>		Physical Exam
<input checked="" type="checkbox"/>		Physical Exam - Athletic
<input checked="" type="checkbox"/>		Physical Exam - KG
<input checked="" type="checkbox"/>		Physical Exam - PK
<input checked="" type="checkbox"/>		Potassium Iodide Permission
<input checked="" type="checkbox"/>		Preschool Screening
<input checked="" type="checkbox"/>		Scoliosis

Select All **Select None**

Figure 86: Health History Categories page

Selecting or Deselecting Health History Categories may be done by clicking on the checkbox in the **Enabled** column in front of the category.

To select all health history categories, click **Select All**.

To deselect all health history categories, click **Select None**.

To change the orientation for Hearing, Vision – Acuity, Vision – Color, Vision – Muscle Balance records, click on the **Left/Right** or **Right/Left** button for that row.

Note: No records will be deleted as a result of modifying the list of health history categories. Records may be viewed or hidden, depending upon which categories are selected at any given time.

Note: The health history categories you selected do not affect other users. Each user may view a different set of categories at any given time and may modify them as often as they wish.

Health—Health History — Health Accessibility

This selection is used to govern the accessibility of health history records by teachers in the Online Teacher and/or by parents in the Online Parent Access portal.

1. To edit the health accessibility, select Health – Health History - Health Accessibility. The page will appear similar to Figure 87.

Sunnyville High School Day: 177 - 05/21/2015 - Thursday 2014-2015 Logout

Enabled for Teachers	Enabled for Parents	Category Name
<input type="checkbox"/>	<input type="checkbox"/>	Blood Pressure
<input type="checkbox"/>	<input type="checkbox"/>	Body Mass Index
<input type="checkbox"/>	<input type="checkbox"/>	Condition
<input type="checkbox"/>	<input type="checkbox"/>	Dental Exam
<input type="checkbox"/>	<input type="checkbox"/>	Fluoride Treatment
<input type="checkbox"/>	<input type="checkbox"/>	Hearing
<input type="checkbox"/>	<input type="checkbox"/>	Height/Weight
<input type="checkbox"/>	<input type="checkbox"/>	Insurance
<input type="checkbox"/>	<input type="checkbox"/>	Lead Screening
<input type="checkbox"/>	<input type="checkbox"/>	Logged Visits
<input type="checkbox"/>	<input type="checkbox"/>	Mantoux/TB
<input type="checkbox"/>	<input type="checkbox"/>	Medical Emergency Plan
<input type="checkbox"/>	<input type="checkbox"/>	Medicine
<input type="checkbox"/>	<input type="checkbox"/>	Other
<input type="checkbox"/>	<input type="checkbox"/>	Parent Permission
<input type="checkbox"/>	<input type="checkbox"/>	Pediculosis
<input type="checkbox"/>	<input type="checkbox"/>	Physical Exam
<input type="checkbox"/>	<input type="checkbox"/>	Physical Exam - Athletic
<input type="checkbox"/>	<input type="checkbox"/>	Physical Exam - KG
<input type="checkbox"/>	<input type="checkbox"/>	Physical Exam - PK
<input type="checkbox"/>	<input type="checkbox"/>	Potassium Iodide Permission
<input type="checkbox"/>	<input type="checkbox"/>	Preschool Screening
<input type="checkbox"/>	<input type="checkbox"/>	Scoliosis
<input type="checkbox"/>	<input type="checkbox"/>	Visual - Acuity
<input type="checkbox"/>	<input type="checkbox"/>	Visual - Color

Select All for Teachers Select All for Parents
Select None for Teachers Select None for Parents
Save

Switch Building:
Sunnyville Hi

Quick Links:
[How to Set Up Health Accessibility](#)
[What do Parents See?](#)
[What do Teachers See?](#)

Figure 87:

Health Accessibility options for Online Teacher and Parent Modules

Enabling or Disabling Health Accessibility may be done by clicking on the checkbox in the **Enabled for Teachers** and/or **Enabled for Parents** column in front of the category.

To enable health accessibility for all categories for teachers, click **Select All for Teachers**.

To disable health accessibility for all categories for teachers, click **Select None for Teachers**.

To enable health accessibility for all categories for parents, click **Select All for Parents**.

To disable health accessibility for all categories for parents, click **Select None for Parents**.

Save To save changes to Health Accessibility, click **Save**. The settings for health accessibility on this page affect all teachers and/or parents.

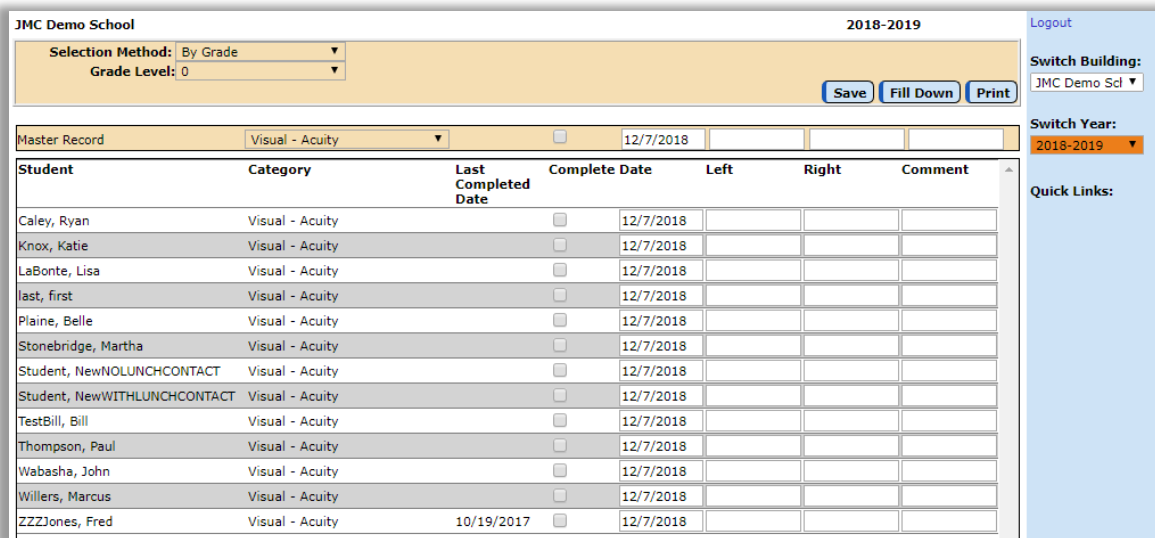
To access instructional videos about health accessibility, click on one of the **Quick Links** listed on the right side of the page.

Note: No records will be deleted as a result of modifying the health accessibility list. Records may be viewed or hidden, depending upon which categories are enabled at any given time.

Health— Health History —Health History Screening

This option allows for the entry of health history records for an entire group, such as course or grade level, at once.

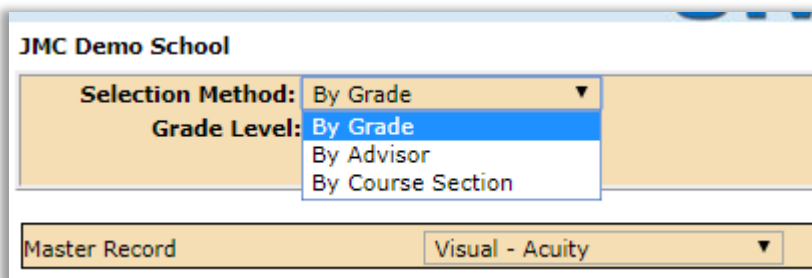
1. Select Health – Health History – Health History Screening. The page will appear similar to Figure 88.



Student	Category	Last Completed Date	Complete Date	Left	Right	Comment
Caley, Ryan	Visual - Acuity		12/7/2018			
Knox, Katie	Visual - Acuity		12/7/2018			
LaBonte, Lisa	Visual - Acuity		12/7/2018			
last, first	Visual - Acuity		12/7/2018			
Plaine, Belle	Visual - Acuity		12/7/2018			
Stonebridge, Martha	Visual - Acuity		12/7/2018			
Student, NewNOLUNCHCONTACT	Visual - Acuity		12/7/2018			
Student, NewWITHLUNCHCONTACT	Visual - Acuity		12/7/2018			
TestBill, Bill	Visual - Acuity		12/7/2018			
Thompson, Paul	Visual - Acuity		12/7/2018			
Wabasha, John	Visual - Acuity		12/7/2018			
Willers, Marcus	Visual - Acuity		12/7/2018			
ZZZJones, Fred	Visual - Acuity	10/19/2017	12/7/2018			

Figure 88: Entering Many Records At Once using Health History Screening

2. Specify the Selection Method as By Grade, By Advisor, or By Course Section as shown in Figure 89. The list of students will change to reflect your selection.



Selection Method:	Grade Level:
By Grade	By Grade
By Advisor	
By Course Section	

Master Record: Visual - Acuity

Figure 89:

Selecting a Method for Students Listed for Health History Screening

- Specify the Selection Health History Record Type as shown in Figure 90.

JMC Demo School

Selection Method: By Grade
Grade Level: 0

Master Record: Visual - Acuity

Student: Caley, Ryan
Knox, Katie
LaBonte, Lisa
last, first
Plaine, Belle
Stonebridge, Martha
Student, NewNOLUNCHCONTACT
Student, NewWITHLUNCHCONTACT
TestBill, Bill
Thompson, Paul
Wabasha, John
Willers, Marcus
ZZZJones, Fred

Visual - Acuity
Parent Permission
Pediculosis
Physical Exam
Physical Exam - Athletic
Physical Exam - KG
Physical Exam - PK
Potassium Iodide Permission
Preschool Screening
Scoliosis
Visual - Acuity
Visual - Color
Visual - External Inspection
Visual - Glasses or Contacts
Visual - Muscle Balance
Visual - Near Acuity
Visual - Plus Lenses
Visual - Unilateral Cover Test
Well Child Check
Well Child Check - KG
Well Child Check - PK

Figure 90:

Selecting the Category for a Health History Screening

- Edit the data elements in the **Master Record** (tan colored row). As each data element is edited the value from the master record will fill down into the student records below for any records that have not already been saved.

JMC Demo School

2018-2019

Selection Method: By Grade
Grade Level: 0

Save Fill Down Print

Master Record: Visual - Acuity 12/7/2018 pass pass

Student	Category	Last Completed Date	Complete	Complete Date	Left	Right	Comment
Caley, Ryan	Visual - Acuity		<input checked="" type="checkbox"/>	12/7/2018	pass	pass	
Knox, Katie	Visual - Acuity		<input checked="" type="checkbox"/>	12/7/2018	pass	pass	
LaBonte, Lisa	Visual - Acuity		<input checked="" type="checkbox"/>	12/7/2018	pass	pass	
last, first	Visual - Acuity		<input checked="" type="checkbox"/>	12/7/2018	pass	pass	
Plaine, Belle	Visual - Acuity		<input checked="" type="checkbox"/>	12/7/2018	Fail	Fail	
Stonebridge, Martha	Visual - Acuity		<input checked="" type="checkbox"/>	12/7/2018	pass	pass	
Student, NewNOLUNCHCONTACT	Visual - Acuity		<input checked="" type="checkbox"/>	12/7/2018	pass	pass	
Student, NewWITHLUNCHCONTACT	Visual - Acuity		<input checked="" type="checkbox"/>	12/7/2018	pass	pass	
TestBill, Bill	Visual - Acuity		<input checked="" type="checkbox"/>	12/7/2018	pass	pass	
Thompson, Paul	Visual - Acuity		<input checked="" type="checkbox"/>	12/7/2018	pass	pass	
Wabasha, John	Visual - Acuity		<input checked="" type="checkbox"/>	12/7/2018	pass	pass	
Willers, Marcus	Visual - Acuity		<input checked="" type="checkbox"/>	12/7/2018	pass	pass	
ZZZJones, Fred	Visual - Acuity	10/19/2017	<input checked="" type="checkbox"/>	12/7/2018	pass	pass	

Figure 91:

Health History Screening With Data Completed For All Students

- When a record has enough data to be deemed “Complete” it will be marked as such in the **Complete** column. Also, records may be marked as “Complete” manually by clicking on the appropriate checkbox. **Only records that are marked as “Complete” will be saved when the Save button is clicked.**

Save To save the completed records in the list of health history records for the currently displayed group, click the **Save** button.

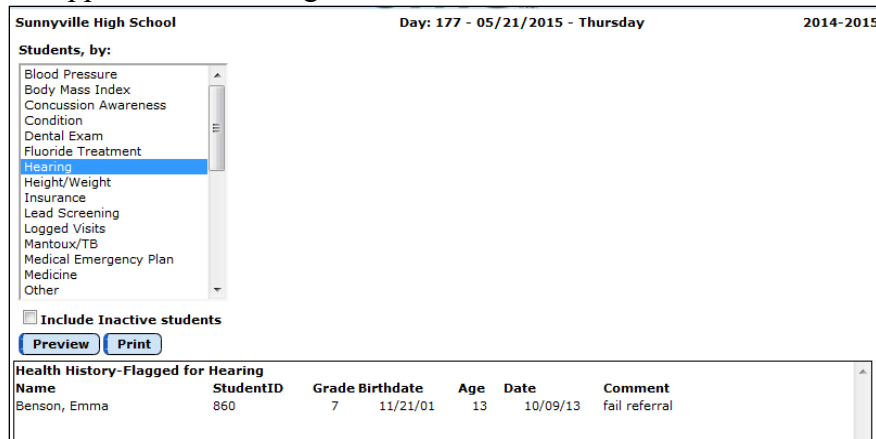
Fill Down To copy the value from the current cell down to the rows beneath in the list of health history records for the currently displayed group, click the **Fill Down** button.

Print To print the list of health history records for the currently displayed group, click the **Print** button.

Health— Health History —Health History Flagged Records

This selection prints a report of all health history records that have been flagged (marked for later review). The report output will include separate reports for each category specified. A summary option is available which will include all flagged health history records in one report sorted by student and then health history category.

1. Select Health – Health History – Health History Flagged Records. The page will appear similar to Figure 92.



Sunnyville High School Day: 177 - 05/21/2015 - Thursday 2014-2015

Students, by:

- Blood Pressure
- Body Mass Index
- Concussion Awareness
- Condition
- Dental Exam
- Fluoride Treatment
- Hearing**
- Height/Weight
- Insurance
- Lead Screening
- Logged Visits
- Mantoux/TB
- Medical Emergency Plan
- Medicine
- Other

☐ Include Inactive students

Preview **Print**

Health History-Flagged for Hearing

Name	StudentID	Grade	Birthdate	Age	Date	Comment
Benson, Emma	860	7	11/21/01	13	10/09/13	fail referral

Figure 92:

Specifying
Categories
for a Health
History
Flagged
Records
report

2. Select which health history categories are to be examined for flagged records. Individual health history categories may be selected or deselected by clicking on the category. All selected (highlighted) categories will be included. You may use shift-click to select a range of categories or control-click to select multiple individual categories.
3. Click **Preview** to preview the report.
4. Click **Print** to print the previewed report.

The report will include the student's name, student number, grade level, birth date, age, date, and comment from any flagged health history record for the specified categories. The report is printed in student alphabetical order.

Health—Health Note — Edit Student Health Note

This selection is used to maintain health notes for students. Each health note record (one per student) may contain up to 2 GB of text. This page is intended as a free-form text box for any health information that does not seem to fit well on the other student health records screens. It is important to note that health notes will not be query able.

1. To edit a student's health note, select Health – Health Note - Edit Student Health Note.
2. Select the student to be edited by entering the student's name in the **Find** box at the top of the page.

Note: To view records for just one specific grade level, select the grade level in the **Grade** menu in the upper left corner of the page.

Save To save the changes to the health note record for the currently displayed student, click **Save**.

Health—Reports — Print Health Records

This selection prints immunizations, health history, health note, medical emergency plan, medications, and visit log for selected students. Options for exporting to a CSV file are also available.

1. Select Health – Reports – Print Health Records. The page will appear similar to Figure 93.

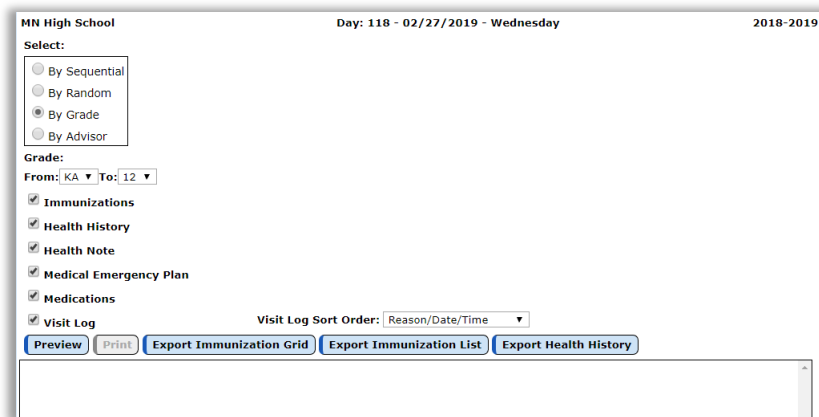


Figure 93:

Criteria for
Printing
Health
Records

2. Select the students for whom labels are to be printed. Options will vary depending upon which **Select** option you choose.
 - Sequential: specify the range of student Ids
 - Random: select one or more students from the list by clicking
 - Grade: specify the grade range
 - Advisor: specify the range of advisor numbers

Note If the student has a health note, it will be included at the end of the student's list of immunizations.

Select the grade level(s) of the students for whom labels are to be printed. You may specify a range such as 0-12, or you may specify one grade level by specifying that grade level in both the **From** and **To** grades, e.g. 12-12.

Select the type(s) of health data to be printed. You may specify one or more of the categories immunizations, health history, health note, medical emergency plan, medications, or visit log by checking the desired categories.

Click **Preview** to preview the report.

Click **Print** to print the previewed report.

Export Immunization Grid Click this button to export immunization data in grid form for the specified students to a CSV (comma-separated) text file.

Export Immunizations List Click this button to export immunization data in list form for the specified students to a CSV (comma-separated) text file.

Export Health History Click this button to export health history data in list form for the specified students to a CSV (comma-separated) text file.

Appendix A

Using Lists to Query Students' Health Records

Student immunization, health history, and visit log data may be included in a JMC List query.

Attendance – Student – Lists can be used to print and/or export lists of data. The user may select the items to be printed/exported, how they are to be sorted, the range of items to be selected, and the printed format. Exports are saved in CSV (comma-separated) text format.

The report settings for a list may be saved and reused at a later time.

The list of items that may be printed/exported includes demographic items available on the Edit Student Data screen as well as custom fields, health history, immunizations, medical emergency plans, visit log, and several other categories. These data items may also be used in sort and selection criteria.

The ability to include these various types of data in a report or export is sometimes referred to as **data mining**. Please refer to JMC's Attendance documentation for some examples of data mining queries.

All items are grouped into categories. Each category may be opened or closed by clicking on its disclosure triangle.

See Figure A1 for a view of the Lists screen displaying the health history fields that may be included in a List query.

The screenshot displays the 'JMC Demo District' interface for creating a report. At the top, it shows 'Day: 46 - 12/13/2018 - Thursday' and the school year '2018-2019'. Below this, there are fields for 'Reports: <New Report>' and 'Save Report As:'. To the right are 'Save Report' and 'Delete Report' buttons. The main area is divided into three sections: 'Category', 'Selected Items', and 'Sort Columns'. The 'Category' list on the left includes 'Common', 'Activities', 'Attendance', 'Bus', 'Contact Doctor', 'Contact Emergency', 'Contact Fee', 'Contact Fee Organization', 'Contact Lunch', 'Contact Other', 'Contact Primary', 'Contact Secondary', 'Contact Storm', 'Discipline', 'ELL/LEP', 'Enrollment History', 'Entry', 'General', 'Health History' (which is expanded to show sub-items like 'HHist Category', 'HHist Comment', 'HHist Date', 'HHist FieldA', 'HHist FieldB', 'HHist Flagged', 'HHist Grade'), 'Immunizations', 'Internal Data', 'Iowa', 'Medical Emergency Plan', and 'Race-Ethnicity'. The 'Selected Items' column is currently empty. The 'Sort Columns' section shows 'Name (L,F)' with 'Add', 'Edit', and 'Remove' options. Below this, 'Selection Criteria' is set to 'Ranges', and 'Active Status' is set to 'Include Active Students Only'. A red reminder note at the bottom right states: 'Reminder: Before printing the label PDF, make sure you use actual size (e.g., Page Scaling: None, Size: Actual) so the labels format correctly.' At the bottom of the screen are buttons for 'Clear Selected', 'Preview', 'Print', 'Export Data', and 'Create Labels', along with a 'Number Items' checkbox.

Figure A1: Health Options in Student Lists

Below are detailed lists of fields from each type of health record that can be included in a student list.

- [-] Health History
 - HHist Category
 - HHist Comment
 - HHist Date
 - HHist FieldA
 - HHist FieldB
 - HHist Flagged
 - HHist Grade
- [-] Immunizations
 - Immuns Comment
 - Immuns Date
 - Immuns Dose
 - Immuns Exemption
 - Immuns IsValid
 - Immuns Source
 - Immuns Type
 - Immuns Type Abbrev
- [-] Medical Emergency Plan
 - Med Em Plan Date
 - Med Em Plan Narrative
 - Med Em Plan OrigDate
 - Med Em Plan Shared
- [-] Visit Log
 - Visit Log Action
 - Visit Log ActionComment
 - Visit Log DateIn
 - Visit Log DateOut
 - Visit Log Reason
 - Visit Log ReasonComment
 - Visit Log ReferredBy
 - Visit Log SeenBy
 - Visit Log TimeIn
 - Visit Log TimeOut

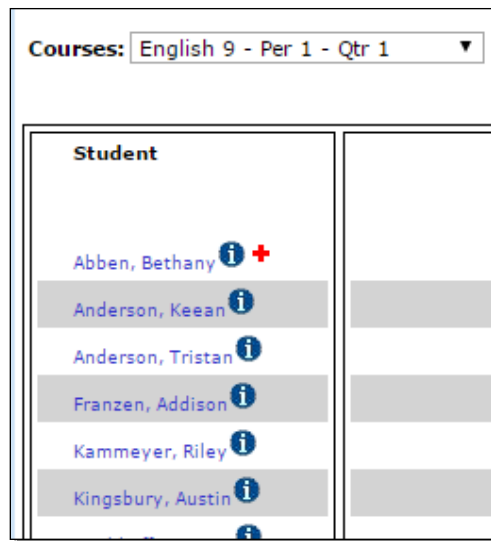
For a complete description of how to query your JMC database using the Lists option, please refer to JMC's Attendance documentation, available at <http://jmcinc.com/resources/documentation>

Appendix B

Health History Information Available in Online Teacher is governed by the Health Accessibility option as documented earlier.

Also, Medical Emergency Plans may be shared with teachers at the health staff's discretion.

Teachers can access the permitted health history categories in Online Teacher on one of three pages: Attendance, Assignment Scores, or Student Info. Figure B1 below is a sample taken from an Assignment Scores page.










Student	
Abben, Bethany	 
Anderson, Kean	
Anderson, Tristan	
Franzen, Addison	
Kammeyer, Riley	
Kingsbury, Austin	

Figure B1:

Assignment Scores page excerpt that includes the Info icon

To view the health history information as well as student contact information, click on the blue Info icon to the right of the student's name. The info will appear as displayed in Figure B2.

A student with a red cross icon next to their name (e.g. Abben, Bethany in figure B1) has a medical emergency plan that has been shared with teachers. Click on the red cross icon to view the student's medical emergency plan.

Bernadone, Francis Close

Primary Contact:
Dad Demo
Lake City, MN 55555

Cell 1: 651-555-5555 (Home number)
Cell 2: 507-555-5555 (Dad)

Email(s):
myemail@mail.com

Primary Contact:
Sarah & Tony Freid
1024 North JMC Lane
Somewhere, IA 55555

Home: 555.1234
Work 2: 555.9876 (Dad)
Work 1: 555.4321 (Mom)
Cell 1: 555.9185
Cell 2: 555.8976
Unknown: 555.4444

Email(s):
sean@jmcinc.com

Health History:

Condition	8/12/2014
Condition Category	Allergies
Condition	Bee Stings
Carries Epi Pen - 2 shots every 5 minutes	

Figure B2:

Information available
in Online Teacher
when teacher clicks on
Info icon

Figure B3 is a sample taken from the enter Attendance option in the Online Teacher. You will note that the same blue Info icon is present on that page as well.

Teacher: Mr. O'JMC (Term: Quarter 2)

Day: 52 - 12/23/2014 - Tuesday

Courses: Math - Per 1- (Days) **Student Count:** 19


Student	Attendance
 Aaset, John i	Pres <input checked="" type="radio"/> Abs <input type="radio"/> E <input type="radio"/>

Figure B3:

Enter Attendance page
excerpt that includes
the Info icon

Figure B4 & B5 show how health information is displayed using Homeroom – Student Info. On this page you may view different types of data by selecting the appropriate tab.

Teacher: (Term: Quarter 1)

Student Info For: Abben, Bethany

Contacts Health History Medical Emergency Plan

Condition	9/3/2015
Condition Category	Allergies
Condition	Bee Stings
Condition	9/3/2015
Condition Category	Allergies
Condition	Eggs
Condition	9/3/2015
Condition Category	Allergies
Condition	Animal
Condition	9/3/2015
Condition Category	Allergies
Condition	Environmental

Teacher: (Term: Quarter 1)

Student Info For: Abben, Bethany

Contacts Health History Medical Emergency Plan

new plan entered today

text

text 20 point red bold italics

text

Figures B4 & B5 show the Health History and Medical Emergency Plan tabs for Homeroom – Student Info

Appendix C

Iowa's IRIS and JMC

There are 3 phases to acquiring immunization:

Phase 1: Submit an IRIS patient file

Phase 2: Submit an IRIS query file

Phase 3: Download the immunization data and import into JMC

For more information about IRIS please visit

<http://idph.iowa.gov/immtdb/immunization/iris>

Note: IRIS school users must request 'school match' functionality by completing the Authorized Site Agreement - Organization. This form is found on the Forms tab of the IRIS website at <https://iris.iowa.gov>. Indicate the planned use of IRIS is 'School Match'.

Phase 1: Submit an IRIS patient file so that IRIS can establish a relationship between your students and your organization

1. In JMC Select Health – Immunizations – Export IRIS Patient File and click the **Export** button.
2. Log into IRIS at <https://iris.iowa.gov> using your Org Code, Username and password. The page will then appear similar to Figure C1.

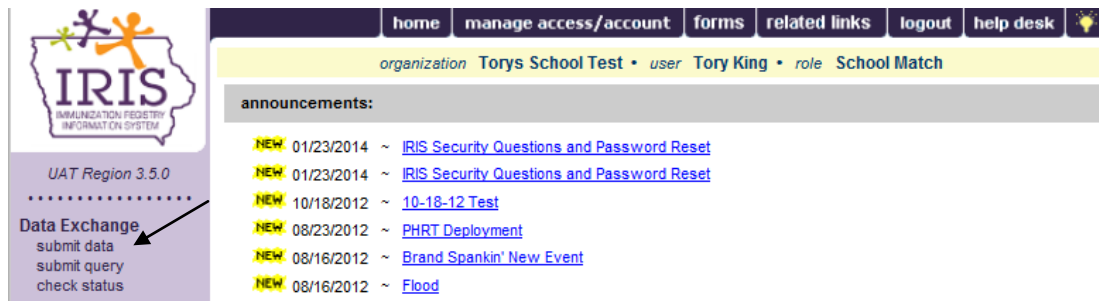


Figure C1: Home page for IRIS

3. Submit the IRIS Patient file to via the IRIS portal. To do this, click the **submit data** link under Data Exchange. The page will then appear similar to Figure C2.

IRIS
IMMUNIZATION REGISTRY
INFORMATION SYSTEM

UAT Region 3.5.0

Data Exchange
submit data
submit query
check status

home manage access/account forms related links logout help desk

organization **Torys School Test** • user **Tory King** • role **School Match**

Exchange Data

Job Name

NOTE: If Job Name is blank, today's date will be used.

Patient File Name

Immunization File Name

Comment File Name

Event File Name

At this time we are only accepting files with total size less than 157,286,400 bytes (150.00 MB)

Figure C2: Submit Data

4. You can type in a name for the data submission job in the text box labeled **Job Name** or leave it blank. The job name identifies the data submission job on the Check Status page and helps identify data submission jobs when more than one is listed. In the example shown in Figure C2 the job name was entered as “Test File” but you should be more descriptive when naming the file as you will need to pick this job from a list at a later time. JMC suggests naming the file something like patient_092718, where the date you submitted the patient file is 9/27/18.
5. Click the **Browse** button to search for the patient file location on your computer (it is most likely in your downloads folder). In the example shown in Figure C3, the JMC-generated patient file was called *School Test file.txt*

IRIS
IMMUNIZATION REGISTRY
INFORMATION SYSTEM

UAT Region 3.5.0

Data Exchange
submit data
submit query
check status

home manage access/account forms related links logout help desk

organization **Torys School Test** • user **Tory King** • role **School Match**

Exchange Data

Job Name

NOTE: If Job Name is blank, today's date will be used.

Patient File Name

Immunization File Name

Comment File Name

Event File Name

At this time we are only accepting files with total size less than 157,286,400 bytes (150.00 MB)

Figure C3: Submit Data – Patient File has been Selected

6. When the correct file is selected, click the **Upload** button, as shown in the upper right corner of Figure C3.
7. Once the file has been loaded into IRIS, you will be redirected to the **Data Exchange** results screen, as shown in Figure C4. This screen gives you information about the file that was uploaded in the data submission job.

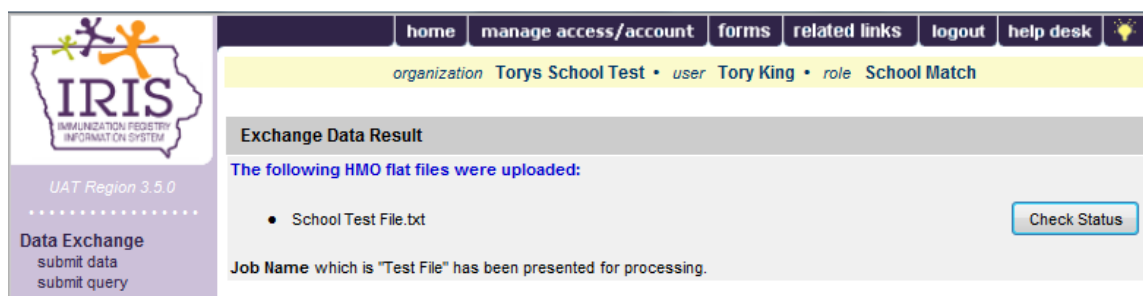


Figure C4: Data Exchange Page in IRIS

8. To check the progress of a data submission job, click the **Check Status** button or the **check status** link on the left menu panel. On the Exchange Data Status page you will see a list of the data submission jobs and information pertaining to the job including the Job Name, User Name (person submitting the job), Date, Process Start Date, Process End Date and the status of the submitted job(s), as shown in Figure C5.

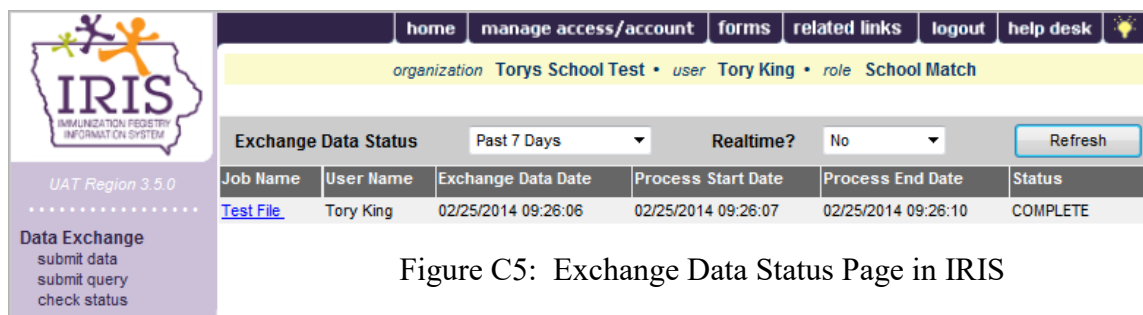



Figure C5: Exchange Data Status Page in IRIS

The most common Statuses are:

- Preprocessed – the file must be reviewed by IRIS staff prior to processing. Please contact the IRIS Help Desk at 800-374-3958 x2 to inform IRIS staff a file has been uploaded and is ready for review. After the file has been reviewed and processed, the status in IRIS will update.
- Processing – the job submission is processing the data file.
- Complete – the job submission has completed processing.
- Error – the data file contains errors that have stopped the file from processing.
- Exception – the file is structured too poorly to process.

Note: Files with Errors or Exceptions must be re-formatted and re-submitted.

9. After the processing is complete, click the blue **Job Name** link for your Patient file you uploaded in the list of data submission jobs (Figure C5) to view the Job Detail page. The Job Detail page will then appear similar to Figure C6, which shows a summary of the job.



UAT Region 3.5.0

Data Exchange
submit data
submit query
check status

[home](#)
[manage access/account](#)
[forms](#)
[related links](#)
[logout](#)
[help desk](#)

organization **Torys School Test** • user **Tory King** • role **School Match**

Download Files for: Test File
[Response File](#) (3KB)
[Inbound Patient File](#) (1KB)

Refresh

Cancel

Download Log for: Test File

File	User Name	Download Date
No Download Logged		

Summary Information for: Test File

Description	Patient	Immunization	Comment	Event
Processed	1	0	0	0
Accepted	0	0	0	0
New	0	0	0	0
Updated	0	0	0	0
Deleted	-	0	-	-
Already in IRIS	0	0	0	0
Rejected	1	0	0	0
Pending	0	0	0	0
Unprocessed (patient rejected)	-	0	0	0
Inventory Updated	0	0	0	0
Inventory Not Updated	0	0	0	0

Figure C6: Job Detail Page in IRIS

The Download Files section shows the files available.

Response File will give you details about the records that were accepted into IRIS and any errors that were encountered during the file processing.

Inbound Patient File displays the file that was uploaded into IRIS.

- Once you have successfully uploaded the patient file (status COMPLETE) you may proceed to Phase 2. Otherwise, you may need assistance from JMC and/or IRIS to figure out why your patient file did not process successfully.

Phase 2: Submit an IRIS query file to IRIS in order to request actual immunization data for your students

1. Submit a request for immunization records using your JMC Next Gen software as follows: in JMC select Health – Immunizations – Export IRIS Query File. ***It is best to request immunizations for just one grade level at a time***, otherwise the files from IRIS get rather large and the process may time out when you try to import the data files into JMC Next Gen. ***Specify the grade level for your Query File***, then click the **Export** button. Allow this file to be saved to your Downloads folder. Do not open the Query file in Excel.
2. Log into IRIS at <https://iris.iowa.gov> using your Org Code, Username and password. The page will then appear similar to Figure C7.

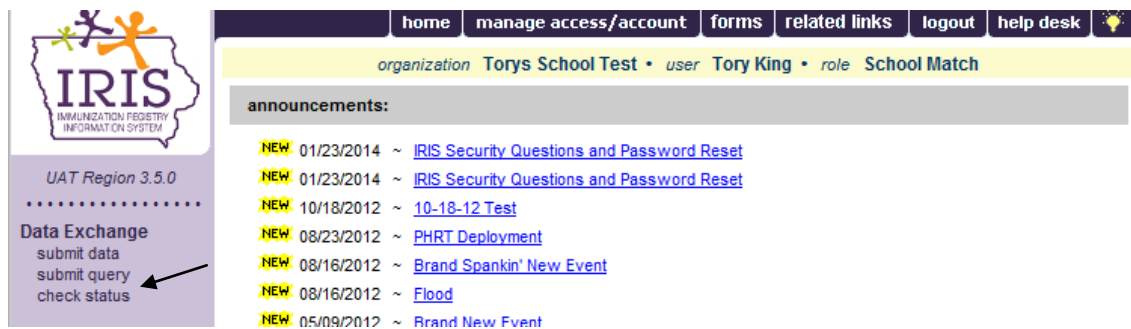


Figure C7: Submitting a Query File to IRIS

3. Submit the IRIS Query file to via the IRIS portal by clicking the **submit query** link under **Data Exchange**. The page will appear similar to Figure C8.

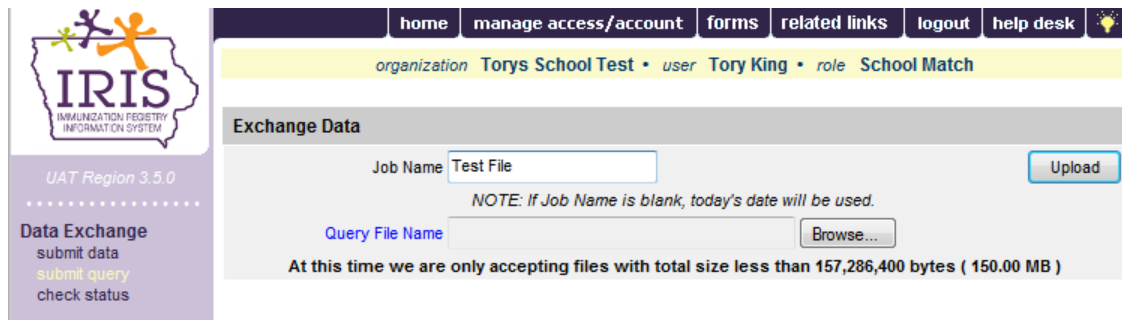


Figure C8: Submitting a Query File to IRIS

4. You can type in a name for the data submission job in the text box labeled **Job Name** or leave it blank. The job name identifies the data submission job on the Check Status page and helps identify data submission jobs when more than one is listed. In the example shown in Figure C8 the job name was entered as “Test File” but you should be more descriptive when naming the file as you will need to pick this job from a list at a later time. JMC suggests naming the file something like `query_grade1`, where you are requesting immunizations for students in grade 1. If you submit more than one query file in a day, perhaps because the first submission did not process correctly, then you might want to add a version number at the end of the job name, such as `query_grade1_1`, `query_grade2_2`, etc.

- Click the **Browse** button to search for the query file location on your computer (it is most likely in your downloads folder). In the example shown in Figure C9, the JMC-generated patient file was called *School QueryTest file.txt*

The screenshot shows the IRIS Data Exchange interface. On the left is a sidebar with the IRIS logo and navigation links: 'Data Exchange', 'submit data', 'submit query', and 'check status'. The main content area has a top navigation bar with links: 'home', 'manage access/account', 'forms', 'related links', 'logout', 'help desk', and a lightbulb icon. Below this is a breadcrumb trail: 'organization Torys School Test • user Tory King • role School Match'. The main section is titled 'Exchange Data' and contains a 'Job Name' field with the value 'Test File' and an 'Upload' button. A note states: 'NOTE: If Job Name is blank, today's date will be used.' Below this is a 'Query File Name' field with the path 'C:\Users\tking\Desktop\School Query Test File.t' and a 'Browse...' button. At the bottom, a message reads: 'At this time we are only accepting files with total size less than 157,286,400 bytes (150.00 MB)'.

Figure C9: Query File has been Selected

- When the correct file is selected, click the **Upload** button, as shown in the upper right corner of Figure C9.
- Once the file has been loaded into IRIS, you will be redirected to the **Data Exchange** results screen, as shown in Figure C10. This screen gives you information about the file that was uploaded in the data submission job.

The screenshot shows the 'Exchange Data Result' page. It features the same sidebar and top navigation as Figure C9. The breadcrumb trail is 'organization Torys School Test • user Tory King • role School Match'. The main section is titled 'Exchange Data Result' and contains a message: 'The following HMO query file was uploaded:' followed by a bullet point listing 'School Query Test File.txt'. A 'Check Status' button is located to the right of the list. Below this, a message states: 'Job Name which is "Test File" has been presented for processing.'

Figure C10: Data Exchange Page in IRIS

- To check the progress of a data submission job, click the **Check Status** button or the **check status** link on the left menu panel. On the Exchange Data Status page you will see a list of the data submission jobs and information pertaining to the job including the Job Name, User Name (person submitting the job), Date, Process Start Date, Process End Date and the status of the submitted job(s), as shown in Figure C11.

The screenshot shows the 'Exchange Data Status' page. It features the same sidebar and top navigation as Figure C9. The breadcrumb trail is 'organization Torys School Test • user Tory King • role School Match'. The main section is titled 'Exchange Data Status' and includes a 'Past 7 Days' filter, a 'Realtime?' dropdown set to 'No', and a 'Refresh' button. Below this is a table with the following data:

Job Name	User Name	Exchange Data Date	Process Start Date	Process End Date	Status
Test File	Tory King	02/25/2014 13:18:27	02/25/2014 13:18:27	02/25/2014 13:18:28	COMPLETE
TEST FILE	Tory King	02/25/2014 11:09:09	02/25/2014 11:09:09	02/25/2014 11:09:10	COMPLETE
Test File-SPLIT-SPLIT	Tory King	02/25/2014 11:04:15	02/25/2014 11:04:31	02/25/2014 11:04:31	ERROR
Test File-SPLIT	Tory King	02/25/2014 10:58:51	02/25/2014 11:04:14	02/25/2014 11:04:15	EXCEPTION
Test File	Tory King	02/25/2014 10:58:50	02/25/2014 10:58:50	02/25/2014 10:58:51	EXCEPTION
Job 02/25/2014 10:52:20	Tory King	02/25/2014 10:52:20	02/25/2014 10:52:20	02/25/2014 10:52:20	ERROR
Test File	Tory King	02/25/2014 09:26:06	02/25/2014 09:26:07	02/25/2014 09:26:10	COMPLETE

Figure C11: Exchange Data Status Page in IRIS

The most common Statuses are:

- Processing – the job submission is processing the data file.
- Complete – the job submission has completed processing.
- Exception – the file is structured too poorly to process.

Note: Files with Exceptions must be re-formatted and re-submitted.

9. After the processing is complete, click the blue **Job Name** link for the Query file you uploaded file in the list of data submission jobs (Figure C11) to view the Job Detail page. The Job Detail page will then appear similar to Figure C12, which shows a summary of the Query upload job and other details, such as files related to the job.

IRIS
IMMUNIZATION REGISTRY
INFORMATION SYSTEM

UAT Region 3.5.0

Data Exchange
submit data
submit query
check status

home manage access/account forms related links logout help desk

organization Torys School Test • user Tory King • role School Match

Download Files for: Test File

[Inbound Query File \(1KB\)](#)
[Outbound Demographic File \(1KB\)](#)
[Outbound Immunization File \(1KB\)](#)

Refresh
Cancel

Download Log for: Test File

File	User Name	Download Date
No Download Logged		

Summary Information for: Test File

Description	Patient	Immunization	Comment	Event
No Summary Information				

Figure C12: Job Detail Page in IRIS

10. When your IRIS Query File has been processed you will have **IRIS Outbound Demographic File** and **Outbound Immunization File** available for download. To download these files click on the blue links for each file as shown in Figure C12.

NOTE: If there is an exception file in the list of Figure C12 then open it and read the exceptions. In the event that the student(s) were not included in the patient file in Phase 1 you will see a message in the exception file that will read something like “The chart number was not found in the IRIS IIS database for this provider organization”. If this is the case you will need to submit another IRIS patient file with the missing students included.

NOTE: If the Outbound Immunization and Demographic files are blank then it is likely that the students in the query file were not uploaded in the patient file in Phase 1 of the process. If this is the case you will need to submit another IRIS patient file with the missing students included.

11. Sometimes when you click on the blue links to download a file, instead of downloading the file you will see the file’s contents displayed in your browser window. This may vary from browser to browser, in other words this step may be different depending on whether you use Explorer, Chrome, Firefox, Safari, etc. ***If this happens to you, the page will look like a bunch of text in your browser window.***

If this happens, right click (on a Mac use Control-click) somewhere in the text, then choose the **Save As...** option. You will then be prompted with options for saving the file, such as what to name the file and where to save it. Take care to name the file well, for example Outbound Demographic File Grade 1 or whatever is most appropriate for your file. Also, make sure to save the file to a location where you will be able to find it later for Phase 3. Usually you would save this file to either your Downloads folder or the Desktop. Also, make sure to save the data as a text file – **NOT** as a web archive or mhtml file. See Figure C13.

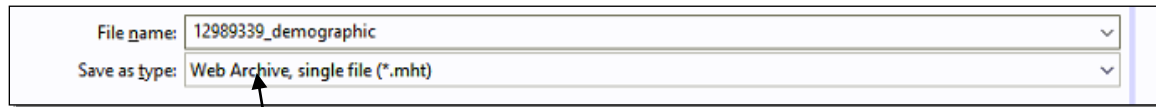


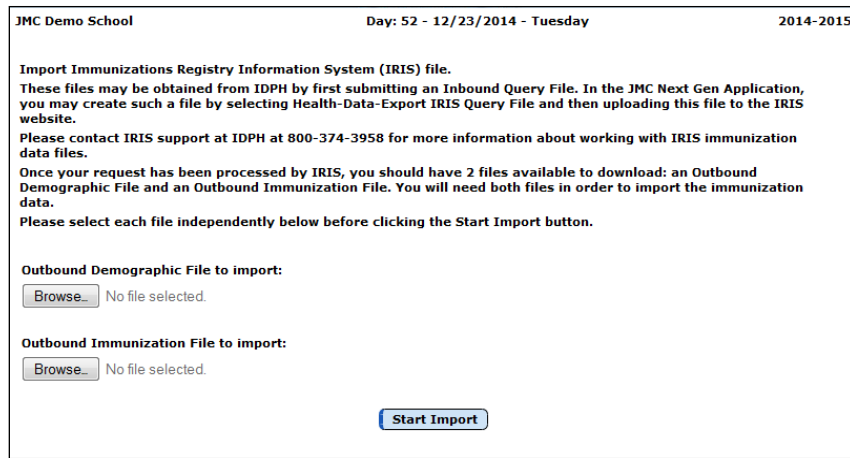
Figure C13: Saving an IRIS Demographic File as a Text File

Make sure to change the file type to Text File

12. Once your query file has processed correctly (status COMPLETE) and you have successfully downloaded or saved both Outbound Demographic and Outbound Immunizations files to your computer you may proceed to Phase 3. Otherwise, you may need to contact JMC and/or IRIS to figure out why your query file did not process successfully.

Phase 3: Importing the IRIS Outbound Demographic and Outbound Immunization files into your JMC Software

1. Once you have downloaded those files you may use the JMC option Health – Immunizations – Import IRIS Immunizations to import the data into your JMC Next Gen immunizations data.



JMC Demo School Day: 52 - 12/23/2014 - Tuesday 2014-2015

Import Immunizations Registry Information System (IRIS) file.
These files may be obtained from IDPH by first submitting an Inbound Query File. In the JMC Next Gen Application, you may create such a file by selecting Health-Data-Export IRIS Query File and then uploading this file to the IRIS website.
Please contact IRIS support at IDPH at 800-374-3958 for more information about working with IRIS immunization data files.
Once your request has been processed by IRIS, you should have 2 files available to download: an Outbound Demographic File and an Outbound Immunization File. You will need both files in order to import the immunization data.
Please select each file independently below before clicking the Start Import button.

Outbound Demographic File to import:
 No file selected.

Outbound Immunization File to import:
 No file selected.

Figure C14:

Import IRIS
Outbound
Demographic
and
Immunizations
Files

2. Click on the **first Browse** button to select the IRIS Outbound Demographic data file. This file will be found wherever it downloaded from IRIS – probably in your Downloads folder.
3. Click on the **second Browse** button to select the IRIS Outbound Immunizations file. This file will be found wherever it downloaded from IRIS – probably in your Downloads folder.
6. Click on the **Start Import** button to import the data. The process may take anywhere from a few seconds to several minutes, depending on how many students for whom you requested immunization records and the number of immunization records that IRIS made available for those students.
7. At the conclusion of this import process you will see a summary report which includes important information about the import. The summary will include a list of every immunization that was imported. It may also include a list of records that did not import and the reason(s) why. This process should not create any duplicate records between what you already had in JMC and what was available from IRIS. Please read the summary over carefully and contact JMC if you have any questions.
8. You are encouraged to make a PDF file of the import summary. This process is described in Appendix I of this document. Saving the summary as a PDF will allow you to email the summary to JMC in the event that you want to ask questions about a particular import or have unknown immunizations or other issues.
9. To proofread the results of this data import, select one or more students who had immunization records imported and use JMC's Health – Immunizations – Edit Student Immunizations page to verify that the data looks correct.

Appendix D

Minnesota's Minnesota Immunization Information Connection (MIIC) and JMC

1. **Enroll in Minnesota Immunization Information Connection (MIIC)** at:
<http://www.health.state.mn.us/divs/idepc/immunize/registry/hp/join.html>

For help with enrolling in and using the MIIC web application please contact MIIC Helpdesk at 651-201-5207 or email the helpdesk at health.miichhelp@state.mn.us

Make sure to specify to MIIC that you will be submitting “flat files” instead of HL7.

2. **Review the MIIC User Guidance and Training Resource Page** at:
<http://www.health.state.mn.us/divs/idepc/immunize/registry/hp/train.html>
3. **Submit a MIIC List file** so that MIIC can establish a relationship between your students and your organization as follows:
 - a. Select Health – Data – Export MIIC List File and click the **Export** button. Allow this file to be saved to your Downloads folder. Do not open the file in Excel. The List file can be generated and uploaded for all grades in your district or building. This is typically done once at the start of the school year, although you may wish to submit a List file again later in the year as new students arrive in your school district.
 - b. Log into MIIC using your organization code, username, and password.
 - c. In the upper left corner of the page select Manage Lists – see Figure D1.



Figure D1:

Link for uploading a MIIC List

- d. Select the option to “Create or Update by Uploading a List” as shown in Figure D2. The page will then appear similar to Figure D3.

Figure D2:

MIIC List
Options

- e. In the **New List** box enter a *job name* for your list, then click on the **Browse** (Windows) or **Choose File** (Macintosh) button and navigate to the List file you created in your Downloads folder. Then click the **Upload** button to upload your List file.

Figure D3:

Specifying a New List name and choosing the file to upload

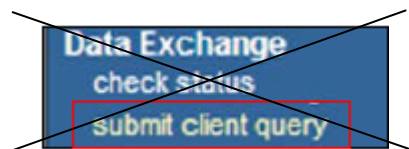
- f. Upon uploading the List file you will receive a confirmation message similar to Figure D4.

Figure D4:

MIIC List File was Successfully Uploaded

4. Submit a MIIC Client Query (request for immunization records) as follows:

- a. Select Health – Data – Export MIIC Client Query File. ***It is best to request immunizations for just one grade level at a time***, otherwise the files from MIIC get rather large and the process may time out when you try to import the data files into JMC Next Gen. ***Specify the grade level for your Client Query File***, then click the **Export** button. Allow this file to be saved to your Downloads folder. Do not open the Client Query file in Excel.
- b. ~~Use your MIIC account/login to submit the MIIC Client Query file by selecting Submit Client Query option from the Data Exchange section in the upper left corner of the page. See Figure D5. Then the page will appear similar to Figure D6.~~



~~Figure D5:~~

~~Submitting a MIIC Client Query File~~

Note: The Submit Client Query option was recently disabled due to programming errors within MIIC. Please skip ahead to the new version of steps b & c for an alternate way of submitting your Client Query file. See Figure D5 for the MIIC announcement.

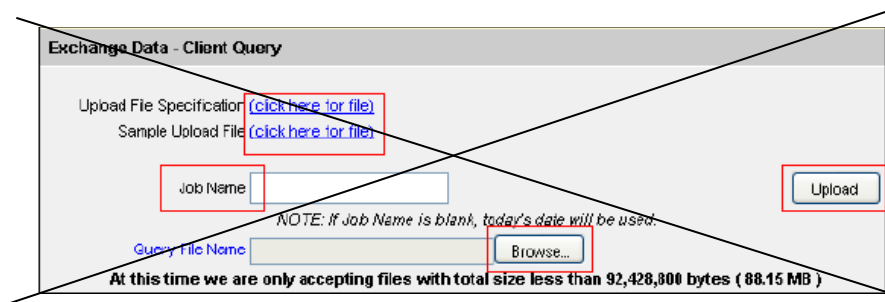


Figure D6:

Uploading a
MIIC Client
Query File

- c. Enter a **Job Name** and then click on the **Browse** (Windows) or **Choose File** (Macintosh) button and navigate to the Client Query file you created in your Downloads folder. Then click the **Upload** button to upload your Client Query file.

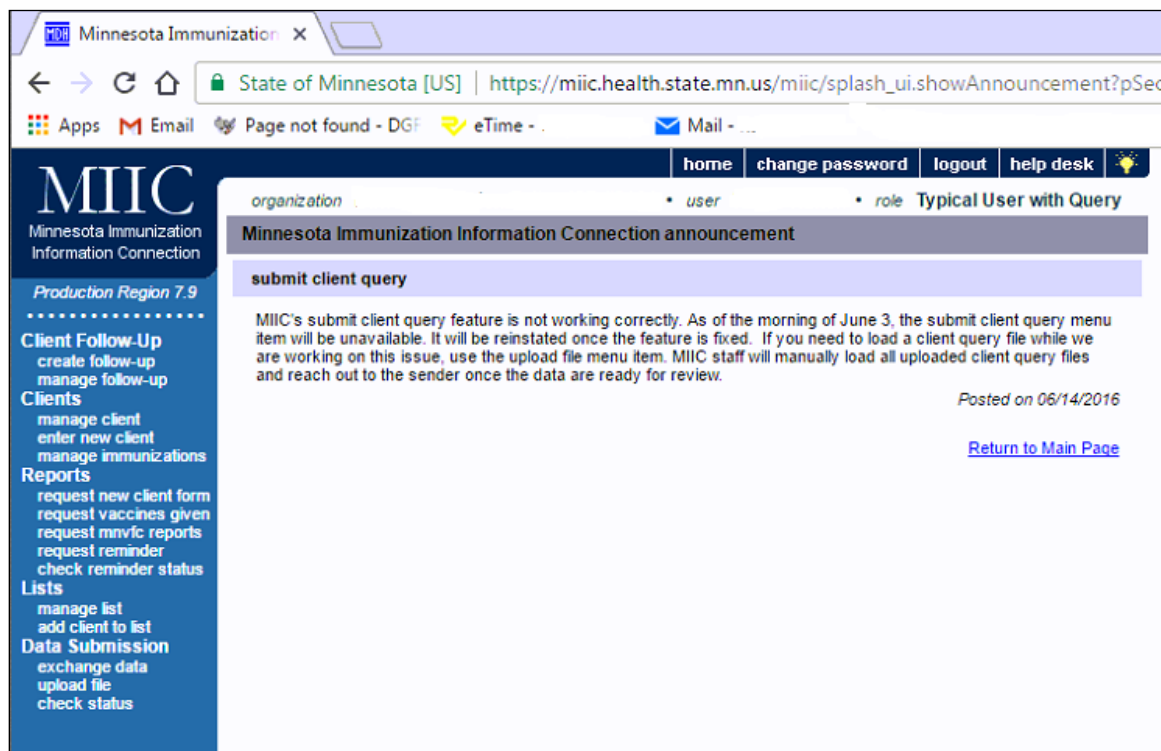


Figure D5: Submit Client Query option temporarily disabled

- b. Use your MIIC account/login to submit the MIIC Client Query file by selecting Upload File option from the Data Submission section in the lower left corner of the page. See Figure D6. Then the page will appear similar to Figure D7.

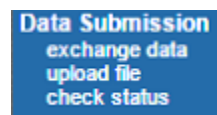


Figure D6:

Submitting a MIIC Client Query File using
Upload File option from Data Submission

Figure D7:

Uploading a MIIC Client Query File using File Upload

- c. Click on the Choose File or Browse button and navigate to the Client Query file you created in your Downloads folder. Enter your phone number. Then click the Upload button to upload your Client Query file. *At this point you must wait for MIIC staff to submit your Client Query file for you. Someone from MIIC should contact you once your query has been processed.*
- d. When the query has successfully uploaded the page will contain a note to inform you as such and will instruct you to wait until the file has been processed by MIIC. You may click the **Refresh** or **Check Status** button (upper right corner) from time to time to update the status of your Client Query File upload.
- e. Once your Client Query has processed the job name will change to a link – see Figure D8. You may click on the job name link and you will see a list of files related to your Client Query upload – see Figure D9. Included in this list should be Immunizations, Demographics, and possibly a Response file (if there were any clients in your query that did not match and records in MIIC). You will need to download both the Demographic and Immunizations files at this point.

Job Name	ID	Transport	Format	Type	Org Name	User Name	Trans	Exchange Date	Process Start
job2	12989339	MANUAL	CLIENT QUERY	QUERY	Community School		Prod	10/27/15 11:23	10/27/15 11:23
job1	12989185	MANUAL	UPLOAD LIST/ROSTER	UPDATE	Community School		Prod	10/27/15 11:21	10/27/15 11:21

Figure D8:

Job2 has become a link to click on to find the downloadable files

Download Files for: job2

- [Response File \(3KB\)](#)
- [Query File \(30KB\)](#)
- [Demographic File \(31KB\)](#)
- [Immunization File \(842KB\)](#)

Download Log for: job2

File	User Name	Download Date
No Download Logged		

Summary Information for: job2

Description	Client	Immunization	Comment
No Summary Information			

Figure D9:

List of downloadable files for Job2, click on Demographic File and then Immunizations File to Download

Note: When you click to download the Demographic and Immunizations files they may show as text on the web page (instead of downloading automatically). If this happens you will need to use the **Save As...** option in your web browser to

save the data to your **Downloads** folder as a text file – **NOT** as a web archive or mhtml file. See Figure D9.

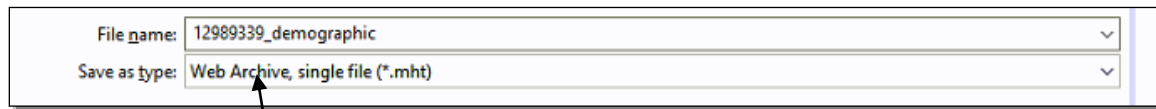


Figure D9: Saving a MIIC Demographic File as a Text File

Make sure to change the file type to Text File

5. **Importing the Immunization Data into your JMC Database** Once you have downloaded these 2 files you may use the JMC option Health – Data – Import MIIC Immunizations to import the data into your JMC immunizations data. At the conclusion of this import process you will see a summary report which includes important information about the records that did or did not import. Please read the summary over carefully and contact JMC if you have any questions. You may wish to save a copy of the import summary as a PDF file for future reference.

Note: If your JMC software receives a 404 error (see Figure D10) when you attempt to import the MIIC immunization and demographic files it is most likely that the files are too large for your web browser to process. To get around this issue, please make sure that you are only submitting Client Query files for one grade level at a time. This makes for extra steps but will make the results of the import easier to analyze.

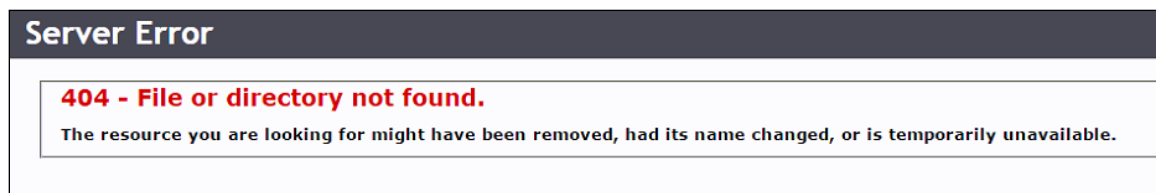


Figure D10: Web Browser Gives 404 Error, Most Likely Due to File Size of Immunizations File

6. Repeat steps 3 & 4 as needed until you have imported immunization data for all of your grade levels.

Appendix E

Immunization Records for Other States.

JMC will continue to add Immunization Information Systems (IIS) functionality for more states. Please contact Greg Gilman at JMC for more information by emailing him at greg@jmcinc.com

Even if JMC does not yet import immunization data directly from a particular IIS, you may still be able to acquire printed reports and downloads from that IIS and use those to update your records in JMC.

Appendix F

Iowa

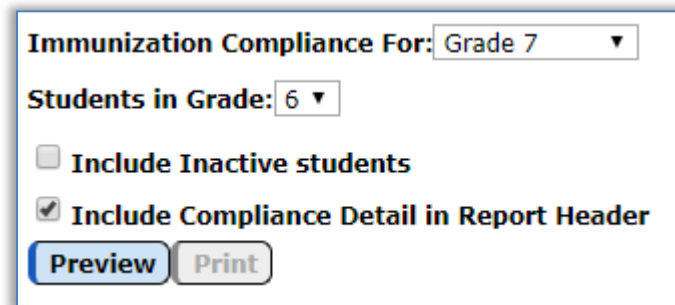
Immunization Compliance Rules for Iowa may be found at:

<http://idph.iowa.gov/Portals/1/userfiles/39/Imm%20Law%20Table%20One%20Page%201-27-17%20Final.pdf>

JMC is a tool to help determine compliance with Iowa law and should not replace the school nurse's thorough review of students' immunization records.

JMC's immunization compliance report uses the following logic to determine compliance and was last updated Fall 2019.

You must specify a combination of grade level and compliance level for this report to make sense.



Immunization Compliance For: Grade 7 ▼

Students in Grade: 6 ▼

☐ Include Inactive students

☒ Include Compliance Detail in Report Header

Preview Print

Figure F1:
Checking
compliance for
students in grade
6 who will be
going into grade
7 next year

In this example (Figure F2), we are checking compliance for students in grade 6 who will be going into grade 7 next year and we want to make sure ahead of time that they are compliant. The Immunization Compliance Report will display information about all students in grade 6 and will show a code for exemptions and non-compliance for each immunization type. If the student is compliant for an immunization then no code will be displayed in that column for that student.

Key:													
N	Noncompliant												
B	Student's Date of Birth is not valid												
A	Exemption: Age												
C	Exemption: Conscientious												
I	Exemption: Immunity												
M	Exemption: Medical												
R	Exemption: Religious												
Name	StudentID	BirthDate	Age	Tdap	DTP	Polio	MMR	HepA	HepB	Hib	Pneum	Var/CPox	Mening
Aasimov, Abbie	69	01/12/2007	12	N		N	N		N				
Carthage, Lonny	155	02/19/2006	13		N	N			N				
Freed, Paul	185	11/19/2005	13	N			N		N				
Johnson, Billy	229	06/22/2006	12		N	N	N		N				
Smith, Tanya	151	10/31/2007	11	M	N	N	N					M	
Smith, Tom	152	08/28/2006	12		N	N			N				
Tee, Pam	90			B	B	B	B	B	B	B	B		B
Testing, Fergie	104			B	B	B	B	B	B	B	B	B	B

Figure F2: List of compliant and non-compliant 6th grade student for 7th grade immunization requirements.

Here are some combinations for compliance checking that make sense.

Current Year Grade	Compliance Level
Grade Zero (preschool groups)	Preschool
Grade Zero (preschool groups)	Kindergarten
Grade 6	Grade 7

Grade PK for 2018-2019

Compliance Level:Preschool Grade Zero Group:EC Report of EC students that are not compliant with Preschool immunization requirements Inactive Students Not Included	
Compliance Details:	
Tdap	Not required
DTP	At least 5 DTP/DTaP/DT doses are required, unless 4th dose is received on or after age 4. A dose on or after age 4 is required.
Polio	At least 4 Polio doses are required, with at least 1 dose received on or after 4 years of age. If a student received an IPV or OPV series, a 4th dose is not necessary if the 3rd dose was administered on or after 4 years of age.
MMR	At least 2 MMR doses are required.
HepA	Not required
HepB	At least 3 HepB doses are required.
Hib	Not required for students age 5 and older. If under age 5, 3 doses required with the final dose received on or after age 1; 2 doses required if only 1 dose received before 15 months of age; or 1 dose if received when the applicant is 15 months of age or older.
Pneumo	Not required for students age 5 and older. 4 doses required if student received 3 doses before age 1. 3 doses required if the student received 2 doses before age 2. 2 doses required if the student received 1 dose before age 2. 1 dose required if no doses received before age 2.
Varicella / Chicken Pox	At least 2 Varicella doses are required on or after 12 months of age unless the student has history of Chicken Pox.
Meningo	Not required

Grade KG for 2018-2019

Tdap	Not required
DTP	At least 5 DTP/DTaP/DT doses are required, unless 4th dose is received on or after age 4. A dose on or after age 4 is required.
Polio	At least 4 Polio doses are required, with at least 1 dose received on or after 4 years of age. If a student received an IPV or OPV series, a 4th dose is not necessary if the 3rd dose was administered on or after 4 years of age.
MMR	At least 2 MMR doses are required.
HepA	Not required
HepB	At least 3 HepB doses are required.
Hib	Not required for students age 5 and older. If under age 5, 3 doses required with the final dose received on or after age 1; 2 doses required if only 1 dose received before 15 months of age; or 1 dose if received when the applicant is 15 months of age or older.
Pneumo	Not required for students age 5 and older. 4 doses required if student received 3 doses before age 1. 3 doses required if the student received 2 doses before age 2. 2 doses required if the student received 1 dose before age 2. 1 dose required if no doses received before age 2.
Varicella / Chicken Pox	At least 2 Varicella doses are required on or after 12 months of age unless the student has history of Chicken Pox.
Meningo	Not required

Grade 7 for 2018-2019

Tdap	A 1 time dose of Tdap is required for students in grade 7 and above.
DTP	At least 5 DTP/DTaP/DT doses are required, unless 4th dose is received on or after age 4. If a student is 7-18 years of age and received a dose before 12 months of age they only require 4 total doses. If a student is 7-18 years of age and received a dose at/after 12 months of age only require 3 total doses. A dose on or after age 4 is required.
Polio	At least 4 Polio doses are required, with at least 1 dose received on or after 4 years of age. If a student received an IPV or OPV series, a 4th dose is not necessary if the 3rd dose was administered on or after 4 years of age.
MMR	At least 2 MMR doses are required.
HepA	Not required
HepB	At least 3 HepB doses are required.
Hib	Not required for students age 5 and older.
Pneumo	Not required for students age 5 and older.
Varicella / Chicken Pox	At least 2 Varicella doses are required on or after 12 months of age unless the student has history of Chicken Pox.
Meningo	At least 1 Meningo dose is required on or after 10 years for students in grades 7 and above. 2 doses for students in grade 12 or 1 dose received at age 16 or older is also required.

Appendix F (continued)

Minnesota

Immunization Compliance Rules for Minnesota. Reviewed with Minnesota Department of Health February 2019.

You must specify a combination of grade level and compliance level for this report to make sense.

Immunization Compliance For: Grades 7 - 12 ▼

Students in Grade: 6 ▼

☐ Include Inactive students

☒ Include Compliance Detail in Report Header

Preview **Print**

In this example, we are checking compliance for students in grade 6 who will be going into grade 7 next year and we want to make sure ahead of time that they are compliant. The Immunization Compliance Report will display information about all students in grade 6 and will show a code for exemptions and non-compliance for each immunization type. If the student is compliant for an immunization then no code will be displayed in that column for that student.

MN Elementary Day: 121 - 03/04/2019 - Monday 2018-2019

Immunization Compliance For: Grades 7 - 12 ▼

Students in Grade: 6 ▼

☐ Include Inactive students

☒ Include Compliance Detail in Report Header

Preview **Print**

Meningo At least one dose of Meningo is required. A booster is usually given at 16 years as well.

Key:

N	Noncompliant
B	Student's Date of Birth is not valid
A	Exemption: Age
C	Exemption: Conscientious
I	Exemption: Immunity
M	Exemption: Medical
R	Exemption: Religious

Name	StudentID	BirthDate	Age	Tdap	DTP	Polio	MMR	HepA	HepB	Hib	Pneum	Var/CPOx	Mening
Bjorn, Bjordson	70	12/31/2007	11	N									
Frank, Anna	9908	08/23/2007	11	N	N	N	N		N			N	
John, Johnson	5470	12/31/2007	11	N									
Jones, William	4961	12/31/2006	12	N									

Here are some combinations for compliance checking that make sense.

Current Year Grade	Compliance Level
Grade Zero (preschool groups)	Preschool
Grade Zero (preschool groups)	Kindergarten
Grade Zero(Kindergarten groups)	Grades 1-6
Grade 6	Grades 7-12

Grade PK for 2018-2019

Tdap	Not required
DTP	At least 4 DTP/DTaP/DT doses are required.
Polio	At least 3 Polio doses are required.
MMR	At least 1 MMR dose required.
HepA	At least 1 HepA dose required.
HepB	At least 3 HepB doses required.
Hib	At least 1 Hib dose required.
Pneumo	At least 4 Pneumo doses required if student is under 24 months old. Otherwise not required.
Varicella / Chicken Pox	At least 1 Varicella dose required unless student has history of Chicken Pox.
Meningo	Not required

Grade KG for 2018-2019

Tdap	Not required.
DTP	At least 5 DTP/DTaP/DT doses are required. If the fourth dose was after age 4, the 5th dose is not needed.
Polio	At least 4 Polio doses required. 1 dose on/after age 4 is required. If the student received the 3rd dose on/after age 4, a 4th dose is not required.
MMR	At least 2 MMR doses are required.
HepA	Not required.
HepB	At least 3 HepB doses required.
Hib	Not required.
Pneumo	Not required.
Varicella / Chicken Pox	At least 2 Varicella doses are required unless student has history of Chicken Pox.
Meningo	Not required

Grades 1-6 for 2018-2019

Tdap	Not required
DTP	At least 3 DTP/DTaP/DT doses are required.
Polio	At least 3 Polio doses are required
MMR	At least 2 MMR doses are required.
HepA	Not required
HepB	At least 3 HepB doses are required.
Hib	Not required
Pneumo	Not required
Varicella / Chicken Pox	At least 2 Varicella doses are required, unless student has history of chicken pox.
Meningo	Not required

Grades 7-12 for 2018-2019

Tdap	At least 1 dose of Tdap is required for all students in 7th grade or higher. If student received dose before 7th grade, another dose is still required.
DTP	At least 2 DTP/DTaP/DT doses are required in addition to a dose of Tdap.
Polio	At least 3 Polio doses are required.
MMR	At least 2 MMR doses are required.
HepA	Not required
HepB	At least 3 HepB doses are required.
Hib	Not required
Pneumo	Not required
Varicella / Chicken Pox	At least 2 doses of Varicella are required, unless the student has history of Chicken Pox.
Meningo	At least one dose of Meningo is required. A booster is usually given at 16 years as well.

Appendix F (continued)

Wisconsin

In this example, we are checking compliance for students in grade 5 who will be going into grade 6 next year and we want to make sure ahead of time that they are compliant. The Immunization Compliance Report will display information about all students in grade 5 and will show a code for exemptions and non-compliance for each immunization type. If the student is compliant for an immunization then no code will be displayed in that column for that student.

Immunization Compliance For: Grades 6 - 12 ▼

Students in Grade: 5 ▼

☐ Include Inactive students

☒ Include Compliance Detail in Report Header

[Preview](#) [Print](#)

Key:													
N	Noncompliant												
B	Student's Date of Birth is not valid												
A	Exemption: Age												
C	Exemption: Conscientious												
I	Exemption: Immunity												
M	Exemption: Medical												
R	Exemption: Religious												
Name	StudentID	BirthDate	Age	Tdap	DTP	Polio	MMR	HepA	HepB	Hib	Pneum	Var / CPox	Mening
Boulder, Rocky	60	05/11/2008	10										
Branch, Rose	59	06/11/2008	10		N				N				
Brick, REd	57	07/19/2007	11	N	N	N	N		N			N	
Sunshine, Moonbeam	61	12/12/2007	11	C	C	N	N		N			C	
Tree, Maple	58	03/21/2008	10	N	N	N	N		N			N	

Here are some combinations for compliance checking that make sense.

Current Year Grade	Compliance Level
Grade Zero (preschool groups)	Preschool
Grade Zero (preschool groups)	Grades K-5
Grade 5	Grades 6-12

Grade PK for 2018-2019

Tdap	Not required
DTP	At least 4 DTP/DTaP/DT (including combo vaccines)(with 1 dose received on or after age 4)
Polio	At least 3 Polio (including combo vaccines)(with 1 dose received on or after age 4)
MMR	At least 1 MMR (including combo vaccines)(if 1st dose before 1st birthday then 2 doses required)
HepA	Not required
HepB	At least 3 HepB (including combo vaccines)
Hib	Not required
Pneumo	Not required
Varicella / Chicken Pox	At least 1 Var (including combo vaccines) OR 1 CPox
Meningo	Not required

Grade KG-5 for 2018-2019

Tdap	Not required
DTP	At least 4 DTP/DTaP/DT (including combo vaccines)(with 1 dose received on or after age 4)(if 3rd dose after 4th birthday then only 3 doses required)
Polio	At least 4 IPV/OPV (including combo vaccines)(with 1 dose received on or after age 4)(if 3rd dose after 4th birthday then only 3 doses required)
MMR	At least 2 MMR (including combo vaccines)(if 1st dose before 1st birthday then 3 doses required)
HepA	Not required
HepB	At least 3 HepB (including combo vaccines)
Hib	Not required
Pneumo	Not required
Varicella / Chicken Pox	At least 2 Var (including combo vaccines) OR 1 CPox
Meningo	Not required

Grades 6-12 for 2018-2019

Tdap	At least 1 Td/Tdap after age 7
DTP	At least 4 DTP/DTaP/DT (including combo vaccines)(with 1 dose received on or after age 4)(if 3rd dose after 4th birthday then only 3 doses required)
Polio	At least 4 Polio (including combo vaccines)(with 1 dose received on or after age 4)(if 3rd dose after 4th birthday then only 3 doses required)
MMR	At least 2 MMR (including combo vaccines)(if 1st dose before 1st birthday then 3 doses required)
HepA	Not required
HepB	At least 3 HepB (including combo vaccines)
Hib	Not required
Pneumo	Not required
Varicella / Chicken Pox	At least 2 Var (including combo vaccines) OR 1 CPox
Meningo	Not required

Other States

If your state is not listed and you wish to use this compliance report, please contact Greg at JMC by emailing him at greg@jmcinc.com. You may also contact Greg if you feel there are discrepancies in these compliance rules.

Appendix G Medication Log – Best Practices

This appendix is still little more than an outline lifted from some PowerPoint slides and as such will be rounded out more in the future. In the mean time please also refer to the Medication Log Best Practices resources also found at <http://jmcinc.com/index.php/health>

Logging In and Out of JMC for Security and Accuracy of Data

As a matter of security and data privacy, district staff that work with various JMC applications should log out when they leave their desk for another task, especially if students are present or if other JMC users share the same computer.

Logging out & in is a common procedure in health care computer usage and should be practiced at your school district as well. As an example, when you are at a doctor's office both the doctor and nurses log into the software when they enter the room and log out when they leave the room. This only takes a moment for them, and it would only take a moment for someone working in the JMC health module as well.

Your JMC health records are stamped with the username of the person who logged into JMC with that computer (as well as the date and time the record was created/updated/deleted). Therefore it is very important that if more than one person distributes medications to students and enters the data on a shared computer that all users be logged in correctly when they use a shared computer.

Here is a breakdown of the tabs on the page Health – Medication Log – Edit Student Medications as well as the page Health – Medication Log – Define Medications. Also included are some best practices notations.

Medications Tab from Health – Medication Log – Edit Student Medications

- Enter the med for the student
 - Add Row / Edit
 - Select the medication from drop down list
 - This drop down list allows you to select by typing all or part of medication name
 - The medication you select will include the prescription strength
 - The list of medications in the drop down list comes from FDA
 - If you do not see what you want in the drop down list you may define your own medications using Health – Medication Log – Define Medications
 - Specify the Notification Threshold
 - The threshold is the minimum quantity of the medication you will want on hand before the parent(s) need to be contacted to bring more medication for their child.
 - The threshold is included in the Medications Inventory report so you can find out which students' parents need to be contacted to bring more medication.

Define Medications using Health – Medication Log – Define Medications

- ▶ This option allows you to define medications that may not be listed in the drop down list (from the FDA). Some examples of this are:
 - ▶ Homeopathic Remedies
 - ▶ Lotions
 - ▶ Cough drops/syrup
 - ▶ Anything not in the FDA list
 - ▶ Newest medications – not yet in JMC’s list
 - ▶ Different naming of something in the FDA list
 - ▶ Adderall examples
 - ▶ Adderall 20 is listed by FDA as Adderall 5/5/5/5
 - ▶ May wish to put in user-defined as Adderall 20
 - ▶ Amphetamine Salts is generic version of Adderall but may not be in FDA list of medications

Two Fields in Definition:

- Name
- Strength (for your notes only, not used in inventory calculations)

Inventory Tab from Health – Medication Log – Edit Student Medications

Use **Submit Doses** button to add to a student’s medication inventory.

Use **Treatment (PRN)** button for PRN (as needed) medications; this option will subtract from the student’s medication inventory.

Use **Other** button for all other actions related to the student’s medication inventory, such as Lost, Destroyed, Returned to Parents, or Field Trip; this option will subtract from the student’s medication inventory.

- **FIELD TRIPS:** To fully document medications given to a teacher for a field trip, you should use the **Other** button to document when the medication leaves the nurse’s office for the field trip, then use the **Submit Doses** button to show when any unused medication was returned to the office.

The list in the inventory tab shows all inventory-related activity, such as Doses Submitted, Treatments (PRN), Lost, Destroyed...

Appointment Tab from Health – Medication Log – Edit Student Medications

Use **Add Row** link to add to an appointment or series of appointments for the student, including:

- Medication
- Start Date
- End Date (if appropriate)(often this will be the last day of the school year or in general the last date the student is to receive the medication).
- Recurrence (daily, weekly, once)
- Amount (amount of the medication to be given during the appointment)

NOTE: The medication must have been set up for the student in the Medications tab first; otherwise you will not be able to create the appointments.

Once you have set up the appointment or series of appointments, and the student has kept at least one of these appointments, you will not be able to change the master appointment record except for the end date.

If medication, strength, dosage, or time changes

Change the end date of the original appointment record

NOTICE – you will not be allowed to delete original master appointment record if there are any kept daily appointments for that student & medication

Changing the end date will cause unkept (future) appointments to be deleted

Make a new (additional) appointment that starts when the change occurs with the new information (medication, begin/end dates, recurrence, amount).

This will result in a new set of future appointment records that will show up in the Medication Appointments for a Day page.

The “old” daily records for the old master appointment record will have disappeared from the Medication Appointments for a Day page

Medication Appointments for a Day

Grand Bend Schools		Day: 71 - 12/13/2018 - Thursday				2018-2019
Day:	73 - 12/17/2018 - Monday	Time Format:	12-hour	Print Medication Appointments for a Day		
Student	Scheduled	Administered	Appointment	Dosage	Form	Medication
Doyle, Eric	9:00AM		✓ Not Administered ▼	1		Amoxicillin
Fritz, Gilbert	9:00AM		✓ Not Administered ▼	1		FLONASE
Savage, Debbie	11:00AM		✓ Not Administered ▼	1		Adderall
Dennis, Alicia	12:05PM		✓ Not Administered ▼	1		Keflex
Barajas, Shelby	12:15PM		✓ Not Administered ▼	1		Albuterol

Green checkmark ✓ – will automatically mark the student’s medication as “Administered” and will set the time as of the moment the checkmark was clicked. ***This will probably be the most used item on this page.*** The ideal process will be to click this checkbox at the very moment the medication was administered to the student (or within a few seconds of the event).

Appointment Drop Down List – can be used for various actions related to the appointment but will not be needed if the green checkbox has been utilized correctly for kept appointments. By default this action is set top “Not Administered”. This option is generally used when something happens other than the expected administration of the medication to the student, such as:

- Absent
- No Inventory
- No School
- Refused

Editing the time – may be necessary if you are entering data on this page at a later time than when the medication was actually administered to the student. ***Note that data entry is much simpler and always accurate if you quickly check the green checkmark at the moment the medication is given to the student.***

The appointment column contains a list of actions that may document what happened for a particular appointment. If the appointment is kept, then simply clicking the green checkmark will suffice to fill in the action (marked as administered, time set to the moment it was clicked) and will cause the appropriate inventory record to be created (treatment). Other actions, such as “Absent”, “No School”, etc. will note that

the appointment was not kept but for a specific reason, and in these cases the inventory will not be affected. In this case the Administered column will simply reflect the time that the action was entered for the appointment and does not need to reflect the time of the “missed” or “unkept” appointment.

Student	Scheduled	Administered	Appointment	Dosage	Form	Medication
Barajas, Shelby	12:00AM		Not Administered	1		Albuterol

What if a different dosage was administered?

Example 1: no dosage used

leave as Not Administered

Example 2: If dosage is 2 but only have 1

Didn't actually administer intended dosage for appt

Leave as “Not Administered” on Medication Appointments for Day

Go to Edit Student Medications page Inventory tab

Use **Treatment (PRN)** button to document how the medication was administered on that day.

Enter the quantity given.

Enter comment to tell why the med was given as a PRN instead of a kept appointment.

This PRN treatment will still show on Medications Appointments and Transactions for that day, but will show as “Not Administered” on the Medication Appointments for a Day page – reason being that the scheduled appointment could not be kept as intended.

What if the medication was discontinued for the student?

- Go to Edit Student Medications page Medication tab
 - Edit the student's medication that is to be discontinued
 - Click on the check box that says “Student no longer taking this medication”. You will then be presented with an option to manage the appointments related to this medication. If desired, you can select the option to do the following:
 - Any of this student's master appointment records for this medication will automatically be assigned
 - Any future daily appointments (unkept) will be deleted and so will no longer show up on the Medication Appointments for a Day page.

Reports

Medications Inventory

Strongly encourage the nurse or appropriate staff to look at this report at the end of each day.

Helps monitor when students are almost out of meds

Helps verify inventory

Report options:

All students/medications OR Students/Medications Below Threshold

If you think that the inventory is off for any reason, please contact JMC technical support as soon as possible and they will help you figure out what happened. There are no known issues in the JMC medication log as of this publication, but if you think the JMC report is in error then our technical support staff will be willing to look into this with you.

Name	StudentID	Grade	Age	Medication	Threshold	On Hand
Aasetth, John	3456	11	21	BIOTOX BAC 2	2	49
Aasetth, John	3456	11	21	Nestle Crunch	5	9
Aasimov, Aaron	70	8		Acetylcholine chloride	0	99
Aasimov, Aaron	70	8		Zyrtec	0	19
Anderson, James	2501	2		Ritalin	0	124

Reports

Medication Appointments and Transactions

Strongly encourage the nurse or appropriate staff to look at this report at the end of each day.

For one day

Overview of all medication activity for that day

Will note if there are any discrepancies between appointments and transactions

Note: If you notice any discrepancies and cannot account for them, please contact JMC technical support as soon as possible and they will help you figure out what happened. There are no known issues in the JMC medication log as of this publication, but if you think the JMC report is in error, or if you feel that a record or records are not as they should be, then our technical support staff will be willing to look into this with you.

Name	StudentID	Medication	Action	User	Dosage	Scheduled	Given
Aasimov, Aaron	70	Zyrtec - CETIRIZINE HYDROCHLORIDE - 10mg/1	Administered	JMCADMIN	1	11:15AM	11:17AM
Aasimov, Andy	21	Adderall - AMPHETAMINE ASPARTATE MONOHYDRATE; AMPHETAMINE SULFATE; DEXTROAMPHETAMINE SACCHARATE; DEXTROAMPHETAMINE SULFATE - 2.5; 2.5; 2.5; 2.5mg/1; mg/1; mg/1; mg/1	Not Administered	JMCADMIN	1	2:30PM	
Smith, Jennifer	77	Adderall - AMPHETAMINE ASPARTATE MONOHYDRATE; AMPHETAMINE SULFATE; DEXTROAMPHETAMINE SACCHARATE; DEXTROAMPHETAMINE SULFATE - 1.25; 1.25; 1.25; 1.25mg/1; mg/1; mg/1; mg/1	Not Administered	JMCADMIN	1	11:05PM	

Name	StudentID	Medication	Transaction	User	Doses	Time	Sched
Aasimov, Aaron	70	Zyrtec - CETIRIZINE HYDROCHLORIDE - 10mg/1	Treatment	JMCADMIN	-1	11:17AM	11:15AM

Appendix H: FDA's Website and Drug Lists

The medications listed in JMC's medication log come from a list downloaded from the U.S. Food & Drug Association's (FDA) website.

One common drug that can be hard to find in the FDA list is Adderall because of how the strength is listed. For example, some prescriptions for Adderall are listed as Adderall 10, Adderall, 20, etc. The FDA does have Adderall in their list; however it is not listed as Adderall 10 but as Adderall 2.5, 2.5, 2.5, 2.5.

Update Cancel

Not Specified - -

Medication: adderall

Proprietary Name	Substance	Strength	Manufacturer
Adderall	AMPHETAMINE ASPARTATE MONOHYDRATE; AMPHETAMINE SULFATE; DEXTROAMPHETAMINE SACCHARATE; DEXTROAMPHETAMINE SULFATE	2.5; 2.5; 2.5; 2.5mg/1; mg/1; mg/1; mg/1	Barr Laboratories Inc.
Adderall	AMPHETAMINE ASPARTATE MONOHYDRATE; AMPHETAMINE SULFATE; DEXTROAMPHETAMINE SACCHARATE	2.5; 2.5; 2.5; 2.5mg/1; mg/1; mg/1; mg/1	Teva Select Brands

Comment:

The table below describes the various “strengths” of Adderall and how it would be broken down into its 4 active ingredients. Although many sources would refer to Adderall 10 as just that, the FDA for some reason prefers to list it as 2.5, 2.5, 2.5, 2.5.

EACH TABLET CONTAINS	5 mg	7.5 mg	10 mg	12.5 mg	15 mg	20 mg	30 mg
Dextroamphetamine Saccharate	1.25 mg	1.875 mg	2.5 mg	3.125 mg	3.75 mg	5 mg	7.5 mg
Amphetamine Aspartate Monohydrate	1.25 mg	1.875 mg	2.5 mg	3.125 mg	3.75 mg	5 mg	7.5 mg
Dextroamphetamine Sulfate, USP	1.25 mg	1.875 mg	2.5 mg	3.125 mg	3.75 mg	5 mg	7.5 mg
Amphetamine Sulfate, USP	1.25 mg	1.875 mg	2.5 mg	3.125 mg	3.75 mg	5 mg	7.5 mg
Total Amphetamine Base Equivalence	3.13 mg	4.7 mg	6.3 mg	7.8 mg	9.4 mg	12.6 mg	18.8 mg

Similarly, the FDA list does not include “amphetamine salts” in their list; however, amphetamine salts is considered as a generic form of Adderall. An internet search may be used order to see this relationship, although for some reason the FDA site does not recognize the name “amphetamine salts”.

Here is a link to the FDA's National Drug Code Directory where you may do a search on Adderall (as proprietary name) to see how they list Adderall.

<https://www.accessdata.fda.gov/scripts/cder/ndc/default.cfm>

U.S. Department of Health and Human Services

FDA U.S. FOOD & DRUG ADMINISTRATION

A to Z Index | Follow FDA | En Español

Search FDA

Home | Food | Drugs | Medical Devices | Radiation-Emitting Products | Vaccines, Blood & Biologics | Animal & Veterinary | Cosmetics | Tobacco Products

Home > Drug Databases > NDC

National Drug Code Directory

SHARE | TWEET | LINKEDIN | PIN IT | EMAIL | PRINT

The National Drug Code (NDC) Directory is updated daily.
Current through: 2/19/2019

- NDC Application Programming Interface (API) **NEW!!** (Firefox and Chrome recommended)

☒ Finished Products ☐ Unfinished Products

NDC finished products search

Search the NDC database for finished drug products

Select Type

Enter at least three characters

Search Clear

U.S. Department of Health and Human Services

FDA U.S. FOOD & DRUG ADMINISTRATION

A to Z Index | Follow FDA | En Español

Search FDA

Home | Food | Drugs | Medical Devices | Radiation-Emitting Products | Vaccines, Blood & Biologics | Animal & Veterinary | Cosmetics | Tobacco Products

Home > Drug Databases > NDC

National Drug Code Directory

SHARE | TWEET | LINKEDIN | PIN IT | EMAIL | PRINT

Current through February 19, 2019
Records marked with (U): This information was removed from publication, because the record is uncertified.

You have searched Finished drug products
Search Results: 'Adderall'

[Back to Search Page](#) | [Search Again](#)

CSV Excel

Display 50 records per page

Search for text in the table:

Proprietary Name	NDC Package Code	Strength	Dosage Form	Route	Appl. No.	Labeler Name	Product NDC	Nonproprietary Name	Substance Name	Product Type Name	Start Marketing Date	End Marketing Date	Market Category
⊕ Adderall	54092-381-01	1.25 mg/1, 1.25 mg/1, 1.25 mg/1	CAPSULE, EXTENDED RELEASE	ORAL	NDA021303	Shire US Manufacturing Inc.	54092-381	Dextroamphetamine Sulfate, Dextroamphetamine Saccharate, Amphetamine Sulfate and Amphetamine Aspartate	DEXTROAMPHETAMINE SULFATE; DEXTROAMPHETAMINE SACCHARATE; AMPHETAMINE ASPARTATE MONOHYDRATE; AMPHETAMINE SULFATE	HUMAN PRESCRIPTION DRUG	05/22/2002	N/A	NDA
⊕ Adderall	54092-383-01	2.5 mg/1, 2.5 mg/1, 2.5 mg/1	CAPSULE, EXTENDED RELEASE	ORAL	NDA021303	Shire US Manufacturing Inc.	54092-383	Dextroamphetamine Sulfate, Dextroamphetamine Saccharate, Amphetamine Sulfate and Amphetamine	DEXTROAMPHETAMINE SULFATE; DEXTROAMPHETAMINE SACCHARATE; AMPHETAMINE ASPARTATE MONOHYDRATE; AMPHETAMINE SULFATE	HUMAN PRESCRIPTION DRUG	10/11/2001	N/A	NDA

If you do not wish to use the FDA's way of listing this medication you may define your own and call it Adderall 10. Please see the section of this document for [Health - Medication Log – Define Medications](#) for information on defining your own medications.

JMC Demo School
Day: 1 - 11/01/2017 - Wednesday
2017-2018

Add Record

Update Cancel

Name	Strength
Adderall 10	10mg

Once you have defined a medication like this, your user-defined medication will appear in the drop down list along with the FDA's medications.

#:3

Update Cancel

Not Specified - -

Medication: adderall 10

Disc	Proprietary Name	Substance	Strength	Manufacturer
En	Adderall 10		10mg	

Date Su

Pharmac

Prescribin

Prescribin

Comment:

Appendix I: Saving a Report as a PDF File

The following is an example of saving a report as a PDF file when using Google Chrome as the browser in Windows 10. In this example, the Print option was selected while viewing a JMC-generated report. After clicking the Print button a dialog will appear similar to Figure F1.

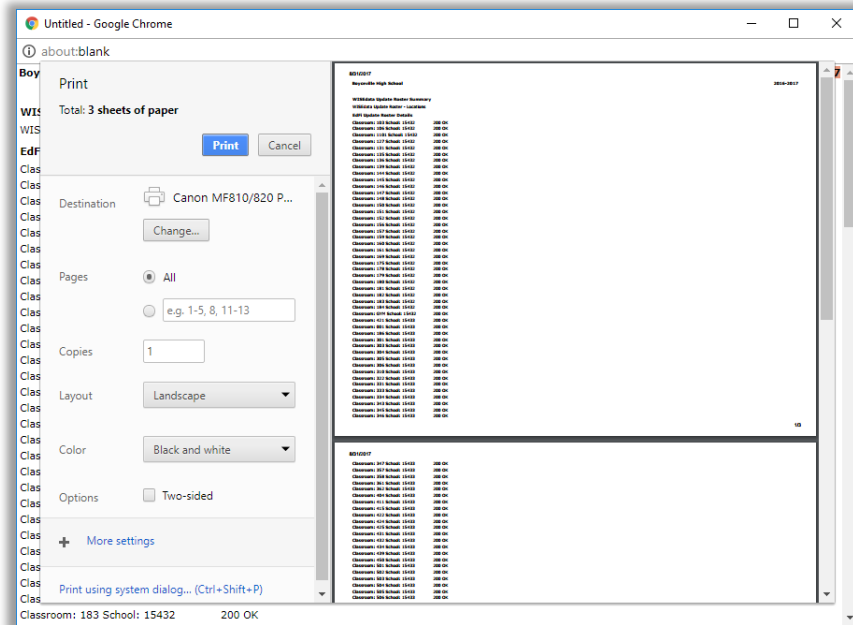


Figure F1:

Step 1 – Click Print button to get to Print Dialog

Typically you would have a printer selected here, such as the Canon printer selected in Figure F1. But rather than print to the printer, we want to save the report as a PDF file. To do so, click on the **Change** button in the **Destination** section of the print dialog. A new dialog will pop up on your screen prompting you to select a different destination, as in Figure F2.

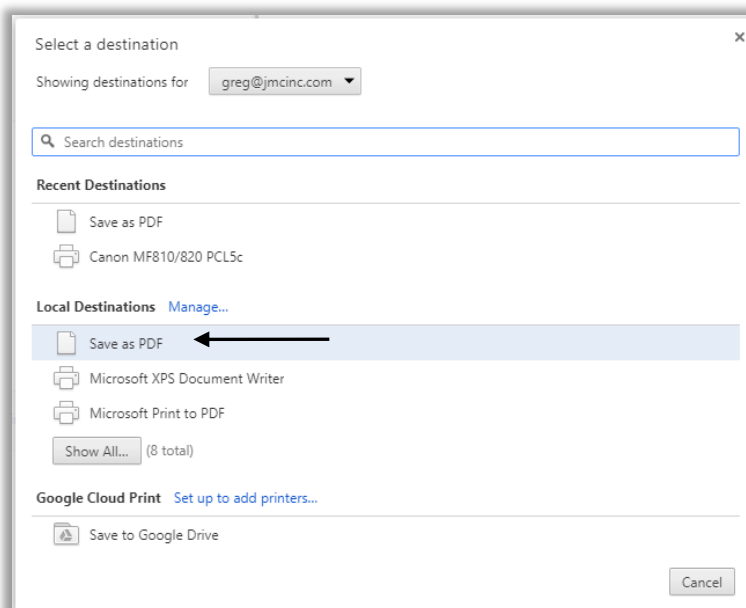


Figure F2:

Step 2 – Selecting Save as PDF as the Destination

From the **Local Destinations** select **Save as PDF**. The dialog will then appear similar to Figure F3.

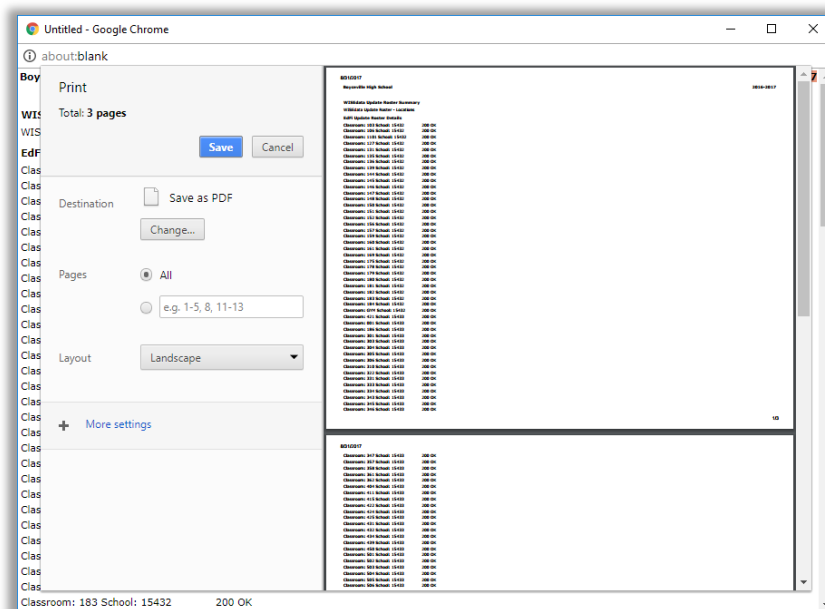


Figure F3:

Step 3 – Save as PDF is now the Destination

Click the **Save** button to save your file. A **Save As** dialog box will appear prompting you to select the location and specify the name of the file, as in Figure F4.

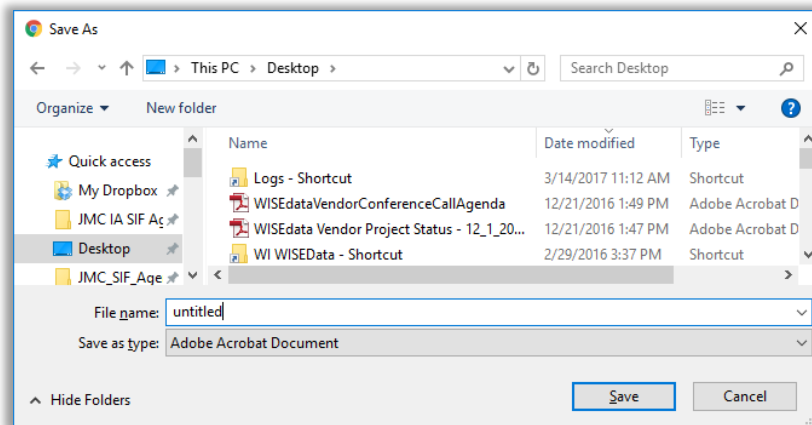


Figure F4:

Step 4 – Specifying the Location and File Name for your PDF file

Once you have the location and name specified you may click the **Save** button.

Why save as a PDF file?

You have some options as to what to do with a JMC report. You can print it to your printer, you can save it as a PD file, or you can simply preview the report and not print it or save it as a PDF file. Some reports may also include an option to Export to a Test File and perhaps other options as well.

Saving as a PDF file can make sense for several reasons:

1. Maintain a record of some process that you completed
2. Saving as a file instead of printing saves paper
3. A PDF file can be easily emailed as an attachment

Change Log

Changes for 4/12/19 version

- Immunizations
 - o Exemptions Report
 - Updated report options to include recently added Religious exemption.

Changes for 3/8/19 version

- Immunizations
 - o Immunization Compliance
 - Updated screen shot of sample compliance report
- Medication Log
 - o Edit Student Medications
 - New screen shots showing new options, minor changes
 - Medications tab
 - “Discontinue” check box now labeled as “Student No Longer Takes This Medication”
 - Student No Longer Taking This Medication (formerly Discontinue) check box, when clicked, will offer to cap off master appointment records as well as delete all unkept daily appointments records for this medication.
 - Appointments tab
 - Default recurrence type is “Daily”
 - Additional screen shots to show various recurrence options
 - o Medication Appointments and Transactions
 - More thorough descriptions of page functionality, e.g. how the green check mark works, etc.
 - o Medications Inventory
 - Added note that this report should be viewed on a daily basis
 - Showed where to find and edit the notification threshold used in this report.
- Appendix A
 - o New screen shot for Student Lists show additional health module options
- Appendix F
 - o Immunization Compliance Rules updated for all states for 18-19
- Appendix G
 - o Medication Log Best Practices was updated to include latest changes to the medication log and also was fleshed out with better suggestions and more details
- Appendix H

- FDA's Website and Drug Lists – FDA's website was updated so the screen shots from their websites were updated here to match.

Changes for 12/13/18 version

- Health History
 - Updates to Health History Screening page
 - Last Date Completed column added
 - Additional screen shots to illustrate the process
- Medical Emergency Plan
 - New option for uploading/attaching files such as Word, PDF, or scanned documents
- Medication Log
 - Edit Student Medications
 - New screen shots showing new options, minor changes
 - Inventory tab
 - Dosage column changed to Quantity
 - All tabs
 - Export button
 - Medication Appointments and Transactions
 - New screen shots showing minor changes
 - Transactions Section
 - Dosage column changed to Quantity
- Appendix A
 - New screen shot for Student Lists – updated this year
 - Medical Emergency Plan was added as a category
 - Minor wording changes
- Appendix C has been *significantly* updated with more recent information about IRIS' user interface and tips on how to successfully complete the process of importing immunization records into JMC from IRIS. This includes edits from Tory King at IRIS and has been tested by Camanche CSD.
- Appendix G has been updated somewhat regarding medication log “best practices”. This appendix began as little more than an outline lifted from some PowerPoint slides used in our Health Webinars in August 2018 as well as some Health Module breakout sessions from the last 2 summers. Some of this appendix remains in outline form; HOWEVER, there are some good “best practices” notes included now based on tech support issues that have come up. You may also refer to the Medication Log Best Practices resources also found at <http://jmcinc.com/index.php/health>
We are still open to more comments about best practices and will likely continue to improve med log best practices resources as well as the med log submodule itself.

Changes for 12/21/17 version

- Visit Log User-defined Reasons and Actions – new options in the Visit Log
- Appendix F includes Immunization Compliance Report – Iowa-specific updates
- Appendix G includes 2nd revision of Medication Log Best Practices
 - o Note – will continue to expand and revise Medication Log Best Practices over time
- Appendix I – NEW – Saving a Report as a PDF FILE