

**SECTION XVI:  
SCHOOL HEALTH SERVICES REPORT**

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# NEW MEXICO PUBLIC EDUCATION DEPARTMENT SCHOOL HEALTH SERVICES REPORT

## Report Public Education Department Web Links

<http://164.64.166.19/schoolhealth/district.asp>

or

[www.ped.state.nm.us](http://www.ped.state.nm.us)

Click on: PED A to Z Directory

Select: School and Family Support Bureau

Click on: Reports

Select: Health Services Report under Data Collection

## INTRODUCTION

The New Mexico Public Education Department (PED) requires online submission of an Annual School Health Services Report (ASHSR) from each school district and from each individual charter school at the end of each school year. This report is monitored by PED; technical assistance and support may be obtained by contacting the person identified on the report data collection web site referenced above. School Health Advocates (SHAs) located in each Region of the NM Department of Health (DOH) are also available to offer guidance and assistance in collecting data for the report; their contact information can be obtained from <http://www.nmschoolhealthmanual.org/contact/sha.htm>.

It is usually the responsibility of each school nurse and health assistant in schools to collect this information on an ongoing basis throughout the school year, but the final report should include aggregate data from all schools within a school district; charter schools should submit individual reports. In districts where there is more than one school nurse, it is usually the responsibility of the lead nurse/nurse administrator to file the final report for a school district.

The NM PED has a collaborative agreement with the DOH to generate a state-level report using the aggregate data from each school district and each charter school. This report can be used to plan, educate policy makers and advocate for school health services on state and national levels. Schools are encouraged to use the ASHSR along with other data when making local decisions regarding staffing and the allocation of resources to support school health services.

The current online data collection system has been developed so that information can be entered throughout the year. The information entered is then automatically totaled with each successive entry so that total numbers will be calculated when the last information is entered. Once all information for the school year has been entered, the final report is submitted to PED with a click on the submit button. Near the end of the school year a notice from PED is sent to schools with the deadline date for report submission.

## REPORT DEFINITIONS AND CLARIFICATIONS

A detailed guide of definitions and clarifications to assist the data entry person in choosing the correct reporting categories and what information to include under which heading in the report is

available at the very beginning of the online reporting tool and in this Manual at <http://www.nmschoolhealthmanual.org/resources/forms.htm>.

## **DATA COLLECTION ASSIST TOOLS**

If the capacity to electronically collect data on an ongoing basis does not exist for a school, a number of assist tools are available for the school nurse to use for accumulating information by hand that can eventually be transferred to the online data collection system. This may be helpful for those situations when web access is not readily available. These tools may be found at <http://www.nmschoolhealthmanual.org/resources/forms.htm>, Section XVI.

While these tools may not mirror the PED online report format, if used collectively they can collect all the information necessary to complete the online report to PED at the end of the school year.

The data collection assist tools include the following.

- School Health Services Complete Report Assist Tool
- Students with Medical Diagnoses Assist Tool
- Students Requiring Medically Complex Procedures Assist Tool
- Students with Prescription Medications at School Assist Tool
- Daily Report Assist Tool for School Health Services Report