


Aimhi / Pupil: Youth Health System	Version 4.55
Administrator manual	Date: 10 Dec 2007

PUPIL - YOUTH HEALTH SYSTEM

Administrator Manual

Main Menu



data
synthesis

Welcome to the Pupil database!
Keeping an eye on youth health...

- [Search](#)
Search for existing People and their Events and Assessments
- [Add new Person](#)
Add a new Person record and work with events
- [Manage Clinic appointments](#)
Maintain clinics and appointments
- [Print reports](#)
Print reports to Excel, and create Ad-Hoc reports
- [Exit](#)
Exit the database

Logged on as: Jane Purple

www.datasyn.co.nz

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Acknowledgement

The AIMHI data base - Pupil - "keeping an eye on youth health" is a result of a Counties Manukau District Health Board initiative in partnership with the Auckland School nurses group and Data Synthesis Ltd.

We would like to acknowledge all those people who have contributed to this project by generously giving their time and expertise.

Key contribution has come from representatives from the Auckland School nurses group in particular all AIMHI nurses.

The writing committee consisted of Gilli Sinclair, Craig Evans, Debbie Greenwood, Jude Woolston, Karlynnne Earp, Diana Verrall, Philippa Bennetts and Dianne Dawson.

An external review was completed in 2006 by Professor Richard McKenzie, to whom we extend our gratitude and acknowledge his wisdom and valuable contribution.



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Overview

This guide accompanies the Pupil User guide, and is intended for the administrator of the system.

Before the Pupil system is used, the various configurations and settings within the system should be reviewed and updated where necessary.

Platform

Access 2000/XP/03 database and application

Requirements

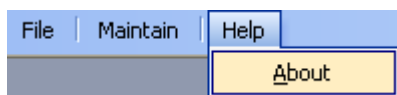
- Software:
 - Microsoft Office 2000/XP/02.
 - Microsoft Access 2000/XP/02.
- PC: Windows NT, 2000, XP
- Server: access to a network server or local drive to store the data file.
- Backup: if the data file is stored on the local drive, it should be regularly backed up.

Getting Started

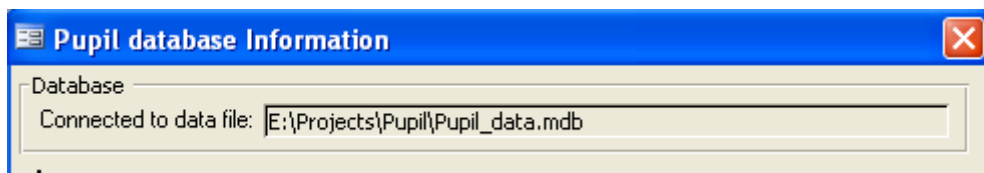
There is a separate document, PUPIL_Database_SystemSetUp.doc which documents how to obtain and install the PUPIL database files.

Which database am I connected to?

- Select Help, About from the top menu bar:



- Then click System Info:



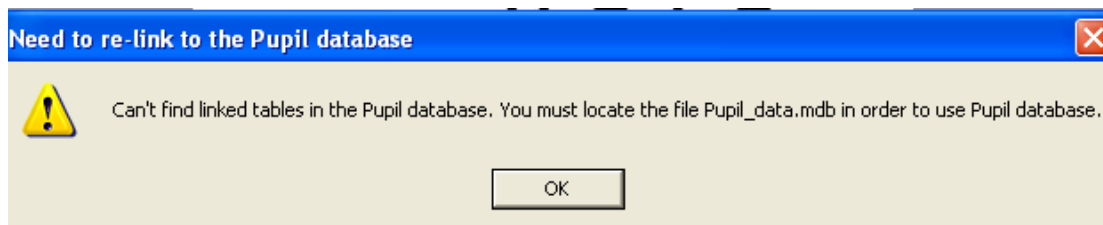
- The data file should be in a location where it can be backed up regularly.

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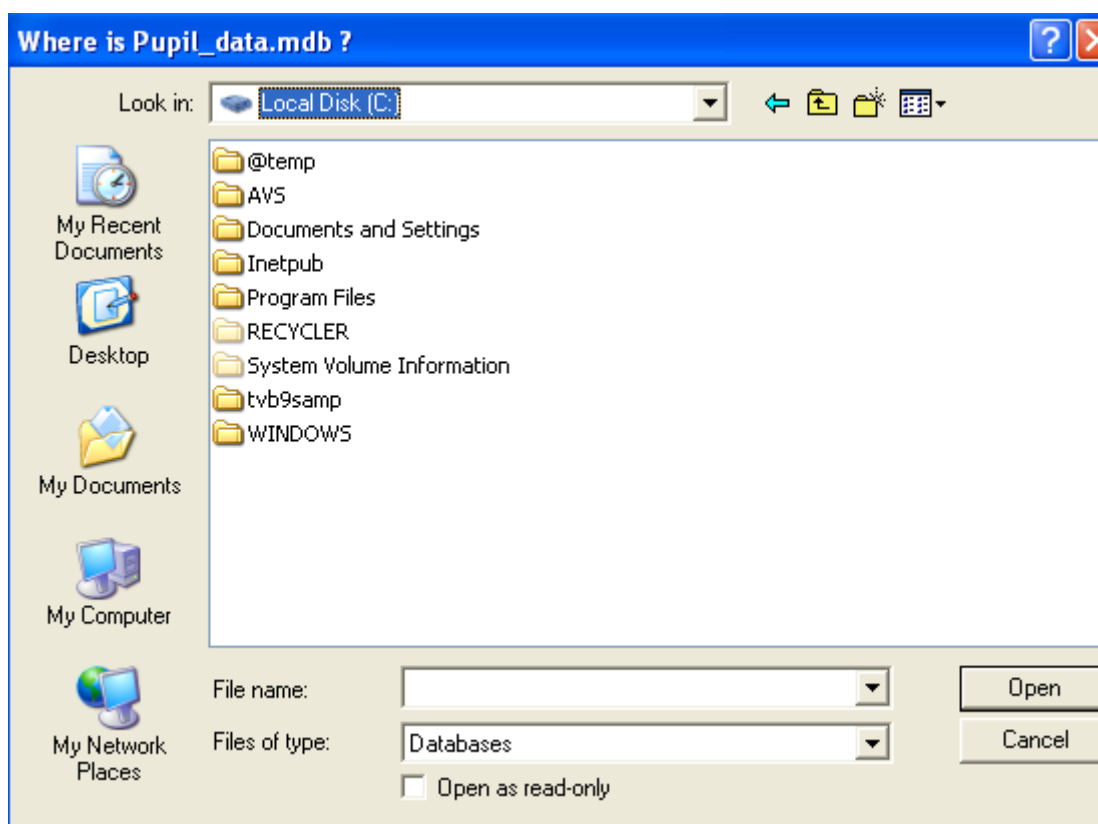
Re-linking to the data file

It is necessary to re-link the application file to the data file when:

- you are using the system for the first time
- your data file has moved
- you are using a new version



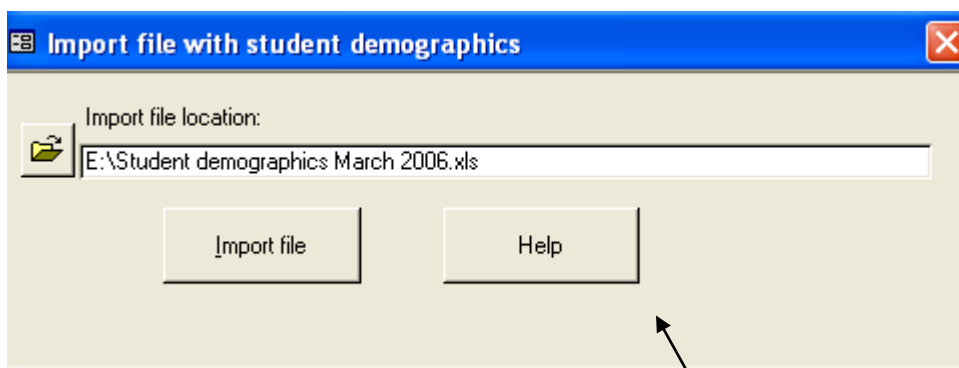
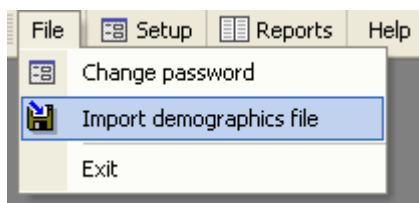
- Navigate to the data file, click once then click the 'Open' button.



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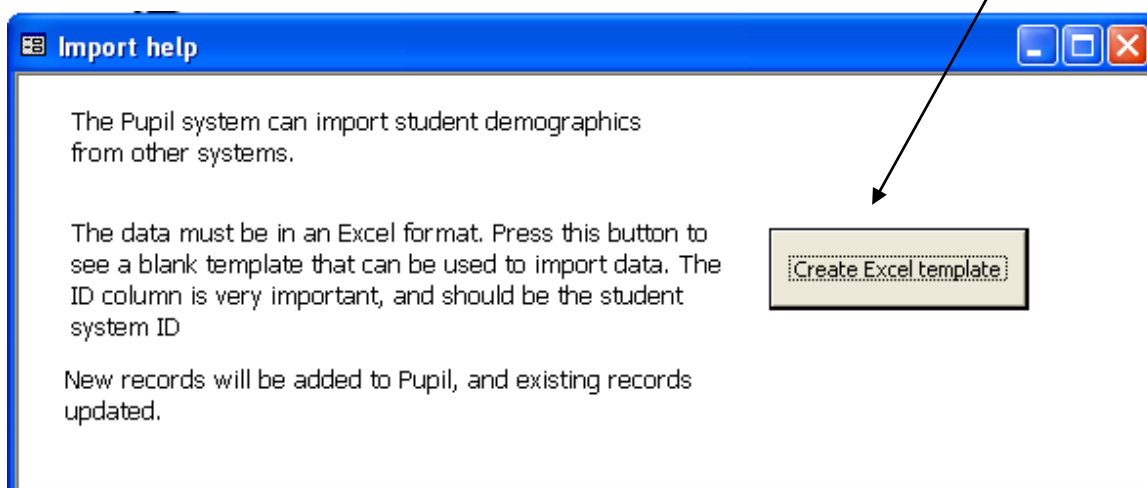
Linking to demographics in other systems

- Demographics held in other systems can be imported into Pupil
- The import file must be in CSV format (comma separated values). This format is compatible with spreadsheets and most other programs that allow data exports and imports.
-
- Select from the top menu bar:



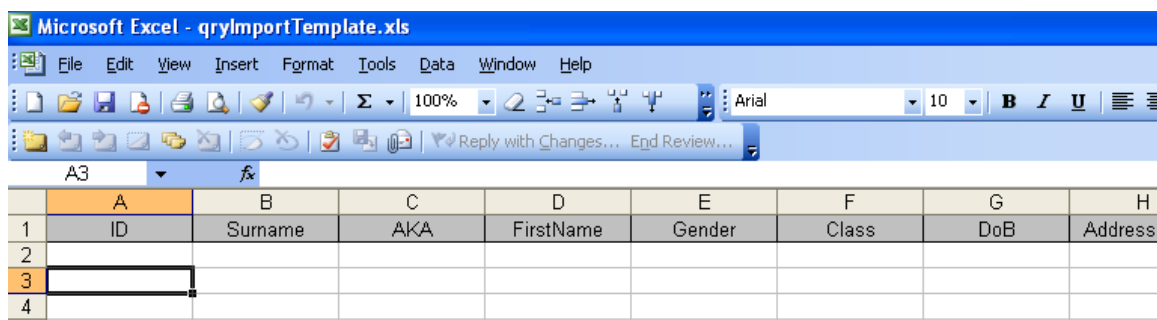
File format for importing demographics

- Use the Help button to create an Excel template that can be used to import data:



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- You will then be prompted to save the blank template to your file system.



- The reporting data from your administration system can be used to populate this template.

NOTE When the demographics file is imported:

- New people are added. That is, where there is no matching Student ID
- Existing people are updated, matched on Student ID

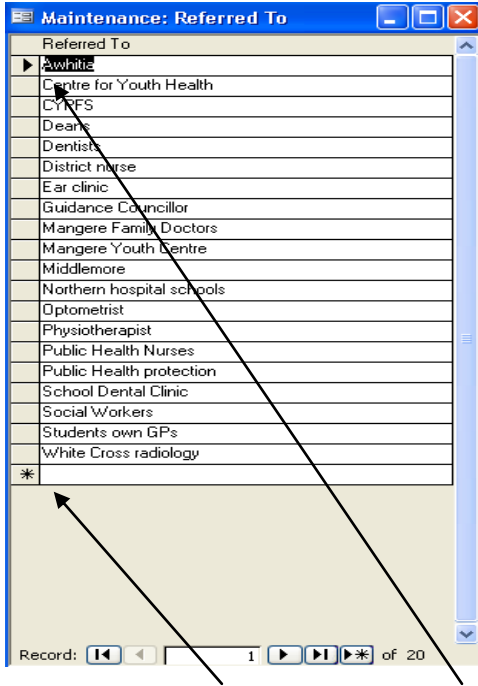
The thing to be careful of is where 'Joe Bloggs' is in Pupil without a Student ID. When a demographic file with 'Joe Bloggs' is imported, it will be added as a new record.

Field names for importing (bold are compulsory)

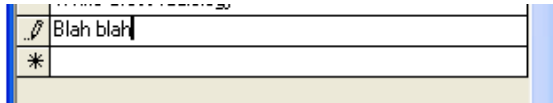
ID
Surname
FirstName
Gender
DoB
AKA
AddressLine1
AddressLine2
AddressLine3
Phone
Ethnicity1
Ethnicity2
Ethnicity3
Contact
Allergies
Medications
GP
Dentist
Class
Year
ContactPhone
ContactWork
ContactCellphone

- The ID field must be unique.
- Please make sure the column headings match this list.
- Files can be imported as regularly as you require.

General Interface notes / beginners guide

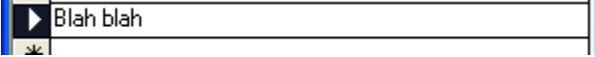


Add a new record here: The current record:

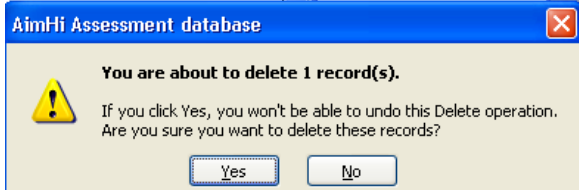


The icon changes to a pencil to indicate writing a new record. Press F9, or move off the row to save.

To delete an entry, click to the left:

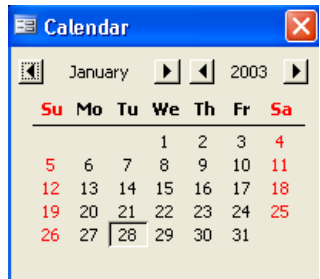


Then press the delete key on the keyboard:



- There is one warning before the record is deleted. This mechanism applies throughout the system.
- Use the 'Esc' key on your keyboard to back out of an action, or if you get stuck.

- Date fields have a pop up calendar that is activated by double-clicking on the particular date field:



Log in

Click on data base icon as set up by IT

First log in: Jane Purple

Password: 123

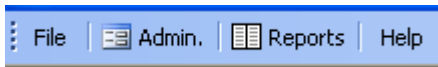
or

Admin

Password: adm1n

Main Administrator screen

Select 'Admin.' from the top toolbar:



- The administrator screen has the following tabs. You may need to scroll up to the top of the page to see all tabs.

Event setup		Default Schedule							Occurs every x week	
Event Type	Mon.	Tue.	Wed.	Thu.	Fri.	From	To	Duration, minutes		
Asthma clinic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	9:00	13:00	20		2
Case note History	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Follow up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Health clinic visit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Opportunistic assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Physio clinic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9:30	12:00	15		1
Sexual health clinic	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10:00	13:00	20		1
Yr 9 assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

Setting up schedules allows you to create clinic bookings and reminders

Maintain Questions and Choices Create schedule...

Security and Users

Maintain Health Workers and Database Users				
Name / login	Role type	Active	For system users	
			Pw:	Security level
April Orange	Nurse	<input checked="" type="checkbox"/>		Data Entry
Jane Purple	Health worker	<input checked="" type="checkbox"/>	****	Admin
Jill Blue	Health worker	<input checked="" type="checkbox"/>	*****	Data Entry
Mary Green	Health worker	<input checked="" type="checkbox"/>	*****	Admin
Sally Scheduler	Health worker	<input checked="" type="checkbox"/>	****	Scheduling
*		<input checked="" type="checkbox"/>		

- Enter as many healthcare workers as required. The active names will appear in all data entry screens
- For users of the system, allocate a password and security level, users can then change their own password as desired

Security levels

- Admin: can access all functionality
- Data entry: can enter and update data. No administration screen.
- Scheduling: only has access to the clinic appointments.
- Read only: Can read screens and print reports

Classes, Terms and Rolls

Event types and Questions | **Classes, Terms & Rolls** | Presented with | Treatments | Referred To | Risk & Resiliency

Class	Active
▶ 6A	<input checked="" type="checkbox"/>
6B	<input checked="" type="checkbox"/>
6C	<input checked="" type="checkbox"/>
7A	<input checked="" type="checkbox"/>
7B	<input checked="" type="checkbox"/>
7C	<input checked="" type="checkbox"/>
*	<input checked="" type="checkbox"/>

Term name	From	To
▶ Term 2, 05	26/04/2005	02/07/2005
Term 1, 05	28/01/2005	08/04/2005
Term 4, 04	04/10/2004	03/12/2004
Term 3, 04	19/07/2004	17/09/2004
Term 2, 04	26/04/2004	02/07/2004
Term 1, 04	28/01/2004	08/04/2004
Term 4, 03	04/10/2003	03/12/2003
Term 3, 03	19/07/2003	17/09/2003
Term 2, 03	26/04/2003	02/07/2003
Term 1, 03	28/01/2003	08/04/2003
*		

Year	Year 9 Roll	School Roll
▶ 2003	200	1000
2004	205	1025
2005	210	1050
2006	212	1100
2007	0	

- Classes – appear as drop-down choices for data entry, searching and filtering reports
- Add any new classes and inactivate old classes, you can not delete classes if any information has previously been recorded against the class
- Terms - mainly used for the school year 9 assessment term reports. (Optional). Include 'year to date' to provide a whole year report
- Year 9 roll, mainly used for the year 9 assessment term report (optional)

Presented With

Event types and Questions | Classes, Terms & Rolls | Presented with | Treatments | Referred To | Risk & Resiliency | System user

Presented with Categories

Presented with Category
▶ Accident
Anaphylaxis
Cardiac
Care and Protection
Dental
Dermatology
Drugs and Alcohol
Endocrinology
Gastroenterology
Gynaecology
Health Promotion
Incidents
Mental Health

Record: 1

Accident

Presented with	Read Code
▶ Burn	SH
Contusion with intact skin	SE
Crush Injury	SF
Dislocation	S4
Foreign Body in eye	S60
Foreign Body in skin	2F14
Fracture - lower limb	S3
Fracture - neck and trunk	S1
Fracture - skull	S0
Fracture - upper limb	S2
Minor Head Injury	S6560
Miscellaneous	S
Open wound of head/neck/trunk	S8
Open wound of lower limb	SA
Open wound of upper limb	SA

- Select a Category to maintain the Presented With choices. You can add extra choices at the empty line with the star symbol on either side
- The Read Codes are for consistency of data entry and reporting, but are not necessary
- Items will re-shuffle alphabetically on closing out of data base
- For maintaining the Event data-entry drop down list
- Each Category can have many Items. Reports can be grouped at a Category or Item level.

Treatment Categories

Event types and Questions | Classes, Terms & Rolls | Presented with | **Treatments** | Referred To | Risk & Resiliency

Treatment Categories		General category
Treatment Category	Read Code	Treatment
▶ General category		▶ Advocate
*		Contacted Family
		Dental
		District Nurse
		Dressing
		Education: Discussion & Advice

- For maintaining the Event data-entry drop down list
- Each Category can have many Items. At present the categories are undefined, so all reporting is at the Item level.
- You can add extra choices at the empty line with the star symbol on either side
- Items will re-shuffle alphabetically on closing out of data base

Referrals

- Set up Referred To categories and Items. You can add extra choices at the empty line with the star symbol
- The 'Send email' button can be used to set up an email message to the Referral source.
- Items will re-shuffle alphabetically on closing out of data base

Event types and Questions | Classes, Terms & Rolls | Presented with | Treatments | **Referred To** | Risk & Resiliency | System users | Other lookups

Referred to Categories	Undefined	
	Referred To	Email
▶ Undefined	▶ Awhitia	Send email...
*	Centre for Youth Health	cyh@abc.co.nz
	CYPFS	Send email...
	Deans	Send email...
	Dentists	Send email...
	District nurse	Send email...

- This list repeats as drop down in the Event data entry screen on the main person screen:

Presented with, Treatment, Referral | Assessment | Resili

Presented with	
Accident - Foreign Body in eye	▼
▶ Accident - Sprain / Strain	▼
*	▼

Treatment	
Panadol	▼
Rested in clinic	▼
▶ Dressing	▼
*	▼

Referred to	Ongoing	Completion date
▶ Optometrist	<input checked="" type="checkbox"/>	24 May 06
*	<input type="checkbox"/>	

- If the Referral is marked as Ongoing, it raises a flag in the main person screen.
- Recording a completion date removes the flag

- The referral list also appears as a drop down list when a referral is made from an Event Question in the Response tab of the Event screen:

Event

OK Cancel AARDVAARK.Andy Print... Event # 116

Date 18 May 06 Start 9:00 Outcome Finish 11:00 Time spent 120 Mins Class 7A Year Healthcare Provider Mary Green

Presented with, Treatment, Referral | Yr 9 Assessment | Responses | Resiliency / Risk Factors

Show Section: 2 Healthcare Access or Filter By

Question	Yes/no?	Number	Free Text	Referred to	Ongoing
▶ 2.1 Who do you see when you are sick?			Mangere Youth C	Mangere Youth C	<input type="checkbox"/>
2.2 Who is your family doctor?			Dr Jones	Students own Gf	<input type="checkbox"/>
2.3 Do you see the same doctor?	Y				<input type="checkbox"/>
2.4 When was last visit to doctor ?			Within the past 6 months		<input type="checkbox"/>
2.5 Are there any barriers to accessing health care? If yes, what	Y			Guidance Coun	<input type="checkbox"/>
2.6 Do you see a dentist? If yes, when was last visit?	Y		hard to find	Dentists	<input checked="" type="checkbox"/>

Risk and resiliency

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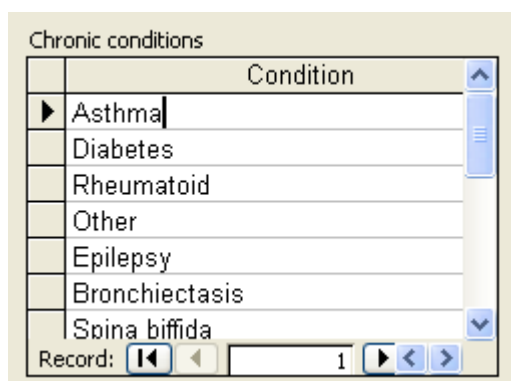
Risk / Resiliency Description			Weight
▶ Risk	▼	Moving, more than 3 schools in last 2 yrs	1
Risk	▼	Lower decile area (Under 3)	1
Risk	▼	Low mood/depressive disorder	1
Risk	▼	School failure, academic	1
Risk	▼	Substance abuse	1
Risk	▼	Non-hetrosexual orientatiOn	1
Risk	▼	Sexual abuse	1
Risk	▼	Sexually active	1
Risk	▼	Felt anxious	1
Risk	▼	Friends/family who have suicide	1
Risk	▼	Family violence	1
Risk	▼	Physical abuse	1
Resiliency	▼	One parent who cares about them	1
Resiliency	▼	Close to one parent	1
Resiliency	▼	Spend enough time with parent	1
Resiliency	▼	Other family members who care	1
Resiliency	▼	Feel safe at school	1

The weightings can be adjusted. Current weightings have been audited by Dr Richard Mackenzie in consultation with the Society of Adolescent Specialists in America

- Where risk total adds up to more than resiliency total for an event, a warning flag on the student screen is raised.

Other lookups

Chronic conditions



- This is the drop down choice on the main person screen
- Raises a flag if more then one entry is entered against someone.
- Can be used as a filter on the search person screen
- Also used for reporting
- Add extra choices at empty line with star, items will re-shuffle alphabetically on closing out of data base

Outcomes

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Event Outcomes	
	Outcome
▶	Back to class
	Sent home
	To senior management
	To Deans
	To Councillor
*	

- This is the drop down choice on the Event screen.
- Used for reporting

Hot Keys

Hotkeys, for use when entering Case Notes	
Hot Key	Phrase
Alt-A	Blistering barnacles
Alt-B	Whistle while you work..
Alt-C	I taught I taw a puddy tat
Alt-D	
Alt-E	
Alt-F	
Alt-G	
Alt-H	

- Used to speed data entry when entering Case Notes
- Pressing the hot key pastes the relevant phrase at the position of the cursor.

Event Types and Questions

Event types and Questions | Classes, Terms & Rolls | Presented with | Treatments | Referred To | Risk & Resiliency | System users | Other lookups

Event Type	Mon.	Tue.	Wed.	Thu.	Fri.	From	To	Duration, minutes	Occurs every x week	
Asthma clinic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	9:00	13:00	20	2	Link to questions
Case note History	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					Link to questions
Follow up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					Link to questions
Health clinic visit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					Link to questions
Opportunistic assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					Link to questions
Physio clinic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9:30	12:00	15	1	Link to questions
Sexual health clinic	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10:00	13:00	20	1	Link to questions
Yr 9 assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					Link to questions
* [Empty line]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					Link to questions

Setting up schedules allows you to create clinic bookings and reminders

Maintain Questions and Choices | Create schedule...

- You can set up as many Event types as required. The default scheduling is used when creating date based schedules.
- Add extra choices at empty line with star, items will re-shuffle alphabetically on closing out of data base
- Each event type can have multiple questions which can be used for gathering data
-

Link to questions will show any questions already loaded for that event type

Questions for Yr 9 assessment

Back | When a new event is created, these questions will be loaded as prompts for the actual event

▶ Healthcare Access : When was last visit to doctor?	▼
Healthcare Access : Do you see the same doctor?	▼
Healthcare Access : Do you have any illness you see a doctor regularly about ? If yes, how often?	▼
Healthcare Access : Have you ever been to hospital?	▼
Healthcare Access : Have you had any injuries from falls?	▼
Healthcare Access : Have you had any injuries injuries from burns?	▼
Healthcare Access : Have you had any injuries from sports?	▼
Healthcare Access : Have you had any injuries from motor vehicle accidents?	▼
Healthcare Access : Have you had any injuries from poisoning?	▼
Healthcare Access : Have you had any tattoos and/or piercings?	▼
Healthcare Access : Have you had any injuries from Assault/punching/fighting	▼
Student health : Do you have any problems with skin concerns?	▼
Student health : Do you have any problems with recurrent colds?	▼
Student health : Do you have any problems with headaches?	▼
Student health : Do you have any problems with hunger/tiredness?	▼
Student health : Do you have any other problems?	▼
Student health : Knowledge of puberty?	▼
Student health : Barriers to accessing Student Support Service	▼
Student health : Allergies?	▼
Student health : Any medication?	▼
Home : Who do you live with?	▼
Home : No.of children?	▼
Home : No.of adults	▼
Home : Who can you count on to be there for you?	▼
Home : Do you feel safe at home?	▼

Record: 1 of 100 (Filtered)

To set up questions for an event type

- Click on the maintain questions and choices' button and choice questions to carry across, you can only carry one question at a time

Question Number	Section	Sort order	Description	Active	Yes/no	Free text	Number	On Front Sheet?
2.1	Healthcare Access	10	Who do you see when you are sick?	Dropdown choices	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.2	Healthcare Access	20	Who is your family doctor?	Dropdown choices	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2.3	Healthcare Access	30	Do you see the same doctor?	Dropdown choices	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4	Healthcare Access	40	When was last visit to doctor?	Dropdown choices	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.5	Healthcare Access	50	Are there any barriers to accessing health care? If yes, what are they?	Dropdown choices	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.6	Healthcare Access	60	Do you see a dentist? If yes, when was last visit?	Dropdown choices	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2.7	Healthcare Access	70	Do you have any illness you see a doctor regularly about? If yes, how often?	Dropdown choices	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2.8	Healthcare Access	80	What is your condition?	Dropdown choices	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2.9	Healthcare Access	90	What is your next best to be tested?	Dropdown choices	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- If wanting to add a question, scroll to empty line at the bottom of the box, select section from drop down choices, write question under description
- Question number: use as a reference
- Section: for keeping related groups of questions together
- Description: Free text
- Drop down choices: use this to allow the data enterer to select from a limited list.
- Active: flag if the question is current
- Yes/No: data enterer must select Y or N
- Free text: data enterer can type in anything
- Number: data enterer must enter a number
- On front sheet: for displaying on the front sheet screen and report.

Creating schedules/clinic setup

- Click on 'create schedules' button:
- Select type from drop down choices created in event type set up screen
- Health provider from thee drop down choices in the health care provider set up

Schedule events

Type: Setup...

Days the activity will be scheduled for:

Monday Tuesday Wednesday Thursday Friday

From time: To time:

Duration, minutes:

Start date: End date:

Schedule for:

Every week Every other week

Healthcare Provider:

OK Cancel

- The loading process may take time if creating repeat clinics over a long period of time
- Once created, you can work with the schedules using the 'Manage clinic appointments' main menu choice

Back Filter by: Create new schedule... Print

Select a Planned Date to work with... Times for Sexual health clinic 30-May-06

Planned date	Event type	Nurse	Start	Finish	Student	Status	Class
Fri 12-May-06	Asthma clinic	Jill Blue	10:00	10:20		Planned	
Fri 12-May-06	Physio clinic	Mary Green	10:20	10:40		Planned	
Mon 15-May-06	Physio clinic	Mary Green	10:40	11:00		Planned	
Tue 16-May-06	Sexual health clinic	April Orange	11:00	11:20	BLUENOSE, Akenes	Planned	7A
Wed 17-May-06	Sexual health clinic	April Orange	11:20	11:40		Planned	
Thu 18-May-06	Physio clinic	Mary Green	11:40	12:00		Planned	
Fri 19-May-06	Asthma clinic	Jill Blue	12:00	12:20	TUNA, Terry (6C)	Planned	6C
Fri 19-May-06	Physio clinic	Mary Green	12:20	12:40		Planned	
Mon 22-May-06	Physio clinic	Mary Green	12:40	13:00		Planned	
Tue 23-May-06	Sexual health clinic	April Orange	13:00	13:20		Planned	
Wed 24-May-06	Sexual health clinic	April Orange	*				
Thu 25-May-06	Physio clinic	Mary Green					
Fri 26-May-06	Asthma clinic	Jill Blue					
Fri 26-May-06	Physio clinic	Mary Green					
Mon 29-May-06	Physio clinic	Mary Green					
Tue 30-May-06	Sexual health clinic	April Orange					
Wed 31-May-06	Sexual health clinic	April Orange					
Thu 01-Jun-06	Physio clinic	Jane Purple					