

Pupil: Youth Health System	Version Pupil Web
Administrator Manual	Date: January 2011

PUPIL WEB - YOUTH HEALTH SYSTEM

Administrator Manual

The screenshot shows the Pupil Web website interface. At the top, there is a blue header with the text "Pupil Web" on the left and "home | login" on the right. Below the header is a green navigation bar with links for "Home", "About", "Pricing", "Contact us", and "News". The main content area has a white background and features a "Welcome to Pupil Web" heading. Below this heading, there is a paragraph of text: "This system allows you to manage clinical information for students and others that are cared for at your organisation." followed by another paragraph: "If you have not registered, please do so using the Register button below. You will then need to contact your administrator, who will then add you as a member for your organisation." Below the text are two buttons: "Register" and "Login". At the bottom of the page, there is a blue footer with the text "version 5.03 | Datasyn.co.nz" on the left and "home | login" on the right.

Pupil: Youth Health System	Version Pupil Web
Administrator Manual	Date: January 2011

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 (ASNG) 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 ASNG, in particular all the AIMHI nurses.

The writing committee consisted of Gilli Sinclair, Craig Evans, Debbie Greenwood, Jude Woolston, Karlynn Earp, Diana Nicholson (aka 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.

In 2009 a web based version of the access Pupil was developed and trialled in 5 school based health centres within CMDHB. Feedback from these schools has lead to further enhancement of this system. Pupil Web has the advantage of being able to log on to your designated school from any secure computer (ie, you have the option of accessing your school records from home). Another advantage is that case notes are more secure (they can not be altered once saved) and an electronic signature is created with each saved event.



For further details please contact:

Craig Evans	craig@datasyn.co.nz
Dianne Dawson	dianne.dawson@middlemore.co.nz
Diana Nicholson	diana.nicholson@middlemore.co.nz
Gilli Sinclair	GZSinclair@cmdhb.org.nz

Pupil: Youth Health System	Version Pupil Web
Administrator Manual	Date: January 2011

Pupil Administrator Guide

Content	Page
Overview	4
Platform	4
Manual	4
Getting Started	5
✓ Registering with Pupil Web	5
Linking to demographics in other systems	6
✓ File format for importing demographics	6
✓ Field names for importing	7
Log In	8
Home – Administration Primary Menu Bar	9
✓ Compendium	9
✓ Privacy Security	9
✓ About	9
✓ Pricing	10
✓ News	10
✓ Whats new?	10
✓ Support	11
Main Administrator Screen	12
✓ Details	13
✓ Event Types and Questions	14–16
✓ Question set up	17
✓ Creating Schedules	18
✓ Referred To	19
✓ Rolls	20
✓ Classes	21
✓ Users	22
✓ Security levels	22
Account Information	23
✓ Changing Password	23
✓ Hot Keys	23-24
Coding	25
✓ Presented with	25
✓ Treatments	25
✓ Chronic Conditions	25
Appendix	26

Pupil: Youth Health System	Version Pupil Web
Administrator Manual	Date: January 2011

Overview

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

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

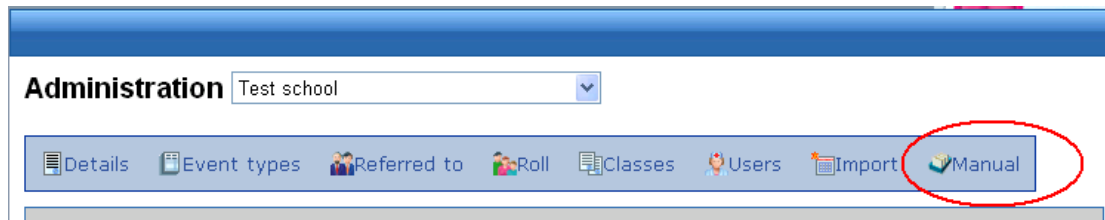
Platform

Requirements

- Web based system. This can be used by any PC/laptop with an internet connection, and uses the web browser to access the system. No other software is required.

Pupil Web Manuals

Administrator and User Manuals are also available via the Manual button, located on the Administration screen



Pupil: Youth Health System	Version Pupil Web
Administrator Manual	Date: January 2011

GETTING STARTED

Open preferred web browser, eg Internet Explorer or Firefox.

Type <http://www.pupilweb.co.nz/> into the address which will bring up the Pupil Web home page.

Register with Pupil Web

To register with for pupil web as a new user click on the 'Register' button on the Pupil Web Home page. The 'Member Signup' page will appear - this enables you to register for user rights to Pupil Web. Complete all the fields and then click the Signup button. A Pupil Web System representative will send your login code to the email address you provide.

NB: your User Name and Password will be used to login once you have successfully registered. These must be unique to each user and logon details should not be shared. Please remember you User Name (eg have you used your full name, initials etc) and password and keep both secure.

Please only register once. If you are having difficulties in registering, please contact Craig Evans: craig@datasyn.co.nz

LINKING TO DEMOGRAPHICS IN OTHER SYSTEMS

- The initial import of demographics is a service done by a Pupil Web support person.
- 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 Administration menu.

Administration Test school

Details Event types Referred to Roll Classes Users **Import** Manual

Import data

Demographic data can be imported from other systems. This is a service we provide as requested. You need to populate an Excel template with data from your system.

[Click here to download an Excel template](#)

Note that sheet 2 has the list of ethnic groups

Then send the populated file to support@pupilweb.co.nz

version 5.11 | Datasyn.co.nz Privacy, security | Pricing home | account | admin | logout

File format for importing demographics

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	ID	Surname	FirstName	Gender	DoB	AKA	Class	Year	addressLine	addressLine	addressLine	Phone	Ethnicity1	Ethnicity2	Ethnicity3	Contact
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
12																

The reporting data from your School Management System can be used to populate this template.

NOTE When the demographics file is imported:

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

Pupil: Youth Health System	Version Pupil Web
Administrator Manual	Date: January 2011

It is critical to have a unique Student ID number attached to each student, otherwise duplicate files will be created for the same student.

In a situation where 'Joe Bloggs' is in Pupil without a Student ID and 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
Class
Year
AddressLine1
AddressLine2
AddressLine3
Phone
Ethnicity1
Ethnicity2
Ethnicity3
Contact
Allergies
Medications
GP
Dentist

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

Pupil: Youth Health System	Version Pupil Web
Administrator Manual	Date: January 2011

LOG IN

Using your User Name and Password enter details into the appropriate fields and click the Log In button (you cannot use the enter key)
 NB: Your login to Pupil Web is used as your electronic signature and will be recorded in each of your case notes. For example, if you type your login in lower case, eg 'di nicholson' this be recorded as the electronic signature, likewise if the login is Di Nicholson, then that will be recorded as the electronic signature.

Once you have successfully logged in, Pupil Web will automatically go to the home page.

Brick, Burtie	INGA	0210.54545	Add event
Angelfish, Angie	6B	angie@sddwd.co.nz 021 123 4567	Add event
LIME, Ese	6B		Add event
Jellyfish, Jim			Add event
Donut, Dinkum	9MH		Add event
COURGETTE, Chris	zdfg		Add event
WOODS, Thomas	P05		Add event
Crustacean, Chris	6A		Add event
Clanger, Brian			Add event
Sheep, Dolly			Add event

Pupil: Youth Health System	Version Pupil Web
Administrator Manual	Date: January 2011

HOME

Administration Primary Menu Bar

Pupil Web Di Nicholson: home | account | admin | logout

Home **Compendium** Privacy, security About Pricing Contact us News

Welcome back **Di Nicholson**

Search
 Event history
 Add student
 Appointments
 Reports
 Providers

Show alerts

Recent students

Brick, Bertie	INGA	0210.54545	Add event
Angelfish, Angie	6B	angie@sddwd.co.nz 021 123 4567	Add event
LIME, Ese	6B		Add event

The home page will display the students with the most recently created events and the following tabs:

Pupil Web Di Nicholson: home | account | admin | logout

Home **Compendium** Privacy, security About Pricing Contact us News

Compendium - contains a range of resources useful for a School Based Health Centre (These documents were created by CMDHB and are intended as a guide only) eg, Service Specs, Database information, Policies, Job Description, Training, Supervision, Best Practice, Guidelines and Resources.

Pupil Web Di Nicholson: home | account | admin | logout

Home Compendium **Privacy, security** About Pricing Contact us News

Privacy, confidentiality and security

Privacy Confidentiality Security Terms of use

Privacy, security – in depth information about the Privacy, Confidentiality, Security and Terms of Use for Pupil Web.

Pupil Web Di Nicholson: home | account | admin | logout

Home Compendium Privacy, security **About** Pricing Contact us News

About Pupil Web

About – a brief overview of the journey of Healthy Community Schools (AIMHI) and the database within CMDHB.

Pupil: Youth Health System	Version Pupil Web
Administrator Manual	Date: January 2011

Pupil Web Di Nicholson: [home](#) | [account](#) | [admin](#) | [logout](#)

Home [Compendium](#) [Privacy, security](#) [About](#) **[Pricing](#)** [Contact us](#) [News](#)

Pricing

Web version		MS-Access version	
Initial setup	\$300	Initial setup	\$150
Annual subscription	\$350	Annual subscription	\$250
Initial import of demographics	\$150	Versions available	Access XP, 2007

Pricing – current pricing

Annual subscriptions include ongoing upgrades and email support

You will be invoiced by CMDHB

Training is extra, please contact us for more information.

Pupil Web Di Nicholson: [home](#) | [account](#) | [admin](#) | [logout](#)

Home [Compendium](#) [Privacy, security](#) [About](#) [Pricing](#) [Contact us](#) **[News](#)**

Latest updates to PupilWeb

Latest NZ health news

News – a link to the latest updates to Pupil Web and links to the latest NZ health news.

Pupil Web Di Nicholson: [home](#) | [account](#) | [admin](#) | [logout](#)

Home [Compendium](#) [Privacy, security](#) [About](#) [Pricing](#) [Contact us](#) [News](#)

Welcome back Di Nicholson

Search
 Event history
 Add student
 Appointments
 Reports
 Providers

Show alerts

Recent students

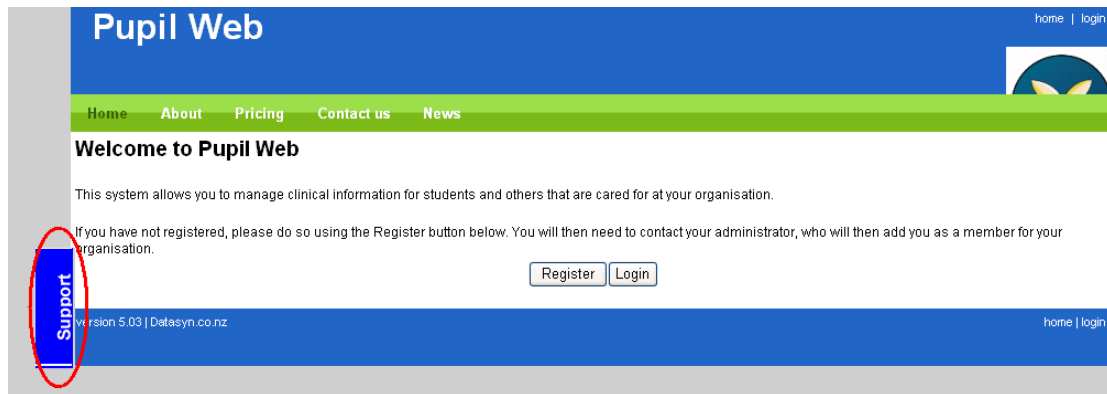
Brick, Burtie	INGA	0210.54545	Add event
Angelfish, Angie	6B	angie@sddwd.co.nz 021 123 4567	Add event
LIME, Ese	6B		Add event
Jellyfish, Jim			Add event
Donut, Dinkum	9MH		Add event
COURGETTE, Chris	zdfg		Add event
WOODS, Thomas	P05		Add event
Crustacean, Chris	6A		Add event
Clanger, Brian			Add event
Sheep, Dolly			Add event

[What's new? Updated Nov 2010](#)

Version 5.03 | [DataSyn.co.nz](#) [home](#) | [account](#) | [admin](#) | [logout](#)

Click on the 'What's new?' link will provide information on the latest updates and changes.

Pupil: Youth Health System	Version Pupil Web
Administrator Manual	Date: January 2011



To log a helpdesk call, click on the support button to the left of any screen.

Pupil: Youth Health System	Version Pupil Web
Administrator Manual	Date: January 2011

MAIN ADMINISTRATOR SCREEN

To ensure optimal consistency in the Pupil Web database, the system provider has global control of the default settings. Each school or provider site will have one designated Administration representative who has authorisation to alter the flexible settings. To manage any changes or updates to the Pupil Web system, to your individual setting, someone will be required to be designated the 'Administration Security Level'; only your Administration representative will have the admin button on their home page.

Select 'Admin.' from the top toolbar:

The Administration page will provide access to the following tabs: 'Details', 'Event types', 'Referred to', 'Roll', 'Classes' and 'Users'. The following pages will outline each of those tabs in the order they appear on the Administration page from left to right.

NB: Unless your school is displayed in the school field, you will not be able to enter data. If your school is not automatically displayed, go to the home page and then back to admin screen. If this is still not successful, please logout and login again. If you continue to have problems, contact the Pupil Web System administrator.

Test school			
Address 1:	123 Main Road	Fax:	09 654 66554
Address 2:	Papatoetoe	Email:	wdfwewe@wefwe.co.nz
Address 3:	Auckland	Phone:	09 123 4456

Pupil: Youth Health System	Version Pupil Web
Administrator Manual	Date: January 2011

At the bottom of the Administration under the school details section is the ability to change the year level of the students on your database. There are 2 options.

First remove all the school leavers, ie previous year 13 'Current' students by selecting the 'Change current year 13 to students status to 'Left school'.

You can then change the year level of the current students by one year by selecting the 'Increment current student by one' button.

Referral report note: Please fax this referral to: KidzFirst Centre for Youth Health Fax: 279-5111 Orakau Rd District Health Nursing Fax: 270-4733
Audiology Superclinic Fax: 277 1634 KidzFirst Public Health Nursing: Howick/Pakuranga Ph: 270-4703 Fax: 270-4712 Mangere Ph 255-0606 Fax: 255-0607 Manurewa (including Hearing and Vision) Ph: 267-7676 Fax: 267-7776 Otara/Papatoetoe Ph: 270-9060 Fax 270-9061 Papakura Ph: 295-1280 Fax: 295-1277
Hearing referral note: Please fax this referral to: Audiology Superclinic Fax: 277 1634 KidzFirst Public Health Nursing: Howick/Pakuranga Ph: 270-4703 Fax: 270-4712 Mangere Ph 255-0606 Fax: 255-0607 Manurewa (including Hearing and Vision) Ph: 267-7676 Fax: 267-7776 Otara/Papatoetoe Ph: 270-9060 Fax 270-9061 Papakura Ph: 295-1280 Fax: 295-1277

[Edit](#) [Delete](#) [New](#)

Beginning of the year bulk update

Change current year 13 students status to 'Left school'

Increment current students year by one

Pupil: Youth Health System	Version Pupil Web
Administrator Manual	Date: January 2011

Details

This page allows you to customise your address and contact details so that information is transferred to other documents, eg for referrals etc.

The 'edit' button at the left lower corner of the screen (not seen in this shot) will allow you access to edit the details as appropriate.

Administration Test school

<input type="text" value="Test school"/> Address 1: <input type="text" value="123 Main Road"/> Address 2: <input type="text" value="Papatoetoe"/> Address 3: <input type="text" value="Auckland"/>	DHB: <input type="text" value="CMDHB"/> Fax: <input type="text" value="09 654 6654"/> Email: <input type="text" value="wdfwewe@wefwe.co.nz"/> Phone: <input type="text" value="09 123 4456"/>
--	--

System for importing demographics:

Referral Report Note:

Please fax this referral to:
KidzFirst Centre for Youth Health Fax: 279-5111
Orakau Rd District Health Nursing Fax: 270-4733
Audiology Superclinic Fax: 277 1634

Hearing Referral Note:

Please fax this referral to:
Audiology Superclinic Fax: 277 1634

KidzFirst Public Health Nursing:
Howick/Pakuranga Ph: 270-4703 Fax: 270-4712



Ensure you click the Update button once you have customised your details to your provider setting

Event Types and Questions

While there are default Event types built into Pupil Web, you can set up as many Event types as required. It is useful to consider what type of Events/Clinics you wish to provide or measure in your service and create these at the initial set up.

By clicking the Add new Event Type button below the Event Type list, you can create a new Event Type.

		Monday	Tuesday	Wednesday	Thursday	Friday	Active	
Edit Questions	Yr 9 assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
Edit Questions	Health Clinic Visit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
Edit Questions	Follow up	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
Edit Questions	Opportunistic assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
Edit Questions	Physio clinic	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
Edit Questions	Asthma clinic	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
Edit Questions	Sexual health clinic	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
Edit Questions	Case note History	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
Edit Questions	Hearing screen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
Edit Questions	GP Clinic	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete

1 2

Event Type:

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Save

No questions/prompts

Add Questions/prompts



Remember to click

Using Existing Default Event types

- ✓ Health Clinic Visit - initial visit for any concern
- ✓ Follow Up- subsequent visit for any concern already documented and not a new issue
- ✓ Case Note History- used for phone calls, emails, letters etc relating to a student, but not requiring the student's presence
- ✓ Opportunistic Assessment- any assessment or part of, that is not a year 9 health assessment
- ✓ Callout- use when called away from your clinic to attend to a student or staff member

Pupil: Youth Health System	Version Pupil Web
Administrator Manual	Date: January 2011

When the appropriate event type is selected as above you can 'edit' the text, eg spelling or changing the case. **If you alter the clinic name once there are events attached to this event type, all the historical data attached to this event will be altered as well.**

Administration ▼

Details
Event types
Referred to
Roll
Classes
Users
Import
Manual

	Monday	Tuesday	Wednesday	Thursday	Friday	Active	
Edit Questions Yr 9 assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
Edit Questions Health Clinic Visit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
Edit Questions Follow up	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
Edit Questions Opportunistic assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
Edit Questions Physio clinic	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
Edit Questions Asthma clinic	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
Edit Questions Sexual health clinic	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
Edit Questions Case note History	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
Edit Questions Hearing screen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
Edit Questions GP Clinic	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete

1 2

The Yr 9 Assessment event name should not be altered in any way as it links directly to the HEADSS questions and the Yr 9 Assessment Report. Changing its name in any way will lose these links.

Each event type can have multiple questions loaded which can be used for gathering data or for use as prompts.

Questions linked to the Event type can be modified by selecting the Edit Questions link. The existing questions relating to that event will then display. You can then select further questions by clicking on the drop down box of pre loaded questions. .

Edit Questions	Health Clinic Visit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
Edit Questions	Follow up	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
Edit Questions	Opportunistic assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
Edit Questions	Physio clinic	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
Edit Questions	Asthma clinic	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
Edit Questions	Sexual health clinic	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
Edit Questions	Case note History	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
Edit Questions	Hearing screen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
Edit Questions	GP Clinic	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete

1 2

[Add new Event Type](#)

Sexual health clinic

	Section	Question/prompt	
Edit	4.5 Sexuality	4.5.1 Are you in a relationship?	Delete
Edit	4.5 Sexuality	4.5.2 What does safe sex mean to you?	Delete
Edit	4.5 Sexuality	4.5.3 Who would you talk to about sex?	Delete

2 Healthcare Access : 2.2 Who is your family doctor

[Save](#) [Cancel](#)



Remember to click [Save](#)

Question set up

Under Event Types, select the appropriate Event. Click on the Questions link to display any pre loaded questions.

[Details](#)
[Event types](#)
[Referred to](#)
[Roll](#)
[Classes](#)
[Users](#)
[Import](#)
[Manual](#)

		Monday	Tuesday	Wednesday	Thursday	Friday	Active	
Edit Questions	Yr 9 assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
Edit Questions	Health Clinic Visit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
Edit Questions	Follow up	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
Edit Questions	Opportunistic assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
Edit Questions	Physio clinic	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
Edit Questions	Asthma clinic	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
Edit Questions	Sexual health clinic	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
Edit Questions	Case note History	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
Edit Questions	Hearing screen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
Edit Questions	GP Clinic	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete

1 2

[Add new Event Type](#)

Health Clinic Visit

	Section	Question/prompt	
Edit	2 Healthcare Access	2.2 Who is your family doctor	Delete
Edit	2 Healthcare Access	2.6 Do you see a dentist? If yes, when was last visit?	Delete
Edit	2 Healthcare Access	2.7 Do you have any illness you see a doctor regularly about ? If yes, how often?	Delete
Edit	2 Healthcare Access	2.8 What is your condition?	Delete
Edit	3.2 Student health	3.2.1.1 Do you have diabetes?	Delete
Edit	3.2 Student health	3.2.1.2 Do you have heart disease?	Delete
Edit	3.2 Student health	3.2.1.3 Do you have weight problems?	Delete

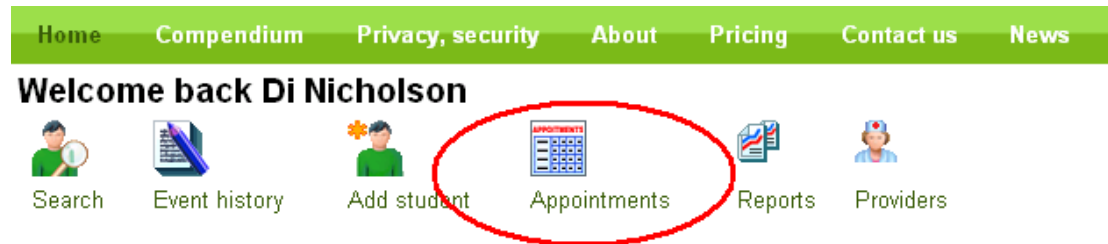
Preloaded questions contain one or more of the following response options:

- Yes/No: data enterer must select Y or N
- Free text: data enterer can type in anything
- Number: data enterer must enter a number
- Drop down choices: use this to allow the data enterer to select from a limited list.

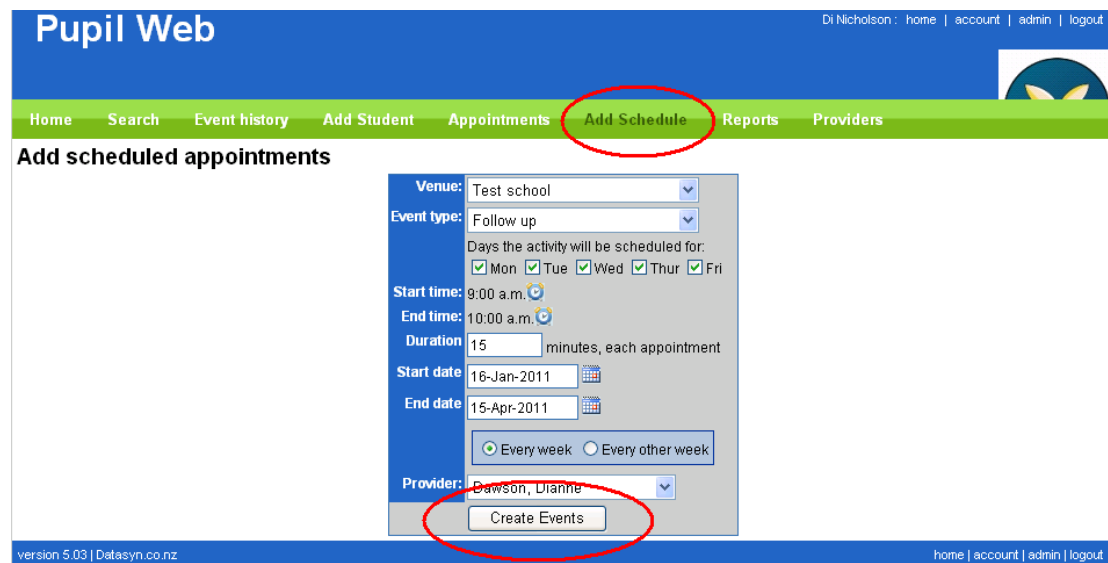
Pupil: Youth Health System	Version Pupil Web
Administrator Manual	Date: January 2011

Creating Schedules

Under Appointments on the Home page, or by selecting Appointments on the Menu bar



then Add Schedule



Once created, you can work with the schedules using the 'Appointments' main menu choice.

Referred To

'Referred to' categories are set up as Global reporting values which can not be changed. To customise your referrals to your setting, you can add providers you refer to in the 'Values for your Organisation' drop down section. When setting up your providers, consider how they will link with the Ministry of Health global referral values as this will be of use for your Ministry reporting (see user manual referral section).

Select 'New' – add the provider in the 'Referred to' field.



Remember to click

Administration ▼

Details
Event types
Referred to
Roll
Classes
Users
Import
Manual

Referred to categories

Global values (can't be changed)

Referred to
Child Youth and Family
Drugs and alcohol
External Primary Care
External Secondary care
General
Govt organisation
Guidance Counsellor
Internal pastoral
Mental Health
NGO
Onsite health
Oral services
School staff
Sexual Health
Social Workers
Undefined
Visiting Health Professional

Values for your Organisation (can be changed)

Referred to		
Edit	ASH	Delete
Edit	EDU	Delete
Edit	Family Planning	Delete
Edit	Lab Tests	Delete
Edit	Maori Liaison	Delete
Edit	Middlemore	Delete
Edit	Own GP	Delete
Edit	PHO	Delete
Edit	Quintine	Delete
Edit	Radius A&E	Delete

Referred to:

Rolls

'Roll': is for the total number of yr 9 students. This number will fall into the Year 9 Assessment report.

'School Roll': is for the total number of students on the school roll.

The screenshot shows the 'Administration' page for 'Test school'. A navigation bar includes links for Details, Event types, Referred to, Roll, Classes, Users, Import, and Manual. The 'Roll' section is active, displaying a table with columns for Year, Roll, School roll, and a Delete button. A 'New' button is circled in red below the table.

	Yr	Roll	School roll	
Edit	2003	200		Delete
Edit	2004	205		Delete
Edit	2005	210		Delete
Edit	2006	212		Delete
Edit	2007	250		Delete
Edit	2008	275		Delete
Edit	2009	300	1800	Delete
Edit	2010	359	1950	Delete
Edit	2011	35	211	Delete

New

To add the information about the current roll, select 'New'.

Roll

	Yr	Roll	School roll	
Edit	2003	200		Delete
Edit	2004	205		Delete
Edit	2005	210		Delete
Edit	2006	212		Delete
Edit	2007	250		Delete
Edit	2008	275		Delete
Edit	2009	300	1800	Delete
Edit	2010	359	1950	Delete

Add the appropriate data in the fields available.

Year:	<input type="text" value="2011"/>
Roll:	<input type="text" value="356"/>
School roll:	<input type="text" value="1967"/>

Save Cancel

NB: As number of yr 9 students in the school roll can fluctuate over the year, it is recommended that the figure stated in the 'Roll' field is accurate and 'Edit' as necessary, prior to printing off quarterly reports as this can impact on the statistical output

Classes

Classes – appear as drop-down choices for data entry, searching and filtering reports.

Enter class codes and save. Tick the Active box if class is currently active. Remove tick if not currently active. If you select delete all the corresponding historical data will be lost. Delete can only be used for classes that have no historical information.

If you want to capture and report on data for others besides students, eg staff visits, you will need to create an appropriate class called 'staff'.

Administration Test school

[Details](#)
[Event types](#)
[Referred to](#)
[Roll](#)
[Classes](#)
[Users](#)
[Import](#)
[Manual](#)

Classes

Active			
Edit	6	<input checked="" type="checkbox"/>	Delete
Edit	6A	<input checked="" type="checkbox"/>	Delete
Edit	6C	<input checked="" type="checkbox"/>	Delete
Edit	7A	<input checked="" type="checkbox"/>	Delete
Edit	7B	<input checked="" type="checkbox"/>	Delete
Edit	7C	<input checked="" type="checkbox"/>	Delete
Edit	9A	<input checked="" type="checkbox"/>	Delete
Edit	9B	<input checked="" type="checkbox"/>	Delete
Edit	9C	<input checked="" type="checkbox"/>	Delete
Edit	9D	<input checked="" type="checkbox"/>	Delete

1 2

[New](#)

Pupil: Youth Health System	Version Pupil Web
Administrator Manual	Date: January 2011

Users

All users for your provider area will be listed on the Users table. If you have a user who leaves your service, please contact the Pupil Web Service Administrator to have the user removed.

The screenshot shows the 'Administration' section of the Pupil Web interface. At the top, there is a dropdown menu for 'Test school'. Below this is a navigation bar with several menu items: 'Details', 'Event types', 'Referred to', 'Roll', 'Classes', 'Users', 'Import', and 'Manual'. The 'Users' menu item is highlighted with a red circle. Below the navigation bar, the section is titled 'People who have access' and contains a table of users. At the bottom of the table is an 'Add person' button.

Users		
Edit	Collis, Emma	Delete
Edit	Dawson, Dianne	Delete
Edit	Evans, Craig	Delete
Edit	g.philip,	Delete
Edit	Nicholson, Di	Delete
Edit	Training 1,	Delete
Edit	Training 2,	Delete
Edit	Training 3,	Delete

[Add person](#)

Security Levels

There are four different Security levels available.

- Admin: can access all functionality for your provider area (Recommended only 1 person within each setting has this allocation).
- 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

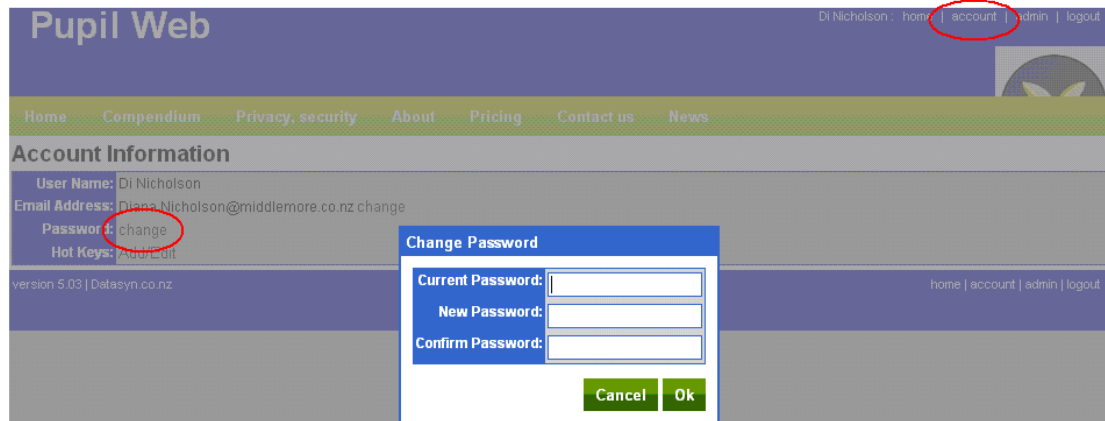
For security, Pupil Web automatically logs you out of the system if the computer appears to be unattended or unused for a period of 20 minutes.

If you have case notes open but there has been a time delay in typing up notes it is recommended you refresh the screen by clicking on the event history button or the students name to ensure that you are currently logged on. If you type into the case notes and you have been logged out, your notes will not be saved. The system will automatically take you to the Login Home page if you have been timed out; you will need to Log back into Pupil Web.

ACCOUNT INFORMATION

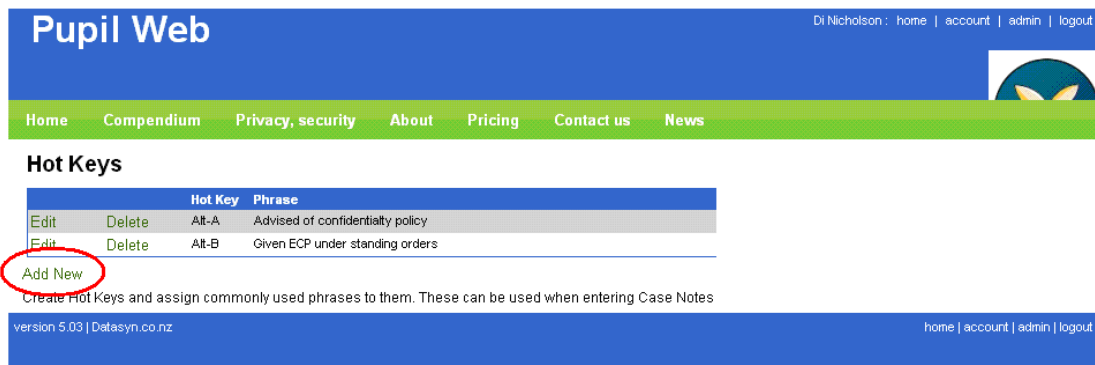
The Account page allows any user to change their password on a regular basis and to create their own unique set of Hot Keys. This page is available by selecting the account tab.

Changing Password



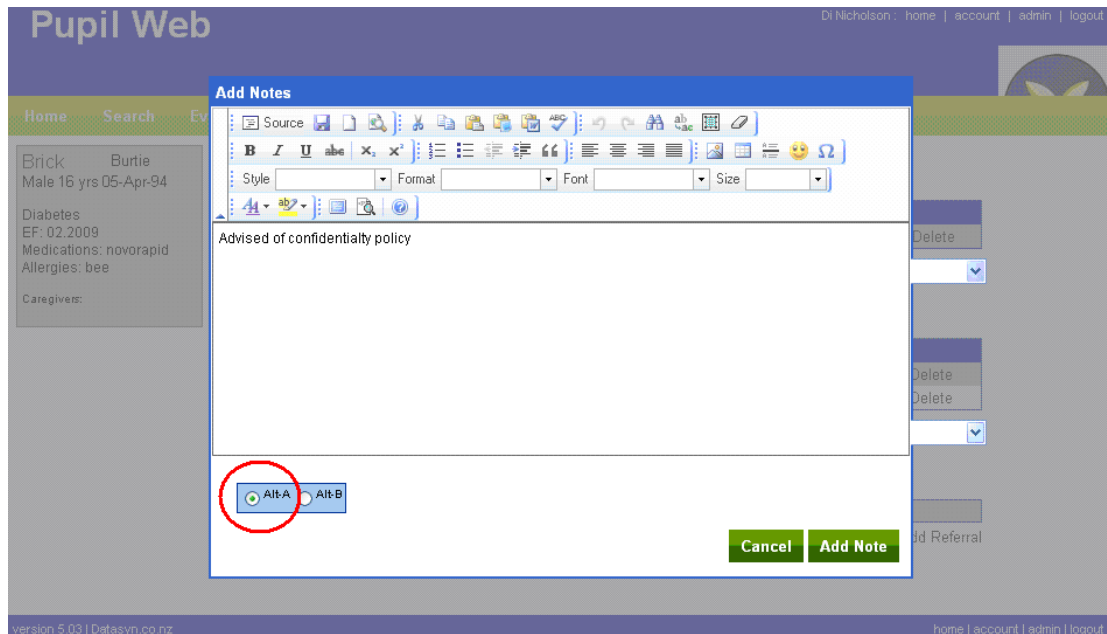
To change your password select the change button next to Password and the Change Password text field appears. Enter details as appropriate and click Ok.

Hot Keys



Used to speed data entry when entering Case Notes, you can create a Hot Key for frequently used phrases. Click the 'Add New' button to create a new Hot Key.

Pupil: Youth Health System	Version Pupil Web
Administrator Manual	Date: January 2011



When relevant phase is required, select the appropriate HotKey (in this eg 'Alt- A') when entering case notes and text will automatically appear.

Pupil: Youth Health System	Version Pupil Web
Administrator Manual	Date: January 2011

CODING

Presented With

Presented With categories are maintained by the Pupil Web System Administrators for consistency of data entry and reporting. See Appendix for current Presented with and Treatment codes.

(Master copy attached as Appendix).

Treatment Categories

Treatment Categories are maintained by the Pupil Web System Administrators to maintain consistency of data entry and reporting.

(Master copy attached as Appendix).

Chronic Conditions

The screenshot shows the Pupil Web System interface. At the top, there is a navigation bar with links: Home, Search, Event history, Add Student, Providers, Reports, and Appointments. Below this, a header for the student 'Chain Daisy' (Female, 14 yrs, 12-Jan-97) is displayed with a red warning icon and buttons for Details, History, Planned, Add Event, and Print. The main content area is divided into two columns. The left column contains personal and contact information: Family name (Chain), First name (Daisy), AKA, Gender (Female), DoB (12-Jan-97), Ethnicity (Niuean), Mobile (276 XXXX), Address (6 Flower Pot Lane The Garden), Consents: meds (checked), Health check (checked), and Med. condition (Migraine). The right column contains identification and medical information: NHI (NH10000), Status (Current), Type (Student), ID number (11987), CS card #, Class (9X Year:9), Email, Suburb, city (Manukau), Medications (Imigran), Allergies (Crayfish - rash), and Meds held onsite (checked). To the right of the profile is a 'Recent events' table with columns for date and event description. Below the table is a 'Chronic conditions' section with a red circle around the title. It shows 'No chronic conditions' and a dropdown menu currently displaying 'Migraine'. There are 'Save' and 'Cancel' buttons below the dropdown. At the bottom of the profile section are 'Transfer', 'Edit', and 'Delete' buttons.

There is the ability to document chronic conditions on the students front sheet using the drop down box – see user manual.

If there is a chronic condition you would like included in the list, please contact the Pupil Web System Administrator.

Pupil: Youth Health System	Version Pupil Web
Administrator Manual	Date: January 2011

APPENDIX

Pupil Keeping an eye on youth health...

Presented with

as at 7 Oct 2010

Accident	<ul style="list-style-type: none"> Burn Contusion with intact ski Crush Injury / amputation Dislocation Foreign Body in eye Foreign Body in skin Fracture - lower limb Fracture - neck and trunk Fracture - upper limb Fracture skull Minor Head Injury Miscellaneous Open wound of head/neck/trunk Open wound of lower limb Open wound of upper limb Sprain / Strain 	Allergy	<ul style="list-style-type: none"> Allergic conjunctivitis Anaphylaxis Eczema Hayfever Localised skin reaction Systemic reaction
Cardiac	<ul style="list-style-type: none"> Cardiac symptoms Cyanosis Hypertension Hypotension Rheumatic Fever 	Care and Protection	<ul style="list-style-type: none"> Child / young person@ risk Non accidental injury to child

Pupil: Youth Health System	Version Pupil Web
Administrator Manual	Date: January 2011

Dental	Broken tooth Loss of teeth due to accident Orthodontic pain Routine Check Up Toothache	Dermatology	Abrasion Acne Blister Boils Burn C/o rash Contusion Infection (skin) Insect Bites Laceration Miscellaneous Nail infection/ingrown/injury Removal of sutures Sunburn Tattoos/ piercings Wart/verruca
Drugs and Alcohol	Drunk Hangover Overdose Stoned Suspicion of use	Endocrinology	Diabetes mellitus monitoring Hyperglycaemia Hypoglycaemia Hypoglycaemic coma
Gastroenterology	Abdominal pain Constipation Diarrhoea Indigestion Nausea Vomiting	Growth and development	Child Adolescent Adult
Gynaecology	Dysmenorrhoea Genitourinary symptoms Menstrual	Health Promotion	Alcohol education Breast feeding education Drugs education Health education National campaign Nutrition education Parenting education Routine immunisation Self cares education Smoking education

Pupil: Youth Health System	Version Pupil Web
Administrator Manual	Date: January 2011

Incidents	Assault Fight	Infectious Diseases	Childhood illness Glandular fever TB
Mental Health	ADHD/ADD Behavioural concern Emotional concern Self Harm Stress related concern Suicidal ideation	Miscellaneous	Bereavement Head lice Non medical Post op cares Updating health info/query
Musculoskeletal	Backpain Chronic condition Muscle pain Skeletal pain Stiff neck	Neurology	Collapse Dizziness / felt faint Epilepsy Headache Seizure Tingling/numbness
Non Specific	Lethargy	Nutrition	Eating Disorders Food/fluids Weight control discussion/support
Obstetric	Antenatal care Postnatal care Post TOP care Pregnancy Advice/options TOP referral	Ophthalmology	Eye infection Eye symptoms Visual Testing

Pupil: Youth Health System	Version Pupil Web
Administrator Manual	Date: January 2011

ORL	<ul style="list-style-type: none"> Earache Head cold Hearing screen Hearing symptoms Mouth infection Mouth injury Nasal symptoms Nose Bleed Sore Throat 	Renal	<ul style="list-style-type: none"> Chronic conditions Urinary Symptoms
Respiratory	<ul style="list-style-type: none"> Asthma Chronic condition Flu like symptoms Hyperventilation Pain SOB URTI 	Sexual Health	<ul style="list-style-type: none"> Contraception Contraception Education Decision Making/Relationships Puberty Sexual Abuse/assault Sexuality/identity/orientation STI symptoms UPSI
Year 9 assessment	<ul style="list-style-type: none"> BP recheck Drug and alcohol follow up General follow up Hearing follow up Initial assessment Mental health follow up Nutrition follow up Reweigh Sexual health follow up Vision follow up 	Social concerns	<ul style="list-style-type: none"> Accommodation Financial Whanau Support

Pupil: Youth Health System	Version Pupil Web
Administrator Manual	Date: January 2011

Treatments

GENERAL	ACC Claim Administer prescription medications Administer standing orders meds Advised to see GP Advocate Ambulance Analgesia Appointment time made Bandage/ strapping/ tubigrip Bathroom visit Blood glucose testing Bloods Breathing coaching Case management plan Communication – email Communication – phone Communication – fax Communication other health provider Complaints/ Incident form Contacted Family CYFS notification Data entry only Debriefing Dental Discussed at pastoral care District Nurse Dressing Education: discussion and advice Equipment lent Eyepad Eye irrigation Family Group Conference Feminine supplies Food Given Health/ HEADSS assessment Hearing Screen Heat treatment	Height/weight recording Ice pack Left without treatment Letter home Natural remedy Non medical assistance Notification teaching staff Observations /recordings OSH notification OTC meds Other Peakflow recording Prescription given Referral made Referral GC Referral SW Removal foreign body Rested In Clinic RICE Seen by visiting practitioner Self administered meds Sent Home Sling/splint Smoking-A, B and C Smoking-ASK Smoking-BRIEF ADVICE Smoking-CESSATION SUPPORT Steristrips Taken to GP Topical cream Transported Urinalysis Vision Screening Vital signs Water
SEXUAL HEALTH	Antenatal cares Contraception Post TOP cares Pregnancy Testing	SOCIAL WORKER Assistance with documents

Pupil: Youth Health System	Version Pupil Web
Administrator Manual	Date: January 2011

	Self obtained swabs STI - bloods STI – swabs STI treatment STI - urine	Attend/participate Case closure Complaints/incident officer Documents posted
--	--	---

Referred to **(categories)	Child Youth and Family Drugs and alcohol Guidance Counsellor Hearing Mental Health Nutrition/Weight Oral health Other referrals Primary Health Care School Social Worker / community Sexual Health Smoking Vision	Outcome / sent to A and M Clinic Ambulance Back to class Local hospital Not entered Sent home Stayed in H/C until end of day Transported home To Guidance Counsellor To Deans To Senior Management To outside appointment
---------------------------------------	---	--