



Tracking H1N1 Symptoms

Purpose: Administration – Instructions on using the H1N1 Tracking Software designed by Grant Wood AEA for PowerSchool users.

Grant Wood AEA was approached by The Johnson County Public Health Department to develop a method of tracking the various symptoms associated with the H1N1 Flu Virus.

Since we have the software completed, we felt that all schools may benefit from this so have decided to place the link on ALL of our PowerSchool sites. It is up to you if you wish to use it.

Utilizing PowerSchool as the student information base, below is a brief description of this new functionality. We will cover entry procedures as well as the reports you will be able to generate from this information.

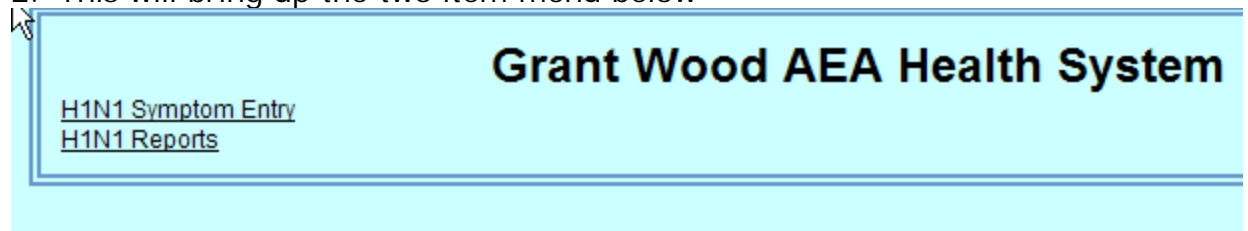
Entry of Symptoms

First, it is important to note, that this was designed to track symptoms reported when reporting a student absent. It is not designed to simply keep track of confirmed cases.

Gathering symptoms from Parent-Guardians, as they call in their student ill, may represent a change in how these types of calls, are currently being handled. Depending on how you currently handle this, you may need to do some additional instructions with your staff.

To Enter the Symptoms – From the School Start Page:

1. Click on the **H1N1** link on the left
2. This will bring up the two item menu below



3. Click on **H1N1 Symptom Entry**
4. Begin typing the **Last Name** of the first student you wish to make an entry on
5. NOTE: The software is reading the PowerSchool Database and will narrow the search of that, based upon the name you type – select the appropriate student from the list
6. The following entry screen will be displayed



7. Click **Submit**
8. Continue Entry of additional students.

You can exit and re-enter the software to continue Symptom Entry as many times as you want. For example, you may make some entries in the AM and some additional entries throughout the day.

Reports

If in Symptom Entry mode, simply click the **Menu** link in the upper left hand corner. If coming from a different part of PowerSchool, simply select the H1N1 link from the School Start Page and select H1N1 Reports.

A couple of quick characteristics about reports:

- * Reports can be run either School or District wide
- * All reports are generated to a .CSV format which can easily be imported into EXCEL
- * Reports are date ranged to allow reporting not just for a single day, but also comparison tracking between weeks, etc.

- Clicking on **Reports** will take you to the following menu:



There are three reports currently available. All three reports utilize the same setup criteria of Date Range and Saving it to a location, so that will only be included in the first report below.

Student Signs & Symptoms only

1. Enter the **Date Range** you want – click the radio button for that report
2. Click **Save** to save the report in a location you can view it
3. **Open EXCEL** and locate and import your report

Here is a sample of the report:

P	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Date	Student ID	Last Name	First Name	Middle Name	Sore Throat	Cough	Runny Nose	Fever	Body Ache	Headache	Chills	Fatigue	Diarrhea
2	9/7/2009	3	Adams	Corby	n/a	0	1	0	1	1	0	1	0	0
3	9/7/2009	74	Case	Jacob	U	1	0	0	0	1	0	1	0	0
4	9/7/2009	24008	Sampson	Ralph	n/a	0	1	0	1	0	1	1	0	0
5	9/7/2009	24406	Neilly	John	n/a	1	0	0	0	0	1	1	0	0

4. The Date, Student Name and if that student has reported that symptom a 1 is indicated, otherwise a 0 will appear in the column

Short Report – How Many of Each Symptom – Below is a sample

A	B	C	D	E	F	G
Cases of Sore Throat	Cases of Cough	Cases of Runny Nose	Cases of Fever	Cases of Body Ache	Cases of Headache	Cases of Chills
2	2	0	2	2	2	4

Include Demographics

While similar to the Names & Symptoms, this report contains Student – Parent Demographic information. It will be shown here in two panels

A	B	C	D	E	F	G	H	I	J	K	L	M
Date	Student ID	Last Name	First Name	Middle Name	Sore Throat	Cough	Runny Nose	Fever	Body Ache	Headache	Chills	Fatigue
9/7/2009	3	Adams	Corby	n/a	0	1	0	1	1	0	1	0
9/7/2009	74	Case	Jacob	U	1	0	0	0	1	0	1	0
9/7/2009	24008	Sampson	Ralph	n/a	0	1	0	1	0	1	1	0
9/7/2009	24406	Neilly	John	n/a	1	0	0	0	0	1	1	0

P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
Ethnicity	Grade Level	School Bus	School District	Street	City	State	Zip	Home Phone	Parent Cell	Parent or Guardian	Gender	Age	DOB
W	10	100	9210	2820 Shreve	Jackson	MS	39209	916-555-32	n/a	Jacob Ada	M	15	10/4/1993
P	12	100	9210	4627 Norw	Jackson	MS	39206	916-555-25	n/a	n/a	M	18	#####
B	9	100	9210	n/a	n/a	IA	n/a	319-668-26	n/a	n/a		0	109 1/1/1900
W	9	100	9210	n/a	n/a	IA	n/a	319 399-67	n/a	n/a		0	109 1/1/1900

Again, the intent of this software is to provide schools a fairly quick, standardized way to track the symptoms. How you utilize this functionality in your schools, reports to public health agencies, is strictly up to you.