

**New Jersey Public Schools
School Health Care Services**

**Suggested Best Practice Guidelines to Complete the
New Jersey Health History and Appraisal A-45 Report
Via HealthOffice V5.4**

Healthmaster LLC is issuing this document strictly as a guide in populating the A-45 report. Healthmaster LLC takes no responsibility for State, District, or Individual School regulations mandated for School Nurses.

Healthmaster has included this document as part of the Release Information for reference purposes only.

This report was requested by the Tenafly Board of Education. Healthmaster LLC wishes to acknowledge the efforts and contributions of Xavier Benite and School Nurse Sharon Hess.

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Intent The general intent of this document is to provide a guide to encourage consistent documentation into the HealthOffice program for optimal results on the new 906-State of New Jersey Health History and Appraisal report.

Assumptions To ensure these guidelines work correctly, the following must be done:

- Student demographics data as well as their contacts are in place
- All Special Problems are reviewed and the new “Year Reported” and “Action/Care Plans” fields are updated
- Students with Titer Test information are updated using the Series Maintenance tab within Immunization History
- All required health screenings have been documented.

Populating Demographic Data

Overview This section of the report holds the:

- Name of the child
- DOB
- Sex
- Parent/Guardian’s Name
- Address and phone number
- Name and phone number of the student’s Doctor.

Demographic Data When populated in HealthOffice, the report pulls the following Student information:

- The name in a Last, First, and Middle Initial format
- The DOB, in a MM/DD/YY format
- The gender.

Parent or Guardian Data

For a Parent or Guardian who is linked to a student, the following data is pulled from HealthOffice:

For Parent or Guardian: HealthOffice pulls data based on:

- The first contact found that is linked to the student where the “Relationship” is set in HealthOffice as “Parent”, “Guardian”, “Mother”, “Father”, “Ward”, “Step-Father”, or “Step-Mother”

AND

- The “Resides with” flag is checked for any of the above listed relationships and populates this in the Parent or Guardians “NAME” field

For Address (both lines): The Student’s Address 1 and Address 2 lines are combined and populated to the first Address line on the report.

The Student’s City, State, and Zip Code are populated on the second Address line of the report.

Telephone No: The Student’s home phone number is populated to the report’s Telephone field.

Doctor Data

The report field of Doctor is populated when a student has a contact where the “Relationship” is set to Doctor.

The Doctor’s phone number is also populated if it is in HealthOffice and linked to the Doctor.

Immunization

Overview There are small corner boxes, which are used to differentiate between the serums used for the first two vaccines listed on the report. HealthOffice will **not** populate these boxes.

HealthOffice does not differentiate between the individual series versus MMR; therefore HealthOffice will not populate the MMR line.

Immunization Doses The HealthOffice Immunization History screen vaccine dose dates are populated to the report for the corresponding immunization series.

Disease Date, Date, & Titer HealthOffice has updated the Series Maintenance screen to allow Nurses to enter Titer and the test results.

Please review the new procedures within the Immunization History section of the Manual for documenting Titer Testing.

Based on the data that is entered on the new Titer fields within HealthOffice, the Titer test results will be transferred to the appropriate Series on the report.

Provisional Admission The A-45 report has a check box for Provisional admission and an unlined space for the date granted.

HealthOffice allows the User to set an Admission as “Provisional” or “Denied” within the Immunization History screen on the Series Maintenance tab.

HealthOffice pulls only the first instance found of a “Provisional” or “Denied” admission, and will mark the A-45 reports “Provisional” box with an (X) and populate the Date field in HealthOffice next to the “Date Granted” field on the report.

Medical or Religious Exemptions The A-45 report has two fields, one for Medical exemptions and another for Religious exemptions.

When HealthOffice pulls any Series Maintenance data for a student with Exemption(s), mark the “Medical or Religious” exemption field if are found.

Medical and Religious Exemptions are documented within the Immunization History screen on the Series Maintenance tab.

Disease History

Overview Nurses who want to populate data for this section of the report need to use the Special Problem screen within the HealthOffice program.

The Special Problem screen has a link to System Groups, and Symptom/Conditions, and with the new “Year Reported” field is the conduit for populating the exact field (in most cases) on the A-45 report.

Asthma On the report, next to Asthma there are “Yes” and “No” boxes used to reference whether an Action/Care Plan is in place for a student.

On the Special Problem screen, if the “Action/Care Plan” box is checked, **AND** the Symptom Group = “Respiratory”, **and** the Symptom/Condition selected = “Asthma”, then the A-45 report will show an (X) in the “Yes” box.

If the Action/Care Plan box is not checked, **AND** the Symptom Group = “Respiratory”, **and** the Symptom/Condition selected = “Asthma”, then the A-45 report shows an (X) in the “No” box.

Populating the Disease History Section Each Disease listed on the report has been broken out and matched to a System Group and Symptom/Conditions listed within HealthOffice.

Note: The new “Year Reported” field must be completed on the Special Problem screen in order to populate the Disease Section A-45 report.

Disease Section of the A-45 Report	HealthOffice Special Problem System Groups	Health Office Spec. Problem Symptom/Conditions
Allergies	Immune System (Allergies) System Group	<ul style="list-style-type: none"> • Allergic Reaction-Bee Sting • Allergic Reaction-Food • Allergic Reaction-Insects • Allergic Reaction-Animal • Allergic Reaction-Unknown Etiology • Allergies-Environmental • Allergies-Seasonal • Lactose Intolerance • Other
Drug Sensitivities	Immune System (Allergies) System Group	<ul style="list-style-type: none"> • Allergic Reaction-Aspirin • Allergic Reaction-Drug • Reaction-Penicillin
Lyme Disease	Neurological System Group	<ul style="list-style-type: none"> • Lyme Disease
Hepatitis	Communicable and/or Reportable System Group	<ul style="list-style-type: none"> • Hepatitis
Neuromusc. Disease	Neurological System Group	<ul style="list-style-type: none"> • Cerebral Palsy • Multiple Sclerosis • Muscular Dystrophy

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Disease Section of the A-45 Report	HealthOffice Special Problem System Groups	Health Office Spec. Problem Symptom/Conditions
Asthma Action Plan: Yes or No	Respiratory System Group	<ul style="list-style-type: none"> Asthma <p>If new field = Action/Care Plan (T/F field) is added to the Special Problem screen, then the Yes or No box will be checked accordingly.</p>
Convulsive Dis.	Neurological System Group	<ul style="list-style-type: none"> Seizure Disorder
Diabetes	Endocrine System Group	<ul style="list-style-type: none"> Diabetes Diabetes Type 2 Insulin Dependent Diabetes Type 1
Heart Disease	Cardiovascular System Group	<ul style="list-style-type: none"> Heart Disease
Otitis Media	Eye/Ear/Nose/Throat System Group	<ul style="list-style-type: none"> Otitis Media
Rheumatic Fever	Cardiovascular System Group	<ul style="list-style-type: none"> Rheumatic Fever
Strep Infections	Communicable and/or Reportable System Group	<ul style="list-style-type: none"> Strep Infection
Mononucleosis	Communicable and/or Reportable System Group	<ul style="list-style-type: none"> Mononucleosis
Other	Other/Miscellaneous System Group	<ul style="list-style-type: none"> Other
Congenital Defects	Cardiovascular System Group OR Communicable and/or Reportable System Group OR Eye/Ear/Nose/Throat System Group OR Congenital Defect	<ul style="list-style-type: none"> Congenital Heart Disease Rubella & Congenital Rubella Ear Congenital Defect Cleft Lip Cleft Palate Other/Miscellaneous

Operations or Injuries The following items can be used from HealthOffice:

System Group	Symptom Conditions
Gastrointestinal	Surgery
Gynecological/Obstetrical	Surgery
Musculoskeletal	Surgery

Note: The nurses must manually document Injuries, as HealthOffice has no place to document this information to populate the A-45 report.

Any other surgeries in areas not covered by the System Groups listed above will also need to be manually entered.

Health Screening

Grade/Age The Grade field reflects the current grade the student is or was in when the respective exam was completed.

The Age is reported as a whole number with no rounding.

Date The Date of the exam for the student is displayed in a two-digit format and is **only** the year.

Height, Weight & Blood Pressure If there is a Physical or Growth Exam completed within the same grade and age, HealthOffice will pull Height, Weight, and Blood Pressure and populate the A-45 report.

Vision Screening Exam data pulled from HealthOffice excludes any “Outside” exams.

From the Vision Exams Test Result tab, **if the student wears contacts or glasses, Nurses can:**

- Select “With glasses” from the “Tested With” drop-down, **Then...**
- Select the Acuity tab and in the “**Corrected Far**” column enter the results for the “Left”, “Right”, and “Both” fields.

Data will display on the A-45 report in the “With glasses” section as 20/xx (whatever data was pulled from the exam) for the respective Grade/Age columns.

If the students does not wear contacts or glasses, Nurses can:

- Select “**Unaided**” from the “Tested With” drop-down, **Then...**
- Select the “Acuity tab” and in the “Uncorrected Far” column, enter the results for “Left”, “Right”, and “Both”.

Data will display on the A-45 report in the “Without glasses” section as 20/xx (whatever data was pulled from the exam) for the respective Grade/Age columns.

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**Vision
Screening,
cont.**

On the HealthOffice Vision exam Test Results tab:

- If the Muscle Balance field is set to “Orthophoric (Normal)” and the data is pulled, an “N” is populated on the A-45 report for the respective Grade/Age column.
- If the Muscle Balance field is set to “Exotropia” or “Esotropia”, then when data is pulled, an “R” is populated on the A-45 report for the respective Grade/Age columns.

Note: Healthmaster was advised that when a student is marked with Esotropia or Exotropia for the “Muscle Balance” field, the actions in RAD are normally marked as referred.

**Color
Perception
Date and
Results**

Healthmaster was advised that the “Color Perception” is usually only checked once. The first instance found where the field = “Color Vision” from the Test Results tab should be the date that reflects in the “Color Perception Date” field of the A-45 report.

From the HealthOffice Vision Exam “Test Results” tab for the “Color Vision” field:

- If “Normal” is selected, then HealthOffice populates an “N” next to the “Results” field of the A-45 report.
- If “Abnormal” is selected, and there is data in the “Comment” field of the exam, a “C” is populated to the A-45 report in the Results field, **and** the comment is posted as a nursing note on the back of the A-45 report.

Note: Healthmaster was advised that an “Abnormal” result for the Color Vision field is generally no cause to refer a student, but a note is normally made in the exam’s “Comment” field by the Examiner, therefore:

- If “Abnormal” is the result and there is **NO** “Comment” or “Physician Exam’s Comment” field data, then HealthOffice leaves the “Results” field on the A-45 report blank.
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Hearing Exam

HealthOffice populates the “Date” field with the Hearing exam date.

The year format displays as a two-digit year (2005 should be 05).

Sweep Check versus the HO Hearing Exam

Data pulled for Hearing exams excludes any “Outside” exams.

The Sweep Check section of the A-45 report reflects the decibels range, as entered on the HealthOffice Hearing Exam’s Frequency tab.

This consists of only one number that is entered for the “Left” and one number that is entered for the “Right”.

Healthmaster was advised that a decibel rating of 20 or 25 reflects a rating = **Normal**. Anything > 25 is considered a “**Referral**”.

Pulling Exam Data and Converting the Data for the A-45 Report

Based on the above statement, when data is pulled for the Hearing Exam, HealthOffice pulls the numerical rating posted for the Left and Right as documented on the exam’s “Frequencies tab” screen.

If Hearing Exam’s Frequencies tab shows:	Then the A-45 Displays:
The Left and/or Right number(s) of 25 or less...	An “N” for the corresponding “L” and/or “R” field.
The Left and/or Right number(s) are greater than 25...	An “R” for the corresponding “L” and/or “R” field.
The Left and/or Right number(s) are greater than 25 and there is also a “Comment” documented...	A “C” for the corresponding “L” and/or “R” field and posts the “Comment” to the bottom section of the A-45 report.

A-45 Complete Pure Tone

Healthmaster has been advised that since the nurses do not perform the Pure Tone testing, these fields, while still reflective on the A-45 report, will not be documented in the Hearing Exam.

**Biennial
Scoliosis
Screening**

If the students age = 10, 12, 14, 16 and 18, then HealthOffice pulls any Scoliosis screening results that were documented at these ages and populates them under the appropriate Grade/Age column.

Screening Results:

- If the (RAD) Results/Outcome = Normal or Pass, then HealthOffice places an “N” in the A-45 report field.
- If the (RAD) Action = Referred or any Action with the word Refer, Referral or Referred in it, then HealthOffice puts an “R” in the field.
- If the Physician’s tab has the Dr. Name and any Treatment field is selected within the “Corrective Action” section **EXCEPT** the field = “None” or “Not Required”, then HealthOffice puts a “T” for Under Treatment in the field.

Note: This is the **only** exam where the “T” is used.

- In the Scoliosis Exam’s “Note” tab, if there is anything entered for any field on the Note tab, then HealthOffice puts a “C” in the field.

**TB Screening
Data**

Healthmaster was asked not to populate this section of the report.

The Nurses will document this data themselves manually.

Physical Examination

Overview The Physical Exams that the A-45 report is referring to are exams that are completed by a Physician.

Healthmaster was advised that these would normally be documented in HealthOffice as Outside Physical exams.

Healthmaster was advised that other Physical exams documented by nurses would be the Sports exams.

HealthOffice populates the A-45 report with all Physical Exams, **including** "Outside" exams.

Note:

If any student has more than one exam in the same grade, only the most recent exam data is populated to the A-45 report.

HealthOffice pulls only one grade per year.

Grade/Age The Grade field reflects the current grade the student is or was in when the respective exam was completed.

The Age is reported as a whole number with no rounding.

Date The "Date" of the exam for the student is displayed in a two-digit format that reflects **only** the year.

**Nurses
Physical
Exam Doc.
Process**

In order for HealthOffice to populate data for the A-45 report, Nurses need to document Physical Exam details as follows:

- Check the "Outside" option (this is not required, but if done by a private physician, it would be the correct way to document).
- If the Physician's Physical Exam card indicates that everything is normal, then select the Areas Examined = "General" and Items = "Normal".
- If there are areas examined that are not normal and noted on the card, select the "Areas Examined", = the problem area and check the Item(s) that best describe the problem.
- If there are any "Physician Comments" on the card, enter those in the "Comment" section of the "Areas Examined" screen.
- If there are any other comments, enter those in the "Comment" section (larger section) at the bottom of the Physical Exam screen.

Making Things Easy

Listed below are **examples** of various Physical Exam Cards and how it can be documented in HealthOffice.

The last column shows what data is pulled from HealthOffice and reflected on the A-45 report.

If... The Physician's Physical Exam card shows:	Then... The Nurse documented a H/O Physical Exam as:	HealthOffice populates the following onto the A-45 report:
Everything is normal, and there are no notes.	"Areas Examined" = General and "Items" checked = Normal	Grade/Age and populate an "N" in all listed lines of Physical Exam section of the A-45 report.
Everything was normal except for one item and Dr. has a note.	"Areas Examined" = Eyes and "Items" checked = something other than "Normal".	Grade/Age and populate Eyes line with a "C", as Healthmaster was advised that normally there should be a note. No other lines are populated. If the nurse did not document "Areas Examined" = General and check "Items" = Normal, then no "N" is populated.
Everything was normal except for one or more items.	Physical Exam with "Areas Examined" = General and Items checked = Normal AND "Areas Examined" = Eyes w/ "Items" checked that = something other than "Normal" AND "Areas Examined" = Nose (another Area) w/ "Items" checked = something other than "Normal".	Grade/Age and populate an "N" in any listed lines of the Physical Exam section except where the "Area Examined" and the "Items" checked = anything other than "Normal" for each area examined. For those areas other than Normal, populate a "C" where the "Areas Examined" matches as mapped. Pull and populate any Comments and/or Physician Comments to the bottom section of the report.
Everything was normal	Only B/P or only height and weight were documented in HealthOffice. Nothing was ever documented within the "Areas Examined" section of the Physical Exam.	Only Grade/Age will populate on the A-45 report. Nurses must review/edit the Physical Exam, and document whatever is needed in order to populate the A-45 report correctly. They can rerun the report, to populate data.
Everything was normal	"Areas Examined" = General was never marked and there are no "Items" checked as Normal except the "Areas Examined" = Ears w/the "Items" checked = Normal.	Grade/Age and populate only "N" for "Normal" only on the A-45 line for Ears. Nurses will review/edit the Physical Exam for whatever is needed. They can run the report again to populate data.

A-45 Report Field Names	HealthOffice Data
Grade/Age	Pull Grade and Age for each year where the Student had a Physical exam. If more than one Physical Exam is documented per grade and year, pull each year's most recent.
Date	Pull Date each Grade/Age where there is a Physical exam documented. If more than one per year, get each year's most recent.
Ears (otoscopic)	Where the "Areas Examined" = Ears and where "Items" selected = anything other than "Normal" populate a "C" and pull any Comments or Physician Comments and post to the bottom portion of the A-45 report.
Eyes	Where the "Areas Examined" = Eyes and where "Items" = anything other than "Normal" populate a "C" and pull any Comments or Physician Comments and post to the bottom portion of the A-45 report.
Lymph Glands	HealthOffice does not list Lymph Glands, but does list "Nodes". Where the "Areas Examined" = Nodes and where "Items" = anything other than "Normal" populate a "C" and pull any Comments or Physician Comments and post to the bottom portion of the A-45 report.
Thyroid	Where the "Areas Examined" = Thyroid and where "Items" = anything other than "Normal" populate a "C" and pull any Comments or Physician Comments and post to the bottom portion of the A-45 report.
Nose	Where the "Areas Examined" = Nose and where "Items" = anything other than "Normal" populate a "C" and pull any Comments or Physician Comments and post to the bottom portion of the A-45 report.
Throat	HealthOffice does not list "Throat" as an "Areas Examined". If "Areas Examined" = General and "Items" = Normal, populate an "N", otherwise this field will remain blank.
Teeth-Mouth	HealthOffice does not list Teeth-Mouth, but does list Oral. Where the "Areas Examined" = Oral and where "Items" = anything other than "Normal" Populate a "C" and pull any Comments or Physician Comments and post to the bottom portion of the A-45 report.
Heart	Where the "Areas Examined" = Heart and where "Items" = anything other than "Normal" populate a "C" and pull any Comments or Physician Comments and post to the bottom portion of the A-45 report.
Lungs	Where the "Areas Examined" = Lungs and where "Items" = anything other than "Normal" populate a "C" and pull any Comments or Physician Comments and post to the bottom portion of the A-45 report.
Abdomen	Where the "Areas Examined" = Abdomen and where "Items" = anything other than "Normal" or " Hernia ", populate a "C" and pull any Comments or Physician Comments and post to the bottom portion of the A-45 report.
Hernia	HealthOffice lists Hernia under the "Areas Examined" of Abdomen. In this case, where the "Areas Examined" = Abdomen and ONLY where "Items" = " Hernia " populate a "C" and pull any Comments or Physician Comments and post to the bottom portion of the A-45 report.
Genito-Urinary	HealthOffice does not list Genito-Urinary under "Areas Examined". If something is marked as a problem, it will be entered within the Disease section of the A-45 report. If the "Areas Examined" = General and "Items" = "Normal" than populate an "N" in this field. Otherwise leave this field blank.

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A-45 Report Field Names	HealthOffice Data
Orthopedic for: Structural Posture Feet	HealthOffice does not list an “Areas Examined” of Orthopedic, but does list “Bones”. Where “Areas Examined” = Bones and “Items” = anything other than “Normal”, populate a “C” by structural and pull any Comments or Physician Comments and post to the bottom portion of the A-45 report. Where Areas Examined = Posture and/or Scoliosis where “Items” = anything other than “Normal populate a “C” by “Posture” and pull any Comments or Physician Comments and post to the bottom portion of the A-45 report. HealthOffice does not list feet, but does list “Joints” as the “Area Examined” and it mentions “Pronated Feet”. Where “Areas Examined” = Joints and “Items” ONLY = “ Pronated Feet ” and/or “ Other ”, populate, a “C” and pull any Comments or Physician Comments and post to the bottom portion of the A-45 report.
Skin (Non Comm.)	Where the “Areas Examined” = Skin and where “Items” = anything other than “Normal” populate a “C” and pull any Comments or Physician Comments and post to the bottom portion of the A-45 report.
Nutrition	Where the “Areas Examined” = Nutrition and where “Items” = anything other than “Normal” populate a “C” and pull any Comments or Physician Comments and post to the bottom portion of the A-45 report.
Nervous System	HealthOffice does not list Nervous System under Areas Examined list, but does list “Neurological”. Where the “Areas Examined” = Neurological and where “Items” = anything other than “Normal” populate a “C” and pull any Comments or Physician Comments and post to the bottom portion of the A-45 report.
Speech	Where the “Areas Examined” = Speech and where “Items” = anything other than “Normal” populate a “C” and pull any Comments or Physician Comments and post to the bottom portion of the A-45 report.
Other	Where the Areas Examined = any of the following: <ul style="list-style-type: none"> • Behavior • General • Genitalia • Head • Muscles • Rectum • Sexuality, And where “Items” = Anything other than “Normal, populate a “C” and pull any Comments or Physician Comments and post to the bottom portion of the A-45 report.

A-45 Comments/Notes Section

Overview All comments posted will be in date order oldest to the most recent.

The following will be populated:

- Exam date in the date field in an "MM/DD/YY" format.
- Exam Name
- “Comment”, followed by the actual comment text.
- “Physician Comment”, if entered followed by the text contents.

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