**Due no later than December 1, 2020. Revisions are due no later than June 20, 2021.**

**Section One data and position information should only be included for K-12.**

Thank you for completing this survey each school year. The worksheets and forms are in Word® and in Excel® programs. Open each document, and then save it to your computer **as it is titled** with your district name added to the beginning of the file name. You can begin using these documents at any time. The forms are available on the School Health Services Resources webpage. This report is expected from all public-school districts (LEAs) in North Carolina. A public-school district (LEA) completing this form should not count data from a charter school in their county. Please note that an Excel® School Health Data Workbook is also available under Additional Resources at the bottom of the webpage that provides tools for desktop collection and recording of data by individual school nurses for each school served.

Most of the reporting form is self-explanatory. Changes since last year are noted and will also be reviewed through the School Health Nurse Consultants. The definitions that follow are to assist you in collecting and reporting the data accurately. In some questions, the choices are listed in a format that asks you to choose one or more or fill in the blank if “other” is chosen. Please contact your regional consultant for assistance or further clarification as needed.

We will provide reminders in November and in May. Contact your Regional School Health Nurse Consultant if your school year ends after June 20, 2021 and a revision to Section One will be necessary due to change in the total number of nursing positions.

**Section One Revisions (due June 20, 2021) should ONLY be submitted if you have a change in total staffing positions or hours.** This applies to school nurses who serve school children within the school health program full-time or part-time.

# **Definitions and Directions**

**School Nursing Staff:**

* + **School Nurse:** An RN who provides population based and individual student health services through permanent assignment to a designated K-12 school(s).
  + **Supplemental/Float RNs, LPNs and UAPs/Health Aides**: Staff that is **permanently hired or contracted** to provide supplemental or additional direct nursing services in support of the assigned school nurse **OR** specific procedures when needed **OR** are substitute staff i.e. school nurse is on leave. They **do not** have the primary school nurse school assignment or provide 1:1, 1:2, etc. care to students. They may also be positions hired to serve as school nurse extenders in support of school nurse activities including functioning as the delegated school level COVID-19 primary contact.
  + **Special Assignment RNs, LPNs and UAPs/Health Aides**: Staff positions that are **permanently hired or contracted** to work with a limited caseload providing direct services, such as for medically fragile students.  These are the staff members who work 1:1, 1:2, 1:3, etc. including TAs hired by the school system to meet a child’s health needs (those staff hired just to meet a student’s behavioral needs are **not** to be included).

**DO NOT include those nurses who** function exclusively as a lead nurse/supervisor, or who are assigned in a manner outside of this definition (supplemental/special assignments). They will be listed elsewhere.

List the total number of funded school nurse positions (whether they are filled or vacant, full or part-time). Leave the line on full-time equivalency (FTE) blank. After completion that number will be entered by your Regional School Health Nurse Consultant.

**Medicaid Billing:** Some school districts obtain reimbursement for the cost of nursing care and services provided to students enrolled in Medicaid. For the purposes of this report we are collecting information related **to reimbursement for nursing services only**. You may need to check with the EC Director to confirm billing under codes T1002, T1003, S5125. Participation in random moment studies alone does not indicate billing for school nursing services.

**Administering Agency:** Name the agency type responsible for oversight and supervision of the nurses.  If some nurses are supervised by one agency and others by another within the same school health program, list as combination. You must choose an answer from among the choices listed.

**School Nurse Supervision:** List the name, title, and employing agency of the person who oversees the school health program. Many lead nurses evaluate and coordinate the school health program but report to the Director of Student Services or EC Director. In that case, the director’s name should be listed as supervisor, and lead nurse should be listed in the following question. Hours assigned to provide direct student services should be listed for those supervisors who are a registered nurse. This number should match the number of hours per week on Staffing Form A (column K). Be sure to accurately capture the number of hours dedicated to administrative/supervisory duties. **ONLY include** those hours dedicated to the school health program for nursing supervisors. Non-nursing supervisors will not report.

**Lead Nurse Information:** List the full name of the lead nurse and identify if direct services are provided. If direct services are indicated, enter the total hours per week dedicated to direct services. This number should match the number of hours per week on Staffing Form A (column K). Be sure to accurately report the number of hours dedicated to administrative/supervisory duties. **ONLY include** those administrative/supervisory hours if you have a set assignment weekly that is protected from providing direct services to students. For example, if a fulltime lead nurse is assigned to a school 3 days a week and works at a central office location the other 2 days, that nurse would enter 24 hours direct service and 16 administrative/supervisory.

**Additional Lead Nurse(s):** A table is provided for those who indicate they have additional lead nurses. If direct services are provided, enter the total hours per week dedicated to direct services. This number should match the number of hours per week on Staffing Form A (column K). If direct services are not provided, enter zero in the corresponding column. You will do the same for administrative/supervisory hours per week. ONLY include those administrative/supervisory hours if you have a set assignment weekly that is protected from providing direct services to students. The lead nurse’s total weekly hours should be the sum of direct services per week + administrative/supervisory per week. For example: 20hrs/week for direct services + 20hrs/week for administrative/supervisory services = 40hr work week.

**Computer Use:** Computer use for documentation means that schools nurses record information from all student encounters in a document or platform locally used for this purpose and maintained electronically.

**Medication Audit:** A scheduled periodic review of medication documentation, completed forms and procedures for quality, accuracy, safety, and compliance with written guidelines. Discrepancies and evidence of noncompliance with guidelines and policy are addressed with the school principal and staff to assure correction (corrective action plan).

**School Health Policies/Procedures/Protocols:** Check those listed district-wide policies, procedures and/or protocols that are written, current, and LEA adopted/approved. Please refer to your State or Regional School Health Nurse Consultant if you have questions about any of these required or recommended school health policy areas.