

*Connecticut State Department of Education
2009-2010 School Health Services Information Survey*

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. Mhora Newsom-Stewart from 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. Although this is not a mandated survey, 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 is the sixth year of data collection, 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.

Preparation for Survey Completion:

Go to the EDUCATION CONNECTION Web site described below and download the sample 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 all questions on the School Health Services Information Survey do not 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:

All information needed to complete the survey may be found on the EDUCATION CONNECTION Web site at www.educationconnection.org. On the middle of the Web site, you will see a list of links. The first link in the list is titled "Professional Development and School Improvement". Please click that link. On the left side of the next page you will see a list of services provided. The second service from the bottom of the list is titled "Survey Services". Please click that link. At the bottom of the next page you will see a section titled "Current Surveys". The survey listed is called the "SDE Health Services Survey". Please click that link to enter the SDE School Health Services Web page.

On that Web page you will see the survey, a form for data collection by school nurses at the building level that you, as the coordinator/supervisor, may find helpful, the 2009-10 School Health Services Information Survey, letters of introduction to the school nursing supervisor and the reports from the

last years of data collection. You will also find a summary report tracking trends over time. The Web site also includes a list of all school districts in Connecticut and the school code.

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.

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: Services Provided

Section A. In this section, 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 in **PUBLIC SCHOOLS within your district. DO NOT INCLUDE NUMBERS FROM PRIVATE, NON-PROFIT SCHOOLS WITHIN SECTION A.** The **number of screenings and referrals should be based on screenings conducted from September of the current school year until completion of the survey.** Based on the individual school information, the lead school health coordinator will give the total for the entire district. For the mandated screenings, 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. **PLEASE NOTE THAT THIS QUESTION MUST BE COMPLETED. THE SOFTWARE WILL NOT ALLOW YOU TO MOVE TO THE NEXT PAGE IN THE SURVEY UNLESS A RESPONSE TO THIS QUESTION IS PROVIDED.** When entering data into the short answer section, please make sure to include summaries of school level responses as well as your own response.

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.

Section B. In this section, 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 in PRIVATE, NON-PROFIT SCHOOLS within your district. DO NOT INCLUDE NUMBERS FROM PUBLIC SCHOOLS WITHIN SECTION B. The process and questions are identical to those described above. All numbers should refer ONLY to private non-profit schools.

PLEASE NOTE THAT QUESTION 20 MUST BE COMPLETED BEFORE THE SOFTWARE WILL ALLOW YOU TO MOVE TO THE NEXT PAGE IN THE SURVEY. IF YOU DO NOT HAVE STUDENTS IN THE PRIVATE, NON-PROFIT SCHOOLS, PLEASE PUT A "0" IN THE BOX FOR QUESTION 20.

Sections II and III: Health Service Staffing and Staff Qualifications

There is no school level data required for this section.

In this section, the lead school health coordinator will provide the number of nurses (measured by full-time equivalent or FTE) in this category that are employed in the **public and private, non-profit schools**. No school level data is required in this section. The lead school health coordinator will also provide the numbers of nursing support staff. In this section, the following definitions apply:

- *Nurse Leader:* The school nurse designated as the school nursing supervisor, head nurse, or nursing coordinator for the school district.
- *School Nurses:* RNs employed in schools that meet the qualifications of a school nurse pursuant to Section 10-212.
- *Nurse Practitioner:* a nurse employed by the school district that has an advanced degree (APRN) or is licensed as a nurse practitioner.
- *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.
- *One to One Nurse:* a nurse assigned to a specific student on a regular basis.
- *Contracted Nursing staff:* Nurses working in school buildings (not one-to-one nurses working with specific students). However, these nurses are not employed by the local school system but are contracted by the school from private nursing agencies.

Other questions in this section are self-explanatory.

District Level Information needed to complete this section:

- **Educational achievement of Registered Nurses (Highest level of educational attainment)**
- **Number of Registered Nurses that hold National Certification in school nursing.**
- **Number of Registered Nurses holding National Certification in any other nursing field.**
- **Qualifications of Nurse Leaders**
- **Specialists employed by the district such as a Nutritionist, Mental Health Consultant, Psychiatrist, Assistive Technology Specialist.**

Section IV: Student Health

For questions 1-30, each school nurse 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** as of February 1, 2010. Numbers for public or private, non-profit buildings should be recorded separately.

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 31-38, each school is asked to provide their responses to this question on the School Level Data Collection Form. The School Nurse 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. The School Nurse Coordinator/Supervisor will use school responses to inform the district level response. Descriptions of the interventions are provided on the individual school worksheet.

For questions 39-66, each school nurse will need to **provide the lead school health coordinator with the types of health care procedures performed in each public or private non-profit school building** as of February 1, 2010. Numbers for public or private, non-profit buildings should be recorded separately. The lead school health coordinator will then provide the types of procedures performed within the public schools in the left column and the types of procedures performed in the private, non-profit schools in the right column.

For question 67, each school is asked to provide their responses to this question on the School Level Data Collection Form. The School Nurse 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. The School Nurse Coordinator/Supervisor will use school responses to inform the district level response.

For questions 68-70, each school nurse will need to **provide the lead school health coordinator with the percent of students dismissed in each public or private non-profit school building** as of February 1, 2010. Numbers for public or private, non-profit buildings should be recorded separately. The School Nurse Supervisor/Coordinator will use their responses to provide a district level response for public schools in the left hand column and for private, non-profit schools in the right hand column.

For questions 71-73, each school nurse will need to **provide the lead school health coordinator with the percent of students dismissed to each location in each public or private non-profit school building** as of February 1, 2010. Numbers for public or private, non-profit buildings should be recorded separately. The School Nurse Supervisor/Coordinator will use their responses to provide a district level response for public schools in the left hand column and for private, non-profit schools in the right hand column.

For questions 74 and 75, each school nurse will need to **provide the lead school health coordinator with the number of students without health insurance and the number of 911 calls made in their public or private, non-profit school building** as of February 1, 2010. Numbers for public or private, non-profit buildings should be recorded separately.

The lead school health coordinator will then provide the total number of public school students without health insurance and the total number of 911 calls in the public schools in the left column and the total number of students for each question within the private, non-profit schools in the right column.

Question 76 is a ranking question. You will need to type a number from 1-4 in each box corresponding to the MOST frequent reason for a 911 call (1) to the LEAST frequent reason for a 911 call (4).

For question 77 each school nurse will need to **provide the lead school health coordinator with the number of students with life threatening food allergies requiring the administration of epinephrine in their public or private, non-profit school building** as of February 1, 2010. Numbers for public or private, non-profit buildings should be totaled together. The lead school health coordinator will then provide the total number of public AND private non-profit students requiring the administration of epinephrine within the district.

When entering data into the short answer section, please make sure to include summaries of school level responses as well as your own response.

The other questions in this section are self-explanatory.

District Level Information needed to complete this section:

- **School Level Data Collection forms from each school in the district.**

Section V: Health Coordination and Education

The School Level Data Collection form requests information from each school in many of these categories. This information is intended to serve as a GUIDE for the School Nurse Coordinator/Supervisor. The School Nurse Coordinator/Supervisor will use school responses to inform the district level response.

The majority of questions in this category are check boxes or yes/no questions and are self-explanatory.

The final section is demographics. The district information and code 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.

District Level Information needed to complete this section:

- **School Level Data Collection forms from each school in the district.**
- **DRG for your 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 Dr. Mhora Newsom-Stewart at stewart@educationconnection.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 Dr. Mhora Newsom-Stewart at stewart@educationconnection.org.

Thank you for your help!