General Directions for Completion by School Nurse Coordinator/Supervisor

This School Health Services Information Survey was designed by the Connecticut State Department of Education (CSDE) and Dr. Mhara Lorentson and Kevin Glass from EdAdvance (previously EDUCATION CONNECTION), with consultation from the State Health Records Committee. It represents an exciting opportunity to collect and report data on the health needs of students, the health services provided by schools, and the health staff providing leadership and services to students and schools in Connecticut. This information will be used to inform policy makers, administrators, school health staff, and the community on health trends and services, and to provide recommendations for the expansion of services as needed. The survey is conducted yearly. Results are compiled in an annual health service report. The annual report will document state and regional data by District Reference Group (DRG). Each district will receive a copy of the annual health service report.

Only the lead school health coordinator (i.e. school nurse supervisor or other designated school nurse contact) will complete the survey based on district-wide information. The survey is only available on-line. To ensure complete representation for the state, it is the CSDE’s expectation that every school district will complete and return the survey.

Now that this process has been carried out for a number of years, the CSDE hopes that the majority of this information is readily available within the districts. If your district does not have access to this information, please provide your best estimate or do not complete the question (except where required).

Preparation for Survey Completion:

Go to the EdAdvance web site described below and download the School Level Data Collection Form or use your own district data collection form. Provide this form or your district’s form to one nurse in each school for completion at least one month prior to completion of the Health Services Survey. Prior to completion of the School Health Services Information Survey, the School Nurse Coordinator/Supervisor will tabulate results to provide district totals. Please note that not all questions on the School Health Services Information Survey require school level input. Only questions for which school level input is required are included on the School Level Data Collection Form. In some cases, school responses will be used to estimate a district response (frequencies and comments). In other cases, each school will provide specific numbers of staff or students. In these cases, numbers will be totaled to provide a total number for the district.

Completing the Survey:

As in previous years, we will be utilizing SurveyMonkey for data collection. All information needed to complete the survey may be found on the EdAdvance Web site at www.edadvance.org. Near the top of the home page, you will see a list of links from left to right. The last link in the row is titled “School Services.” Please click that link. On the left side of the next page you will see another list of links from top to bottom. Click on the third link down in the list “Center for Program Research and Evaluation (CPRE)”. On the next page, the link on the left below CPRE is the “State Department of Education Health Services Survey”. Please click on that link to enter the SDE School Health Services Web page.

On that Web page you will see the Survey/Questionnaire, a form for data collection by school nurses at the building level that you, as the coordinator/supervisor, may find helpful, the letter of introduction to
the school nursing supervisor and the reports from the previous years of data collection. You will also find a summary report tracking trends. The Web site also includes a list of all school districts in Connecticut and a school code list.

Please complete each page of the survey. At the bottom of each page, you will see buttons saying NEXT (to go to the next page) and SAVE (if you want to save the partially completed survey). To SAVE the survey and come back to it later, click the SAVE button. You will be prompted to put the page into your favorites or bookmarks. To recall the partially completed survey, go to your favorites or bookmarks and select the survey.

When you are ready to submit the completed survey, click FINISH on the last page. At this point, the survey is submitted and is no longer available to you through the bookmark. If you are interested in keeping a copy of your responses, please print each page of the completed survey from the Web before you submit it. When entering data into open-ended answer boxes, please make sure to include summaries of school level responses as well as your own response

**Directions for Specific Sections:**

In general, you will provide the numbers of an item, percentages that represent your data, or the range of an item that best represents the district data. Data may be entered either by clicking on the appropriate responses with your mouse, selecting the appropriate response from a drop-down box, or typing the appropriate response into the box provided.

**Section I: Demographic Information**

In this section, only the district coordinator will fill out questions 1 through 7, indicating the name of your school district, your District Reference Group (DRG) which can be found in the DRG Code Information link within the SDE page of the EdAdvance website, district geographic status, public/private/charter school status, District ID number (also found through the School and Code Information link within the SDE page on the EDUCATION CONNECTION website) email address of individual completing the questionnaire, and whether your district provides health services to private, non-profit schools. PLEASE NOTE THAT THESE QUESTIONS MUST BE COMPLETED. THE SOFTWARE WILL NOT ALLOW YOU TO MOVE TO THE NEXT PAGE IN THE SURVEY UNLESS RESPONSES ARE PROVIDED.

*Please Note: For districts that do not provide health services to private, non-profit schools, selecting “No” in Question 7 will remove Private, non-profit school response options from the survey. For districts that DO provide services to Private, non-profit schools, totals for private schools should not include public school data (except where indicated).

**Section II: Student Health**

**Concussions**

As per Public Act No. 14-66, An Act Concerning Youth Athletics and Concussions, commencing July 1, 2014, and annually thereafter, Questions 8-14 are mandatory, and address the total number of DIAGNOSED concussions, frequency and location of occurrences, sports in which they occurred, resulting accommodations, average length of time accommodations were needed, and number of affected students missing school days. Each school is asked to respond to these questions on the school level Data Collection Form. Please note that the school level responses are intended as GUIDES for the School Nurse Coordinator/Supervisor who will use them to inform the district level response. PLEASE NOTE THAT THESE QUESTIONS MUST BE COMPLETED. THE SOFTWARE WILL NOT ALLOW YOU TO MOVE TO THE NEXT PAGE IN THE SURVEY UNLESS RESPONSES ARE PROVIDED.
Specific Health Care Needs.

For **Question 15**, a school nurse from each building will need to provide the lead school health coordinator with the number of students in each category for their public or private, non-profit school building. Numbers for public or private, non-profit buildings should be recorded separately for districts that provide services to both.

The lead school health coordinator will then provide the total number of public school students with each health care need in the left column and the total number of students within the private, non-profit schools in the right column.

For **Questions 16-17**, each school is asked to provide their responses to these questions on the School Level Data Collection Form. The School Nurse District Coordinator/Supervisor will use their responses to provide a district level response. Please note that school level responses are intended as GUIDES for the School Nurse Coordinator/Supervisor and will be used to inform the district level responses.

For **Questions 18 - 22**, a school nurse from each building will need to select and provide the district school health coordinator/supervisor with the types of emergency medications/treatments listed that were administered to students during the school day. Additionally, they should provide the number of DIAGNOSED and UNDIAGNOSED students who were administered epinephrine by nursing or other school personnel in the same time frame. **Numbers for public or private, non-profit buildings should be totaled together.**

For **Question 23**, a school nurse from each building will need to provide the District Nurse Coordinator with the types of procedures performed in each public or private non-profit school building. The lead school health coordinator will then check ‘Yes’ or ‘No’ for procedures that are performed within in the public schools in the left column, and for private, non-profit schools in the right column where applicable.

For **Question 24**, each school is asked to provide the District Nurse coordinator with the percent of students receiving a nursing intervention who were returned to their classroom within ½ hour. The District Nurse Coordinator will use their responses to provide a district level response. Please note that school level responses are intended as GUIDES for the District Nurse Coordinator. He/she will use school responses to inform the district level response.

For **Question 25**, each school will need to provide the District Nurse Coordinator with a percentage of students dismissed for the reasons listed, to be recorded separately for each public school or private school. The District Nurse Coordinator will use these responses to provide a district level response for public schools in the left column and for private, non-profit schools in the right column where applicable.

For **Question 26**, each school nurse will need to provide the District Nurse Coordinator with the percent of students dismissed to each of the listed destinations from each public or private, non-profit school building. The District Nurse Coordinator will use their responses to provide a district level response for public schools in the left column, and for private, non-profit schools in the right column where applicable.
For **Questions 27**, each school will need to provide the District Nurse Coordinator with the number of 911 calls made for students AND for adults in their public or private, non-profit school building.

**Question 28** is a ranking question. Each school will need to provide a response from 1-4 in each column corresponding to the MOST frequent reason for a 911 call, with (1) being the MOST frequent reason, and (4) being the LEAST frequent reason.

For **Question 29**, the Lead School Health Coordinator will provide the total number of public school students, and where applicable, the total number of private, non-profit school students who have been referred to receive health insurance.

**Questions 30 & 31** are open-ended and self-explanatory.

**Section III: Services Provided**

*For districts that provide services to public AND private, non-profit schools, questions will be separated by category (A. = Public Schools, B. = Private, non-profit schools). Private, non-profit school totals should NOT include public school data.*

In **Questions 32 -35**, each school in your district should provide you with the number of screenings conducted, and the number of referrals as a result of the screenings conducted within your district. Based on individual school information, the District Nurse Coordinator will calculate the total for the entire district. For the mandated screening, only the number of referrals will be recorded since all schools are required to provide screenings in mandated grades. You will also be asked to provide the total number of students in the PUBLIC school district, and separately for students in PRIVATE, non-profit schools within the district.

**School Level Information needed to complete this section:**

- Number of screenings conducted at school
- Number of referrals per school as a result of screening

**District Level Information needed to complete this section:**

- Total number of students in the district
- Total number of screenings for district
- Total number of referrals for district

Note: Total screenings and total referrals are calculated by summing the number of screenings and referral per school. These numbers should be provided to the district supervisor on the sample School Level Data Collection Forms or other district generated forms.

PLEASE NOTE THAT **QUESTIONS 35a-35b** MUST BE COMPLETED BEFORE THE SOFTWARE WILL ALLOW YOU TO MOVE TO THE NEXT PAGE IN THE SURVEY.
Questions 36 – 37 are open-ended and self-explanatory.

Section IV: Health Services Staffing

No school level data required for this section.

For Question 38, the District Nurse Coordinator will provide the number of nurses for each category listed, (measured by full-time equivalent or FTE) that are employed in the district for public AND private, non-profit schools where applicable. For this question, the following definitions apply:

- Nurse Leader (with no school nurse assignment): Nurse designated as supervisory or coordinator for the district with no school assignment in the district
- Nurse Leader (with school nurse assignment): The school nurse designated as the school nursing supervisor, head nurse, or nursing coordinator for the school district.
- One-to-One Nurse: A nurse assigned to a specific student on a regular basis.
- Permanent Float Nurse: A nurse employed by the school district and is available to float between schools as needed as a substitute nurse or to assist in other buildings as needed.
- School Nurse: RNs employed in schools that meet the qualifications of a school nurse (pursuant to Section 10-212.)

For Question 39, the District Nurse Coordinator will provide the number of nursing support staff that are employed in the district (measured by full-time equivalent or FTE) for the public, AND private, non-profit schools where applicable for the following categories:

- Licensed Practical Nurse
- Health Aide
- Nursing Clerk or Other Support Staff

DISTRICT MEDICAL ADVISOR information needed to complete this section:

Questions 40-43 are self-explanatory.

Staffing Levels

Questions 44-50 are self-explanatory.
Section V: Nurse Leader Qualifications

No school level data required for this section.

For Question 51, the following information is needed:
  o Qualifications of every Nurse Leader within the district
  o Level of academic achievement.

Question 52 is open-ended and self-explanatory.

Section VI: Health Coordination and Education

The School Level Data Collection Form requests information from each school in questions 53-56. This information is intended to serve as a GUIDE for the District Nurse Coordinator who will use school responses to inform the district level response.

All questions 53-60 in this section contain check-boxes, drop-down answer selection boxes, yes/no questions, or are open-ended. All are self-explanatory.

Section VII: Contact Information

For the final section of the survey, please fill out each component of question 61. This is required information for the Lead School Health Coordinator in each district, and must be filled in for tracking and verification purposes, and to prevent duplication of data. Please remember that published reports will only reflect data by state and by DRG.

Additional Information needed to complete the questionnaire:
  o School Level Data Collection forms from each school in the district.

The Connecticut State Department of Education would like to thank each of you ahead of time for your participation in this survey. It is important for school nurses and for the youth in Connecticut schools to have a mechanism to collect data in an ongoing and systematic way. This data will demonstrate the continued need for school health services and, as needed, for the development and implementation of additional health service programs for Connecticut youth. If you would like a report of your district’s data, please contact Kevin Glass, Director, Center for Program Research and Evaluation at glass@edadvance.org.

If you need further information or clarification on any part of the survey, please feel free to contact Ms. Stephanie Knutson at Stephanie.knutson@ct.gov or Kevin Glass at glass@edadvance.org.

Thank you for your help!