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Health Code Updates 2019-20

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Documentation Key

Path:	A sequence of clicks to access a specific area of Skyward
Note:	Information provided to clarify a process or provide additional details
	Important message regarding functionality
Back:	A boxed word indicates a button in Skyward
Hyperlink:	An underlined link to a new screen or process

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Overview

This document will walk you through NWRDC's recommendations for updating Health Codes for the 2019-20 school year. You will find changes in Health Condition, Office Visits, Treatments and Disposition codes. Some are as simple as updating the descriptions but others include retiring and adding new codes. For retired Health Condition codes, you will need to identify students that currently have those codes, inactivate their record and create new ones. All of these steps are outlined in this document

Information on setting up individual user preferences and using features and functionality common to all areas of Skyward's web based School Management System can be found in the Introduction to Web Access document available at http://www.nwrdc.net.

Student Health Condition Check

Health Condition Report – SMS 2.0

Path: WS\OF\HR\RE\HC

There are five health condition codes being retired and replaced. The Health Condition Report should be run to identify students with an active health condition record for any of these retiring health conditions. Those records will then need to be inactivated and a new record with the new code will need to be created starting with the 2019-20 school year. The codes that are being affected are the following:

- NA (Asperger's Syndrome) replace with NC (renamed to Autism Spectrum Disorder)
- NL (Intellectual Disability) being replaced with NF(renamed-Developmental Disability)
- RB (Asthma Mild), RC (Asthma Moderate), RD (Asthma Severe) being replaced with either RH (Asthma Ever Diagnosed) or RG (Asthma-Current)

1. Click **Add** to create a new template
2. **Template Description** – 2020 Retired Codes – or something similar
3. **Report Type – By Range**
   a. Click on **Ranges** button
      1) **Student Status** – Active
      2) Click **Save**
4. **Additional Student Ranges**
   a. **Print Students** – With Conditions Only
5. **Health Condition Ranges**
   a. **School Year** – Low 2000 and High 9999
   b. **Include All Condition Codes** – uncheck the box
      1) Click on **Condition**
      2) Check box next to NA, NL, RB, RC & RD (or if you'd like to run individual reports based on each retiring code, you'd select just that code) and click **OK**
   c. **Condition Status** – Active
6. **Save and Print** or **Save**

Student Health Conditions – Qmlativ

Path: Administrative Access\Health\Reports\Student Health Conditions

There are five health condition codes being retired and replaced. The Health Condition Report should be run to identify students with an active health condition record for any of these retiring health conditions. Those records will then need to be inactivated and a new record with the new code will need to be created starting with the 2019-20 school year. The codes that are being affected are the following:

- NA (Asperger's Syndrome) replace with NC (renamed to Autism Spectrum Disorder)
- NL – Intellectual disability being replaced with NF(renamed-Developmental Disability)
- RB (Asthma Mild), RC (Asthma Moderate) RD (Asthma Severe) being replaced with either RH (Asthma Ever Diagnosed) or RG (Asthma-Current)

Fill in report prompts with the following:

1. **Teacher** – Show All Values
2. **Courses** – Show All Values
3. **Health Conditions** – click on magnifying glass and select the following:
   a. NA, NL, RB, RC, RD
4. **Students Enrolled on** – defaults to current date – keep at that date
5. **Hide Alerts** – Yes
6. **Hide Health Conditions** – No
7. **Page Break on Teacher** – No
8. **Page Break on Class** – No
9. Click **Run Report**

Update Student Health Condition – SMS 2.0

Path: WS\ST\TB\HR\TB\HC\HC

From the Student Profile Health Condition tab, the student's record with the retired code will need to be inactivated and the new code will need to be added.

Step One – Inactivate retired condition

1. Select Health Condition to be in inactivated and click **Edit**
2. **Status** – Change to **Inactive**
3. Click **Save**

Step Two – Add new code

1. Click **Add**
2. **School Year** – enter current school year
3. **Date** – enter current Date
4. **Condition** – select new condition
5. **Life Threatening** – check box if a life-threatening condition
6. **Health Notes** – Not required, but you might consider adding a note that code replacing retired code
7. Click **Save**

Update Student Health Condition – Qmlativ

Path: WS\ST\TB\HR\TB\HC\HC

From the Student Profile Health Condition tab, the student's record with the retired code will need to be inactivated and the new code will need to be added.

Step One – Inactivate retired condition

1. Select the **Health Condition** to be inactivated and open record with the open arrow.
2. **Health Condition End Date** – enter yesterday's date
3. Click **Save & Back**

Step Two – Add new code

1. Click **Add Student Health Condition**
2. **Health Condition –** select new condition
3. **Health Condition Start Date –** defaults to today's date leave at default (or day after you ended retired condition)
4. Click **Save**
5. **Notes –** Not required, but you might consider adding a note that code replacing retired code

Update Health Condition Code Table

In both SMS 2.0 and Qmlativ, the Health Condition Code table will need to be cleaned up. Changes include inactivating, updating and adding codes. The following table pertains to both SMS 2.0 and Qmlativ. Directions on where to find the code table and how to update will follow.

Codes to be Added

Code	Short Description (SMS 2.0 Only)	Long Description	Note
OK	Stoma	Stoma Other	
OKA	Gastrostomy	Gastrostomy	
OKB	Colostomy	Colostomy	
OKD	Tracheostomy	Tracheostomy	
OKE	Urostomy	Urostomy	
OL	Med Device-Oth	Medical Device-Other	
OLA	VNS	Vagus Nerve Stimulator	
OLB	AICD	Auto Int Cardiac Defibrillator	
OLC	Pacemaker	Pacemaker	
OLD	G-Tube	Gastrostomy Tube	
OLE	J-Tube	Jujenostomy Tube	
OLF	Trach Tube	Tracheostomy Tube	
RH	Asthma Ever	Asthma -Ever Diagnosed	Replaces RB, RC or RD
RG	Asthma Current	Asthma - Current	Replaces RB, RC or RD

Codes to be Inactivated

Code	Short Description (SMS 2.0 Only)	Long Description	Note
NA		Asperger's Syndrome	Use NC
NL		Intellectual Disability	Use NF
RB		Asthma – Mild	Use RH or RG
RC		Asthma – Moderate	Use RH or RG
RD		Asthma – Severe	Use RH or RG

Codes to Update Descriptions

Code	Old Description	New Short Description (SMS 2.0 Only)	New Long Description
AG	Congenital Condtn-Othr	Cong/Geneti-Oth	Congenital/Genetic Cond-Other
AJ	Fetal Alcohol Syndrom	Fetal Alcohol	Fetal Alcohol Spectrum Disorder
EM	Drug Allergy	Med Allergy	Medication Allergy
NC	Autism	AutismSpectDis	Autism Spectrum Disorder
NF	Developmental Delay	Develop Disabl	Developmental Disability

Update Health Condition Codes – SMS 2.0

Path: WS\OF\HR\PS\CO\HE

From the charts in the previous page, you'll make the changes from the Health Condition Codes table in SMS 2.0

Add Code

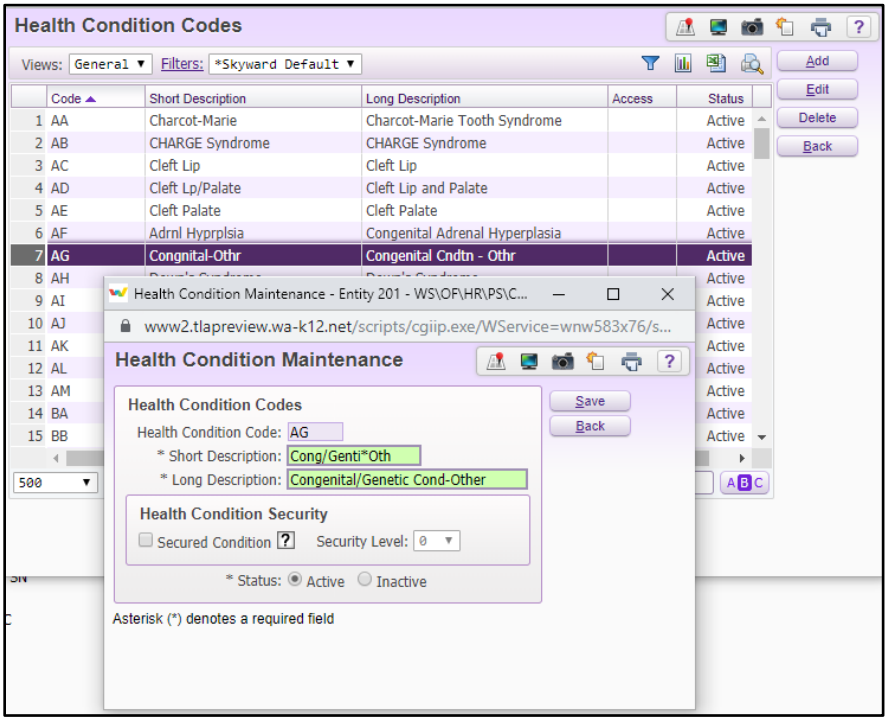
1. Click **Add**
2. Enter **Health Condition Code**, **Short Description** and **Long Description** from table listed on previous page.
3. **Status** – Active
4. Click **Save**

Inactivate Code

1. Highlight code to be retired and click **Edit**
2. **Status** – Change to Inactive
3. Click **Save**

Update Code Description

1. Highlight code to be updated and click **Edit**
2. Make changes to the **Short** and/or **Long Description** as defined in the table on the previous page.
3. Click **Save**



Update Health Condition Codes – Qmlativ

Path: Administrative Access\Health\Codes\Health Condition

From the charts in the previous page make, you'll make the changes from the Health Condition Codes table in Qmlativ

Add Code

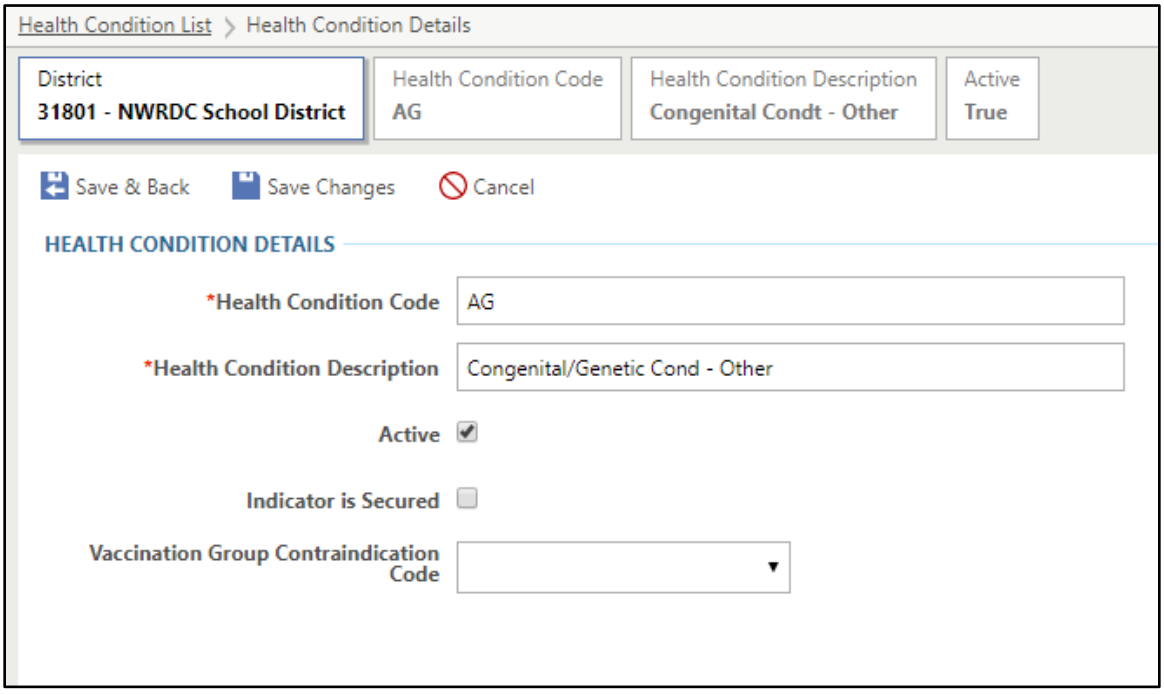
1. Click **Add Health Condition**
2. Enter **Health Condition Code** and **Health Condition Description** from table listed on previous page.
3. Click **Save** or **Save & Add Another**

Inactivate Code

1. Find the code to be inactivated and click on the open arrow
2. **Active –** uncheck the box
3. Click **Save & Back**

Update Code Description

1. Find the code to be update and click on the open arrow
2. **Health Condition Description –** type in the new description
3. Click **Save & Back**



Update Office Visit Reason Code Table

In both SMS 2.0 and Qmlativ, the Health Office Reason Code Table will need to be cleaned up. Changes include inactivating, updating and adding codes. The following table pertains to both SMS 2.0 and Qmlativ. Directions on where to find the code table and how to update will follow.

Codes to be Added

Code	Short Description (SMS 2.0 Only)	Long Description
DCA	Heartbeat Diff	Heartbeat Feels Different
IMD	Susp Dislocat	Suspect Dislocation
ISK	Puncture	Puncture Wound
NZF	No Health Restr	Not Health User of Restroom
OOE	Pain in Chest	Pain in Chest Area

Codes to Update Descriptions

Code	Old Description	New Short Description (SMS 2.0 Only)	New Long Description
DMA	Backache	Back/Neck Ache	Back/Neck Ache
INA	Head Injury	Head Bump/inj	Head Bump/Injury
ISG	Cut/Laceration/Puncture	Cut/Laceration	Cut or Laceration
ISH	Nosebleeds	Nosebleed	Nosebleed
OZC	Nonvisit Care Coordination	Non Visit	Non Visit

Update Office Visit Reason Codes – SMS 2.0

Path: WS\OF\HR\PS\CO\OV

From the charts in the previous section you'll make the changes in the Office Visit Reason Codes table in SMS 2.0

Add Code

1. Click **Add**
2. Enter **Office Visit Reason Code**, **Short Description** and **Long Description** from table listed on previous page.
3. **Status** – Active
4. Click **Save**

Update Code Description

1. Highlight code to be updated and click **Edit**
2. Make changes to the **Short** or **Long Description** as defined in the table on the previous page.
3. Click **Save**

Update Office Visit Reason Codes – Qmlativ

Path: Administrative Access\Health\Codes\Office Visit\Reason

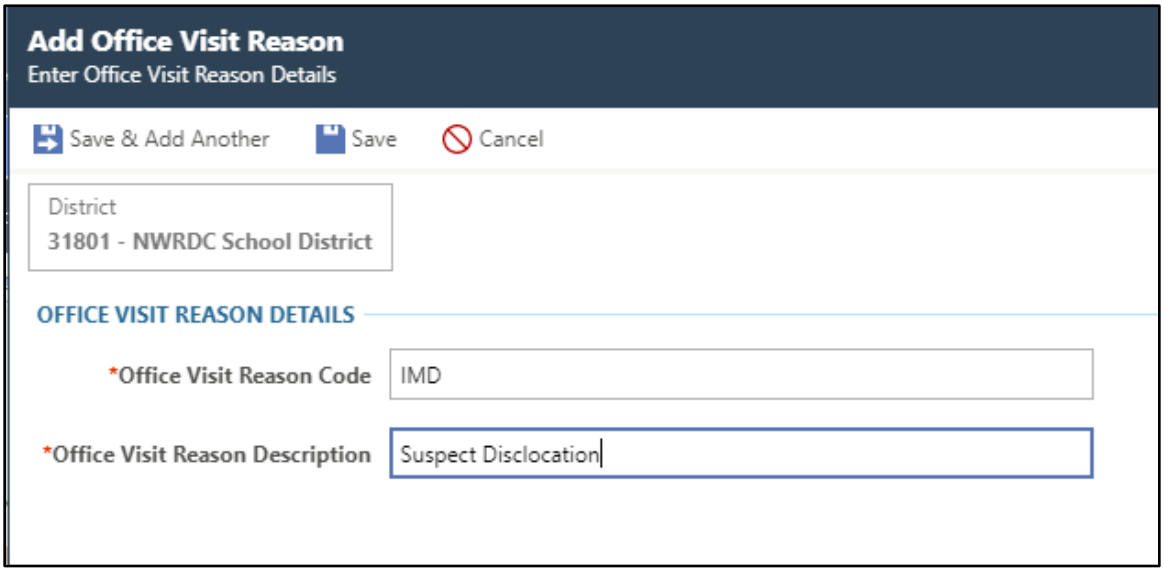
From the tables on the previous section make changes to the Office Visit/ Reason Codes table in Qmlativ

Add Code

1. Click **Add Office Visit Reason**
2. Enter **Office Visit Reason Code** and **Office Visit Reason Description** from table listed on previous page
3. Click **Save** or **Save & Add Another**

Update Code Description

1. Find the code to be update and click on the open arrow
2. **Office Visit Reason Description –** type in the new description
3. Click **Save & Back**



Update Office Visit Disposition Code Table

In both SMS 2.0 and Qmlativ, the Health Office Disposition Code Table will need to be cleaned up. At this time, the only change to the Disposition Code table is to add a new code. The following table pertains to both SMS 2.0 and Qmlativ. Directions on where to find the code table and how to update will follow.

Codes to be Added

Code	Short Description (SMS 2.0 Only)	Long Description
N	Non Stu Visit	Non Student Visit

Update Office Visit Disposition Codes – SMS 2.0

Path: WS\OF\HR\PS\CO\DC

From the chart above make, you'll make the changes from the Health Disposition table in SMS 2.0

Add Code

1. Click **Add**
2. Enter **Disposition Code**, **Short Description** and **Long Description** from table listed above
3. **Status** – Active
4. Click **Save**

Update Office Visit Disposition Codes – Qmlativ

Path: Administrative Access\Health\Codes\Office Visit\Disposition

From the chart above make, you'll make the changes from the Health Office Visit/Disposition Code table in Qmlativ

Add Code

1. Click **Add Office Disposition**
2. Enter **Office Disposition Code** and **Office Disposition Description** from table listed above
3. Click **Save**

Update Health Treatment (Intervention) Code Table

In both SMS 2.0 and Qmlativ, the Health Treatment Code table will need to be cleaned up. Changes include inactivating, updating and adding codes. The following table pertains to both SMS 2.0 and Qmlativ. Directions on where to find the code table and how to update will follow.

Codes to be Added

Code	Short Description (SMS 2.0 Only)	Long Description
LDA	Assess Sp Ed	Nursing Assess for Special Ed
LDB	Assess IHP	Nursing Assessment for IHP
LFA	Tube Feeding	Tube Feeding
LFB	BGL Check	Blood Glucose Level Check
LFC	CIC	Clean Intermittent Cathiterization
LFD	Oral Suctioning	Oral Suctioning
LFE	Oxygen	Oxygen
LFF	Trach Care	Tracheostomy Care
LFG	Trach Suctioning	Tracheostomy Suctions
LFH	Ventilator Care	Ventilator Care
LFI	Vagal Nerv Stim	Vagal Nerve Stimulator
LJ	CareCoor/CasMgt	Care Coordination/Case Mgmnt
MCA	Com Telephone	Communication, Telephone
MCB	Com Text	Communication Text
MCC	Com In Person	Communication, In Person
MCD	Com Letter	Communication, Letter
MCE	Com Email	Communication, Email
MCF	Com Fax	Communication, Fax
MCG	Com Other	Communication, Other
MC	RetToLearnProto	Return to Learn Protocol

Codes to be Inactivated

Code	Short Description (SMS 2.0 Only)	Long Description	Note
ED	Telephone Consultation	Telephone Consultation	
FE	FA Sch sick/ill	First Aid/Sick or Injuries Sch	
LG	BGL Check	Blood Glucose Level Check	Use LFB
LH	Tube Feeding	Tube Feeding	Use LFA
LI	CIC	Clean Intermittent Cathiterization	Use LFC

Codes to Update Descriptions

Code	Old Description	New Short Description (SMS 2.0 Only)	New Long Description
PC	Self Mngment of Health Problem	SeLf Mgmt Hlth	Self Mngment of Health

Update Health Treatment (Intervention) Codes – SMS 2.0

Path: WS\OF\HR\PS\CO\TR

From the charts in the previous section, you'll make the changes from the Health Treatment Codes table in SMS 2.0

Add Code

1. Click **Add**
2. Enter **Treatment Code**, **Short Description** and **Long Description** from table listed on previous page.
3. **Status** – Active
4. Click **Save**

Inactivate Code

1. Highlight code to be retired and click **Edit**
2. **Status** – Change to Inactive
3. Click **Save**

Update Code Description

1. Highlight code to be updated and click **Edit**
2. Make changes to the **Short** and/or **Long Description** as defined in the table on the previous page.
3. Click **Save**

Update Health Treatment (Intervention) – Qmlativ

Path: Administrative Access\Health\Codes\Office Visit\Treatment

From the charts in the previous section, you'll make the changes to the Health Office Visit\Treatment table in Qmlativ

Add Code

1. Click **Add Treatment**
2. Enter **Treatment Code** and **Treatment Description** from table listed on previous page.
3. Click **Save** or **Save & Add Another**

Inactivate Code

1. Find the code to be inactivated and click on the open arrow
2. **Active –** uncheck the box
3. Click **Save & Back**

Update Code Description

1. Find the code to be update and click on the open arrow
2. **Health Condition Description –** type in the new description
3. Click **Save & Back**

Appendix A
Washington Data Set Code Structure

From publication sent in August 2019

Chronic Health Condition Codes

Coding Explanation:
Only two characters are currently proposed for coding of chronic health condition data. The first character reflects the ICD-9 disease / body system category (e.g., nervous, respiratory, musculoskeletal, etc.) of the specific condition. The second character reflects a unique identifier for each condition within each ICD-9 category, and was randomly assigned. The combined first and second characters comprise a code, which defines a specific chronic health condition. A third character could be added for greater specificity of conditions, if such need were defined later.

1st Character (ICD-9 Disease / Body System Category)

Congenital Conditions	A
Hematology (Blood)	B
Cardiovascular	C
Endocrine, Allergy, Immune System, Metabolic, and Nutritional	E
Gastro-Intestinal, Dental, and Oral Conditions	G
Musculoskeletal and Connective Tissue	M
Nervous System	N
Other Conditions	O
Mental or Behavioral Health Conditions (Psycho-social)	P
Respiratory	R
Skin and Subcutaneous Tissue	S
Neoplasms (Tumors)	T
Renal and Genitourinary	U
Eye and Ear	Y
Other Conditions/Interventions	Z

Office Visit Reason Codes

Coding Explanation:
Three characters comprise a unique code for each specific "Reason For Visit." The first character is used to denote the broad category (e.g., behavior, illness, injury, etc.) for why the student is seeking nursing assistance. The second character is used to denote the ICD-9 disease / body system category, and the third character is used to denote each "Reason For Visit" within the categories defined by the first two characters. The third character was randomly assigned. Combined, the three characters provide a unique code for each "Reason For Visit."

1st Character

Behavioral (Physco/Social/Emotional)	B
Illnesses/Sick/Disease	D
Injuries	I
Needs (Economic)	N
Other	O
Prevention	P

2nd Character

Congenital Conditions	A
Hematology (Blood)	B
Cardiovascular	C
Disease	D
Endocrine, Allergy, Immune System, Metabolic, and Nutritional	E
Gastro-Intestinal, Dental, and Oral Conditions	G
Musculoskeletal and Connective Tissue	M
Nervous System	N
Other Conditions	O
Mental or Behavioral Health Conditions (Psycho-social)	P
Respiratory	R
Skin and Subcutaneous Tissue	S
Neoplasms (Tumors)	T
Renal and Genitourinary	U
Eye and Ear	Y
Not Defined	Z

Office Treatment (Intervention) Codes

Coding Explanation:
Two characters comprise a unique code for each specific "Intervention." The first character is used to denote the broad category (e.g., counseling, first aid, education, etc.) for the nursing action taken. The second character was randomly assigned and is used to denote each "Reason For Visit" within the categories defined by the first character. Combined, the two characters provide a unique code for each "Intervention." A third character may be added if needed for future query options."

1st Character

Student Support	C
First aid	F
Licensed/professional activities	L
Multi-Disciplinary Team	M
Preventative care	P
Education	E

Office Disposition Codes

Coding Explanation:
Only one character is necessary to define "disposition" at this time. Should additional query options be desired, additional coding may be needed.

	Long Description	**Short Description**
R	Rtn to Scheduled Activities	Rtrnd to Act
G	Rtn to Sched Actvt AA Notified	Rtrnd AA ntfd
A	Rlsd to Authorized Adult	Rlsd to AA
E	Released to EMS	Rlsd to EMS
S	Released to School Staff	Rlsd schl stff
P	Rlsd w permission Auth Adult	Rlsd pmssn AA
W	Departed w/o Authorization	Dptd W/O Auth
N	Not Applicable	Not Applicable