



# **CODING SCHOOL HEALTH SERVICES**

## **Florida Department of Health School Health Program 2017–2018**

*The mission of the Florida Department of Health is to protect, promote and improve the health of all people in Florida through integrated state, county, and community efforts.*

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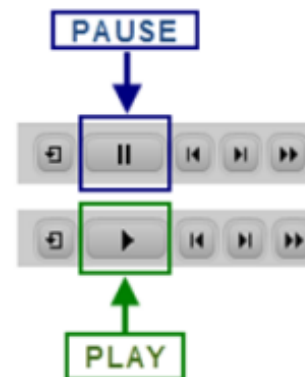
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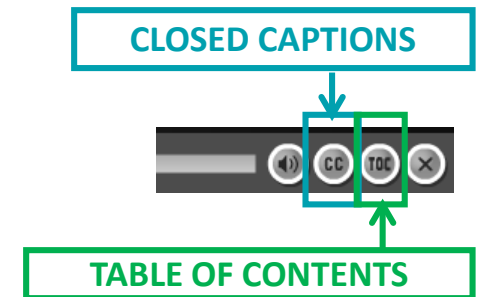
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# Objectives

- You will understand why we code school health services in the Department of Health (DOH) Health Management System (HMS).
- You will understand the characteristics and types of the school health data entered in HMS.
- You will understand data entry in HMS and the upload of data into Health Management Component (HMC) and the School Health Annual Reporting Portal (SHARP).
- You will understand School Health Program reporting time frames.
- You will understand the HMC service codes used to document school health services.
- You will understand the importance of frequently monitoring school health data in HMC.



# Sections of This Coding Training

- Section 1:** Why We Code School Health Services in the DOH Health Management System
- Section 2:** Characteristics of School Health Data
- Section 3:** Data Entry and Reporting Timelines and Websites for Monitoring School Health Data
- Section 4:** Documenting Screening Services with HMC Service Codes
- Section 5:** Documenting the Nursing Process with HMC Service Codes
- Section 6:** Service Codes for the Beginning of the School Year
- Section 7:** Commonly Used School Health Service Codes
- Section 8:** Health Education Codes
- Section 9:** Resources



## **Section 1**

# **Why We Code School Health Services in the DOH Health Management System**



# Why We Code School Health Services in HMS

- Data coded in HMS is a primary source of school health data.
- HMS provides a uniform set of county-level school health data that is continually maintained.
- School health data entered in HMS documents compliance with the program monitoring requirement in section 381.0056(3), Florida Statutes to ensure that Basic, Comprehensive and Full Service school health programs provide the services mandated by sections 381.0056, 381.0057 and 402.3026, Florida Statutes.
- School health data in HMS provides accountability to the Florida Legislature for the funds appropriated for school health services, including state general revenue and federal Title XXI funding.
- School health data in HMS is a tool for local monitoring and program planning.





# Section 381.0056(3), Florida Statutes

- Section 381.0056(3), Florida Statutes provides the basis for state and local school health program supervision and monitoring:
  - ***“The Department of Health shall have the responsibility, in cooperation with the Department of Education, to supervise the administration of the school health services program and perform periodic program reviews.”***
- Supervision and monitoring helps to ensure that the services required by Florida laws and rules are provided in Florida schools.



# Section 1 Question

1. School health data entered in HMS is one of the main sources of information used at the state and local level to supervise and monitor school health programs.
  - a. True
  - b. False

**Answer: a. True**



## **Section 2**

# **Characteristics of School Health Data**



# School Health Data Is Group Data

- It is not reported at the individual student level.
- It is grouped and entered in HMS in batches for three reasons:
  1. Documenting school health services at the individual level would require electronic client service records (CSR) for each student receiving services.
  2. The school health client population is too large – student-specific data entry would create a large and costly workload.
  3. Grouping data protects the confidentiality of student health information subject to the confidentiality restrictions of the Family Educational Rights and Privacy Act (FERPA).



# Employee Activity Record

- Since school health services data is grouped and not recorded by individual student, much of it is entered in the Employee Activity Record (EAR) in HMS, not in a Client Service Record (CSR). Both sections of the EAR screen are used to code school health services:
  - Activity and Time Reporting by Program Component section
  - Group Coded Activities by Program Component section

**Employee Activity Record**

Monday, June 1, 2015

WURSTER, LESLIE X PSN : 222442

Default Site# : Hours : 8 Days : SMTWTFs

☐ Mark all lines for deletion

**Activity and Time Reporting by Program Component**

Del	Site#	PC	Code	#Service	#FTTY	Loc	Time	Cmts	Clr
								C	<input type="checkbox"/>
								C	<input type="checkbox"/>
								C	<input type="checkbox"/>

Total Time Hours : 0 Mins : 0 Time Completed : ☐

**Group Coded Activities by Program Component**

Del	Site#	PC	Service	Age	Race	Gender	Ethnicity	#Srv	#FTTY	#Res	#OC	Loc	Clr
													<input type="checkbox"/>
													<input type="checkbox"/>
													<input type="checkbox"/>

**Audit History**

This Data Has Not Been Reviewed By The Employee

This Data Has Not Been Reviewed By The Supervisor



# What Information is Needed to Code School Health Services in the EAR?

1. Position Number
2. Service Date
3. Site Number
4. Program Component Number
5. Service Code
6. Number of Services
7. Grade Level
8. Number of First-Time-This-Year (FTTY) Services
9. Number of Results
10. Number of Outcomes
11. Location Code

**Employee Activity Record**

Monday, April 22, 2013 [Print Form Option](#)

TRAINING, EAR EMPLOYEE T PSN : 987654 [Emp Preference](#)

Default Site# : 123005 Hours : 8 Days : SMTWTFs

☐ Mark all lines for deletion

**Activity and Time Reporting by Program Component** [Repeat Line](#)

Del	Site#	PC	Code	#Service	#FTTY	Loc	Time	Cmts	Clr
	123005	03						C	<input type="checkbox"/>
	123005	03						C	<input type="checkbox"/>
	123005	03						C	<input type="checkbox"/>
Total Time		Hours :	0	Mins :	0	Time Completed :		<input type="checkbox"/>	

**Group Coded Activities by Program Component** [Filter View](#) [Rept Line](#)

Del	Site#	PC	Service	Age	Race	Gender	Ethnicity	#Srv	#FTTY	#Res	#OC	Loc	Clr
	123005	03											<input type="checkbox"/>
	123005	03											<input type="checkbox"/>
	123005	03											<input type="checkbox"/>

**Audit History**

This Data Has Not Been Reviewed By The Employee

This Data Has Not Been Reviewed By The Supervisor

**Callouts:**

- Employee Information section
- Activity and Time Reporting by Program Component section
- Group Coded Activities by Program Component section



# Position Number

- Data entered for local DOH employees, contracted providers or partner providers of school health services are entered in HMS using a 6-digit position number.
- Position numbers for non-DOH providers use a letter prefix that identifies their provider type in HMS:

## **PROVIDER TYPE:**

## **POSITION # STARTS WITH:**

Local DOH Employee

No Prefix

Contract

A

Federal

C

School Personnel

D

Other County Personnel

E

Volunteer

F

Student

S

Other

Z



# Site Number

- A site number is necessary to enter data in HMS.
- The site number is a 6-digit number also known as the District Area Unit (DAU) number.
- School health programs use the following types of DAU numbers:
  - Comprehensive School DAU numbers
  - Full Service School DAU numbers
  - Basic School DAU numbers
- Basic DAU numbers are those that are not assigned as DAU type “Comprehensive School” or “Full Service School”. For example:

DAU Number	Unit Name	DAU Type
030137	SUWANNEE BRANFORD ELEMENTARY SCHOOL- <b>BASIC</b>	CHD Clinic
030138	SUWANNEE PRIMARY SCHOOL- <b>COMPREHENSIVE</b>	Comprehensive School
030614	SUWANNEE MIDDLE SCHOOL- <b>FULL SERVICE</b>	Full Service School





# Site Number Continued...

- The use of DAU numbers allows HMC data to be separated into reports for each school health program.
- One DAU number may be used for all Comprehensive schools and one DAU number may be used for all Full Service schools.
- Using school-specific Comprehensive and Full Service DAU numbers is optional.
- Some local programs use school-specific DAU numbers for supervision purposes.
- The DAU types typically used for Basic schools are CHD Program Area, CHD Clinic, or any other type that is not Comprehensive or Full Service.
- Local DOH school health staff can check their DAU numbers at: <http://hpe00ws/Codetables/DAU/DAU.aspx>



# Program Component Number

- Department of Health programs authorized and funded by Florida Legislature have Program Component (PC) numbers in HMS.
- The PC number for the School Health Program is 34.
- Only time and services that are provided for the School Health Program should be coded to PC 34.
- Exceptions to this coding limitation are services provided by the Sexual Risk Avoidance Program, which are coded to PC 34 using Sub-Program Component Number S2.



# Health Management Component (HMC) Service Codes

- HMC service codes are 4-digit numbers that represent an individual health service activity, health education activity, or category of service time.
- Universal Codes are service codes that all Department of Health programs can use.
- Some time codes are only for coding time and some are for coding services, FTTYs and time. Examples are service codes 8020 Education Class and 7500 Community Presentation.
- School Health Codes are service codes that can only be used by persons working in the school health program or entering data for the school health program.



# Service Field

- School health services are entered in the service field in both the Activity and Time Reporting by PC and Group Coded Activities by PC section of the EAR module depending on the service code:
  1. Top section of the EAR screen - Activity and Time Reporting by PC:
    - Allows 3 digits (up to 999) in the service field.
  2. Bottom section of the EAR screen - Group Coded Activities by PC:
    - Allows 3 digits in the service field, but can be increased to 5 digits by using the MAX NUM button.

# Age Field

- Instead of coding by age level, school health programs code two digit grade level codes in the age field.
- The School Health Program Office only requires grade level coding for screening codes.
- School health screening data will not appear in the mandated screening reports unless it is coded by grade level to PC 34.
- Screenings for private school students should be coded to ZZ Ungraded so that they do not inflate the percent screened in the mandated screening reports.

Grade Level	Code	Field	Grade Level	Code	Field
Pre-Kindergarten	PK	AGE	7 <sup>th</sup> Grade	M7	AGE
Kindergarten	KG	AGE	8 <sup>th</sup> Grade	M8	AGE
1 <sup>st</sup> Grade	E1	AGE	9 <sup>th</sup> Grade	H9	AGE
2 <sup>nd</sup> Grade	E2	AGE	10 <sup>th</sup> Grade	H0	AGE
3 <sup>rd</sup> Grade	E3	AGE	11 <sup>th</sup> Grade	H1	AGE
4 <sup>th</sup> Grade	E4	AGE	12 <sup>th</sup> Grade	H2	AGE
5 <sup>th</sup> Grade	E5	AGE	Ungraded	ZZ	AGE
6 <sup>th</sup> Grade	M6	AGE			



# First-Time-This-Year (FTTY) Field

- The primary use of the FTTY field is to code a specific service provided to a student for the first time in the state fiscal year (July 1–June 30).
- When coding vision, hearing or scoliosis screenings, **FTTYs are used to represent only the initial screenings** and are used to calculate the **% of students screened** in the grade levels required by Florida Administrative Code Rule 64F-6.003 and the Schedule C Scope of Work.
- When coding health education classes or other group activities, the number of FTTYs represents the number of participants in the activity, while the number of services represents the number of classes or activities.



# Results Field

- Abnormal screening results are coded to the results field when it is confirmed that the student needs a referral for further evaluation, treatment or correction.
- Referral for an abnormal result must be followed up until confirmation that the student received needed services, has withdrawn from school, or there is parental non-response or refusal to seek needed services for their child.
- The RN should use professional judgement in following up on parental refusal to act on referrals that pose a potentially serious health threat or barrier to learning. Refer to school district policy on abuse/neglect reporting and the *Child Abuse Prevention Sourcebook for Florida School Personnel*:

<http://sss.usf.edu/resources/format/pdf/chiabuse2015.pdf>



# Outcome Field

- Completed screening referral outcomes are coded to the outcome field when it is confirmed that a student has received additional evaluation, treatment or correction.
- A completed outcome documents that the student received services from a licensed medical provider.
- In the case of obese or underweight body mass index referrals, services from a licensed nutritionist may be counted as a completed outcome.
- Sending screening results with health information or literature to parents is not a completed outcome.

**Note:** Local DOH school health programs that contract Schedule C funds code to the outcome field of service code 0598 to document the number of student Emergency Information Forms received.





# Service Time

- Only local Department of Health (DOH) staff code time in HMS. Time should not be entered under school district or community partner pseudo-employee numbers.
- Code time in the Activity and Time Reporting by Program Component section of the Employee Activity Report screen, using time codes such as:
  - Direct Service-0000
  - Case Management-9010
  - In-Service/Professional Development/Management Training-8070
  - Health Education Support-9040
  - General Support-9080
  - Leave Time-9096
  - Health Education codes 8010, 8020, 8021, 8040
  - Other service codes that permit time coding



# Location Code

- The last field to complete in a line of data entry is the Location Code. These codes describe the place of service:

▪ CHD Office	31
▪ CHD Clinic	39
▪ Private Premise	84
▪ School (Public or Private)	92
▪ Other	98



# MAX NUM Button to Add Digits

- At the bottom of the HMS EARS screen in the section called Group Coded Activities by Program Component:
  - Click the MAX NUM button to increase the number of digits that you may enter from three (3) to five (5).
  - This allows you to enter larger numbers of services and FTTYs on one line of data entry.
  - The MAX NUM button is especially useful when coding large numbers of screening services.

Group Coded Activities by Program Component

[Max Num](#) [Rept Line](#)

Del	Site#	PC	Service	Age	Race	Gender	Ethnicity	#Srv	#FTTY	#Res	#OC	Loc	Clr
	123005	23											<input type="checkbox"/>
	123005	23											<input type="checkbox"/>
	123005	23											<input type="checkbox"/>



## Section 2 Questions

1. The percentage of students screened for vision, hearing and scoliosis is calculated using which of the following?
  - a. The number of initial screenings coded to the FTTY field
  - b. The number of results coded to the results field
  - c. The total number of screenings coded to the Service field

**Answer: a. The number of initial screenings coded to the FTTY field**

2. School health screenings do not have to be coded by grade level for them to count in the mandated screening reports.
  - a. True
  - b. False

**Answer: b. False**



# **Section 3**

## **Data Entry and Reporting Timelines**



# School Health Coding Time Frames

- The School Health Program operating year is the state fiscal year (FY) which starts on July 1 and ends on June 30.
- Enter school health services data for a FY with service dates between July 1 and June 30 of that FY so that the services are included in the Health Management Component (HMC) data for that FY.
- End-of-year data, including completed screening outcomes must be entered within 45 days after June 30 or earlier, using a service date of June 30 or before.
- End-of-year corrections to school health data must be done within 45 days after June 30 or earlier. Corrections take longer to upload in the HMC database than regular data entry.
- Work with your HMS Administrator to ensure that corrections reflect in HMC before the end of the 45 day period after June 30.



# Data Submission and Data Entry Schedule

Guidelines for Submitting and Entering Aggregate School Health Services Data into HMS					
School Health Service Provider	6 Digit Position Number (per DHP 50-20)	Data Submission to CHD	Enter By	Service Date	End-of-Year Additions and/or Corrections
<b>County Health Department (CHD)</b>	6 digit CHD employee position number	Weekly, as per DHP 50-20	Within seven (7) days of the date of service, as per DHP 50-20	Actual date of service except for end-of-year additions and/or corrections.	Must be entered in HMS by no later than August 15th, with a service date on or before June 30.
<b>Contracted Provider (School District or Other)*</b>	6 digit pseudo employee number starting with a "A"	No less than monthly, within 15 days of the end of each month.	Within seven (7) days of the date of receipt.	Within seven (7) days of the date of receipt, except for end-of-year additions and/or corrections.	Must be entered in HMS by no later than August 15th, with a service date on or before June 30.
<b>School District (Not Contracted)*</b>	Six-digit pseudo employee number starting with a "D"	No less than quarterly, within 15 days of the end of the quarter, for each quarter in the fiscal year (July 1 – June 30)	Within seven (7) days of the date of receipt.	Within seven (7) days of the date of receipt, except for end-of-year additions and/or corrections.	Must be entered in HMS by no later than August 15th, with a service date on or before June 30.
<b>Public/Private Partner (Not Contracted)*</b>	6 digit pseudo employee number starting with a "Z"	No less than quarterly, within 15 days of the end of the quarter, for each quarter in the fiscal year (July 1 – June 30)	Within seven (7) days of the date of receipt.	Within seven (7) days of the date of receipt, except for end-of-year additions and/or corrections.	Must be entered in HMS by no later than August 15th, with a service date on or before June 30.
<b>Volunteer*</b>	6 digit pseudo employee number starting with a "F"	No less than quarterly, within 15 days of the end of the quarter, for each quarter in the fiscal year (July 1 – June 30)	Within seven (7) days of the date of receipt.	Within seven (7) days of the date of receipt, except for end-of-year additions and/or corrections.	Must be entered in HMS by no later than August 15th, with a service date on or before June 30.



# Deadlines for Scope of Work Screening Performance Measures

Service	Perform Initial Screenings By:	Receive Data By No Later Than:	Enter Data By No Later Than:	Use Service Date Between:	Performance Report Run By:
<b>Screen 45% of Students in Grades K,1,3,6 for Vision</b>	December 31	January 15	January 22	July 1 - December 31	Monday after January 22
<b>Screen 95% of Students in Grades K,1,3,6 for Vision</b>	March 31	April 14	April 22	July 1 - March 31	Monday after April 22
<b>Screen 45% of Students in Grades K,1 &amp; 6 for Hearing</b>	December 31	January 15	January 22	July 1 - December 31	Monday after January 22
<b>Screen 95% of Students in Grades K,1 &amp; 6 for Hearing</b>	March 31	April 14	April 22	July 1 - March 31	Monday after April 22
<b>Screen 45% of Students in Grade 6 for Scoliosis</b>	December 31	January 15	January 22	July 1 - December 31	Monday after January 22
<b>Screen 95% of Students in Grade 6 for Scoliosis</b>	March 31	April 14	April 22	July 1 - March 31	Monday after April 22
<b>Screen 45% of Students in Grades 1,3,6 for Growth &amp; Development with BMI</b>	December 31	January 15	January 22	July 1 - December 31	Monday after January 22
<b>Screen 95% of Students in Grades 1,3,6 for Growth &amp; Development with BMI</b>	March 31	April 14	April 22	July 1 - March 31	Monday after April 22

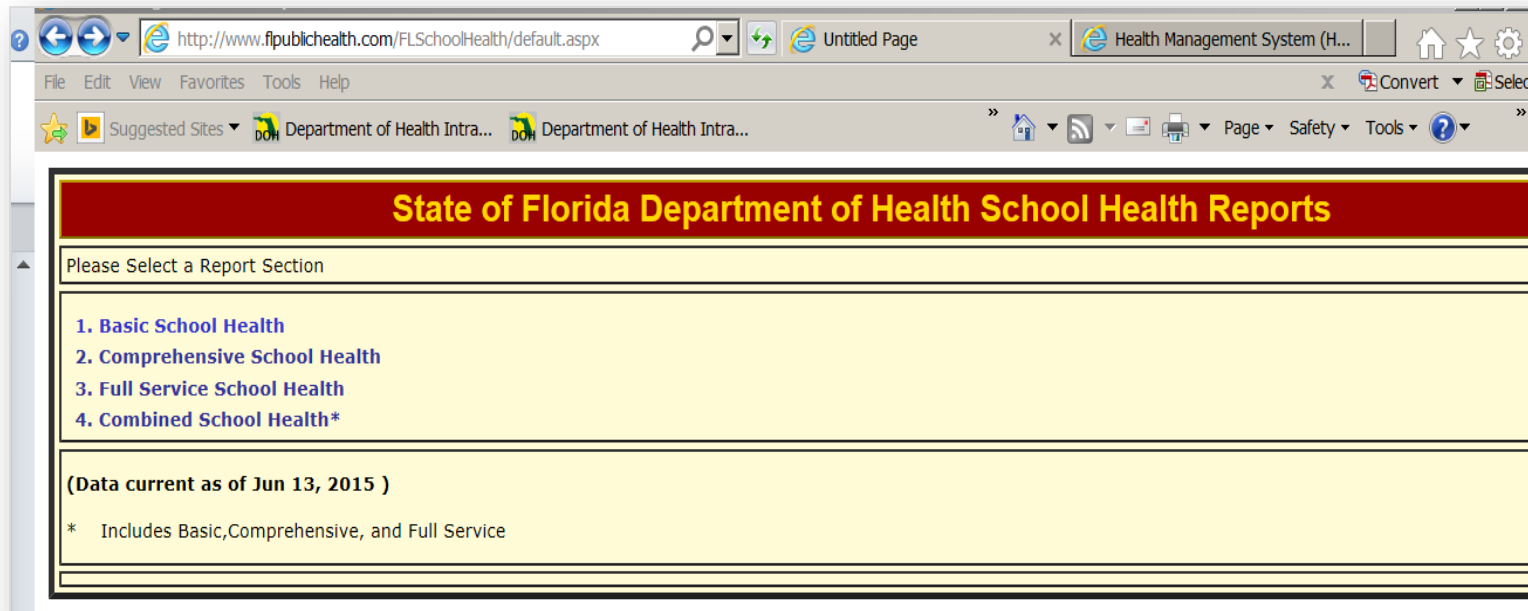




# When Is County Data Viewable in HMC?

- Data that you enter in HMS during the week by 5 p.m. Friday can be viewed in HMC on Monday of the following week. You may review your data online at:

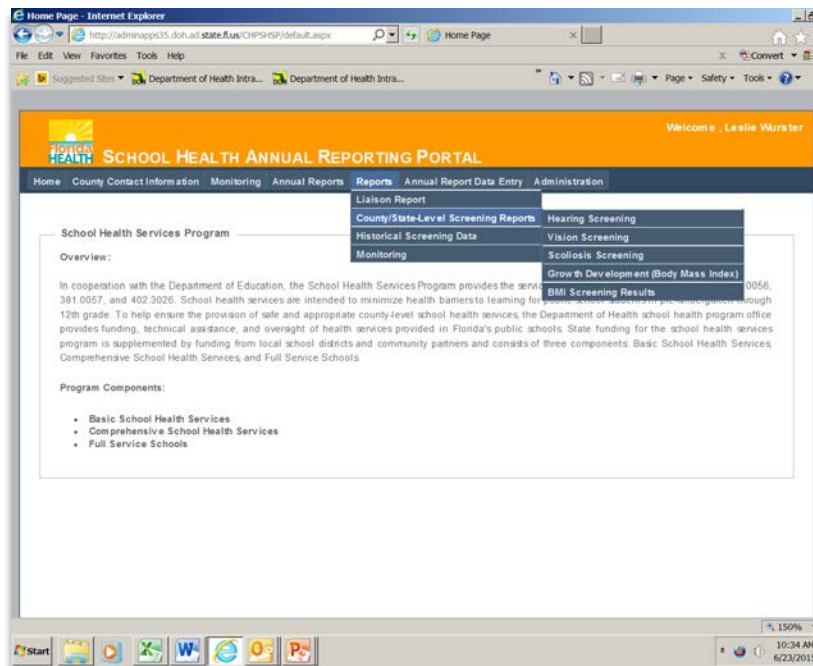
<http://www.flpublichealth.com/FLSchoolHealth/default.aspx>





# When Is County Screening Data Viewable in the School Health Annual Reporting Portal (SHARP)?

- Screening data that the local DOH enters in HMS by 5 p.m. Friday, can be viewed in SHARP on Monday afternoon of the following week.
- Local DOH authorized users may review screening data online at:  
<http://adminapps35.doh.ad.state.fl.us/CHPSHSP/default.aspx>





## Section 3 Questions

1. To comply with the Schedule C Scope of Work, 45% and 95% of initial screenings for vision, hearing, scoliosis, growth & development with body mass index (BMI) must be:
  - a. Performed and entered in HMS no later than close of business on the Monday following January 22 and April 22, respectively.
  - b. Performed and entered in HMS no later than close of business on January 22 and April 22, respectively.

**Answer: b. Performed and entered in HMS no later than close of business on January 22 and April 22, respectively.**

2. School health data may be viewed in HMC and SHARP immediately after data entry:
  - a. True
  - b. False

**Answer: b. False**



# **Section 4**

## **Documenting Screening Services with HMC Service Codes**



# Service Codes for Screenings Mandated by Florida Administrative Code Rule 64F-6.003

- The following are the service codes for initial screenings, re-screenings, screening results, and completed referral outcomes:
  - Vision Screening 0510
  - Hearing Screening 0515
  - Scoliosis Screening 0561
  - Height/Weight Graph (for measurements only) 0520
  - Growth & Development with BMI-Healthy Weight 0521
  - Growth & Development with BMI-Underweight 0522
  - Growth & Development with BMI-Overweight 0523
  - Growth & Development with BMI-Obese 0524



# Vision Screening:

## Service Codes 0510, 0610 and 9510

- Vision screening is required for students in grades K, 1, 3 and 6 and new students entering a Florida school for the first time in grades K through 5.
- Use service code 0510 to document vision screening when vision screening is the only service being provided.
- When vision screening is done as part of a nursing assessment, code only to 5000 Nursing Assessment and Counseling.
- When vision screening is done to determine eligibility for Exceptional Student Education (ESE) programs, code only to 5052 Staffing and Screening for Exceptional Students for the initial screening and 0510 for rescreening.



# Documenting the Vision Screening Process

Employee Activity Report (EAR) Screen - Group Coded Activities by Program Component ☐

Vision Screening, Referral and Follow-Up	Service Date	Site#	PC	Service Code	Age	Race	Gender	Ethnicity	#Srv	#FTTY	#Res	#OC	Loc
Initial Screenings	9/1/2015	123456	34	0510	KG				100	100	0	0	92
Opted-Out/ Unscreenable/ In Treatment	9/1/2015	123456	34	0610	KG				0	5	0	0	92
Re-screenings and Results	9/15/2015	123456	34	0510	KG				10	0	8	0	92
Completed Outcomes	11/15/2015	123456	34	0510	KG				0	0	0	6	92



# Hearing Screening:

## Service Codes 0515, 0615 and 9515

- Hearing screening is required for students in grades K, 1 and 6 and new students entering a Florida school for the first time in grades K through 5.
- Use service code 0515 to document hearing screening when hearing screening is the only service being provided.
- When hearing screening is done as part of a nursing assessment, code only to 5000 Nursing Assessment and Counseling.
- When hearing screening is done to determine eligibility for Exceptional Student Education (ESE) programs, code only to 5052 Staffing and Screening for Exceptional Students for the initial screening and 0515 for rescreening.





# Documenting the Hearing Screening Process

Employee Activity Report (EAR) Screen - Group Coded Activities by Program Component

Hearing Screening, Referral and Follow-Up	Service Date	Site#	PC	Service Code	Age	Race	Gender	Ethnicity	#Srv	#FTTY	#Res	#OC	Loc
Initial Screenings	9/1/2015	123456	34	0515	KG				100	100	0	0	92
Opted-Out/ Unscreenable/ In Treatment	9/1/2015	123456	34	0615	KG				0	5	0	0	92
Re-screenings and Results	9/15/2015	123456	34	0515	KG				10	0	8	0	92
Completed Outcomes	11/15/2015	123456	34	0515	KG				0	0	0	6	92
Parental Non- Response/ Refusal/ Withdrawn	5/15/2016	123456	34	9515	KG				2	0	0	0	92



# **Scoliosis Screening:**

## **Service Codes 0561, 0661 and 9561**

- Scoliosis screening is required for students in grade 6.
- Use service code 0561 to document scoliosis screening when scoliosis screening is the only service being provided.
- When scoliosis screening is done as part of a nursing assessment, code to 5000 Nursing Assessment and Counseling.



# Documenting the Scoliosis Screening Process

## Employee Activity Report (EAR) Screen - Group Coded Activities by Program Component

Scoliosis Screening, Referral and Follow-Up	Service Date	Site#	PC	Service Code	Age	Race	Gender	Ethnicity	#Srv	#FTTY	#Res	#OC	Loc
Initial Screenings	9/1/2015	123456	34	0561	KG				100	100	0	0	92
Opted-Out/ Unscreenable/ In Treatment	9/1/2015	123456	34	0661	KG				0	5	0	0	92
Re-screenings and Results	9/15/2015	123456	34	0561	KG				10	0	8	0	92
Completed Outcomes	11/15/2015	123456	34	0561	KG				0	0	0	6	92
Parental Non- Response/ Refusal/ Withdrawn	5/15/2016	123456	34	9561	KG				2	0	0	0	92



# Documenting Growth & Development Screening with Body Mass Index (BMI)

- The following codes are used to document growth and development screening with body mass index (BMI):
  - **0520** Height/Weight Measurement
  - **0521** Growth & Development Screening with BMI Healthy Weight
  - **0522** Growth & Development Screening with BMI Underweight
  - **0523** Growth & Development Screening with BMI Overweight
  - **0524** Growth & Development Screening with BMI Obese
  - **0621** Growth & Development Screening with BMI: Student Opted Out/Unscreenable/In Treatment
  - **5000** Nursing Assessment and Counseling
  - **5054** Healthy Lifestyle Intervention
  - **9522** Body Mass Index Underweight Referral: Parents/Guardian Non-Response or Refusal to Follow-Up/Student Withdrawn from School
  - **9524** Body Mass Index Obese Referral: Parents/Guardian Non-Response or Refusal to Follow-Up/Student Withdrawn from School



# Documenting Growth & Development Screening with BMI Continued...

- Growth & Development Screening with BMI is required for students in grades 1, 3 and 6 and is a multistep process.
  - **Step 1: Code height/weight measurement of students as Services and FTTYs to service code 0520.** To complete the Growth & Development screening, you must calculate BMI percentiles and code to four BMI results codes.
  - **Step 2: Calculate each student's BMI percentile using their height, weight, birthdate and gender.** If your school clinics do not have a software program that will calculate BMI percentiles, you can use the Centers for Disease Control and Prevention's Children's BMI Group Calculator: [http://www.cdc.gov/healthyweight/assessing/bmi/childrens\\_bmi/tool\\_for\\_schools.html](http://www.cdc.gov/healthyweight/assessing/bmi/childrens_bmi/tool_for_schools.html)

# Documenting Growth & Development Screening with BMI Continued...

- **Step 3: Group the students' BMI percentiles according into the four BMI ranges:**

HMC Service Code	Growth & Development Screening	Range
0521	Growth & Development Screening: BMI Healthy Weight Results	( $\geq 5^{\text{th}}$ to $< 85^{\text{th}}$ percentile)
0522	Growth & Development Screening: BMI Underweight Results	(< $5^{\text{th}}$ percentile)
0523	Growth & Development Screening: BMI Overweight Results	( $\geq 85^{\text{th}}$ to $< 95^{\text{th}}$ percentile)
0524	Growth & Development Screening: BMI Obese Results	( $\geq 95^{\text{th}}$ percentile)

- **Step 4: Code the grouped BMI percentile results to the service field of the four codes shown in the above chart.**



# Documenting Growth & Development Screening with BMI Continued...

- **Step 5: Code the number of students in the categories below to the FTTY field of service code 0621:**
  - Students whose parents have opted them out of the growth and development with BMI screening.
  - Students who are unscreenable due to profound disability.
  - Students who are currently in treatment for a disease or condition that impacts weight.
- **Step 6: Determine which of the students in the Underweight range (service code 0522) and Obese range (service code 0524) you are planning to refer.**
  - Code those students that you refer for further evaluation by a physician or nutritionist to the results field of service codes 0522 and 0524.



# Documenting Growth & Development Screening with BMI Continued...

- **Step 7: Track each referred student.**
  - When confirmation is received that the parent obtained physician or nutritionist services for their child, code a completed outcome to the outcome field of service code 0522 or 0524 as appropriate.
- **Step 8: Follow-up with parent.**
  - If the parent is unable or refuses to take their child to a physician or nutritionist, the registered nurse (RN) may obtain their authorization to do a Healthy Lifestyle Intervention under service code 5054.
- **Step 9: When (and if) the student completes one of the components in the Healthy Lifestyle Intervention care plan, the RN can code a completed outcome to the outcome field of service code 5054.**
  - The completed outcomes coded to both 0524 and 5054 are added together to calculate the percent of completed outcomes under service code 0524.





# Documenting Growth & Development Screening with BMI Continued...

- **Step 10: At the end of the school year, determine the numbers of students for whom you could not obtain a completed outcome under 0522, 0524, or 5054 due to one of the following reasons:**
  - Parent/guardian non-response to three or more documented follow-up attempts to a BMI Obese referral.
  - Parent/guardian refusal to seek physician or nutritionist evaluation/treatment for their child for a BMI Obese referral.
  - Student withdrawn from school.
- Code these numbers to the service field of service codes 9522 (for underweight) or 9524 (for obese), as appropriate.



# Documenting the Growth and Development Screening Process

Employee Activity Report (EAR) Screen - Group Coded Activities by Program Component

Growth and Development Screening, Referral and Follow-Up	Service Date	Site#	PC	Service Code	Age	Race	Gender	Ethnicity	#Srv	#FTTY	#Res	#OC	Loc
Initial Height/Weights	9/1/15	123456	34	0520	E1				100	100	0	0	92
Opted-Out/Unscreenable/	9/1/15	123456	34	0621	E1				0	10	0	0	92
Healthy Weight Results	9/5/15	123456	34	0521	E1				63	0	0	0	92
Underweight Results and Referrals	9/5/15	123456	34	0522	E1				3	0	2	0	92
Overweight Results	9/5/15	123456	34	0523	E1				15	0	0	0	92
Obese Results and Referrals	9/5/15	123456	34	0524	E1				19	0	5	0	92
Underweight Outcomes	11/15/15	123456	34	0522	E1				0	0	0	1	92
Obese Outcomes	11/15/15	123456	34	0524	E1				0	0	0	3	92
Obesity Interventions & Outcomes	3/15/16	123456	34	5054	E1				49	2		1	92
Underweight: Parental Non-Response/Refusal/Withdrawn	5/15/16	123456	34	9522	E1				1	0	0	0	92
Obese: Parental Non-Response/Refusal/Withdrawn	5/15/16	123456	34	9524	E1				1	0	0	0	92



# Opted Out, Unscreenable or In-Treatment

## Vision 0610      Hearing 0615      Scoliosis 0661

### Growth & Development with BMI 0621

- The above codes are used to account for students that are not screened due to the following:
  - The parent/guardian requests in writing that their child not be screened.
  - The student cannot be screened due to profound disability or illness.
  - The student is currently in treatment for a condition related to the screening.
  - The numbers coded to the above codes are deducted from the student population prior to calculating the percent screened.

Employee Activity Report (EAR) Screen - Group Coded Activities by Program Component ☐

Growth & Development with BMI	Service Date	Site#	PC	Service Code	Age	Race	Gender	Ethnicity	#Srv	#FTTY	#Res	#OC	Loc
Healthy Weight	10/15/2015	123456	34	0521	E3				65	0	0	0	92
Underweight	10/15/2015	123456	34	0522	E3				3	0	0	0	92
Overweight	10/15/2015	123456	34	0523	E3				14	0	0	0	92
Obese	10/15/2015	123456	34	0524	E3				18	0	0	0	92
Opted-Out, Unscreenable, In Treatment	10/15/2015	123456	34	0621	E3				0	25	0	0	92



# Parent Guardian Non-Response, Refusal, Student Withdrawn from School

## Vision 9510, Hearing 9515, Scoliosis 9561, Growth & Development with BMI 9522 & 9524

- The above codes are used when you are unable to obtain a completed screening referral outcome because of any one of the following:
  - The parent or guardian does not respond to three or more documented follow-up attempts on a referral.
  - The parent or guardian refuses to obtain additional medical evaluation and/or treatment/correction for their child.
  - The student withdraws from school.
- Example: # completed outcomes coded to 0510 + # of services coded to 9510 = # of abnormal results coded to 0510.

**Employee Activity Report (EAR) Screen - Group Coded Activities by Program Component** ☐

Parent Non-Response, Refusal, Student	Service Date	Site#	PC	Service Code	Age	Race	Gender	Ethnicity	#Srv	#FTTY	#Res	#OC	Loc
Referrals	9/1/2015	123456	34	0510	E1				0	0	100	0	92
Completed Outcomes	11/15/2015	123456	34	0510	E1				0	0	0	75	92
Non-Response, Refusal, Withdrawn	5/31/2016	123456	34	9510	E1				25	0	0	0	92



# Pediculosis (Head Lice/Nits) or Scabies Screening 0571

- Each time you screen a student for pediculosis or scabies, code a service to service code 0571.
- It is not necessary to code FTTYs, results, or outcomes to service code 0571 unless the local school health program requires it.
- Always document the performance of pediculosis or scabies screening in the clinic log and the student's individualized health record or treatment log.

Employee Activity Report (EAR) Screen - Group Coded Activities by Program Component ☐

Pediculosis or Scabies Screening	Service Date	Site#	PC	Service Code	Age	Race	Gender	Ethnicity	#Srv	#FTTY	#Res	#OC	Loc
	9/1/2015	123456	34	0571					4	0	0	0	92



# Hypertension Screening 0505

- Hypertension screening is a procedure that is performed by the RN or is delegated by the RN after documented child-specific training is provided to a UAP and/or school staff person.
- Always document the performance of hypertension screening in the clinic log and the student's individualized health record or treatment log.
- Each time you perform a hypertension screening, code a service to service code 0505.
- It is necessary to code Hypertension Screening Services to 0505 by grade level.

Employee Activity Report (EAR) Screen - Group Coded Activities by Program Component

Hypertension Screening				Service									
	Service Date	Site#	PC	Code	Age	Race	Gender	Ethnicity	#Srv	#FTTY	#Res	#OC	Loc
	9/1/2015	123456	34	0505	M7				1				92
	9/1/2015	123456	34	0505	M8				1				92



## Section 4 Questions

1. To complete coding for Growth & Development Screening with BMI, you must:
  - a. Perform height/weight measurements and code services and FTTYs to service code 0520.
  - b. Perform height/weight measurements and code services and FTTYs to service code 0520; calculate BMI percentiles using age, gender, height and weight; and code the number of students in each percentile to service codes 0521, 0522, 0523 and 0524.

**Answer: b. Perform height/weight measurements and code Services and FTTYs to service code 0520; calculate BMI percentiles using age, gender, height and weight; and code the percentiles to service codes 0521, 0522, 0523 and 0524.**

2. School health data may be viewed in HMC and SHARP immediately after data entry:
  - a. True
  - b. False

**Answer: b. False**



## **Section 5**

# **Documenting the Nursing Process with HMC Service Codes**

***Includes License/Certificate-Specific Service Codes  
Used by Staff to Whom the Registered Nurse  
Delegates***





# Documenting the Nursing Process with HMC Service Codes

- Registered school nurses (RN) work in an unsupervised setting while on school campuses.
- Many RNs also delegate services to licensed practical nurses (LPN) and unlicensed assistive personnel (UAP) who work under the license of the RN.
- In addition to maintaining a clinic log and student-specific health records, coding school nursing services provided in HMS is also important. The following codes specific to the RN and the staff that they delegate to are:
  - 5000 Nursing Assessment and Counseling
  - 5053 Student Health Care Plan Development
  - 8080 Child-Specific Training
  - 4050 Licensed Practical Nurse Service
  - 4000 Paraprofessional Response to a Student's Physical Complaints
  - 5054 Healthy Lifestyle Intervention



# Nursing Assessment and Counseling 5000

- This code is used exclusively by the registered nurse (RN) or advanced registered nurse practitioner (ARNP) to document initial and ongoing assessment of a student's health and/or situation through the collection of comprehensive data (health status, risks, concerns, and strengths) pertinent to the student's health and/or situation.
- Nursing assessment is part of the nursing process and is the basis for nursing diagnosis and individualized healthcare plan development.
- The School Health Program does not require that you code FTTYs to service code 5000. Since the FTTY field is required for this code, code 0 to the FTTY field to proceed with the entry.

Employee Activity Report (EAR) Screen - Group Coded Activities by Program Component ☐

Nursing Assessment and Counseling	Service Date	Site#	PC	Service Code	Age	Race	Gender	Ethnicity	#Srv	#FTTY	#Res	#OC	Loc
	9/1/2015	123456	34	5000					1	0			92



# Student Health Care Plan Development 5053

- This code is used exclusively by the RN or ARNP. Individualized healthcare plan (IHP) development, review, or revision by an RN for students with chronic or acute health problems includes the following components:
  - Assessment
  - Outcome Identification
  - Implementation
  - Nursing Diagnosis
  - Intervention Planning
  - Evaluation
- The IHP is utilized for students with Individualized Education Plans, 504 Plans and students with health conditions requiring daily or emergency medications, procedures or monitoring while at school.
- Florida Administrative Code Rules 6A-6.0251, 6A-6.0252, and 6A-6.0253 require IHPs for anaphylaxis, diabetes, and pancreatic insufficiency.

Employee Activity Report (EAR) Screen - Group Coded Activities by Program Component

Student Health Care Plan Development	Service Date	Site#	PC	Service Code	Age	Race	Gender	Ethnicity	#Srv	#FTTY	#Res	#OC	Loc
	9/1/2015	123456	34	5053					1	1			92



# Child-Specific Training 8080

- This code is used exclusively by the RN, ARNP, or other authorized health professional to document training of UAPs and school staff in the provision of child-specific health related services, such as medication assistance or medical procedures, pursuant to section 1006.062, Florida Statutes.
- The RN must provide child-specific training to the UAPs and school staff to whom she/he is delegating the health services be performed under her/his license.
- Since child-specific training is considered a health education class, the class session is coded to the service field and the number of participants (clinic health technician, teacher) being trained is coded to the FTTY field.

Employee Activity Report (EAR) Screen - Group Coded Activities by Program Component ☐

Child-Specific Training	Service Date	Site#	PC	Service Code	Age	Race	Gender	Ethnicity	#Srv	#FTTY	#Res	#OC	Loc
	9/1/2015	123456	34	8080					1	5			92



# Licensed Practical Nurse (LPN) Service 4050

- This code is used exclusively by the LPN to document the performance of selected acts within the scope of practice as outlined by the Florida Nurse Practice Act. (See section 464.003(19), Florida Statutes)
- This includes the administration of treatments and medications, care of student health complaints, wellness promotion, maintenance of health, and the prevention of illness under the direction of a licensed RN, physician, osteopathic physician, podiatric physician or dentist.
- Since there are codes for services such as Medication Administration (5030), First Aid (5031), Complex Medical Procedure (5032), the LPN service code is used to document services for which there are no service codes and for supplemental activities related to another coded activity (i.e. complex medical procedure).
- An example would be monitoring a student after administering epinephrine until emergency medical services arrives.

**Employee Activity Report (EAR) Screen - Group Coded Activities by Program Component** ☐

Licensed Practical Nurse Service	Service Date	Site#	PC	Service Code	Age	Race	Gender	Ethnicity	#Srv	#FTTY	#Res	#OC	Loc
	9/1/2015	123456	34	4050					20				92



# Paraprofessional Response to a Student's Physical Complaints 4000

- Service code 4000 is used exclusively by unlicensed assistive personnel (UAP) to document the performance of paraprofessional responsibilities delegated by an RN as defined by sections 1006.062 and 464.003, Florida Statutes and Florida Administrative Code Rule 64B9-14.001.
- After providing general and child-specific training to the UAP, the RN delegates health care activities, such as screening and evaluation in response to a student's physical complaints through observation of visible signs of illness, asking the student questions, responding to the health complaint based on protocols, procedures and care plans developed by the RN.
- Since there are service codes for Medication Administration (5030), First Aid (5031), Complex Medical Procedure (5032), and others; 4000 is used to document services for which there are no codes and for supplemental activities related to another coded activity. An example would be monitoring a student after administration of glucagon, epinephrine or CPR until a parent or emergency medical services arrives.

Employee Activity Report (EAR) Screen - Group Coded Activities by Program Component ☐

Paraprofessional Response to a Student's Physical Complaints	Service Date	Site#	PC	Service Code	Age	Race	Gender	Ethnicity	#Srv	#FTTY	#Res	#OC	Loc
	9/1/2015	123456	34	4000					20				92



# Paraprofessional Encounter 6500

- In the School Health Program, service code 6500 is used to document an independent encounter by a trained paraprofessional (UAP) to verify that the student/family have taken proper action with regard to the student's health problem.
- The paraprofessional encounter may be provided at the local Department of Health (main or satellite clinic) or in the student's family residence. The UAP uses service code 6500 when the paraprofessional is the only service provider for the visit. It is not used when a nursing assessment or medical management is the primary service and is coded by a licensed health care provider.

**Activity and Time Reporting by Program Component**

Paraprofessional Encounter	Service Date	Site#	PC	Service Code	#Srv	#FTTY	Loc	Time
	11/15/2015	123456	34	6500	1	0	84/39	120



# Healthy Lifestyle Intervention 5054

- This service code is used by the RN to document provision of or facilitation of direct services to a student at or above the 95<sup>th</sup> percentile. Healthy Lifestyle Interventions may be provided to students whose parents cannot or will not follow-up with a physician or nutritionist.
- After parental consent is obtained, the RN develops an IHP for a nursing diagnosis of Nutrition: More than Body Requirements, Imbalanced.
- The IHP will specify health counseling, health education and physical activities that promote a healthy lifestyle as determined by the RN.
- If the student, under the RN's guidance, achieves one of the IHP goals (i.e., five servings of fruits and vegetables, two hours or less of recreational screen time, one or more hours of physical activity or zero sweetened beverages a day), a completed outcome may be coded to service code 5054.
- Only code a completed outcome to service code 5054 if there was no completed outcome coded to service code 0524.

Employee Activity Report (EAR) Screen - Group Coded Activities by Program Component ☐

Obesity Intervention	Service Date	Site#	PC	Service Code	Age	Race	Gender	Ethnicity	#Srv	#FTTY	#Res	#OC	Loc
	9/1/2015	123456	34	5054	E1				6	1	0	1	92





## Section 5 Questions

1. These three service codes (5000 Nursing Assessment and Counseling, 5053 Student Health Care Plan Development, 8080 Child-Specific Training) are used by the registered school nurse (RN) to document the steps in the \_\_\_\_\_ of services to unlicensed assistive personnel and school staff who will work under the RNs license.
  - a. assignment
  - b. delegation

**Answer: b. delegation**

2. When the RN, LPN or UAP performs and codes a specific service (such as medication administration or first aid), they may also code to their license/certificate-specific service code to account for the service of monitoring the student (blood sugar, anaphylaxis, seizure) until stabilized or emergency medical services arrives. These service codes are: 5000 Nursing Assessment and Counseling, 4050 Licensed Practical Nurse Service, and 4000 Paraprofessional Response to a Student's Physical Complaints.
  - a. True
  - b. False

**Answer: a. True**



# **Section 6**

## **Service Codes for the Beginning of the School Year**



# Record Review 0598

- This code is used by RNs, LPNs, UAPs or health aides/technicians, and school staff to document the review of student health records, such as:
  - School physical (DH3040-CHP-07-2013) or equivalent
  - Florida certificate of immunization (DH 680)
  - Documentation of mandated screenings
  - Emergency health information forms
  - Physicians' orders
  - Medication authorizations
  - Medical management plans
  - Other health related student records
- The first time in a school year you review a student's health record, code a service and a FTTY. Only code services for additional record reviews.
- **Note:** *Local DOH school health programs that contract school health funds use the outcome field to code the number of emergency forms received and the results field to code the number of emergency forms not received.*

Employee Activity Report (EAR) Screen - Group Coded Activities by Program Component ☐

Record Review	Service Date	Site#	PC	Service Code	Age	Race	Gender	Ethnicity	#Srv	#FTTY	#Res	#OC	Loc
	9/1/2015	123456	34	0598	0				2000	1500	100	1400	92



# Immunization Follow-Up 5033

- This service code is used to document follow-up on the immunization status of new students, students entering K and 7th grade, and students in other grades to ensure compliance with section 1003.22, Florida Statutes and Florida Administrative Code Rule 64D-3.046.
- Verification of immunization status is done through review of Florida Certificates of Immunization Form DH 680 and electronically through the Florida SHOTS Registry: <https://www.flshots.com>.
- Follow-up with the parent/guardian and refer to the county health department or local health care provider for needed immunizations.
- Ensure that students not compliant for grade level have an unexpired temporary or permanent medical exemption, or religious exemption.
- Continue to follow-up until the student is in compliance.

Employee Activity Report (EAR) Screen - Group Coded Activities by Program Component ☐

Immunization Follow-Up	Service Date	Site#	PC	Service Code	Age	Race	Gender	Ethnicity	#Srv	#FTTY	#Res	#OC	Loc
	9/1/2015	123456	34	5033					10000	2500			92



## Section 6 Questions

1. Student health records (including emergency forms) should be reviewed no less than once per year. The first time in a school year that you review a student health record, code to service code 0598, Record Review, to the following fields:
  - a. Service field only
  - b. Service and FTTY fields
  - c. FTTY field only

**Answer: b. Service and FTTY fields**

2. Subsequent student health record reviews are only coded to the service field under service code 0598, Record Review.
  - a. True
  - b. False

**Answer: a. True**

3. Local DOH School Health Programs that contract Schedule C funds document the contracted providers reporting of emergency forms received to the outcome field and emergency forms not received to the results field.
  - a. True
  - b. False

**Answer: a. True**



# **Section 7**

## **Commonly Used School Health Codes**



# Medication Administration 5030

- Service code 5030 is used to document medication administered by RNs, LPNs, UAPs and school staff designated by the principal.
- Section 1006.062, Florida Statutes authorizes schools to provide assistance to students with medication administration.
- Code a service to service code 5030 once for each dose of medication administered.
- Always document medication administration in the clinic log and the student's individualized medication administration record (MAR).

Employee Activity Report (EAR) Screen - Group Coded Activities by Program Component ☐

Medication Administration	Service Date	Site#	PC	Service Code	Age	Race	Gender	Ethnicity	#Srv	#FTTY	#Res	#OC	Loc
	9/1/2015	123456	34	5030					30				92



# First Aid 5031

- Service code 5031 is used by RNs, LPNs, UAPs and school staff designated by the principal to administer first aid services under the authority of section [381.0056\(4\)\(a\)\(12\)](#), Florida Statutes and Florida Administrative Code Rule [64F-6.004](#).
- Rule 64F-6.004 requires that school health room staff (RN, LPN or UAP) and two additional school staff members have current certification in first aid and cardiopulmonary resuscitation from a nationally recognized certifying agency.
- Code a service to service code 5031 each time you provide first aid.
- Always document the provision of first aid in the clinic log and the student's individualized health record or treatment log.
- After providing first aid, code additional time spent monitoring the student until return to class, parent pick-up or arrival of emergency medical services to the appropriate practitioner service code: 4000 for UAP, 4050 for LPN and 5000 for RN.

Employee Activity Report (EAR) Screen - Group Coded Activities by Program Component

First Aid	Service Date	Site#	PC	Service Code	Age	Race	Gender	Ethnicity	#Srv	#FTTY	#Res	#OC	Loc
	9/1/2015	123456	34	5031					1				92





# Complex Medical Procedure 5032

- Service code 5032 is used by RNs, LPNs, UAPs and school staff designated by the principal to assist students with the administration of medical treatments and procedures under the *authority* and *limitations* of section [1006.062](#), Florida Statutes.
- Each time a medical service is performed, code a service to service code 5032.
- Only the RN may perform sterile catheterization, nasogastric tube feeding or tracheostomy care.
- The RN may delegate the performance of intermittent clean catheterization or gastrostomy tube feeding, blood glucose monitoring, administration of emergency injectable medication and other services as determined by the RN.
- The RN must provide child-specific training to the LPNs, UAPs and school staff that will administer treatments and procedures. The RN must document the trainee's ability to perform each competency needed to administer the treatment or procedure.

Employee Activity Report (EAR) Screen - Group Coded Activities by Program Component ☐

Complex Medical Procedure				Service									
	Service Date	Site#	PC	Code	Age	Race	Gender	Ethnicity	#Srv	#FTTY	#Res	#OC	Loc
	9/1/2015	123456	34	5032					4				92



# School Health Staff Consultation 5051

- Service code 5051 School Health Staff Consultation is used to document communication with the parent/guardian, health care providers, or school personnel to consult and coordinate health services for an individual student.
- This is necessary when health services have to be scheduled according to physician's orders and academic or extracurricular activities.
- It can also be used when advising or assisting the parent/guardian or health care providers on health care related matters.

Employee Activity Report (EAR) Screen - Group Coded Activities by Program Component

School Health Staff Consultation				Service Code									
	Service Date	Site#	PC		Age	Race	Gender	Ethnicity	#Srv	#FTTY	#Res	#OC	Loc
	9/1/2015	123456	34	5051					4				92



# Dental Screening 0540

- Service code 0540 is used to document dental screening performed by local Department of Health (DOH) Dental Programs or registered school nurses that have been trained by the local Department of Health (DOH) Dental Program.
- The parent/guardian should be notified of the dental screening results and, if necessary, provided a referral to the local DOH Dental Program or community dental services provider.
- It is necessary to code Services, FTTYs, Grade Level, results and outcomes to Dental Screening service code 0540. Only code dental screening services if they are performed by the registered school nurse.

Employee Activity Report (EAR) Screen - Group Coded Activities by Program Component

Dental Screening	Service Date	Site#	PC	Service Code	Age	Race	Gender	Ethnicity	#Srv	#FTTY	#Res	#OC	Loc
	9/1/2015	123456	34	0540					1	1	1	0	92
	10/15/2015	123456	34	0540					0	0	0	1	92



# Preventive Dental Services 6610

- Service code 6610 is used to document the promotion, implementation, monitoring and evaluation of preventive dental programs in schools and communities.
- In schools, preventive dental services involve the provision or application of fluoride-based treatments in accordance with protocols established by the local Department of Health Dental Programs.
- The first time a preventive dental service is provided to a student, code a service and a FTTY. For additional services to that same student, code a service only.

Employee Activity Report (EAR) Screen - Group Coded Activities by Program Component ☐

Preventive Dental Services	Service Date	Site#	PC	Service Code	Age	Race	Gender	Ethnicity	#Srv	#FTTY	#Res	#OC	Loc
	11/15/2015	123456	34	6610	E2				112	28	0	0	92



# Basic School Visits

## Elementary School 5061, Middle School 5062, High School 5063 and Other School 5064

- Service codes 5061, 5062, 5063 and 5064 are used to document RN visits to Basic elementary, middle, high and combined schools on a scheduled and as-needed basis.
- The RN visits schools for the provision of direct services or performs activities related to care planning, training, delegation and monitoring of school clinic staff and school staff that are delegated to provide services under the license of the RN.
- For each school visit, code time and services to the appropriate Basic school visit code. In addition, code to the appropriate service codes to document services provided, such as Nursing Assessment and Counseling service code 5000.

Activity and Time Reporting by Program Component

Basic School Visits	Service Date	Site#	PC	Service Code	#Srv	#FTTY	Loc	Time
	11/15/2015	123456	34	<b>5061</b>	1	0	92	3:00
	11/16/2015	123456	34	<b>5062</b>	15	0	92	2:30
	11/17/2015	123456	34	<b>5063</b>	25	0	92	3:50
	11/18/2015	123456	34	<b>5064</b>	45	0	92	6:00



## Section 7 Questions

1. When do you document Medication Administration to the service field of service code 5030?
  - a. Every time a student comes into the clinic for one or more medications (one visit to the clinic for one dose of nebulizer treatment and one dose of methylphenidate = 1 service coded to service code 5030)
  - b. Every time you administer a dose of medication (one dose of nebulizer treatment and one dose of methylphenidate = 2 services coded to service code 5030)

**Answer: b. Every time you administer a dose of medication (one dose of nebulizer treatment and one dose of methylphenidate = 2 services coded to service code 5030)**

2. If you have to monitor a student after providing a service that you code to a service code such as 5030 Medication Administration, 5032 Complex Medical Procedure or 5031 First Aid, you may also code to your license/certificate-specific service code: 5000 Nursing Assessment and Counseling, 4050 Licensed Practical Nurse Service or 4000 Paraprofessional Evaluation and Intervention.
  - a. True
  - b. False

**Answer: a. True**



## **Section 8**

# **Social Work and Health Education Codes**



# When to Code to Social Work and Health Education Service Codes

- Documenting interventions and classes to Health Education service codes is appropriate if the school health nurse (RN or LPN) or health educator:
  1. Directly provides a class or intervention.
  2. Contributes curriculum, handouts or other materials to a class or intervention provided by school personnel.
  3. Is available to answer student questions in class.
  4. Makes arrangements for a speaker to present to a class.
- Do not code to Social Work and Health Education service codes if you did not perform any of the above listed activities.





# Social Work Intervention 6030

- In the School Health Program, the Social Work Intervention service code 6030 may be used by:
  - Licensed clinical social workers
  - Unlicensed masters in social work
  - Unlicensed bachelors in social work
  - Unlicensed human service workers
- Social Work Interventions may be one-on-one or small group sessions with students using social work methods to reduce health risks.
- Service code 6030 may also be used to document sessions with students' families as it relates to the student's health needs.
- Code the number of interventions to the service field and the number of participants in each intervention session to the FTTY field. An intervention with the student and both parents would be coded as follows:

Activity and Time Reporting by Program Component

Social Work Intervention	Service Date	Site#	PC	Service Code	#Srv	#FTTY	Loc	Time
	11/15/2015	123456	34	6030	1	3	92	30



# Community Presentation 7500

- Service code 7500 is used to document the provision of health information to students, parents and community members in large group settings, mass mailings or school-wide venues, such as:
  - Health Fairs
  - Assemblies
  - Mailings to Parents
  - Blast Emails to Parents
  - Town Meetings
  - Morning Announcements
- To document this type of presentation, event or mailing, code one service for the event and code the number of recipients to the FTTY field. For example, one school-wide assembly to provide a health related presentation to 700 students would be coded as follows:

Employee Activity Report (EAR) Screen - Group Coded Activities by Program Component

Community Presentation	Service Date	Site#	PC	Service Code	Age	Race	Gender	Ethnicity	#Srv	#FTTY	#Res	#OC	Loc
	11/15/2015	123456	34	7500	E2				1	700	0	0	92



# Nutrition Education: Group 8010

- Service code 8010 is used by nutritionists or school nurses under the direction of a nutritionist to document the provision of health education classes on healthy nutrition to students in the classroom or small group.
- Code the number of nutrition education classes to the service field and the number of participants in each class session to the FTTY field. Presenting a nutrition education class to a class of 28 students would be coded as follows:

**Activity and Time Reporting by Program Component**

Nutrition Education: Group	Service Date	Site#	PC	Service Code	#Srv	#FTTy	Loc	Time
	11/15/2015	123456	34	8010	1	28	92	45



# Education: Class 8020

- Service code 8020 is used by school nurses or school health educators to document the provision of planned educational sessions using established curriculum and learner objectives to students, school staff and parents.
  - One or more participants constitutes a class and in the school setting this would be a classroom or small group of students.
  - The focus of these classes is on risk factors for chronic diseases other than cancer, diabetes or cardiovascular disease.
  - Code the number of Education classes to the service field and the number of participants in each class session to the FTTY field. Presenting a health education class on sun safety, dental hygiene or injury prevention to a class of 28 students would be coded as follows:

Activity and Time Reporting by Program Component

Education: Class	Service Date	Site#	PC	Service Code	#Srv	#FTTY	Loc	Time
	11/15/2015	123456	34	8020	1	28	92	:45



# Education: Health Education Class 8021

- Service code 8021 is used by health educators to document the provision of educational sessions for the purpose of facilitating voluntary adaptations of behavior, such as:
  - Sexual risk avoidance
  - Substance abuse prevention
  - Sexually transmitted disease prevention
  - Promotion of physical activity
  - Healthy Eating
- Code the number of health education classes to the service field and the number of participants in each class session to the FTTY field. Presenting a health education class on promotion of physical activity to a class of 28 students would be coded as follows:

Activity and Time Reporting by Program Component

Education: Health Education Class	Service Date	Site#	PC	Service Code	#Srv	#FTTY	Loc	Time
	11/15/2015	123456	34	8021	1	28	92	45



# Counseling: Health Education 8040

- Service code 8040 is used by health educators to document the provision of health counseling on identified risk factors and behavioral changes to reduce risks, such as reducing:
  - High cholesterol foods
  - High salt foods
  - High risk sexual behaviors
  - Screen time
- Code the number of health counseling sessions to the service field and the number of participants in each counseling session to the FTTY field. Providing a health counseling session to a student would be coded as follows:

Activity and Time Reporting by Program Component

Counseling: Health Education	Service Date	Site#	PC	Service Code	#Srv	#FTTY	Loc	Time
	11/15/2015	123456	34	8040	1		92	45



## Section 8 Questions

1. What do you code to Health Education Class/Social Work Intervention service codes?
  - a. Health education classes/interventions (and participants) that you did not provide, contribute to or arrange.
  - b. Health education classes/interventions that you presented, contributed to, or for which you made arrangements.

**Answer: b. Health education classes that you presented, contributed to, or for which you made arrangements.**

2. For one health education class with 28 participants code the following:
  - a. The number of class sessions to the service field and the number of participants to the FTTY field (1 class with 28 participants = 1 Service and 28 FTTYs).
  - b. The number of participants to both the service field and the FTTY field (1 class with 28 participants = 28 Services and 28 FTTYs).
  - c. Just the number of classes to the service field (1 class with 28 participants = 1 Service).

**Answer: a. The number of class sessions to the service field and the number of Participants to the FTTY field (1 class with 28 participants = 1 Service and 28 FTTYs.**



# **Section 9**

# **Resources**





# School Health Coding Manual

- The School Health Coding Manual can be accessed at the following website:

[http://www.floridahealth.gov/programs-and-services/childrens-health/school-health/\\_documents/school-health-coding-manual-2017-18.pdf](http://www.floridahealth.gov/programs-and-services/childrens-health/school-health/_documents/school-health-coding-manual-2017-18.pdf)

- This manual is an abbreviated version of the Department's Personal Health Coding Pamphlet DHP 50-20 and contains the key service codes that you will need to document School Health services.
- After referring to the School Health Coding Manual, if you are still unsure of how to code a particular service, please contact your county's assigned School Health Liaison.



# User Guide for HMS

- The Department of Health user guide for HMS, *Health Management System: Service and Time Reporting for Personal Health Employees*, can be accessed at the following internet address:  
[http://dohiws.doh.state.fl.us/Divisions/Planning\\_Evaluation/HMS/Training/UserDocumentation/ServiceTimeReporting/ServiceandTimeReportingUserGuide.pdf](http://dohiws.doh.state.fl.us/Divisions/Planning_Evaluation/HMS/Training/UserDocumentation/ServiceTimeReporting/ServiceandTimeReportingUserGuide.pdf)
- This guide provides instruction on the nuts and bolts of entering data in HMS. In addition, it provides instructions on how to modify or delete records when a coding error has occurred.
- If after utilizing the user guide for HMS, you still have an unresolved issue entering or correcting school health data in HMS, please contact your local DOH HMS Administrator.



## Section 9 Questions

1. When you are unsure about how to code school health services:
  - a. Refer to the School Health Coding Manual and then contact your assigned county's School Health Liaison if you are still unsure.
  - b. Contact you assigned county's School Health Liaison.

**Answer: a. Refer to the School Health Coding Manual and then contact your assigned county's School Health Liaison if you are still unsure.**

2. After utilizing the user guide for HMS, if you still have an unresolved issue entering or correcting school health data in HMS, contact:
  - a. Your assigned county's School Health Liaison
  - b. Your local DOH HMS Administrator

**Answer: b. Your local DOH HMS Administrator**

*Thank you for taking the time to  
learn more about coding  
school health services.*